



COVID-19 LEARN SAFE PARENT AND PUPIL GUIDANCE

The safety of your children, your family and our staff is our top priority

Dear Families,

We find ourselves in challenging times, and we have prepared this document to provide you with some reassurance as to the things we are putting in place to ensure the safety of your children, your family and our staff. Each school has its own unique challenges and we have thought long and hard about our re-opening plans. They adhere as closely as possible to Government guidance but consider our own school setting and our children. Each member of our school family needs to play their important part by following this guidance and supporting school staff by complying with our plan. Our goal is to do our very best to keep everybody safe and healthy.

Unfortunately, there is a lot of information to provide to you, so I apologise for the length of this document, but I hope it covers all the questions you may have. It is split into three main sections:-

- 1 – Signs and symptoms of Covid-19 and how we can prevent its spread
- 2 – What daily life in school will look like
- 3 – Frequently asked questions

We have tried to address what we believe to be your main concerns, but please get in touch if you have any further queries and we will respond as best we can. Please appreciate that the staff in school will now be fully engaged in preparing for the return to school, so at times it may take us a little while to respond to your queries.

This guidance is based on current understanding of COVID-19 as provided by Public Health England, the Department of Education and the latest Government guidance. This document will be updated as and when relevant advice changes.

It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn term with the exception of our Early Years children who will have a separate programme in place to ensure a smooth and effective transition into school.

This letter provides you with more details of our plans for full school reopening. The released 'Guidance for Schools' documents from the Government have informed our planning along with the safety and welfare of each of our children and our members of staff being paramount in our thoughts.

Please take time to read this Learn Safe document as it contains information regarding the COVID-19 virus, what we all should be doing to reduce the risks for our families and details of the schools expectations of you and your children. We need your help to ensuring that our school is as safe and healthy as possible during these complex times. We will do our best to keep you updated whenever the situation changes.

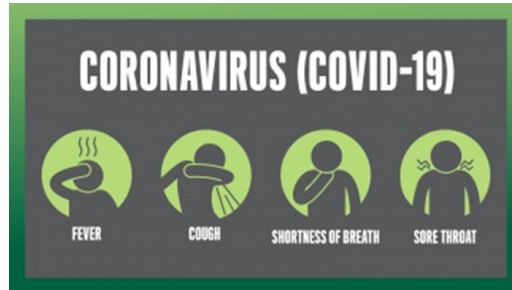
For and on behalf of the staff and school governors

Mr Pugh

1 - Signs and Symptoms of COVID-19

The following symptoms may develop in the 14 days after exposure to someone who has a COVID-19 infection:

- dry cough
- sore throat
- difficulty in breathing
- tiredness
- fever
- Loss of smell and/or taste



If anyone in your household is experiencing any of the above symptoms or they are diagnosed with COVID-19, then you must not bring your child to school and your child must remain away from school for a minimum of 14 days.

All children over the age of five now have access to a COVID-19 test if they display the symptoms of coronavirus and are encouraged to get tested. Children should then self-isolate for 10 days and their fellow household members should self-isolate for 14 days.

Should the test be negative, children can return to school and their fellow household members can end their self-isolation.

Please be overly cautious and keep children at home if there is any concern that your child or a member of your household has been exposed to the virus. **If any child or staff member has been into school in the 10 days preceding display of their first COVID-19 symptom and tested positive for COVID-19, the rest of their group and teacher will be sent home and advised to self-isolate for 14 days. If a teacher has been in contact with more than one group, all groups are advised to self isolate for 14 days.**

The other household members of that wider class or staff member do not need to self-isolate unless the child or staff member subsequently develops symptoms.

The cooperation of all parents and carers will be expected; anyone displaying any signs of the virus will be asked to leave the school immediately.

When you or your child feel unwell - please do not come to school

How COVID-19 is spread

From what is understood about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets which are produced when an infected person coughs or sneezes contain the virus. This is the main means of transmission.

There are two main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby (within 2 metres) such that droplets could be inhaled into the lungs.
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching door knob or shaking hands then touching own face).

We know that similar viruses are transferred by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

Prevention – Reducing the spread of the virus

The following graphic outlines the Government guidance for reducing the spread of the virus – simple steps which we can all adhere to:



Every person both in and out of the school has a part to play in reducing the risk of spreading the virus.

A number of control measures have been implemented throughout the school that must be adhered to so we can keep our children, our families and our staff safe and well.



COVID-19 LEARN SAFE PARENT AND PUPIL GUIDANCE

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Test and Trace

The NHS Test and Trace system introduced by the Government across the UK is designed to ensure that anyone who develops symptoms of COVID-19 can quickly be tested to find out if they have the virus, and then it crucially attempts to trace close recent contacts of anyone who tests positive. Then, if necessary, notifies those recent contacts and instructs them to self-isolate at home to help stop the spread of the virus

If anyone is contacted by the NHS Test and Trace service because they have been in close contact with someone who has tested positive for coronavirus, they must self-isolate for 14 days – even if they feel well and do not have symptoms of the virus. Other members of the household do not need to self-isolate but they must take extra care to follow the guidance on social distancing and handwashing in the home.

2 – What Daily Life in School Will Look Like

Daily life is going to be different to how the children remember it, it is important that the children recognise that school will not be the same as it was before lockdown. Hopefully, this information can be used as the basis of a conversation with your children to help to start making them aware of what to expect when they return.

Cleaning and Hygiene

All classrooms and the school entrance have hand sanitiser facilities. These are also available at other key locations throughout the school such as the hall.

Everyone's hands must be sanitised upon entering the school and then washed with hot water and soap or hand sanitizer for at least 20 seconds at various times throughout the day. It is expected that hands are cleaned before and after leaving the classroom, before and after eating as well as before leaving the school.

These measures are being taken to provide all children with every opportunity to practise the good hand hygiene that is a key requirement to reduce the spread of the virus. This represents good general hygiene which should be carried out even when the COVID-19 threat has passed.

We know that some children have very sensitive skin – you may provide a named pump type hand sanitiser and/or a moisturiser of your choice to keep in the classroom **with your child's name on it.**

Children should attend school in school uniform, and parents/carers should endeavour for their children to have clean clothing on each day.

Wherever possible, children will be issued their own stationery however shared learning resources and school furniture such as desks, books, IT equipment, door handles, light switches, sink areas for example will be sanitised by staff at lunchtime. These will all be sanitised again by the school cleaning staff at the end of the day.

Direct contact with handheld teaching equipment, IT equipment, learning aids and other resources



COVID-19 LEARN SAFE PARENT AND PUPIL GUIDANCE

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will be minimised if sanitisation before and after use is not practicable. Malleable resources, such as play dough, will not be shared between groups and sand pits will not be used at this time.

Before entering the Computer Room, children will be asked to wash their hands, they will wash them again on leaving. The IT equipment will be sanitised by staff after use.

Children's desks will be left clear at lunchtime and home time to help effective cleaning to take place. Sanitising sprays and wipes are available in each classroom to enable the staff to frequently disinfect equipment when required.

Should any staff, child, parent, or visitor who recently attended school be diagnosed, or self-diagnoses with COVID-19, a deep clean of the school areas they occupied will be undertaken immediately.

Classrooms will always be well ventilated – windows will be open and internal doors will be left open to avoid the touching of handles.

Social Distancing

In general, maintaining a minimum of a 2-metre distance from another person plays a major part in reducing the spread of the virus.

Although this will prove difficult in classrooms, wherever possible the school has taken measures to create the required spacing. For example, school start and end times, breaks and lunch times. Parents/carers and children are expected to adhere to the distancing requirements at all times:

- Children and staff must respect the space needed for others to operate or move around the school. A great deal of patience may be required and at times we may need to step aside to let someone pass; good communication is vital.
- Despite all efforts to maintain the correct distancing it is inevitable that some tasks will require some school staff to operate closer than 2 metres to children. Such examples may include administering first aid. For all such close quarters tasks mandatory PPE will be worn by staff members to protect both the child and the staff member. These would be a minimum of a face mask and gloves; duration will be kept to an absolute minimum and will be followed by good hygiene practices.
- Break Times – at break and lunch times the bubbles of children will be spread out in separate areas to facilitate the distancing requirements and when possible will be outside.
- Maintaining the correct distancing requirements in shared school facilities such as toilets, corridors, playgrounds etc will require the full cooperation of all people using those facilities. Consideration must be given to others when using these facilities and children may be required to wait outside until they can enter without encroaching on the minimum 2 metre distancing requirement.
- While in general individuals should be kept apart as described above, brief, transitory contact, such as passing in a corridor, is considered to be low risk.
- Wherever possible, each class group will have access to its own bathroom facilities which will not be shared with other class groups. To allow this, both boys and girls may have to use the



COVID-19 LEARN SAFE PARENT AND PUPIL GUIDANCE

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facilities under direct teacher management one at a time. This will help to prevent any virus spread between different class groups within the school. Standard safeguarding protocols will be followed at all times.

Older children will be expected to follow all guidance and instructions regarding hygiene and distancing. Pupils of any age who intentionally disregard these safety instructions or present a higher risk to staff and other children due to their poor behaviour will be isolated from the others or asked to remain at home.

Lunch arrangements are very different within the school now. Pupils will either eat their lunches outside in fine weather or in their classroom. If your child suffers from an allergy which may be affected by the changes described here, please contact the school to discuss.

Travel to School

Wherever possible, children should travel to school with one parent/carer only, preferably walking or cycling. If there is no option but to share transport or use public transport:

- Journeys should be shared with the same individuals and with the minimum number of people at any one time.
- Good ventilation (i.e. keeping the windows open) and facing away from other passengers may help to reduce the risk of transmission.
- Frequent hand sanitisation both during and after the journey is strongly recommended when using public transport.

Getting around school

To ensure all school users enter and move around the school with minimal contact with surfaces, where possible internal doors are to be held open with door wedges.

Wherever possible, parents/carers should encourage their children to leave them at the gates and make their own way into the classroom using the external doors at the side of Class 2 for children based in Class 1 & Class 2; at the back (field side) of Class 3 or Class 4 for the children based there. This will minimise contact as much as possible. Staff will be on hand to encourage and guide the children.

Personal Protective Equipment PPE

The majority of staff in education settings will not require PPE beyond what they would normally need for their normal work. The wearing of a face covering or face mask in schools or other education settings is not recommended. Children do not require PPE. Please do not send them to school with it as the use of PPE requires strict supervision which staff are not trained to support.

You will be required to pick your child up from school if they have presented with COVID-19 symptoms as soon as possible. Upon pick up, the accompanying staff are likely to be wearing a lot of PPE. Please do not be alarmed, this is for all of our protection. The Quarantine Area (in corridor by office)



COVID-19 LEARN SAFE PARENT AND PUPIL GUIDANCE

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will be used to locate any child or staff member displaying symptoms until they can safely leave the school. This will be deep cleaned afterwards if used.

Visitors and contractors entering the school

Visitors, such as parents or care workers as well as contractors entering the school will be discouraged unless school or pupil critical. On arrival, all visitors will be instructed to practise good hand hygiene and use the sanitiser facilities; any visitor that appears to be unwell will be asked to leave the school. Should you wish to arrange a meeting telephone the school office and every effort will be made to arrange a meeting or a phone call as soon as possible.

Clinically vulnerable persons and shielding household members

It is the responsibility of the parent or carer of any child who is or who lives with any person who is clinically vulnerable to notify the Head Teacher of any specific health needs with respect to protection from the COVID-19 virus. A specific assessment of the child's requirements will be made, usually following appropriate medical advice. A new or expectant mother may be considered as clinically vulnerable.

If a child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they **can and should** attend school.

Children who live in a household with someone who is shielding – should **not** attend school and will be continued to be supported to learn from home

It is strongly recommended that all persons who are clinically vulnerable or have been notified to shield follow advice from their clinician.

Taking items home and bringing items to school

Both staff and children are discouraged from bringing any additional items from home into the school environment unless these are absolutely necessary and are appropriately sanitised before being used. Unfortunately, there can be no treats for birthday celebrations brought into school at this time.

Items should be transferred in a suitable bag and taken directly to a classroom or dedicated area at home. Children and parents should make sure they wash their hands and surfaces, before and after handling any items from school at home. Please note that physical letters will not be sent home at this time. All communications will be on the school website or sent to you via email.

Children's Water Bottles

Children are asked to bring their own named water bottle which will be sent home each night. Please can you ensure that your child's bottle is cleaned and refilled for the next school day. Only your child will handle his/her bottle. Facilities to refill bottles in school are limited but are available when required. These will be sanitised daily.



COVID-19 LEARN SAFE PARENT AND PUPIL GUIDANCE

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Other Equipment

- Children should only bring themselves, a water bottle, coat and lunch to school with them. All equipment – pens, pencils etc will be provided and kept in school. Do not bring any other bag or equipment into school to help us maintain hygiene standards.
- Lunch bags will be placed under desks at the start of the day and coats on the back of chairs. If it is raining and coats are wet provision will be made to store them appropriately.
- PE kit should be brought in on a Monday and taken home on a Friday. The rest of the time it will be stored on a peg.
- Children who are bringing their own packed lunches should bring them in a small bag or lunchbox which will fit under a desk. This should be taken home every day.

Reading

Children will be allocated school reading books which will be left in school - children should continue to read at home using the Oxford Owls e-books or books from their own book shelves. Please check the School website for details and links to the Oxford Owls site.

There will be a limited supply of books used in each classroom, children will wash their hands before and after reading them

Temperature Testing

The school does not consider mandatory temperature screening measures e.g. use of a non-contact infra-red thermometer at arrival at school to be appropriate at this time. However, the school may take temperature readings from a child who is presenting with one or more COVID-19 symptoms.

Mental wellbeing

We are taking the mental wellbeing of our children and staff very seriously during these confusing and potentially anxious times. Within school we are implementing various initiatives in order to build our school's mental wellness. These include providing:

- opportunities for children to talk about their experiences of the past few months.
- opportunities for children to have one-to-one conversations with trusted adults where we feel this may help them.
- some refocused lessons on relevant topics, for example, mental wellbeing or staying safe.
- pastoral activity, such as positive opportunities to renew and develop friendships and peer groups.
- other enriching developmental activities will also be planned

The government have said it has 'an ambition for all primary children to return to school for a month before summer if feasible' – what this looks like has not yet been shared and so all we can do is to continue to monitor and keep you updated.



COVID-19 LEARN SAFE PARENT AND PUPIL GUIDANCE

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Breakfast Club

The Governing Board will allow Archbishop Hutton's Breakfast and After School club to continue to use the school hall and the school yard. This could change, without notice, if there are any outbreaks or a localised lockdown.

However, there will need to be significant alterations to the way that the service is managed and organised to ensure that the COVID-19 risk to your children and to our staff is minimised. They have produced their own risk assessment – in line with that of the school's. The emphasis is on increased hygiene and cleaning and children being kept within their year groups or bubbles.

For more information on the school's wraparound service please contact Donna Bailey

- Morning session - 8am until 8:45am
- Afternoon session – 3:10pm until 6:00pm (please note that these times are also strict due to the cleaning staff needing to clean the hall and toilet facilities for the pupils)

School Meals

Lancashire Catering Group Kitchen services will be fully resumed. In the Autumn term only packed lunches will be available, which will be eaten within their class bubble. Social distance will be maintained wherever possible and the kitchen staff will be responsible to organising the food and distribution.

The school office will send more information to you regarding this.

3 – Frequently Asked Questions

Below are some questions you may be considering and our best answers at this time. As information is shared by the Local Authority and Government our responses and approach may have to change. Government advice is changing regularly, and we are also very aware that if the five Government tests are not met by the 1st June, then this plan for reopening will be delayed.

Do I have to send my child into school?

Yes. In line with Government expectations, we have created a plan that will keep your child as safe as possible, although we can not guarantee a risk free environment. Parents may be penalised for non-attendance.

School is no longer a childcare facility for key worker children, all children should be back to school and learning as before.



COVID-19 LEARN SAFE PARENT AND PUPIL GUIDANCE

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What will the class groups look like?

For the safety of our children and staff it is important for us to keep classes well managed. We have therefore decided to organise the school into three 'bubbles'. The bubbles will be structured as follows.....

Bubble One will include children from Class 1 and Class 2. Whilst in class, they will operate independently – **Class 1 forming Little Bubble 1 and Class 2 forming Big Bubble 1**. However, as they are all part of the one bigger bubble they can all use the same toilets and sink areas and this allows for staff (when necessary) to work within both areas of KS1 and provide more adults to supervise playtimes, first aid and lunchtimes - where they are needed most with the youngest children.

Bubble Two will be children from Class 3.

Bubble Three will be the children of Class 4.

All children will be in school at the same times, with the same class teacher and a teaching assistant wherever possible. Each group will be in their own designated classroom throughout the school day (limiting movement around the building) and playing outside together whenever possible. The group will have lunch together and they will not mix directly with any of the other groups during the school day. The purpose of the bubbles is to ensure contact, mixing and movement are minimised.

Whilst each group will be socially distanced from others, we cannot guarantee social distancing within the groups due to the nature of children. Our teaching staff will put in place measures to significantly reduce social interactions by providing individual workspaces and equipment. We would expect all families of children attending school to support us in our joint effort to socially distance ourselves when out of school in line with Government Guidance. Please understand that families not adhering to this guidance are putting our whole school family at risk.

Arriving at and Leaving school:

- **Children in Bubble 1 (Class 1 and 2)** should arrive at school and wait – socially distanced on the front playground. They should be on the yard for 8:40. At 8:45 a member of staff will come up to the playground and invite the children into school. Class 1 children will walk down the steps to their classroom. Parents must stay at the top of the steps. Class 2 children will be collected by a staff member from this playground and taken around to the side door next to class 2.
- **At pick up time – 3pm for Bubble 1** – the same procedure will happen but in reverse. Staff will return children to the top playground.
- We ask that, although it is not compulsory, you wear a face mask while waiting on the playground. Please remain socially distant during this time and try to keep the time you are waiting around to a minimum.



COVID-19 LEARN SAFE PARENT AND PUPIL GUIDANCE

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- **Children in Bubble 2 (Class 3)** should arrive at school at 8:40 and enter via the gate where the barn used to stand. Parents are asked to leave them here and a member of staff will be waiting to lead the children into school. Please do not wait around in this area. Class 3 children will walk around the school building and enter by the side door near their classroom. They will then sanitise hands before entering the classroom.
- **At pick up time – 3:10pm for Bubble 2** – the same procedure will happen but in reverse. Staff will return children to the gate area where they can be picked up.
- We ask that, although it is not compulsory, you wear a face covering while waiting near the gate. Please remain socially distant during this time and try to keep the time you are waiting around to a minimum.

- **Children in Bubble 3 (Class 4)** should arrive at school at 8:40 and enter via the gate at the top of the steps. A member of staff will be waiting there and will lead the children into school. Class 4 children will walk around the school building and enter by the door at the back of their classroom. They will then sanitise hands on entering the classroom. We ask that children in Bubble 4 either arrive on their own or parents do not wait around at the top of the steps.
- **At pick up time – 3:10pm for Bubble 3** – the same procedure will happen but in reverse. Staff will return children to the gate area where they can be picked up.
- We ask that, although it is not compulsory, you wear a face covering while waiting near the gate. Please remain socially distant during this time and try to keep the time you are waiting around to a minimum.

- **PLEASE DO NOT BE LATE AS THIS WILL MEAN THE WHOLE CLASS WILL HAVE TO WAIT – POSSIBLY IN THE RAIN FOR YOU TO ARRIVE.**

- Please be mindful of the parents dropping children off at the pre-school on school property and maintain the 2-metre distancing wherever possible.
- Children should enter the playground gate independently when possible. There will be staff on hand to support and encourage.
- Parents must leave school immediately maintaining a safe distance between themselves and other parents. If you need to leave a message, please speak to the adult on duty or call the school office.
- Classroom doors will be open on arrival and children will enter classes straight away.
- Once children have been dropped off parents should not gather at entrance gates or doors, or enter the school building
- We ask parents to be mindful of their children's allocated times. The office will not be open for late arrivals.
- Children should arrive at school with **one adult only** accompanying them.

What learning will be undertaken by our children?



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As always, our main priority is your child's safety and wellbeing. The school day will differ from what has become our normal routine. Reintegration into our school setting and routines, emotional wellbeing, fitness and supporting Mathematics and English will be our initial priorities. The rest of the curriculum will also be covered including PE sessions – with appropriate measures put in place to protect everyone taking part.

How will school ensure social distancing onsite?

- Adults will not be allowed into the school building unless they are a member of staff or an emergency occurs involving their child.
- Staff will remain with their bubble throughout the school day, staff breaks will be staggered with a limit on the number of staff using each staff facility
- Lunch will be eaten within the bubble either outside or in classroom. A packed lunch will be provided to those children eligible for school dinners. All other children should bring a packed lunch to school in throw away bags please
- Children will be on a playtime rota.
- Shared areas will be timetabled and only one class will be allowed to travel through school at any one time.
- Where possible, each bubble will have access to their own bathroom facilities which are not shared with any other bubbles. Where sharing cannot be avoided, there will be cubicles within the bathroom facilities assigned to specific groups to minimise mixing.

What could happen if we have a localised lockdown?

- The school will comply with any official decree from local or national government body, education authority or test and trace official notification to close the school as part of a wider regional lockdown or as an individual case.
- Due to the nature of the virus this may be without notice.
- We will inform you via the school app should this happen. This could be late in the evening. Please have all notifications switched on.
- The school will endeavour to use the online learning platform during periods of school closing.

We hope that this guide covers any questions you may have about the return to school. Please feel assured that every measure will be taken to keep children and adults safe during this return to school. Should you have any more questions please call the school. The safety of your children, your family and our staff is our top priority.