



Thursday 16<sup>th</sup> July 2020

Dear Parents and Carers,

As we reach the end of term, I write to you to share our plans for September.

The government has outlined its plans for all pupils, in all year groups, to return to school in September. We are delighted to hear this news and are very much looking forward to welcoming all the children back.

In June, we welcomed back pupils from the priority year groups (Years 1 and 6), the children of critical workers and the children who fall under the 'vulnerable' category. In this time, we have developed routines and procedures to mitigate the risks associated with the transmission of Covid-19. These routines and procedures have worked well and children and staff have adapted to the changes in school seamlessly.

As you can appreciate, we will now need to amend these routines in preparation for the full opening of school in September. We are following the government's guidance on the full opening of schools published on 2nd July; our arrangements are reviewed frequently and will change with any changes to government guidance.

Please see below for our *Frequently Asked Questions – Guidance for Parents* to see what the school is doing to ensure increased safety.

If any parent has any further questions or concerns, please do not hesitate to get in contact.

Thank you,

Barbara Costa

Barbara Costa  
Executive Headteacher



**St. Theresa's Primary School**  
**Frequently Asked Questions – Guidance for Parents**

**In light of the frequently updated advice given by the government and the ever changing circumstances schools find themselves in, the Governors and school leaders of St. Theresa's reserve the right to depart from/change this guidance when the need arises.**

**Who is being given a copy of this document?**

This document will be sent to governors, staff and parents.

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# 1. OPENING OF THE SCHOOL

## Will the school site be ready to open in September?

- Yes
- The school is being cleaned over the summer holidays
- Teachers will set up their classrooms ready for September

## Is school going to open on 3<sup>rd</sup> September?

- Yes

## When the school does open, will all the pupils in all classes be returning together?

- No - we are going to operate a phased return
- Y2 and Y6 pupils will return on Thursday 3<sup>rd</sup> September
- Y4 and Y5 pupils will return on Friday 4<sup>th</sup> September
- Y1 and Y3 pupils will return on Monday 7<sup>th</sup> September
- The new Reception children will begin school starting from Thursday 10<sup>th</sup> September

## Do parents have to send their child back to school when it opens?

- The government has made clear that school attendance from September will be mandatory

## What is the definition of a clinically *extremely* vulnerable person?

- The list can be found here:  
<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

## What is the definition of a clinically vulnerable person?

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<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july#clinically-vulnerable-people>

## What if a pupil is shielding or self-isolating?

- A small number of pupils may not be able to attend school because:
  - They are self-isolating
  - They display COVID-19 symptoms
  - They have tested positive for COVID\_19
- Shielding advice for everyone will pause on 1 August (subject to a continued decline in transmission rates); this means that even the small number of children on the shielding list are expected to return to school
- Pupils who are no longer required to shield but who remain under the care of a specialist health professional may need to discuss their child's return to school with their health professional
- Where pupils are not able to attend school as parents are following public health advice, absence will not be penalised

### **What if a pupil lives in a household where some-one has been shielding?**

- They are expected to return to school

### **What happens if the rates of the transmission remain high?**

- The school will be advised, but it is expected that anyone on the shielding list *in that area* (and that area only) will be advised to shield and therefore will be temporarily absent from school

### **What happens if parents are anxious about sending their child to school?**

- The school asks those parents to please make contact so this can be discussed, and those families supported
- Pupils of compulsory school age must be in school unless a statutory reason applies

## **2. CLASSROOM SIZE AND SCHOOL SPACES**

### **The government has advised that schools operate with consistent groups; how will this work at St. Theresa's?**

- Where it can be achieved it is recommended that each group/bubble is the size of a class. This will be the case for all classes at St. Theresa's
- Therefore the teaching group/bubbles are as follows:
  - Reception
  - Y1
  - Y2
  - Y3
  - Y4
  - Y5
  - Y6

### **Will the children be taught in their classroom?**

- Yes

### **What will the classrooms look like?**

- Seating will be rearranged in Y1 to Y6 to ensure that pupils are not facing each-other
- Wherever possible, children's tables will be arranged to face the front

### **Where will the pupils keep their coats and bags?**

- The children will use the pegs as normal

## **3. SCHOOL START AND FINISH TIMES (including breakfast and after school clubs)**

### **Will the school day start and finish at the same time as before?**

- No - we will need to reduce contact between different groups of people and therefore we propose to stagger the start times by a short period to reduce traffic at the school entrance

<b>Start and Finish Times</b>		
	<b>Start</b>	<b>Finish</b>
<b>Reception</b>	8.45am	3.30pm
<b>Year 1</b>	8.50am	3.20pm
<b>Year 2</b>	8.50am	3.20pm
<b><i>To help stagger the school finish times we have removed the afternoon playtime from Y1 and Y2 which allows those two infant classes to finish a bit earlier</i></b>		
<b>Year 3</b>	8.40am	3.25pm
<b>Year 4</b>	8.40am	3.25pm
<b>Year 5</b>	8.55am	3.35pm
<b>Year 6</b>	8.55am	3.35pm

### **What happens on the first day for a child starting Reception?**

- The parent and child come to the school office on their first day
- The parent and child will be welcomed by a member of staff and taken to the hall where their picture will be taken – as is tradition
- The parent and child will be taken to the Reception classroom
- The parent will say goodbye to their child and exit the classroom
- On a child's second day, they must follow the procedure in the next step below

### **How will the school manage parents in the playground and outside the school gate?**

- Parents must avoid bringing their child early
- Parents must stick to their allocated time
- The school will operate a pedestrian queueing system in the car park – no cars will be allowed in the car park
- The carpark will have markers showing 2 metres distance to aid with queuing
- If parents wish to accompany their child to their classroom:
  - they must turn right at the bottom of the car park and walk around the school building (by the Headteacher's office) until they arrive at their child's classroom
  - parents must say goodbye to their child *outside* the classroom
  - parents must continue walking around the school until they reach the playground
  - parents must then leave the playground and walk up the footpath in the carpark and exit
- There will be members of staff supervising and managing the entry into, and exit out of, the school
- Parents should not gather to talk to other parents at the gate or in the carpark; in these cases, the staff will ask the parents to move on

### **What happens if it is raining?**

- Parents and pupils must still follow the steps written above
- Since the government guidelines are clear that large groups of children should not be gathering in the hall – the school will not be permitting children to sit and wait in the hall, before school, if it is raining

### **What if a child is late being collected?**

- The child will be taken back to the classroom by the class teacher
- If after 10 minutes of waiting in the classroom they have still not been collected, and the school has not been notified of any reason, the child will be taken to the Ultimate Primary Sports after school club in the multi-purpose building - and parents will be charged

### **What if siblings finish school at different times?**

- All siblings can be collected at the time of the earliest sibling being dismissed; this means that siblings who are dismissed at the earlier dismissal times should not be left waiting for their siblings to be dismissed before they are collected

### **If a child usually travels independently to and from school – can they continue to do so?**

- Given the current circumstances, this is a decision parents need to consider carefully
- If a child is an independent traveller, parents **must** speak to their child about maintaining 2 metre social distancing when they get to the school gate
- Parents must be responsible for instructing their child to go straight home after school
- If parents are not convinced their child can follow the social distancing requirement, travelling to and from school, the school's advice is that the child should not be permitted to travel independently
- If a child uses public transport to travel to school and they are 11 years old, they **MUST** wear a face covering

### **Will there be breakfast club?**

- Yes
- The breakfast club will operate using four different group/bubbles:
  - EYFS bubble (Reception)
  - KS1 bubble (Year 1 and Year 2)
  - Lower Key Stage 2 bubble (Year 3 and Year 4)
  - Upper Key Stage 2 bubble (Year 5 and Year 6)
- Each group/bubble will have its own area in the hall
- Each group/bubble will have its own resources

### **Why is the school combining class bubbles in the breakfast club?**

- The DfE guidance says "separating groups and maintaining distance are not all-or-nothing options, and will still bring benefits even if implemented partially"

- By combining bubbles it will help to avoid single children from an individual class sitting in breakfast club alone

### **Will there be after school clubs?**

- The school is currently discussing arrangements with Ultimate Primary Sports after school club and other after school club providers and will be updating parents with more information

### **Is it safe for children to attend different after school clubs?**

- Parents are advised to limit the number of different wraparound providers they access, as far as possible
- Where parents use childcare providers or out of school activities for their children, parents are encouraged to seek assurance that the providers are carefully considering their own protective measures, and only use those providers that can demonstrate this

### **What is the recommended method of travel?**

- Walk, cycle or use your own vehicle to travel to school where possible
- Children may use bicycles and scooters, however, parents must take full responsibility of their children maintaining social distancing whilst on their bikes and scooters
- There will be no use of scooters or bicycles in the school playground
- If you have to travel with people outside your household or support bubble try to:
  - share the transport with the same person/people each time
  - open windows
  - travel side by side (rather than facing each-other)
  - wear a face-covering
- If you are travelling by taxi you should wear a face covering

### **Is it safe to travel by public transport?**

- Other forms of transport should be considered before using public transport
- You must wear a face covering if travelling by bus/coach or train; if you do not wear a face covering on public transport you could be fined up to £100
- If you can:
  - consider using quieter stations or stops
  - walk for more of the journey
  - book your tickets online in advance

### **What storage will be available for bikes and scooters?**

- We have not increased storage space for bikes and scooters but should we need extra space, the children can leave them outside their classroom

## **4. SOCIAL DISTANCING**

### **How will the school minimise contact between individuals and maintain social distancing wherever possible?**

- There are signs displayed around the school building to remind pupils to stay 2 metres apart
- When the children are learning or playing outside, social distancing will be more difficult. However, the children will not be mixing/playing with children from other year groups and this will help minimise the risk
- Staff will remind pupils regularly to socially distance
- Playtimes and start/finish times will be staggered
- Children will have their own pencils/pens etc. and this will help prevent unnecessary movement around the classroom

### **How is the school going to ensure children know what is expected of them?**

- The school will issue a checklist for all parents before their child starts school in September
- The school leaders will visit each group of children, on their first day back at school, to explain expectations
- This will include:
  - Explaining “Catch it bin it kill it”
  - Reminding children to wash their hands after going to the toilet, before and after eating, after playtimes
  - Explaining the use of Worry boxes
  - Introducing posters about hygiene displayed around the schools
  - Behaviour expectations about social distancing etc. made very clear and the consequences should the expectations not be met

### **How will the school ensure that movement around the school is restricted and safe?**

- Start/finish times will be staggered
- A one way system should not be necessary inside the school building
- All groups will be able to access the playground by entering and exiting their external classroom doors
- Brief transitory contact, such as passing in a corridor, is low risk
- Children will be taught to “side step” if someone is coming in the opposite direction

### **How will the use of toilets be managed?**

- The multi-purpose room has its own toilets
- The children in the Y5 and Y6 classrooms will use the Y5/6 toilets
- The children in Y4 will be able to use the Y4 toilets
- The children in Y3 will be able to use the Y3 toilets
- The children in Y2 will be able to use the Y2 toilets
- The children in Y1 will be able to use the Y1 toilets
- The Reception children will be able to use the Reception toilets
- All the children using the toilets will be instructed to wait at a distance outside the toilets until the toilets are empty
- There will be designated waiting areas outside the toilets

### **Will all children go out to play at the same time?**



- No - playtimes and lunchtimes will be staggered

**Will there be any whole school events? (sports days, parent meetings etc.)**

- Not for the time being.

**What happens if students hug teachers or if children get upset in class and staff are unable to console them?**

- Children will be told that they should not hug or touch others
- If a child is upset, staff will use their own judgement on how best to console them

**Will the staff be able to maintain social distancing in the staff room and offices?**

- The office staff work stations are spaced away from each-other, making it possible for them to practise safe social distancing
- There are a number of rooms in the school that can be used by staff, and maintain social distancing, when they are not with children

## **5. SCHOOL LEARNING**

**Will the children be taught by their own teacher?**

- Yes

**Will the children be taught in their own classroom?**

- Yes

**How will the school know what the children have learnt during lockdown?**

- There will be a series of assessments in September so that the school can determine what aspects of the curriculum need to be revisited
- The school will then plan its curriculum delivery based on the assessment results
- The school aims to resume its normal curriculum by the summer of 2021

**Will there be any national tests next year?**

- All existing statutory tests will return in 2020-2021. This includes:
  - The Early Years Foundation Stage Profile
  - Phonic Screening Check
  - Key Stage 1 Tests and Teacher Assessment
  - Year 4 Multiplication Tables Check
  - Key Stage 2 Tests and Teacher Assessment

**Can the children use the iPads and laptops?**

- Yes
- iPads/laptops can be collected by the children (or teachers), and must be wiped clean before they are returned to the trolley

**Are teachers expected to mark the children's books?**

- Yes
- Teachers are expected to wash their hands before/after handling children's books or use gloves

**Can the children read the books from the class reading corners?**

- Yes
- Staff will ensure that the reading corners are sufficiently stocked for the age group of their class
- Reading books can be shared between pupils from the same group/bubble
- School reading books will not be sent home

**What equipment can the children use in the classroom?**

- Any equipment that was previously removed from the classroom can return to ensure the pupils have resources to support their learning
- If equipment has to be shared across bubbles, it must either be cleaned between each use or left out of reach (and unused) for a period of 48 hours (72 hours for plastic)

**Will the school still provide remote home-learning?**

- Remote learning will only be provided:
  - for pupils who are self-isolating following NHS advice
  - in the event of a group/bubble closing
  - in the event of a local lock-down
- Remote learning will not be provided for pupils who are otherwise unwell

**Will there be homework?**

- Yes. This will be set remotely by the teachers

**Will there be any school trips?**

- No
- There will be no educational trips of any type for the time being

**Will the children be able to play on the climbing equipment at playtime?**

- No. The climbing equipment in the front playground will be taped off

**Do the pupils/staff need to follow the school uniform/staff dress code policy?**

- Yes
- Families who are experiencing financial difficulty and are not able to buy the school uniform should contact the school and we will provide support

**Will the children be able to bring in toys from home?**

- No
- Each group/bubble will have its own playground box of resources for the children to use at playtime

**How will the wellbeing of staff and pupils be managed?**

- The children will be able to use classroom worry boxes

- The children will be able to talk to any member of staff
- Parents can contact the school if they are worried about their child's wellbeing
- The school will update parents whenever new resources are made available

**Will the teaching assistants be providing interventions?**

- Yes
- Interventions will be delivered to children from one group/bubble at a time

**Will there be assemblies?**

- No – children will not be gathering in more than one group/bubble

**Will there be music lessons?**

- No - this will be revised once the guidance changes.

## **6. PERSONAL PROTECTIVE EQUIPMENT (PPE) AND CLEANING**

**Will staff be wearing PPE, i.e. face masks, face coverings, eye protection?**

- Public Health England does not (based on current evidence) recommend the use of face coverings in schools
- The misuse of PPE may inadvertently increase the risk of transmission
- PPE is only needed in a very small number of cases
- PPE is needed with children who have intimate care needs
- PPE should be worn if a distance of 2 metres cannot be maintained from any child who displays symptoms of COVID-19
- A staff member can wear PPE to administer 1<sup>st</sup> aid
- If staff choose to wear face PPE at school we will be allowing this

**Will staff be provided with PPE?**

- Yes. The school has ordered gloves, masks and disposable aprons
- Eye protection will be given to all first aiders

**Should children wear face coverings in school?**

- No. According to government guidance, face coverings have to be put on and taken off very carefully. If children do not know how to do this and do it incorrectly, they can actually increase their infection risk
- The school will not be providing PPE for children
- Staff will not be helping children to put on and take off their PPE if the children bring it in from home

**How will hygiene be maintained?**

- Extra cleaning hours have been arranged for during the school day
- The school will continue to be cleaned every day after school
- Teachers will remind children throughout the routine of the day (and at every opportunity) of good hygiene habits (hand washing/drying, sneezing/coughing etiquette and not touching their faces)

- Hand sanitisers and tissues will be available in every classroom
- Soap, hot water and something to dry hands with will be available in all bathrooms – children will be reminded to let teachers know if supplies are running low in toilets
- Children will wash/sanitise their hands regularly, including when they arrive at school, before and after going outside to play, before they eat, after going to the toilet
- Lidded pedal bins will be available in all classrooms
- Lidded bins will be available in the outside areas
- Anti-bacterial wipes will be available for the staff shared areas of the school (i.e. photocopiers, kettle, microwave etc.)
- Children will wipe down their own desks
- Dining room will be cleaned between sittings as normal
- Breakfast club tables will be cleaned after breakfast club has finished

**If staff and/or children wear gloves does this mean they do not need to wash their hands?**

- No. The guidance states that regular hand washing is the best way to stop the virus spreading

## **7. DEALING WITH ILLNESS AND PROVISION OF 1<sup>st</sup> AID**

**What are the symptoms of COVID-19?**

- High temperature
- New, continuous cough
- Loss or change to your sense of smell or taste

**What happens if a child shows symptoms of COVID-19 at school?**

- If a child is awaiting collection, they will be moved, to a room where they can be isolated
- The designated room at St. Theresa’s is the Prayer Room (small room next to the medical room)
- The window will be opened for ventilation
- PPE should be worn by the staff member caring for the child while they await collection if a distance of 2 metres cannot be maintained
- If the child needs the bathroom while waiting to be collected, the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else
- The member of staff does not need to go home unless they develop symptoms themselves (in which case they must be tested) or if the symptomatic child subsequently tests positive, or if they have been requested to do so by the NHS Test and Trace
- The school will call 999 in an emergency
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water, or use hand sanitiser, after any contact with someone who is unwell

### **What should parents do if they, or a child, or a member of their household show symptoms of COVID-19?**

- The person displaying the symptoms should immediately self-isolate and stay at home for 7 days from when the symptoms started
- All other household members must stay at home and not leave the home for 14 days
- You do not need to call NHS 111 to go into self-isolation
- If you feel you cannot cope with the symptoms, or your condition gets worse, or your symptoms do not improve after 7 days, then use the NHS 11 online <https://111.nhs.uk/> or call NHS 111
- In a medical emergency call 999
- Arrange a test by visiting [www.nhs.uk](http://www.nhs.uk) or contact 119 via telephone
- The school must be informed of the test results

### **What if the test result is negative?**

- When the person/child feels better, they can return to school
- Self-isolation and household isolation can end

### **What if the test result is positive?**

- The person must follow the "Stay at Home" government guidance <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
  - School must be informed
  - The school will contact the local health protection team and follow any advice given
  - The school will send home any people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person (the health protection team will provide definitive advice on who has to be sent home)
  - Household members of those contacts who are sent home do not need to self-isolate themselves

### **What does "close contact" mean?**

- Face to face contact for any length of time within one metre
- Extended close contact (within 1-2 metres for more than 15 minutes)
- Travelling in a small car

### **How will the school minimise the risk of pupils who are unwell attending school?**

- A checklist will be issued to all parents before children start school in September. The checklist will include:
  - A statement from the school whereby it acknowledges that if a child is sent to school, the parents are confirming that their child is well and has no symptoms
  - A request from the school for the parents to wash their child's uniform after school
  - Instructions for parents to ensure their child washes their hands once they have arrived home

- Parents to emphasise the key message “Catch it, Bin it, Kill it”

## **8. FOOD AND DRINK**

### **Can the children drink from the water fountains?**

- No. The fountains will be taped off
- All children must bring a water bottle to school

### **How will school lunches be provided?**

- The kitchen will re-open in September to provide hot school lunches
- The menu will be simplified to reduce the serving time
- Two classes at a time will be served in the dining hall
- The furniture will be arranged so that all the children are facing the same way
- The younger children will be served at the tables
- Children must not share food

## **9. VISITORS TO THE SCHOOL**

### **Will parents be allowed on-site?**

- Parents will be permitted to enter the school building by appointment only or in an emergency
- Parent are asked to contact the school office by phone or email where possible

### **What if a parent has to speak to a member of staff?**

- Parents should phone or email where possible

### **What if a parent has to speak to the office?**

- Parents may speak to the office staff through the hatch
- Parents may speak to the office by phone or email

### **Will volunteers be allowed on the school site?**

- Not for the time being

### **Will supply teachers be used if there is an insufficient number of teachers on site?**

- Yes. The guidance states that supply teachers can move between schools
- The school has a number of non-class based teachers who will be used to cover, before the school decides to contact a supply agency
- Supply teachers will be given a checklist on their arrival
- The supply agency will provide the school with its risk assessment and assurance that the member of staff is not required to self-isolate
- Supply teachers will be told to maintain distance from pupils and staff where possible

**Can other specialist (e.g. therapists, clinicians etc.) come to the school to work with the children?**

- Yes. They will be given the checklist when they arrive and told to maintain their distance from pupils and staff where possible

## **10. Concerns**

**Any parents can contact the school with concerns by emailing the school office [office@sttheresas.barnetmail.net](mailto:office@sttheresas.barnetmail.net) or phoning 020 8346 8826**

**Members of staff can speak to a member of the Senior Leadership Team**