



Sunday 3rd January 2021

Dear Parents and Carers,

A Happy New Year to you all.

I write to you to share our plans for the next couple of weeks during the January school closure.

From Tuesday 5th January the school will be open only to the children of critical workers and the vulnerable children. Thank you to all the parents who have contacted the school to let us know of their critical worker status.

Please see below for our *Contingency Framework Frequently Asked Questions – Guidance for Parents*; this document should answer most of your questions. If, however, any parent has any further questions or concerns, please do not hesitate to get in contact.

Thank you,

Barbara Costa

Barbara Costa
Executive Headteacher

Contingency Framework January 2021



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 parents.

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1. OPENING OF THE SCHOOL

Is school going to open to all pupils on 5th January?

- No
- Children of critical workers may attend school
- Vulnerable pupils may attend school

What is a "critical worker"?

- The Government definition of a critical worker can be found here:
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

Do both parents need to be critical workers for a child to be able to attend school?

- No - the Government guidance states '*Where a critical worker parent or carer notifies a school that their child requires full-time on-site provision, the school should make this available.*'
- Should the school (due to illness or isolation periods) be short of staff, we will need to re-assess how many pupils the school can support on-site and prioritise accordingly

What is a "vulnerable" child?

- The Government definition of a vulnerable child can be found here:
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

2. CLASSROOM SIZE AND SCHOOL SPACES

The government has advised that schools operate with consistent groups; how will this work at St. Theresa's within the contingency framework in January 2021?

- The teaching group/bubbles are as follows:
 - Infants
 - Juniors

Will the children be taught in their classroom?

- The Infant children will be taught in the Year 1 classroom
- The Junior children will be taught in Year 5 classroom

Where will the pupils keep their coats and bags?

- The children will bring their coats and bags into the classrooms with them

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?

- School will start at 8.45am for all pupils
- School will finish at 3pm for all pupils

How will the drop off and pick-up be managed?

- No cars will be allowed in the car park
- 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

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 two different group/bubbles:
 - Infant bubble

- Junior bubble
- Each group/bubble will have its own resources

Will there be after school clubs?

- There will be no after school clubs until further notice

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
- In Tier 4, car sharing is not permitted with someone from outside your household or your support bubble unless your journey is undertaken for an exempt reason. For example, if car sharing is reasonably necessary as part of your work.
- It is difficult to socially distance during car journeys. Where it is essential to car share, you can reduce the risk of transmission by:
 - sharing the transport with the same people each time
 - minimising the group size at any one time
 - opening windows for ventilation
 - travelling side by side or behind other people, rather than facing them, where seating arrangements allow
 - facing away from each other
 - considering seating arrangements to maximise distance between people in the vehicle
 - cleaning your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch
 - asking the driver and passengers to wear a face covering
- Staff and parents are responsible for choosing their method of travel to school

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 £200
- If you can:
 - consider using quieter stations or stops
 - walk for more of the journey
 - book your tickets online in advance

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 bubbles and this will help minimise the risk
- Staff will remind pupils regularly to socially distance
- 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 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?

- 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 children in the Y5 classroom will use the Y5/6 toilets
- The children in Y1 will be able to use the Y1 toilets
- There will be designated waiting areas outside the toilets

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

- Yes, if the number of children remains small.
- Bubbles will not be playing together; the playground has been divided by cones into two sections

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. ON-SITE SCHOOL LEARNING (critical worker and vulnerable pupils)

Will the children be taught by their own teacher?

- No not always
- The class teachers are required to provide remote learning for all the pupils in their class *and* they are also required to be on site teaching the bubbles on a rota system

My child has an EHCP – will they be supported by their existing staff members?

- Yes – wherever possible

What learning will the children attending school be doing?

- The critical worker and vulnerable children will be completing the remote learning activities set by their class teacher

Can the children use iPads and laptops?

- Yes
- iPads and laptops can be collected by the children, and must be wiped clean by the children before returning them to the trolley

Are teachers expected to mark the critical worker and vulnerable children's learning?

- Yes

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

- Yes
- 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 in the classroom can be used to support the children's 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)

How will the school make sure children do not share resources?

- Children have already been asked to bring in their own pencils, pens, colouring pencils, ruler, rubber, sharpener from home

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

- No. This has been taped off.

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

- No

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

6. REMOTE LEARNING

How will the school provide remote home-learning for all the other children?

- Remote learning will be provided by the class teachers via the Seesaw app by 9am Monday to Friday
- The teachers will provide one literacy learning activity, one maths activity and one other subject
- Reception, Y1 and Y2 will also be given a daily phonics activity
- The daily literacy and maths activity will have 3 different levels
 - mild – easiest level
 - spicy – average level
 - hot – challenge level

Will the remote learning be marked?

- All learning will be at least acknowledged by the class teacher
- More detailed feedback will be given at least weekly
- Teachers will not be able to engage fully with Seesaw on the days they are required to teach face to face on the school site – teachers will let parents know when they are in school teaching

I don't have access to the Seesaw app – what will the school provide for my child?

- The school will provide learning packs for any child who does not have access to Seesaw. Please let the school office know so that a pack can be prepared for your collection

If my child is completing the workbooks – will the books be marked?

- If the books are returned to the school, a member of staff will mark the learning in the workbooks

Will parents have direct contact with the teacher?

- Parents can message teachers via Seesaw
- Class teachers will also be keeping in touch with families by phone

7. WELLBEING

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
- Staff can contact the school leaders at any time if they have concerns
- The staff have the free use of QWELL
- The school will update staff and parents whenever new resources are made available

8. 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 1st 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 gloves, masks and disposable aprons
- Eye protection will be given to all first aiders

What provision is being made to safeguard staff who work with individual children who will find social distancing difficult?

- Individual risk assessments have been completed by the school in consultation with the parents on a case by case basis

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?

- The school will continue to be cleaned every day
- 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 by the lunchtime staff as normal
- Breakfast club tables will be cleaned by the staff after breakfast club has finished
- Windows will be opened (in cooler weather windows will be opened just enough to provide constant background ventilation and opened more fully during breaks to purge the air in the space)
- High windows will be opened in preference to low windows to reduce draughts
- Internal corridor doors will remain open

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

9. DEALING WITH ILLNESS AND PROVISION OF 1st 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 or staff 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 10 days from when the symptoms started
- All other household members must stay at home and not leave the home for 10 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 111 online <https://111.nhs.uk/> or call NHS 111
- In a medical emergency call 999
- Arrange a test by visiting www.nhs.uk or <https://www.gov.uk/get-coronavirus-testcontact> or contact119 via telephone
- The school must be informed of the test results

What should a member of staff do if they start displaying symptoms of COVID-19?

- The member of staff displaying the symptoms should immediately self-isolate and stay at home for 10 days from when the symptoms started
- All other household members must stay at home and not leave the home for 10 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 NHS 111 online <https://111.nhs.uk/> or call NHS 111
- In a medical emergency call 999
- Staff must visit <https://www.gov.uk/apply-coronavirus-test-essential-workers> to book a test within the first 8 days of displaying symptoms
- The school must be informed of the test results

What if the test result is negative?

- If the member of staff or 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 10 days since they were last in close contact with that person
- Household members of those contacts who are sent home do not need to self-isolate themselves

What does “close contact” mean?

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

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

- A checklist was issued to all parents before children started school in September. The checklist included:
 - 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
 - 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”

10. FOOD AND DRINK

Can the children drink from the water fountains?

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

How will school lunches be provided for the critical worker and vulnerable children attending school?

- All children attending on-site education will need to bring a packed lunch to school
- Children must not share food

Will the infant critical worker and vulnerable pupils attending school in January, still have access to the universal free school infant meal scheme?

- Yes. These families will be receiving supermarket vouchers; the school office will be in contact with those families

My child is entitled to free school meals; will we receive the supermarket vouchers during the school closure in January?

- Yes. The school office will be in contact with those families

11. CLINICALLY EXTREMELY VULNERABLE PUPILS/STAFF

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>
- People with the following conditions are automatically deemed clinically extremely vulnerable:
 - solid organ transplant recipients
 - people with specific cancers:
 - people with cancer who are undergoing active chemotherapy
 - people with lung cancer who are undergoing radical radiotherapy
 - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
 - people having immunotherapy or other continuing antibody treatments for cancer
 - people having other targeted cancer treatments that can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
 - people who have had bone marrow or stem cell transplants in the last 6 months or who are still taking immunosuppression drugs
 - people with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary disease (COPD)
 - people with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell disease)
 - people on immunosuppression therapies sufficient to significantly increase risk of infection
 - problems with your spleen, for example splenectomy (having your spleen removed)
 - adults with Down's syndrome
 - adults on dialysis or with chronic kidney disease (stage 5)
 - women who are pregnant with significant heart disease, congenital or acquired
 - other people who have also been classed as clinically extremely vulnerable, based on clinical judgement and an assessment of their needs. GPs and hospital clinicians have been provided with guidance to support these decisions
- If you think there are good clinical reasons why you should be added to the Shielded Patient List, discuss your concerns with your GP or hospital clinician

What if a staff member or pupil is clinically extremely vulnerable?

- A staff member who is clinically extremely vulnerable should work from home during this time; individuals in this group will have been identified through a letter from the NHS or from the GP. These members of staff are required to inform the school leaders as soon as possible and provide the accompanying paperwork.
- A pupil who is clinically extremely vulnerable should not attend school during this time

What if a pupil or member of staff lives in a household with a clinically extremely vulnerable person?

- A staff member who lives in a household with a clinically extremely vulnerable person is expected to work on site when needed unless advised otherwise by an individual letter from the NHS or a specialist doctor
- Critical worker and vulnerable children who live in a household with a clinically extremely vulnerable person can attend school unless advised otherwise by an individual letter from the NHS or a specialist doctor

What is the definition of a clinically vulnerable person?

- The list can be found here: <https://www.gov.uk/guidance/tier-4-stay-at-home>
- Clinically vulnerable people are those who are:
 - aged 70 or over (regardless of medical conditions)
 - under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab each year on medical grounds):
 - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
 - chronic heart disease, such as heart failure
 - chronic kidney disease
 - chronic liver disease, such as hepatitis
 - chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS) or cerebral palsy
 - diabetes
 - problems with the spleen
 - a weakened immune system as the result of certain conditions or medicines they are taking (such as steroid tablets)
 - being seriously overweight (a body mass index (BMI) of 40 or above)
 - pregnant

What if a staff member or pupil is clinically vulnerable?

- A staff member who is clinically vulnerable is expected to work on site when needed unless advised otherwise by an individual letter from the NHS or a specialist doctor
- Critical worker and vulnerable children who are clinically vulnerable may attend school

What if a pupil or member of staff lives in a household with a clinically vulnerable person?

- A staff member who lives in a household with a clinically vulnerable person is expected to work on site when needed unless advised otherwise by an individual letter from the NHS or a specialist doctor
- Critical worker and vulnerable children who live in a household with a clinically vulnerable person can attend school unless advised otherwise by an individual letter from the NHS or a specialist doctor

Will individual risk assessments be written for clinically vulnerable and extremely clinically vulnerable members of staff?

- Yes
- The senior leaders of the school will discuss this with the individual members of staff

12. VISITORS TO THE SCHOOL

Will parents be allowed on-site?

- Parents will be permitted to enter the school building in emergencies only

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

- Parents can contact staff via the Seesaw app, or by phoning/emailing the school office

13. Concerns

Any parents can contact the school with concerns by emailing the school office office@sttheresas.barnetmail.net or phoning 020 8346 8826

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