

# St Mary's C of E Primary School

## Daily Procedures and Key Information for Parents and Children

### Updated for March 2021

#### **Background**

In accordance with the Government's response to coronavirus (COVID-19), it is a priority to ensure all children return safely to face-to-face education from 8<sup>th</sup> March 2021. Please take time to familiarise yourself with the following daily procedures and key information particular to our setting. Many of these procedures were established back in September 2020, but there have been quite a few revisions for the re-opening of school in March 2021. We would ask that you share this, as much as is suitably possible, with your child to enable a calm and happy return to school.

#### **Attendance**

**From Monday 8 March, school attendance will be mandatory** and our usual rules on attendance will apply. Mandatory attendance means that it is your legal duty as a parent to send your child (if they are of compulsory school age) to school.

We know some parents will be feeling anxious about their children returning to school. If you have concerns about your child attending, or if you think your child might need extra support, you should discuss these with our Inclusion Manager, Mrs Kerry Dunford, by sending an email to: [kdunford.212@lgflmail.org](mailto:kdunford.212@lgflmail.org)

As a reminder, **your child should self-isolate and not come to school if they:**

- Have coronavirus symptoms or have tested positive
- Live with someone who has symptoms or have tested positive
- Are a close contact of someone who has tested positive
- Are required to quarantine after visiting countries outside the Common Travel Area

In line with the latest government guidance, **pupils who are clinically extremely vulnerable should not attend school**. If your child is in this group, they should continue to learn from home until further notice. Please send a copy of your child's shielding letter to [attendance@st-marys-putney.wandsworth.sch.uk](mailto:attendance@st-marys-putney.wandsworth.sch.uk)

For pupils who are self-isolating or shielding your child's class teacher will continue to provide remote education for them through Microsoft Teams.

#### **Social contact and social distancing**

Social contact and social distancing will not be completely possible at all times in school. However, in order to minimise contact and mixing between people across the school our classes will continue to learn in distinct whole class bubbles (maximum 30 children) as far as possible.

We will continue to operate staggered arrivals and dismissals – see relevant section below.

Our site does not lend itself easily to a one-way system for movement. All movement around the school and use of facilities such as the playground will therefore be staggered.

**We ask that all families adhere to up to date social contact and social distancing guidance as far as possible when not in school:**

<https://www.gov.uk/guidance/national-lockdown-stay-at-home> and <https://www.gov.uk/government/publications/covid-19-response-spring-2021/covid-19-response-spring-2021-summary>

#### **Arrival and dismissal**

Parent/carers will not be able to enter the school site and are requested to observe the rules on social contact and social distancing when dropping off and picking up children from school. **One parent/carer only should accompany their child/ren**

**and parent/carers must not gather and linger at the school entrance.** A system of queuing, where necessary, to allow for social distancing will need to be observed – much like those in place at supermarkets and other venues – and this should be in place for every arrival (drop off) and dismissal (pick up). We also request all parents and carers to wear a face covering, unless exempt, whilst standing in the queues for arrivals and dismissals.

Families are encouraged to walk to and from school wherever possible and avoid public transport during peak periods. For government guidance on safe travel, please refer to: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

A soft start will operate for pupils arriving in the morning from 8.40am with a specific time for each class to begin formal teaching and learning (the exception to this is children in our EYFS classes, who should not enter with siblings but instead should wait with parent/carer and enter just before 9.00am). This system is in place to create a safe, socially-distanced and staggered arrival at school for all children and parents.

The **school gates will open at 8.40am**, but please be mindful that this does not mean that everyone should arrive at this time, but instead **children should arrive just ahead of their start time for formal teaching as shown in the table below:**

ARRIVAL	
Gates open at 8.40am; Formal teaching begins at:	
Kitchen Gate	Main School Gate
Year Five – 8.45am	Year Six – 8.45am
Year Three – 8.50am	Year Four – 8.50am
Year One – 8.55am	Year Two – 8.55am
Nursery – 9.00am	Reception – 9.00am

**Children should arrive to school through their allocated gate.** This will continue to be the Kitchen Gate for children in Nursery, Year 1, Year 3 and Year 5 and the Main School Gate for children in Reception, Year 2, Year 4 and Year 6.

Children coming in through the Main School Gate should approach from the Putney Common end of Felsham Road and those coming through the Kitchen Gate should approach from the Putney High Street end of Felsham Road. Please do not queue across Felsham Mews or go into the Mews.

**We urge parents and carers to ensure your child/ren arrive on time for school.** Please say goodbye to your child as you approach school so that children can enter quickly. After entering the school, the children should go directly to their classrooms, walking calmly and quietly, and apart from others.

**Dismissal at the end of the school day will also continue to be a staggered pick up as shown in the table below:**

DISMISSAL	
Kitchen Gate	Main School Gate
Year Five – 3.05pm	Year Six – 3.05pm
Year Three – 3.10pm	Year Four – 3.10pm
Year One – 3.15pm	Year Two – 3.15pm
Nursery – 3.20pm	Reception – 3.20pm

**Please arrive at school for your eldest child's pick up.** They will come out of school with their younger siblings so that your whole family can leave at the same time. As with drop off, we kindly ask all parents and carers to form a socially distanced queue and to

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wear a face covering. Please see the signage outside school if you are unsure.

**Children will be dismissed through their allocated gate as their parent/carers move to the front of the queue.** Please be patient as staff will only dismiss your child/ren when you have reached the front of the queue, jumping ahead of the queue is not reasonable behaviour.

Parents and carers collecting children from the Kitchen Gate should approach school and queue from the Putney High Street end of Felsham Road and those collecting from the Main School Gate should approach school and queue from the Putney Common end of Felsham Road. Please do not queue across Felsham Mews or go into the Mews.

If you have arrived early, please wait on the opposite side of the road and wait for your child's dismissal time before queuing at the gate. Please do not stand in the road.

**Please be reminded that The Department for Education requires you to vacate the area outside of school as soon as you have dropped your child off / collected your child. You must not stop to talk with staff or other parents as this will cause a delay. Please be mindful and considerate of other members of the public using the pavements and roads outside of the school and adhere to social distancing at all times.**

#### **Safety measures**

The school is doing everything it can to help keep everyone safe and will continue to follow our coronavirus risk assessment document which you can view online from our school website here: <http://www.stmarysschoolputney.co.uk/coronavirus-information/>

#### **School uniform**

Full school uniform must be worn according to our school uniform policy. Children are welcome to bring trainers to change into for use on the playground, but must arrive and leave school wearing shoes. For details please refer to our school website: <http://www.stmarysschoolputney.co.uk/parents-and-pupils/school-uniform/>

Wherever possible a fresh uniform should be worn every day.

#### **What your child can bring to school**

We will continue to limit what children can bring to school and ask that children bring only essential items (school bags should be avoided and only used if absolutely necessary):

- a packed lunch from home if not eating a school meal
- a coat and any additional items according to weather e.g. sun hat
- a pair of trainers to be worn on the playground (as explained above in school uniform section)
- a named water bottle - water fountains in school will not be in use (children can replenish their bottles from drinking water taps in school)
- a morning snack for break time (if appropriate)
- personal safety and hygiene items such as hand gel and pocket tissues
- a book bag (if appropriate)

Pencil cases, stationery or other equipment are not permitted and will be available in class.

#### **Playtimes and lunchtimes**

The playground will continue to be divided into three sections. Each section will be used by two class bubbles at different times. Play and

lunchtimes will be staggered to ensure social distancing between bubbles. Equipment will be limited to allow for thorough cleaning at the end of each day.

**Lunches will continue to be eaten in class bubbles within the classroom.** Please see our school website for the latest menu should you wish your child to have a school meal:

<http://www.stmarysschoolputney.co.uk/parents-and-pupils/school-dinners/>

#### **Classrooms**

**Children will stay in their class bubbles throughout each and every day.** Classroom layout will be redesigned so that although children will be sitting next to another child, they will all be facing forwards and will be asked to observe social distancing and limit their contact with others wherever possible. Each child will have their own set of resources (provided by the school) and designated seating space in the classroom which will remain the same.

Classrooms will be well ventilated by keeping windows and doors open. Soft furnishings and excess resources will be removed or reduced from classrooms. Children's tables will be cleaned before lunch and the classroom will be cleaned at the end of the day.

#### **Toilets**

Children are to observe social distancing when attending the toilet. **We will operate a system that limits 3 pupils into a toilet block at any one time**, with designated cubicles for classes. When necessary pupils will form a queue to use toilets.

#### **Hand washing and respiratory hygiene**

**Hand washing and robust respiratory hygiene remain the most effective way of stopping the spread of the virus.**

Children will be reminded how to follow the 'catch it, bin it, kill it' approach. Bins and tissues will be available throughout the school to support children with this approach.

**Children will be encouraged to wash their hands thoroughly at given times throughout the day**, including: when they arrive at school, after using the toilet, when they return from breaks, when they change rooms, before and after eating and when they leave the school. Paper disposable towels will be used for drying hands.

Hand sanitiser will also be available throughout the school. Children who require their own sanitisers/hand wash due to allergies should bring a named bottle to school.

**Current government guidance is that children attending primary school should not wear face coverings.** If your child wears a face covering or mask journeying to and from school, then individuals should bring a sealable bag or container in which to store their face covering or mask during the school day. Children should clean hands before and after touching face coverings.

#### **First aid**

First aiders and any staff providing intimate care may use personal protective equipment (PPE) depending on the incident. A visor, face mask, gloves and a plastic apron will be worn by first aiders attending pupils who display symptoms of coronavirus. All classrooms will have a first aid kit and staff will take this with them when the children are outside.

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#### Symptomatic individuals

**Children must not come to school if they are displaying any symptoms of any illness or coronavirus.** Children must let staff know immediately if they feel hot or develop a high temperature, develop a new continuous cough, notice a loss of, or change in, their sense of taste or smell, or generally feel unwell in any way.

Children with symptoms will be kept apart from others and will need to be collected immediately.

**Parent/carers should therefore have an emergency plan in place in case their child is to be collected.**

If your child has developed one or more of the coronavirus symptoms they must take a test as soon as possible. You can book a test for your child online or by calling 119. Further information can be found here:

<https://www.gov.uk/get-coronavirus-test>

If you need medical advice about your child's coronavirus symptoms, please contact the NHS by calling 111 or visit the NHS coronavirus online service:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

If your child's test is positive, please follow the guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> and engage with the NHS Test and Trace process. Evidence of any test results will need to be shared with the school before children can return to school. Where a child or member of staff tests positive for coronavirus then their bubble will be sent home and asked to self-isolate for up to ten days. Public Health England (PHE) will advise the school on the measures to follow for any positive cases of coronavirus within the school.

#### Asymptomatic testing

All of our staff are offered LFD (Lateral Flow Device) home testing kits to take part in a voluntary asymptomatic testing programme to help reduce transmission of the virus and keep everyone safe. Households with primary school age children can also take part in LFD home testing and further details and information on how to order testing kits can be found here:

[https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_source=calc659b-95d6-490e-87c6-d6c09e85ecfb&utm\\_content=immediately#primary-or-secondary-school-staff](https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_medium=email&utm_campaign=govuk-notifications&utm_source=calc659b-95d6-490e-87c6-d6c09e85ecfb&utm_content=immediately#primary-or-secondary-school-staff)

#### NHS Track and Trace

The school will promote and engage with the NHS Test and Trace process. All staff and pupils should self-isolate and book a test if they have or develop symptoms. Non-essential visits to our school will be postponed or held outside of pupil hours. Any visitors who do come into the school will be logged to support track and trace. Visitors who refuse to share their details will not be permitted to the building.

#### The school office

Although our school office is fully open it will continue to be closed for face to face visits other than those which are essential and prearranged. The school can be contacted through phone or email or by using the letterbox outside the main entrance.

#### Site security/safety

No parents, visitors or external contractors will be permitted on site, unless absolutely necessary or in emergencies.

#### School trips and educational visits

Government advice is against all educational visits. This advice will be kept under review.

#### Assessment

The Department for Education (DfE) has cancelled the Key Stage 1 and Key Stage 2 statutory tests and statutory teacher assessments planned for summer 2021.

#### Communication

At this time, we are aware that face-to-face communication with staff is restricted and therefore we remind you of the following school communication channels available to you:

- Your child's teacher can be contacted for all teaching and learning enquiries by sending an email to the class PACT email
- The school office can be contacted by calling 020 8788 9591
- For general enquiries please send an email to: [info@st-marys-putney.wandsworth.sch.uk](mailto:info@st-marys-putney.wandsworth.sch.uk)
- You can also ask us a question by filling in our online enquiries form which can be located on our school website here: <http://www.stmarysschoolputney.co.uk/parents-do-you-have-a-question/>

The school will continue to send out communications via:

- ParentMail
- Class PACT email
- In Touch

#### School website

Our school website contains lots of useful information. Please visit: <http://www.stmarysschoolputney.co.uk/>

#### Keep in the loop with social media

The school actively uses two social media platforms to communicate school news and events, so please check them out and follow us:

Twitter <https://twitter.com/PutneySMPS>

Facebook <https://www.facebook.com/PutneySMPS/>

*Please note: all information contained in this document was correct at the time of publication (4<sup>th</sup> March 2021) but may be subject to changes and further updates.*