



## St. Leonard's Catholic Primary School

### Information for parents March 2021

#### Drop off and Pick up

**All classes** Drop off **8.45-8.55am** Pick up **3.10pm**



- Only **one** adult is to accompany children to and from school.
- **All** children must be dropped off and collected by an adult, this is to reduce the potential of 'gatherings' at the school entrances.
- **Year 6** children with written permission from parents may walk to and from school, however please discourage the children to 'meet' and 'gather' with friends at the entrance. If this does occur the school reserves the right to ask parents to accompany children to and from school.



**All** adults must wear a face covering unless medically exempt (please let the office know if this applies to you so we do not offend when asking you to wear a face covering on school premises – **this includes the driveway**)

- Reception and KS1 Enter via the walk way, through the gate and along the side of the school. Please keep social distanced from other parents and children. There are markers on the ground to guide you.
- Exit via the churchyard.
- KS2 Enter and Exit via the driveway, this is a one way system, in and out. Please keep socially distanced from other parents and children. There are markers on the ground to guide you.
- Please do not 'jump' over the guide ropes.
- No cars will be allowed on site except staff and deliveries.
- Parents must not gather together at the gate, please keep socially distanced at all times.

**Please do not arrive early so we can avoid any unnecessary gatherings and please do not be late as this impacts on your child's experience of school for the whole day.**

#### Uniform

We are aware that many children may have outgrown their school uniform, even though it is almost new. We would be happy to take any uniform of good quality (no holes, stains etc). Please contact the school office if you have uniform to donate. We will sort and quarantine them, then they will be available for parents to take for a small donation to the school fund.

- Children are expected to wear full school uniform in school (see school website for list and all are available from our supplier 'The School Outfit').
- All children are expected to come into school wearing their PE kit on their designated PE day (T-shirt, shorts, trainers and/or indoor gym shoes as well as outdoor jogging pants and either school jumper or hoodie) The class teacher will let you know what day this will be via Class Dojo.

**Please contact the school office if you have any questions about uniform.**

#### Attendance

- All children are expected to attend full-time.
- Some children who remain under the care of health care professionals may need to discuss their care with their health care professional before returning to school.
- Usual attendance policies and procedures will be resumed.



#### Behaviour Expectations

All children will be expected to follow the school behaviour policy including amendments with regard to COVID-19.





### **Breakfast Badgers**

We will be serving breakfast from 8.00-8.45am everyday. This is open to all children.

### **Teatime Tigers**

We will be running the teatime club from 3.15-4.30pm everyday. This is primarily for parents who struggle with childcare after school, however, any parent can apply for a place.

If you wish to reserve a place for your child in any of the above please contact the school office who will ask you to complete an application form to be returned asap. All payments must be made via Parent Pay and in advance of booking a place.



### **Communication**

Parents will not be allowed to enter the school building unless pre-arranged with the headteacher and all Covid-19 procedures must be followed. All meetings will be conducted via telephone, or via Zoom if possible.

If you need to relay a message to the class teacher please use the Class Dojo or contact the school office via telephone 0191 5210300 or email [office@stleonardsprimary.org.uk](mailto:office@stleonardsprimary.org.uk)

Please check emails, website and Twitter regularly for any updates.

Class teachers will return dojos/calls/emails as soon as possible.

### **Equipment & Social Distancing within the classroom**

- In each bubble classroom children will have an assigned seat and table.
- Most tables will be facing forward and children sit side by side where possible.
- Children will have access to their own set of equipment on their desk, not to be shared.
- Any shared resources will be kept to a minimum, washed or wiped at the end of each day or after use.
- There will be no 2 metre social distancing between children within each classroom, however where possible children will be encouraged to keep their distance from each other.
- Teachers will remain at a 2 metre distance from colleagues and children as much as possible.
- Children will remain within their bubbles for lessons, breaks, lunch and physical activity.
- Daily collective worship will be in class bubbles and there will be no whole school Liturgies, Mass or assemblies except via TEAMS.
- In classrooms there will be visual reminders for staff and children about the importance of hygiene and maintaining social distancing as much as possible.



### **Lunches**

We feel very lucky to have Josh Kane joining our school staff as our new chef. Already he has been a hit with the children producing some fabulous meals.

- All children can receive a healthy, balanced school meal. The cost of a school meal is **£2.30** which can be paid for via ParentPay. Please inform the office if you would like your child to have a school meal.
- Free school meals and Universal Infant free school meals (Reception, Y1 & Y2) will continue.
- If your child has allergies or requires a special diet please let the office know as soon as possible.

### **Packed lunches**

- If your child has a packed lunch, please read the school policy attached. We encourage healthy meals at St. Leonard's.
- Children can bring their own packed lunch bag to school.



### **Bubbles**

- School will be divided into a number of 'bubbles' following government and LA guidance.
- The bubble structure will help to reduce the number of people that children and staff have contact with each day.

### **Movement around school**

- Minimal movement around the school. Children will be expected to remain within their bubble zones as directed by the bubble teacher.
- Timetabled breaks and lunchtimes where children will have time outside with their class bubbles.
- When outside children will mix only with children from their 'bubbles'.
- Children will wash their hands prior to going outside and on entry back into the classroom.
- Children will be reminded of social distancing whilst outdoors too.

## First Aid

- Each class bubble will have basic first aid equipment.
- First aiders will be available throughout the day as needed.
- If children feel unwell, they must let their teacher know.
- A separate area is designated and equipped for the event of a member of the school falling ill.
- Children falling ill during the school day must be collected by an adult immediately and must not return to school until fully recovered.



## Cleaning and hygiene

- On entry/exit of school children must sanitise their hands.
- Frequent handwashing will be encouraged throughout the day.
- Tables will be cleaned regularly throughout the day.
- Toilets and regularly touched surfaces such as doors will be cleaned throughout the day.
- Classroom doors and windows will be kept open to aid ventilation as much as possible.
- In classroom bubbles a cleaning tray is available, which includes hand sanitiser and tissues.
- Children will be given a designated toilet cubicle and washbasin to use

## FAQ's

### **What if my child is displaying symptoms?**

If a child becomes unwell at school they will be cared for until a parent is able to collect from school. If a child is unwell at home, **do not** send them into school. It is parent's responsibility to seek a test within **3-5 days** of symptoms appearing. Parents **must** let the school know if a test has been taken and the results of that test. We must all follow government guidelines, school will inform the authorities, follow advice given and take appropriate steps to keep the school environment as safe as possible.

### **What if a teacher is displaying symptoms?**

The teachers are testing (LFD) at home twice a week if they receive a positive result they organise a PCR coronavirus test. The authorities will be informed, advice taken and next steps will be discussed with parents as soon as possible.

### **What if a class bubble or the whole school needs to close?**

If a class bubble collapses or the whole school is closed online activities will be available for each class. There will be the expectation that all children engage with the home learning (this will not be optional). If any child has difficulty in accessing the home-learning please contact the school and we will do our best to help e.g. loan of laptops.

### **Will there be any class liturgies or celebration assemblies?**

We are unable to organise large gatherings within school. Collective worship and celebrations will continue in class bubbles only and whole school via TEAMS.

### **Can my child bring their own water bottle?**

Yes, it can be brought in on a Monday (washed at the end of each school day) and returned home on Friday for a thorough cleaning.

### **Can my child bring a bag to school?**

Children will be able to bring in their school book bag. This is to carry their reading book and reading record. Children do not need to bring anything else into school with them.

### **When will my child change their reading books?**

Children will return and choose a reading book on a Monday, Wednesday and Friday. Books returned to school will be put into a quarantine box until they are returned onto the shelves after a certain period of time.

### **What if I have children in more than one bubble, what time do I drop off and pick up?**

If you have children in KS1 and KS2, please use the KS1 entrance and exits.

### **What happens if a child does not follow the rules for social distancing?**

We will follow the school behaviour policy, an amendment has been added to take into account the current situation.

### **What if my child does not come back to school?**

It is expected that ALL children return to school. However if your child is unable to return due to self-isolation or a positive coronavirus test within the household, work shall be made available via TEAMS.



**We look forward to seeing you all very soon.**