



St. Bernadette Catholic **Primary School**

Coronavirus (COVID-19):
Full Opening Handbook for
Parents

Contents:

[The purpose of this handbook](#)

[Useful contacts](#)

1. [Opening the school to all pupils](#)
2. [Protecting clinically vulnerable individuals](#)
3. [Attendance](#)
4. [Social distancing](#)
5. [Infection control](#)
6. [Procedure if a pupil becomes unwell on site](#)
7. [Access to testing](#)
8. [Uniform](#)
9. [Food arrangements](#)
10. [Transport](#)
11. [The curriculum](#)
12. [Remote learning](#)
13. [Behaviour expectations](#)
14. [Safeguarding](#)
15. [SEND support](#)
16. [Wellbeing](#)
17. [Visitors on site](#)
18. [Before- and after-school care](#)
19. [School trips](#)
20. [Important documents](#)
21. [What can you do to help?](#)
22. [Reporting concerns](#)

The purpose of this handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. We are now in a position where we are able to open the school to all of our pupils, in line with government advice.

This handbook has been created to provide you with details of the measures that are being put in place to ensure the safety of our school community as we fully open. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that St. Bernadette has taken all the necessary precautions in preparing to welcome all pupils back to school.

Useful contacts

Please contact the school office with any questions or concerns and these will be passed on to the appropriate member of staff.

We welcome any questions and will do our best to address any of your concerns. Our school office is open from 8:45am until 4:30pm and can be contacted via email: **parents@stbernadette.herts.sch.uk** or telephone number **017278227489**. Please do not attend the school office in person.

1. Opening the school to all pupils

In line with the government's direction, and following a robust risk assessment process, we have decided to begin to welcome back all pupils from 7th September 2020.

The government relaxed its shielding guidelines from 1 August. If your child is classed as clinically extremely vulnerable, and has previously been advised to shield, you can now allow them to return to school.

Please contact the school office as soon as possible if you have any queries regarding your child's attendance.

Risk assessment

The school has conducted a thorough risk assessment to mitigate the risks of opening fully during the coronavirus pandemic. Our risk assessment covers various aspects of the school premises, cleaning, staff availability, infection control and social distancing protocols, mental health and wellbeing, access to learning, and fire safety.

The risk assessment is a live document and will be updated as required. A copy of this risk assessment is available on the school website.

2. Protecting clinically vulnerable individuals



If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are now able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, please contact the Headteacher via the school office to discuss these arrangements.

3. Attendance

Attendance for pupils coming into school will be recorded as normal. We understand that you may be concerned about your child returning to school at this time, but please be assured that the school will do its utmost to keep your child safe. Please feel free to contact the school to discuss attendance and the safety measures in place. The government has announced that penalties for non-attendance will resume, but the school will only implement these as a last resort.

If, at any time, your child cannot attend school due to the necessity to self-isolate, whether this is because they are ill themselves or have been in close contact with someone who is, please let the school know as soon as possible at parents@stbernadette.herts.sch.uk. You will not be penalised if your child cannot attend due to following clinical or public health advice to stay at home.

The school will continue to notify social workers where children with a social worker do not attend school when they are expected to.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures.

4. Social distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

Group arrangements

To maximise the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to put pupils in key stage bubbles, however children will remain largely in their own class bubble for the duration of the school day.

The bubbles are as follows:

- Years 5 and 6
- Years 3 and 4
- Year 1 and Year 2
- Nursery and Reception

These bubbles will not mix with one another throughout the school day (i.e. playtime, assemblies or lunch). PPA teachers and support staff will need to work across more than one class in order to deliver the curriculum and provide adequate lunch time supervision, however staff will be allocated to one of the four allocated bubbles and only work across 2 classes.

Social distancing measures in school:

Class sizes will be back to the usual amount

Individuals within a bubble will not be permitted to mix with members of another bubble.

Each bubble will have its own classrooms, learning areas and designated outdoor areas for break times and PE lessons.

Members of staff will minimise their close contact with pupils and other staff; however, staff will be able to move between bubbles in order to deliver the full curriculum.

Desks and chairs in classrooms will be front-facing and placed as far apart as possible.

Frequently-used equipment, e.g. pens, will be provided (EYFS / KS1) or brought from home (KS2) so that all staff and pupils have their own – sharing frequently-used equipment will not be permitted.

Classroom resources, e.g. books, can be shared within bubbles, but should be cleaned frequently, e.g. at the end of each day.

Communal resources, e.g. sports equipment, can be shared between bubbles if they can be thoroughly cleaned between uses.

Pick-up and drop-off times will be staggered and determined by your child's allocated bubble.

Lunchtimes and break times will be staggered and will vary per bubble.

Pupils will be kept within their bubbles when moving around the school, except to use the toilet.

We acknowledge that we will face some limitations to the practicality of these arrangements in certain circumstances and will work with all pupils to help remind them of the importance of staying within their bubbles.

Start and finish times

Pupils' start and finish times will be staggered in order for us to adhere to social distancing guidelines as much as possible. Children and parents will line up outside the gate along the path at 1m intervals. Teachers will then collect each child from the gate where they will enter the school playground and line up at 1m intervals. We can't facilitate parents coming onto the school playground as we are keeping to short time intervals to receive and dismiss children in a timely and safe way. Communication with class teachers will need to be made via email (parents@stbernadette.herts.sch.uk). We understand that this is very different from our previous relaxed open door policy, but sadly we need to keep within the guidance, as well as safeguarding our teachers/parents from mixing with multiple adults. We recommend that pupils are dropped off or picked up at the gate by only one accompanying adult. We cannot facilitate the storage of bikes/scooters in school so these will not be able to be stored on the school site. We kindly ask that parents do not enter the school gate / building or gather in groups on or outside of the school premises. As usual, punctuality is paramount, however to ensure that the staggered system runs smoothly and safely for all children and adults, it is essential that children are dropped off and picked up at the stated times. In exceptional circumstances, if you are going to be late, please inform the school office and bring/collect your child from there. We appreciate your support with this as we are unable to accommodate children from different bubbles waiting at the office for late collection.

The table below outlines pupils' start and finish times, depending on their bubble, and where you should drop off or pick up your child, where relevant. There will be clear signage to make this more explicit.

Start Time	Gate A (small playground gate)	Gate B (big playground gate)	End time
8:45am	Reception		3:15pm
8:50am	Year 1	Year 2	3:20pm
8:55am	Year 3	Year 4	3:25pm
9:00am	Year 5	Year 6	3:30pm

Moving around the school

Movement around the school will be restricted in most circumstances, to minimise the risk of bubbles mixing or coming into contact with one another. When moving around the school, pupils will be expected to remain within their bubbles except to use certain facilities, such as toilets.

The school has put in place a one-way system to further reduce the risk of contact between those in different bubbles.

5. Infection control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have difficulties with comprehension due to their needs. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, when they change rooms, before and after eating, before and after break times, after using the toilet, and after coughing or sneezing.

Pupils will wash their hands for at least 20 seconds using soap and water— younger pupils and pupils with complex needs will be supervised when doing this.

The school will enforce the ‘catch it, kill it, bin it’ approach to containing coughs and sneezes.

Pupils who show symptoms associated with coronavirus will be sent home and advised to take a coronavirus test as soon as possible.

We are also carrying out additional cleaning. Classrooms and learning areas will be cleaned at the end of each day, and frequently touched surfaces will be cleaned and disinfected regularly throughout the day.

Staff will also be required to follow stringent infection control measures.

Personal protective equipment (PPE)

The government has recommended that staff and pupils **do not need** to use PPE in school; however, staff will use PPE if a pupil shows symptoms of coronavirus and a distance of two metres cannot be maintained.

Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

Bringing items into school

To minimise the risk of potentially transmitting infections between pupils' households and the school, we ask that pupils do not bring non-essential items from home into school with them – this includes bags, book bags, toys, balls and other similar items. Pupils are able to take items from school, such as books, home with them to aid their education, provided that these items are properly cleaned and quarantined for 72 hours before and after being in their homes.

This equipment can be brought to school:

Essential medication and medical equipment (via the school office)

Coats and other essential outdoor wear (weather dependent)

Spectacles and spectacle cases

Packed lunches / snack to be kept in lunch box

Water bottle

Stationery (KS2 only on the first day of school and then this will remain in school)

School reading book when finished (which will be quarantined on entry)

Washed PE kits (will stay at school for the duration of the half term)

If your child needs to bring an item to school that is not listed above, please contact us as soon as possible to discuss alternative arrangements.

6. Procedure if a pupil becomes unwell on site

It is extremely important that all parents and pupils remain vigilant with regard to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do not send your child to school if they have any of the following symptoms:**

A high temperature – this means they feel hot to touch on their chest or back

A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)

A loss of, or change in, their normal sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal



It is also important that you **do not send your child to school** if somebody in your household has tested positive for, or has symptoms of, coronavirus.

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school. You may be advised to get your child tested for coronavirus and to notify the school of the result. See [below](#) for information on accessing a test.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

Your child will be asked to self-isolate in school using a designated area (medical room).

Your child will be supervised while waiting for collection, where required.

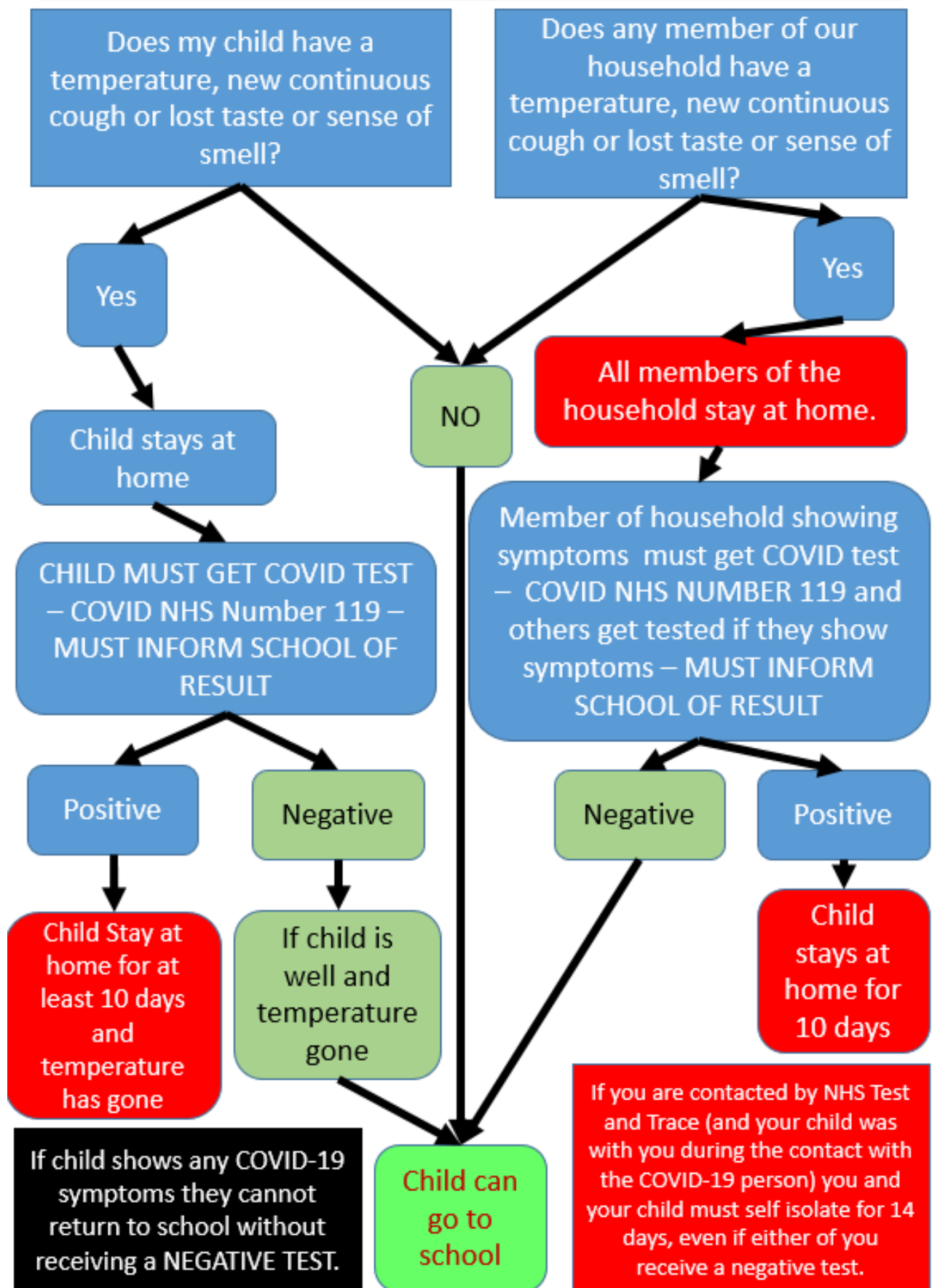
You will be notified that your child must be picked up as soon as possible.

You will be encouraged to have your child tested for coronavirus.

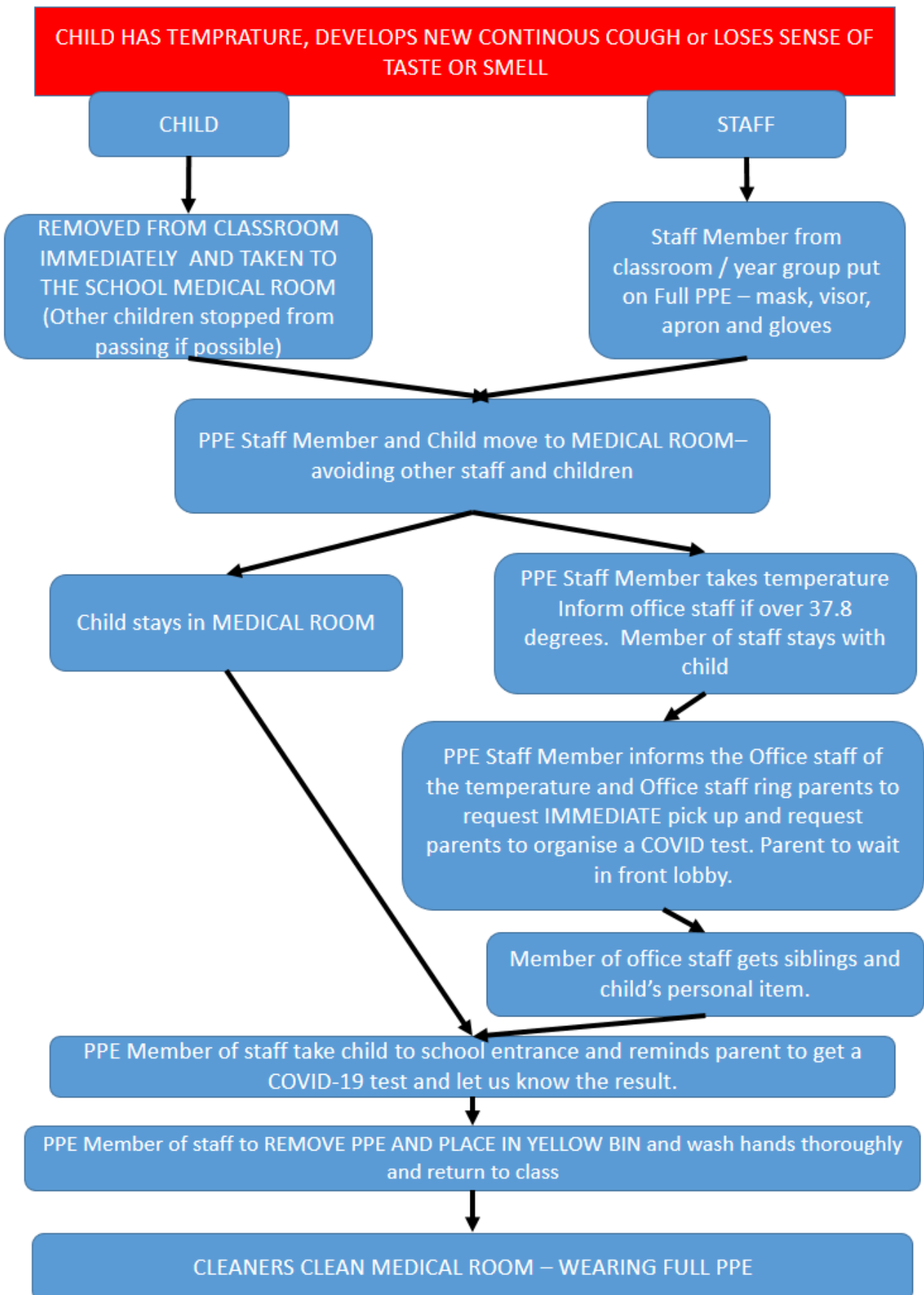
You will be encouraged to engage with the NHS Test and Trace programme.

Areas your child has occupied will be disinfected as soon as possible.

COVID SYMPTOMS AT HOME FLOW CHART



ACTIONS IF CHILD SHOWS COVID-19 SYMPTOMS AT SCHOOL



7. Access to testing

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>. Where possible, we will provide a home testing kit for you to ensure that your child and other members of your household can easily access a test.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period. We encourage you to inform the school immediately of test results.

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

8. Uniform

We expect pupils to attend school in full uniform in the Autumn term. Whilst we are keen for the children to wear their uniform and have their school identity, we do understand that there may be difficulties in washing some items of clothing every day and this could have financial implications. Particularly, we recognise that school kilts may be difficult to wash and have cleaned for each new day. Therefore we have revised extended uniform options for this autumn term. Children may now also wear a school summer dress, a grey skirt or grey trousers as an alternative to the school kilt.

Food arrangements

Arrangements will be put in place to ensure mixing between bubbles is avoided during lunchtime. Pupils who require a school meal will have their meal delivered to the classroom at their designated time and will eat their lunch in the classroom. Pupils who bring a packed lunch to school will eat their lunch in their classroom. Below is an example of the lunch menu:

	Monday	Tuesday	Wednesday	Thursday	Friday
Green	Cheese	Cheese	Cheese	Cheese	Cheese
Yellow	Tuna Mayo	Tuna Mayo	Tuna Mayo	Tuna Mayo	Tuna Mayo
Orange					Egg Mayo
Red	Ham	Beef burger	Chicken mayo	Pork sausage roll	Fish finger roll

The school will continue to provide free school meals (FSM) for eligible pupils. If you require any further information about the provision of FSM, please contact the school office as soon as possible.

9. Transport

Pupils should walk or cycle to school or be dropped off by a member of their household where possible. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks.

10. The curriculum

Our focus is to support all pupils' health and wellbeing and to help them transition back into school life successfully.

To provide all pupils the opportunity to excel and engage with learning, the school will ensure the following:

- Increased outdoor learning, where possible
- Additional support for pupils who are at risk of falling behind their peers
- Continued support for pupils with SEND
- Provision and contingency plans for remote education

Lessons will work in a similar way to normal as far as possible; however, more focus will be placed on wellbeing, core subjects and ensuring pupils have a secure understanding of the content covered through remote learning during the lockdown period. An adequate amount of time will be spent getting pupils up-to-speed on material from the previous term that they may have missed due to partial school closures.

PE lessons will continue to ensure pupils get the exercise they need; however, activities within these lessons will be strictly non-contact and pupils will remain in small, consistent groups with other pupils from their bubble throughout the term.

11. Remote learning

Although all pupils can now return to school, we must make sure we are prepared to deliver education in any eventuality, including local lockdowns. We also need to have provision in place for pupils to learn remotely if they are sent home to self-isolate. For these reasons, we have created a contingency plan for remote education, should it be required. We understand that each family's circumstances and ability to access to learning material for their children differs, which is why we are committed to doing all we can to help pupils who are learning at home.

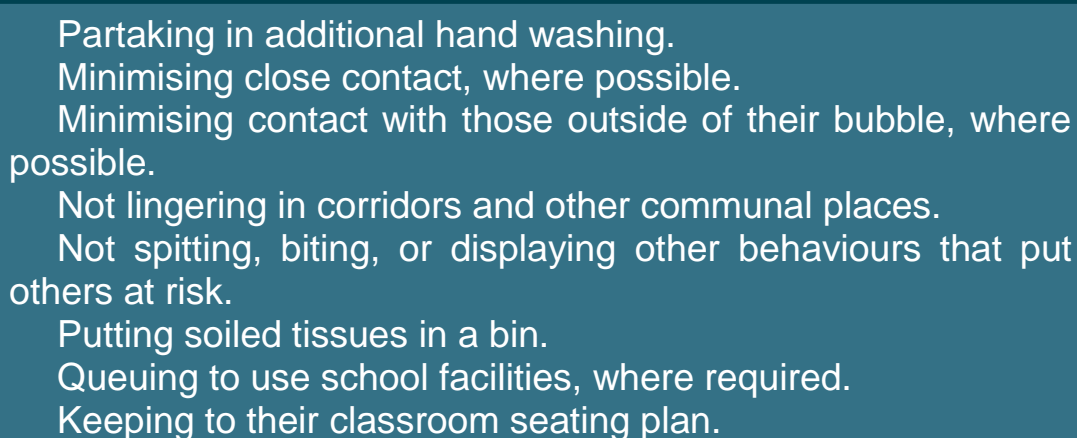
The school will continue to provide pupils with access to learning materials remotely via an online learning portal (google classroom, purple mash and tapestry).

These remote learning arrangements are in place to ensure that all pupils have access to high-quality education while they are at home. These arrangements will help all pupils to learn alongside their peers and prevent them struggling with lesson content when they return to school.

We advise all parents to make every effort to ensure that their child has access to and completes the learning materials provided. We understand that this in itself poses its own unique challenges and, therefore, encourage you to contact your child's teacher via email, if you are experiencing any problems.

12. Behaviour expectations

To ensure the school remains a safe place, we have made the decision to enforce additional rules with regards to social distancing and infection control. Pupils are expected to follow these rules.



- Partaking in additional hand washing.
- Minimising close contact, where possible.
- Minimising contact with those outside of their bubble, where possible.
- Not lingering in corridors and other communal places.
- Not spitting, biting, or displaying other behaviours that put others at risk.
- Putting soiled tissues in a bin.
- Queuing to use school facilities, where required.
- Keeping to their classroom seating plan.

These rules include:

Pupils who purposefully behave contrarily to these measures and put others at risk will be disciplined in line with our Behavioural Policy.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or experience difficulties with comprehension. The school will, therefore, consider each situation individually and work with pupils to educate them on the importance of social distancing and infection control measures and reward positive behaviour.

13. Safeguarding

Our Child Protection and Safeguarding Policy was updated at the beginning of the lockdown period to account for a change in provision while the school was partially closed. This policy has been updated again to reflect that we are opening to all pupils. A copy of this policy is available on the school website.

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family. The designated

safeguarding lead (Mrs Walsh) will work to speak to all parents; however, if you need to report any changes, please contact the DSL directly at: senco@stbernadette.herts.sch.uk .

14. SEND support

The SENCO, along with other key members of staff and external agencies, will continue to coordinate support for pupils with SEND.

Support for pupils with SEND who are at home will continue to be delivered as it was during the lockdown period. The SENCO will work with parents to identify support needs for pupils with SEND that are now returning to school.

If your child has an EHC plan, we will strive to deliver the provision set out in the plan; however, there may be cases where we need to adapt the provision. If we need to do this, we will speak to you directly.

If you have any questions about the support your child is receiving, please get in touch with the SENCO.

15. Wellbeing

One of our key priorities as we fully open the school is ensuring pupils are given the wellbeing support they need.

Pupils will be able to speak to pastoral staff face-to-face in school to discuss how they are feeling. These staff members will be on hand to support pupils themselves or to direct them to external support that may be required.

If you are concerned about your child's wellbeing or wish to discuss the support available in school or externally, please contact the school office.

16. Visitors on site

Visitors will only be allowed into any school buildings where it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents.

Parents that need to come into school will need to make an appointment first. Meetings will only be held with parents where absolutely necessary and at a safe distance.

17. Before- and after-school care

We have determined that it is not safe to restart breakfast club at this time. We will review this decision on a regular basis and any changes will be clearly communicated to you.

'Strong roots' will be operating an after school club in the 'old nursery' building. Please contact Susanne Langridge on: 07834989916

Strong roots will then provide parents with a Covid Policy and a Disclaimer, which outlines the precautions they are taking to reduce possible risks.

18. School trips

The government has advised that school trips abroad do not go ahead until further notice – this may mean that school trips are delayed or cancelled. Overnight trips also cannot go ahead at this time, but non-overnight domestic trips can take place, provided that adequate safety measures can be followed. Therefore we have had to cancel the Year 4 camping trip to Cuffley Camp that would normally take place in the Autumn Term.

If we need to delay a planned school trip due to the coronavirus pandemic, we will inform you of the new date for the school trip and details of any outstanding payments as soon as possible.

If we need to cancel a school trip altogether, we will inform you of this as soon as possible and arrange for all payments, full and partial, to be refunded. The school is not currently planning or arranging any new school trips at this time.

19. Important documents

A number of school policies and procedures have been created and updated to reflect the provisions that are in place during the coronavirus pandemic, including the following:

- Full Opening Plan
- Risk Assessment for Full Opening in September
- Behavioural Policy
- Safeguarding and Child Protection Policy
- Attendance and Truancy Policy

Most of these documents can be found on the school website; however, if you cannot find what you are looking for, please contact the school office.

20. What can you do to help?

The support and understanding from our pupils' parents is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

Remain vigilant for the symptoms of coronavirus
Keep your child at home if they develop symptoms
Ensure your child washes their hands before they leave for school and after they return home
Adhere to your child's pick-up and drop-off times
Maintain social distancing on or near the school grounds
Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted
Communicate with school staff digitally instead of in person, e.g. via email
Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils

21. Reporting concerns

Please raise any concerns in the first instance with your child's class teacher – via the school office. The staff member will work with you to address your concerns. If your concern relates to the safeguarding of a child, you should contact the LA or, where appropriate, the police as soon as possible.