

Westminster Cathedral Roman Catholic Primary School

Founded By The Jesuit Fathers Circa 1849



Headteacher: Mrs A Stacey

Friday 22nd May 2020

Dear parents and carers,

Phased re-opening of school.

I hope this letter finds you well.

I am sending this letter to the whole school community so you are fully aware of the plans and preparations taking place for the school to be re-opened to pupils in Reception, Year 1 and Year 6 next half term. In terms of a return to school for other year groups, we await further guidance from the Government before putting plans into place. I will write as soon as we have further news

Thank you to all parents whose child is in Year R, 1 or 6 who have already completed the online survey to indicate whether you will be returning your children to school should the Government's 5 tests be met.

This letter outlines the plan for re-opening our school based on the current risk assessment. This is subject to change to ensure the safety of our pupils and staff. Following the Government's current guidelines for safer distancing and the safe opening of our school, we have a capacity of 70 children across the school. If our numbers exceed this, we will have to review the plan for reopening our school.

Within this letter you will be informed the following:

1. Key worker provision
2. Preparation
3. Proposed start dates
4. Drop off and collection of pupils
5. Learning in school
6. Learning at home (all year groups)
7. Friday afternoons
8. School lunches
9. Uniform and equipment
10. Behaviour
11. Visitors
12. Clubs
13. PPE
14. Handwashing and hygiene
15. COVID-19 symptoms
16. Decision
17. In summary

Please see a child friendly powerpoint which is attached to this email, to support you in explaining the changes to your child.

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1. Key worker provision

It is worth noting that our school has never 'closed'. We have had children in school since the 23rd of March. On some days we have had up to 15 pupils a day which is around 9% of our school population. Staff have worked in school on a rota basis and at home ensuring that home learning is issued, responded to work that is submitted and is keeping regular contact with all families in their class. I am so proud and appreciative of the consistent hard work the teachers have shown to ensure each child's education and wellbeing in our school is provided for. During the whole time we have remained open we have had no COVID-19 reported cases.

If you are a key worker and your circumstances have changed at work, you may be entitled to send your child to school. Please talk to your employer about this and then contact the school to ask for more information.

2. Preparation

This last week has been very busy reading all the documents sent through from the DfE, the local authority and the Diocese in preparation for the re-opening of our school. I have worked closely with the senior leadership team to plan the re-opening of the school in preparation for Reception, Year 1 and Year 6 pupils.

Thank you for allowing us the time to put an action plan in place and I hope this letter will make clear our plan of opening the school. **Please note, this is an interim plan. If the Government/ DfE issue new guidelines, this plan may change. Please also note, we will be reviewing the plan on a two weekly basis and any changes we will inform you.**

3. Start dates

We will be phasing in the start dates for each group only if we feel we are ready to open to the pupils – **please note these are subject to change.**

Monday 1st June: CLOSED TO ALL PUPILS (Staff training)

Tuesday 2nd June and Wednesday 3rd June: Key worker and vulnerable children only

Thursday 4th June and Friday 5th June: KW/VC and Year 6 pupils only

Monday 8th June and Tuesday 9th June: KW/VC, Year 6 and Year 1 pupils only

Wednesday 10th June onwards: KW/ VC, Year 6, Year 1 and Reception pupils only

4. Drop off and collection of children

In order to reduce 'pinch points', only one adult per child should drop off and collect and the timings will be staggered. These must be adhered to for the safety of all the children and parents and will not be compromised or changed.

The following drop off times and places are as follows:

Key worker/ vulnerable children	via the front door	8.45am – 8.55am
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Year 6	via playground	9.00am – 9.10am
Year 1	via playground	9.30am – 9.40am
Reception	via playground	9.15am – 9.25am

You are to leave your child at the red gate. Mr Will will be on the front gate and the children will be welcomed by a member of the teaching staff. Ms Smith or Mrs Stacey will be at the front of the school to answer any questions or take any messages. Parents must not enter the school playground.

There will be hand sanitizer at all entrances to the school. The children will be asked to sanitize their hands on arrival to school and wash their hands with soap and water as soon as they enter the school building. As we have the resources, we will take the temperature of your child before they enter their classroom. This will be done with a 'non-contact thermometer'.

To minimise contact, parents must not gather at the main entrance. Social distancing measures should be followed whilst waiting outside e.g. keeping 2 metres distance to minimise adult to adult contact (if you arrive early). Markings will be laid out outside and along Bessborough Place to enable parents to wait safely with their children. Children should be kept close to parents and should not interact with each other.

There will be a one way system along Bessborough Place to be followed by members of our school community. You are to enter Bessborough Place and the school along the school's railings and leave by crossing over the road and along the road by the houses.

Collection

Departure times will be staggered and earlier than usual this is to avoid pupils and staff members travelling home during rush hour. Lunch times will be shortened and Year 1 will not have an afternoon break time to accommodate this.

Key worker/ vulnerable children	via the front door	3.15pm
Year 6	via playground	2.30pm
Year 1	via playground	2.00pm
Reception	via playground	2.15pm

Staff will once again make sure that all children use the sanitising station before they leave the school building.

Parents are asked to be prompt and to wait on the relevant marks outside school prior to collecting. You will then be called to collect your child from the red gate.

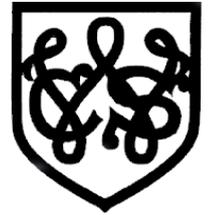
The same procedures for entering and leaving Bessborough Place are to be adhered to.

5. Learning in school

The Government has acknowledged that whilst we should be exercising social distancing, as far as is possible and practicable, it is impossible to guarantee the 2 metre rule with primary children. However, desks will be spaced as far apart as possible, children will stay within their class groups (i.e. not mix with others). There will be a maximum of ten pupils in any class. Contact

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between children will be limited and playtimes and lunch will be separate. Contact tracing will therefore be simplified as children will only have a very limited contact group at all times. A teacher and a support staff adult will be 'assigned' to each class. These adults will remain with the class 'hub' throughout the day including break times and lunch times,

Children's classrooms will have been cleared of any unnecessary items and soft furnishings where possible. The layout will be adapted; furniture will be spaced as much as possible to allow ease of movement. Windows will be open to allow for ventilation. There will be a strict cleaning routine throughout the day.

Staff will limit the sharing of stationery and other equipment where possible and all equipment used by your children will stay in their classroom at their workspace. Shared resources, where they are used, will be disinfected more frequently.

Children will not leave the School premises at any time during the school day. The playground will be made available for different year groups, though not simultaneously. Staff will follow strict cleaning practices after use of any outside resources.

Break times will be staggered so that children do not mix with different classes and each class will have an allocation of any play equipment. All break times will take place outside, or in the classrooms in inclement weather.

The curriculum will be adapted according to the needs of the pupils and will continue to follow the same format as the home learning structure. PE lessons and lessons that can take place outside will be timetabled. There will be no Fit for Sport nor music lessons and private music lessons will not currently be facilitated in school.

6. Learning at home (for all year groups)

The teachers are committed to continue to provide home learning for the pupils who remain at home. Please note that the class teachers will be in school teaching so there may possibly be an adaptation as to when they are available to reply to emails and comment on work submitted. Miss Smith and Mrs Stacey are committed to giving the teachers time during the school day to do this and we will review this daily to ensure all the pupils in our school are provided for.

The Department for Education sent some guidance yesterday I would like to share with you.

Guidance for parents and carers on supporting their children's education during the coronavirus outbreak

We have updated our guidance on helping primary school aged children learn at home to include information on the wider opening of educational settings.

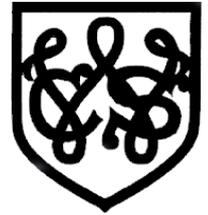
The guidance can be found here:

<https://www.gov.uk/guidance/help-primary-school-children-continue-their-education-during-coronavirus-covid-19>

7. Friday afternoons

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The school will close early Friday afternoons. This allows for the staff to receive their PPA time and will allow a deeper cleaning regime to take place. Therefore on Fridays children are to be collected:

Key worker/ vulnerable children	via the front door	TBC
Year 6	via playground	1.30pm
Year 1	via playground	1.00pm
Reception	via playground	1.15pm

8. Lunches

A packed lunch will be provided for those in School and this will be eaten in the hall in separate sittings for each class to minimise the contact with children in other classes. The catering company will be adhering to strict guidelines. All wrappings will be fully disposable. If your child is in Yr R and Yr1 you will not be paying for the packed lunch. Pupils in Yr 6 who do not receive free school meals will be required to pay for their lunch. We will continue to provide free school meal vouchers to families who are already receiving them whether you chose to come back to school or not.

We are not encouraging pupils to bring their own packed lunch to school, however if you chose to do this it must come to school in disposal plastic bags which will be thrown away at the end of lunch.

9. Uniform and equipment

Pupils are not required to wear uniform. All items of clothing should be cleaned and washed at the end of each day. Teachers have been asked to wear more casual clothes than usual which can be easily washed each day.

Children must not bring book bags, books or toys to school.

One clearly named water bottle may be brought into school each day. Pupils may also bring in a fruit snack.

If weather is warm-parents should apply sun lotion before their child leaves home; a named sun hat can be brought in.

Mobile phones must not be brought to school by Year 6 pupils. If you are concerned about your child walking to and from school, you can ring school at 9.15am to see if they have arrived and I advise you to collect your child at the end of the day.

10. Behaviour

There is still a high expectation for exceptional behaviour in our school. This is particularly important due to the health and safety of all pupils and staff attending our school. We will be amending our behaviour policy to reflect this

11. Visitors

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Visitors will not be permitted on to the premises during school hours unless it is essential. This includes parents I am afraid, as it is the only way that we can ensure the safety of your children and the reliability of the contact tracing system.

12. Clubs

The school will not currently offer breakfast club or after school clubs.

13. PPE

The Government has not advised staff to wear PPE, such as face coverings or masks, but where a child develops symptoms at school and requires attention whilst awaiting to be collected, staff will use PPE. We have supplies for this purpose. Masks are not recommended for young children or for wear for protracted periods of time. I will allow each staff member and child to decide whether they prefer to wear a mask, however pupils are to do so sensibly.

14. Handwashing and hygiene

We will be implementing a rigorous handwashing regime in line with guidance and as at the end of last term. Handwashing will take place on entering the school, before and after eating, after break times, after going to the toilet and as necessary. We will also encourage the children to practise good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Please continue to teach your children to do this at home.

Public health Ebug **Handwashing advice**

https://www.e-bug.eu/eng_home.aspx?cc=eng&ss=1&t=Information%20about%20the%20Coronavirus

Washing hands:

https://search3.openobjects.com/mediamanager/biborough/directory/files/washing_your_hands.pdf

Each class will be cleaned thoroughly at the end of each day by the cleaners who have PPE. Regular wiping down of surfaces and equipment will take place periodically throughout the day and staff will have wipes and sanitiser available in each classroom.

Hand sanitiser and container soap will be available in each classroom and in other places throughout the School. Lidded bins will be emptied throughout the day.

Contact and mixing between children will be minimised.

15. COVID-19 Symptoms

Any child or member of staff with COVID-19 symptoms should not come to school and should self-isolate according to Government guidelines. Any child who displays symptoms of Covid-19 or seems unwell will be isolated and sent home immediately.

Similarly, children should self-isolate if members of their household have COVID-19 symptoms. Any children who are clinically vulnerable should not attend school. Children or staff living with someone who is clinically vulnerable may still attend school. Parents will be asked to fill in and

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sign a health declaration form (details to follow) in advance of children returning to school. This will be re-issued periodically.

Please note that children and staff who are ill with symptoms will be eligible for government testing. The government has announced that anyone with symptoms of coronavirus is now eligible to book a test, ahead of the rollout of the test and trace service. Anyone experiencing a new, continuous cough; high temperature; or a loss of, or change, in their normal sense of smell or taste (anosmia) can book a test.

A coronavirus test can be booked here:

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

Essential workers in England, Scotland or Northern Ireland, can apply for priority testing through GOV.UK. A coronavirus test can be booked here:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

Where the child or staff member tests positive, the rest of the class at School will be sent home and advised to self-isolate for 14 days. The other household members of that wider class do not need to self-isolate unless the child or staff members they are with in that group subsequently develops symptoms. Parents and staff will be kept informed of any cases of COVID-19 within the relevant year group or building.

It would be very useful to us to have a database of children and families who have tested positive or had antibody tests. Please let us know if this is the case for your family.

16. Decision

Having read this information you may be in a position to change your mind as to whether you would like your child to return to school in June. The survey is still open so please feel free to make any changes.

Survey for returning to school

<https://www.surveymonkey.co.uk/r/RDWKFFZ>

We will close the survey Tuesday 26th May at 1pm. Closing the survey will allow us to make all the necessary final arrangements to welcome your child back to school. **If the number of children choosing to return to school exceeds the capacity we currently have in place we will have to delay re-opening our school to review our risk assessment and plans.**

We will inform you by Thursday 28th May if there are any changes to the re-opening of our school.

If you have agreed to your child returning back to school and they are in Yr R, 1 and 6 there is no opt in opt out option available. They are returning to school full time complying by the new timing arrangements. If after 26th May you decide you would like your child to return back to school and they are in Yrs R,1 and 6 you must left the office know in advance of the day you would like them to return. We need to make sure we have the capacity for your child in the classroom.

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If your child arrives to school without us having prior knowledge and the classroom does not have the capacity for your child then we will not allow your child to come to school until we have made arrangements to ensure there is adequate room in the classroom and the correct teacher, pupil ratio.

17. In summary

In formulating this plan for the partial re-opening of our School, the health and safety of children and staff has been the most important consideration and we will be taking every measure that is practicable to limit the risk in our community.

Please note:

1. Please note, this is an interim plan. If the Government/ DfE issue new guidelines, this plan may change. Please also note, we will be reviewing the plan on a two weekly basis and any changes we will inform you
2. If the number of children choosing to return to school exceeds the capacity we currently have in place we will have to delay re-opening our school to review our risk assessment and plans.

With kind regards

Mrs Stacey
Headteacher

Ms Smith
Deputy Headteacher