

# Welwyn St Mary's C of E Primary School

Believe and Achieve



## Covid-19

A - Z guide

for

staff, parents and children

July 2020

## **Preface**

This booklet is intended to set out all the procedures and patterns we will all need to follow in school in order to keep us all safe in the light of Covid-19. School will look a very different place but, if we all follow this guidance, we can still make it a happy and safe place to be.

Updates may follow according to government advice and legislation.

## A

### **Attendance**

From September 2020 attendance at school is compulsory unless your child has a letter from their doctor confirming that they should not attend. Fines will be issued for non-attendance in line with county policy. Our normal attendance procedure must be followed. That is families must notify school, by phone or email, if their child is not able to attend and to say why.

### **Appointments**

Please download a leave of absence request form from the parent section of the school website and submit this electronically, together with proof of your appointment, to [admin@welwynst-marys.herts.sch.uk](mailto:admin@welwynst-marys.herts.sch.uk). Children should be collected from outside the school office.

## B

### **Bags**

Please only send in your child's reading book and reading record, a clean water bottle and a packed lunch and snack if required (fruit or vegetables only please). No other home items should be brought to school. If children cannot carry everything they may bring a simple bag such as a book bag or carrier bag. Please do not send in large rucksacks.

### **Breakfast Club/After School Club**

We hope to run Breakfast and After School Club as normal. If a child attending a session tests positive for Coronavirus, all children

who attended that session will need to isolate for 14 days. Further information will be sent to families registered for Breakfast and After School Club sessions.

## **Bubbles**

All pupils will be grouped in year group bubbles. These will be consistent and have their own separate work and play space to prevent cross contamination.

## **C**

### **Classes**

See bubbles.

### **Cleaning**

Classes to be thoroughly cleaned at the end of each session and key contact points the same during the day. Classrooms to be kept free from toys and soft materials as far as possible. Surfaces to be kept clear for thorough cleaning.

### **Communication**

Please use Reading Records for any home-school link or the admin email address, [admin@welwynst-marys.herts.sch.uk](mailto:admin@welwynst-marys.herts.sch.uk). School messages will come out through parentmail, our website and newsletters.

### **Contact numbers**

Families to notify school of any change to contact number and the removal of any family member over 70 for now.

## **Covid-19 symptoms**

Any member of staff or pupil showing signs of symptoms (a persistent new cough, a temperature over 37.8 or loss of sense of taste or smell) must isolate as per the latest government guidance and be tested for the virus.

Pupils showing any such symptoms in school must be collected immediately. Parents of other members of the bubble would be informed immediately.

## **Clubs**

Lunchtime clubs will not be able to take place in the early part of Autumn term to prevent mixing of bubbles. We hope to run a limited number of after school clubs. Attendance will be limited to one year group bubble for each club. Further details will follow. We hope to resume clubs as soon as we are able.

## **Curriculum**

Pupils will be taught from their own year group's curriculum focussing heavily on maths and English and catching up on missed learning. There will also be a heavy emphasis on PSHE and pupil well-being.

## **D**

### **Drop Off**

- Only one adult per pupil.
- No adults inside the building.
- Pupils to walk straight in to their class/bubble and wash their hands.
- Staggered times (will be published separately).

- One way queuing system with 2 metre spaces as per supermarkets.
- No vehicles on site.
- Walking to school encouraged.
- No meeting of parents around the school gate is allowed.

## **E**

### **Equipment**

No sharing of equipment.

## **F**

### **First aid**

PPE (approved mask, gloves and aprons) must be worn to administer First Aid and to deal with any accidents.

### **Forgotten items**

We are unable to accept forgotten water bottles, reading books, coats, packed lunches or other items via the school office. Please ensure that your child brings everything they need with them each morning.

## **H**

### **Home**

No items from home apart from clean lunch boxes if required.

## **Handwashing**

All pupils and adults to wash hands on arrival and frequently throughout the day, especially before eating.

**L**

## **Late arrivals**

Please ensure that your child arrives on time. If your child is late please bring them to the school office. They will be signed in by a member of school staff. Parents are not able to enter the building with children.

## **Long hair**

Long hair must be tied back.

## **Lunches**

All pupils to have a packed lunch. Either brought from home or provided by our school kitchen. There will be no charge for this for pupils in Reception and Years 1 and 2 or for those in receipt of free school meals. Lunches will be taken in bubbles and should be ordered via SchoolGrid by 9.00 am on the day the lunch is to be taken. We cannot accept forgotten lunches via the school office. If your child forgets their lunch we will order a school packed lunch for them. This will be charged at the normal rate (£2.70) for children in Key Stage 2. Please ensure that your child remembers their packed lunch.

## **M**

### **Medical**

Details of all pupils' medical notes will be shared with any teachers not normally teaching the children. Relevant medications, for example inhalers, will be transferred to a pupil's bubble if they are out of their own classroom.

### **Music lessons**

At the present time it is not possible to hold instrumental lessons in school. We hope to resume these as soon as guidance allows.

## **P**

### **Parentmail**

Parentmail will be used to alert families of any changes to routine.

## **PE**

PE will be organised in bubbles and we will let parents know the days this will happen. On those days please send your child to school in their clean PE kit. They may wear plain black leggings or tracksuit bottoms if the weather is cool, together with a plain black tracksuit top or their school jumper.

### **Pencil cases**

Key stage 2 children should bring a pencil case with any stationery needed and leave this in school. Reception and Key Stage 1 children will have all stationery provided.



## **Pick up**

- No adults in the building.
- No vehicles on site.
- Staggered collection (details to follow).
- No meeting of parents around the school gate is allowed.

## **Playtimes**

Playtimes will be in bubbles in areas away from other bubbles.

## **Pupil details**

Pupil details will be passed on to teachers not teaching their own class where relevant.

## **R**

## **Rules**

The following is a summary of our most important rules which must be followed by all children.

- follow the new routines of arrival and departure, remembering to social distance from others.
- wash your hands as you arrive into the school building.
- enter and exit the school through your given 'bubble' door.
- do not bring toys or other unessential items into school.
- do not to share personal items, such as water bottle, coat, books or lunch.
- follow the school instructions on good hand hygiene, such as washing your hands at regular guided points for 20 seconds.
- follow good hygiene when sneezing or coughing, using tissues where possible or your elbow and following 'catch it, bin it, kill it'.
- avoid touching your mouth, nose and eyes.
- tell an adult if you feel unwell.

- do not socialise with pupils outside your year group 'bubble'.
- do not hug or hold hands with other children or adults.
- follow teacher guidance and leave space between the person in front when queuing.
- ask permission to go to the toilet.
- do not go inside the building during break time or lunchtime unless you have been given permission by an adult to go to the toilet.
- do not play contact sports - such as football.
- do not spit or cough towards any other person.

## **S**

### **Safeguarding**

Designated safeguarding leads will always be on site.

### **Social distancing**

- All adults to social distance and keep a 2 metre distance including only one person at the photocopier at one time.
- Dining room to be adapted to create more space for staff breaks.
- Pupils to be taught about social distancing, at an age appropriate level, and will be encouraged to observe as much as possible.
- Pupils and family member to enter school 2 metres apart from other families.
- Pupils to line up 2 metres apart when leading in to school and moving around school.

## **Staffing**

There will be a teacher and teaching assistant per bubble in order to facilitate breaks. All staff are first aid trained.

## **T**

### **Trays**

Children will have their own tray on their own workstation.

## **U**

### **Uniform**

Pupils to wear clean school uniform. Please wash daily.

## **V**

### **Visitors**

No visitors on site including parents. Sorry. Please email via admin email address, [admin@welwynst-marys.herts.sch.uk](mailto:admin@welwynst-marys.herts.sch.uk)

## **W**

### **Water bottles**

Please send clean water bottles in daily.

### **Well-being**

High priority will be put on pupil and staff well-being. This will include getting to know new classes quickly and giving time for children to talk. Families to let school know of particular concerns

and of any issues as a result of lockdown. Staff also to have chance to talk to trusted colleagues.



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