



# Our Lady's Catholic Primary School

Leamington Road, Princethorpe, Rugby, Warwickshire, CV23 9PU

☎Telephone: (01926) 632385 📠Fax: (01926) 634390

✉E-mail: [admin@ourladysprincethorpe.co.uk](mailto:admin@ourladysprincethorpe.co.uk)

🌐Website: [www.ourladysrc.warwickshire.sch.uk](http://www.ourladysrc.warwickshire.sch.uk)

Headteacher: Mrs Rachael Batson

Thursday 4th March 2021

## Guide to full reopening for Monday 8<sup>th</sup> March 2021

Dear Parents / Carers,

Everyone at Our Lady's has been working hard to ensure that school is fully prepared for reopening. We are really looking forward to being back together again as a whole school community. Planning and organising a full reopening in these current circumstances is a vast and complex task and we are following all current government and local authority guidance. Robust and rigorous risk assessments and changes to routines have been set up to ensure the safety and welfare of our pupils, families and staff. It is important that everyone in our school community plays their part to ensure that everyone remains safe and healthy.

Please can you read through the information below so that you are fully aware of the plans and procedures in place. We will also publish any important information updates in our **COVID19 folder** on our website.

Current guidance we are working with:

### Attendance

- **Attendance is not optional.** All absence must be reported in full to the school office.
- Parents are asked to report their child's absence from school to the school office before 9.00am and to keep us updated on longer term absences.
- Punctuality is vital – **gates will be locked at 9.00am**, to allow our Health and Safety plans to be protected. Children must arrive at school between 8.45 and 9.00am by accessing their allotted gate. Similarly, collection times have to be prompt - to allow us to operate safely and smoothly.

### Health/Symptoms

**If you are in any doubt about the possible ill health of your child, please do not take any chances by sending them into school. We need to be more cautious than normal and we appreciate your full cooperation with this.**

- Anyone displaying symptoms or living in a household with someone displaying symptoms- is not allowed on the premises (this also includes someone in your support bubble /childcare bubble)  
The whole household/bubble group must self-isolate, book a test immediately and inform school of the results.
- If a pupil develops symptoms whilst at school, they are to self-isolate from the rest of their class and parents/carers will be contacted immediately to collect their child as soon as possible.

### Social Distancing – Guidance for full opening – section 5: Schools GOV.UK

*To reduce the transmission of COVID-19 the overarching principle to apply is reducing the number of contacts between children and staff This can be achieved through keeping groups separate (in bubbles) and through maintaining distance between individuals. These are not alternative options and both measures will help, but the balance between them will change depending on:*

- *Children's ability to distance*
- *The layout of the school*
- *The feasibility of keeping groups separate whilst having to still operate the school day and offer a broad curriculum.*

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Children will be encouraged to social distance whenever possible. Children will have playtimes and lunchtimes with the children in their class bubbles and will follow social distancing as far as possible. Adults must try to keep 2m apart as much as possible, we know that this is not always possible, particularly when working with children. Adults must socially distance from each other and must wear a mask when near each other.

## Hygiene

- Each class has its own cleaning station and cleaning materials. Areas which are touched regularly will be cleaned more often.
- Children and adults will be required to wash/sanitise hands on entry, before and after eating and at other points through the school day.
- There will be extra lessons and reminders about hygiene- handwashing and good respiratory procedures by promoting the 'catch it, bin it, kill it' approach.

## Safety

Please ensure you follow the government rules and do not mix households. Children should not be having contact with friends from other classes. The fewer contacts the children have, the better chance we will have to keep the school fully open for all children. We all need to work hard to try to prevent COVID cases and classes isolating - which is the last thing we all want.

## Dropping Off and Picking Up

Schools needs to continue to use different entrances/exits and school day times to limit crowds and improve chances of social distancing.

Please don't block the pathways into school by using it to wait for your child or to talk to others, they must always be kept clear for parents and children to get in and out of school without any congestion.

| Class             | Drop Off                     | Pick Up              | Where  |
|-------------------|------------------------------|----------------------|--|
| Reception         | Free flow between 8.45 -9.00 | Collection at 3.05pm | Use the gate nearest the Reception classroom.  |
| Year 1 and Year 2 | Free flow between 8.45 -9.00 | 3.10pm               | Use the bottom gate to enter in the morning and then use the gate nearest Reception classroom.                         |
| Year 3 and Year 4 | Free flow between 8.45 -9.00 | 3.15pm               | Use the bottom gate for both entering and exiting.   |
| Year 5 and Year 6 | Free flow between 8.45 -9.00 | 3.15pm               | Use the bottom gate to enter in the morning and the gate nearest Reception Classroom to collect at the end of the day. |

**Siblings – siblings will exit at the latest time and gate of the oldest child. Please be prompt and adhere to the times given**

- Only **ONE** parent/carer will be allowed on site to drop off or pick up and **you must always wear a face mask**.
- If you need to speak to your child's class teacher please arrange a phone call, Class Dojo message or Teams meeting.

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## Uniform

- Children will be required to wear winter uniform on their return. I appreciate you might have some items that your child has grown out of and things might not be as perfect as normal – that is totally understandable, but please do your very best. As more shops open there will be more opportunities to buy new shoes and uniform etc. From the start of the summer term we will expect everyone to follow our full normal school uniform and school shoes policy. Due to ventilation requirements, the classes are colder despite the heating being on so extra layers are useful.
- **PE kit is to be worn all day for school** on PE timetabled days  
Plain PE shorts/joggers/leggings. PE T-shirts, School Hoody or plain jumper and trainers.

## Resources and Belongings

- Children must not bring in any toys from home.
- Children can bring in a lunch box/bag and a small school bag.
- Children should bring in a clean named full water bottle every day.

## Face Coverings

- Primary school children are not required to wear face coverings. Any child who arrives at school with a face covering will be asked to remove it before they enter school.

## Rules and Behaviour

- Our behaviour policy recognises that pupils have the right to be safe and it is their responsibility to follow school rules.

| Specific areas:        | Rules and Expectations  |
|------------------------|---|
| Hygiene                | Wash hands on arrival at school and other key times across school<br>eg before eating, after using the toilet etc)  |
|                        | Use hand sanitiser when directed to do so by staff  |
|                        | Apply the 'Catch it, bin it, kill it' expectations  |
| Movement around school | Remain with pupils from their class including at break times and during lunchtime breaks  |
|                        | Remain in the designated play areas at break times  |
|                        | Remain in designated working areas, desks and dining room tables as instructed by staff   |
|                        | Maintain sensible social distance whilst walking around corridors and using toilet facilities   |
| Use of equipment       | Avoid sharing equipment with other pupils wherever possible   |
|                        | Children must not share water bottles, snacks or packed lunches   |
| Home Learning          | Pupils must follow the Acceptable User ICT policy when working from home using online leaning platforms that they have been given access to in order to support their home learning                   |
| Anti- Social Behaviour | Deliberately coughing or spitting towards another person is unacceptable and will not be tolerated under any circumstance. Nor will a serious and deliberate breach of social distancing restrictions |

These rules and expectations will be shared with pupils upon their return through PSHE lessons. They will be communicated in a child-friendly manner where an explanation for the rules will also be given.

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## Wellbeing

We fully appreciate that there will be children who are reluctant or anxious about returning to school. Our Lady's staff always prioritise the Personal, Social and Health Curriculum and support for our children and this nurture focus will continue to be a priority for us.

## Wrap Around Care: 8.00am - 6.00pm - to support childcare provision for our families

Please note parents/carers dropping children off and collecting must do so at the front door. Please be prompt on collection.

## First Aid/illness

- Staff will still be able to administer first aid. PPE may be worn if appropriate.

## School Dinners

- Lunchtimes will be staggered for classes between 11.45am- 1.15pm. Children will still have one hour for lunch and play.
- School dinners will be available as usual. Preferred payment accepted via Parent Pay.
- Children can use packed lunch boxes/bags for their lunch. Please make sure these are cleaned daily at home.

## Parents and our school community

- We will keep parents and carers updated and informed of any changes as soon as possible across the term.
- Sadly, at this moment we are unable to welcome parents into school for meetings, events and class assemblies. Please phone or message on Class Dojo if you need to communicate with a member of staff.
- For obvious health and safety reasons **parent/carers are not permitted to access our school driveway and carpark during school start and end times (unless permission has previously been obtained)**. Even if there is a space, we can't allow vehicles to move about on our driveway during these busy times. Our carpark must always be kept for staff, prearranged visitors and deliveries ONLY.

## Our Recovery Curriculum at Our Lady's

Class teachers are aware of the aspects of the year group curriculum that wasn't taught formally within the real classroom and will obviously focus lessons to facilitate quality classroom teaching to address these gaps. As always, there will be an emphasis on the consolidation of the basic skills in English and Maths. The focus will be on reading for meaning, spelling key words correctly, handwriting formation, instant recall of times tables. In the first weeks back timetables will be adapted to help with settling the children back into life in school.

## Blended Learning

If your household is isolating due to a positive case or awaiting results, or if a bubble in school has to close due to a positive test result, we will revert back to our tiered Blended learning approach – further details of this are on our website. We will still be using Teams to post the work.

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We look forward to working together in partnership with you across this second half of the Spring Term and the Summer Term to help our children move forward healthily, happily and successfully.

If there are any changes moving forward and any new updates with regards to Health & Safety - I will update you as soon as possible via a newsletter and our website.

Please don't hesitate to contact us if you have any significant worries or concerns that haven't been resolved- we are always happy to help as much as we can.

Finally, thank you for your cooperation, continued patience and overwhelming support during the most intense and stressful 2 months. We look forward to seeing you all on Monday morning!

God Bless

*R. Batson*

Mrs Batson

Head Teacher

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