



St John Bosco Catholic Primary School

CORONAVIRUS (COVID-19) POLICY

Produced in response to HM
Government guidance:
*Implementing protective measures
in education and childcare settings*

Updated
January 2021

Rationale

The following document has been updated in response to HM Government guidance updated – 08.01.21. The school has scrutinised this guidance and has produced a summary of responses and actions in relation to how this impacts St John Bosco Catholic Primary School and the measures we intend to take in order to ensure the welfare of our children, families and staff. This also includes any updates or modifications to our procedures.

We have continued to closely monitor the impact of our practice to date and have used this experience to modify any aspects of our procedures that we felt would further improve the safety of our learning environment as we continue to support our families throughout the pandemic. We have communicated weekly with our families to give them clear instruction as to how their children will continue to be educated either in school or at home and have made it clear that the government have asked parents to use remote learning facilities if at all possible.

All of the decisions we make throughout this document will be determined by one key underlying question: How can we make our school environment as safe as possible for our children, families and staff members? Using this key principle, it is our intention to answer as many frequently asked questions as possible and explain the processes we intend to follow.

This particular policy relates to our continue provision including children being educated in school and remotely at home.

Frequently asked questions relating to St John Bosco Catholic Primary School's current provision

When will St John Bosco be reopening for its children?

HM Government and the Department for Education have announced that from Tuesday 5th January 2021 primary schools in England should close until at least February half term which would mean a return date of Monday 22nd February 2021 at the earliest. School will remain open for vulnerable children and key/critical workers. Guidance is available for key workers – www.gov.uk

Will there be any breakfast club and after school club (Kidzone) available?

Breakfast club will continue to be provided by the school and is a paid service for eligible children of vulnerable children and key/critical workers.

After communications with Kidzone after school club, we can confirm that this facility is now closed. It is our intention to reopen this facility when we are able to do so. This is likely to be in line with government's instruction for schools to re-open for all children. Kidzone contact number is 0151 287 3944.

Will my child return to their normal class?

Yes - The children will be taught in year group classes (initially for vulnerable and key worker children only) and they will be allocated designated areas to play in as has been the case to date. This will enable us to maintain consistent groups and as a result reduce the risk of transmission by limiting the number of pupils and staff in contact with each other. When instructed to return to full

provision the same arrangements will be in place that has served us so well throughout the Autumn Term.

Will the normal school timetable still apply?

All children attending school as vulnerable or children of key workers will enter school through the front gate at 8.45am where they shall be escorted to their classrooms through their outside classroom doors.

We have monitored and updated class timetables for each year group (located at the end of this document). These changes have been made to facilitate the return of vulnerable and key worker children throughout the third national lockdown period from January to February half term in the first instance. There will be further updates following government instruction.

What time will the school day start?

Regardless of partial closure where we are able to provide for vulnerable or key worker children or future full opening of the school, the school day will continue with classes starting at 8.45am in all year groups. All year groups will finish at 3.15pm

We shall continue with the arrangements that have proved successful to date and ask that parents stay in the designated areas and wait for their children to be dismissed.

In the case of children currently attending school as key worker children they shall be dropped off and picked up at the front of school and in order to minimise mingling we ask that parents leave pet dogs at home so that they do not congregate around the school gate. One parent per family is considered appropriate and there is plenty of space in the front school grounds to accommodate safe, social distancing.

It is our plan to return to our autumn term arrangements when instructed by HM Government.

Do not be tempted to access the school early as classroom doors will not open before 8.45am and 3.15pm. Leaving promptly with your children would be much appreciated.

What will my child need to bring to school?

It is important that parents ensure children do not bring any unnecessary items with them to school. We recommend that the children will **only be required to bring with them their packed lunch, a water bottle (labelled) and a coat.**

Children will not be required to bring their PE bag into school as they will be expected to attend school wearing their PE kit and a tracksuit. We ask that the children wear their full school PE kit with dark plain tracksuit bottoms and their jumper/cardigan on their PE day as this will help to support our Covid procedures.

The class PE days are as follows:

- Reception (Monday)
- Year 1 (Thursday)
- Year 2 (Wednesday)

- Year 3 (Wednesday)
- Year 4 (Friday)
- Year 5 (Tuesday)
- Year 6 (Thursday)

Junior classes will also be timetabled for swimming sessions throughout the year when we are instructed to do so and the children who are swimming will be informed by their teacher and will be required to bring their swimming kits into school on that particular day.

It is acceptable to bring personal reading books and reading diaries as they will be organised in the children's individual trays. **We have provided each child with a heavy duty clear plastic book bag.**

Will the children eat their lunch together as usual?

We are now able to provide a hot lunch (Choice1) and a choice of sandwich in discreet class groups which maintain social distancing. It is important to remember that food is pre ordered and that it is necessary to choose your meal options in advance. The current arrangement for this half term sees infant children using the hall for lunch at 12.00 noon and junior children follow on at 12.30pm. We have purchased perspex screening which the children have readily accepted and this reminds them daily of the importance of following hygiene rules.

When all children are able to return our arrangements for the second half of the autumn term will be used resulting in three discreet sittings of infant children followed by lower junior children (year 3 & 4) followed by upper junior children (year 5 & 6). Each year group will have a dedicated member of welfare staff and have a dedicated play area to minimise transmission rates.

How do you intend to keep the children separate during the school day?

Children will be taught in their year groups as previously stated and they will be required to stay in these groups for the duration of their time in school including any break times, lunch times and class activities. This will minimise transmission and significantly reduce the chance of a whole school issue.

We will continue to stagger both break times throughout the day so as to avoid any unnecessary interactions between classes. We will also be minimising the use of internal corridors to avoid interactions and are confident that this will be a significant contribution to reducing potential transmission.

The design and layout of our school also allows minimal movement around the school and all classrooms and toilets can be accessed externally which again will minimise any interactions between children from separate classes. This has undoubtedly been a significant factor in our hygiene measures.

What hygiene measure do you intend to take during the school day?

Cleaning and hygiene continues to be an essential part of our thinking. Throughout the whole of this process, and since the lockdown began, our school has been cleaned on a daily basis and we have significantly reduced the movement of adults and children around the building during this time so that any cleaning is focussed on key areas. This will continue as it has been successful to date.

Children will continue to have access to cleaning materials, tissues, bins and hand sanitisers where appropriate.

Hand Washing

We continue to ask that parents spend time with their children in order to go through effective hand washing procedures using warm water and soap. We will be advising that every child must wash their hands at home thoroughly before they arrive at school and once on the school site, they will again washing their hands before being taken to their classrooms.

To improve our handwashing and maximise our children's learning time we have installed two banks of outdoor wash stations which allow eight children at a time to thoroughly wash and dry their hands and the latest installation allows our infant children to further reduce any social interaction with children in junior classes.

Classroom Cleaning

All frequently touched surfaces and equipment will be cleaned thoroughly throughout the day. All desks that the children are working on will also be cleaned in between each of their lessons. Where appropriate children will be encouraged to clean their own desks as this will become an important aspect of their own personal hygiene programme.

In all of the classrooms we will ensure that windows and where possible external doors are left open so as to encourage good ventilation within the class.

Catch it, Bin it, Kill it



We will be encouraging a 'Catch it, Bin it, Kill it' mentality when children or adults cough or sneeze during the school day, so tissues will be readily available and will be disposed of in lidded bins which will be emptied throughout the day. There will also be a greater focus on the importance of children avoiding touching their mouths, nose and eyes with their hands.

Does my child need to wear school uniform?

Yes. We ask that parents dress their children in full school uniform including sensible black shoes (not trainers) as would normally be the case. We feel that this will provide the children with a sense of normality, help them to develop their routine and will avoid any issues potentially relating to inappropriate attire. The majority of schools who adopted a more informal uniform have since returned to their traditional school uniform.

Children will also be required to wear a full school PE kit on their PE day, where all items are clearly named. We recommend that this includes a pair of suitable trainers for indoor/outdoor activities.

Children will not be required to bring their PE bag into school as they will be expected to attend school wearing their PE kit and a tracksuit. We ask that the children wear their full school PE kit with dark plain/school tracksuit bottoms and their jumper/cardigan/hoodie on their PE day as this will help to support our Covid procedures.

Will teachers be using PPE throughout the school day?

The school does not oppose any teachers who wish to use PPE throughout the school day and actively supports the most recent government guidance.

What happens if someone becomes unwell at school?

If anyone becomes unwell with a new, continuous cough or a high temperature they will be sent home and advised to follow the latest COVID-19 guidance.

Whilst a child is awaiting collection, they will be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.

If they need to go to the toilet while waiting to be collected, they will use a separate facility which will be cleaned and disinfected before being used by anyone else.

If required, PPE may be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

What happens if there is a confirmed case of coronavirus in school?

If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 10 days. Their fellow household members should self-isolate for 10 days. All staff and students who are attending school will have access to a test if they display symptoms of coronavirus, and must get tested in this scenario.

Where the child or staff member tests negative, as long as there are no symptoms, they can return to their setting and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their class or group will be sent home and asked to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with subsequently develops symptoms.

In all educational settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). **An integral part of our whole school community can play a role in minimising any contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, must not attend school. We also ask that should a child have a temperature, but no other Covid-19 related symptoms, that you err on the side of caution in order to see if symptoms develop and keep your child at home. Parents know their children better than anyone and if they feel they are unwell they must not attend school.**

We hope you that you continue to find the information contained within our documentation informative. Should you have any concerns or would like to discuss anything in private I shall be available from 7.00am each morning.

Vicky Buchanan
Executive Director
of Children's Social Care
and Education
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Date: 11th January 2021
Our ref: 01110 21HTLetter

Dear Parents and Carers

As you are fully aware the Prime Minister announced a full lockdown which meant that all schools were closed except for vulnerable children and critical worker children. This was not the start for the year that we wanted as we hoped that all children and young people would be in school by the 18th January at the very latest.

We need to drive down the infection rates in Sefton and indeed the whole country so that we are all safe and secure in returning to everyday life. In order to do that it is crucial we all follow the government guidance of staying home unless absolutely necessary. We need everyone to follow this guidance to protect not only the NHS but also ourselves, our families and our friends. Hopefully, with the roll out of the vaccine and keeping to the guidance this will happen sooner rather than later.

Government guidance for schools and for parents and carers has been very clear about who should access places in schools. *'Children with at least one parent or carer who is a critical worker can go to school or college if required, but parents and carers should keep their children at home if they can.'* Full guidance for parents and carers can be found at:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

We would ask that if you can, as the guidance says keep your child at home then please do so. Schools are under increasing pressure to manage the number of children and young people in school due to staff not being able to attend school due to covid issues. Schools may therefore as a last resort have to consider prioritising places for vulnerable children, health workers and school staff. Schools will only do this after considering their Risk

Assessment and consultation with their governing body and Sefton Council. This will be continually reviewed as situations change throughout this current lockdown. Your school will keep you informed as to what is happening. Please do discuss any concerns with your school.

Alongside having children in school, schools are providing high quality remote learning for those at home.

As you can imagine this is placing a very heavy burden on staff to ensure that everyone is catered for. Please do remember that all school situations are different and this impacts on how a school will deliver remote learning. There are many different ways that this can be delivered and no one way is the only way.

Some schools may have the facilities to deliver 'live' lessons and other may not be able to do so, that does not mean that their offer is any less effective. Please do work with your school to support your child and if you do have any worries then do discuss with the school. All our schools have worked incredibly hard to ensure that what they are offering is helping our children and young people to carry on learning in very difficult circumstances. If you are struggling with accessing online learning please do speak to your school.

We would ask that you continue to encourage your children to follow the advice of **Hands, Face, Space**. Our schools will continue to reinforce this message as well as ensuring social distancing, good ventilation, use of face coverings as appropriate, and ensuring people with symptoms do not attend. These remain the most effective ways to reduce the spread of the virus, even with rapid testing in place within schools.

However, as parents and carers you could further support by **not sending children to school unless necessary – stay at home; please don't bring children to school if they are of an age when they can walk there on their own. If you need to take your child to school please observe hands, face, space, wear a face covering and don't stand around the playground or school gates.** We want to try and minimise people mixing.

We would ask that you continue to work with and support our schools with the same and consideration you have done so throughout this pandemic.

Vicky Buchanan



VICKY BUCHANAN
DIRECTOR OF CHILDREN'S SERVICES

Margaret Jones



MARGARET JONES
DIRECTOR OF
PUBLIC HEALTH

Blank information letter regarding self-isolation

Date:

FOR PARENTS OF CLOSE CONTACTS OF COVID 19 at ST JOHN BOSCO CATHOLIC PRIMARY SCHOOL

Advice for Child to Self-Isolate for 10 Days

Dear parent or carer,

We have been made aware that we have a confirmed positive case of coronavirus (COVID-19) at St John Bosco Catholic Primary School.

We have followed the national guidance and, following a risk assessment with Public Health England (PHE) advisers, have identified that your child has been in close contact with the individual who has had a positive test result for coronavirus (COVID-19). In line with the national guidance, your child must stay at home and self-isolates until (date to be insert) .

If your child is well at the end of the 10 day period of self-isolation, then they can return to their usual activities and attend school.

Other members of your household can continue normal activities, provided your child does not develop symptoms within the 10 day self-isolation period.

For more information, please see the guidance for contacts of people with confirmed coronavirus (COVID-19) infection who do not live with the person:

<https://www.gov.uk/government/publications/guidance-for-contacts-of-people-with-possible-or-confirmed-coronavirus-covid-19-infection-who-do-not-live-with-the-person>

What to do if your child develops symptoms of coronavirus (COVID 19)

Having been identified as a close contact, if your child then develops symptoms of coronavirus (COVID-19), they should remain at home **for at least 10 days** from the date when their symptoms appeared. Symptoms of coronavirus (COVID-19) are a new, continuous cough, or a high temperature, or a loss of, or change in, their normal sense of taste or smell (anosmia). Anyone with symptoms will be eligible for testing and this can be arranged via <https://www.nhs.uk/ask-for-a-coronavirus-test> or by calling 119.

All other household members who remain well must stay at home and not leave the house for 10 days. This includes anyone in your 'Support Bubble'.

The 10-day isolation period starts from the day when the first person in the house became ill.

Household members should not go to work, school or public areas, and exercise should be taken within the home. If you require help with buying groceries, other shopping or picking up medication, or walking a dog, you should ask friends or family. Alternatively, you can order your shopping online and medication by phone or online.

Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community.

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period. If that is not possible, anyone with symptoms should try and stay as far away as possible from vulnerable members of your household.

For more information, please read PHE's 'Stay at Home' guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from the nhs.uk website at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>. If you are concerned about your child's symptoms, or they are worsening you can seek advice from NHS 111 at <https://111.nhs.uk/> or by phoning 111.

How to stop coronavirus (COVID-19) spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with coronavirus (COVID-19):

- wash your hands with soap and water often – do this for at least 20 seconds
- use hand sanitiser gel if soap and water are not available
- wash your hands as soon as you get home
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
- put used tissues in the bin immediately and wash your hands afterwards

Further Information

Further information is available at

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

Yours sincerely

Mr D MacAreavy
Headteacher

Reception Class Timetable for Spring Term 2021

8.45am	Arrival at school and met by teachers (parents to remain at the front of school)
8.50am	Taken by Class Teachers for hand washing
9.15am	Zoom Registration and Morning Prayers
9.05am	Lesson 1
10.30am	Break Time (classroom surfaces to be cleaned)
10.45am	Hand washing (After break time)
10.50am	Lesson 2
11.55am	Hand washing prior to lunch
12.00pm	Lunch Time in Hall with Safety Screens and Distancing
1.00pm	Handwashing after lunch (classroom surfaces to be cleaned)
1.05pm	Registration and Afternoon Prayers
1.10pm	Lesson 3
1.50pm	Break Time (Hand washing after break)
2.00pm	Lesson 4
2.45pm	Whole Class Reading
3.10pm	Handsan (prior to leaving for home)
3.15pm	End of day – leave for home

Year 1 Class Timetable for Spring Term 2021

8.45am	Arrival at school and met by teachers (parents to remain at the front of school)
8.50am	Taken by Class Teachers for hand washing followed by morning starter
9.15am	Zoom Registration and Morning Prayers
9.30am	Lesson 1
10.45am	Break Time (classroom surfaces to be cleaned)
11.00am	Hand washing (After break time)
11.05am	Lesson 2
11.55am	Hand washing prior to lunch
12.00pm	Lunch Time in Hall with Safety Screens and Distancing
1.00pm	Hand washing after lunch (classroom surfaces to be cleaned)
1.05pm	Registration and Afternoon Prayers
1.10pm	Lesson 3
1.50pm	Break Time (Hand washing after break)
2.00pm	Lesson 4
2.45pm	Whole Class Reading
3.10pm	Handsan (prior to leaving for home)
3.15pm	End of day – leave for home

Year 2 Class Timetable for Spring Term 2021

8.45am	Arrival at school and met by teachers (parents to remain at the front of the school)
8.50am	Taken by Class Teachers for hand washing
9.00am	Lesson 1 including morning starter maths skills and reading
9.45am	Zoom Registration and Morning Prayers lesson 1 continued
10.45am	Break Time (classroom surfaces to be cleaned)
11.00am	Hand washing (After break time)
11.05am	Lesson 2
11.55am	Hand washing prior to lunch
12.00pm	Lunch Time in Hall with Safety Screens and Distancing
1.00pm	Hand washing after lunch (classroom surfaces to be cleaned)
12.55pm	Registration and Afternoon Prayers
1.00pm	Lesson 3
1.50pm	Break Time (Hand washing after break)
2.00pm	Lesson 4
2.45pm	Whole Class Reading
3.10pm	Handsan (prior to leaving for home)
3.15pm	End of day – leave for home

Year 3 Class Timetable for Spring Term 2021

8.45am	Arrival at school using the front entrance (Only children will be permitted to enter the playground area)
8.50am	Taken by Class Teachers for hand washing followed by lesson 1
9.30am	Zoom Registration and Morning Prayers
9.45am	Lesson 1 Continued
10.00am	Lesson 2
11.00am	Break Time (classroom surfaces to be cleaned)
11.15am	Hand washing (After break time)
11.20am	Lesson 3
12.25pm	Hand washing prior to lunch
12.30pm	Lunch Time in Hall with Safety Screens and Distancing
1.30pm	Hand washing after lunch (classroom surfaces to be cleaned)
1.35pm	Registration and Afternoon Prayers
1.40pm	Lesson 4
2.45pm	Whole Class Reading
3.05pm	Handsan (prior to leaving for home)
3.15pm	End of day – leave for home

Year 4 Class Timetable for Spring Term 2021

8.45am	Arrival at school using the front entrance (Only children will be permitted to enter the playground area)
8.50am	Taken by Class Teachers for hand washing followed by lesson 1
9.30am	Zoom Registration and Morning Prayers
9.45am	Lesson 1 Continued
10.00am	Lesson 2
11.00am	Break Time (classroom surfaces to be cleaned)
11.15am	Hand washing (After break time)
11.20am	Lesson 3
12.25pm	Hand washing prior to lunch
12.30pm	Lunch Time in Hall with Safety Screens and Distancing
1.30pm	Hand washing after lunch (classroom surfaces to be cleaned)
1.35pm	Registration and Afternoon Prayers
1.40pm	Lesson 4
2.45pm	Whole Class Reading
3.05pm	Handsan (prior to leaving for home)
3.15pm	End of day – leave for home

Year 5 Class Timetable for Spring Term 2021

8.45am	Arrival at school using the front entrance (Only children will be permitted to enter the playground area)
8.50am	Supervised by staff for hand washing
9.00am	Zoom Registration and Morning Prayers
9.15am	Lesson 1
10.00am	Lesson 2
11.15am	Break Time (classroom surfaces to be cleaned)
11.30am	Hand washing (After break time)
11.40am	Lesson 3
12.25pm	Hand washing prior to lunch
12.30pm	Lunch Time in Hall with Safety Screens and Distancing
1.30pm	Hand washing after lunch (classroom surfaces to be cleaned)
1.35pm	Registration and Afternoon Prayers
1.40pm	Lesson 4
2.45pm	Whole Class Reading
3.05pm	Handsan (prior to leaving for home)
3.15pm	End of day – leave for home

Year 6 Class Timetable for Spring Term 2021

8.45am	Arrival at school using the front entrance (Only children will be permitted to enter the playground area)
8.50am	Supervised by staff for hand washing
9.00am	Zoom Registration and Morning Prayers
9.15am	Lesson 1
10.00am	Lesson 2
11.15am	Break Time (classroom surfaces to be cleaned)
11.30am	Hand washing (After break time)
11.40am	Lesson 3
12.25pm	Hand washing prior to lunch
12.30pm	Lunch Time in Hall with Safety Screens and Distancing
1.30pm	Hand washing after lunch (classroom surfaces to be cleaned)
1.35pm	Registration and Afternoon Prayers
1.40pm	Lesson 4
2.45pm	Whole Class Reading
3.05pm	Handsan (prior to leaving for home)
3.15pm	End of day – leave for home

CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



KILL IT

Hands can transfer germs to every surface you touch. Clean your hands as soon as possible.

