



---

# 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  
March 2021

---

## **Rationale**

The following document has been updated in response to HM Government guidance updated – 23.02.2021 in preparation for the full school reopening on 08.03.2021. 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.

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 continued provision including children being educated in school and remotely at home, should this be necessary.**

**In line with government guidelines, ALL adults must wear a mask/face covering when on school grounds unless they are medically exempt and we ask that you practice strict social distancing.**

## **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 Monday 8<sup>th</sup> March 2021 primary schools in England should reopen for all children.

### ***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 children on the school register.

After communications with Kidzone after school club, we can confirm that it is their intention to reopen this facility from Monday 8<sup>th</sup> March 2021 for children at St John Bosco Catholic Primary School. For further details please contact Kidzone directly on 07736381381.

### ***Will my child return to their normal class?***

**Yes** - The children will be taught in year group classes 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.

### ***Will the normal school timetable still apply?***

In the same way we did prior to lockdown, all children will start the school day at 8.45am and will leave at 3.15pm.

We will return to using the same access and exit points for Infants and Juniors as this system proved so effective prior to lockdown.

- Infant classes (Reception, Year 1 and Year 2) will be asked to access the school through **the rear gate entrance (on the Round Meade) only.**
- Junior classes (Years 3, 4, 5 and 6) will be asked to access the school through **the front gate entrance of the school only.** This will allow staff to efficiently manage children and avoid any potential risks.

We ask that where possible, parents should walk/cycle to school in order to avoid any potential congestion. If this is not possible, we ask if parents could park safely near to their allocated entrance/exit, ensuring that they are respectful of local residents, until their child's start time.

**A one minute walk away from school to your car will help greatly and is a good opportunity to talk to your child about their day.**

**We insist that only one parent/carer should drop off and pick up their child from school** so as to reduce the number of people on the school site at any one time. Once the children are safely dropped off or picked up from school, we ask that parents leave the school premises as efficiently as possible so as to avoid unnecessary congestion. **No chatting outside of the school gates please.**

We shall continue with these arrangements that have proved successful to date and ask that parents stay in the designated areas and wait for their children to be dismissed. We ask that parents leave pet dogs at home so that they do not encourage children to congregate at the end of the day.

**The children must not play on the school play equipment at any time.** We will of course inform you of when we are able to remove this restriction.

The start times are as follows:

#### **Infant Classes (Key Stage 1):**

**Reception**–8.45am (From the rear gate entrance – The Round Meade)

**Year 1** – 8.45am (From the rear gate entrance – The Round Meade)

**Year 2** – 8.45am (From the rear gate entrance – The Round Meade)

#### **Junior Classes (Key Stage 2):**

**Year 3** – 8.45am (From the front gate entrance)

**Year 4** – 8.45am (From the front gate entrance)

**Year 5** – 8.45am (From the front gate entrance)

**Year 6 – 8.45am (From the front gate entrance)**

**If you have children in both the infants and junior classes, then continue to use the rear gate entrance and the oldest child/children (junior) will be able to make their own way to their classrooms.**

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

**Parking a minutes walk away will help both schools and improve children's safety.**

***How will the children enter the school?***

As stated, we will now be using two separate entrance/exit points for our infant and junior children (see details above).

For our infant children, we ask that one parent brings your child down the path towards the infant playground and **remain on the playground area, but avoid the paved area outside the classrooms.** Your child will then go into class independently where they will be met by their teacher and/or member of support staff.

We ask that junior children use the front path/entrance to the school and for them to make their own way to their classes via the side entrance beside the Year 6 classroom. **There is no requirement for parents/carers to access the school site as the teachers will be present to welcome your children,** however we are happy for parents to use the paved or grassed area at the front of the school **at the end of the school day** as long as they maintain safe social distancing practices.

There will clearly be an increase in pedestrian traffic as both schools welcome back all of their children. We ask that you continue to model good practice with regard to social distancing guidelines. Parking a short distance from the school gates will clearly help us all.

***Will the children eat their lunch together as usual?***

We continue to provide a hot lunch (Choice 1) 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.

***What will happen when the children leave school?***

When leaving school, it is our aim to mirror the practice for entering school but in reverse. Again, we ask that parents model to their children strict social distancing guidelines, and assemble in the following areas:

For infant children, we ask that one parent assembles on the infant playground away from the children's classrooms.

For junior children, we ask that one parent assembles on the grassed areas at the front of the school until their child's class is brought out by their teacher.

You will then be able to leave school with your child, allowing other parents to collect their children and avoid unnecessary congestion. Again, we advise that only one parent/carer should pick up their child from school so as to reduce the number of people on the school site at any one time.

**Face coverings/masks must be worn at all times.**

The end of day times are as follows:

**Infant Classes (Key Stage 1):**

**Reception** – 3.15pm (From the rear gate entrance – The Round Meade)

**Year 1** – 3.15pm (From the rear gate entrance – The Round Meade)

**Year 2** – 3.15pm (From the rear gate entrance – The Round Meade)

**Junior Classes (Key Stage 2):**

**Year 3** – 3.15pm (From the front gate entrance)

**Year 4** – 3.15pm (From the front gate entrance)

**Year 5** – 3.15pm (From the front gate entrance)

**Year 6** – 3.15pm (From the front gate entrance)

**Again, if you have children in both the infants and junior classes, then the oldest child/children (junior) will be asked to make their way to the younger siblings class so that the family can leave from the rear gate entrance.**

***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. As the weather continues to improve, we shall look for opportunities to use our school field to further improve our children's playtime experience. 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 within 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. We have added a further 8 wash stations for our infant children.

### **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 throughout the day. 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. The new school tracksuits look fantastic and the children say that they are warm and comfortable.**

***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.

Yours sincerely

Mr D MacAreavy  
Headteacher



## 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/>