



Alston Lane Catholic Primary School And Nursery

Mr. M. FitzGibbon. BA Qts
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Guidance for whole school reopening in September

Dear Parents and Carers

The following plan for the reopening of school to all classes, adheres to the Government's guidance for schools and early years settings. The changes we have made will mean that our return in September is very different to the norm, but nevertheless important for the safety of children, staff and parents. Please read this carefully and share the contents with your children, other family members or child-minders who may be dropping off or collecting from school.

Class Groups (bubbles)

Children will remain in their class groups throughout the day and will not mix with children from other classes. They will have separate play spaces and lunchtimes too. Drop-off and pick-up times will also be different for classes to ensure social distancing. Staff will remain constant in bubbles, wherever possible, although it is possible for staff who work in multiple classes, to continue to do this. It is accepted that the youngest children in school cannot social distance, but this will continue to be promoted in all classes and bubbles.

School Uniform

Children will be expected to wear the school's winter uniform as usual. There is no necessity to wash this more than normal or with specific detergents. Jewellery should not be worn, including earrings. Please ensure all clothing is labelled with your child's name. Infants in Year 1 and Year 2 will need a book bag, in their house colour, a PE bag and their water bottle. These can be purchased as a bundle from school. Payment for this will be through ParentPay. Those who pay for a bundle will be issued with it during the first week back. This includes the new Reception Class, who will receive ParentPay details by email, in the coming weeks.

Juniors will need a draw-string bag for their reading book and reading record, a PE bag and a water bottle. Their bag can be purchased from anywhere but must be clearly labelled with their name.

Attendance

During the summer term, attendance was not compulsory, and many families chose not to send their children back to Reception, Year 1 and Year 6 from 22nd June. However, attendance will revert to being mandatory for school-aged children from Wednesday 2nd September. Absence will only be authorised if a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of illness or is absent for a necessary religious observance etc). Holiday absence at the start of term will not be authorised without prior permission being granted.

Where a child is unable to attend school because they are complying with clinical or public health advice, the school will provide enhanced remote education through online learning.

Breakfast and Out of School Club

This will resume, as normal, with the same drop-off and collection times. We will try to maintain some separation between the younger and older children within the club, although it is acceptable for mixed age groups to socialise in wrap around care provision. The groups using the provision will continue to be small and consistent.





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Money and Payments for Nursery, Lunches, Snacks and School Visits etc

Every family is issued with a ParentPay account on entry to school. We must insist that all payments are made remotely so cash does not have to be handled by staff in school. Snack money for Years 1 to Year 6 should be paid half termly via ParentPay. Children will be able to have one piece of toast per day, which will be delivered to the classroom, with milk - for those who pay for it. Snack is 20p per day. Every family will see the snack charge on their account, but should only pay for it if their child will have toast each day. For the first autumn half term, the charge will be £7.60.

Drop-off and Pick-up Times

These will be slightly staggered so that doors, cloakrooms and hand washing facilities are not overburdened. It will be very important for children to be prompt and not arrive too early or late if this arrangement is to work well.

We ask that parents and others dropping off, remain on the playgrounds and stay well clear of the doors being used by the children. No parents are allowed in school, other than through the main office. An exception will be made for new Reception parents as children start school.

Morning

Group	Entry Time	Door to be used
Year 1	8.45am	Junior playground doors, next to classroom
Year 2	8.45am	Year 2 fire door, next to main entrance
Year 4	8.45am	Junior door, next to main entrance
Year 6	8.45am	Junior door, next to staffroom
Breakfast Club	8.45am	Infant playground door
Year 3	8.55am	Year 3 fire door
Year 5	8.55am	Junior door, next to staffroom
Reception	8.55am	Reception outdoor area gates
Nursery	9am or 12pm	Nursery door

Year 1, Year 2, Year 4 and Year 6 will be asked to wait on the main playground until called to enter school, one group at a time.

Afternoon

Group	Exit Time	Door to be used
Nursery	12pm or 3pm (3.30pm)	Nursery door
Reception	3.20pm	Reception outdoor area gates
Year 3	3.20pm	Year 3 fire door
Year 4	3.20pm	Junior door, next to staffroom
Year 1	3.25pm	Junior playground doors, next to classroom
Year 2	3.25pm	Year 2 fire door, next to main entrance
Year 5	3.25pm	Junior door, next to staffroom
Year 6	3.30pm	Junior door, next to staffroom
After School Club	3.30pm	Meet in hall

At the end of the day, staff in Year 2, Year 3, Year 4, Year 5 and Year 6 will lead groups out to the collection point on the main junior playground.





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At the end of the day, older children will be able to leave at the same time as their siblings. They will be directed by staff to meet you at the correct collection point. (Please note that siblings of nursery children will only leave at their allocated time, so learning time is not missed).

Please park in the marked bays and not at the back of school. Spaces are also available next to the Caton Room and on Canon Doyle's yard. Please avoid parking on the roads.

The Curriculum

There will be some changes made to the curriculum to ensure that children are given every opportunity to catch up on learning missed during the school closure. We still intend to provide a rich and broad curriculum, but one that makes every opportunity to focus on reading and writing skills through other subject areas. Schools are expected to return to their full curriculum offer by summer 2021.

PE lessons, and other subjects that require shared resources, will be carefully managed so regular cleaning takes place. Children will bring reading books to and from school but should not bring other resources apart from coats etc. We will try to provide homework electronically wherever possible through our online learning platform (information to follow).

Home Learning

Schools must have enhanced home learning provision set up in the event of individual isolation or wider closure for groups or the whole school. This will be via a specific online platform rather than by email. Further details will be sent out in due course and trialled in the autumn term. Enhanced provision will hopefully include video conferencing or video lessons, regular contact with teachers and feedback on the work completed.

Staggered Playtimes and Lunches

Playtimes and lunchtimes will be staggered so that large groups are not together for extended periods of time. These will be staffed by the teachers working in each bubble as well as our welfare staff at lunchtimes. Nursery and Reception class do not have a morning playtime because they have constant access to the outdoors. A formal playtime would interrupt their learning. School lunches will be eaten in the hall, whilst some junior classes will eat their packed lunches in the classroom.

Morning playtime:

10.15am – 10.40am	Year 5 main playground, Year 3 middle playground, Year 1 infant playground
10.30am – 10.55am	Year 6 main playground, Year 4 middle playground, Year 2 infant playground

Lunchtime Eating Period:

1 st Sitting	11.40am – 12.10pm	Reception and Year 1 (separated in the hall)
2 nd Sitting	12.15pm – 12.35pm	Year 2 and Year 5 (separated in the hall)
3 rd Sitting	12.40pm – 1.00pm	Year 3, Year 4 and Year 6 (hall, with packed lunches in classes)





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As classes cross over during lunchtime, playground spaces will be made available and some equipment made accessible to each bubble. Tables and chairs will be cleaned before each group arrives.

Handwashing

Children will be directed to wash their hands regularly, including on entry to school, when they return from breaks, when they change rooms and before and after eating. This will continue for some considerable time. The time needed to wash hands has been built into the timetable and will be built into the culture of the school. Hand sanitiser may be brought from home but will be readily available in school for all. (Please educate your younger children about the dangers of ingesting this).

Catch it, Bin it, Kill it

Children will be expected to use tissues to catch sneezes, coughs and when they blow their nose. They should dispose of this in the bins provided and wash/sanitise their hands afterwards. If your child has a cold or other symptoms not related to COVID-19, then they can be in school.

Personal Protective Equipment

Children will not be permitted to wear PPE in school.

The majority of adults in school will not require PPE beyond what they would normally wear for their work. (e.g. personal care or if a child is ill and needs to be looked after until collected by a parent).

Cleaning

The cleaning of frequently used surfaces has already become commonplace in schools over the last few months and this will continue in September. Staff will regularly disinfect tables, chairs and shared equipment throughout the day. Toilet seats, flush handles and toilet doors will also be sanitised at lunchtime to reduce the risk of infection.

Classroom Organisation

In September, classroom tables will face the teacher and no longer be placed in groups. This will reduce the risk of children passing on germs through face-to-face discussion. Children will be provided with their own set of resources too, so shared resources are kept to a minimum. Handwashing facilities and hand sanitiser will be available in all classrooms. We will leave windows open whenever possible to allow better ventilation and outdoor learning will be promoted.

Assemblies and whole school worships will no longer be feasible as large groups cannot be formed. A weekly online assembly will still go ahead in school and rewards will be given out, 'behind closed doors'.

Nativities and Parents' meetings will also have to be adapted to avoid face-to-face meetings and large gatherings. Further information will be shared in the autumn term regarding these.

Extra-Curricular Clubs

The necessity to avoid contact between bubbles means that clubs after school may have to be suspended altogether for the autumn term. However, it may be possible to offer some single class clubs, hosted by the class teacher. We love being able to offer a variety of out of school





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opportunities to all year groups and we hope to resume these later in the year, as well as sporting competitions in the cluster and the wider Preston schools' community.

Communication to and from School

Weekly newsletters, messages via the APP and emails will continue to keep you informed about life in school. We regret that parents will not be allowed in school, other than by appointment. This is in line with Government advice to reduce the risk of transmission or infection. Visitors to school will be asked to bring their own face covering and sanitise their hands before entering. If possible, we would also like parents to refrain from coming to the school office, unless absolutely necessary. You can make appointments by ringing or emailing the school office or by emailing the class teacher directly. Please be aware, however, that once back in school, teachers will not be able to respond immediately and it could take up to 24 hours. On the other hand, I will be out on the playground each morning and am always delighted to speak with parents and pass on messages.

School Response to Infection

Please do not send your child to school if they show any of the established symptoms of COVID-19:

- Continuous cough
- High temperature
- Loss of, or change in, their normal sense of smell or taste.

If anyone in school shows symptoms, they will be sent home and advised to follow the 'stay at home' guidance for households with possible or confirmed coronavirus infection.

They must:

- Self-isolate for 7 days
- Arrange to have a test to see if they have the virus
- Other household members should self-isolate for 14 days from when the symptomatic person first had symptoms
- Inform school immediately of the outcome of the test – if negative, the person and household can stop self-isolation. If positive, they should follow the 'stay at home' guidance until symptoms have gone and the isolation period has ended.
(<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>)
- Engage with Track and Trace processes

School will consult with Public Health England if positive cases have occurred. Their advice will guide the school's actions from that point, including sending others home who have been close to an infected individual.

Thank you for reading through this guidance so carefully. It will be reviewed regularly and continue to be aligned with Government guidance and our experiences in school.

The last few months have dealt a terrible blow to school communities and to every aspect of our lives, but it is only through our collective support for each other that we can think positively about





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our return to school in September. Things will be very different, and we will miss many of the traditions that we look forward to in the school calendar. One thing that will remain constant, however, is the love and affection that children at Alston Lane will be afforded by everyone in school. We cannot wait to welcome them all back!

Wishing you all the best for the holidays and a safe return in September.

Yours sincerely

Mark FitzGibbon

