



**St Francis**  
Catholic Primary School

ST. FRANCIS CATHOLIC PRIMARY SCHOOL  
DALBY ROAD  
MELTON MOWBRAY  
LEICESTERSHIRE  
LE13 0BP  
Tel: 01664 562891  
Head Teacher: Mrs G. Brown



## Re-opening Procedures- September 1<sup>st</sup> 2020

Dear parents,

As you know, school will re-open to all pupils on **Tuesday September 1st 2020**. We are looking forward to welcoming the children back and our priority is the safety and wellbeing of all of our children and staff. We are preparing for our safe return and this letter will give you all of the information that you will need.

- School attendance is mandatory for all pupils from September and we will be closely monitoring attendance, as per our attendance policy. We look forward to working with you to ensure that all children attend school regularly.

We have reviewed our whole school risk assessment and will share a summary of this with you shortly on our school website. Our key considerations are to:

Minimise movement, sharing and mixing  
Clean hands thoroughly and more often than usual  
Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach  
Enhanced cleaning, including cleaning frequently touched surfaces often  
Minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school  
Engage with NHS Test and Trace

### Access to the school site

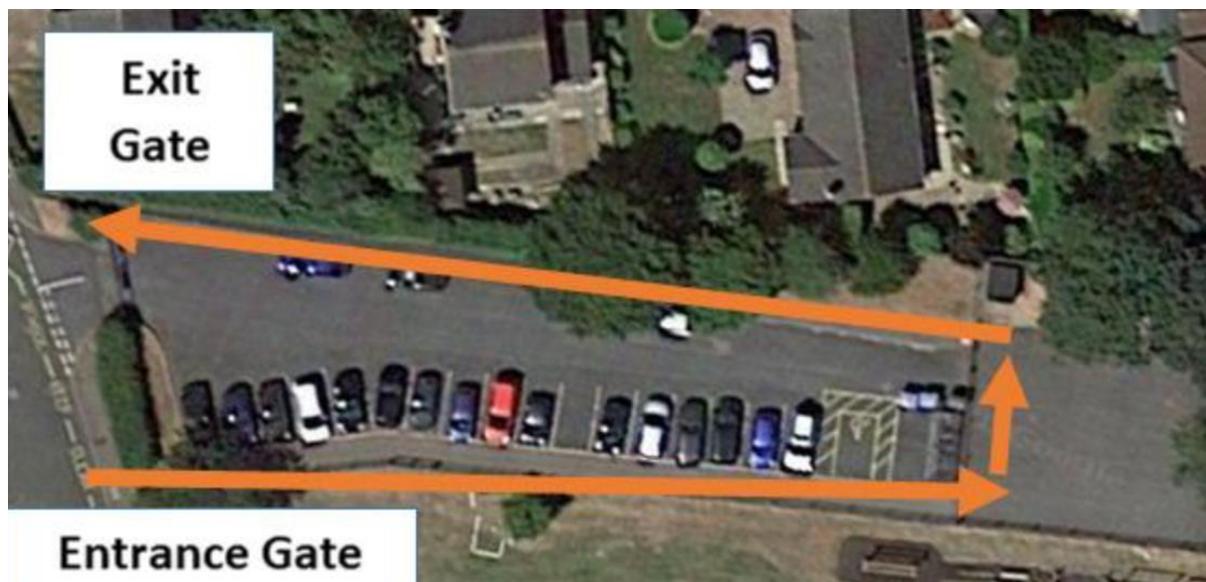
- Access to the school office will be by appointment only
- All payments to the school will need be made through the parent pay system

### Entering/Leaving School Premises

- Access to the site will be at the rear of the school ONLY and parents will not be able to come onto the school site- there will be a drop off zone at the pedestrian gate near the bicycle shed
- Walking or cycling to school is encouraged
- Line up on the painted markers to ensure that social distancing is maintained

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- Only one parent/carer to drop off at nominated time (5 minutes either side) at the rear of the school- punctuality will be expected to ensure groupings can distance effectively
- We respectfully ask you to observe social distancing at all times and not congregate in groups around the premises
- A one-way system for drop off will be in place



#### Drop off/Pick-up Times:

	Drop Off	Pick-up
EYFS	8.30am	2.45pm
Y1	8.40am	2.55pm
Y2	8.50am	3.05pm
Y3/4	9.00 am	3.10pm
Y5/6	9.10am	3.20pm

#### On entering the premises, children will:

- Line up in their group, on painted markers, to maintain distancing
- Enter school by nominated door (door propped open- adult distanced from door)
- Straight to classroom
- Coats (back of chairs), lunchboxes (under chair)
- Door anti-bac wiped after entry
- Children will wash their hands when entering the classroom

#### What do children need to bring to school?

- Children are expected to wear full school uniform and uniforms can be cleaned in the usual way and do not need to be cleaned more often than usual
- On the first day, children in KS2 may bring in their own pencil cases with a pen, pencil, coloured pencils and ruler. This will then stay in school.

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- Children need to bring their lunch (if having a packed lunch), a water bottle and a sun hat in warm weather
- Reading books will be changed and so a book bag may be brought into school

### **Lunch**

- Children may bring a packed lunch but hot school meals will be available
- Lunch will be provided for Free School Meal children and will be available for EYFS, Y1 and Y2 children as part of the Universal Free School Meals for infant children provision.
- There will be two choices for hot food and menus will be sent out as soon as these are available.

### **At the end of the school day:**

- Parents to arrive punctually at their allotted pick up time - Please do not enter the site until your allocated drop-off and collection time.
- Parents to line up on the markers to maintain social distancing at all times
- Children will wash their hands in the classroom and then be lined up on the playground and called out one by one as their parents approach the gates
- The one-way system will be in place

### **Families with siblings in school**

- Please drop off at the time for the **youngest** child
- Please pick up at the time for the **oldest** child
- This will ensure that all children access full provision in school and we will supervise the children until their allotted pick up time.

### **Before and after school provision:**

- Little Stars will be offering before and after school provision. Please contact Little Stars directly to arrange this.

### **Practical Steps to Reduce Risk Around the School Site**

- Children will be in a 'bubble' with their class. EYFS, Y1 and Y2 will form individual bubbles due to smaller class sizes.
- Cloakrooms will not be used
- Assemblies will be delivered via Microsoft Teams or Zoom so that children remain in their classrooms and only one bubble is in the hall for worship at a time
- Staggered playtimes, lunchtimes and pick up times
- Allocated toilets

### **Classroom Organisation**

- Rooms will be well ventilated- windows and doors open where possible
- We will limit use of paper resources and exchange of resources between teacher/child; children will be given their own pencils/pens to use
- Classroom based resources will be regularly cleaned
- Children will sit side by side, facing forwards

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- Teachers will adapt the way that they are teaching to ensure that wherever possible, distancing is observed
- Children will be given frequent reminders about handwashing, not touching their face, using the 'catch it, bin it, kill it,' approach and not to share resources
- Children will be supported to maintain social distancing and not touch staff or peers where possible

### **Moving around the school**

- Children will visit the toilets closest their bubble and only with children from their own group
- Doors will be wedged open for the duration of passing through corridors
- All fire safety procedures have been reviewed and new risk assessments undertaken to ensure that a plan is in place should the school need to evacuate. In any such circumstance, safe and rapid exit from the building will be the priority.

### **Lunchtime and Breaktime Arrangements**

- Breaks and lunch breaks will be staggered to ensure that corridor access is limited to one 'bubble' at a time
- Playtimes and lunchtimes will be staggered so that 'bubbles' only interact with each other
- Lunch will be served in the dining hall at staggered times, with cleaning in between each bubble. Only two bubbles will be in the hall at one time.
- In good weather, children will eat packed lunches outside
- In poor weather, children will eat packed lunches in their classroom, in their own space
- Bubbles will be well-spaced out in the outdoor space

### **Teaching**

- There will be a focus on lessons around social distancing, hygiene and wellbeing in the first week
- Teachers will address any gaps in reading, writing and maths and work to address these quickly through a carefully planned curriculum

### **Cleaning and Hygiene**

#### **Preparation of Site**

- The school will be deep cleaned over the summer break and prepared for full reopening in September
- At the beginning of each day, paper towels and soap will be fully stocked in each toilet and classroom; stocks will be checked throughout the day

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- Enhanced cleaning will take place at the end of each day following the guidance COVID-19 cleaning of non-healthcare settings  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

### **Actions once school is re-opened**

- Children and staff will wash their hands frequently using soap and hot water which will be available for each group in their nominated classroom
- Hand sanitiser will be available at the entrance to the school and in each classroom
- Frequent touch surfaces will be wiped throughout the day, after each session
- Each classroom will have a 'grab kit' including disinfectant, gloves, disposable cloths, wet wipes and nappy bags to ensure that cleaning of frequently touched surfaces can be undertaken during the school day
- Each classroom will have a good supply of tissues to support the catch it, bin it, kill it approach
- Posters will be located around the school to encourage good handwashing practices and good respiratory hygiene
- PPE will be provided for staff to provide First Aid

### **What if a child becomes unwell?**

- Parents will be informed if their child becomes unwell with symptoms of COVID-19
- Any child who presents COVID-19 symptoms will be sent home
- Until collected, the child will be moved to an isolated room with a supervising adult
- If a child in our setting becomes unwell with COVID-19, we will follow the most recent government advice

### **Review of Procedures**

We acknowledge that this is rapidly changing and complex situation and as such we will review our procedures continuously to respond to the emerging needs of the school once it has been reopened. The safety of the children and staff is paramount and this will steer any review of the above procedures.

If you have any questions/queries about any of the information contained within this letter, please do not hesitate to contact me through the [enquiries@st-francis.leics.sch.uk](mailto:enquiries@st-francis.leics.sch.uk) email address.

Enjoy a relaxing last few weeks of the summer break,

Gosia Brown

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