

# The Willows Catholic Primary School



**March 2021**

September 2020

## Parent Handbook

Created: 24<sup>th</sup> August 2020  
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# Coronavirus Symptoms Updated List

If you or your child has one or more of the following symptoms, do **not** send your child to school and book a test immediately.

- Fever or the chills
- Cough
- Shortness of breath or difficulty breathing
- Tiredness or an achy body
- Headache
- Change in sense of taste or smell
- Sore throat
- Stuffy or runny nose
- Feeling sick or have been sick
- Diarrhoea
- Loss of appetite
- Red or swollen eyes
- Rash on toes or feet

We are very aware this list is long and most children will show some of these symptoms even if they do not have coronavirus.

As we hopefully begin to emerge from the effects of this virus, it is now more important than ever to ensure you book a test for any of the above symptoms.

If you bring your child to school with any of the above symptoms we will make contact with you and expect you to collect your child. We have a duty to protect your child, everyone else's children, our staff and the wider community.

We cannot afford to take any chances.

Scan this QR code to book a test:



## Returning to School September 2020

### Parent Information

Dear Parents,

We are looking forward to welcoming your child back to school. **First and foremost, I would like to assure you that your child's health and wellbeing is our primary concern.** We have worked tirelessly since the Government announced their plans to open schools fully in March to update our systems and procedures to make sure school is as safe as it possibly can be. This handbook outlines the systems of control we have put in place to minimise risk as we all return to school. I hope that it will answer any questions that you may have,

#### Getting to school:

The guidance from the Government is that children should walk to school wherever possible. Clearly, if you live too far away from school, driving is the only option. **When walking to school please ensure you maintain 2m social distancing from other families and people. If your child walks to school by themselves please make sure that they do not meet friends and walk to school with them. If you need to drive to school, please park in the Church car park.**

Please do however, follow these steps:

- **DO NOT** drive down or park on Victoria Road.
  - The school's CCTV will be used to enforce this and those who choose to use Victoria Road will be contacted. We are currently working with Lancashire Local Authority who will be monitoring the traffic using Victoria Road with a view to closing the road if guidance is not adhered to.
- Park respectfully in the church car park. **DO NOT** park on the grass, the verges or the roundabout.
- **Adhere to social distancing rules at all times.**
- Once you have dropped your child off or collected them, please leave the car park immediately.
- **You must not gather in the playground, car park or by the gates to meet other parents.**

Only those families who have a valid disabled badge may use Victoria Road.

For those walking down Victoria Road, please follow the footsteps marked on the pavement to ensure we operate a one way system.

**You must not collect, bring, travel with or drop off any other children. It is vital that children and families do not mix inside school or outside school with any other family groups for us to maintain the safety of all children and staff.**

**ANYONE OVER THE AGE OF 11 MUST WEAR A FACE MASK WHILST ON SCHOOL GROUNDS.**

#### Public transport:

If you or your child comes to school on public transport, please inform Mr. Wylde (bobwylde@willows.lancs.sch.uk).

Wherever possible, you should follow the latest guidance with regards to social distancing, hand washing and the use of a face covering.

If your child is wearing a face covering, it must be removed prior to entering the school building. If the face covering is disposable, it must be placed in the bins provided on the infant playground. If it is a reusable face covering, you should provide a plastic zip bag to store it in during the school day.

It is important that you teach your child how to correctly put on and take off a face covering. You and your child should not touch any part of the face covering other than the straps.

### **Dropping my child off at school:**

With the exception of Reception, all children will be expected to arrive at school between 8:50am and 9:00am.

Reception children, should be dropped off between 9:00am and 9:10am.

When you arrive in the infant playground you will be greeted by Mrs. Barnett or Mr. Wylde. They will then direct your child straight to their classroom– the junior children will not go onto the playground as they have done previously. Unfortunately, you will not be able to accompany your child to their classroom door. If at all possible, please limit the number of people dropping off your child to one person.

At this point, please leave the school grounds straight away. You should maintain social distancing at all times and please do not congregate or meet other families around the school gates. This is to keep you and our children safe.

As your child arrives at their classroom a member of staff will be there to support them with sanitising their hands. Once this has been done, they will be able to start their day as normal.

### **Collecting my child from school:**

Each class has their own collection time. Please ensure you arrive at school at the following times. It is important you arrive promptly to avoid delaying other classes. Please do not arrive more than 5 minutes before your collection time and maintain social distancing at all times and if at all possible please limit the number of people collecting your child to one person. All children will be dismissed from the infant playground.

- Reception: 3:10pm
- Year 1: 3:15pm
- Year 2: 3:20pm
- Year 3 & 4: 3:25pm
- Year 5 & 6: 3:30pm

Just before your child finishes their school day, they will collect all of their belongings. Once they have done this, they will sanitise their hands before being brought by the class teacher or teaching assistant to you on the infant playground.

If your child is in Year 6 and you would like them to and from school on their own, please email Mr. Sharrock ([I.sharrock@willows.lancs.sch.uk](mailto:I.sharrock@willows.lancs.sch.uk)) to confirm this. If your child is walking on their own, they will leave school once all the other Year 6 children have been collected. Please talk to your child about appropriate behaviour and social distancing whilst they are walking to and from school. They must not walk with children from other year groups or meet any of their friends.

*Over the coming weeks, it may become necessary to alter these times. Should this be the case, we will inform you via the school app.*

### **What should I do if I am late dropping off or collecting my child:**

Dropping off:

If you arrive after 9:00am, please go to the school office where Mrs. Barnes or Miss Stedman will greet your child.

If your child is in Reception and you arrive after 9:10am then please go to the school office where Mrs. Barnes or Miss Stedman will greet your child.

Collecting:

If you arrive after your child's collection time please do **not** come onto the playground. You will need to wait until 3:30pm to collect your child. If you have not arrived by 3:35pm, your child will go into After School Club. This is chargeable at £7.50 per child.

### **Uniform:**

The Government have revised their guidance referring to the need to wash clothes more regularly. As of September, parents can return to their normal clothes washing routines. As such, with this in mind, we will be implementing our full uniform policy.

### **What can my child bring to school:**

Each day your child should bring:

- Their coat
- Their book bag (Reception, Year 1 and Year 2) or school bag (Key Stage 2 children only)
- Lunchbox
- Water bottle

These items will be sent home at the end of each day. Please clean your child's lunchbox and water bottle thoroughly before sending it back to school the following day.

Your child's PE kit (and tracksuit) should be brought to school on their first day and will remain in school.

Please do not send your child with a pencil case etc. as these will all be provided by school. This will also ensure these items can be cleaned at the end of each day.

### **What about my child's mobile phone:**

As an added measure to ensure the safety of our children and staff, we are limiting the number of items that can be brought into school, as above. If it is **absolutely** necessary for your child to bring their phone to school (i.e. they are walking to and from school by themselves), then please inform Mrs. Barnett ([head@willows.lancs.sch.uk](mailto:head@willows.lancs.sch.uk)).

Once Mrs. Barnett has agreed that your child can bring their phone to school, the following arrangements will be put in place:

- On arriving at school, your child should turn their phone off.
- Your child should then take their phone to their class teacher and put it in the zip lock bag provided.
- Your child will then sanitise their hands.
- Your child's class teacher will seal the bag until the end of the day.
- At the end of the day, your child's teacher will unseal the bag and your child will collect it ready to bring home.

### **Reading Books:**

We are now permitted to send books home. That said however, any items brought back into school will have to be quarantined for at least 48 hours. With this in mind, we will continue to use Active Learn to enable your child to read at home. If you are unable to access Active Learn, please use the app to contact your child's class teacher who will be happy to assist. We will continue to use Seesaw for all homework.

### **Social Distancing:**

The children will be encouraged to maintain social distancing wherever possible. Your child will only mix with children in their year group. Throughout the day, we have timetabled all activities to ensure children maintain social distance from other classes. We will have staggered break times and staggered lunch times.

Schools have been instructed to avoid large gatherings such as assemblies or collective worship with more than one group and therefore we will not be holding assemblies, performances or large gatherings until we are informed by the DfE and Public Health England that it is safe to do so.

### **Music Lessons:**

We will be resuming our music lessons with Mr. Squires-Evans and Mr. Irwin. Those who have private music lessons will be contacted prior to the restart date.

Each teacher will be behind a Perspex screen with only children from one year group. Additionally, all children will face the same direction and will not share equipment, resources or instruments.

All children in Year 4 will learn a Brass instrument as part of our Brass 4 All initiative. These lessons will take place in the hall with no more than 15 children in the group so that social distancing can be maintained.

### **PE Lessons:**

We will be continuing with our normal PE lessons following the DFE guidance when we return in September. Wherever possible, these lessons will take place outside. With this in mind, please send your child to school with track suit bottoms, a jumper/hoodie/track suit top and trainers to ensure they remain warm as the weather gets colder. This applies to all children in school and not just Key Stage 2 as in previous years. Please make sure that all items of clothing are clearly marked with your child's name.

Every child in school must have their PE lessons in school. To adhere to the Government's guidelines, these lessons will have to take place outside – even as we move into winter. Each class has one timetabled hall slot for PE.

### **Lunch and break times:**

When your child is not in class, we have made sure they will not mix with any other classes. For example, at lunchtime, your child will eat their dinner with only children from their class. On the playground, your child will only be able to play with children from their class in a designated area and supervised by a designated person.

### **Cleaning**

Our cleaner and our site supervisor have been given a checklist of all the things that need to be cleaned each day and how often. This list is lengthy – 13 pages to be precise. We have created a rota so that at least one member of the cleaning staff is in school from 7:00am until 6:30pm so that they can continuously clean the school throughout the day.

Clearly, even though the cleaners will be in full-time, the cleaners are not going to be able to clean everything throughout the day. Therefore, staff will be supporting this cleaning. This will enable each assigned classroom to be as safe as possible. Classroom staff will be cleaning items that are touched frequently throughout the day before the cleaning team complete a deep clean at the end of each day.

### **Handwashing and sanitising**

The children and staff will be regularly sanitising their hands throughout the day.

- As the children enter the classroom in the morning
- Before leaving the classroom to go to the toilet
- When entering the classroom after going to the toilet
- Before leaving the classroom to go outside
- When entering the classroom after being outside
- Before eating their lunch
- After eating their lunch
- Before leaving the classroom to go home

### **Tissues**

Numerous boxes of tissues have been placed around the classroom. Staff will encourage the children to use the tissues and follow Catch It, Bin It, Kill It.

### **Toileting**

The children in Reception and Key Stage 1 will use the toilets in their classrooms. Our staff will ensure there is only one child in the toilet at once.

Children in Key Stage 2 will use the Junior Toilets (as will the children at Breakfast and After School Club). Prior to the summer holidays we introduced a pass system which was very successful and we intend to continue this in September. When your child is given permission to go to the toilet your child attaches their pass to the outer door so that children from other year groups cannot enter the toilets whilst they are there, thus ensuring that only one year group uses the toilet at any given time.

Regardless of which toilets the children are using they will:

- Sanitise their hands before going into the toilets
- Wash their hands after they have finished
- Sanitise their hands as they re-enter the classroom.

### **Breakfast and After School Club:**

Both our Breakfast Club and After School Club will be operating from Monday 8<sup>th</sup> March. Please continue to book the sessions you need via our online payment system.

To keep your child safe whilst at Breakfast Club or After School Club, we will be minimising the number of children they come into contact with. Therefore, if your child is in Reception, Year 1 or Year 2, they will only play with children from these year groups. Likewise, children from Year 3 and Year 4 will play together; whilst children from Year 5 and Year 6 will play together. The children will also eat together in these groups.

When arriving at the hall door to either drop your child off or collect them, please ring the door bell and your child will be collected from you or brought to you. Please do not enter the school building and if at all possible please limit the number of people collecting your child to one person.

### **What to do if my child develops symptoms?**

#### At home:

If your child becomes unwell with any of the symptoms listed on page 2, your child must self-isolate and you should arrange for all your household to have a test to see if they have coronavirus (COVID-19).

You should also inform school straightaway. You can do this by leaving a message on the answer machine and emailing Mr. Wylde ([bobwylde@willows.lancs.sch.uk](mailto:bobwylde@willows.lancs.sch.uk)).

As soon as you have the results from the test, please inform Mr. Wylde or Mrs Barnett by phone or email.

#### In school:

Should your child develop symptoms of Coronavirus whilst in school they will be isolated from the other children and staff immediately. Your child will be taken to the reading room until they are collected.

If Mrs. Barnett or Mr. Wylde inform you your child is presenting with symptoms, you **MUST** collect them straight away.

When you arrive at school, you will be given information on how to book a test and the next steps to follow.

### **What to do if someone in my house develops symptoms?**

If someone in your household develops symptoms, everyone must self-isolate. You should book a test for the person with symptoms as soon as possible.

Please inform school that your child will be self-isolating due to someone in the household developing symptoms. You should do this as soon as possible. Please inform the school of the outcome of the test as soon as possible and you will be advised of the next steps for your child.

**Test and Trace:**

During the first week, we will be in touch to ensure all your contacts and addresses are up to date for Test and Trace purposes.

**Booking a test:**

If you should need to book a test, we will provide you with appropriate information to support you with this.

As soon as you receive the results of this test, you should inform Mrs. Barnett. If the result is negative, we will advise you of the next steps to take.

Should the result be positive, you should engage with a contact tracer when the contact you as well as follow the current self-isolation guidance. If you are unsure of what this is, we will be able to support you.

**Serious underlying health conditions:**

If you or anyone in your household has a serious underlying health condition, that we are not already aware of, please inform Mrs. Barnett as soon as possible via email ([head@willows.lancs.sch.uk](mailto:head@willows.lancs.sch.uk)).

**What if we have to self-isolate, will there be work set?**

Yes. We will continue to use Seesaw to set work for your child to complete at home. If you need any support with this, please do not hesitate to contact your child's class teacher through the app.

I apologise for this handbook being so long but I wanted to be sure that you had all the information you need before your child returns to school. Although the current circumstances are challenging we will do everything we can to make the experience as positive as possible for your child. We know that they are going to need our time, love, support and compassion as school will feel very different. I know that we can do this and keep ourselves, each other, the children and our families safe if we work together.

Yours sincerely

Mrs Barnett