



School Reopening booklet-
A guide for parents
8th March 2021

The content of this booklet is designed to inform parents of the plans and actions taken by Rudston Primary School in preparation of the school reopening on Monday 8th March 2021. The content is based on the guidance received from DFE, Liverpool City Council, Health and Safety units and school staff unions, as well as informed by our own vision, mission, ethos, practices, procedures and expectations.

The aim of this booklet is to:

- Address any queries our families may have
- Alleviate families stress and anxiety regarding a return to school
- State the procedures relevant to parents and children

Please note all changes to timetabling and OOH will be temporary until guidelines are removed.

Welcoming children back to school

As Head Teacher of Rudston Primary School, I am immensely proud of our work our staff have done since the closure of schools on 5th January 2021 and during the whole period of the pandemic . Our staff continue to be overwhelmingly positive in the face of a time of great stress and anxiety for us all.

We are now in a position reopen our schools for all our children. This guidance sets out the procedures and plans we are taking to safely welcome back all our children on 8th March 2021.

I would like to take this opportunity to thank all our families for all the support and kind words during the last few months.

Wendy Walters

Attendance

“School attendance will be mandatory for all pupils from 8th March.

The usual rules on school attendance apply, including:

- *parents’ duty to secure their child’s regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)*
- *the ability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct. As usual, school is responsible for recording attendance, following up absence and reporting children missing education to the local authority.”*

As a result all children will be expected to attend school from Monday 8th March 2021 unless they meet the following criteria:

“A small number of pupils will still be unable to attend in line with public health advice to self-isolate because they:

- *have symptoms or have had a positive test result*
- *live with someone who has symptoms or has tested positive and are a household contact*
- *are a close contact of someone who has coronavirus (COVID-19)”*

If your child fits into one of the above groups please inform school asap using Parent App or admin@rudstonprimary.co.uk

If you are notifying school of COVID symptoms or test results out of office hours (between 4pm and 8am) please email school@rudsonprimary.co.uk

Prevention

At Rudston Primary we will continue to review our risk assessment fortnightly to ensure we are doing everything we can to create as safe an environment as possible for children, staff and visitors. Our risk assessment will take into account the following DfE guidelines.

1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.

We will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms or live in a household with someone who does or have tested positive in at least the last 10 days.

If a child or staff member develops symptoms during the school day they will be sent home immediately and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for that day and the following 10 full days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate starting from the day the individual's symptoms started (or the day their test was taken if they did not have symptoms, whether this was an LFD or PCR test), and the next 10 full days.

2) Where recommended, the use of face coverings in schools.

All staff must wear face coverings in communal areas, such as staff rooms and corridors.

All visitors must wear face coverings while on site.

Parents and staff must wear a face covering at drop of n collection time.

Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering.

3) Clean hands thoroughly more often than usual.

Children and staff must clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

Daily checks are made to ensure easy access to soap and hot water in all toilet areas and staff rooms. Hand Sanitiser units are installed throughout the site and at all entrances. All children and staff must wash their hands or use hand sanitiser when they come inside, eat lunch and before re-entering their classroom.

4) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

Displays and daily discussions are in place to reinforce ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. In addition, posters are displayed in each classroom and around the school site. All classrooms contain lidded bins

5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

Since last March we have implemented an enhanced cleaning program and this will continue. We now have a cleaner on site at lunch time to clean all touch plates, toilets, tables and chairs in addition to our full after school cleaning program.

6) Minimise contact between individuals and maintain social distancing wherever possible.

Following this guidance we will continue to operate under year group bubbles. This approach enables us to limit the number of pupils and staff in contact with each other to only those within the group. This is an approach we have successfully used in Rudston since 23rd March as it is recognised that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure.

Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible.

This approach does have implications for the start and end of the day, breaks and lunchtimes while we maintain the integrity of the year group bubbles. We

will continue to operate the staggered start of end of day routines which have been in place this year.

We have assigned key staff (teachers and LSPs) to each year group bubble however there will be occasions when staff can operate across different bubbles in order to facilitate the delivery of the school timetable. Where staff need to move between bubbles, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.

Classrooms have been rearranged to ensure that pupils are seated side by side and facing forwards, rather than face-to-face or side on. We have also removed unnecessary furniture out of the classroom to make more space.

7) Always keeping occupied spaces well ventilated.

To maximise ventilation windows and external corridor doors are open throughout the school day. Windows must be open just enough to provide constant background ventilation and are opened more fully during breaks to purge the air in the space. If required staff and children can wear additional layers of clothing underneath school uniform during cold weather.

8) Where necessary, wear appropriate personal protective equipment (PPE).

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used

9) Promote and engage in asymptomatic testing, where available

All Rudston staff have access to home testing kits and we have had a 100% uptake of staff undertaking twice weekly testing. All test results are recorded by school and reported to NHS Track and Trace.

10) Engage with the NHS Test and Trace process.

Staff members, parents and carers are reminded of the need to:

- book a test if they or their child has symptoms - the main symptoms are:
 - a high temperature

- a new continuous cough
- a loss or change to your sense of smell or taste
- self-isolate immediately and not come to school if:
 - they develop symptoms
 - they have been in close contact with someone who tests positive for coronavirus (COVID-19)
 - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
 - they are required to do so having recently travelled from certain other countries or they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

11) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.

As a school we have systems in place to enable us to take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19) having developed symptoms and taken a PCR test outside of school.

Parents must notify school immediately if your child develops symptoms or receives a positive test result. **If you are notifying school of COVID symptoms or test results out of office hours (between 4pm and 8am) please email school@rudsonprimary.co.uk**

Following a positive test result we will take the necessary action which may include closing a bubble for 10 days isolation due to close contact.

Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - sexual contacts
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

We will also notify the local authority and DfE helpline of all positive cases within the school community.

12) Contain any outbreak by following local health protection team advice.

If we have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak. All positive cases are referred to the DfE Helpline who will advise us of any required action.

Start and end of day procedures

All systems will implemented in September will remain in place.

- Bright Stars will drop off between 8.30 and 8.50 and collect between 3.00 and 3.30 to reduce volume at school door
- Infant classes will have 15 minutes open window for parents to drop off and collect children (8.45-9.00). 2m markings will be placed on holding areas with class pictures on Rudston fence to show markings. Please be aware you can arrive anytime in this 15 minute window to reduce congestion and aid social distancing.
- Infant classes will leave school at separate times to reduce congestion

| Class | Start of day | End of day | Location |
|-----------------|---------------------|-------------------|---|
| Gruffalo | 8.45- 9.00 | 3.05 | Children to be collected via barn |
| Tiddler | 8.45- 9.00 | 3.10 | |
| Dinosaurs | 8.45- 9.00 | 3.10 | Children to be collected from year group entrance |
| Unicorns | 8.45- 9.00 | 3.15 | |
| Stickman | 8.45- 9.00 | 3.15 | |
| Smartest Giants | 8.45- 9.00 | 3.20 | |

- Junior classes will have member of staff on Score Lane gate to reduce congestion in alley way into school.
- Parents will drop off children at Score Lane entrance. Please do not arrive before your designated time as your child will not be allowed into school before this time.**
- Your allocated slot must be strictly adhered to and parents must socially distance at all times.**

- Parents will wait in area outside junior hall or conservatory at home time but will only be allowed through the gates at their designated time. Please do not arrive before this time.
- Children to be taken to hall or conservatory for dismissal.
- Parents and children will leave via gate next to children's centre

| Class | Start of day | End of day | Location |
|-------------|--------------|------------|--------------|
| Crocodiles | 8.30 – 8.40 | 3.00 | Junior Hall |
| Giraffes | 8.30 – 8.40 | 3.00 | Conservatory |
| Mr Foxes | 8.40 – 8.50 | 3.10 | Junior Hall |
| Minpins | 8.40 – 8.50 | 3.10 | Conservatory |
| Witches | 8.50 – 9.00 | 3.20 | Junior Hall |
| Oompas | 8.50 – 9.00 | 3.20 | Conservatory |
| Bogtrotters | 9.00 – 9.10 | 3.30 | Junior Hall |
| BFGs | 9.00 – 9.10 | 3.30 | Conservatory |

- Children will be collected from Junior yard
- All children will wash hands/sanitise before entering the classroom.
- All staff and parents must wear face covering during drop off and collection times

Out of Hours Provision

We will continue to offer OOH provision (breakfast club and after school) as we have done since September. This has been a logistically challenging to make this provision work alongside our wider protective measures, including keeping children within their year groups or bubbles where possible.

As a result we will be operating 3 OOH bases:

| Year group | Where | Entrance/exit point |
|--------------------------|--------------|-----------------------------|
| Bright Stars & Reception | Science room | Main entrance, Rudston Road |
| Year 1 & 2 | Infant Hall | Main entrance, Rudston Road |
| Years 3,4,5 &6 | Canteen | Door at rear of canteen |

- Where multiple year groups share 1 base the area will be separated into zones to ensure we maintain the integrity of the year group bubbles.

- Unfortunately siblings will not be able to access the same base
- Times of operation will be 7.45- start of school day and end of school day – 6pm, however we would appreciate prompt collection to allow time to clean down bases ready for next day.

If you have any further questions regarding school reopening please contact us at admin@rudstonprimary.co.uk or wwalters@rudstonprimary.co.uk