



The Roman Catholic Federation of Holy Name and Our Lady's

Holy Name RC Primary School
Denmark Road
Moss Side
Manchester
M15 6JS

Our Lady's RC primary School
Whalley Road
Whalley Range
Manchester
M16 8AW

Wednesday 15th July 2020

Dear Parents/ Carers,

As the new academic year approaches we are writing to let you know that we are delighted to be welcoming all children back as planned on Thursday 3rd September 2020 for the start of the new term. The disruption to the lives of our children over the past few months has been challenging for everyone. We are all desperate to return to some sort of normality as soon as we can getting our children back into the routine of learning and giving them the chance of reaching their potential in a safe way. It is absolutely crucial to your child's future, so it is important that we all work together so that they can get back to school.

We appreciate that you and your child may be anxious about return to lessons, but we want to reassure you that all practical steps are being taken to make sure our children and staff are as safe as possible. The DFE have released information, videos etc of returning back to school which can be found at gov.uk/back-to-school.

School will reopen to all children on Thursday 3rd September 2020.

[The Federation of Holy Name RC and Our Lady's – All pupils to return on 3rd September 2020 FAQs](#)

1. When is my child returning to school?

All children will return to school on Thursday 3rd September 2020. The Government has asked primary schools to welcome back all children in September 2020. The DfE guidance outlines the need to continue to do our best to reduce the rate of transmission of the virus. Therefore, they have asked us to treat each class as a 'bubble'. The contact between bubbles will be kept to a minimum. Furniture within the classroom will be front facing, with children spaced as far apart as is physically possible. There will be a strong emphasis on hand washing and respiratory hygiene. Regular cleaning of equipment, toilets and frequent contact points such as door handles will continue.

Having taken advice from the Local Authority, we will be staggering entrance and exit times to the school.

In the first half term, the lunch menu will continue to be of a 'cold, picnic type style.' To begin with, these will continue to be served and eaten in your child's classroom. Lunchtime staff will supervise your child's class within the classroom and out on the yard.

2. Does my child have to attend?

We appreciate that this is a difficult and personal decision. However now the circumstances have changed it is vital for all children to return to school to minimise as far as possible the longer-term

impact of the pandemic on children's education, wellbeing and wider development. This means that the usual rules on attendance will apply including the availability to issue sanctions, including fixed penalty notices in line with the local authority's attendance procedure. Pupils who are experiencing COVID-19 symptoms should not attend school and should arrange to have a test. Manchester City Council will be sending out a letter about attendance in the next few days.

3. My child is feeling anxious about coming back to school. How can I prepare him/her?

Our first priority is to make all children feel safe and to alleviate any anxieties that they may have. We have ensured that our curriculum is adapted to support the transition from home to school during this period.

You will need to prepare your child by talking about what school was like before and what it will be like now. It will be different in some ways. The start and finishing times each day will be staggered. There will be limited contact between year groups. An area will be allocated in which your child's year group can play at break and lunchtime. Lunches will be eaten in the classroom. Social distancing will be practiced as much as is physically possible.

4. How will you guarantee that social distancing takes place

We will of course do our utmost to support social distancing through the implementation of the measures taken. We have made small adaptations to the majority of classrooms including seating pupils side by side and facing forwards rather than face to face. Classes will be kept apart, meaning that there will be no large gatherings such as assemblies or collective worship with more than one group. Classes will be kept apart from other classes where possible during the school day. However, parents must understand that it will be difficult to maintain social distancing at all times, especially with our youngest children or those with SEND and the guidance states that it is acceptable for them to not distance within their group. We cannot be expected to respond to complaints around this if it occurs. We cannot alleviate every risk and parents must understand what we are able to do and use this to inform their decision-making. All teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.

5. How do I explain social distancing to my child?

Be open and honest, using language they will understand. Explain that they are helping others by their actions. Use drawings if needed and use a positive tone. Try to make the children feel safe. There are some great stories and simple explanations to help:

Time to Come In, Bear: A Children's Story About Social Distancing

https://youtu.be/DA_SsZFYw0w

How to Explain Social Distancing to Kids

<https://youtu.be/2HTA3ql6uWY>

For very young children who may not understand the concept of viruses and germs, this video from Sesame Street's Grover is a great way to show them the "good" and "bad" of being far away and too close up to someone.

Grover and Social Distancing

<https://www.youtube.com/watch?v=xOrt8WMwVEo#action=share>

6. How will the children be grouped?

The children will be grouped according to their year group.

7. What hygiene measures will be in place to keep my child safe?

We shall follow the [COVID-19: cleaning of non-healthcare settings guidance](#). Each class will have a hand sanitiser outside/inside the room for all members of the class to use on entry. Children will also be sent to wash hands regularly throughout the day and before going home. The school will be cleaned thoroughly each evening/morning. An additional cleaner has also been appointed at lunchtime to clean toilets and surfaces.

8. Will staff and children wear face masks or PPE?

The Government guidelines state, “*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:*

- *children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way*
- *if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and only then if a distance of 2 metres cannot be maintained.*

We will update you before your child starts on the current guidance with the wearing of face masks as this the guidance is currently being updated.

9. Will children be confined to the same bubble base/class for most of the day?

Yes, when they are inside. This will decrease the chance of cross- contamination between bubbles/classes. Classrooms are being used as bubble bases. Each class will have allocated timetable slots during the week for example PE sessions, in addition to staggered break time and lunchtime. Please ensure that your child brings a hooded coat warm enough to protect them against inclement weather every day.

10. How will lunchtime work to ensure that the children are safe?

The school will run a staggered lunchtime to maintain as much spacing outside. Children will have allocated play areas. School Lunches will be provided by Manchester Fayre. The children will remain in their classroom bubble to eat, to reduce the risk of cross contamination. If your child is having a lunch provided by Manchester Fayre, it will be brought to the classroom and will consist of a disposable ‘grab bag’ rather than a hot meal. Please refer to the Manchester Fayre website for menus etc. During lunch time children will play in their class bubbles in a specified zone in the outdoor space.

11. Will my child be expected to share resources, such as pens and pencils?

During the summer term there was significant extra cleaning of equipment and resources. That position has now changed for the autumn term, because the prevalence of COVID-19 has decreased and because equipment and resources are so important for the delivery of education. Resources such as IPADs can be shared between different classes as long as they are cleaned frequently.

12. What are the drop off and collection times?

Only one adult per family should drop off or collect a child. There will be a staggered drop off and collection time for pupils. This will be as follows:

Autumn Term 2020

Daily Start and Finish Times

All parents, carers and children are expected to arrive and depart on time. Everyone must practice social distancing.

Parents and carers must not enter the classrooms/building.

Nursery 9:10am – 2:55pm

Enter via the pedestrian path, walk through the office gate to the Nursery back door. Exit via the one-way system up the driveway. Pick up your child via the same route.

Reception 9:10am – 2:55pm

Year 1 9:05am – 3:00pm

Year 2 9:05am – 3:00pm

Enter via the playground gate and proceed along the arrows to the drop off/collection point where a staff member will receive your child. Exit via the one-way system through the side gate and driveway.

To pick up your child, enter via the playground gate and proceed along the arrows to the collection point. Wait for the staff member to direct your child to you. Follow the one-way system to exit the playground via the side gate.

Year 3 9:00am – 3:10pm

Year 4 9:00am – 3:10pm

Year 5 8:55am – 3:15pm

Year 6 8:55am – 3:15pm

Drop off your child at the playground gate. Your child will enter the playground on their own and will be directed to their classroom by a member of staff.

To pick up your child, enter via the playground gate and proceed along the arrows to the collection point. Wait for the staff member to direct your child to you. Follow the one-way system to exit the playground via the side gate.

If you have more than one child, enter at the earliest start time and leave at the latest time.

Please enter and exit the school area as quickly as possible.

If you need to speak to a member of staff, please ring or email school.

If your child is in Year 6 and is walking home unaccompanied or is meeting you at a designated meeting point away from school, please email admin@ourlady-pri.manchester.sch.uk to inform us.

13. Will children go straight back into normal lessons following the national curriculum?

Our initial focus will be on supporting personal, social, health and emotional aspects of learning to support children's wellbeing whilst providing a curriculum which remains broad and ambitious. We will also ensure that all pupils will receive a high-quality education that promotes their developments and prepares them for opportunities, responsibilities and experiences of later life. There will be an emphasis on catching up with fundamental Maths and English.

14. Will the school have assembly/acts of worship?

As a Catholic school, collective worship plays a focal part of our daily life. Each class will have an opportunity for collective worship within their daily session, but there will be no large gatherings or assemblies for the time being.

15. Will my child need to wear a school uniform?

Pupils will be required to wear school uniform at school at all times. Please see the Uniform Policy. In addition, please ensure that, if your child cannot tie shoe laces, they wear velcro or slip on shoes as staff will not be able to tie laces for them whilst maintaining social distancing. We ask that all children come to school in clean clothes every day. Please also ensure that all long hair is tied back and no jewellery is worn.

16. Will extra-curricular clubs run (ie breakfast club, football club, dance club etc.)?

At this moment in time these clubs will not take part as it involves the mixing of the class groups which we are trying to keep apart. Once we reopen in September, we will consider resuming the breakfast club and after school provision. More information will be sent in September.

17. Will the school office be open?

Yes. This is a very busy time of year with new admissions. Please bear with us in the office and try to be as organised as possible. It will compromise health and safety if, for example, a parent forgets to send their child's packed lunch/ water bottle so please try to ensure that your child has everything they are required to have when they enter school. Parents should not be presenting in person at the office unless invited or it is an emergency. Please telephone 0161 226 6303 or email admin@ourladys-pri.manchester.sch.uk if necessary.

If a child is unwell in any form, they should be kept at home. Parents should ring NHS 111 or 119 for medical advice and assessment of eligibility for the coronavirus test. School must be kept informed and the result of a test should be shared immediately. If a child becomes unwell in any way during the school day, they will be sent home.

IMPORTANT NOTE: If your child has been prescribed any medication since lockdown that we are unaware of and they are required to take it during the school day, please email the school office asap and we can discuss how this can be best managed safely.

18. Which items should my child bring to school each day?

Your child can bring:

- A hooded coat which is warm enough for inclement weather
- A named water bottle containing only water
- Slip on/ Velcro shoes if they cannot tie shoe laces independent
- A fully disposable packed lunch in a named carrier bag if you are having a school dinner.
- If travelling to and from school independently, your child may bring a mobile phone. However, it **MUST** be switched off before they enter the school building and until they have left the school building. It must be handed in on arrival and must remain there all day. Once again, we are not responsible for the safe keeping of mobile phones.
- A named inhaler/ EpiPen if they have a medical condition.
- A bike if cycling to school.

19. Will children and young people be eligible for testing for the virus?

The Government advice is:

When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. Parents and staff must inform school of the results of a test for COVID-19.

20. Will teachers and other staff be able to get tested if they have symptoms?

Yes, access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers.

21. What will happen if a child in the class shows symptoms?

We will follow the Government guidelines set out below.

If anyone becomes unwell with a new, continuous cough, high temperature or loss of sense of smell/ taste in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, 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. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

22. What happens if there is a confirmed case of coronavirus in school?

We will follow the Government guidance set out below.

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

We will take swift action, when we become aware that someone who has attended has tested positive for COVID-19. We will contact the local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious and ensure they are asked to self-isolate. The health protection team will provide definitive advice on who must be sent home.

23. Will there be any swimming lessons or trips once school opens?

We will let you know arrangements for swimming in due course.

24. I am currently receiving Edenred free school meal vouchers but my child is returning to school. Will I continue to do so?

On August 13th you will receive your last Edenred voucher which will cover the final three weeks of the summer holiday. Eligible children will receive free school meals once they return to school.

I hope that the answers above have covered everything that you wish to know. Please take the time to read them all carefully along with the rest of the attached documentation and discuss them with your child so that they are fully prepared for their return to school.

I understand that some of the expectations/ procedures may cause frustration but we are working within a completely unprecedented set of circumstances and constraints which have left us all with some difficult decisions to make. Please try to continue to be as wonderfully supportive as you have been over many weeks and remain patient as we all attempt to adapt to this new way of school life.

We are really looking forward to welcoming all of you back to school. We have missed you all!

Yours sincerely

Mrs Catherine Gordon and Ms Anna Ward