HORNBY ST MARGARET’S CE PRIMARY SCHOOL

HOME/SCHOOL ARRANGEMENTS AGREEMENT FOR USE DURING COVID-19

PANDEMIC

JUNE 2020

Please note for the safety of all our pupils and staff, parents/carers agreement to the new COVID-19 controls and measures to be put in place at the school WILL BE ASSUMED unless told otherwise via email to the school.

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# Introduction

Since 23rd March 2020, nurseries, schools and colleges have remained open to a priority group of children and young people. These have been children who are deemed vulnerable as defined by the Government and children of key or critical workers. In reviewing this arrangement and taking into account Department for Education (DfE) and Local Authority guidance it is now time to begin the phased return of children and young people to our school in a way that is measured, reduces risks and is guided by science.

Please be assured that in planning to welcome back more pupils into our school, the safety of your children has been at the forefront of our minds. Their safety and the safety of our staff is paramount.

# Changes for a phased return from 22 June 2020

We will continue to offer places to the priority groups as outlined above. However, along with other schools in Lancashire we are now able to welcome back children in Reception, Year 1 and Year 6.

# What the school leaders will do (Head teachers, senior leaders and Governors)

We have carried out a detailed, rigorous and extensive risk assessment for a phased return of children. The health and safety of your child is our priority. We will act in accordance with current government guidance on hygiene (including cleaning) and safe/social distancing.

As a result of the risk assessment control measures put in place, the following protective plans are in place:

* the availability of soap and water for washing of hands;
* the location and use of hand sanitiser stations;
* ensuring there is a supply of disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom;
* the location and use of lidded bins for the disposal of tissues;
* ensuring that teaching groups (bubbles) are as small as possible and within the DfE guidance and will be isolated from other groups of children as far as possible while they are in school.

We may need to change our decisions based on new government guidance as and when the current situation develops or based on our school context and any additional controls we may include in the risk assessment which may well change week by week. Any changes which affect your child’s attendance at the school will, however, be communicated to you in a timely manner.

As there is a significant change in school and classroom organisation, the Governors and Senior Leadership Team will need to review and revise the statutory Policies and procedures in order to take into account the new systems being put in place across the school. Rather than amend the existing Policies and procedures, Addendums to the statutory published Policies will be uploaded to the school website shortly

We will:

* continue to follow the Child Protection Policy and procedures where concerns have been identified. This will include any new concerns which may have been identified whilst the children have been isolating at home including those being asked to remain at home over the next few weeks;
* inform parents/carers of developments or changes in provision in as timely a way as possible;
* inform parents/carers and children of any modifications that have been made to the school’s Behaviour Policy and procedures during this phase of re-opening and for the coming weeks. This revision includes re-affirming our expectations and any sanctions we will be making when the expectations are not being met.
* work through the hierarchy of measures for implementing protective measures for all which are:
* avoiding contact with anyone with symptoms (fever; new continuous cough; loss of sense of taste or smell);
* regular hand-washing throughout the school day coupled with good respiratory hygiene practices;
* increased cleaning during the day of areas used by more than one group including toilets, outdoor equipment etc.;
* the wearing/use of personal protective equipment in some circumstances in order to reduce the risk of contamination to both the member of staff and the pupil;
* minimising contact and mixing of groups both during learning and at break times.

In addition to the above, we will:

* contact parents/carers immediately should their child become unwell regardless of whether the symptoms appear to suggest COVID-19. In such cases, parents will be asked to collect their child immediately. If your child’s symptoms appear to be those related to COVID-19, the school will contact the Public Health call centre and provide personal details of your child. We will seek your consent to do this. You may then be advised to seek a test for your child. If the results are returned as positive, your child must remain at home for 7 days and others in your household must self-isolate for 14 days. If the result is negative, your child may return to school.
* contact parents/carers immediately should a child who shares a bubble with your child become unwell with symptoms of COVID-19 – in this case the children in your child’s bubble may remain at school until the test results are returned for the child with symptoms. Should the result be **positive**, all children and staff who have shared the bubble will be asked to stay at home for 14 days; during this time, others in the household do not need to self-isolate unless your own child subsequently develops symptoms. If the result is negative, all children will be able to remain at school;
* ensure that pupils are made aware of the new regimes and routines in school in an age-appropriate manner;
* make decisions about what children will learn and how to help children to adapt to new school routines and restrictions;
* keep in regular contact with parents/carers and ensure you are updated.

Where there are pupils with education, health and care (EHC) plans, we will work with the local authority and other external partners to make reasonable endeavours to provide all or some of the provision written in an EHC plan. This may mean that the provision for a child may temporarily differ from what is set out in their EHC plan. This will be renewed on a monthly basis.

# What parents/carers need to do to support your children and the school

In order to support the school in bringing increased numbers of pupils into school we require you to:

* work with us to help bring your children back to school. Please communicate regularly with us if you choose to keep your child at home at any time during this phase of re-opening *through email to the school office or teachers;*
* read all emails/messages/text notifications promptly that are provided to keep up to date with safety information.
* inform the school immediately (where your child is attending or due to attend school) if they or anyone in the household develops COVID-19 symptoms. Please follow government advice regarding isolating measures to reduce the risk of transmission;
* provide your emergency contact details where these have changed. This is so that we have the most accurate information should there be a need to contact you;
* Inform us of any changes to those who will be dropping off or collecting your child during the next few weeks up to the end of term. It may be necessary to provide these individuals with a new pre-determined code word to be communicated to school staff prior to your child being released into the care of another person;
* recognise and support the school in any adaptations or modifications which we have made to the school’s behaviour management policy. The school Behaviour Policy and the COVID-19 addendum outlining changes to the Policy for the current pandemic are available via the school website or on request;
* understand that if your child’s behaviour is deemed unsafe, he/she will be sent home and will not return until, in the school’s opinion, they can behave safely;
* send your child to school in clean clothes each day he/she is due to attend in order to reduce the risk of contamination. Ideally, school uniform but other clothes are acceptable if washing becomes difficult with short timeframes;
* understand that these are challenging times and accept that circumstances for providing education in school may vary and change quickly. Your child may not be taught by their usual Teacher/Teaching Assistant because of smaller class sizes and staff availability each day;
* follow all hygiene regulations put in place by school;
* carefully follow all the instructions for the staggered dropping off and collection of children for everyone’s safety;
* follow social distancing when dropping off and collecting children at the start and end of the day;
* only send the required equipment/ lunch box and no more. Wipe down/ clean all items before leaving home and on return.
* inform the school via the usual channels if for any reason your child is unable to attend school;
* inform the school if you have any concerns about your child/ren or they are displaying symptoms of stress or anxiety.
* Parents or others will not be permitted access to the school building without prior appointment;

If your child has an EHC plan, please be aware that we may not be able to offer the full range of provision outlined in the plan. We will contact you directly to inform you of the reasonable endeavours we have put in place to provide appropriate support for your child.

# What pupils need to do

In order to support our pupils safely back into school and education, we will expect the following and for those expectations to be reinforced by parents. We accept that for very young children and those with special educational needs the following may not always be simple to understand or adhere to, and will work with those children to ensure that they are as safe as is reasonable. Pupils must:

* follow instructions from their responsible adults without any argument;
* follow any altered routines for arrival, leaving from school and moving around during the school day;
* follow the school’s rules on handwashing, including the use of toilets;
* follow the ‘catch it, bin it, kill it’ expectations. Tissues will be made available in each classroom;
* tell an adult if they feel unwell;
* follow the rules about sharing equipment and other items;
* listen carefully and follow adult instructions on who they can socialise with in class, at break times and lunchtimes and where they can play;
* not share food or drink with others;
* follow the school’s rules and expectations to keep them safe both when in school and when working online when using remote learning at home.

Above all, we expect all pupils to demonstrate their usual respectful behaviour towards each other and adults. They should try their best to ensure the health and safety of others by following the teacher’s instructions to avoid unnecessary contact.

**EXAMPLE VISUALS FOR PUPILS**

|  |  |
| --- | --- |
| social distance Icon 3335946  Keep my distance from other children | talking Icon 1429003  Tell an adult if I feel unwell |
| toys Icon 1580009  Not bring things into school, or take things home from school | Pencil Icon 276446  Only use equipment provided to me by school & nothing else |
| hand & child's hand Icon 2712746  Walk safely with my adult only to and from school. | Coronavirus 2019-ncov or covid-19 disease prevention concept ...  Cough and sneeze into a tissue or into the crook of my arm. |
| Listen to adults and follow instructions without argument.https://tse2.mm.bing.net/th?id=OIP.MkC30xbzBmIymyBc_dokAQAAAA&pid=Api | https://tse1.mm.bing.net/th?id=OIP.rfMxe_GNUu-UAwDPnYPAIQHaH5&pid=ApiNot share food or drinks with my friends or other pupils |
| Hand Wash Icon 2032480  Wash my hands for 20 seconds or more every time | are You Being Kind And Gentle” - Cartoon - Free Transparent PNG ...Be kind and behave well at all times to keep everyone safe. |

**PARENT/CARER AGREEMENT**

I confirm that I have read and understood the school ‘Home/school arrangements agreement for use during the COVID-19 pandemic and will ensure that I share the information with my child/children.

Agreement is assumed unless you inform us to the contrary.