

## Wyvern St Edmund's: Information and FAQs for parents and carers - protective steps to make school a low risk place for your child

We are looking forward to a full reopening of the school in September and seeing all our students who we guarantee the warmest of welcomes. However, to reassure parents/carers, students and staff that we have implemented control measures to provide a low risk environment, we have produced this information and FAQ's document.

Please share it with your child and consider it in conjunction with the risk assessment and behaviour policy addendum.

Who is attending school?	All students are expected to return to school on their allocated day in the first week of September unless they are unwell. If your child or any member of your family has symptoms of Covid19 you must follow the government guidelines about self-isolating and getting a test immediately. Please inform the school immediately.
Travel to and from school	We strongly encourage students to walk or cycle to school where possible. If walking to school, they should do so only with one other student from a different household and adhere to social distancing guidelines. If arriving by car please do not drive onto the school site. If your child is using public transport please remind them it is essential to maintain social distancing and be aware that it is now mandatory to wear a face covering when travelling on public transport. (Students will need a plastic sealable bag to keep a reusable mask in or, if disposable, should dispose of it in the bin immediately after exiting the bus).
Do they wear uniform?	Students will be expected to be in full school uniform. We will be flexible with regards to items of the new uniform that may not have been delivered yet as we are aware there have been supplier delays. If this is the case, please provide your child with a signed note from you.
What about catering?	Both our school dining halls will be open to serve food at lunchtime but will not serve food/drinks before school or at break time. We will continually review this. The lunch menu will be more limited than students are used to. Students will be reminded not to share food or drinks. Cashless catering will continue but instead of using the fingerprint pads, students will be issued with a PIN to use to make their purchases. If they forget the PIN, catering staff can look them up by name. PIN pads will be sanitised between use. Water fountains will be switched on but must only be used for the refilling of water bottles. All water fountains have been fully serviced and have had new filters installed. Please ensure your child has a refillable water bottle with them. Newly installed sinks are in place outside each dining hall with hand wash and paper towels to allow for handwashing before purchasing and eating food. Students having packed lunches should hand wash or sanitise before eating. <i>A reminder we are a nut-free school and students should not bring sweets, gum or fizzy/energy drinks.</i>
Arriving at school	If students are travelling to school by bus they must wear a face covering and aim to sit with the same student each time. Each year group has a designated entrance to school with a clear route signposted to restrict mixing of year groups. At each entrance there is a hand sanitiser point and lidded bin. Students can use the bin to dispose of disposable face masks if they have travelled on public transport. All students must sanitise their hands before entering school. If they have a reusable face mask they should put this in a plastic bag and then into their school bag. (At the time of writing we are waiting for updated guidance regarding the wearing of face masks for children in school).
How have classrooms been adapted?	Students will find all classrooms have been laid out in a uniform way with all desks facing the same direction wherever this is possible. Doors and windows will be open to increase ventilation so please ensure your child is dressed appropriately (i.e. wearing a vest/underlayers in cold weather). Posters will remind students of the need to have good hand and respiratory hygiene (using a tissue when they cough or sneeze). Each classroom has sanitising equipment and lidded bins.

Toilet facilities	Hand driers have been disabled and paper towel holders installed. Maximum occupancy for each location will be in place. Duty cleaners will regularly clean the facilities throughout the day and replenish hand soap and towels as required.
Hygiene and hand washing	<b>Frequent and thorough handwashing and hand sanitising is a critical measure to keep all students and staff safe.</b> Hand sanitiser pumps are located throughout the school building including at every entrance. Each classroom has a sanitiser box that will be checked throughout the day and replenished at the end of each day. This will contain disinfectant liquid and cloth, paper towels, tissues, gloves, hand sanitiser and disinfectant spray. Surfaces will be cleaned at the end of each lesson. The rooms will be thoroughly cleaned at the end of each day. Students and staff will be expected to sanitise/wash hands regularly during the day, especially when leaving/entering the classroom and before eating or drinking. Signage is present in toilets reminding of the need to wash hands and dry hands thoroughly. Toilets will be cleaned and thoroughly disinfected during and at the end of each day. Soap dispensers, toilet rolls and hand towels will be replenished each day. The windows in each room will be opened every morning to provide ventilation. Doors will be propped open wherever possible. Each classroom has a lidded bin which will be emptied daily. All other bins have been removed.
Break and lunchtimes	In fair weather students will be outside. Students will remain in their year group bubbles, maintaining a safe distance and staff will supervise this. If the weather is poor, each year group has allocated inside spaces that will be disinfected before and after lunch. Lunch times will be staggered to ensure less students are in the dining halls collecting their lunch.
What should they bring with them?	Students should have with them: A refillable water bottle, their packed lunch, stationary and calculator (please see equipment list), reading book, personal items (which should be limited to wallets and phones - which must be switched off and in bags). In addition, any books or equipment required for a specific lesson e.g. PE, Music etc. Lockers will not be in use at this time as they create issues with crowded corridors and gatherings of students in small areas.
What will students be doing during the day?	Staff are mindful that some reorientation is required after the extended absence. Students' safety and wellbeing is our priority. On the first day back students will have time with their tutor, be given their timetables and be fully briefed on the changes and expectations to ensure we are Covid secure. We will be settling them back into a routine of lessons, tutor time and worship. There will be regular opportunities for them to reflect, talk and share their thoughts as we all readjust. Enrichment activities will be taking place at the end of the school day as published.
What about practical lessons?	We intend that our full curriculum will be taught as much as possible. Each of the practical subjects have adapted the curriculum and created a risk assessment with control measures to minimise any transmission risk in that subject.
Leaving school	Each year group will exit via their dedicated entrance unless they are catching a bus. Students catching a bus will be supervised in an area for their year group while waiting for their bus. Please encourage your child to wear their face mask while on the bus. If they are being collected by car, please do not drive onto school site or park close to the school as our local residents understandably get frustrated. We recommend you drop off/pick up your child further away from the school to avoid congestion on Church Road.

<p>What if I need to contact school or my child?</p>	<p>Reception will be answering calls and taking messages. <b>Please call the school and not your child to avoid disruption to learning.</b>  We will ensure messages are relayed promptly.  <b>No visitors are to come into school unless it is absolutely unavoidable and only with a pre-arranged appointment.</b> You can email <a href="mailto:office@wyvernsted.org">office@wyvernsted.org</a> or the member of staff you need to talk to. This will help us minimise risk through fewer interactions.  Your child’s tutor remains your first point of contact. Please do not come into school unannounced.</p>
<p>What if my child is unable to attend school?</p>	<p>If your child is unwell (non Covid19) you should follow the usual procedure of informing school of your child’s absence so we can record this.  If an absence is not reported we will make our usual truancy-check call.</p>
<p>What if a child becomes ill at school?</p>	<p>If your child becomes unwell (non - Covid 19 symptoms) or is injured we will contact you.  If your child develops any Covid19 symptoms in school, they will be immediately isolated and you will be contacted to collect them without delay.  We have full PPE for first aiders who will look after your child while they wait for you, but we will expect you to collect them without delay so please ensure that we have yours and back-up contact details so that we can make contact very quickly. The student and their family must then self-isolate and obtain a test ASAP. As the situation is ever-changing we will always contact the local public health protection team for guidance when we have a suspected case and again if the case becomes confirmed as Covid19. The Health Protection Team will risk assess and make a decision on how to proceed and will also contact parents to provide guidance.  The remaining children and staff in this bubble will carry on as normal unless the test result is positive. If that is the case, all parents/carers of students in the bubble will be contacted by text and email and asked to self-isolate for 14 days. <b>Please note that a positive COVID test for a child in a year group is likely to mean that the whole year group must self-isolate – we will also publish this information on website/social media.</b>  (Please see the PHE COVID flowchart)  Please ensure we have up-to-date contact details so that we can make contact with someone at all times.</p>
<p>What if my child has been in school one day and develops Covid19 symptoms at home?</p>	<p>You must inform the school immediately and obtain a test and self-isolate. If the test is negative, your child can return to school. If the test is positive all members of the household continue to self-isolate for the period advised by Health Protection Team.  Parents/carers of students in that bubble will be informed but will not need to remain at home or self-isolate unless we inform you that a positive test has been returned.  (Please see the PHE COVID flowchart)</p>
<p>What about face coverings?</p>	<p>Students are required to wear a face covering on public transport to and from school. Students can wear face masks when moving between lessons and in communal areas if they wish to. Staff will be issued with clear face visors to use at their discretion. Anyone coming into school that is not a staff member will be required to wear a face covering.</p>
<p>Behaviour</p>	<p>We are expecting the behaviour of all students to adhere to our usual behaviour code but, especially at this time, behave in a responsible and mature manner that respects the safety of all and protects themselves. However, behaviour that puts anyone at risk and behaviour which involves a wilful disregard for the health and safety precautions in place for Covid-19 will result in a student being placed immediately in the reflection room. If a student doesn’t adjust their behaviour having been placed in the reflection room, parents will be contacted and asked to collect their child promptly. We also expect students to respect the school environment and help to keep us all safe by using facilities responsibly and making sure all their own litter is disposed of correctly. (Please see the Behaviour Policy Appendix).</p>

	We will explain all the procedures and expectations to students on their first day back in school.
What will school look like?	<p>Students should expect school to look and feel very different to what they are used to.</p> <ul style="list-style-type: none"> <li>○ They will have their own year group entrance and exit.</li> <li>○ They will follow a one-way system around the school site, with some restricted entrances and exits to be observed.</li> <li>○ They will see floor markings in corridors and outside areas to indicate the one-way systems.</li> <li>○ They will see signage on stairs indicating if it is an up only or down only staircase.</li> <li>○ They will see and be expected to use the hand sanitising points that are placed at regular intervals around the school.</li> <li>○ Students will have to remain in their year group bubbles and not mix with students in other years (except for enrichment).</li> <li>○ In their classroom there will be tissues and hand sanitiser as well as disinfectant spray etc.</li> <li>○ Only lidded bins are in the classrooms, recycling bins have been removed for now.</li> <li>○ They will see a Perspex shield in the St Edmund's reception and plenty of Covid19 signage around the school to remind them how to protect themselves and others.</li> <li>○ Students will be supervised at breaks to ensure safe distancing and good hygiene is adhered to.</li> <li>○ In classrooms all desks will be facing the same direction wherever this is possible.</li> <li>○ Teachers will keep records of all seating plans for each lesson.</li> <li>○ Lockers will be out of use.</li> <li>○ Water fountains can be used to fill bottles only.</li> <li>○ Hand driers are turned off and paper towels will be used instead.</li> <li>○ Students will not be able to share resources. They must make sure they have all the correct equipment they need.</li> <li>○ Windows in the classroom will be open to allow ventilation. Only the teacher can close them.</li> <li>○ During the lessons they will have to remain in their seat unless visiting the toilet.</li> <li>○ Staff will maintain a 2m distance from them.</li> <li>○ Surfaces will be cleaned frequently during the day.</li> <li>○ If a member staff is required to make close contact with a student to provide care or first aid they will use full PPE.</li> </ul>
What circumstances would lead to a school closure?	<p>We intend to keep the school fully open from September.</p> <p>The circumstances that would lead to either a partial or full closure are:</p> <ul style="list-style-type: none"> <li>○ An enforced national lockdown.</li> <li>○ An enforced local lockdown.</li> <li>○ An outbreak in school that requires the isolation of a group of students and staff.</li> <li>○ An outbreak in school that reduces staffing below the level we can operate safely.</li> <li>○ A staffing level that falls below safe operating levels e.g. if a number of teaching staff are isolating/waiting for tests due to symptoms at one time we may have to make a partial closure (e.g. one/two year groups)</li> </ul> <p>We have in place a remote learning policy to make sure that, in any event, learning can continue by way of online learning.</p>

How will the school communicate with parents and carers?	We will continue to publish our weekly Family Bulletin with ongoing updates and school news. We will increase the use of SIMS Parent App. Please see the website or contact Mrs Burns <a href="mailto:aburns@wyvernstedds.org">aburns@wyvernstedds.org</a> if you have not signed up to this or need support. We will continue to post updates and information on our school websites and social media. When there is urgent or detailed information that we wish to share, we will email as well as put letters on the websites/social media.
--	---

**Please remember all of the arrangements are for the protection of all students and staff, their families and our local community.**

**What will not be different is the pleasure staff will have to be seeing and teaching our students and the joy of learning our students will demonstrate.**

**Our priority is the safety of students and staff which we can achieve whilst providing a positive and useful experience.**