



Guidance for Parents/Carers for Children returning to school in September 2020.

The Government has deemed it safe for pupils to return to school from September 2020. We will be endeavouring to follow their guidelines to ensure that the pupils and staff are as safe as possible. We will be putting procedures into place to ensure this. Schooling will be compulsory. The government is clear in the guidance that we cannot be expected to maintain a social distance of 1m+ at all times with pupils but we will be working through a hierarchy of measures that include:

- **Avoiding contact with anyone with symptoms – any child displaying any symptoms at home must not be sent into school and any child with symptoms in school will be isolated and sent straight home, inform the school immediately**
- **Frequent hand cleaning and good respiratory hygiene practice**
- **Minimising contact and mixing**
- **Key Stage bubbles (of no more than 200) and area zoning**
- **Reduced movement around the school building and managing the flow of people**
- **Regular cleaning of settings and removal of crowded areas**

September Plan - Timeline for Catshill Middle School

Wednesday 2nd September - Transition day for new year 5 pupils and other new starters. (School will only be open to new pupils)

Thursday 3rd September - All year groups return to school. Pupils will be in a single classroom with their new class teacher. The children will follow a supportive programme designed by their teacher. This should help the children to start their journey back to normality. Protocols and expectations will be discussed.

Friday 4th September - All year groups start following the new 2020-21 timetable. (classrooms may be different to reduce movement and contact)

It is hoped that the following guidance enables you to be clear about the approach we will be taking.

Class Sizes

Pupils will be taught in normal class sizes. They will be based in one classroom whenever possible. We will utilise some specialist teaching areas as asked to by the DfE and these will be cleaned between key stage bubbles. Desks in the main classroom will be forward facing (as requested by the DfE) and pupils will have their own A4 equipment wallet which will remain in school for their use. Stationary from home must not be brought into school. Classrooms and other areas will have additional cleaning during the day and evening.

All bags and belongings will be kept in the classroom by their desk, we will not be using cloakroom areas or changing rooms.

We will be using R1, R4, R5, R7, R8, R9, R10 and R13 for KS3 classrooms.

We will be using R14, R17, R18, R19, R20, R21 for KS2 classrooms.

Behaviour

It will be essential in September that all pupils take responsibility for good behaviour across the whole day to ensure that Covid-19 arrangements are adhered to for the safety and well being of all staff and pupils.

Should pupils not be able to adhere to the strict guidelines in the covid charter then parental conversations will have to be undertaken very quickly. We cannot and will not allow any pupil to put the safety of others at risk.

Mobile phones will NOT be permitted at all.

Teaching Structure

Pupils will have contact with a number of adults in their classrooms (including teaching assistants). Adults will be maintaining an appropriate social distance from the children. Everyone will be instructed to wash and/or sanitise their hands at regular intervals during the day and every time they move to a new room.

Lessons will be part of our broad and balanced curriculum (as requested by the DfE). Pupils will have their normal subjects with their normal teachers. ***Teachers will be moving between classrooms more to reduce pupil movement.***

Learning will look different. Pupils will have teacher led lessons, marking will be undertaken but this may not be as frequent as usual. Verbal feedback will be frequently given and the whole group will be guided by the teacher from the front of the classroom. Additional pupil specific guidance will be given as appropriate. There will be no physical homework set (to be reviewed at half termly intervals).

Pupils do not need to bring any equipment to school. Resources will be provided.

Breaktimes and Lunchtimes

Pupils will be with their own key stage bubble (Y5&Y6 or Y7&Y8). We will assign each key stage an area in which they will have their play at break/lunch and they must abide by that. There are only one set of girls and boys toilets at Catshill Middle School. Cubicles will be labelled with KS2 (Y5/6) or KS3 (Y7/8) to minimize contact between groups of children. These 'high traffic' areas will be regularly cleaned. Children will be washing their hands as soon as they finish using the toilet and we will be discussing regular washing/sanitising with them on their first day.

The school has performed a full risk assessment process under the direction of Worcester Children First (WCF) and has been given the green light to open fully. This risk assessment process has been overseen by Public Health, Health & Safety and Safeguarding teams within WCF.

Catering

'Tuck' will be available at breaktime and school dinners will be available at lunchtime. Pupils may still bring their own snack and drink and/or bring a packed lunch. Pupils will need to bring their own bottle (with a lid) which they will store in their classroom. There will be 2 separate 'tuck' areas at break. (KS3) in the gym and (KS2) in the hall. Lunches will be served to one key stage in the hall and this will then be followed by a clean of the furniture before the second sitting takes place in the hall. Children will be able to sanitise after lunchtime as they move back to learning. If your son/daughter is entitled to Free School Meals this will continue. We will be there to assist this at lunchtime, please ask your child just to mention this when they arrive in the lunch hall.

Please see the Covid-19 statement for parents from Shire Services Catering

<https://www.catshill-middle.worcs.sch.uk/parental-information/catering-information>

Uniform

Pupils will be expected to wear school uniform. We understand that some items may be difficult to obtain before September. Please let us know if you are having difficulty obtaining a particular item. ***Pupils will need to arrive at school dressed and ready to participate in PE activities on the days that they would normally have PE. The children will receive their timetables in September (before their first PE lessons) and these timetables will also be available to view on epraise.***

Music

Due to the very nature of this subject the advice that we have been given is that much of this subject should be taught through internet based learning. We have made provision for Chromebooks to be available but to assist with this it would be best if pupils had their own headphones that they could plug into an audio jack (3.5mm headphone jack not wireless). If you cannot get one for the first week or so please do not worry.

Entry and Exit

Entry will be 'fluid' in the morning and exit will be staggered in the afternoon to allow as low a number of people as possible to be entering and exiting school at the same time and to manage the flow outside the school gates. Years 5 and 6 (Key Stage 2) will need to access

the playground from the bottom gate in the morning (nearest to Chadsgrove). Years 7 and 8 (Key Stage 3) will need to access the playground from the main gate onto the playground in the morning. The window for arrival will be between 8.30 and 8.45 as normal. Pupils will then be guided straight to their class bases where their teachers will greet them each morning as they arrive. We will meet our Year 5 new starters on the playground on day one.

Data Collection Form

If parents of any new pupils to Catshill have not yet completed the data collection form please do so urgently. We must be able to contact a parent/responsible adult at all times of the school day.

https://docs.google.com/forms/d/e/1FAIpQLSesDXpD9DF7c8vJwwY2XtHda5_392ax4y6JeElmejyT6CxbDQ/viewform?usp=sf_link

Exit times will be as follows.

Year 8 - 3.05pm (main gate)

Year 6 - 3.10pm (bottom gate)

Year 7 - 3.15pm (main gate)

Year 5 - 3.20pm (bottom gate)

No parents will be allowed on site at any time. Any communication with school needs to be via email (office@catshill-middle.worcs.sch.uk) /epraise or phone calls (01527 872431) to the school office. There are no after school clubs this half term and this will be reviewed.

Transport to and from School

Where possible pupils should walk or cycle to school. Parents are encouraged to use their own cars to transport pupils to school where it is not possible for them to walk or cycle. Please be considerate of our neighbours when arriving for drop off or collection, please do not block any driveways. It is beneficial to park a short distance away and walk to school rather than cause traffic congestion on Gibb Lane.

School transport provision will be functioning and there is guidance available for parents/carers of pupils using these services (this is being sent directly to parents by the Transport Team). This will include the use of masks which we will discuss with pupils on an individual basis. Please ensure they have a plastic bag to deposit their mask into on arrival which can then be accessed for their return journey.

Movement around School

A one way system will operate in most corridors and outside the school building. Appropriate social distancing markings are placed along the floor in all the corridors, pupils

will need to abide by these as they move. The exception to this is the gymnasium corridor which will be dual direction to allow ease of access to the toilets for boys & girls. This wide corridor is clearly marked with arrows and social distancing signage.

Cleaning

There will be continual cleaning of all touch points, i.e. handles, taps, toilets, doors etc. Each classroom used will be thoroughly cleaned each evening. Pupils will be asked to wash and sanitise their hands frequently throughout the day and on entry to all new classrooms. There are enhanced procedures in areas with computers so that all touch points are cleaned every lesson.

We have factored in additional cleaning during the school day to support us all at this time.

Please discuss all the published safety protocols (identified above) at this time with your child.

Public Library @ Catshill

It is the intention of the Worcestershire Library Service to reopen the Library at the school in September (they will publish plans on their website). However to ensure the health & safety of our pupils we are agreeing with their service that no children can use the facility after school without an appropriate adult being with them. This would also include all users wearing a face mask as is mandatory in all public libraries.

Personal Protective Equipment (PPE) including face coverings and face masks

Wearing a face covering or face mask in schools or other education settings is **not recommended for children**. Please see below from the DFE

“Based on current evidence, Public Health England does not recommend the use of face coverings in nurseries, childminders, schools or colleges (except in some specific circumstances).

This is because:

- children, young people and staff are mixing in consistent groups
- not using them correctly may accidentally increase the risk of transmitting the virus
- there may be negative effects on communications and therefore on your child’s education”

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Shielded and Clinically Vulnerable Children

“A small number of children and young people may be unable to attend in line with public health advice because they:

- are self-isolating

- have had symptoms or a positive test result themselves
- are a close contact of someone who has coronavirus (COVID-19)

Shielding advice for all adults and children was paused from 1 August. This means that children and young people can return to school or college if they:

- are on the shielded patient list
- have family members who are shielding

See the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for the current advice.

Children and young people under the care of a specialist health professional may need to discuss their care with their health professional before returning to school or college. This should usually be at their next planned clinical appointment.

If children are not able to attend school because they are following clinical and/or public health advice, you will not be penalised.”

Please contact the school to discuss your individual issue related to this section.

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

Government Guidance

The government have produced a guidance document for parents entitled:

“What parents and carers need to know about early years providers, schools and colleges in the autumn term”

We would urge you all to read this document.

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Admin Support for Parents

Finally a reminder that the very useful document entitled “Admin support for parents” is located on the September 2020 page of the website, scroll down to find it. It contains lots of valuable information that you might want to print out and stick on the noticeboard/fridge at home.


<https://www.catshill-middle.worcs.sch.uk/parental-information/september-2020-information>

It is important to note that the plans for school opening may change as close as 24 hours before the 2nd September 2020 depending on government guidance and infection rates. If we are advised to change our offer of provision, or have to for any other reason this will be communicated by email which could be right up to September 1st so please check your inbox regularly just in case.


Public Health England

Education guidance


The most important symptoms of coronavirus (COVID-19)



new and continuous cough



high temperature

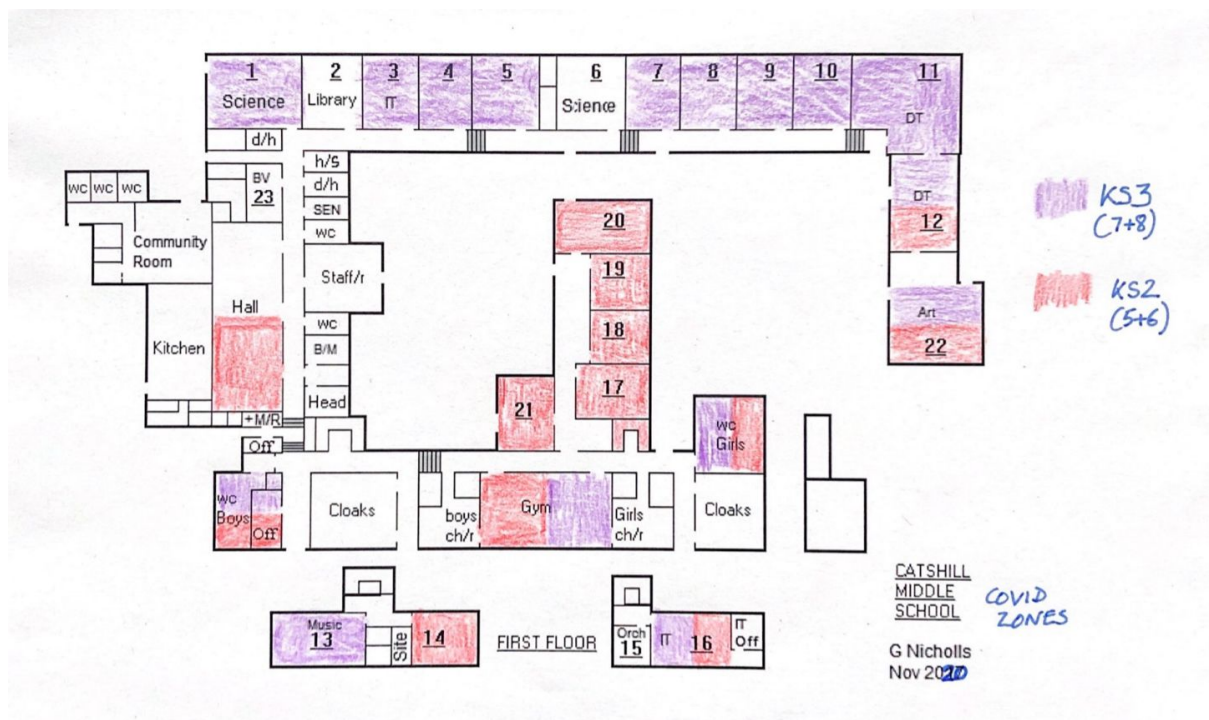


loss of, or change in, your normal sense of taste or smell (anosmia)

If **you have symptoms** of coronavirus, you need to **self-isolate for 7 days**
 If **you live with someone who has symptoms**, you need to **self-isolate for 14 days** from the day their symptoms started

For most people coronavirus will be a mild illness. However if you have any of the symptoms you should self-isolate at home

Zones at Catshill Middle School



Catshill Safety Charter



Work together



Safety first



Washing hands



Wellbeing

What we expect to see from you

What you can expect from us

You are responsible for following the rules that are displayed around school.

Clear rules for us all to follow. These will be displayed all around school.

Stay in the desk you are allocated

Class groups that have designated classrooms.

When accessing the toilet use the assigned key stage toilets. Keep **1+m** apart.

Planned lessons with a small number of adults.

Tell someone if you are not happy. **Wash** your hands or sanitise regularly.

Regular chances to talk about your feelings and to wash your hands.

1+m apart - clean hands