



ST CLARE'S SCHOOL

REMARKABLE STUDENTS - UNIQUE ABILITIES

RETURNING TO SCHOOL

A guide to help you back to full time learning

1st September 2020

It has been a time of many changes in our lives, and we welcome the chance to get back to school. We understand that this must be safe for pupils, staff and anybody coming on site. It is important you know what we will expect and how you can be best prepared for a return to lessons. If you have further questions, please contact school 01332 511757.

All pupils are expected in from **Monday 7th September**. School is **full time**. Our school day starts officially **at 09:00** and ends at **15:15**, but we are having flexible arrival and leaving to ensure we space out people and are better able to maintain social distancing. Please consider how this could affect your child.

DO NOT ATTEND IF YOUR CHILD, OR ANYONE YOU HAVE CONTACT WITH, HAS SYMPTOMS OR A POSITIVE TEST RESULT

The main symptoms of coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

What to do if you have symptoms

If you have any of the main symptoms of coronavirus:

1. Get a test to check if you have coronavirus as soon as possible.
2. Stay at home and do not have visitors until you get your test result – only leave your home to have a test.

Anyone you live with, and anyone in your support bubble, must also stay at home until you get your result.

www.nhs.uk/conditions/coronavirus-covid-19/symptoms/

We will refer to **Lower School** and **Upper School** in this document.

- **Lower School refers to year 7 and 8.**
- **Upper School refers to years 9, 10 and 11.**

SAFETY MEASURES

We have many measures that will keep the children safe including **frequent hand hygiene** and **regular cleaning** of rooms and toilets throughout the day. We have had additional basins with hot running water installed and many procedures to help us reduce the risk of transmission.

An induction as to these routines will occur on the return of pupils and we will maintain .

If your child feels that they need a **face covering** to feel safe, this will be fine. I would ask that they have a **face covering** they may use that is clearly labelled as theirs should they need it.

THE SCHOOL DAY

To reduce risk of transmission, students will not move between classrooms. To ensure we offer a full range of curriculum subjects, teachers will move between rooms.

Children will have their full timetable as usual, but with some adaptations. On day where they have Physical Education timetabled, please ensure students wear trainers and have clothing loose enough and suitable for exercise.

We will not be using the changing rooms other than for personal care issues.

All appropriate measures around school life, sharing materials and safety procedures, such as an adapted evacuation, have been considered and will be shared with pupils.

MORNING ARRIVAL

If your child come in a bus or taxi...

Families will be contacted as to when your child will be collected. **This is organised by your local authority, not the school.** Children will be transported in Lower School and Upper School groups.

Staff will collect the groups or individuals from the transport and record their arrival. We are asking children to remain in the transports until instructed by school staff.

An extended period of arrival from 08:30 until 09:00 will allow for a reduction of any bottlenecking/ too many arrivals at one time.

If independent or Parent/Carer provides transport...

We are asking that we spread out your arrivals to support our ability to be well spaced. To support this, please arrive within the requested slot...

SURNAME STARTS WITH...	DROP OFF SLOT
A – G	08:30 – 08:40
H – N	08:40 – 08:50
O – Z	08:50 – 09:00

If on foot, please wait in the 2 metre spaced markings from the large gate, along the pathway across the front of school.

[We are asking that, once safely dropped off at school, that transports or people, please move on to allow room for others.](#)

Children will go directly to either the Upper or Lower Yards before coming in for registration. Staff will direct this.

Classes will always enter and leave through the external doors of their form rooms. Only 10H will use the main entrance.

LUNCHES

We will have two sittings with the Lower School having lunch first, at 12:45, then going outside. The Upper School will have their outside time before coming in for lunch at 13:10.

Pupils will be sat in class groups and spaced out. Adults will serve the food. We have liked to encourage independence, but in the current climate, we will keep any contact with food as an adult role.

Additional staff are being deployed to support lunches.

There will be a brief period to allow for hand over and ensure groups do not mix. A bell will indicate to staff when these changes will occur.

HOME TIME

If your child come in a bus or taxi...

Staff will bring out the groups to their transport and record the handover. **This will be from 15:00 to 15:30.** We will be asking transports to be as consistent with timing as possible so to ensure we have as predictable and calm handover as possible, with as much distancing as possible.

If independent or Parent/Carer provides transport...

We are asking that we spread out your arrivals to support our ability to be well spaced. To support this, please arrive within the requested slot...

SURNAME STARTS WITH...	DROP OFF SLOT
A – G	15:00 – 15:10
H – N	15:10 – 15:20
O – Z	15:20 – 15:30

If on foot, please wait in the 2 metre spaced markings from the large gate, along the pathway across the front of school.

[We are asking that, once safely dropped off at school, that transports or people, please move on to allow room for others.](#)

Thank you for your continued cooperation.

