

ST. LUKE'S CHURCH OF ENGLAND PRIMARY SCHOOL



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Dear Parents and Carers,

I hope you are all well and keeping safe. It's been great over the last couple of weeks to see so many of you picking up your child's school report.

I am pleased that the last few weeks have felt more like school since more year groups returned. The next step for St Luke's is to welcome all pupils back and extend a warm welcome to our new Reception Class in September.

After the government's publication of the guidance for full opening in September, we have spent a considerable amount of time going through this document and using it to plan what the full opening will look like for St Luke's. You will find details of this in the **Information and Arrangements for Parents and Carers** document accompanying this letter and on the school website at http://www.saintlukes.wigan.sch.uk/serve_file/738603.

Normally, I would be taking this opportunity to celebrate the achievements of the past year, instead I find myself reflecting on the challenges we have all faced so far in 2020. The way in which the school community, every member of the staff at St Luke's and all our families have pulled together has been quite remarkable. I am in awe of the resilience, dedication and commitment displayed throughout a time that was both difficult professionally and personally. The support we have received from parents, carers and families has been overwhelming. We understand how difficult this will have been for everyone so I want to say a big thank you to you all.

I want to congratulate and praise our children for showing great resilience, courage and perseverance. Life for them has been somewhat out of the ordinary and they deserve tremendous credit for the way in which they have dealt with the situation. Please be assured that we will do everything we can to support their mental health and transition back to school.

I am so pleased that Year Six were able to return before the end of term. It has been wonderful to see them and most importantly they have been able to have closure to their time at St Luke's. On behalf of everyone, we wish them every success at high school and all the best for their future. We also say goodbye to some of our long-standing families this year; thank you all for working in partnership with us over many years.

Rest assured that St Luke's staff are working tirelessly to ensure that your return on Wednesday 2 September will be a safe and happy one. Until then, I hope you and your families find some way of relaxing and enjoying the summer holidays.

Yours sincerely,

S Hardaker

Mr S Hardaker
Headteacher



Information and Arrangements for Parents and Carers on the Re-opening of St Luke's C of E Primary School to all Children in September 2020

Please read the following information carefully:

Based on current Government guidance and scientific advice, from 03 September 2020 St Luke's will re-open to all children in all year groups. *"Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)"*

However, we must be mindful that local guidance could change during the six week summer holiday break depending on the incidence of the Covid-19 virus in our community. The DfE guidance says *"While our aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education."*

The DfE guidance also advises that schools should *"minimise contact between individuals and maintain social distancing wherever possible."* We will be creating year group 'bubbles', but it will be almost impossible to achieve social distancing within them because of the number of children and size and layout of the classrooms. However we aim to minimise interaction between the bubbles and so will be operating a staggered start and finish time for each class which is explained in the following table:

Please be aware that these arrangements are subject to review dependent on national and local Government and Public Health advice.

The start and finish times are staggered to minimise social contact between families as well as class bubbles.

Classes	Start Time	Finish Time	Lining Up	Teacher
YR	8.45am	3pm	KS2 playground (middle)	Mrs Richardson
Y1	8.45am	3pm	KS1 playground	Mrs Finch and Mrs Beechey
Y2	9am	3.15pm	KS1 playground	Miss Bentley
Y3	9.15am	3.30pm	KS1 playground	Miss Atkinson
Y4	9am	3.15pm	KS2 playground (along fence)	Mrs Derbyshire
Y5	9.15am	3.30pm	KS2 playground (along fence)	Mr Smith
Y6	8.45am	3pm	KS2 playground (along fence)	Mrs Eastham

Key Information

- It will be impossible to guarantee that your children and the staff will be safe from exposure to the Covid-19 virus if a case occurs in school.
- It will be impossible to guarantee that children will remain socially distanced.
- Start and finish times will be staggered, in order to comply with social distancing advice.
- Lunch times will be staggered. Children will eat their lunch in their classroom or outside dependent on the weather.
- There will be no whole school collective worship, assemblies or times for the children to play together outside their year group bubble.
- Parents will not be allowed into the building to drop off or collect children.
- Parents and carers must not gather at the school gates.
- Parents will only be able to communicate through the class DOJO, e-mail and telephone. One parent or carer may be admitted to the building in the case of an emergency.
- There will be no Before and After School Club when we return on 03 September, but this will be kept under review and re-opened as soon as is feasibly possible.

Attendance:

Attendance at school will return to being mandatory. The DfE advises: *“Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply.”*

We understand that some families will have concerns about the transmission of Covid-19 and it is our aim to work with you and reassure you that we have carried out a comprehensive risk assessment and implemented additional measures and practises in school to protect our whole school community. If, after reading this guide you still have concerns, please contact the school office to make a telephone appointment to discuss your concerns.

Social Distancing

Social distancing in the year group bubbles cannot be achieved because of the size and layout of the classrooms. We have put measures in place to achieve social distancing between the year group bubbles, but this cannot be guaranteed, for example: the children share bathroom facilities.

There cannot be any guarantee that the virus won't spread in school. When bringing your children to school, it will be essential that social distancing is still observed for adults and it is important that parents do not gather outside the school gates.

Parents must drop off and pick up quickly then return home to minimise risk. Only **one** parent per child or children in the same household should attend the drop off and pick up. The guidance below recognises that for young children it will be difficult to apply the one meter plus rule, let alone the two metre rule. However, we will be directing the children regarding their physical contact with each other in order to keep them as safe as we can in the circumstances. “We know that, unlike older children and adults, early years and primary age children cannot be expected to remain two metres apart from each other and staff.” (Gov.UK)

Class Organisation:

During break times, the children will remain in their class bubbles in designated areas of the playground ensuring that the classes are not mixing to minimise risk as per the guidance. Use of equipment outside will be limited and regularly cleaned.

Lunch times will be staggered. The children in Years 1 to 6 will eat either in their classroom or outside. Reception will eat in the hall. We will keep this under review and we will ensure they remain in their designated areas with their class.

Protective Measures:

Children and staff who have coronavirus (COVID-19) symptoms [coronavirus \(COVID-19\) symptoms](#), or who have someone in their household who does, **must not attend school**. You are advised to follow the Government advice current at the time. Information on testing and track and trace is available at <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>

If anyone in the school becomes unwell with a new continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be moved to an isolated room, sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. Children and staff who have tested positive for Covid-19 in the last seven days must not come in to school. The Government has announced that it has plans to issue a small number of home testing kits to schools.

No PPE will be given to pupils. Guidance states that, "Wearing a face covering or face mask in schools or other education settings is not recommended." (Gov.UK) This advice has been issued to children and adults in schools alike. If your child wears a face covering to travel to school we require it to be removed and disposed of before they enter school.

All classrooms will have been thoroughly cleaned and disinfected prior to children returning to school. All spaces within the school will be equipped with soap, sanitisers and disinfectant sprays. The children will be required to wash and sanitise their hands regularly throughout the school day, which will be a requirement and not an option. Tables and equipment will be cleaned regularly. This will also include sink areas and toilets.

Children will be able to access equipment in the classroom that can be easily cleaned. Children will be given a designated place to sit in the classroom which will remain their place over the coming weeks. We will not be able to socially distance the children's places.

Children will be allowed to have their own water bottles, lunch boxes, hats and coats in the classroom. Children in Years Five and Six will be able to bring in their mobile phones which will be placed in to individual sealable bags and stored in school.

Some staff will wear the PPE supplied by school. All staff will wear PPE if a child requires first aid, intimate care or if a child is displaying any of the Covid-19 symptoms.

For our younger children, who will use a wider range of equipment, we will ensure, as far as is practically possible during the school day, that this is cleaned regularly and follow the government guidelines by removing things that are hard to clean such as dressing up clothes, play mats and soft toys from our environments in the short term.

To protect all the children and staff, if your child feels unwell in any way before school, do not medicate them to allow them in to school. To protect us all, please keep them at home.

If your child requires prescription medication (four times a day or more) please email the school at enquiries@admin.saintlukes.wigan.sch.uk for further advice before sending your child to school.

Uniform

Pupils are to attend school in full school uniform and parents should ensure that it is washed on a regular basis. Please ensure your child has a PE Kit in school which is taken home weekly for washing. Long hair must be tied up and absolutely no jewellery of any type may be worn. Where possible some learning will take place outdoors, therefore please ensure that children have their coats and sensible footwear.

What happens if someone becomes unwell at school?

If your child becomes unwell with any of the published Covid-19 symptoms, which include a new continuous cough, high temperature and loss of taste and smell, they will be isolated and your child must be collected immediately. Families should then follow the coronavirus infection guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Staff caring for the sick child will wear full PPE including a mask and visor. Staff will take the child's temperature using a contactless thermometer.

Any family or child displaying symptoms of Covid-19 must stay away from school, follow government advice and refer themselves for testing. Appropriate measures will be taken to isolate anyone who displays symptoms whilst they await collection from school.

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

All staff and children are able to refer themselves for testing if they display symptoms of Covid-19. If a child or member of staff tests positive, they must stay away from school and follow the government advice. The rest of their group may be sent home and advised to follow the latest UK Government advice, which is currently to self-isolate for 14 days. School will follow the latest Public Health Protection Team advice.

Anyone displaying symptoms of coronavirus can and should be tested. Anyone displaying symptoms is eligible for a test. Tests can be booked through: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/> or ordered via the telephone dialling the NHS 119 number. All children under the age of 11 will need to be helped by parents/carers if using a home testing kit.

If a member of staff or child tests positive for Covid-19 we will act swiftly and follow the advice of Wigan Council's Health Protection Team, NHS Track and Trace, as well as following current Government advice. It is possible in this situation that we would have to temporarily close one or more bubbles, or even the whole school.

Dropping off and collecting from school:

Please be aware that from September 2020 the playground will look different due to alterations to each area. It is advisable that you familiarise yourselves with the new layout on the first day.

As much as possible, we want to limit the numbers of parents having to come on site to ensure social distancing guidelines are followed. Therefore, we will be operating staggered arrival and pick up times and will provide designated entrance/exit points for each class. Start and finish times for each class are detailed at the beginning of this document. In line with government guidance, we are encouraging parents and children and young people to walk or cycle to their education setting where possible. As we are staggering start and finish times children will be able to access the bike rack area. **Only one parent will be allowed to accompany their child/children onto the school site and we ask that, where possible, Key Stage 2 children are left at the gate to line up on their own.** There will be a member of staff on the playground from 08:40am until the last class start time. Please stick to your drop off and pick up times to minimise the number of parents and children on the school site at any one time.

The main entrance for all parents and children will be the large gates on the Junior playground. We will operate a one-way system for parents of Years One, Two and Three who will be expected to leave the school site via the pedestrian path and gate on the Infant playground. Parents of Years Reception, Four, Five and Six should leave the school site via the same gates they entered (large gates on Junior playground).

Staff will be on-hand to instruct parents and pupils on where to line up. Children must not run around the playgrounds or play on the play areas. Once your child has entered the school building, you should proceed to your designated exit point. Staff will be on hand to guide you. Please ensure that you remain at least 2m apart from other staff, parents and children at all times. We would prefer that

you do not approach staff – if you need to speak to a member of staff please contact the school by class dojo, telephone 01942 201140 or email enquiries@admin.saintlukes.wigan.sch.uk

Any children walking to school independently will be expected to adhere to these rules. Please ensure that you explain these to your child. Staff will be there to help them. Parents will be asked to accompany any children who do not follow the rules.

Break and Lunch Times:

We will continue to provide school snack, which can be paid for online via Lunch Shop. We cannot accept cash.

Infants will continue to receive Universal Infant Free School Meals, however we will only be able to provide packed lunches, which must be ordered in advance on Lunch Shop –our school meal provider will be able to offer a hot packed lunch by September, please check Lunch Shop in late August for the menus and to pre-order. The cost of a school meal for children in Key Stage 2 will be £2.35 per day. **We will have no facility for ordering on the day: if your child has not pre-ordered their meal at home we will contact you and ask you to order and pay for their lunch on Lunch Shop.** You can provide your child with a packed lunch from home and we strongly advise you to thoroughly clean lunch boxes and water bottles each day.

School lunch time provision will be constantly under review.

What happens if I need to drop something off at school for my child?

We kindly ask that you do not come to school during the school day unless requested to by staff. If you are asked to drop something off at school during the school day please speak to the office staff via the intercom outside the main entrance who will give instructions. Staff may refuse to accept non-essential items or those not requested by school.

Curriculum and School Day:

From September school attendance will be mandatory. Attendance will be monitored as it was before the partial school closure for the management of the Covid-19 pandemic.

School will be delivering a broad and balanced curriculum. However, as soon as we return in September we will be focussing on transition and PHSE work centred around the impact of Covid-19. PE lessons will take place but there will be no contact sports games. Year Six will take part in their swimming assessment on 02 September 2020 and Year Three will start weekly swimming lessons on 09 September 2020.

Statutory Primary Assessments are scheduled to take place in the summer term of 2021.

We will not hold any events for parents for the time being. Class Worship will take place within each year group. There will be no 'show and tell' opportunity for the time being as we are trying to limit what is brought in to school.

Music Tuition will resume in September, including peripatetic instrumental lessons and Year Four Wider Opportunities. You will be able to pay for lessons in the usual way on Lunch Shop. **Please note that we are unable to accept cash or cheques and all payments must be made online.**

After school sport clubs will return in September, however no contact team games will be permitted for the time being. We will write to you in early September with details about each club.

Off-site Visits:

Educational visits are now permitted subject to protective measures being taken and the usual risk assessments which are created by teachers before any educational visit. However, for the time being we are not planning any educational visits with the exception of swimming assessments and lessons.

For the foreseeable future there will be no inter-school sports or other meetings. This will be kept under review in line with Government advice.

Behaviour:

In light of the current changes to school due to Covid-19, there will be a need for children to behave differently when they return to school. There will be new expectations of behaviour and attitude. Children will be expected to:

- follow any altered routines for arrival or departure;
- follow school instructions on hygiene, such as handwashing and sanitising;
- follow instructions on who pupils can socialise with at school;
- move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing, sticking to class bubbles);
- follow school instructions about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching mouth, nose and eyes with hands;
- tell an adult if they are feeling unwell in any way or experiencing symptoms of coronavirus;
- follow school rules about sharing any equipment or other items, including drinking bottles;
- follow school instructions about play times and lunch times, including where the children may or may not play and social distancing;
- follow the school instructions about use of toilets;
- avoid at all times, coughing, sneezing or spitting at or towards any other person.

Children who ignore the expectations and instructions around Covid-19 and are therefore risking the safety of themselves, other children and staff, will be removed from their group and parents will be contacted.

Support for BAME Families:

We will strive to ensure that children from BAME families will remain in their bubble for all activities to minimize interaction with others. **We strongly advise parents to contact their GP or the school nursing team to discuss any concerns they have specific to their child.** We will then work with any recommendations to minimise risk and maximise safety.

We will implement any new government advice relating to children of families within the BAME risk group. If you have concerns please do not hesitate to make an appointment for a telephone meeting to discuss them with us.

Special Educational Needs:

We will continue to support the needs of all children, including those with special educational needs. Where children require 1:1 personal, physical or intimate care we will follow our school policies with staff wearing appropriate PPE to protect both themselves and the child. All our policies are available at <http://www.saintlukes.wigan.sch.uk/page/statutory-information/20338>

Visitors to School:

We will not be able to welcome visitors to school for the foreseeable future. If you require an appointment with a member of staff please contact your child's class teacher via Dojo or telephone, or email the school office for a telephone appointment.

Where essential maintenance is required, or in an emergency, all people entering the building will be required to wear a clean disposable mask and gloves during their entire visit and take them away with them for safe disposal.

Safeguarding:

As we did before the lockdown, we will ensure that there is a Designated Safeguarding Lead (DSL) in school at all times. If you have a concern please do not hesitate to contact Mr Hardaker, Mrs Derbyshire, Mrs Vize or Miss Bentley. Further information on safeguarding is available on our website http://www.saintlukes.wigan.sch.uk/serve_file/331062 or from Wigan Childrens Safeguarding Board <https://www.wiganlscb.com/home.aspx>

ⁱ DfE/Guidance for Full Opening: Schools/Published 02 July 2020