

St Charles Borromeo

COVID-19 - response to a full return to school in September

A guide for parents



From the 2nd September



Our school will welcome back **ALL** children.

We are in a constantly evolving situation and these slides are an indication of our intentions for the return to school on September 2nd.

These will be monitored, reviewed and adapted as and when required following government guidelines and in line with the school's COVID19 Risk Assessment.

To reduce risk

Children are asked to wear their school uniform to school.

On PE days children are asked to wear their PE kit and trainers. This is in order to reduce the amount of clothing being handled.

Teachers will inform you of these days in September.

To reduce risk

Please bring in...

- ✓ Water bottle with your child's name on.
- ✓ A piece of fruit for snack for break time.
- ✓ Coat if needed.
- ✓ Packed lunch if you do not want one provided.
- ✓ Book Bag with reading logs and books.
- ✓ Key Stage 2 children will need their own pencil case with any necessary equipment. Equipment will be provided for Key Stage 1 children.



Please do not bring in

- X Any unnecessary items.

To reduce risk

When coming into the school...

Please **do NOT**

- X Touch any doors, gates or items around the school.**
- X Stand around in groups. We rely on our families to respect the need to socially distance at all times when in the vicinity of the school.**
- X Gather at the gate.**
- X Enter the site at times outside those for pickup/drop off.**
- X Enter the office or any part of the school building unless it is vital. Phone or email instead. (This will be reviewed as recommendations change)**



Next is what we need you to do...



To reduce risk

When coming into the school

- ✓ **Try to stick to the time allocated to you. Gates will not be opened until 8:50am. We cannot be held responsible for the safety of any children before this time.**
- ✓ **Space yourselves out** from other families using markings on the walkway as a guide.
- ✓ **Very quickly** drop off at the gates or from your car. A member of staff will be on the gate each morning where possible.
- ✓ Reception parents can accompany their children to the Reception drop off area each morning until further notice to help with transition to school life.



To reduce risk

When coming to school

- ✓ Avoid unnecessary conversations at the gate so we can get everyone in promptly.
- ✓ Walk to school if at all possible.
- ✓ Phone the office if you wish to make an appointment.
- ✓ Use the specified exit gate.
- ✓ Be aware of the latest guidelines for travelling safely:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

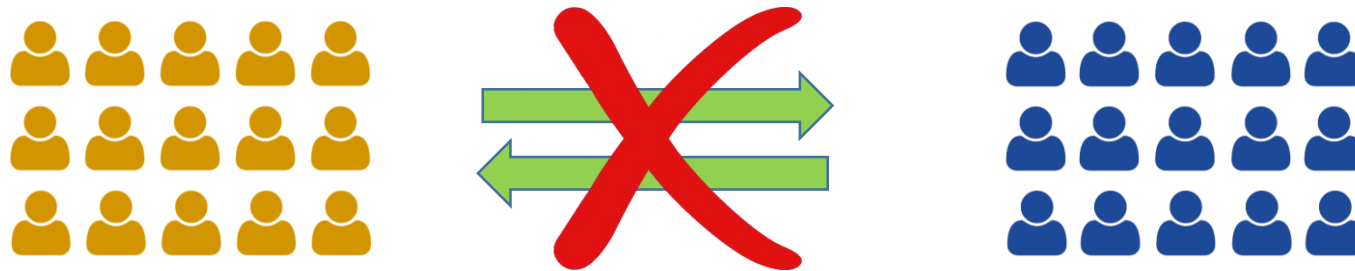


To reduce risk

In classrooms...



- ✓ There is a separate first aid kit for the group.
- ✓ Gloves are available to staff who need to give first aid. PPE will be available for intimate care where necessary.
- ✓ During school hours your child will **only learn and play with the children in their class** – this will reduce the risk.



To reduce risk In classrooms...



- ✓ Tables will be grouped to minimise face to face contact where possible. Classroom layout will take into consideration the age and needs of the children.
- ✓ Children will **only use their own equipment**. Sharing of equipment will be minimal. Key Stage 2 children will need their own pencil case with any necessary equipment. Equipment will be provided for Key Stage 1 children.
- ✓ We will have full classes in each room but we cannot guarantee social distancing.

To reduce risk

At lunchtimes...

Food

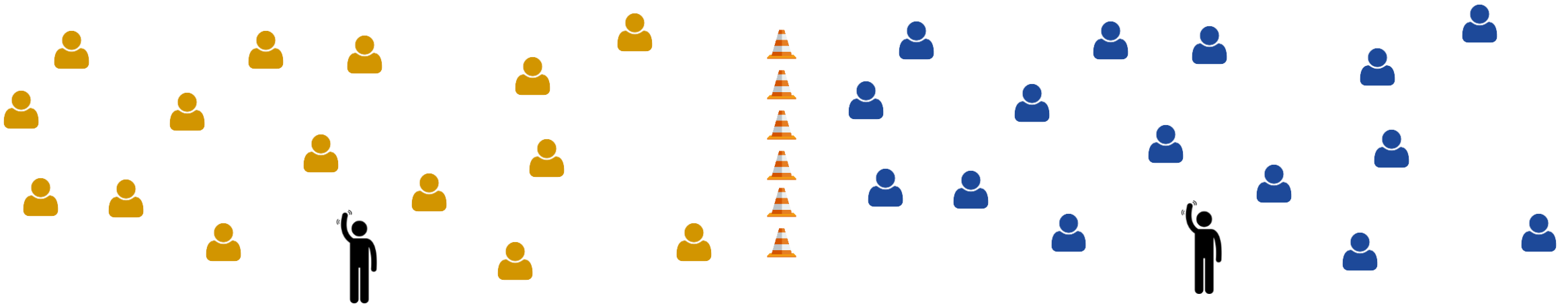
- ✓ For the first half term all school lunches will be a packed lunch. This consists of a sandwich/roll with a variety of fillings, piece of fruit, crudités, a biscuit/cake/yoghurt and a drink. For all Reception and Key Stage 1 children this lunch is free of charge. Parents can provide their own packed lunch if they wish.
- ✓ Please remember we are a nut free product school. No sweets in packed lunches please.
- ✓ When lining up – everyone will be encouraged to maintain some distance.
- ✓ Each group will be allocated an area of the playground for playtimes.
- ✓ Use of the hall for lunches will be staggered with cleaning between groups. Where possible we will have packed lunches outside.

To reduce risk

At lunchtimes...

Play

- ✓ Children will play with children from their own classes.



To reduce risk

Also...

We will ensure that all adults and children:

- ✓ **frequently wash their hands with soap and water for 20 seconds and dry thoroughly.**
- ✓ **clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.**
- ✓ **are encouraged not to touch their mouth, eyes and nose.**
- ✓ **use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').**
- ✓ **Hand sanitizer will be available for all to use.**



Clubs and Music Lessons

Please be patient with regard to extra curricular activities.

We will aim to get these up and running as soon as it is safe to do so, whilst also following government guidelines.

With regards to music lessons we have limited space in school. Surrey Arts Music lessons will start as soon as practicable.

External clubs will commence once the companies have confirmed their COVID arrangements with regards to consistent groups.

To reduce risk

If someone is showing symptoms of COVID-19

- ✓ We have a **separate room for isolation with an adult**.
- ✓ We will call all listed adults until contact is made – **please ensure your phone number is up to date and available**.
- ✓ **We will use PPE** if we need to be within 2m to help your child.
- ✓ There will be **separate toilet facilities** for a child who is showing symptoms.



Parents must **not** send their child to school if they have Coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days or if another household member develops coronavirus symptoms. In both these circumstances the parents/carers should call the school to inform the school of this and that they will be following the national [Stay at Home Guidance](#)

St Charles – Pick Up and Drop off times:

You MUST stick to these times to allow for social distancing and stick to the markings on the walkway please.



Age	Drop off time	Location	Pick up time	Location
Year 5 & 6	8:50	Small Gate	3:20	Enter through small gate, collect child, exit through large gate.
Year 3 & 4	8:55	Small Gate	3:15	Enter through small gate, collect child, exit through large gate.
Year 1 & 2	9:00	Small Gate	3:10	Enter through small gate, collect child, exit through large gate.
Reception	9:10	Enter through the small gate and walk your child round to the Reception gates.	3:10	Enter through small gate, collect child, exit through large gate.
Nursery	8:50 & 12:20	Nursery Door	11:50, 2:50, 3:20	Nursery area – please be mindful of any remaining building work taking place.

Pick up Zones at end of the day (if you have a sibling please wait in a consistent area daily)



- 1 School Office
- 2 Nursery drop off / pick up
- 3 Reception Class drop off / pick up
- 4 Playground entrance
- 5 Playground exit
- 6 Year 1 / Year 5 pickup
- 7 Year 3 pick up
- 8 Year 2 / Year 4 pick up
- 9 Year 6 pickup

Please keep apart using the red lines on the walkways a guide.
When arriving at school, keep behind the tape and behind a red line.
To exit walk on the other side of the tape as close to the car park as is safe.

At pick up parents will be invited to wait in an allocated area on the playground. Look for your child's Year group number. Children will be dismissed to you.

Enter through the small gate, collect your child and exit through the double gates.





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Catholic Education Trust



St. Charles Borromeo
CATHOLIC PRIMARY SCHOOL
AND NURSERY

Help us to **reduce risk** and follow these guidelines.

Thank you for your patience and cooperation.

