



St. Charles Borromeo
CATHOLIC PRIMARY SCHOOL
AND NURSERY

St Charles Borromeo Catholic Primary Contingency Plan

Contingency Summary September 2020 (under review regularly)

St Charles Borromeo Catholic Primary School will continue to follow DFE, Government and Xavier CET guidance on a daily basis as we are prioritising the health, safety and education of our children during this current COVID Pandemic.

Visitors to the school will be kept to a minimum and only where it is needed for the welfare, safety and education of our children.

Start of the School Day: Children will be dropped at the school gates at staggered times no earlier than 8.50am unless an intervention group session is taking place (usually at 8.30am – children to access school via the school office). Children enter classrooms via outside doors and hand sanitise or wash hands at the outside troughs or classroom sinks on arrival.

Break times: Break times and toilet breaks will be staggered to ensure that there is enough playground space for the children to play. The playground has been organised so that children remain in class 'bubbles'.
Children are to wash or sanitise their hands before lessons commence.

Lunchtimes: Lunchtimes have been reduced to 45 minutes and lunchtime sessions staggered to reduce congestion. When weather allows, children will eat packed lunches outside, when not possible in the classroom. The field is used for Years 5 and 6 where possible. When the hall is in use for lunches, children to sit in class 'bubbles' and new classes only enter the lunch hall once the tables are completely clear and have been wiped down.
Equipment for lunches is colour coded for class bubbles and cleaned regularly.

Movement around the school: We have tried to reduce movement around the school; children and staff are encouraged to keep to the left marked by stickers and not to loiter in corridor areas.

PE & equipment: Children will come to school in school uniform except for PE days when they can wear full PE kit. This is to minimise equipment in school and mitigate the amount of contact required for changing.
Equipment for PE lessons is minimised and where used is sanitized after every lesson. Activities are COVID friendly where possible.
Classroom equipment is individual where possible and kept within trays if used on a daily basis. Where shared this is cleaned at the end of every day.

Assemblies and acts of worship: class collective worship takes place in the classroom and key stage and whole school assemblies are virtual through Microsoft Teams. Outdoor Mass on the field has taken place and where possible whole school Masses will take place with the class leading Mass in school and the Mass being streamed in school. Class assemblies will be from January and take place virtually.
Christmas nativities and carol services will still take place but in a modified format.

iPads and laptops: These are only available if booked out and they are cleaned between use.

Parents' afternoon: Due to limiting the number of visitors on site, we are trialling a virtual parent/teacher consultation software package this term. Parents will be allotted time slots for a virtual meeting with the teacher to discuss their child's education. Any pressing or serious issues should not be left to parents' afternoon and should be brought to the teacher's attention so that they can be discussed as soon as is practically possible.

General Health and Safety: Full risk assessments are in place and follow DFE/Government guidelines. We follow all requirements regarding hygiene and requirements regarding the need to isolate and test if showing COVID related symptoms.

In the event of staff absence: where possible, short term absence will be covered by HLTA/LSAs within the bubbles. Headteacher will cover absence where possible and will observe 2 metre distancing. For this reason he may tend to cover older pupils where social distancing is possible.

Postponement of planned events: In line with guidance, we will make case by case decisions as to whether planned events or trips can take place. When making decisions our priority will always be the safety and welfare of our pupils, staff and parents. School trips should take place outdoors where possible. Residential visits have not been cancelled but have been provisionally booked with no risk of losing a deposit should they not go ahead.

First Aid: All staff have basic first aid training and minor issues will be addressed in class bubbles. Playground boxes have basic first aid supplies. More serious first aid will be undertaken by the office staff who will wear a mask/PPE to protect themselves.

In the Case of pupils/family isolating

Safeguarding: Class teachers and designated safeguarding leads to monitor working activity of pupils where there are safeguarding concerns. If any child is on a child protection plan, regular contact will be made. All staff are aware of their duties to report any safeguarding concerns where a child/family is not attending school.

Teaching and Learning: Pupils to be given work to complete at home and where practically possible this should mirror what is covered in school. Teachers will make use of links to their planning as well as making use of Oak Academy for most subjects, White Rose / Power Maths and other maths related programmes, as well as BBC and an online science curriculum Developing Experts. Where practical and possible, materials such as books and paper will be provided. Work will be made available via Fronter with pupils having their own unique login. Tapestry will be used for Early Years.

Communication with parents: Parent email, Fronter, Microsoft Teams (once operational), PTA Reps

Lunches for benefit based Free School Meals: St Charles has supported families throughout lockdown with supermarket vouchers and we aim to continue with this. In communication with kitchen staff (12:15) we will endeavour to get school lunches to those at home (staffing permitted) or will look for volunteers.

In the Case of class/ local school lockdown

Safeguarding: Class teachers and designated safeguarding leads to monitor working activity of pupils where there are safeguarding concerns. If any child is on a child protection plan, regular contact will be made. All staff are aware of their duties to report any safeguarding concerns where a child/family is not attending school.

Teaching and Learning: Pupils to be given work to complete at home. Teachers will make use of a range of teaching styles and resources. Microsoft Teams will be used for some direct teaching as well as the sharing of feedback and work through Office365. In addition, teachers will make use of Oak Academy, White Rose / Power Maths and other maths related programmes, as well as BBC and an online science curriculum Developing Ideas. Where practical and possible, materials such as books and paper will be provided. Work may be made available via Fronter with pupils as they have their own unique login. Some direct virtual face-to-face contact between the teacher and pupils is the aim. Longer periods of time teaching is less realistic for younger children so different ways of engaging with the children will be required.

Communication with parents: Parent email, Fronter, Microsoft Teams (once operational), PTA reps

Lunches for benefit based Free School Meals: St Charles has supported families throughout lockdown with supermarket vouchers and we aim to continue with this. In communication with kitchen staff (12:15) we will endeavour to get school lunches to those at home (staffing permitted) or will look for volunteers.

Vulnerable and Key Workers: In the event of a full or partial lockdown, children of vulnerable or key workers will be supported in line with Government guidelines.