



THE GOOD SHEPHERD CATHOLIC PRIMARY SCHOOL
The Catholic Diocese of Northampton
"Following Jesus, The Good Shepherd, in all we say and do"

Friday, 29 May 2020

Key worker Bubble A

Return to school information

At the very outset I have always said that the safety of our children, staff and parents will be the top priority in all of our plans. Taking into account the latest Government guidance, I am now in a position to be able to share with you an overview of how we intend to accommodate the Government's request to increase the number of pupils in school.

These plans were considered and deliberated at great length. Our plan for the phased reopening of school consists of the following actions: 1. our school will remain closed to all children on Monday 1st June 2020.

We have a large site and it is simply not possible for us to have our classrooms set up, our social distancing measures in place and these measures tested before then. We are still waiting on orders of PPE equipment and cleaning supplies and we are hopeful that these will arrive by June 1st.

As per the government guidance, we will still continue to provide our childcare setting and we have increased our capacity to do this. Our childcare setting dictates how much available teaching space we have across the rest of the school. With an increase in numbers we will do our best to welcome back all of the year groups that the Government would like.

Therefore, for the current time, **Key worker children commence school on Tuesday 2nd June at 9.30am and finish at 2.30pm daily with the exception of Friday when school will close at 12noon** for a deep clean and to provide staff with PPA opportunity.

Each 'social bubble' to have their own dedicated adult. Where possible the class teacher or a member of support staff who the children are familiar with will work with the group for the days that they are in school. It is highly likely that some of the children will not be working in their usual classroom or year group area. This 'social bubble' approach will continue for two weeks, after which we will review.

Only **one** parent will be allowed to come onto the school grounds at drop off and collection times. If you are late for your drop off time, you will not be permitted entry until after 9:45am once the last group has entered the site safely, this will be through the school office, where you will be expected to wait outside of the building, socially distancing, until a staff member signs your child in.

We would expect **all children returning to school to wear their own clothing**. The government advice is that clothing is washed after every wear ideally on a 60 degree hot wash. As I mentioned in my previous letter, our school will not operate in the way it did prior to the lockdown. Government guidance is very clear as to



how the children should be managed and how social distancing guidelines need to be maintained. I have summarised the main actions we will be taking below for your reference;

Aside from coming into school and when eating their lunch, each of our 'social bubble' groups of children will be kept completely separate. Each group will have a separate play and lunchtime. Each group will have allocated times to go to the toilet during the course of the day. The children will not be allowed to use any of the trim trail equipment. Adults in school will clean down contact surfaces/common touch points regularly. Staff will be limited in their ability to have physical contact with children. Should your child have a toilet accident, we may call you to come and collect them. We would ask you to apply sun cream to your child before school. When working in their bases, children will be encouraged at all times to maintain social distances. Children will spend a large portion of their day sat at a table completing work or playing in isolation with equipment that can be cleaned. Children will be allocated their own set of equipment to use, e.g. pencil, whiteboard, laptop, **they will not be able** to share or bring in anything from home. Children cannot access books from the school library. Children will be discouraged to have any physical contact with each other which we recognise will be very difficult for them.

There will be clear markings on the playground to show children and parents where they need to line up at different points during the day. Parents CANNOT approach to speak to staff at the class doors, any messages must be telephoned/e-mailed through to the school office and will be passed on. Parents will not be allowed into school. All contact will be via email or telephone. We would also discourage children from wearing shoes with laces as staff will not be able to tie the children's laces for them. The children will eat their snack and packed lunch in their classrooms. Instead of a hot dinner, Coombs Catering will be providing a packed lunch delivery service to the children.

We have ordered additional sinks to be installed on the playground so that children can wash their hands before they come into school in the morning as well as washing their hands after being outside. Once these have been installed it will decrease our reliance on using hand gel significantly. There will also be a one way system in place for dropping children off and for collecting them. During these times the main car park gate will be open to support increased social distancing. Parents will need to comfort their child if they are anxious or showing signs of distress as staff will not be able to help assist them entering the school.

Week 1

Tuesday 2nd June 2020 – Thursday 4th June 2020 9.30-2.30pm

Friday 5th June 2020 9.15am- 12 noon

Your child will be in Key worker 'Bubble A' – Entrance and Exit - external door to Mrs Kelly's /Mrs Maddison's classroom KS2.

There will be hand sanitiser for them to use outside the classroom door. Coats/bags to remain with them on their chair.

Parents should not enter the site more than 5 minutes before their allocated slot. We appreciate that this is a difficult time for everyone, however I'm sure that you will all agree that the safety of pupils is of paramount importance. Finally, I am aware that returning to work is a priority for many of you, I am aware that this will not provide a solution for all of you, but for now, this is what we believe is the safest and right way forward for all children and staff in our school. I hope that you understand our decisions and that you continue to support us in providing an education for all of our children, whether they attend school or not.



Our Lady Immaculate Catholic Academies Trust Ltd

A private limited company with charitable status registered in England & Wales

Registered Office: Our Lady Immaculate Catholic Academies Trust, c/o St Thomas More Catholic Secondary School, Tyne Crescent, Bedford, MK41 7UL **Company Number:** [09436283](https://company-information.gov.uk/company/09436283)

To confirm your child's space please complete and return the following from ASAP to the school office. If you do not have a printer at home, printed copies will be available outside of the Nursery entrance on Thursday 4th June for you to complete and leave for staff to collect.



Our Lady Immaculate Catholic Academies Trust Ltd

A private limited company with charitable status registered in England & Wales

Registered Office: Our Lady Immaculate Catholic Academies Trust, c/o St Thomas More Catholic Secondary School, Tyne Crescent, Bedford, MK41 7UL **Company Number:** [09436283](https:// Companies House/09436283)

Key worker Bubble A

Please complete this for each child – although we hold some of this information at school, we realise that health needs may have changed and emergency contacts altered in light of the outbreak.

Child's Full Name		Child's year group and class
Medical/Health Needs Medication Needs		
Parent/Carer Name(s)		
Place of work and role	Place of work Role Hours and days of work (If you have a variable shift pattern please share on a separate piece of paper)	Place of work Role Hours and days of work (If you have a variable shift pattern please share on a separate piece of paper)
Emergency telephone number(s)	Work number Home or mobile number	Work number Home or mobile number
Email address(es)		
Emergency contact details	<i>We will telephone each of these people in turn if there is an emergency. If we can't reach you, they may need to make a decision on your behalf about your child.</i>	
	1)	
	2)	
	3)	
	4)	



Our Lady Immaculate Catholic Academies Trust Ltd

A private limited company with charitable status registered in England & Wales

Registered Office: Our Lady Immaculate Catholic Academies Trust, c/o St Thomas More Catholic Secondary School, Tyne Crescent, Bedford, MK41 7UL Company Number: [09436283](https://www Companies House UK)

CONDITIONS OF USE - PLEASE TICK EVERY BOX TO SHOW YOU HAVE READ AND AGREED.

Provision

Statement	Please tick
I will ensure I follow pick up and collection times	
I understand the staggered timings are to reduce contact with other adults/children and I will follow the guidelines from school around this/	
I will park outside of the school on the public road. I know I am not permitted to come into the car park.	
I will keep two metre away from other families waiting to come in. We will wait on the path outside the office. I will not enter the foyer unless it is empty. My child will enter the school alone through the allocated classroom door. I must wait outside the classroom and only one parent/carer should come to drop off or collect	
My child must be wearing clean clothes when they arrive and have washed their hands before they enter the building.	
I understand that no parent/carer will be allowed beyond the office door into the building	
To maintain my child's place and ensure the safety of others I understand me and my family must continue to follow government guidance in 'Stay alert.' We shall do all we can following government guidance to ensure the virus is not spread.	
I understand that I may be asked to continue my child's home learning at home, if they are unable to follow the guidelines in school or self-regulate their behaviours.	

Health risks

Statement	Please tick
I understand that the school and parents/carers need to undertake as stringent practice as possible to reduce the risks of transmission of the virus (and other illnesses).	
I understand that the provision is at reduced capacity where my child will be allocated to a 'bubble' with a maximum of 14 other children and two staff members. The bubbles will not mix throughout the day.	
I understand that the adults working in the school will try to maintain common sense in terms of social distancing whilst working with the children;	
I understand that whilst the school will endeavour to regularly clean the areas used and will engage in frequent hand washing, we are unable to guarantee a virus-free school.	
I will ensure that my child has high levels of hygiene and cleanliness to reduce risk of transmission.	

Clothing/personal items

Statement	Please tick
I will ensure that my child is wearing clean clothes every day to reduce the risk of transmission of the virus. They should bring a coat, a water bottle, a hand soap and, if they have one, a hand sanitiser. The water bottle should be washed thoroughly in hot soapy water every night or put through a dishwasher cycle.	
My child will bring a packed lunch if not having a school lunch. Unless my child gets free school meals .	



Our Lady Immaculate Catholic Academies Trust Ltd

A private limited company with charitable status registered in England & Wales

Registered Office: Our Lady Immaculate Catholic Academies Trust, c/o St Thomas More Catholic Secondary School, Tyne Crescent, Bedford, MK41 7UL **Company Number:** [09436283](https://company-information.gov.uk/company/09436283)

My child will not bring any items to the school from home with them except necessary medication (handed to member of staff on arrival) and their packed lunch. (preferably in disposable packaging)	
I will apply sun cream to my child before they come to school.	

Medication/Illness

Statement	Please tick
I will not bring my child to the school premises if they have any symptoms of coronavirus or if anyone in the household has symptoms. This includes a temperature or a cough. I will isolate my child and the whole household for 14 days if this is the case and will inform the school immediately.	
If my child has an underlying condition, I understand that the Government advice is they should stay away from others as the risk to their health is more serious than to others.	
If my child has medication for asthma, allergies or other conditions, I will ensure that they have the medication with them every day in a sealed and labelled container. I understand that this medication will come home every day (in case the school has to close without notice). It is my responsibility to ensure that the medication is in date.	
I understand that if my child needs any other form of medication, I will need to complete a 'Medication Form' (available from the school office). Administration of medication will need to be agreed by the Headteacher / senior leader on the day	
I will inform the member of staff on arrival if I have given my child any medication e.g. Calpol, before they come to the school. However, this cannot be for a temperature as they must self isolate for 14 days if they have one.	
I understand that if my child becomes unwell during their time in the school, they will be immediately placed in isolation (in accordance with government guidance) and I will be contacted and asked to collect them as soon as possible, which does not mean when I have finished work). If I can't be reached, the other contacts given will be called.	
I understand that if my child falls dangerously ill the staff will contact medical services as well as contacting me.	

Parent/carers name: _____

Signed: _____

Date: _____



Our Lady Immaculate Catholic Academies Trust Ltd

A private limited company with charitable status registered in England & Wales

Registered Office: Our Lady Immaculate Catholic Academies Trust, c/o St Thomas More Catholic Secondary School, Tyne Crescent, Bedford, MK41 7UL **Company Number:** [09436283](https://company-information.gov.uk/company/09436283)