



## **Re-Opening – March 8<sup>th</sup> 2021**

Dear Parents,

I hope that the information below will answer any questions that you may have; it is based on DfE, local and Trust guidance and documents which are referenced at the end of this update, should you wish to access them in full. Some guidance remains the same, or similar to, the guidance issued for the September opening, but some of it is new. All of it is important.

**Please can I ask everyone to take the time read carefully through everything written below; you may think you already know what it contains, but our experience of the last re-opening proved that many parents had not read the re-opening information carefully. If everyone reads, understands and follows this guidance, it will help our re-opening run smoothly and minimise the risks to your children, your families and the staff at St Francis.**

*All information is subject to current guidance and, as such, may be changed if required.*

### **Office & Reception**

Until further notice, and unless you have made a prior appointment by phone or email to speak to a member of staff, the front office/Reception window will no longer be manned. If you need to contact the school, this will need to be **via email or phone only**.

### **Attendance**

All children are expected back into school from March 8<sup>th</sup> and the usual rules on attendance will apply. If you have any concerns about your child returning to school, please do get in contact with us so that we can talk through our Risk Assessment and the measures that we have put in place to ensure a safe and happy return for all.

### **Adjusted Start & Finish Times**

Arrangements for the start and end of the day remain mostly as they were in September. The one difference is that the main playground gates will now open at **8:40am** and not 8:30am. This is to allow for less waiting time in the playground, and to ensure that children do not mix freely with children from different bubbles.

**When waiting at the gates, please ensure that you maintain a 2 metre distance from other families at all times, in line with current national guidance. The wearing of masks is advised.**

### **EYFS**

**Morning:** Parents can bring Reception children into the EYFS playground from 8:40. The Reception doors will not open until 8:50am so parents will need to remain socially distanced in the playground.

**End of Day:** Reception children can be collected between 3pm and 3:15pm.

### **Year 1 and 2.**

**Morning:** The starting time for the school day for KS1 is **8:40am** and the children to go straight to class where early morning activities will be provided. As before, you will not be able to enter the playground, unless you are helping your child secure their bike in the school bike shed.

If you are worried that your child may be a little nervous for the first few days about entering the playground without you, we will ensure that plenty of support staff are on hand to help. The gates will be closed at 9am.  
End of Day: Children will be collected at **3:15pm** from the following playground areas, where we would like you to wait:

Class 1P: The stepped amphitheatre area in the main playground.

Class 1L: In the Year 1 playground near the blue fish climbing wall (not congregating near to 1L's door as this will impede the free flow of other parents into and out of the main playground).

Class 2H: In the main playground near the 'Buddy Bench'.

Class 2J: In the Quiet Square outside 2J's classroom.

**When entering the playground to collect your child, you are required to wear a mask and to maintain a two metre distance between yourself and other adults. Please leave the school premises as soon as you have collected your child.**

### **Year 3 and 4**

Morning: They will enter through either of the Hall fire doors accessed from the front staff carpark from 8:40am until 8:50am. A member of staff will be there to welcome them. These doors will be closed at 8:50.

End of Day:

Children can be collected from the same area at 3:25pm.

**When waiting to drop off or collect your child from this area, please ensure that you maintain a 2 metre distance from other families at all times, in line with current national guidance. The wearing of masks is advised.**

### **Year 5 and 6**

Morning: Children will enter through the Christchurch Road entrance and the gate near the play-trail at 8:40am. We kindly ask that parents do not bring their cars down the school drive as it poses a high risk to children, nor enter the playground – a member of staff will be at the gate to welcome your child.

End of Day: Children will exit the same way and you will be able to meet your child at the gate at 3:25pm. Alternatively, if you would like them to leave alone through this entrance and meet you in a different place (perhaps whilst you pick up a younger sibling) please send a permission note to your child's class teacher.

You may use the cut-through gate between the front and back car parks.

**When waiting to drop off or collect your child from this area, please ensure that you maintain a 2 metre distance from other families at all times, in line with current national guidance. The wearing of masks is advised.**

### **Parking**

At this point of full school re-opening, we want to set out our position on the ongoing parking issues.

We understand that the residential setting of our school throws up particular challenges with parking at the beginning and end of the day; the lack of designated parent parking is one of the few drawbacks to our otherwise amazing school site. We are grateful to those of you who kindly park safely a few minutes away from the school and walk the remainder of the journey with your child.

Sadly, we have had to repeatedly speak to a number of parents who choose to continue to park illegally. Residents' driveways have been blocked and cars constantly pull up 'just for a minute' on yellow lines, pavements and restricted areas. When reminded about parking restrictions by residents, other parents or school staff, some parents have become aggressive and abusive. It is extremely embarrassing for school staff to have to police parents' illegal parking, and unacceptable that school staff are being forced into confrontational situations with the parents of children in our care.

Accordingly, from this point forward we shall be reporting all illegal parking to the police. If anyone witnesses illegal parking, please report the car's registration number and/or owner to the school office. The safety of our children and families comes first.

### **Breakfast and After-School Clubs**

For the remainder of the Spring Term, only children who have been at Breakfast or After-School Club during the school closure period will be able to book a place. This is to minimize contact between children in different Bubbles until the effect of the whole school return can be evaluated. All being well, normal booking for Breakfast and After-School Clubs can resume at the start of the Summer Term.

### **Health & Safety**

To minimise opportunities for contact between pupils, children will mainly be in class 'Bubbles'. This means that they will be able to learn and play with their classmates during the school day, but not mix with other year groups. The exception to this will be in Reception, which operates in an open-plan setting, and Year 1 and Year 6 which will carefully mix bubbles for targeted teaching or group interventions such as phonics and Maths. In these circumstances, careful records of groupings will be made in order to aid contact tracing. Within their 'Bubbles,' children will be reminded to maintain distancing wherever possible. However, the DfE has recognised that in primary schools children may not be able to maintain social distancing and that it is acceptable for them not to distance within their groups. The reality is, that to fit all pupils in a classroom, they are likely to be close to each other. Staff will ensure that children are given frequent opportunities to wash their hands and all classrooms have access to hand sanitisers.

Cleaning schedules have been adjusted in response to the virus, and all high-traffic areas such as toilets will undergo more frequent cleaning throughout the day.

### **Masks**

All adults are now required to wear masks in communal spaces, such as corridors. This is to minimize the risk of infection passing between adults. Individual staff members may choose to wear a mask in class if appropriate.

In line with the most recent research and guidance published in February, children from Reception to Year 5 will not be able to wear a mask in school. However, pupils in Year 6 may choose to do so as they are closest to the secondary school age bracket which requires mask-wearing.

### **Wellbeing**

Wellbeing continues to be constant thread running through St Francis, and particularly at this time. When we returned to school back in September, all staff prioritised the rebuilding of relationships and positive experiences and we were encouraged by how quickly the majority of children slipped successfully back into school life. We know that many families have found this most recent Lockdown extremely challenging and so the social and emotional health and wellbeing of our pupils continues to be a real focus for us as we once again re-open.

As always, if you have any particular worries about your child's wellbeing, or possible issues with coming back into school, please speak to the class teacher in the first instance.

### **Learning**

This guidance remains as it did in September:

As a school, we are committed to providing an engaging and aspirational curriculum and so, despite the COVID crisis, we do not plan to narrow any aspect of learning when all children return to school. We know that gaps in learning will have appeared, but we also know that trying to catch up too quickly by rushing through concepts would result in superficial learning which will not 'stick' in the longer term. We are confident that the careful and considered way our unique curriculum has been planned over the last couple of years allows for children to revisit common themes repeatedly in different ways – in other words, if they have missed something important in the last few months (or not fully understood something covered in home learning) they will meet this concept again.

Teachers have identified which crucial knowledge, skills or big ideas may need to be revisited and they will know where individual gaps lie and plan accordingly.

Please rest assured that, as a school and as a CMAT, we are committed to long-term learning rather than short-term gains.

### **Parents' Evenings**

Teachers will be offering Zoom appointments for Parents' Evenings during the first week back after Easter. More information about this will follow shortly. Responding to parental feedback from our post-Parents' Evening survey, school books will be sent home for you to look at before your meeting. Although, for most children, there will be little work in their books from 2021, parents and children can share the learning from the Autumn Term. The focus of the Parents Evenings will be wellbeing, how your child has settled back into school, engagement in remote learning and individual goals going forward.

### **Classroom Environment**

We believe that a stimulating and engaging classroom environment supports children in their learning and we plan to ensure that rooms remain welcoming, well-resourced and well-organised. However, in line with the DfE's operational guidance, the layout of classrooms may be temporarily adjusted to enable children to face forward, rather than each other whenever this is not detrimental to their learning. Adults will also be aware of their own social distancing within the classroom.

Children will be encouraged to help keep their classroom tidy and clean in order to help with the wider hygiene measures put in place throughout the school.

Because of the need to ventilate well, classrooms must have a flow of air through them. That means that doors and windows will remain open. Until the weather improves, please make sure that your child is dressed warmly; they should always have a school jumper, cardigan or fleece in school, and a coat.

### **Equipment**

If your child is in Year 1 or 2, they should continue to bring an empty transparent pencil case to school, as they did in September. Staff are able to give children their own set of pens, pencils etc. from school stock. From Year 3 upwards, children must bring a home pencil case of any style and may fill it with their own suitable equipment. If they do not have their own equipment, the school can provide some.

All pencil cases must then remain in school to prevent cross-contamination. Some equipment in school may need to be shared, but every precaution will be taken to ensure that hygiene rules are applied.

### **Playtime**

Playtimes will be staggered so that children in different Bubbles don't mix. The field has been divided into different 'zones' for the children to play in, and year groups will have access to their own play equipment. Please could you provide your child with a healthy break-time snack and a named water bottle. Tuck Shop continues to be closed due to current COVID catering restrictions.

**Please help us!** With children needing to use the field for social distancing of Bubbles, even when it is muddy, they cannot wear the same shoes outside as they do inside because of the mud that comes into school. Your child needs to have shoes/wellies they can wear for playtime and shoes/plimsolls that they can wear in school. With all cleaners working extra hours to reduce the risk of COVID, we do not have the capacity to keep cleaning up all the mud!

### **Lunches**

Hot lunches are available to order through WisePay (see below) and both the Dining Room and Studio will be used to accommodate staggered dinners for all. For those children eating a packed lunch, when the weather becomes warmer they will eat outside. If you forget to order a school lunch on WisePay, you will need to provide a home packed lunch for that day, as current catering restrictions mean that the kitchen will

not be able to prepare unexpected additional school lunches. The WisePay phone app access code is 79165911.

## Uniform

### **This guidance is important – please read carefully**

Children will be expected to be in **full school uniform** again from March 8th, with the exception of the days when they have PE. On these two days each week your child should come to school in a school PE kit. This has to be: a plain white t-shirt, plain black shorts (navy blue will still be acceptable if they still fit, but new ones need to be black) and trainers that the child can fasten by themselves. Plain black tracksuit bottoms should also be worn, along with a St Francis hoodie, available from the uniform shop on Ber Street. If your child is not wearing a St Francis hoodie, they may wear a St Francis sweatshirt or St Francis fleece instead. They cannot wear PE kit or tops in different colours.

### **Important reminder about earrings.**

The wearing of earrings is an ongoing issue and can cause unnecessary conflict between staff and parents. Teachers should not be put into a position where they are having to continually remind the same parents to remove their child's earrings. It is not fair on the children and parents who do adhere to the school rules. Covering up earrings with tape is only permitted in the period straight after ears have been pierced and the studs cannot be removed – it is not a solution to a child wearing earrings on a daily basis. Earrings have never been allowed at St Francis: the reason is because primary school PE safety regulations require them to be removed for all PE lessons. Most children are unable to remove earrings, store them and put them back in again safely afterwards and staff are not permitted to remove them.

Therefore, please ensure all earrings are removed before your child returns to St Francis on the 8<sup>th</sup> of March and help spread the message to those who might forget!

## Swimming

Swimming is postponed until further notice. Your child's class teacher will let you know if and when the sessions will begin.

## Assemblies

Assemblies and worship opportunities will continue to take place only in 'bubbles' or be 'Loomed' or 'Zoomed' into classrooms.

## Trips

Current guidance does not allow trips and visits to take place; When this changes, we will let you know.

## Behaviour

We continue to encourage children to **Be Kind, Be Involved, Be Brave** during their time at St Francis. However, we recognise that boundaries for behaviour in school may need to be revisited and re-established for some children, given the time spent away from school during lockdown. In most cases, this will occur as a natural part of ongoing discussions and reminders in class and on the playground. However, in some cases, class teachers may need to ask for your co-operation in helping support your child make right choices.

Occasionally, a child may behave in such a way that it poses a COVID health and safety risk to their own health or the health of others. We now have an Annex A of the Behaviour Policy which sets out what we will do in such a situation. Annex A can be found [here](#).

## COVID Illness in School

Should a suspected case of COVID-19 occur in school, we have robust procedures in place for responding. We have a designated 'COVID' room where affected children and a designated 1<sup>st</sup> Aider can wait until parents collect their child and take them to be tested. We will expect you to collect your child immediately.

Guidelines state that children within the ill child's bubble remain at school until test results are given, unless they too begin to show symptoms. If your child tests positive following a PCR test, you must let us know immediately. We will then seek advice from our Public Health team and would send identified close contacts home to self-isolate for 10 days.

### **If Your Child Develops Symptoms at Home**

- [book a test](#) if you or your child has symptoms - the main symptoms are:
  - a high temperature
  - a new continuous cough
  - a loss or change to your sense of smell or taste
- [self-isolate](#) immediately and not come to school if:
  - they develop symptoms
  - they have been in close contact with someone who tests positive for coronavirus (COVID-19)
  - anyone in their household or support or childcare bubble develops symptoms of coronavirus (COVID-19)
  - they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation

### **Self-isolation**

If your child needs to self-isolate due to a positive test of a household member, or because they themselves have tested positive, the class teacher will provide daily remote learning until your child's return to school.

### **Re-closure**

In the event of a local outbreak, a Public Health England Health Protection Team or local authority may advise the school to close temporarily to help control transmission. If this occurs, we will provide your child with remote learning, including lessons delivered by your child's class teacher, until we are able to re-open.

### **Testing Kits for Parents and Families**

As a parent/carer of a school aged child you are being offered lateral flow tests for home use. These are not compulsory but may help to minimise the spread of Covid 19 and increase safety of the school community. Staff have been twice weekly testing for a number of weeks.

We have included the information below as well as the two options where you can collect kits.

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests?fbclid=IwAR0RJ5xsk3tFw8zenXnEFmFm5OiRilk8G92TnsVsxJVSmywAjZ7yuob5Ga0>

You should only order a home delivery of kits if you can't drive or a member of your household/ support bubble can't collect. There are limited stocks for home delivery. Please read the information and follow the links on the site provided. The images provided give information for collection sites of your home testing kits. There are 7 in a box and you are entitled to two kits at a time.

## Postwick Park and Ride ⓧ East Anglia

### Site Details

#### Address

Postwick Park and Ride, Yarmouth Road,  
Norwich, NR135NP

#### This site is

Closed

#### Site status last updated

01/03/2021 17:28

#### Normal opening times today

**Mon** 01:30pm - 07:00pm

**Tues** 01:30pm - 07:00pm

**Wed** 01:30pm - 07:00pm

**Thur** 01:30pm - 07:00pm

**Fri** 01:30pm - 07:00pm

**Sat** 01:30pm - 07:00pm

**Sun** 01:30pm - 07:00pm

#### Test offered

#### Facilities and services

#### Additional site info

Schools LFD kit collection only

## Westwick Street Car Park ⓧ Site Details

#### Address

Westwick Street Car Park, NR2 4UB, Norwich  
West, NR24UB

#### This site is

Closed

#### Site status last updated

01/03/2021 13:01

#### Normal opening times today

**Mon** 01:00pm - 07:00pm

**Tues** 01:00pm - 07:00pm

**Wed** 01:00pm - 07:00pm

**Thur** 01:00pm - 07:00pm

**Fri** 01:00pm - 07:00pm

**Sat** 01:00pm - 07:00pm

**Sun** 01:00pm - 07:00pm

#### Test offered

#### Facilities and services

#### Additional site info

Schools LFD kit collection only

Many thanks for taking the time to read this guidance and please do contact me if you would like to discuss any aspect of it.

Best wishes,  
Felicity Hope

#### Latest Guidance

- [DfE Schools Coronavirus \(Covid-19\) Operational Guidance - February 2021](#)
- St Francis of Assisi Risk Assessment March 2021