

**Information for Parents/Carers and Pupils (Version 3 10/9/2020)**

Our Mission Statement is central to the life of our school;

*Welcome to our happy school, where everyone is valued and given the opportunity to  
'Let their light shine'.*

*With Jesus in our hearts, we encourage love and respect for all.*

*We strive to reach our goals, as we learn, and grow, in a safe and enjoyable environment.*

St Matthew's Primary School wishes to assure you that every possible measure has been put in place to ensure the safety and well-being of pupils, staff, parents/carers and visitors since we fully re-opened on Tuesday 8 September 2020.

PLEASE NOTE - There have been some minor adjustments made for the Junior (Years 3,4,5,6) afternoon pick up arrangements.

As a school we were informed by the Department for Education (DfE) that we were required to reopen for all pupils at the start of the autumn term (8 September 2020). We opened after considering all of the relevant guidance and having completed an update of the South Tyneside approved Risk Assessments to assist in the safe re-opening of St Matthew's RC Primary School. The safety and wellbeing of our pupils, staff and extended school community is at the forefront of all our forward planning.

**Reception Class First Week starting Monday 14 September 2020**

We are so excited to welcome your children into the St Matthew's community and we also look forward to meeting you all soon when guidelines allow. We appreciate your patience and look forward to developing our relationship with you all during this important stage of your child's learning journey. First Days in Reception Class are memorable and we intend to ensure this remains so this year too, despite logistical challenges and current restrictions brought about by the pandemic.

**Practicalities for the Reception Class' First Week starting Monday 14 September 2020**

To alleviate congestion and ease transition into Reception Class we will start the first week with the doors opening for children between 09.00 and 09.15 -this will give the opportunity for other year groups to have entered school and their parents departed (unless they are a parent of a new starter too!) Please don't arrive before 09.00 and please observe social distancing recommendations. Members of the school Staff (look out for the orange Hi Viz Jackets!!) will be on hand to welcome you and direct you to the Reception Class Entrance, here you will be greeted by Miss Rundle and Mrs Brown. Unfortunately you will be unable to enter the school building so handover will be at the Reception Class door. There may be some tears on this big occasion but rest assured the children's tears don't last long once they are inside the classroom.

If your child is to attend the school Breakfast Club they will be brought to their classroom for 09.00 each day by Staff from The Grove Breakfast Club.

At the end of the day pick up will be from the Reception Class door where parents/carers/family member can gather on the Reception Class 'soft surface' play area (observing social distancing guidelines) from 15.00 and handover will take place from 15.10 – this is ten minutes earlier than all other year groups allowing you to exit the premises without experiencing too much crowding on pathways.

From Monday 21 September 2020 onwards the Reception classroom doors will be open from 08.40 to 09.00 along with other year groups (Years 1 and 2) using the infant pathway entrance into school. Staff will be on hand to meet and direct you each morning (look out for the orange Hi Viz Jackets!!). The arrangements for collection at the end of the day will remain the same 15.00 for a 15.10 handover at the Reception Classroom doorway.

School morning drop off from WEDNESDAY 9 SEPTEMBER 2020 ONWARDS

INFANT GATE entrance for Years 1 and 2 open from 08.40 to 09.00  
JUNIOR GATE entrance for Years 3,4,5 and 6 open from 08.40 to 09.00

This could be subject to change if issues around congestion were to persist.

PLAN FOR THE END OF THE SCHOOL DAY at 15.20 from THURS 10 SEPTEMBER 2020 ONWARDS

**Years 1 and 2 Infant entrance gates to the infant pathway** will open at 15.00 so parents/adults collecting children can enter the school playground area – staff will be on hand to assist.

**Children** will be collected from their Infant Playground area (Yard) and will have an allocated zone. They will be accompanied by their teacher to this zone and then handover will take place. Parents or other adults collecting children must gather, keeping a social distance, in their allocated zone on the playground. Staff will be on hand to assist parents/other adults during this time.

**Years 3, 4, 5 and 6 Junior entrance gates to the junior pathway** will open for entry at 15.00 until 15.15 -after this the pathway will be exit only. **Adults arriving after 15.15** will have to enter school via the infant pathway and keep to the outside of the infant playground to walk around to the junior playground. Exit will always be via the junior pathway. Children will be collected from the Junior Playground (Yard) and each class will have an allocated zone. They will be accompanied by their teacher to this zone and then handover will take place. Parents or other adults collecting children must gather, keeping a social distance, around the perimeter of the playground and outside of the markers on the ground. PLEASE don't gather in the numbered quadrant where the children will assemble. Staff will be on hand to assist parents during this time.

PLEASE don't wait for your child outside of the school grounds- they must be collected from the school playground area. Please ensure you inform family members of these new arrangements.

If you are allowing your Year 6 child to walk /cycle home unaccompanied by an adult this must be confirmed in writing to Miss Wiblin before we can allow them to journey home unaccompanied.

It is a learning curve for us all so we would appreciate your support and patience to aid the smooth running of this process.

**How we make St Matthew's school safe**

**Bubbles:**

- School will be divided into year group 'bubbles'.
- The bubble structure will help to reduce the number of people that pupils and staff are with, helping to keep them safe.
- Each year group bubble will work in their classroom.
- They will have a designated entrance and exit, hand washing/sanitising stations shared with some of the other year group bubbles.
- Within each bubble pupils will work alongside other pupils in their bubble – with distancing promoted where possible.

**Hygiene and cleanliness**

- We will have additional hand sanitizer stations available at all of the entrances and exits to the school buildings.
- Classrooms, toilets and doors will be monitored and refreshed between sessions with a full clean each day.
- Classrooms will be provided with tissues, paper towels, hand sanitizer and PPE for staff should the need arise.
- Bins in all areas will be regularly emptied.
- Classroom doors and windows will always be open to aid ventilation.

**Travel to and from school**

- If possible, we are asking pupils to walk or cycle to and from school.
- They must only walk to school with members of their household.
- If they see friends on their way, please maintain social distancing.
- If they are travelling in a car with people, including other pupils, they should only travel with members of their own household.
- When using public transport, pupils should wear face masks/covering if required and should minimise the surfaces they touch.
- Pupils should not travel in groups to school.
- Parents/Pupils should not congregate outside of school ahead of the official opening time of 08.40.

**Entrance to school**

Members of staff will be in attendance at all entrances to 'meet and greet' and guide pupils and parents in the 'right' direction at the start of the day 08.40 to 09.00. PLEASE OBSERVE SOCIAL DISTANCING REQUIREMENTS.

- Children will be directed by their teacher when they can enter the building.
- Pupils will sanitise their hands using the hand sanitizer station (available at all entrances) before entering the school building, staff will be available to oversee the correct use of the sanitising station.
- Directional markings on the infant (Rec, Y1 and Y2) pathway will aid the flow of people entering and exiting the school premises.
- 2 m markings in school corridors will aid social distancing.
- Clear signs to remind students about hygiene and social distancing are visible throughout the school.

**In the classroom**

- Welcoming back our pupils to their classrooms is so important and measures have been taken to minimise disruption to classrooms.
- Pupils will sit at their own table/desk/working area. Depending upon available space they may be sitting in groups or in pairs. In some classrooms they may be sitting in arrangements where they are all facing the front of the classroom.
- School will provide all equipment required PLEASE: NO EQUIPMENT TO BE BROUGHT IN FROM HOME AT THE MOMENT.(No personal hand sanitizer/ lip balm/ handkerchiefs/ antiseptic wipes, stationery equipment, pencil cases) There may be individual cases where some equipment is prescribed by a health practitioner and therefore deemed essential equipment. Please notify teacher immediately if this is the case.
- Pupils will be encouraged to maintain social distancing where possible.
- Pupils will be directed by the teacher about movement around the classroom and between activity areas.
- Pupils will remain in their class bubble throughout the day with their class teacher and other adult support when required.
- PE clothes to be WORN when coming into school on the day as published and sent to all pupils.
- School bags for books/homework/change of shoes/packed lunches etc. must return home each afternoon.
- School will supply play equipment which will be sanitised between uses. (No toys, footballs etc. to come into school from home.)

**Meals and water bottles in School**

- Pupils will be provided with lunch as normal through the pre-ordered system.
- Pupils on packed lunch to bring their lunch in a bag/box to be kept on their designated peg outside their classroom.
- Breakfast Bagels will continue to be available for all children.
- Pupils will not be able to bring in any other food or snacks from home into school.
- Please bring in a full water bottle from home at the start of the day. Staff will assist in refilling water bottles using filtered water in jugs so as to void the possibility of contamination at the current water dispensers.
- Water bottles must be taken home to be cleaned at the end of each day.
- Families who may now be eligible for Free School Meals due to a change in circumstances, please contact Mrs Young in the school office (0191 4898355 or office@stmatthewsjarrow.co.uk).
- We are extending the dining room into the School Hall to ensure year group bubbles have minimal contact during the lunch period, and that seating/dining surfaces can be cleaned between year group bubble sittings.

**Use of toilets**

- Pupils will be appropriately supervised by a member of staff when they use the washroom areas.
- Pupils must follow all instructions when moving around the parts of the school accessible to their bubble.
- Pupils will wash hands thoroughly after using the toilet.
- Pupils will use 2 m distancing while moving in washrooms and will enter one at a time limiting the number inside to the managed capacity.
- All washrooms have access to warm water and soap dispensers above each sink.

**Moving around school**

- When moving around the school, pupils will be asked to:
- Follow staff instructions and leave their classroom under adult supervision.
  - Use 2 m corridor floor markings at all times.
  - Wash/sanitise their hands when instructed.
  - Follow social distancing rules.
  - Walk in 'single file' on corridors keeping to the left at all times

**Equipment**

- Equipment will not be shared.
- Desks will be equipped with everything pupils need for the day in order to access all activities.
- Equipment will be placed in pupils' trays when not in use otherwise it will remain on the desk in the Equipment Wallet provided, at all times.
- Classrooms will be equipped with tissues and waste disposal bins.
- Pupils should bring their own water bottles, filled at home, to school. Refilling will take place as and when required.
- Hand sanitizer is available in every classroom.
- **Mobile phones** are not allowed in school.

**Uniform**

- **Masks can be worn travelling to and from school but are NOT to be worn by pupils in school. Pupils must place any reusable masks in their bag before entering the school building and sanitising their hands.**
- School uniform is to be worn BUT we are relaxing this insistence if it is not possible to clean and dry some items of uniform overnight.
- Pupils may bring training shoes into school in their bags as they will be participating in some physical activity/games at playtime during the day.
- **IF POSSIBLE** - Pupils should wear a clean set of clothing each day.
- Jewellery is not permitted in school, except for a wrist watch (PLEASE - no SMART watches or Fitbits).
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**First Aid**

- Designated first aiders will work between year group bubbles.
- If a pupil feels unwell, they need to inform their teacher or any adult immediately.
- The teacher will follow the appropriate protocol to isolate the pupil in order to reduce risk to others.
- Separate isolation room is designated and equipped, in the event of a member of the school falling ill.
- Pupils falling ill during the school day will need to be collected by their parents immediately.
- First aid for any accidents will be administered immediately by a designated first aider.
- Protocols and guidelines are in place for all staff to manage any suspected case of COVID-19.

**End of School day at 15.20**

- Pupils will follow staff instructions and leave their room when directed accompanied by their teacher to their collection zone.
- A parent or responsible adult collecting their child **MUST** wait in the Playground (infant or junior where appropriate) in their designated zones where it will be easier to adhere to social distancing. Pupils will have their designated zones on each playground area and will be accompanied by their teacher to this zone by 15.20 each day.
- **Please do not wait on the paths to the playgrounds as this will impact on the ability to keep a social distance when entering or exiting the premises.**
- Pupils will use the 2m floor markings in the corridors at all times.

	<ul style="list-style-type: none"> <li>- Pupils will sanitise their hands before exiting the building.</li> <li>- Pupils and parents must leave the school site straight away. Do not stay on site or block the school exit waiting for friends.</li> <li>- Pupils should not travel in groups from school.</li> <li>- Pupils and their families should not congregate outside of school with other families as this will restrict safe movement in the surrounding area.</li> </ul> <p><b>ADULTS - Please adhere to current social distancing guidelines at all times.</b></p>
<p><b><u>Behaviour expectations (Pupils)</u></b>          These are <b>exactly the same</b> as usual, here are some reminders:</p> <ul style="list-style-type: none"> <li>- Be respectful of each other and all staff.</li> <li>- Follow instructions as soon as you are asked to do so.</li> <li>- If you feel worried or have any questions, tell a teacher and we will help you.</li> </ul>	<p><b><u>Attendance</u></b></p> <ul style="list-style-type: none"> <li>-If pupils have any of the following symptoms, they must stay at home and you should contact school to let us know:</li> <li>- Cough</li> <li>- Shortness of breath or breathing difficulty</li> <li>- Fever or chills</li> <li>- Muscle pain</li> <li>- Sore throat</li> <li>- New loss of taste or smell</li> </ul> <p>-All absences must be reported promptly via option 1 when dialling 0191 4898355. If you need to speak to a member of staff dial option 2 from 08.30 onwards.</p> <p><b>School attendance from the autumn term 2020 onwards is mandatory.</b></p>
<p><b><u>Ongoing support</u></b></p> <p>Some year groups will continue to use Google Classroom to assist with Homework. All children will be given an update on how to effectively access Google Classroom and we aim to support parents through this process too.</p> <p>We are providing a 6 week programme to support the emotional wellbeing of our pupils and this will take place in their class bubble each week. It is designed to support each child, age appropriately, as they return to school after such a long absence due to the pandemic and subsequent lockdown restrictions. Initial transition back to full time education will focus on ensuring each child is happy and confident. Securing this may take some time but is vital to ensure we can pick up on their learning journey and start to make academic progress too. Teachers will be assessing individual needs (NOT TESTING) in all subject areas to establish starting points and progression plans for year groups, smaller groups and individuals. A recovery curriculum starts with the person not their academic attainment. We will use a holistic approach to ensure each child is empowered to continue their learning journey effectively. Teachers will keep parents informed of progress at all levels and you can be assured of their 100% commitment to do their best in very challenging circumstances for your child (ren).</p> <p>Parents - Please try not to stress about what you perceive your child has not done since March as they will pick up on your anxieties. Focus on what has been achieved! Let the staff at St Matthew's support your child from 8 September 2020 to successfully re-integrate into the daily routines of school – there will be tears and raised levels of anxiety (staff included!!) but as a home/school partnership we will work with you and your child to overcome the challenges every child faces and get back to what we do best – providing opportunities for every child to ‘LET THEIR LIGHT SHINE!’</p>	

**Visitors to School**

School will be closed to all external visitors, other than the emergency services, social workers, education support staff from the Local Authority, contracted education workers from approved businesses and institutions and maintenance contractors if required for urgent repairs. This will be by appointment.

**Parents can only enter the school building via the main administration entrance**, this will be limited to one person/family group at any one time and a mask must be worn at this point (adults only).

It is important that pupils are given their dinner money on a Monday to hand to their teacher, as well as any notes or slips that need to be handed in to school. Parents - please refrain from doing this for your child via the School Office as we need to reduce unnecessary queuing at the Administration Entrance to school. If you require any forms or paperwork from school please telephone the office and they will ensure your child receives this to pass on to you.

If you need to speak to a member of staff, please telephone 0191 4898355 or email [office@stmatthewsjarrow.co.uk](mailto:office@stmatthewsjarrow.co.uk).

**Safeguarding**

**If you have any child protection or safeguarding concerns, please contact Mr Martin Humble, Headteacher and Designated Safeguarding Lead (DSL) or in his absence Mrs Torley (Deputy Head and Deputy DSL)**

**0191 4898355 or email: [mhumble@stmatthewsjarrow.co.uk](mailto:mhumble@stmatthewsjarrow.co.uk) or [mtorley@stmatthewsjarrow.co.uk](mailto:mtorley@stmatthewsjarrow.co.uk)**

**All concerns will be addressed in line with our Child Protection and Safeguarding Policy.**

This is our current plan and guidance which could be subject to change over time for operational purposes or where government and/or local government advice dictates.

We will endeavour to give you sufficient notice to any changes we are to make to the plan and guidance.

Martin Humble Headteacher

10 September 2020

(Version 3)