



St Charles RC Primary School  
Emlyn Street  
Off Moorside Rd  
Swinton  
Manchester  
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26/05/20

Dear parents and children,

We are looking forward to welcoming you back to school. We want to make sure that we have a healthy school environment for healthy children and healthy adults to keep us all safe. Here are some tips help keep your children safe on returning to school.

### **Symptomatic pupils**

- Children who show any signs of illness must not attend school.
- Children must NOT be sent to school if they are showing any symptoms of illness which could be passed onto another child or adult.
- If ANY member of a household has symptoms of Covid-19, children must NOT attend school.
- Children who show signs of illness or have a temperature of 37.8 C (100 F) or higher will be sent home from school. They will be isolated in the Chapel until a parent arrives to collect them.
- Parents must report an illness to the school office, via telephone or email and provide a list of ALL symptoms as soon as their child begins to experience them, even if it is at the weekend or a day that their child is not due to attend school.
- The main symptoms in children are:
  - A high temperature over 37.8
  - A new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
  - A loss or change to sense of smell or taste – the means they cannot smell or taste anything, or things smell or taste different to normal

### **COVID-19 Testing**

- Where a child or staff member exhibits COVID symptoms, they will be expected to be tested as soon as possible and within 24 hours and results disclosed to school immediately. If the result is positive then all members of the bubble will have to self-isolate for 14 days and St Charles will close for 14 days.

### **When a family member is ill**

- When you suspect someone in your house has COVID-19, stay at home out of caution. Do your best to self-isolate yourself from the ill person. Ask to have the ill person tested as you are a key worker and need to return to work. If it is confirmed that it is not COVID-19 and there is a negative test result, you should return to work.
- Please make sure that you apply sun cream at home before coming to school.

### **Expectations for children**

- Children will be allowed in the building at the assigned staggered start time:

## DROP OFF AND PICK UP

- All drop offs and pickups are to take place at the gates assigned – Parents are to remain outside the school gates only one parent to drop off and pick up
- Social Distancing to be maintained by parents at gate – waiting turns to drop off and pick up.
- Siblings can come into school and leave school together at the same time through the same gate (youngest child's gate)

Year group	Entry point	Drop off time	Afternoon Pick up Time
Reception	Main Entrance Car park gate	9.00am	3.00pm from KS1 Playground gate <b>11.45pm Fridays</b>
Year 1	Main Entrance Car park gate	9.15am	3.15pm from KS1 playground gate <b>12.00pm Fridays</b>
Year 6	Main Entrance Car park gate	9.30am	3.30pm from Moorside car park <b>12.00pm Fridays</b>
Keyworker children Years 2-5	Main Entrance Car park gate	8.50am	3.30pm from KS1 playground gate <b>12.15pm Fridays</b>

- Children enter the building without parents at the car park gate.
- Children must sanitize hands when entering the building.
- Children must adhere to the 2 metre rule when entering and exiting the building.
- Children will have their temperature checked on arrival. Anyone over 37.8 will be asked to return home. We urge parents to check their child's temperature before leaving for school.
- Children should bring a coat and sun hat to school **but no school or book bag**. They may bring a lunch box if they have a packed lunch. Cloakrooms are not in use.
- In order for these arrangements to work well, it is really important for children and parents to stick to these times as much as possible.
- If a child is late, please buzz the gate and open it, say goodbye to your child and a member of staff will meet them on the path, please can we ask that you wait until they are met and close the gate behind you.
- If you will be collecting your child before the end of the school day, please ring the school office 10 minutes before you arrive and they will be brought out to you.
- Children will be ready at their pick up points. When parents are there to pick up their child, the children will be released by the teachers.

## **Expectations for parents**

- Parents will arrive at the assigned staggered start time and dismissal time – it is very important to keep to these times to encourage social distancing.
- Parents drop off their children outside of the school gate.
- Parents will pick up children at the gates noted above – please note the pick-up gates are different from the entrance gates

## **Late drop offs**

- Children who are dropped off after 9.30am should wait at the pedestrian gate until a member of staff comes to meet them. Parents should not enter the school grounds but say goodbye to their child and encourage them to walk towards the member of staff, closing the gate behind them.

## Early pick ups

- Parents must call 10 minutes before arriving to alert the office staff that they are on their way to collect their child. (children must not be sent to the office to wait)
- Parents must wait at the gate until their child is brought out to them. Again, parents should not enter the school site and should close the gate firmly behind them.

In school	In the playground	Managing Attendance
<p>Hand sanitiser stations will be set up at the designated entry and exit points of each classroom and everyone will use this as they enter or exit a room.</p> <p>Additional disinfectant wipes and spray will be available in classrooms.</p>	<p>Hygiene practices will be in place before and after eating.</p> <p>Access to sports equipment including playgrounds is allowed with appropriate hygiene practice after play. There will be no football or use of the climbing frame. <b>Students will need a named drink bottle at school.</b></p>	<p>Students and Staff will not attend if they are unwell.</p> <p>Students and Staff who become unwell during the school day will be sent home.</p> <p>In school our contact tracing is a combination of attendance register and visitor register.</p>
Cleaning and Hygiene	Movement in and outside of school	Additional Considerations
<p>Toilets will be checked regularly throughout the day. Soap, water and the ability to dry hands is available for all students and staff.</p> <p>Cleaners will complete daily cleans in line with the Department of Health guidelines, including disinfecting and cleaning all surfaces daily. We will continue to model good hygiene practices (coughing into your elbow, don't touch your face, handwashing and drying) and regular cleaning of commonly touched surfaces.</p>	<p>We have chosen to continue to limit all non-essential curriculum activity both in and outside of school.</p> <p>No School Assemblies for the first 4 weeks and to be reviewed as we progress.</p> <p>School trips are on hold for the Summer term.</p>	<p>Wellbeing: When students return to school their wellbeing will be our number one priority</p> <p>Please let us know if you are concerned about your child or family.</p>

I am sending loads of love and prayers to your and your family and the people you care about. Charley and I can't wait to see you and the rest of our school family again. St Charles Borromeo pray for us.

God bless,

*e.l. Campbell*



Dr C Campbell and Charley

Headteacher

**As a family of God, we love to learn  
and learn to love**