

Sacred Heart Catholic Primary School

Greys Hill Henley-on-Thames Oxfordshire RG9 1SL

Our shared aim is to provide a first-class Catholic education through a partnership of home, school and parish, where everyone can achieve their full potential and be a true imitator of Christ Jesus, Who said, 'Love one another as I have loved you.'

At our school, the health, safety and well-being of every child are our paramount concern. We listen to our pupils and take seriously what they tell us. Our aim is for children to enjoy their time as pupils in this school. We want to work in partnership with you to help your child achieve their full potential and make a positive contribution.

*Site security.

We do not want parents to feel remote from school and unable to come in and talk to us; our relationship with you is very important. However, we feel that the systems for access into school need to be adhered to consistently. We are asking for your help in this area and thank you in advance for your support.

We ask our Parents/Carers to bring their children into school from 8:30am onwards and gather on our school site until 8.45am (8:40 for Reception class) when the school day begins. Staff are happy to make themselves available at the end of the day if you want to have a brief conversation with them. For any conversation that may take longer than a couple of minutes please arrange an appointment at a mutually convenient time directly with the class teacher.

We are asking that you support the normal teaching day by not accompanying your children to the classrooms or enter the school building from the playground as this makes it difficult for staff to give their full attention to the children in their class. It also means that we do not know who is in the building and this has huge safety implications for the school. We want to encourage your children to develop independence by bringing their own bags, coats and lunchboxes into school and to find lost property during the school day.

Parents/Carers can come into the reception office via the main school entrance at any point during the school day to have their questions answered, to seek further information or to make an appointment with a member of staff. We ask that this be done rather than parents/carers searching for staff in the corridors or seeking out staff in their classrooms. If parents are in the school

building during the timetabled school day we expect them to be wearing a VISITORS BADGE which they have collected for reception, having signed in. Staff are asked to challenge anyone not wearing a visitors badge within the school building.

If you need to collect a child during school, we ask you to collect them from the office and sign them out. Children will only be allowed home with adults with parental responsibility or confirmed permission.

For the safety of the children and staff, all school outside doors will be closed at 8:50am. Staff have been instructed not to re- open the doors for latecomers. If children arrive at school after 8.50 a.m. parents should bring them to the reception office via the main school entrance so that they can be registered and taken to class. All school gates will be closed as soon as the classes have entered the building to be reopened at around 3 p.m. The school day ends at 3:125pm (3:10pm for Reception) and we ask parents to collect children promptly from school. All children leave from their classroom doors except for children in Years 2 and 3 who leave from the hall doors.

Before and after school it is the parent's responsibility to ensure the children's health and safety. We expect parents to ensure adequate supervision is in place for their children both before and after school. The school cannot provide or arrange before or after school care.

DBS Checks and Safrer Recruitment

To promote a safe environment for pupils, our selection and recruitment policy includes all checks on staff and regular volunteers' suitability, including Disclosure and Barring Service (DBS), as recommended by Oxfordshire County Council in accordance with current legislation.

In accordance with our responsibilities set out in statutory guidance from the Department for Education "Keeping Children Safe in Education, 2015" issued under section 175 of the Education Act 2002, we have a Designated Safeguarding Lead for Child Protection, Mrs Rachel Gavin, Headteacher, and Mrs Tina Newman our Deputy Designated Safeguarding Lead, who have both received appropriate training for this role. It is their responsibility to ensure that all staff in contact with children receive child protection awareness training on a regular basis.

Sharing Information

Occasions do arise when our concern about a child may mean we have to consult third party agencies. Whilst we would always aim to work in partnership with

parents there may be exceptions to this when concerns are raised for the protection of a child.

On very rare occasions Social Care, whilst undertaking an investigation under s47 of the Children Act 1989, may want to speak to a child without a parents' knowledge. This would be a decision made in collaboration with partner agencies and would only be done in situations where a child might be at immediate risk. To gain consent from parents / guardians at this point may increase the level of risk to the child or cause evidence of a crime to be lost.

The procedures which we follow have been laid down by the Local Safeguarding Children's Board, and the school has adopted a Child Protection Policy in line with this for the safety of all. If you would like to know more about our procedures, please speak to the Head teacher, Mrs Rachel Gavin, the Assistant Headteacher, Mrs Nicola Edwards, or your child's class teacher.

For more details on safeguarding at Sacred Heart school please refer to our Child Protection and Safeguarding policies available on the school website.

*Please note that the above arrangements under site security relate to normal non Covid times.

For details of our current arrangements please see below:

These arrangements are subject to any changes that the government makes to their guidance. As there is quite a lot of information, we have presented the arrangements in the form of Frequently Asked Questions.

Will the school day run as normal?

As much as possible yes, although there are some slight alterations to the timings of the school day. Government guidelines advise schools to consider staggering the start and end of the day in order to limit the number of interactions between year groups. With this in mind, we will continue to use all three gates that run along the front of the school.

The timings and entry/exit points are presented in the table below.

Year Group	Entry/Exit Gate	Entry Time	Exit time
6	Lower gate (by tiger turf)	Between 8:45 -8:55	2:55 -3:05
5	Lower gate (by tiger turf)	Between 8:55- 9:05	3:05 -3:15
4	Lower gate (by tiger turf)	Between 8:35 - 8:45	2:45 -2:55
3	Main school gate	Between 8:35 -8:45	2:45 -2:55
2	Main school gate	Between 8:45- 8:55	2:55 -3:05
1	Top gate (leading directly onto Reception playground)	Between 8:35 -8:45	2:45 -2:55
Reception	Top gate (leading directly onto Reception playground)	Between 8:45- 8:55	2:55 -3:05
Sibling slot!	Main school gate	Between 8:55-9:05	3:05 - 3:15

We have allowed a ten-minute time slot as well as the different allocated entry points to allow greater opportunity for distancing. Where the timings of the school day differ to our 'normal' school hours, we have adjusted lunch times to ensure that all children receive the required amount of teaching time.

For families with more than one child, we have arranged a 'sibling' slot at the beginning and end of every day. This means that families are not waiting around for long periods of time.

We would like to politely urge all parents to leave the school site and close surrounding area as soon as possible after dropping their children at the allocated gate.

What additional measure has the school put in place to minimise the risk of the spread of Covid-19?

In line with government guidance the following measures are in place:

1. Each year group will form their own 'bubble' which will remain in their classrooms as much as possible in order to minimise the contact they have with other year groups

2. Staggered entry/exit, break and lunch times as well as designated play areas for each year group
3. Additional hand washing or hand sanitising areas. Children/staff will wash their hands at regular intervals throughout the day
4. Additional cleaning of high traffic areas throughout the school day
5. Where appropriate the classroom furniture has been rearranged. Children will have their own 'work stations' and keep their belongings with them. This is not appropriate for our youngest children due to the way in which they are taught (Reception & Year 1)
6. Whole school or mixed year groups gatherings have been suspended
7. The sharing of resources across the year groups is significantly reduced. Where resources must be shared (such as laptops and sports equipment), they will be cleaned in between use.
8. The number of children using the hall at any one time during lunch will be restricted (see lunch arrangements below for further details)

What will happen if a child is displaying symptoms of Covid-19?

The school will follow the public health advice as set out by the government. Full details of this can be found here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

What will be the school's response to any infection?

As dictated by government guidance:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community (the protocol for this is on Pg. 7 of the guidance in the link above)
- contain any outbreak by following local health protection team advice

What does my child need to bring to school?

We must minimise the number of items being brought into school. It would be helpful for your child to have a pencil case with their own set of stationery that they can leave in school although we will of course have supplies here in school for any child who needs it. Reading books and diaries will still need to go between home and school as these are vital to your child's ongoing education.

What are the arrangements for school lunches?

Children may bring a packed lunch or order a lunch through the school. All children in Reception - Year 2 are entitled to a free school lunch - you may still send your child with a packed lunch if that is your preference.

Once your child has started school, you will receive details of how to set up your Parentpay account and you will then order lunches through that system.

Will the children still take part in acts of collective worship?

As a faith school this is of course a very important aspect of school life. Children will take part in daily acts of collective worship within their classes as normal. Although we cannot have whole

school gatherings we do still plan for the children to meet virtually from their classrooms with each other to take part in whole school acts of collective worship.

We look forward to the day when we can resume our celebration assemblies and invite parents to join us!

I do hope this has answered any queries you may have had. If not, and there is something that you are not sure about do please e-mail the school office.

Kind regards,

A handwritten signature in black ink, appearing to read 'Rachel Gavin', written in a cursive style.

Rachel Gavin
Headteacher