



Procedures for the safe reopening of Venerable Edward Morgan Catholic Primary School (VEM)

As you can appreciate, there are far too many measures that we have had to implement for the safe reopening of VEM to specifically share with you here. We have detailed below the main measures which will be in place to ensure the safety of all children, families, and staff, as we return to VEM from **Monday 7th September 2020**.

Please take some time to consider the Procedures and ensure you understand the implications of each measure.

<p>Class organisation</p>	<p>To support the need for limited contact between groups VEM has been divided into four Contact Groups. These Contact Groups will stay together and no staff or pupils from these Contact Groups will mix with any other Contact Group.</p> <p>The Contact Groups are: -</p> <ol style="list-style-type: none"> 1. Nursery and Reception 2. Years 1 and 2 3. Years 3 and 4 4. Years 5 and 6
<p>Morning drop off</p>	<p>There will be staggered drop off times in the morning for each Contact Group.</p> <p>NO PARENTS or CARERS will have access to the VEM site. Children must enter through the gate and their class teacher will be there to welcome them and guide them in, socially distanced. Parents must NOT approach the class teachers at this time. All enquires must be made by telephone call to the office.</p> <ul style="list-style-type: none"> • Foundation Phase will enter through the <i>right</i> small gate • Nursery and Reception drop off between 9:00am and 9:10am • Years 1 and 2 drop off between 8:45am and 8:55am • Key Stage 2 will enter through the <i>left</i> small gate • Years 3 and 4 drop off between 8:50am and 9:00am • Years 5 and 6 drop off between 8:40am and 8:50am <p>Parents must use the 2m distance markings on the fence if waiting to drop off their children. Parents must NOT hang around the VEM gates once children have been dropped off. If children miss their delegated drop off slot, they will not be allowed to enter with another Contact Group and Parents must then contact the VEM office and a member of staff will come to collect the pupils from the main gate.</p>
<p>Entering the Venerable Edward Morgan Catholic Primary School (VEM) building</p>	<p>Once children have entered through the gate, their class teacher will be there to welcome them and guide them to line up on the yard, before washing their hands at the outdoor sinks. They will then enter VEM building.</p>

	<p>Once in the building, children will not use the cloakrooms, this is to prevent cross contamination. Instead, they will be guided to their desks. Children will be instructed to place their coats and bags on their chairs. All desks will be positioned facing the front. NO items apart from a coat, packed lunch, and water bottle, are to be brought to VEM.</p>
Lesson time	<p>Children will receive lessons during the day at their desks. There will be no assemblies or group work of any kind. Teachers will deliver instructions from a safe distance. Children will only use their own equipment, which will be provided in a zip wallet on their desk. Many activities will be delivered outside.</p>
Break and lunchtimes	<p>Contact Groups will have staggered break and lunch times to ensure they do not mix with another Contact Group. The beginning of these break and lunch times will be used for a hand washing routine. Midday supervisors will be assigned to a contact group and will not mix with any other contact group.</p> <ul style="list-style-type: none"> • In Foundation Phase, pupils will eat lunches in the hall as normal prior to lockdown • Key Stage 2 pupils will eat at their desks, which will be cleaned before and after eating <p>When all children finished eating, they will be guided outside for playtime. Contact Groups will have their own allocated playtime.</p>
Toilets	<p>Each Contact Group has been allocated a toilet block. Additional toilet cleaning has been scheduled during the day.</p>
Collection	<p>There will be staggered collection times at the end of the VEM day for each Contact Group. NO PARENTS or CARERS will have access to the VEM site. Children must leave through the gate when their class teacher can see their parent or carer. Parents must NOT approach the class teachers at this time. All enquires must be made by telephone call to the VEM office.</p> <ul style="list-style-type: none"> • Foundation Phase will leave through the right small gate • Nursery will leave from 3pm • Reception will leave between 2:45pm and 2:55pm • Years 1 and 2 will leave between 3:05pm and 3:10pm • Key Stage 2 will leave through the left small gate • Years 3 and 4 will leave between 3:00pm and 3:05pm • Years 5 and 6 will leave between 3:10 pm and 3:15pm <p>Parents must use the 2m distance markings on the fence if waiting to drop off their children. Parents must NOT hang around the VEM gates once children have been dropped off. If children miss their delegated drop off slot, they will not be allowed to enter with another Contact Group and Parents must then contact the VEM office and a member of staff will come to collect the pupils from the main gate.</p>

<p>Uniform</p>	<p>Pupils are to wear full VEM uniform.</p> <p>Year 1 & 2 pupils will have PE on a Wednesday and are to come to school on Wednesday in PE kit (VEM PE T-shirt and sportswear). This is to encourage uniform washing. This will start on Wednesday 16th September 2020.</p> <p>Key Stage 2 pupils will have PE on a Tuesday and are to come to school on Tuesday in PE kit (VEM PE T-shirt and sportswear). This is to encourage uniform washing. This will start on Tuesday 15th September 2020.</p> <p>Information regarding Reception PE Day will follow shortly.</p> <p>Children will also be accessing Forest Schools on these days – details to follow.</p>
<p>Further measures put in place</p>	<ul style="list-style-type: none"> • Markings on floor • One-way system • Cleaning • PPE – first aid
<p>Staff and pupils showing signs of or confirmed with having Coronavirus Covid-19 in the last 10 days</p> <p>A member of their household is suspected of and confirmed with having Coronavirus Covid-19</p>	<ul style="list-style-type: none"> • Staff and pupils are instructed NOT to attend VEM if they or a member of their household are displaying Coronavirus symptoms • Staff and pupils are asked to follow the advice of the NHS/GP and should self-isolate for 10 to 14 days • Upon instruction of the NHS/GP, all persons and persons linked to a person showing signs of Coronavirus will be tested <p>All Staff and Parents have a responsibility to inform the school immediately of the result of the COVID-19 test (Negative/Positive).</p>