



# Ireleth St Peter's CofE Primary School

Headteacher: Mrs. R. E. McFarlane

Chair of Governors: Mrs. J Whittam

Kirkby Road, Ireleth, Askam-In-Furness, Cumbria, LA16 7EY

Tel: 01229 462753

E-mail: [head@irelethst-peters.cumbria.sch.uk](mailto:head@irelethst-peters.cumbria.sch.uk) ~ Web: [www.irelethst-peters.cumbria.sch.uk](http://www.irelethst-peters.cumbria.sch.uk)



Dear Parents/Carers,

I am writing to you in regards to the phased reopening of ISP and I hope that this letter finds you safe and well.

Firstly, I want to thank you for your patience and trust in awaiting this update. As Headteacher, I have wanted to be absolutely certain that we are making the right decision and devise a plan which will keep everyone as safe as possible. As you can imagine, a great deal of thought and planning has gone into this with advice being sought from the Government, Local Authority and our independent Health & Safety Team, Kym Allan.

On behalf of the Governing Body, I am pleased to report that a decision has been agreed to reopen ISP, albeit following a slow and cautious plan. As we take the next steps, together, it is vital that we have the support of everyone at home to be able to implement our plans effectively. Whilst we have deemed it safe to reopen, I must stress that our message remains the same - if you are in a position to be able to keep your child at home then this is the safest option and we fully support you in this.

This letter will indicate to you the reopening overview and daily timetable along with safety measures in place. I wish to make you aware that at ISP, this will be constantly reviewed by myself and all colleagues including governors to ensure the viability and safety of the plan along with identifying safe next steps for introducing further year groups. The reviews will consider pupil numbers, staff availability, the infection rate and government advice.

## Opening Overview

Week	Year Groups/Key Groups	Base
1 01/06/2020	Vulnerable and Key Worker pupils	Whale
2 08/06/2020	Vulnerable and Key Worker pupils Year 6 – Tuesday and Thursday <b>REVIEW 10/06/2020</b>	Whale Shark
3 15/06/2020	Vulnerable and Key Worker pupils Year 6 – Tuesday and Thursday <b>POSSIBLE YEAR 1 DEPENDENT ON REVIEW</b>	Whale Shark <b>DOLPHIN</b>

At ISP, like all other settings, we have a varied staff structure all with their own unique family situations. I am in a position to be able to staff the above and as referred to earlier, this will be reviewed weekly. During week 1, there will be a mixture of support staff covering the vulnerable/key worker group who will be based in Whale Class and from Week 2 onwards, Miss Jackson will work with year 6 with Miss Morrison. The plan is to introduce additional year groups on a weekly or two weekly basis but as mentioned above, this is dependent on a number of factors during review. You will of course be updated on review outcomes.





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An important note worth sharing is that I have been instructed by governors to continue working from home until my Husband has finished shielding which at the moment is set at June 30<sup>th</sup>. Many of you who know me well, will realise how hard this is for me. I do, however, respect their decision and appreciate their compassion for my situation.

## Vulnerable/Key Worker Criteria

Vulnerable and key worker families will be able to access childcare at ISP providing they meet strict criteria. Completed forms must be emailed to [head@irelethst-peters.cumbria.sch.uk](mailto:head@irelethst-peters.cumbria.sch.uk) by 3:15pm on Thursday for the following week. You will be contacted by the office on Friday after 12pm to confirm whether you have or have not been allocated a place. The form will be sent separately via ParentMail. Please do not enquire about a place via Class Dojo.

It has been decided that we will accept a maximum of 6 pupils in Week 1, increasing this to 8 pupils in Week 2. Again, this will be continually reviewed.

To qualify, proof of key worker will be required and strict criteria has been set and places will be allocated in the following order:

1. *EHCP, Social worker involvement or deemed as vulnerable by ISP.*
2. *Both parents are key workers attending work or in single parent families, one parent.*
3. *1 parent is a key worker attending work, Y6*
4. *1 parent is a key worker attending work, Y1*
5. *1 parent is a key worker attending work, YR*
6. *1 parent is a key worker attending work, N*
7. *1 parent is a key worker attending work, remaining year groups*

## Daily Timetable

Morning exercise	Snack	Learning	Outdoor time	Learning	Lunch	Collective Worship	Outdoor time	Snack	Outdoor time
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Regular handwashing intervals and cleaning before and after each activity. Handwashing when arriving and leaving school.





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### Safety Measures

- A clear message that: **Anyone displaying symptoms of Covid-19 should not be in attendance at school and should be following the isolation guidance as outlined by the Government.** <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
- Slow and cautious phased reintegration of year groups.
- All parents are encouraged to talk to their children about their return to school and highlight the importance of hand washing and social distancing.
- There will be no BC or ASC offered for the remainder of the school year.
- Provision will be offered at 4 days a week - Monday, Tuesday, Wednesday and Thursday. Friday has been set aside for a deep clean.
- Staggered start and finish times – *Week 1, 8:45-9:00am and 3:15-3:30pm*
- Although Mrs McFarlane will not be on site, yet, she will remain contactable at all times and continue running the school working from home. Daily Zooms will take place with each base along with regular Zoom contact in the office.
- Small key groups which will have their own base, not mixing with other key groups throughout the day therefore remaining in their own 'bubble'. Social distancing of 2m will be encouraged within key groups but cannot be guaranteed at all times.
- Key groups will have at least two members of staff including first aid response. In week 1, staffing will alter on a daily basis although as demand increases, staff will increase their time in school, staying with a particular group.
- Pupils will arrive through the hall doors and leave through the playground door. Mrs Doherty will organise this transition, collecting children one at a time once parent has arrived. Anyone not collected will stay in the classroom with an adult until parents have been contacted.
- Pupils do not need to wear school uniform. Parents may choose plain sportswear that will be suitable for all activities – no logos or sports team kits e.g. football kits. Children and adults need to keep their long hair tied up. Watches and additional jewellery, other than wedding/engagement rings must not be worn as is the case for nail polish. Fresh clothes should be worn daily by both pupils and staff. It is recommended that children/staff have a shower as soon as they get home and clean school clothes separately to 'home' clothes.
- Parents will not be permitted in the school building. Anyone needing to contact school can do so by phoning the school office or emailing [admin@irelethst-peters.cumbria.sch.uk](mailto:admin@irelethst-peters.cumbria.sch.uk)
- Unnecessary visitors will not be permitted in the school building and contracting work will be assessed on an individual basis dependent on the need e.g. Wards will be permitted in the building to complete necessary water safety checks.
- Staff will communicate via mobile phone during the day where there is a need to inform of any sudden changes to routine. This will avoid unnecessary social contact. Policy has been amended to allow this under these circumstances. Phones will not be used for anything else other than contacting each other and Class Dojo.





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- Classrooms will be prepared in advance and all soft furnishing and toys will be bagged and stored in an allocated store room. A small amount of wipeable toys will be allocated for use which will be cleaned after use. Sand pit, water tray etc. will not be allowed once Dolphin class is open.
- Pupils will have their own work station and carpet spot which they will use for the whole week. Each work station will have a laminated name card, cup and a clear pencil case of equipment. Carpet spots where necessary will be marked with small rubber markers.
- Dolce are providing 'Grab Bags' which will be hot or cold. These will be delivered to the classroom door for pupils to eat in classrooms. These must be ordered at home or by the adult in the morning – the children must not use the IWB. All waste will be disposed of appropriately in a black bin bag. Additional bin bags will be left in each base room. Mrs Buckingham will continue to deliver 'Food Boxes' and 'Grab Bags' to those FSM and UIFSM who order on a weekly basis.
- Snacks will be provided during the day. Staff will use gloves to pick pupils choice and leave on a paper towel for them to collect from the correct social distance. Sugar free juice or water will also be offered. Cups will be put through the dishwasher by Mrs Buckingham and delivered to the classroom every morning.
- Pupils will be permitted to bring a packed lunch however this must be wiped down on entry to school and once arriving home. Pupils should not bring anything else to school other than a coat.
- School has purchased new pedal bins to ensure children do not have to touch the bins and that all rubbish is covered over.
- The school will be cleaned morning and night as normal with the addition of a deep clean on Friday.
- Staff will also ensure regular cleaning throughout the day including the wiping down of tables and areas before and after every activity. Touch points will be cleaned as used including light switches, handles and banister rails etc.
- Pupils and staff will wash hands upon entering and leaving the school building. This will also be scheduled into the daily timetable so that it is completed before and after every activity. Additional posters will be on display and children will be regularly reminded of how to do this effectively.
- School has purchased additional cleaning materials including blue roll, antibacterial spray, wipes and tissues. Each classroom and area will be well equipped.
- The girls and boys toilets in the corridor will be used by Whale Class base where only 1 cubicle will be open and in use – the other/s will be marked as 'OUT OF ORDER' and urinals must not be used. Only one pupil at a time will be permitted to leave the base.
- Where possible, inside doors will be wedged open to limit the amount of surfaces touched.
- Health and safety measures will still take place including a weekly fire drill to take into account for new children.
- Three outdoor areas have been allocated to enable more than one group outside at a time – the main playground, the bottom field and the sports pitch. All outdoor equipment will be out of use to avoid touch points and unmanageable cleaning.





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- If a pupil falls over on the playground or in the classroom, staff will use the correct PPE for example gloves, apron and mask when dealing with any child. Social distancing rules will not apply in these situations where there is a physical need to help another.
- Spray, tape or cones will be used to separate outdoor areas where needed along with the hall and main corridor in school.
- A daily timetable has been scheduled for key groups to follow with adjustments in time when travelling through the school is required. The timetable looks different to a normal school day and now incorporates a large amount of outdoor time with additional breaks and relaxation. Those in school will complete the same/similar activities as those at home. Home learning will continue for children not attending school however will inevitably be impacted when the class teacher is working in school. The IWB must not be used by children.
- Homework will not be sent home but children can access online learning activities/websites if required.
- The school office will be out of use at all times for staff other than Mrs Doherty. Where photocopying or printing is required, a phone call to the office will be made for Mrs Doherty to collect the work from outside the classroom door to photocopy/print as per instruction, wearing gloves.
- Staff will carefully consider the amount of items brought into school and items that they take home. This will help with infection control.
- School staff will maintain social distancing of 2m wherever possible, unless dealing with an emergency.
- PPE has been sourced for staff including gloves, aprons, masks and hand sanitiser from the emergency hotline in preparation for the first week. Wearing PPE for any intimate care including first aid will be compulsory. Gloves must be worn when handling any food during snack time and pouring drinks. If staff choose to wear a mask during other times, this will be their choice and they will be permitted to do so.
- Staff to complete relevant CPD before beginning work in school – 'Infection Control volunteer programme including COVID 19 guidance' via Cumbria Learning Pool.
- If a child shows any symptoms during the school day, parents will be contacted immediately and asked to collect. The child will sit with an adult, wearing full PPE, in a specified room and be comforted until a parent arrives. If a child is sent home, they will need to be tested before returning to school. Parents of that key group will be informed.

I appreciate that there are many safety measures to read through but it is important you have all the facts before considering your decision. I also understand this phased return may appear quite slow and drawn out than some may have hoped for and I hope you understand the reasons for this.





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To reiterate the main points:

1. We have devised a slow and cautious model for reopening ISP.
2. Key Worker request forms must be emailed to [head@irelethst-peters.cumbria.sch.uk](mailto:head@irelethst-peters.cumbria.sch.uk) by Thursday for the following week.
3. Regular reviews of provision will take place to decide next steps in terms of inviting more year groups back with parents being informed of any updates.
4. **Anyone displaying symptoms of Covid-19 should not be in attendance at school and should be following the isolation guidance as outlined by the Government.**

Finally, I wish to thank my dedicated governors and staff whom without their support and commitment for our children, we would not have a viable plan to reopen. The next few months are going to bring new challenges for us all and we are going to need to remain the strong team that we are.

I hope that I have provided a document that gives an overview of the planned measures that will be put in place to reduce the risk to both children and staff. It is important to realise that school will not function in the way which we are all used to, however, we will do all that we can to ensure the children in our care are happy, safe and enjoy their time at ISP. As always, please do contact me should you have any questions or feel I can provide support.

Warm wishes to stay safe and well,

*R E McFarlane*

Mrs. R. E. McFarlane

25/05/2020



*Inspiring Successful Partnership  
through God's love*

