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The purpose of this handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic.

This handbook has been created to provide you with details of the measures that are in place to ensure the safety of our school community as we move forward. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that Sacred Heart School has taken all the necessary precautions in keeping all pupils safe and supported at school.

Useful contacts

All staff can be contacted through the school office.

We welcome any questions and will do our best to address any of your concerns. Our school office is open from 8:15am until 4:30pm and can be contacted via admin@sacredheart.barnetmail.net or 020 8445 3854 (opt 0). Please do not attend the school office in person unless absolutely necessary.

System of controls on site

The school will continue to operate in line with the government's direction, giving on-site and online provision to all pupils and staff as directed.

Full, on-site provision means the school will be operating under its usual opening days and times: Monday to Friday from 8:40am until 3:30pm.

The school will, however, deliver this full provision alongside a system of controls which aim to balance minimising any risks from coronavirus to the school community with providing a full education for pupils.

This system of controls will follow government and public health guidance and will continue to be reviewed and updated where necessary, to ensure the controls are effective, up-to-date and working as planned. We will communicate any changes to you as soon as possible.

Please contact the school office as soon as possible if you have any queries regarding your child's attendance.

Risk assessment

The school has conducted a thorough risk assessment of these control measures designed to mitigate the risks of operating with full provision during the coronavirus pandemic. Our risk assessment covers various aspects of cleaning, staff availability, infection control and social distancing protocols, mental health and wellbeing, access to learning, and fire safety.

The risk assessment is a live document, was reviewed for this re-opening and will be updated as required. A copy of this risk assessment is available on the school website.



Protecting clinically vulnerable individuals



Shielding advice is in place for clinically extremely vulnerable pupils in areas under local restriction tier 4: 'stay at home'.

Pupils who are clinically extremely vulnerable will be identified as such by an individual letter from the NHS or a specialist doctor.

If your child is considered clinically extremely vulnerable, they are advised to attend school if they are in areas under local restrictions tiers 1 to 3 and have not been directed otherwise by their GP or clinician.

If your child is considered extremely vulnerable and are in an area under local restriction tier 4, they are advised not to attend school. The school will provide them with remote education throughout the time they remain at home and will keep in contact with you and your child during this period. If you have any questions or concerns about your child learning remotely, please contact their class teacher to discuss this.

If your child is considered clinically vulnerable or lives with somebody who is clinically extremely vulnerable, they are currently advised and expected to attend school, and to follow the system of controls on site, in line with the expectations for non-vulnerable pupils.

If you feel concerned about the risk to your child's health posed by attending the school site, please contact the head teacher to discuss your concerns and the protective measures in place at school.

Social distancing

To reduce the risk of transmitting coronavirus in our school, social distancing measures are in place. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff are working with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

Group arrangements

Foundation Stage Children, irrespective of age, are in small consistent groups, or bubbles, of no more than 30. Each group has at least one staff member, and will have more staff members if required. All other control measures remain in place. We will minimise contact between groups where possible. Staff do not need to maintain a two-metre distance from pupils, nor do staff need to keep pupils at a two-metre distance from one another. Staff will aim, however, keep a two-metre distance from other staff members where possible. Staff may move between bubbles to facilitate the delivery of the full educational offer.

Yrs. 1-6 To maximise the effectiveness of social distancing between all staff and pupils attending school, pupils are in set consistent class groups, or bubbles. The school is operating with one classroom teacher in each bubble, alongside any required



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TAs or SEND support staff. If it becomes necessary, however, all teachers and other staff are able to operate across all the bubbles in order to facilitate the delivery of the full school timetable. We will communicate any changes in bubble arrangements to you and your child as soon as practicable.

Within the bubble:

- Staff will aim to maintain a two-metre distance between themselves and the pupils; they will aim to minimise close face-to-face contact, where possible.
- Staff will aim to encourage older pupils to maintain distance and not touch staff and peers, where possible, i.e. in upper KS2.
- Staff working with pupils who cannot maintain social distancing, such as young pupils, e.g. in KS1 and lower KS2, or with pupils with complex needs, will endeavour to deliver their duties as normal, with no distancing required.

Other social distancing measures in place on the school site:

- Class sizes are at the usual amount of no more than 30 pupils.
- Pupils within a bubble are not permitted to mix with members of another bubble.
- Large gatherings, such as assemblies, will not take place for more than one bubble at a time.
- Timetables are organised to ensure bubbles are kept apart and movement around the school site is kept to a minimum.
- Pupils are kept within their bubbles when moving around the school, except to use the toilet.
- Each bubble has its own classrooms, learning areas and designated outdoor areas for break times.
- Desks and chairs in classrooms are front-facing and placed as far apart as possible.
- Frequently-used equipment, e.g. pens, are provided or brought from home so that all staff and pupils have their own – sharing frequently-used equipment is avoided.
- Classroom resources, e.g. books, are shared within bubbles and are cleaned frequently, e.g. at the end of each day.
- Communal resources, e.g. sports equipment, can be shared between bubbles and are thoroughly cleaned between uses.
- Communal facilities, e.g. changing rooms, are cleaned between uses by different bubbles.
- Pick-up and drop-off times are staggered by bubble to avoid large gatherings.
- Lunchtimes and break times are staggered and vary per bubble, with time left in between uses by different bubbles for surfaces in dining areas to be cleaned.

We acknowledge that we face some limitations to the practicality of these arrangements in certain circumstances and, therefore, will work with all pupils to help remind them of the importance of staying within their bubbles. If you are concerned about any of the arrangements listed above, please contact the school office as soon as possible to discuss any alternative arrangements.



Start and finish times

Pupils' start and finish times are staggered in order for us to adhere to social distancing guidelines as much as possible.

We ask that pupils are dropped off or picked up by only one accompanying adult. Older siblings should not accompany parents onto the playground, but wait at the front of the school. Any one over the age of 12 should be wearing a face mask on the school site.

We kindly ask that parents do not enter the school building or gather in groups on or outside of the school premises.

The tables below outline pupils' start and finish times, depending on their bubble, and where you should drop off or pick up your child, where relevant. Please note that times may differ for any before- and after-school clubs – further clarification is provided later in the [Before- and after-school care](#) section of this handbook.

Pupil bubble	Start time	Location for drop-off and entering school	Finish time	Location for pick-up and leaving school
Foundation Stage	8:45am	Russell Road gates	3:20pm	Lower playground
Year 1	8:45am	Russell Road gates	3:30pm	Lower playground
Year 2	8:45am	Russell Road gates	3:30pm	Lower playground
KS2	8:40am	Main entrance gates to playground	3:20pm	Upper playground

Parents collecting from more than one Key stage should enter by the main entrance to collect children from KS2 first and then move to the lower playground and exit via Russell Road. No one should be coming up from the lower to upper playground. KS2 children should wait with their parents on the lower playground and not use any of the equipment or run around on the AstroTurf.

Moving around the school

Movement around the school is restricted in most circumstances, to minimise the risk of bubbles mixing or coming into contact with one another. When moving around the school, pupils are expected to remain within their bubbles except to use certain facilities, such as toilets. The school has put in place one-way systems to further reduce the risk of contact between those in different bubbles.

Staff and visitors wear face coverings when moving around communal areas of the school where it is particularly difficult to maintain social distancing, e.g. corridors and staircases. More information is available in the face coverings section [below](#).

Infection control

The school's Infection Control Policy is implemented as appropriate. Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we



are enforcing rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have complex needs. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

- Pupils are instructed to wash their hands at various points throughout the day, including upon entering school, when they change rooms, before and after eating, before and after break times, after using the toilet, and after coughing or sneezing.
- Pupils wash their hands for at least 20 seconds using soap and water or alcohol-based hand sanitiser.
- Younger pupils and pupils with complex needs are supervised when washing their hands.
- The school enforces the 'catch it, kill it, bin it' approach to containing coughs and sneezes.

Increased hygiene practices

Pupils and staff are reminded to clean their hands frequently. We also continue to promote the 'catch it, bin it, kill it' approach. To ensure these practices are carried out, we will:

- Make handwashing and hand sanitiser stations available across the school.
- Supervise the use of hand sanitiser and support pupils with handwashing and the 'catch it, bin it, kill it' approach if required, e.g. those with complex needs.
- Make sure there are enough tissues and bins available to support staff and pupils, including those with complex needs, to follow this routine.
- Build these routines into school culture and support them through behaviour expectations, ensuring younger pupils and those with complex needs understand why they must follow them.

Enhanced cleaning measures

An enhanced cleaning schedule remains in place to ensure more frequent cleaning of rooms, shared areas, and frequently touched surfaces and resources.

Pupil groups are not allocated their own toilets; however, all toilets are cleaned more frequently.

Increased ventilation

To help reduce the spread of coronavirus whilst the school is in operation, we will ensure the site is well ventilated and a comfortable learning environment is maintained.

Where possible, we will:

- Adjust our mechanical ventilation systems to increase the ventilation rate, and check to confirm that normal operation meets current guidance.
- Open windows - in cooler weather windows will be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space.
- Open internal doors to help create a flow of air.



- Open external opening doors, where necessary and where safe.

To balance the need for increased ventilation while maintaining a comfortable temperature, we will also:

- Open high-level windows in preference to low-level to reduce draughts.
- Increase the ventilation while spaces are unoccupied, e.g. between classes.
- Provide flexibility to allow additional, suitable indoor clothing to be worn by pupils.
- Rearrange furniture to avoid direct draughts, where possible.

Personal protective equipment (PPE) and face coverings

Staff will use PPE if a pupil shows symptoms of coronavirus and a distance of two metres cannot be maintained. Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

The government does not require face coverings to be worn in early years settings or primary schools; however, schools have been given the discretion to require staff and visitors to wear face coverings in areas where it is particularly difficult to maintain social distancing when moving around the premises, e.g. corridors and staircases. Schools also have the discretion to require staff and visitors to wear face coverings where this would provide staff and parents with additional confidence to support the full attendance of pupils at school. Pupils are not required to wear face coverings at any time.

Based on this guidance, the head teacher has decided that staff and visitors will be required to wear face coverings when moving around communal areas of the school, including corridors and staircases. Some staff may choose to wear face coverings in the classroom if social distancing cannot be practiced. The school will not require face coverings to be worn by those exempt from doing so. Staff and visitors will not be prevented from entering school on the grounds that they are not wearing a face covering.

The school will have a contingency supply of face coverings available for staff and visitors that do not have one or need to replace the one they brought with them.

Bringing items into school To minimise the risk of potentially transmitting infections between pupils' and staff's households and the school, we ask that pupils do not bring non-essential items from home into school with them – this includes footballs and other similar items. Pupils will be able to take items from school, such as books, home with them if needed, provided that these items are properly cleaned

- Essential medication and medical equipment
- Coats and other essential outdoor wear
- Spectacles and spectacle cases
- Packed lunches
- Stationery and books
- Washed PE kits
- Mobile phones (yr. 6 only)
- Bags



before and after being in their homes. The following equipment can be brought to school:

If your child needs to bring an item to school that is not listed above, please contact us as soon as possible to discuss alternative arrangements.

Procedure if a pupil displays symptoms of coronavirus

If a pupil starts to display symptoms at home

It is extremely important that all parents and pupils remain vigilant with regard to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you do not send your child to school if they have any of the following symptoms:

- **A high temperature** – this means they feel hot to touch on their chest or back
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- **A loss of, or change in, their normal sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal



It is also important that if somebody in your household has tested positive for coronavirus, your child self-isolates for 10 days beginning from the onset of the symptomatic person's symptoms, or from the day of the positive test result if they are asymptomatic. Your child must complete this 10-day period of self-isolation, even if they themselves receive a negative test result during this period.

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is displaying symptoms of coronavirus and your child cannot come into school. You will be advised to get your child tested for coronavirus and to notify the school of the result. See [below](#) for information on accessing a test.

If a pupil starts to display symptoms at school

If your child starts displaying symptoms of coronavirus whilst on the school site, the school will take the following immediate actions:



- The pupil will be asked to self-isolate in school using a designated area.
- The pupil will be supervised while waiting for collection, where required.
- The pupil's emergency contact will be notified that they must be picked up as soon as possible.
- The pupil will be strongly encouraged to get tested for coronavirus.
- They and their household will be strongly encouraged to engage with the NHS Test and Trace programme.
- Areas the pupil has occupied will be disinfected as soon as possible.



If a pupil is sent home from school to self-isolate and receives a positive test result, they must self-isolate for at least 10 days. If they receive a negative test result, they may return to school, provided they are well and no-one else in their household is displaying coronavirus symptoms.

If a pupil at school tests positive for coronavirus, the school will send the pupil's close contacts home to self-isolate for 10 days. Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre. This includes face-to-face conversation, unprotected (skin-to-skin) physical contact, or being coughed or sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

Testing

To meet our duty to engage with the NHS Test and Trace process, we ask that you and your child be ready and willing to:

- Book a test if you or your child are displaying symptoms of coronavirus.
- Provide details of anyone your child has been in close contact with if they were to test positive or are contacted by NHS Test and Trace.
- Self-isolate for 10 days if your child tests positive for coronavirus.

Rapid-result testing

The government has introduced a rapid-result testing scheme for schools, designed to help identify individuals in the school community who are carrying coronavirus without displaying any symptoms. Participation in the rapid-result testing scheme is strictly voluntary, although the government strongly encourages eligible individuals to participate where possible.

Under the new scheme, staff attending the school site will be tested twice weekly as a matter of routine, using lateral flow device (LFD) test kits that provide a result in 30 minutes and do not require a laboratory to process.



Please note: the rapid-result testing scheme does not replace the need for our existing infection control measures. We ask that pupils continue to follow the social distancing and additional hygiene measures laid out in the rest of this handbook at all times.

Access to home testing kits

The school has received a supply of home testing kits from the government. These will only be offered to individuals in the exceptional circumstance that we believe they may have barriers to accessing testing elsewhere. Additional testing kits will be ordered to the school if our supply is running low to ensure we always have emergency reserves, although our use of them will remain sparing. Testing kits will only be provided to adults over the age of 18 or a pupil's parent.

We will not be administering testing ourselves, nor will testing take place on-site.

Pupils are encouraged to access a test themselves by visiting a testing site, ordering a test [online](#) or calling 119.

Test results

We ask pupils to inform us immediately of their test results. If a pupil tests negative, they feel well and no longer have symptoms, and no-one else in their household is displaying symptoms, they may return to school. If they test positive, they will be asked to self-isolate for at least 10 days and return to school only once they do not have symptoms other than a cough or a change in sense of smell or taste.

If we are informed of a positive test result, we will contact the dedicated NHS advice service via the DfE Helpline on 0800 046 8687 as soon as possible. We will work with the NHS team of advisers to understand the action we need to take – this includes sending people home if they have been in close contact with the confirmed case, and working with the local health protection team if the situation is escalated. The situation will be monitored closely, and you will be advised of our plans via letter.

To prepare for this possibility, we will be keeping a record of all pupils and staff members in each group, and any close contact that takes place between pupils and staff in other groups.

If we have two or more confirmed cases within 14 days, or experience an overall increase in symptom-related absences, we will work closely with the local health protection team which may result in larger numbers of pupils isolating at home as a precautionary measure.

NHS COVID-19 app

The NHS COVID-19 app is available to download for those aged 16 and over. The app alerts people who may have been exposed to coronavirus that they will need to self-isolate.

It is not expected that pupils in the school will be accessing it.

National restrictions

In the event of a national lockdown in which schools are closed to most pupils, we will continue to deliver on-site provision to vulnerable pupils and the children of critical workers. Infection control measures will continue to apply on the school site. All other pupils will learn remotely, with support from the school as laid out in the '[Remote](#)



[learning](#)' section below. We will ensure that all pupils continue to receive high-quality education and support through such a period.

If you have any concerns, please contact the head teacher.

Remote learning

We are prepared to deliver high-quality remote education to all pupils not able to attend the school site as a result of coronavirus. We also have provision in place for pupils to immediately begin learning remotely if they are sent home to self-isolate, provided they are well enough to do so. We understand that each pupil's circumstances and ability to access learning material differs, which is why we are committed to doing all we can to help pupils who are learning at home.

We will use a clear curriculum sequence that allows access to high-quality online and offline resources and teaching videos and is linked to our curriculum expectations. Assignments will be meaningful, ambitious, and set across a range of subjects, and our programme will be equivalent in length to the core teaching that pupils would receive in school.

Pupils will be given access to high-quality remote education resources. The online tools we select will be used consistently across the school to allow interaction, assessment and feedback. All teaching staff will be trained to use the online tools to ensure effective use.

We will continually gauge how well pupils are progressing using questions and assessments and set clear expectations for pupils on how often teachers will check their work. Teachers may adjust the pace or difficulty of remote education, or revisit material in response to these assessments.

The school will check to what extent pupils are engaged with their work regularly and frequently. You will be informed of any engagement issues we encounter as soon as possible. We will also provide feedback on pupils' progress through the curriculum regularly and frequently.

We will set pupils in KS1 work to fill a minimum of three hours a day, and will set pupils in KS2 work to fill a minimum of four hours a day. Your child's class teacher will send this work out daily.

Expectations of pupils will depend on their age, stage of development, and any SEND. You can find more information about our remote education offer on the school website.

We advise you to make every effort to ensure that your child has access to and completes the learning materials provided. We understand that this poses its own unique challenges and, therefore, encourage you to contact your child's teacher via Teams, or the head teacher via 02084453854, if you are experiencing any problems.

The curriculum

To ensure all pupils are given the appropriate support to catch up and make substantial progress by the end of the academic year, we will ensure that:

- We teach an ambitious and broad curriculum in all subjects, whilst making use of existing flexibilities to create time to cover important missed content.



- Curriculum planning is based on the educational needs of pupils, informed by an assessment of pupils' starting points.
- Remote education is integrated into school curriculum planning and pupils are supported to learn from home if they need to.

Reception

Teachers will focus on the prime areas of learning, including communication and language, personal, social and emotional development, and physical development. Teachers will also work to assess and address gaps in language, early reading and mathematics. We will ensure we are aware of all updates to the '[Early years foundation stage: coronavirus disapplications](#)', making sure changes to the curriculum are made where required.

We will also consider how all groups of children can be given equal opportunities for outdoor learning.

KS1 and KS2

Our priority is to identify gaps and re-establish good progress in essential areas, such as phonics and reading, increasing vocabulary, writing, and mathematics. The curriculum will remain broad, ensuring the majority of pupils are taught a full range of subjects over the year.

Relationships and health education

We began delivering the statutory relationships and health education from the Autumn term 2020, in line with our Relationships and Health Education Policy.

Teachers will be trained to deliver content on mental health and wellbeing, and we will continue to support teachers in this delivery.

Behaviour expectations

To ensure the school remains a safe place, we have made the decision to enforce additional rules with regard to social distancing and infection control. Pupils are expected to follow these rules. These rules include:

- Additional hand washing.
- Minimising close contact, where possible.
- Minimising contact with those outside of their bubble, where possible.
- Not lingering in corridors, stairwells and other communal places.
- Not spitting, biting, or displaying other behaviours that put others at risk.
- Putting used tissues in a bin.
- Queuing to use school facilities, where required.
- Keeping to their classroom seating plan.

Pupils who purposefully behave contrarily to these measures and put others at risk will be disciplined in line with our Behaviour Policy.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or have complex needs. The school will,



therefore, consider each situation individually, work with pupils to educate them on the importance of social distancing and infection control measures, and reward positive behaviour.

Attendance

Attendance for pupils coming into school will be recorded as normal. We understand that you may be concerned about your child coming into school at this time, but please be assured that the school will do its utmost to keep your child safe. Please feel free to contact the school to discuss attendance and the safety measures in place. Penalties for non-attendance have resumed, but the school will only implement these as a last resort.

If, at any time, your child cannot attend school due to the necessity to self-isolate, whether this is because they are ill themselves or have been in close contact with someone who is, please let the school know as soon as possible on 02084453854. Any absences due to following clinical or public health advice to stay at home will not be penalised.

The school will continue to notify social workers where pupils with a social worker do not attend school when they are expected to.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures. Please make sure that you have informed us if any of your contacts details have changed since the beginning of the year.

The government has instituted quarantine periods for those returning from certain foreign countries. Staff and pupils who have returned to the UK from overseas within the last month will need to complete the necessary quarantine period, as outlined in the government's [guidance](#), before returning to school. The requirement to quarantine on return to England applies to all countries besides those listed as exempt in the government guidance – this list is continually updated.

Uniform

We expect all pupils to comply with the School Uniform Policy. We are handling non-compliance in accordance with the Behaviour Policy.

Parents are not required to wash pupils' uniform any differently or more frequently than they usually would.

Warm clothing

To balance the need for increased ventilation while maintaining a comfortable temperature in classrooms, we will permit additional, suitable indoor clothing to be worn by staff and pupils where necessary, e.g. a fleece.

Food arrangements

Arrangements are in place to ensure mixing between bubbles is avoided during lunchtime. Pupils who require a school meal collect their food from the dining room at



their designated time and will eat their lunch in the dining room. Pupils who bring a packed lunch to school eat their lunch in their classroom.

The school continues to provide free school meals (FSM) for eligible pupils. If you require any further information about the provision of FSM, please contact the school office as soon as possible.

The school asks pupils and staff to thoroughly wash their hands before and after eating, using water and soap for 20 seconds, or an alcohol-based sanitizer

Transport

Pupils should walk or cycle to school or be dropped off by a member of their household where possible. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face coverings.

Safeguarding

Ensuring safeguarding arrangements remain effective and updated is a key priority. Our Child Protection and Safeguarding Policy was updated during the partial closure to include provisions for keeping pupils safe until all pupils returned to school.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A designated safeguarding lead or deputy designated safeguarding lead is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Pupils who remain at home, e.g. due to self-isolation, are protected when they are online.

Identifying and supporting newly vulnerable pupils

We are aware that some pupils may have been at an increased risk of experiencing harm as a result of lockdown periods, as they may not be seen by staff at the school or other agencies. Other pupils may not provide cause for concern before lockdown periods but have since experienced significant harm during their time at home.

We are continuing to take steps to identify and support pupils newly classified as vulnerable, accounting for the fact that these pupils may include those that would not usually be considered 'at risk'.

The designated safeguarding lead and their team have time and support to enable them to organise and manage their workload effectively. This includes engaging with external agencies and ensuring staff, pupils and pupils' parents are informed of any services whose work practices may have changed due to national intervention.



Safeguarding training is continually refreshed for all staff to ensure everyone is able to respond appropriately to disclosures from pupils and identify signs that could indicate a pupil has experienced significant harm, e.g. changes in behaviour.

We ensure staff are aware that it will take time for pupils to re-establish their relationships with staff and to process their experiences of lockdown. This means that it may take time before pupils are able to share their experiences. Staff have been reminded that just **because a disclosure is not immediate, it does not make it less valid or important.**

A safe place is provided for pupils to discuss concerns about their experiences of lockdown and make disclosures where necessary.

We need to know if your child experiences any changes regarding their welfare, health and wellbeing. We need to know this information so we can put the appropriate support in place for your family. If you need to report any changes, please contact the DSL directly.

SEND support

Assessing risks to pupils with SEND

All pupils with special educational needs and disabilities (SEND), including those with education, health and care (EHC) plans, are expected to attend school alongside their peers, unless specifically directed otherwise by a letter from the NHS or a specialist doctor.

The school will consider whether any pupils with SEND will need specific support for the additional routines, e.g. increased hand washing, within school.

Providing SEND support

Staff, including teaching assistants and specialist staff, are deployed to provide pupils with the necessary support while they remain within the required bubbles. Any redeployments are not made at the expense of supporting pupils with SEND.

The Special Educational Needs Coordinator (SENCO), in collaboration with other key members of staff and agencies, is responsible for coordinating the school's SEND support. Specialist staff, therapists, peripatetic teachers and other support staff are allowed to move between schools to support pupils and provide interventions as usual, whilst trying to maintain a distance from other staff.

Support for individual pupils

We are aware that pupils with SEND will have had a variety of experiences. While many pupils with an EHC plan will have been attending school on site for some or all of lockdown periods, others will not. There are many pupils identified as needing SEND support who will have been learning from home throughout this period. There are also those who were not on the SEND register before the coronavirus pandemic, but whose experiences during this period mean that they are now in need of additional SEND support – we recognise that many of these pupils are those with social, emotional and mental health (SEMH) needs.

Even within these groups, pupils' experiences may not be uniform. To ensure pupils receive the appropriate support, the SENCO is ensuring they have a clear



understanding of the experiences of pupils during the closure period. This is done in several ways, including speaking to pupils and their parents and getting in touch with any external agencies that have been supporting pupils.

All pupils, including those with SEND, are being given catch up support to promote their progress.

Building relationships

Relationships between staff and pupils and pupils and their peers may also be impacted due to social distancing measures. We are making sure that this change in relationships is explained to pupils with SEND, whilst also understanding that these pupils may require repeat explanations.

Staff deployment will be kept as consistent as possible to help rebuild relationships. Support staff will be given time with pupils to build relationships away from learning expectations. Class teachers and TAs will also be given time with their pupils to rebuild relationships.

We are aware that pupils with SEND may have experienced feelings of rejection and fear during this time and that these feelings may be communicated physically. This behaviour will be managed in a supportive, rather than corrective, manner.

Establishing routines

The establishment of routines for pupils with SEND will be vital, bearing in mind that routines may involve staggered starts and other changes.

Routines will be made clear to all pupils with SEND and time will be needed for them to embed and understand the changes. Visual timetables will be made to support pupils' understanding of routines. We will consider whether additional breaks for movement to support self-regulation and the management of change are required.

Establishing expectations

The expectations of pupils for areas such as their behaviour and how they act around school will be different, e.g. pupils will be expected to adhere to some form of social distancing rules. We understand that it may be more challenging for pupils with SEND to meet these expectations.

We will clearly set out our expectations to all pupils and ensure pupils with SEND are provided with learning aids, e.g. picture books, to support their understanding.

Learning

Pupils will have had different learning experiences during the coronavirus pandemic – this means they will be in different places academically and teachers will need to build on where each pupil is.

Teachers and support staff are responsible for establishing the current level of learning for pupils with SEND. Formal assessment will not be used to establish the current learning levels of pupils with SEND, as this could add to pupils' anxieties around re-entering formal education. The SENCO is working with class teachers and support staff to develop the most appropriate methods of establishing pupils with SEND's current learning level.



Many pupils with SEND will need to revisit and re-engage with a lot of their previous learning and skills; therefore, class teachers are planning this work specifically for pupils that require it.

Sensory issues

For many pupils with SEND, a key issue is the management and regulation of sensory issues. Pupils will have to readjust to being around more people, noise and movement. We understand that during this adjustment period, pupils with SEND may express their discomfort through emotional and physical outbursts. The SENCO and other key staff will consider how this behaviour will be managed and how pupils will be supported – this will include the following measures:

- Flexibility with fidgeting and movement will be allowed (while considering social distancing measures) to support pupils to self-regulate and manage sensory overload.
- Calm and safe spaces will be allocated throughout the school where pupils can go to if they are experiencing sensory overload.
- The school's policies for the management of emotional and physical outbursts will be reviewed to ensure they are supportive of pupils while keeping staff and all pupils safe.

Annual reviews of EHC plans

In line with local advice, the school's LA has continued to conduct annual reviews of EHC plans. To ensure the school understands the needs of pupils with an EHC plan, the following actions will be taken:

- To maintain social distancing measures, reviews are held virtually.
- Clear decisions are made about information gathering and staff will note whether information is from before or after a partial closure period.
- The SENCO identifies which meetings are the highest priority, e.g. pupils needing a change in placement and those with a significant change of need, and focus on these meetings.

Wellbeing

Members of the school community have experienced overwhelming emotions during the coronavirus pandemic, and we will ensure that everyone continues to feel supported.

One of the school's key priorities in relation to wellbeing is ensuring the school community feels safe.

We continue to work with our LA to discuss the wider support services that are available and to secure services for additional support and early help where possible, and consider how these might apply to pupils who were not previously affected.

Our wellbeing lead will receive training as part of the government's '[Wellbeing for Education Return programme](#)'. This individual will thereafter disseminate the learning and practice to staff and pupils within the school.

Establishing routines



All staff are working together as a team to help pupils feel safe, understand the school's expectations and give them a sense of control.

Clear guidelines and expectations have been given to pupils for the new routines that will apply. These will be adapted as required and any adaptations will be fully communicated to all members of the school community to ensure they know exactly what is expected of them and have a sense of control.

We understand the importance of positivity during this time and will try to ensure pupils leave the school every day with a positive mindset. This approach will help them to feel safe and look forward to being at school.

The environment

Pupils may likely be experiencing a range of emotions, whether this is excitement or anxiety, so we will ensure they feel safe both physically and emotionally. Staff are working together to create a warm and welcoming environment which builds a sense of belonging despite the necessity of social distancing measures.

We understand that pupils will have experienced many overwhelming emotions during the coronavirus pandemic, and some may have faced loss and trauma. We will ensure that an emotionally safe environment is fostered that nurtures and supports pupils and focusses on rebuilding and reconnecting.

Learning

To ensure pupils' needs are met and they are able to thrive and learn effectively, we have made any changes to timetables around a framework that supports pupils to grow.

Teachers will be available if pupils want to talk about any aspect of their learning or emotions they are experiencing.

Communication

We understand that knowing procedures and practices are securely in place will help to alleviate anxiety and build a sense of safety and control; therefore, we will clearly communicate our plans, and any alterations to these plans that occur as the term progresses, to all stakeholders.

We ask that parents share the guidelines in this handbook with their child, and we will communicate any changes to guidelines outlined in the handbook.

Pastoral staff are keeping in touch with parents and will make sure they speak to parents to ensure we know about any other relevant information, e.g. bereavements, illnesses and family challenges. Appropriate support has been put in place to support pupils based on this information.

Bereavement

Our school understands that some members of our community may have experienced loss due to coronavirus. We will ensure we have provisions in place to support these members of our school community.

The Bereavement Policy has been updated with information regarding how bereavement support will be delivered. For pupils who remain at home because they



are following public health or medical advice, the provisions outlined in the amendment to this policy will continue to be followed.

Pastoral staff and the head teacher are responsible for coordinating the school's bereavement support approach. They will meet to discuss how best to support pupils that have been affected. They will talk to the pupil about the following:

- Who they can go to for support both within the school and externally
- Who within the school community has been informed about the death

The impact of such news on any other pupils in the school will be considered and direct contact made with them by their class teacher.

Contact will be maintained with the affected families to ensure they are receiving the support they need.

External support

The following external agencies can provide extra support if required:

- GPs
- Early help referral teams

A live list that is regularly updated is available on the school website.

Visitors on site

Visitors will only be allowed into any school buildings where it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents.

Parents who need to come into school will need to make an appointment first.

Face to face meetings will only be held with parents where absolutely necessary and at a safe distance.

Before- and after-school care

The decision as to whether before- and after-school clubs will restart has been made based on an assessment of whether pupils are able to be safely distanced and in smaller groups of no more than 30 pupils, and whether sufficient staffing is available. Some extracurricular activities, such as music, dance, drama and sports clubs, need additional measures to be implemented in order to run, e.g. no physical contact, appropriate social distancing, smaller groups than usual, and increased ventilation. Pupils attending these sessions, if and when they go ahead, will be informed of any changes to procedures.

The following before- and after-school clubs restarted from 8th March 2021:

- Morning club (run by Non-Stop Action) 7:45 - 8:40
- After school club (run by the school) 3.30 – 6:00

No emergency booking will be taken for these sessions until further notice.

- Non-Stop Action outdoor clubs (please contact Non-Stop Action for details)



Other clubs will only be restarted when it is safe to do so. You will be informed of any changes.

Educational trips and visits

Government guidelines state that no educational visits should take place at the moment.

Important documents

A number of school policies and procedures have been created and updated to reflect the provisions that are in place during the coronavirus pandemic, including the following:

- Coronavirus (COVID-19): Risk Assessment for Schools
- Social Distancing Policy
- Infection Control Policy
- Behavioural Policy
- Attendance and Absence Policy
- Bereavement Policy
- First Aid Policy
- Complaints Procedures Policy

Most of these documents can be found on the school website; however, if you cannot find what you are looking for, please contact the school office.

Reporting concerns

Please raise any concerns in the first instance with your child's class teacher. The staff member will work with you to address your concerns and can escalate any concerns to the head teacher where required.

What can you do to help?

Your support and understanding is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.



Sacred Heart School Coronavirus (COVID-19): Parent Handbook

- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Adhere to your child's pick-up and drop-off times
- Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted
- Maintain social distancing on and near the school grounds
- Communicate with school staff digitally instead of in person, e.g. via email
- Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils



Sacred Heart School Coronavirus (COVID-19): Parent Handbook

Exams and assessments

The government has announced that many formal exams and assessments scheduled for the Summer 2021 series have now been cancelled in their usual format.

KS1 and KS2 assessments, including SATs, are among those that will not go ahead this academic year. The school will still provide feedback on your child's progress. More information on how the government and exams regulator plan to assess progress and attainment in 2020/2021 is expected soon. We will communicate this with you as soon as we can.