

St Gabriel's 'Daily Plan' – Day to Day arrangements **and procedures.**

Autumn Term 2020

Updated Wednesday 30th September 2020

Dear Parents and Carers,

In this document you will find information about:

- Start of day arrangements
- End of day arrangements
- During the Day arrangements, including:
 - Hand washing
 - Break times
 - Lunch time arrangements
 - PE Kits
 - Homework and Home Reading Books
 - Uniform and Equipment
 - Attendance
 - Blended / Remote Learning
 - Questions and Queries

These arrangements are subject to ongoing review by the school, updated guidance from the government, the Local Authority, the Diocese and Staffordshire Health Safety and Wellbeing Service working with Public Health England.

Please read this document in conjunction with our Daily Plan – contextual information document and our weekly newsletter. All these documents (including this one) are available on our school website.

Start and End of day arrangements:

Start of day arrangements

PLEASE DROP OFF YOUR FIRST (EARLIEST) CHILD AS PER THE TABLE BELOW, SIBLINGS MAY THEN BE DROPPED OFF AT THE SCHOOL OFFICE. Please ensure that you arrive at the published times.

Any late-comers should report to the office. WE STRONGLY ADVISE YOU OF THE NEED NOT TO BE LATE AND TO ARRIVE ON TIME TO HELP US MAKE THESE ARRANGEMENTS RUN SAFELY.

TIME	YEAR GROUP	LOCATION
8.50AM	YEAR 2	KS1 PLAYGROUND
8.50AM	YEAR 6	KS2 PLAYGROUND
9.00AM	YEAR 1	KS1 PLAYGROUND
9.00AM	YEAR 4	KS2 PLAYGROUND
9.10AM	YEAR 5	KS2 PLAYGROUND
9.20AM	RECEPTION	KS1 PLAYGROUND
9.20AM	YEAR 3	KS2 PLAYGROUND

- **Key Stage Two children:**
- Children to enter KS2 Playground at given times (see above) and line up on demarcated lines. Children will enter school building under direction of class teacher / LSA.
- Be aware of potential danger on walking into another group on entry, especially when walking around corners.
- Parents of Key Stage Two children stay behind the fence and leave – or may have already done so.

- **Early Years and Key Stage One children:**
- Children to enter KS2 Playground at given times (see above) and line up on demarcated lines with parent. Children will enter school building under direction of class teacher / LSA.

- Be aware of potential danger on walking into another group on entry, especially when walking around corners.
- Parents of Early Years / KS1 children to leave via arrowed exit as children are instructed to go to class.
- WB and other senior members of staff to marshal.

End of day arrangements

PLEASE COLLECT YOUR FIRST (EARLIEST) CHILD AS PER THE TABLE BELOW, SIBLINGS MAY THEN BE COLLECTED FROM THE SCHOOL OFFICE. **PLEASE REMEMBER, ONLY ONE PARENT/CARER SHOULD COLLECT THEIR CHILD/CHILDREN FROM SCHOOL**

TIME	YEAR GROUP	LOCATION
2.50PM	YEAR 2	KS1 PLAYGROUND
2.50PM	YEAR 6	KS2 PLAYGROUND
3.00PM	YEAR 1	KS1 PLAYGROUND
3.00PM	YEAR 4	KS2 PLAYGROUND
3.10PM	YEAR 5	KS2 PLAYGROUND
3.20PM	RECEPTION	KS1 PLAYGROUND
3.20PM	YEAR 3	KS2 PLAYGROUND

- **Key Stage Two children:**
- Children will be dismissed from Key Stage Two playground to parent at gate once eye contact is made. Children and parents to leave school site following exit route and in a **socially distanced manner.**
- **Early Years and Key Stage One children:**
- Teachers bring children to their relevant gates – parents queue up using the markings – teachers safely dismiss to parent. Parent and child leave school site in a **socially distanced manner.**

During the Day arrangements:

Hand washing

- Make sure you wash your hands properly from first thing in the morning and through the day. **Children, parents and staff must wash their hands before leaving for school.** Children and staff will continue to wash their hands on arriving at school and at the key points needed though the day.

Break times

- Break times will be carefully managed to ensure Year Group Bubbles do not mix. Break times will be staggered.
- When coming in from a Break time, each teacher will alert the next teacher so that they know they can move. **Hand washing will be done before and after breaks and lunchtimes.**
- **Staggered Break times:**
- Early Years and Key Stage One
- EY and KS1 will use both parts of the EY / KS1 playing area – this will allow each class to have a separate area.

Morning Breaks:

10:15 - 10:30	Y1NH	Y2KG
10:30 - 10:45	Y1KG	Y2 NT
10:45-11	RJC	RAD

Afternoon Breaks:

1:50 – 2:00	Y1NH	Y2KG
2:00 – 2:10	Y1KG	Y2 NT
2:10 – 2:20	RJC	RAD

- Key Stage Two
- KS2 Year Groups will use the KS2 playground. The KS2 has a demarcation line down middle section splitting it in two. This will allow each class to have a separate half.

Morning Breaks:

Year 6	10.15-10.30
Year 4	10.30-10.45
Year5	10.45-11.00

Year3	11.00-11.15
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- Note this allows classes from different areas to leave /re -enter building when adjoining year group are still in class.

Lunch time arrangements

- Continued use of 'Grab and Go' lunches means that no child needs to go into the School Hall to eat their lunch.
- Designated adult from each Bubble to come to hatch to collect 'Grab and Go'-packed lunches which will be eaten in classrooms. Where there are two adults in a bubble, send one of them; where there is only one, ask for a dinner supervisor or other adult to come with food.
- Please note Kitchen will provide a tray, but also black bags for the disposal of left overs and wipes.

'Grab and Go' collection times:

Class	Food Collection Time	Eating Time
RC (Jo Coakley)	11.40	11.50
RD (Amber Dancey)	11.40	11.50
2KG (Kelly Gamon)	11.55	12.00
4SM (Sarah Minton)	11.55	12.00
4LM (Louise Morgan)	11.55	12.00
1NH (Nicki Hughes)	12.00	12.20
2NT (Nina Townsley)	12.15	12.20
3LH (Lisa Holmes)	12.15	12.20
3CC (Chloe Caswell)	12.15	12.20
6ST (Sharon Taggart)	12.15	12.20
6BF (Brian Fowler)	12.15	12.20
1KGO (Kelly Golby)	12.20	12.40
5AC (Amy Cunningham)	12.35	12.40
5HB (Helen Buckroyd)	12.35	12.40

Eating and Playing Lunchtime Arrangements

	12.00 – 12.20	12.20-12.40	12.40 – 1.00	1.00 – 1.20
Eat	Y4	Y6 Y3	Y5	
	2KGa R AD/JC	2NT 1NH	1KGo	
Play	Y6	Y4	Y3	Y5
	2NT	2KGa R AD	1NH R JC	1KGo

- Staff to stay with class whilst the children commence eating. Any leftovers to be placed back in Grab and Go Pack and then placed in bin liner. Bin Liner to be left for cleaning team to dispose.

PE Kits:

- On days where children know of a timetabled PE slot full PE kit and a school jumper should be worn to school. This avoids the need for bringing additional clothing into and out of school.

Early Years	Tuesday
Year One	Wednesday
Year Two	Thursday
Year Three	Friday
Year Four	Tuesday
Year Five	Monday
Year Six	Friday

Homework and Home Reading Books

Homework:

- The whole school policy is that homework will be set weekly, as in previous years but that it will, **where possible**, be set, and should be returned, on teams. However, if a child does not have a computer/tablet/phone at home from which they can access teams, a paper copy will be provided.
- We acknowledge that there will be teething problems with Teams but we are all getting used to it so that, in the event of a lockdown, we will be able to keep teaching the children.
- Some year groups MAY send a homework book but, on return, the homework book will have to be quarantined for 48 hours.
- Weekly spellings will be given from year 2 and we will aim to put them on Teams.
- Please also encourage children from year 3 (year 2 in the summer) to be practising their multiplication tables using ttrackstars. Year 1 and 2 children should have unit additions to practice.

Home Reading Books:

- Where appropriate reading books will be sent home with the children. In all year groups, home reading books will come home with children on Wednesdays and must be returned to school on the following Monday. It is vitally important that this

timetable is followed so that books can be kept in isolation for 48 hours before being sent home with another child.

Uniform and Equipment

Uniform:

- Government guidance has advised that schools are to return to their usual uniform policies from September. Please refer to our uniform policy on the school website.

Equipment:

- Pupils will limit the amount of equipment they will bring into school each day to essential items such as coats, water bottles and lunch boxes.
- Book bags (Reception and KS1)
- Bags are allowed, but only for essential items.

Attendance

- All children are expected to return to school from September 2020.
- In March when the coronavirus (COVID-19) outbreak was increasing, the government made clear no parent would be penalised or sanctioned for their child's non-attendance at school; **however**, the circumstances have now changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.
- Missing out on time in the classroom risks pupils falling behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance is therefore now mandatory again from September 2020.

This means from that point, the usual rules on school attendance will apply, including: a parents' duty to ensure that their child attends regularly at the school where the child is a registered pupil and they are of compulsory school age; schools' responsibilities to record attendance and follow up absence; the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

Blended / Remote Learning

- In event of a bubble closure, class teachers will add work and instructions onto Microsoft Teams for children to complete.

- The work will be linked to the National Curriculum and will be available every day that the class bubble is closed.
- Parents and children have already been given Microsoft Teams login and instructions and will have already had work added onto teams to trial using it.
- If there are any problems please read the Microsoft Teams troubleshooting guide and if problems persist please contact the school office.

Questions and Queries

- If you have a question, query and / or need to speak to a member of school staff please make contact via either phone (01827 213910) or email (office@st-gabriels.staffs.sch.uk). Your enquiry will be dealt with initially via the school office who will then, where relevant, forward it on to the appropriate member of staff.

John Hayes

Headteacher

St.Gabriel's Catholic Primary School

Updated Thursday 27th August 2020 – William Bright (Acting Headteacher)

Updated Wednesday 30th September 2020 – William Bright, Sharon Taggart, Jo Coakley, Nina Townsley, Brian Fowler (Senior Leadership Team)