



# BILLINGE CHAPEL END

## — SCHOOL & NURSERY —

Carr Mill Road, Billinge, Wigan, WN5 7TX  
Email: chapelend@sthelens.org.uk  
Headteacher: Mr C. Hewitt

Tel: 01744 678230  
Fax: 01744 678232

### School operations and procedures September 2021

#### Welcome Back

I would like to offer a warm welcome back to school to all of our families. We hope that you have had a wonderful Summer and are rested and ready to begin a new school year. As you will know from the news, the prevalence of the COVID 19 virus has not been completely eradicated over the summer holidays and we are returning to school in the hope of using normal systems and procedures, but with contingency plans in place should an outbreak occur in school. In this letter you will find information regarding our planned systems and also an 'outbreak management plan'.

#### One way systems

To begin the term we feel that it is important that we encourage social distancing as much as possible. Therefore, our one way systems around the school grounds will still be in place.

#### Face Coverings

Parents and carers are not required to wear face coverings outside if social distancing can be achieved. We would still ask parents and carers to wear a face covering if they visit the school office or if they speak to the class teacher. We would encourage all parents to continue to use Dojo as a communication tool with teachers at this time.

#### Breakfast and After School Clubs

Breakfast and after school clubs will be operating from Monday 6th September. Breakfast club runs from 7:30am - 8:50am. The cost is £4 per session. After school club runs from 3:15pm - 5:30pm. The cost is £6 per session.

Please make bookings for your child a week in advance via email. There will be an additional charge for families who repeatedly book sessions without sufficient notice. After school sports clubs will be in operation and more information will follow about these.





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#### Parking

To improve safeguarding and health and safety measures in school, we are having electric gates installed on the car park. The main pedestrian gate next to the car park will be open from 7:30am—9:15am to allow all families access into school. The vehicle gate will be open from 7:30am—8:30am to allow for parents accessing breakfast club to drop off their children.

The pedestrian gate next to the carpark will be opened at 11:40am to allow parents picking Nursery children up to access the school site.

After school, the main pedestrian gate next to the car park will be opened at 2:45pm. The vehicle gate will be opened at 4pm to allow parents to collect children from after school provision.

Any families that have a blue badge which indicates a disability linked to mobility should contact the school office to arrange access to the car park.

The pedestrian gate near the school field will be opened daily at 8:30am and 2:45pm.

#### Collection of children from school

In line with safeguarding updates, we have updated our regulations on collection of children from school.

All children in year groups Nursery—Year 4 must be collected from the classroom door by a specified adult or sibling of at least high school age. All families will receive a letter in the first week of term where they can specify named adults/ siblings of high school age, who are permitted to collect their children from school. If a child is collected by an adult/ child of high school age that is not named on the form, the child will be retained in school until their parent or carer is contacted. If you require your child to be collected by a person who is not named on the list, please contact the school office who will alert the class teacher.

Children in years 5 and 6 will have an option to walk home alone or be met at the school gate and this will be indicated on the form by the child's parent or carer.

Children in Years 5 and 6 are not allowed to collect younger siblings.





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#### Uniform

We still have uniform items available from the school shop at £3 per garment. The school shop will be open on Friday 3rd September.

#### Boys Uniform

Red round-neck school jumper displaying the Chapel End Primary School emblem.

White polo T-shirt

Grey trousers/ Grey short-trousers in summer

Plain grey socks

Black school shoes

#### Girls Uniform

Red round-neck school jumper or red school cardigan displaying the Chapel End Primary School emblem.

White polo T-shirt

Plain grey pinafore, grey skirt (appropriate length) or grey trousers

Red gingham dress in summer (red and white checks)

White socks (recommended for Summer) Grey socks/tights (recommended for Winter)

Black Shoes

#### PE Kits

Your child will participate in PE lessons on specified days each week. On the day that your child has PE, they should wear their PE kit all day.

EYFS — Friday

Year 1—Monday

Year 2— Tuesday

Year 3— Tuesday

Year 4— Wednesday

Year 5—Thursday

Year 6—Monday

If a child has an afterschool PE club, they will wear their uniform and change into their kit at the end of the school day.

Plain white round neck T-shirt/ Chapel End T-shirt with red sleeves.

Plain red shorts

Plain red sweatshirt/ hoodie

Plain black jogging bottoms

Trainers suitable for indoor and outdoor physical activity.





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### School operations and procedures September 2021

#### Uniform

##### Footwear

We want our children's feet to be healthy and flourish, therefore all pupils must wear sensible, well-fitting shoes with an appropriate low heel. Boots are not allowed in the classroom, therefore on bad weather days, if your child wears boots to school they must remember to bring their school shoes to change into. Trainers are not allowed to be worn in school with the exception of times when children are participating in planned physical activities.

##### Jewellery

For health and safety reasons we do not allow children to wear jewellery to school, with an exception being made for objects of religious significance. Applications for these to be worn should be made to the Headteacher and we may ask the children to remove these objects during PE if possible. Children should have earrings fitted during periods of school holidays as they are not permitted in school and teachers are authorised to ask children to remove them.

##### Watches

Children are permitted to wear watches in school. If this is a 'smart' watch which can support the monitoring of fitness during the day, then they are permitted during PE lessons if permission from parents has been obtained by the teacher.

##### Brands and Logos

The only logo that is permitted to be displayed on our school uniform is the Chapel End Primary emblem. This must be displayed on the school jumper or cardigan and is optional on all other items of clothing.

##### Haircuts

We do not permit children to have extreme haircuts such as shaved patterns or mohican styles as they are inappropriate for the school setting. We would ask that hair is no shorter than a clipper setting of number 2 and any child, male or female, with a long hair length will be asked to tie their hair up.





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### School operations and procedures September 2021

#### Uniform

##### Hair Accessories

We ask that hair accessories such as headbands, clips, bows and bobbles are red or black in colour. Please also ensure that they are kept to an acceptable size and keep them as plain as possible.

##### Book/PE Bags

Children should bring a red book bag to school on a daily basis. Both Infant and junior sized book bags are available from the school office. Children do not require PE bags or any other bag for school unless they have after school sports.

##### Make-up

Children are not permitted to wear make-up at school. Items such as nail polish must be removed by parents before their child attends school.

#### The School Day

Doors will open at 8:45am for registration to begin at 8:50am. EYFS children should be collected at 3pm with all other classes finishing the school day at 3:15pm.

Lunchtimes will now take place in the school hall. Please contact the school office for information about school meals.

Children can now enjoy lessons sat in groups and school assemblies will resume.

#### Cleaning and hygiene

The extra cleaning procedures that were put into place due to the COVID 19 pandemic will remain in place in school. We will continue to ensure that children frequently wash their hands especially before and after breaktimes and lunch times. We will also continue to ventilate indoor spaces as much as possible throughout the school day.





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### School operations and procedures September 2021

#### Testing

We would encourage all families to test their children twice a week using test kits provided by school. Testing kits can be collected from the school foyer. Staff will continue to test twice a week.

#### Symptoms of COVID 19

If a child is showing symptoms of COVID 19 we would ask parents not to send their child into school and to book a PCR test. If a child displays symptoms during the school day, parents or carers will be asked to collect their child and to take them for a PCR test. Children will not attend school until they receive a negative result even if they stop showing symptoms.

The symptoms of COVID 19 are:

a high temperature

a new, continuous cough – this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours

a loss or change to sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal

#### Remote and blended Learning

If a child tests positive for COVID 19 and is required to isolate, they will be provided with online tasks in line with the school's blended learning policy. In cases where the child is asymptomatic, online learning should be completed to the highest standard possible. It is at the discretion of the parent how much home learning is accessed based upon the severity of illness and home-work-life balance. We would encourage any parent or carer who is staying home with a child who has tested positive to contact the class teacher to agree upon the best provision for the family.





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#### Government Guidelines

##### Positive cases

Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. School may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

- they are fully vaccinated
- they are below the age of 18 years and 6 months
- they have taken part in or are currently part of an approved COVID-19 vaccine trial
- they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](#). We would encourage all individuals to take a PCR test if advised to do so.

Staff do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal.





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### 'Outbreak Management Plan'

This plan outlines the procedures and steps that Chapel End Primary School will implement based on the principles set out in the DFE Contingency framework, which describes how local outbreaks of Covid-19 will be managed. Measures affecting education may be necessary in some circumstances, for example:

- To help manage a COVID-19 outbreak within a setting
- If there is extremely high prevalence of COVID-19 in the community and other measures have failed to reduce transmission
- As part of a package of measures responding to a Variant of Concern (VoC)

At all times when implementing additional protective measures the school's leaders will follow the advice of the local authority, the Department for Education and Public Health England. The principle of this management plan is to ensure that every pupil at Chapel End Primary School receives the quantity and quality of education and care that they would normally receive.

#### Bubbles

In the event of a local or school outbreak the school will operate a Year EYFS bubble, a Year 1/2 bubble, a Year 3/4 bubble and a Year 5/6 bubble. Staff and children will be limited to movement around the school and all past Covid prevention measures will be put in place. Hands, Space, Face, Ventilation.

#### Face coverings

Parents will be asked to wear face coverings whilst on school grounds. Staff will be provided with transparent visors which they will have the option of wearing.

#### Shielding

Shielding can only be introduced by the National government. If it is reinstated then staff who have previously shielded and are advised to do so, will be supported to work from home where possible. If this is a teacher then they will continue to deliver lessons remotely with the support of their in-class Learning Support Assistant and the Senior Leadership team. If a pupil needs to shield, then they will be provided with remote learning in line with our blended learning policy.





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### 'Outbreak Management Plan'

#### School trips

In the event of a local outbreak, the school will postpone all school trips that involve the use of transport. Where the risk assessment allows then local visits to outside locations would still be permissible as long as it was within a sensible walking distance of the school. If a trip cannot be postponed, then it will be cancelled and parents refunded any contributions that they have made.

#### Parental attendance in school

If a local breakout was to occur all on-site parental meetings will not continue. Meetings will be postponed or if possible take place virtually on Microsoft TEAMS.

#### School performances/assemblies

In the event of a local outbreak, all school activities that may have included a parental audience, will revert to online or recorded. If an event is recorded, then parents/carers will be provided with a copy at the earliest opportunity (Charges may apply). All internal assemblies will be held over Microsoft Teams and class bubbles will remain in place.

#### Attendance restrictions

These will only be considered as a last resort and in consultation with the local authority and Public Health England. If we are advised to limit attendance due to Covid cases our remote/ blended learning plans will be re-introduced. If it is a local lockdown all children will attend unless advised otherwise. Staffing issues will be taken into consideration with each bubble team.

#### Attendance of vulnerable pupils and children of Critical Workers

All pupils who are deemed vulnerable will be invited to attend school via a telephone call from school. In the event of restricted attendance, critical worker application forms will be made available to parents.

#### Free School Meals

In the event of restricted attendance, children eligible for free school meals who are attending school will continue to receive them. Chapel End Primary will work in conjunction with St Helens Local Authority to provide children who are eligible for Free School Meals, but who are not attending school, to provide either food vouchers or food packs.





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### 'Outbreak Management Plan'

#### Wrap around Care and clubs

Breakfast and after school clubs will be available to pupils who are deemed vulnerable or pupils of critical workers who are attending school. Normal charges will apply. We would continue to ask for parents to book sessions a week in advance of when they are required. After school sports and activity clubs will be cancelled until full attendance resumes in school.

#### Cleaning

Chapel End Primary School continues to follow robust cleaning regimes in schools such as:

- Enhanced cleaning of school
- Enhanced Touch-Point cleaning processes

Following the identification of the person with COVID-19 symptoms, COVID-19 Response Cleaners will clean and disinfect:

- All surfaces that the symptomatic person has come into contact with, including objects which are visibly contaminated with body fluids; and all potentially contaminated high-contact areas such as toilets, door handles, ipads and grab-rails in corridors and stairwells.

In the event of a Variant of Concern or local outbreak cleaning will be enhanced further:

- Deep cleans of whole school and specific areas
- Additional cleaning support
- Additional training of cleaners

We look forward to welcoming you back on Monday.

Yours sincerely

Mr C Hewitt  
Headteacher

