



Information for Parents/Carers on  
School Opening September 2020 including  
adjustments due to Covid-19

## Introduction

The government has announced that educational settings can open to all pupils in September, provided that additional safety measures are put in place to minimise the risk of coronavirus transmission. In line with the government's direction, and following a robust risk assessment process, we are welcoming back all pupils from Thursday 3<sup>rd</sup> September 2020.

We are so pleased to welcome you back and to thank you all for your support and understanding during the coronavirus (COVID-19) pandemic.

We have put together this handbook to provide you with all the details of the measures that are being put in place to ensure the safety of our school community as we fully open.

We hope this will address any of your concerns and reassure you that we have taken all the necessary precautions in preparing to welcome all our pupils back to school.

Guidance is changing frequently however we will keep you updated through the school website.

Please feel free to call our office on: 02086901416 if you have concerns.

You will not be permitted to come onto the school site without prior permission but we are happy to book appointments.

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In order to keep our school safe, we would like you to help us by:

- Adhering to your child's pick-up and drop-off times making sure you use the designated gate – ensuring you leave the school site promptly. Maintaining social distancing with staff and other adults.
- Only communicating with the school via telephone or email.
- Remaining vigilant for the symptoms of coronavirus.
- Keeping your child at home if they develop symptoms or if any members of the household develop symptoms.
- Ensuring your child washes their hands before they leave for school and after they return home.
- Helping your child understand the importance of infection control, good hygiene, and social distancing.

**All this guidance is current, but things are changing daily. If there is a spike in cases, we may have to go into a local lockdown and different controls may be implemented.**

**We will endeavour to keep you updated with any changes as soon as we can.**

### **1. Risk Assessment**

The school has undertaken a robust risk assessment in partnership with our Health and Safety Advisor to identify all risks and we have implemented control measures in line with Government Guidance.

### **2. Symptoms**

If anyone in your household becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must not come to the school and stay at home and follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school.

### **3. Testing**

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly recommend that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

You can also call NHS 119

Where possible, we will provide a home testing kit for you to ensure that your child and other members of your household can easily access a test.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period.

**Please inform the school immediately of test results.**

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

#### **4. Procedure for Pupil Displaying Symptoms of Covid-19**

It is extremely important that all parents and pupils remain vigilant regarding 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 you do not send your child to school if somebody in your household has tested positive for, or has symptoms of, coronavirus.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection
- You **must** come to collect your child as soon as possible.
- We would ask that you have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.

If an individual in your child's class tests positive for coronavirus, the school will send that individual's close contacts home to self-isolate for 14 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/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.

All parents will also be informed that a positive case has been identified although it will be clear if your child has not been in close contact of the identified case.

#### **5. Social Distancing**

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. 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 will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

We have implemented:

- Desks and chairs in classrooms arranged in rows to maintain space
- Staggered break times
- Bubbled lunchtimes
- Signage and floor markings to encourage social distancing

## **6. Arrangements**

To increase the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to have children in year group bubbles. Children will still work in their individual classes as much as possible but will be in year groups when they are on the playground and at lunch. They will also share some year group resources.

- We will endeavour to ensure that individuals within a bubble do not mix with members of another bubble.
- Some staff may have to move between bubbles to deliver a full curriculum, assist classroom staff, deal with an emergency situation, to provide cover etc however they will ensure social distancing is maintained and robust hand washing procedures are followed.
- Each bubble will have its own classrooms, learning areas and designated outdoor areas for breaktimes.
- Each bubble will have their own classroom and outdoor resources which will not be shared with other bubbles. These resources will be frequently cleaned.
- Desks and chairs will be forward facing and as far apart as possible.
- Children will be issued with their own stationery sets.
- Any equipment or resources that are shared with other bubbles will be thoroughly cleaned or taken out of use (for the 72 hours) before being used by another bubble.
- We request that pupils do not bring in non-essential items from home.
- Pupils will be able to take home books and resources from their class to aid with their education. When returned they will be taken out of circulation for 72 hours before they can be used by others in the bubble.
- Tissues and hand sanitisers will be available in each class.
- Contact points and surfaces will be cleaned and sanitised regularly during the school day.

We request that your child only brings into school:

- One large or two small labelled water bottles
- Packed lunches if not school dinners
- Essential medication and medical equipment
- Coats and other essential outdoor wear
- School PE kit to be worn on PE day
- School bag

## 7. Travelling to School

Pupils should walk to school or be dropped off by only 1 member of their household where possible. Please do not ride bikes or scooters to school as the bike rack will not be accessible.

Public transport should be avoided; however, if you need to use public transport to get to school, you should try to avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks / face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

## 8. Face Coverings / Masks

Public Health England does not (based on current evidence) recommend the use of face coverings in primary schools. This evidence will be kept under review. They are not required in primary schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

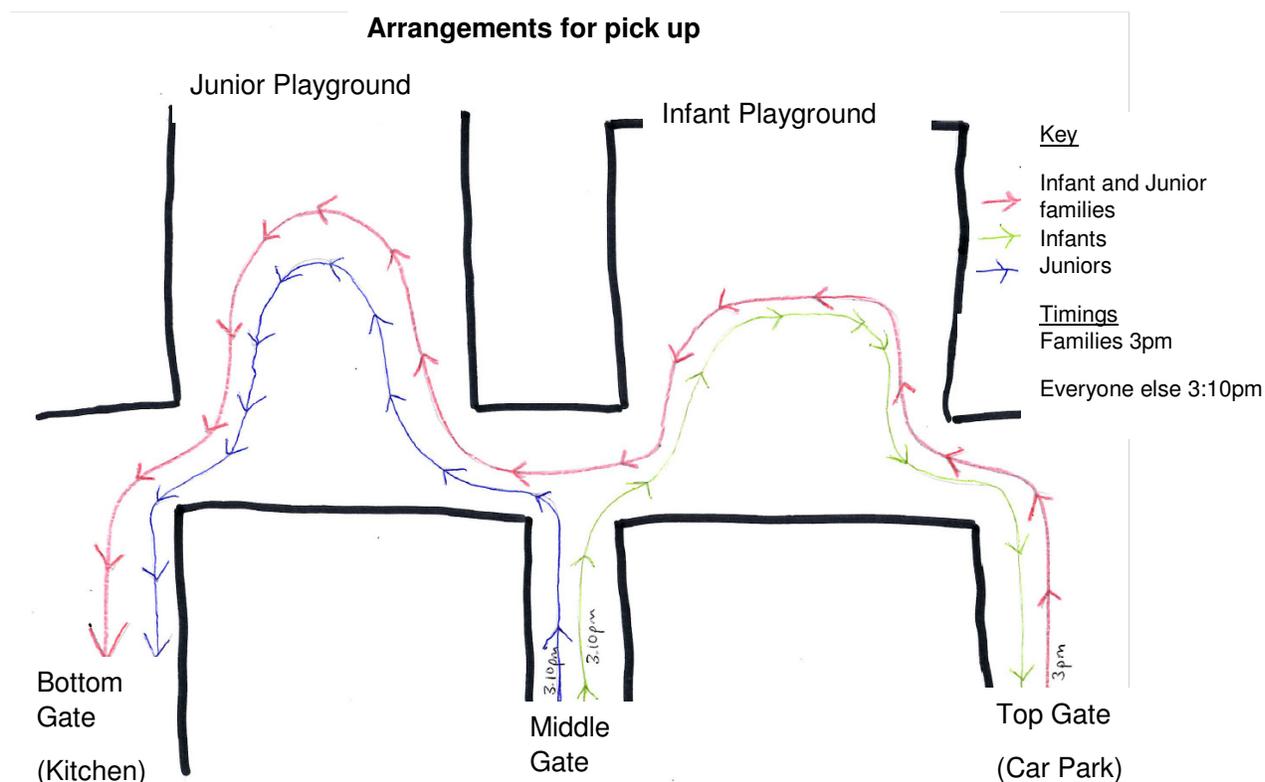
If your child wears a mask / face covering to school, when they arrive they will need to dispose of the mask in the lidded bin in the classroom. If your face covering is not disposable it should be placed in a plastic bag and stored in the child's school bag. Please make sure that your child has a plastic bag with them for this purpose.

## 9. Drop off and Pick Up

In order for us to adhere to social distancing guidelines as much as possible, please use the designated gates for your year group at drop off and pick up times. We ask that pupils are dropped off or picked up by only one accompanying adult.

Parents / Carers will not be permitted to enter the school building or gather in groups within or outside of the school premises.

Parents/ Carers must follow the one-way system which we have set up (see below)



In the mornings Families across both infant and junior schools should drop off at the Top Gate between 8:35 and 8:45 am.

Junior children should arrive between 8:45 and 8:55 am and use the following gates:

- Year 6 Top Gate (car park)
- Years 3 and 4 Middle Gate
- Year 5 Bottom Gate (kitchen gate)

## **10. Uniform**

We expect all our pupils to attend school in full uniform in the Autumn term. Uniform does not need to be washed or cleaned any more than normal. If you wish to purchase school uniform, please visit the Marks and Spencer's website.

## **11. Infection Control**

Strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in our school. This means that we will be enforcing new 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 special educational needs.

Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Pupils will be instructed to sanitise or wash their hands at various times during the day including

- On arrival
- After removal of their face mask / covering
- Before and after playtime
- Before and after lunch
- After using the toilet
- After coughing or sneezing
- If they change rooms (Music Suite, Art Room)

Pupils will wash their hands for at least 20 seconds using soap and water or use the sanitiser. Young pupils and pupils with educational needs will be supervised when doing this. Please note that our sanitisers contain a minimum of 70% alcohol. Children will not have access to the sanitiser but it will be administered by an adult. If you do not wish your child to use this sanitiser please let the office know as soon as possible.

We have also enhanced our cleaning regimes to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc). Staff and visitors will also be required to follow stringent infection control measures.

We have disconnected all our water fountains so it is vital that children bring in their own water bottle(s) each day. Bottles should be labelled and should be taken home each day for cleaning and refilling.

## **12. Food and Drink**

Arrangements will be put in place to ensure mixing between bubbles is avoided during lunchtime.

At lunchtime each bubble will remain together throughout the hour. The playground has been divided into 3 'pods' and we will have 1 year group bubble eating in the dining hall and the other 3 bubbles will be playing in their designated pod. Every 15 minutes there will be a change over and another bubble will go into the dining hall. The tables will be wiped down and cleaned between each bubble entering the dining hall.

## **13. Visitors**

Visitors are not permitted to come onto our school site without a prior appointment or if it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents. Parents that need to come into school will need to make an appointment first. Please call the school office if you wish to meet with a member of staff.

Meetings will only be held where absolutely necessary and where social distancing can be maintained.

## **14. Breakfast and After School Clubs**

Breakfast club is now run by Teach Sport. You will have been informed if your child has a place at Breakfast Club already.

Breakfast club starts at 7.45am and ends at 8:55am. Children will be kept in their year group bubbles where possible during Breakfast club. When you arrive for Breakfast club you will need to 'buzz' at the gate as normal and the gate will be opened for you. Breakfast club will be held in the Sports Hall in the Year 5 block.

Currently After school club is only open to the children of keyworkers and you will have booked your place in July. After school club will be held in the Sports Hall in the Year 5 block and will be staffed by Junior and Infant School staff. Children will be kept in their year group bubbles where possible during After school club.

## **15. First Aid / Intimate Care**

There have been significant changes to our first aid and intimate care procedures to ensure we have effective hygiene controls in place.

Additional personal protective equipment has been issued to staff and where possible social distancing will be maintained.

The accident / incident reporting procedure will remain unchanged, however, we will email any paperwork to you.

If you are called to collect your child after an accident, you will need to buzz at the gate as normal and a member of staff will bring your child to you at the gate.

## **16. School Trips**

The government has advised that school trips abroad and other overnight trips do not go ahead until further notice.

Our school is not currently planning or arranging any new school trips at this time.

## **17. Assemblies / Gatherings / Events**

The government has advised that school do not hold full school assemblies at this time. We may hold year group / bubble assemblies, but no parents / carers will be invited. We will not be organising any events or gatherings for the foreseeable future.

## **18. Curriculum**

It is important that as a school we sharpen our focus on supporting pupils “health and well-being” and help them back into school life successfully.

We will:

- Increase outdoor learning, where possible
- Continue with PE lessons – these will happen on the usual day, they will not involve contact sports and will be taught in class groups.
- Music lessons will continue as before. Mrs Mahony will teach Music in the Music room and any instruments used will be cleaned between use by each year group bubble.
- Computing – during the first half term children will be concentrating on e-safety and use of Google Classroom. Many of the e-safety lessons are ‘offline’ i.e. not using the computers. When they are used, laptops will be wiped down by the children after they have used them.
- PSHE – there will be increased PSHE lessons and circle times, allowing all children an opportunity to discuss anything that is concerning them following the period of lockdown.

## **19. Behaviour / Attendance**

For our school to remain safe for pupils and staff to return, we have implemented additional rules with regards to social distancing and infection control.

Pupils will be expected to follow these rules however we understand that they may be difficult for the young pupils or those with additional educational / behavioural needs, so each situation will be considered individually.

We will expect pupils to:

- Partake in additional hand washing.
- Behave in a way that ensures that no one is put at risk
- Maintain social distancing where possible.
- Remain in their designated bubble.
- Adhere to all the classroom / bubble hygiene rules

Attendance is now compulsory for all children unless they are unwell or self-isolating. Please let the office know as soon as possible if your child will not be attending school that day.

## **20. Clinically Vulnerable**

If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously ‘shielding’, or lives with somebody who was shielding, they are **now** able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child’s GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, e.g. wearing a face covering, please contact the headteacher via the school office.