



COVID-19 Information Guide for Parents

Full Return to School September 2020

Updated Operational Plans

When pupils return to school they will be in their own class bubbles. Nursery and Reception who will combine as one bubble. Government guidance clearly states that 'younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group'. All classes have been organised into year group pairs for logistical purposes but the year groups will not mix.

EYFS: Nursery & Reception
KS: Year 1 & Year 2
LKS2: Year 3 & Year 4
UKS2: Year 5 & Year 6

These pairings will share start and end times, morning break and lunch times; however, they will be kept apart as much as possible. Your child may still be taught by different teachers and staff as normal on occasions in order to facilitate the delivery of the school timetable. Staff will maintain 2m distance from children when possible however this is difficult especially

with younger children. Classrooms will be modified to support this.

All classrooms from Year Two upwards will be seated in rows facing the front of the class. They are permitted to work side by side but not facing each other.

Drop off and Pick up Arrangements

Due to mass gathering still being prohibited, we will need to operate a staggered start and finish time to the school day. Your child be allocated a specific time for drop off and pick up which **must** be adhered to. We know that this may cause inconvenience for working families but we are still amid a global pandemic and those are the safety rules. This impacts on all of us – most of our staff are parents of school aged children too.

Timetables within the day will be adapted to ensure no loss of learning time: shorter lunch times/less transition times.

Entry will be through the side gate where you are able to take your child into the playground and see your child into the building from a distance. You will then exit swiftly via the larger gate at the back. Sadly, teachers will not be in the playground in the way that you are used to due transmission risk. If you need to speak to your child's class teacher, you must get in touch via email or a telephone call to the school office. Face to face meetings are not allowed at this present time. Mrs Nott and I will on the playground in a safe spot each morning. If you need to speak to us, please keep a safe distance. Parents who choose to ignore social distancing rules within the school grounds will be reminded of the expectations.

Government guidance clearly states that 'gathering at the school gates and coming onto the site without an appointment is not allowed'. We are allowing parents into the playground as this is the safest option but we cannot yet welcome you into the school building. There may be an occasion where an urgent social distanced meeting may take place within school, authorised by the headteacher.

For those of you with children in more than one class, please use the **earlier** drop off and pick up time to avoid you having to wait around.

	Teacher/s	Support staff	Drop off	Pick up	Location
Nursery	Mrs Berry, Miss Myers & Miss Witchell		9:10	3:10	Please enter the fenced off large play area. Mrs Berry/Miss Myers will be at the gate. Please do not enter the EYFS playground.
Reception	Mrs Pancott	Mrs Wright Mrs Tucker	9:15	3:15	Please use the marked feet on the playground at the EYFS gate. Mrs Pancott will be at the gate. Please do not enter the EYFS playground.
Year 1	Mrs Pascoe Mrs Dickinson	Mrs McCaig Mrs Macdonald	8:45	2:45	Please use the Reception side of playground (near the play area) and the children will go up the ramp to enter school. Staff member will be at the top of the ramp.
Year 2	Mrs Cully	Miss Winfield Mrs Coysh	8:45	2:45	Please use the garden side of the playground. Children will go up the steps and enter school via Y2 door.
Year 3	Miss Winsor	Mrs Smith	8:55	2:55	Please use the garden side of the playground. Children will go up the steps and enter school via Y3 door.
Year 4	Mrs Flintham Mrs Ricketts	Mrs Spackman Mrs Melrose	8:55	2:55	Please use the Reception side of playground (near the play area) and the children will go up the ramp to enter school.
Year 5	Mr Allen- Wicks	Mrs Perkins	9:05	3:05	Please use the garden side of the playground. Children will go up the steps to enter school.
Year 6	Miss Simpson	Mrs Brett Mrs Mulloy	9:05	3:05	Please use the Reception side of playground (near the play areas) and the children will go up the ramp to enter school.

Items to bring into school

- Waterproof Coat (clearly labelled with child's name)
- Water bottle (clearly labelled with child's name)
- Lunchbox (if necessary)

If your child is in Y4, 5, or 6, they may bring a **small, flat** pencil case (which will fit in their tray) to school but once in, it will sit in quarantine for 72 hours before being used in the classroom and will not return home until the end of the school year. Bulky pencil cases or excessive stationery will be sent back home as unsuitable so please do not send them.

Suggested equipment: pencil crayons, rubber, pencil sharpener, a highlighter, a short ruler for underlining. I would discourage felt tips as they are rarely used in school.

We will be providing each child with a pencil, ruler, whiteboard, whiteboard pens and handwriting pen (if they have their license).



Children will not permitted to bring a bag to school. They should carry the essential items by hand

Lunches

Lunch time will be staggered. The majority of children will eat in their classrooms with their class teacher. Each bubble will have a playground/garden slot daily supervised by MTAs. All MTAs will always keep social distance of 2m, unless in an emergency. In the event inclement weather, MTAs will supervise bubbles. MTAs have been allocated to keep the bubble circle as small as possible. We have a new lunch provider in September, Devon Norse. They will be providing a hot lunch option in individual portions. This will be delivered to the classrooms at allocated times.

Reception, Year 1 and Year 2 children and children in receipt of free school meals will receive a free school as usual

The new Reception children and those Year 1 and 2 children having hot school lunches will eat in the hall due to lack of classroom tables.

More information on new school lunches will be provided in September.

Protective Measures:

No PPE will be given to pupils. Guidance states that, "Wearing a face covering or face mask in schools or other education settings is not recommended." (Gov.UK).

If your child wears a face covering to journey to school, could you please remove it and take it home with you on arrival. Any face masks in school will need to be disposed of as they carry additional risk.

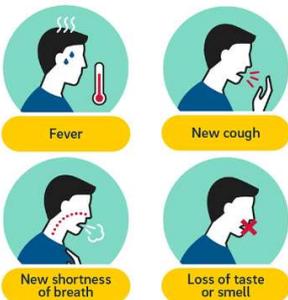
All classrooms will have been thoroughly cleaned and disinfected prior to children returning to school. All spaces within the school will be equipped with soap, sanitisers and disinfectant sprays. Tables and equipment will be cleaned regularly. This will also include sink areas and toilets.

All children will be expected to wear full school uniform as usual.

To assist with limiting items being brought in from home and unnecessary risk factors, **children will be asked to come to school in their PE kits on their allocated PE days**. A timetable of days will go out in September. There will be no PE slots during the first week. If this plan continues into the colder weather, grey or black unbranded jogging bottoms can be worn.

What happens if someone becomes unwell? Stay Alert!

Symptoms of COVID-19 (novel coronavirus)



If your child becomes unwell with a new continuous cough, high temperature or a loss of or change in their normal sense of taste or smell, please keep them at home and inform us as soon as possible. If your child suddenly becomes unwell in school, they will be isolated and **must** be collected immediately. We cannot take any risk and will act as soon as staff observe symptoms.

Appropriate measures will be taken to isolate anyone who displays symptoms whilst they await collection from school.

Once collected, we must inform Public Health England with your child's details and symptoms shown. Parents will need to book a test immediately for their child. Your child cannot come back into school until a negative test has been received.

All parents need to be ready and willing to engage with the track and trace systems for any suspected and confirmed COVID cases.

School will carry on providing emergency First Aid for the children as we did previously, wearing the necessary PPE to protect the children and themselves. This also applies to any intimate care for example if a child requires assistance with toileting.

What happens if there is a confirmed case of coronavirus in school?

All staff and children will have access to a test *if they display symptoms of coronavirus* and are expected to get tested in this scenario. If a child or member of staff tests positive, the school will be instructed on what

to do next by the local health protection team. This will include details on who else needs to self-isolate. Any child isolating will be provided with remote education which they will be expected to engage with. A positive case of coronavirus in school does not necessarily equal a full school closure.

Behaviour

Children must continue to follow the school rules, but, in addition must follow staff instructions in relation to social distancing and hygiene measures. If a child deliberately decides not to follow instructions of any staff member and puts others at risk, a separate risk assessment will be conducted on the child, which may result in exclusions. See behaviour policy addendum on the school website for further information.

SEND

Our school SENDCO (Mrs Cully) and Pastoral Lead (Mrs Nott) as ever will be on hand to support pupils, parents and staff in relation to pupils with additional needs. Children in receipt of funding will receive the same level of support as before and staff will continue to work in partnership with parents and external agencies, even though much of this will be done remotely.

Nurture

It goes without saying that we will continue to show love and support to your child; however, the physical contact will be limited. For example, if a child is crying when coming into school we would usually give them a hug, hold their hand and take them from their parents. We will be unable to do this whilst following the strict Government guidance.

Breakfast Club

School will offer an adapted breakfast club provision. All parents who met the deadline of July 13th will be offered the days they requested. You will receive a confirmation letter soon, if you have not already. The provision will start on Monday 7th September. Social distance measures will be in place for different bubbles and the outside areas will be used as much as possible.

After School Club

We will resume the After-School Club provision in September but again with limited usage. We will be using the school hall rather than the lodge and be outside wherever possible. Unfortunately, there will be no extra-curricular clubs able to run in the first instance. We hope that we may be able to re-engage in some after the October half term.

Attendance

The Government are expecting school attendance to become **mandatory** again from September. This means that the usual rules on school attendance will apply including

- Parents have a duty to ensure that their child attends school regularly and punctually
- School have a responsibility to record attendance and follow up absences
- Schools will again be expected to issue fines for non-attendance

I will send this information out again (along with anything new) in September along with an updated re-orientation video for those who have been away for a long time.

Take care and have a lovely summer

Nichola Day

Headteacher