

September – Organisation and Procedures

This leaflet will provide you with all the information you should need about school organisation, in preparation for your child starting back in September. All the measures we have put in place follow the most recent government guidance and enable us to reduce the risk of COVID-19 transmission, keeping your child, you and school staff as safe as possible. An updated version of the school risk assessment will be available on the school website in the Policy and Documents section. *Please note, the information in this leaflet is subject to change due to the Coronavirus pandemic situation. The government may change or update their guidelines before September. We will keep you informed of any changes.*

Children who are unwell: Staying alert

It is very important that we do not have any child in school who is unwell with COVID-19. Therefore, if **your child, or someone at home**, displays **any** of the COVID-19 symptoms then they must not come to school. **Even if you think that your child has a temperature or a cough because of another illness, they must be kept at home and self-isolated until a COVID-19 test can be carried out.** Here is the link to the NHS website with the relevant information: <https://www.nhs.uk/conditions/coronavirus-covid-19/>. If any child begins to show symptoms at school, they will be separated from the class bubble and we will ask you to collect them **immediately**. Therefore, it is very important that we have up-to-date contact information in school. If your child becomes unwell, we will be taking their temperature (ear thermometer) as one of our checks, which is different from our usual first aid practice. The member of staff, looking after your child, may have to wear full PPE, if we suspect COVID-19. After collecting your child, you will need to book a COVID-19 test and keep the school informed of the process and the result, as it will affect children and staff coming into school. The school is supporting an active engagement with NHS Test and Trace system. We will consult with Public Health England (PHE), if there are any COVID-19 cases, and keep parents informed. If your child needs to self-isolate, we will provide them with remote Home Learning. Further information on Home Learning, should it need to be used, will be provided in the autumn term.

In the event of a local lockdown, we will disseminate information and further action from the government and local authority.

Holidays

Enjoy the summer holidays and any breaks either in this country or abroad. Please check the latest government travel advice for any country outside the UK and ensure that any quarantine measures are fully complied with, especially if you are going away close to the

end of the summer holiday period. Here is the government information link, <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Getting ready for school

It is important for your child to be prepared for their return to school. We want the first days and weeks to be as positive as we can, with time spent helping them emotionally and mentally, as well as getting your child back in an academic setting and ready to learn. They need to be ready for the change in routine as well as understanding that school will feel and look different. You can help them prepare for this by reading this leaflet carefully and following the guidance.

Ensure that a routine is set up a few days before your child starts school with regular bedtimes and getting them up, dressed and eating breakfast at a similar time to a school day.

Attendance at school will become compulsory, once again, from September. We usually have high levels of attendance as a school and we are expecting the situation to be the same in the new academic year. If you have any concerns about your child returning in September, due to coronavirus, please communicate this early on so that we can support you.

Face coverings/masks

Due to the age of the children in school, children do not need to wear face coverings or masks. If you wish for your child to wear a face covering/mask, these will need to be removed at the school gates and handed to you. Please do not allow your child to bring these into school.

The first day back

- **Uniform:** Your child will need to wear school uniform.
- **Dinners:** School dinners can be ordered in school as usual or alternatively, you can send your child in with a packed lunch. If your child does have a packed lunch we recommend that you use a cool/ice pack to keep food fresh – the packed lunch boxes will remain with the children in the classrooms.
- **What you child needs to bring in to school:** Children will only need a water bottle on the first day. The class teacher will then talk to the children about what they need to bring in on a daily basis.
- **Limiting adults on site:** Please check your drop-off and pick-up time before getting to school. We would like to limit the number of adults and children gathering before and after school, particularly at the front of the school.

Drop-off and pick-up

- We ask that there is just **one adult** who will come onto the school site at drop-off and pick-up time. If you have no alternative but to bring a younger, pre-school child with you, this child **must be kept with you at all times**. You will need to stand behind your allocated number on the playground. The teacher will then call your child for lining up at drop-off or they will hand them over one at a time at pick-up. We ask that you leave the school site immediately after drop-off and pick-up. The play equipment and field cannot be used by anyone as it will be either cordoned off or zoned for bubbles.
- We will continue to operate a one-way system when coming onto the playground. The entrance will be the large green gates at the front of the school and the exit will be along the path, beside the field, to the wooden gate.
- There will be hand sanitiser available at the entrance.
- We will not be operating the usual message book at the gate. We ask that you use an alternative method of communication before getting to school, such as email or a telephone call. The bucket will be available for written messages or reply slips.
- If you need to speak to Mrs Fox in the office, we will be operating a system, which limits contact or entry to school. Mrs Fox will be able to assist you from the front door. Please buzz as usual and wait for Mrs Fox to come to the door. If there are a number of adults waiting to speak to the school office, please keep to a socially distanced queue.
- Unfortunately, the teachers will be limited on their face-to-face contact with you at the end of the day. If you need to speak to a class teacher, please email or telephone the school. They will be happy to reply as soon as they are able.
- We will be limiting parents coming into the school building. This will be agreed by prior arrangement and kept to only strictly necessary meetings.
- Supply teachers, peripatetic teachers and other specialist providers will be able to come into school by prior arrangement. They will follow the school risk assessment and adhere to all our procedures and organisation. We will be keeping a record and contact information for any visitor to our school.

The school day

- There will be staggered drop-off and pick-up times for different class bubbles. The timings are very tight so that we do not waste any part of the school day. However, to make this work, we will need your assistance with being punctual and keeping to your bubble time. Siblings will be the same time as the oldest child. For example, if you have a child in Hedgehog and Red Kite Class, both your children need to be dropped off at 8:40am and collected at 3:30pm. Reception children have their own timetable; please refer to the information that was sent home.

Class Bubble	Drop-off (am)	Pick-up (pm)
Rabbit	9:00	3:10
Otter	8:55	3:15
Hedgehog	8:50	3:20
Fox	8:45	3:25
Red Kite	8:40	3:30

- Your child will have different break times and lunch times to the other bubbles.
- Each bubble has a set of outdoor play equipment that aids social distanced activities and can be easily cleaned.
- Your child’s bubble will have lunch at the same time each day. The children in Rabbit and Otter Class will eat their lunch in the hall, at different times. Children in Hedgehog, Fox and Red Kite will eat their lunch in the classroom. The hall and the classrooms will be cleaned after the children finish eating.
- The children will be encouraged to maintain social distancing at all times when in the classroom and whilst moving around the school, particularly with distance from adults. However, we understand that with children, particularly with the youngest, this could be challenging.
- Your child will be expected to keep to good hygiene rules with regular handwashing, coughing or sneezing into the crook of their elbow and ‘catch it, bin it, kill it’ when using tissues.

Classroom organisation

- Each classroom will be organised so that children are facing forwards (towards the main teaching location). The children will have half a desk as their Learning Base, with Reception children using an allocated ‘space’ in the classroom for some of their activities.
- Your child will have their own stationery kit with everything they need for activities and learning throughout the day.
- All soft furnishings and soft toys have been removed from the classrooms.
- The classrooms will be well ventilated with doors and windows open.

Extra-curricular clubs and activities

- In order for our class bubbles to reduce COVID-19 transmission, we will not be operating extra-curricular clubs for at least the first half of the autumn term. This will eliminate mixing of the class bubbles. We will keep this decision under constant review.
- If your child accesses different wrap-around providers outside school or different activities and clubs, you are advised to limit this number, to reduce transmission risk. We also advise you to seek assurance that the providers are carefully considering their own protective measures.

Teaching and learning

- The teacher and support staff will maintain social distancing as far as reasonably practical.
- Teaching and learning will be adapted so the teacher can facilitate learning from a distance. They are experts at this and will be creative in their approach. This will mean that feedback for children will be mainly verbal, as the teachers will be minimising their contact with children's books.
- **Behaviour:** Our children consistently demonstrate good behaviour with positive attitudes towards their learning. This will be particularly important in September and we will be expecting high levels of behaviour on our return to school. This will enable your child as well as others to focus and catch up with missed learning.
- We will be using the outside environment frequently for activities, at different times of the day.
- Larger equipment or resources, used to support specific areas of the curriculum, such as numicon for maths, will be cleaned after every use.
- The children's well-being and emotional needs will be our highest priority and children will be supported by the adults in their bubble.

We look forward to seeing you all, in September!