



Parent Handbook for the full re-opening of school, March 2021

Introduction

The purpose of this handbook is to provide key information about the full re-opening of school from March 2021.

Hygiene

- We will encourage regular handwashing throughout the day.
- We will provide hand sanitiser stations around school.
- Each classroom will have a hygiene station and lidded bins for tissues.
- Classrooms will be kept well ventilated.
- Additional cleaning hours have been allocated so that each space is cleaned daily.

Drop off and Pick Up

- Drop off times will be staggered as follows –
 - **8.40 am-8.50 am** – Children in Yr3, Yr4, Yr5, Yr6 and any siblings of these children in F2, Y1 and Yr2
 - **8.50 am-9.00 am** – Children in F2, Yr1 and Yr2 **without** siblings in Yr3, Yr4, Yr5 or Yr6
- Pick up times will be staggered as follows –
 - **3.10 pm -3.20 pm** – Children in Yr3, Yr4, Yr5, Yr6 and any siblings of these children in F2, Y1 and Yr2
 - **3.20 pm-3.30 pm** – Children in F2, Yr1 and Yr2 **without** siblings in Yr3, Yr4, Yr5 or Yr6
- Each class has its own entrance and exit door as shown on the map on the school website.
- Only **one adult** will be allowed to accompany a child on drop off and when picking them up.
- School will be operating a strict **one-way** system both at drop off and pick up times. All parents and carers are expected to follow this.
- The only entrance to the school site will be via the gate on Norwood Road. Please allow enough time for the walk up the path to be in school by your child's starting time. If you are early and the school gate is not open please form a queue on the path leading to Coronation Park.
- The gate by the main entrance to school will only be used as an exit gate.
- We would encourage you to come to school by walking or cycling.
- If it is essential to drive then please park with consideration for the residents of local streets. Please do not park on Norwood road or Norwood Court, park away from school and walk in.

- Please observe social distancing whilst on the school site.
- Face coverings must be worn by everyone over the age of 11 unless medically exempt.
- We ask you to **leave the school site as soon as you have dropped your child off and have picked them up.**
- Please do not congregate around the school gates after either pick up or drop off time.
- Play equipment must not be used by any children during drop off and pick up periods.
- It is essential that these rules and procedures are followed. Failure to do so will lead to an unacceptable risk which in turn will lead to changes to the procedure.

Class Organisation

- Children will be taught in their classes and each class will be considered a bubble.
- Each bubble will have its own classroom space and will not mix with children from any other bubble throughout the school day.
- Tables in Key Stage 2 will be forward-facing with children sitting side by side.
- Children will be allocated their own chair and desk space.
- Children will be provided with their own equipment.
- Other resources can be shared amongst children with regular cleaning.
- Resources can be shared across classes but must be cleaned between use.

School Uniform

- Children will be expected to wear school uniform as described in the school uniform policy.

Items from Home

- Your child can bring in a school bag if absolutely necessary.
- Packed lunches should be brought in a small named lunchbox which can be washed at the end of the school day.
- Pupils do not need to bring a pencil case as everything will be provided for them to do their school work.
- Please ensure they have a named water bottle with them each day.
- Please do not allow your child to bring into school any toys or other unnecessary items from home, for example 'show and tell'.

Learning

- We will have a focus on teaching good hygiene and handwashing routines.
- For the first couple of weeks, we will support and encourage the children in fostering good mental health practices as well as establishing behaviour for learning procedures and class routines.
- We will be teaching our full curriculum. In the first few weeks, we will focus on the subjects that have been hard to teach remotely e.g. art and DT.

- We will also use the first few weeks to assess the children to provide a baseline and pinpoint any gaps in their knowledge and understanding.
- After the assessment period, a catch-up plan will be created for each class. At this point, we may adjust the curriculum to meet the need of the children.
- Whole school assemblies will be held virtually.

Playtimes

- F2 will not have a set time for playtime but it will be taken at a different time to KS1.
- KS1 10.30 am-10.45 am, playground split in half, one half for Yr1 and one half for Yr2
- And 2.30 pm-2.45 pm, playground split in half, one half for Yr1 and one half for Yr2
- Yr3 and Yr5 – 10.30 am-10.45 am, playground split in half, one half for Yr3 and one half for Yr5
- Yr4 and Yr6 – 10.50 am-11.05 am, playground split in half, one half for Yr4 and one half for Yr6
- Large equipment will not be available. Each bubble will be provided with some play equipment to use.

Lunchtimes

- The school kitchen will provide meals for anyone who wants one. These will continue to be free for infant children and free school meal children. The normal cost for other children will still apply.
- All infant classes will eat in the hall with a staggered dinner time.
- Some junior classes will eat in the hall whilst others will eat in their classroom.
- We will not be able to offer toast at morning play to our juniors as we normally do. Children are welcome to bring in either a piece of fruit or a cereal bar as a morning snack. Crisps and chocolate bars will not be permitted.
- Infant children will still be provided with their free piece of fruit.

Acorns

- Acorns wrap around care will be operating as normal both as a breakfast and after school club.
- The club will be limited to 30 children.
- Children from different classes will not be separated as it is not possible to provide the number of staff to make this work.
- Children will be dropped off and picked up from the main entrance. Only one household will be allowed in this space at one time.

Extra-curricular clubs

- Extra-curricular clubs will not resume until after the Easter holiday.
- Parents are advised to limit the amount of different extra-curricular clubs their child attends both inside and outside of school.

Parent Communication

- Face to face meetings can only take place with a pre-booked appointment to allow for a suitable meeting space to be made available.
- Regular communication will be done via email, text, Class Dojo or phone.
- Only one household will be allowed in the entrance hall.
- We will provide a table within the entrance hall to leave anything that your child has forgotten for their school day. Please label this with the child's name. This table will be checked throughout the day with items delivered promptly.

COVID 19 Symptoms

- The most important symptoms of COVID-19 are the recent onset of any of the following:
 - a new continuous cough
 - a high temperature
 - a loss of, or change in, your normal sense of taste or smell (anosmia)
- Children displaying the wider symptoms below are advised to get a test at a testing site and then self-isolate if the result is positive.
 - Diarrhoea
 - A persistent headache
 - Fever and chills
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Pupils with some of the common winter symptoms above (eg congestion or runny nose), can wait until the end of the day and then school will advise parents to take their child for a symptomatic test
- We will not be taking children's temperatures on arrival as the science shows that many children with coronavirus are asymptomatic.
- If a child does develop symptoms they will be isolated immediately and we will expect them to be picked up as soon as possible.
- We expect all pupils and adults to not come into school if they have coronavirus symptoms or have tested positive in the last 7 days. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

Covid 19 Testing

- Parents should advise school about the results of any test immediately.
- If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- If someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill or returned a positive test if not previously showing symptoms.
- If school is made aware of a positive test result we will contact the local health protection team. We will follow the advice of the team including sending home any further pupils or adults to self-isolate for 10 days.
- If you live with someone who has Covid 19 you should self isolate. Your isolation period includes the day the first person in your household’s symptoms started (or the day their test was taken if they did not have symptoms) and the next 10 full days. This means that if, for example, your 10 day isolation period starts on the 15th of the month, your isolation period ends at 23:59 hrs on the 25th and you can return to your normal routine.
- Covid 19 test can be booked via this [website](#).
- If you’re a member of a household, childcare bubble or support bubble of staff or a pupil you can get a twice-weekly test:
 - through your employer, if they offer testing to employees
 - at a local test site
 - by collecting a home test kit from a test site
 - by ordering a home test kit online, kit can be ordered [here](#)

Remote Learning

- In the event of a pupil self-isolating, a bubble being sent home or a lockdown we will provide remote learning as set out in our remote learning policy.

Review

- All of the above measures will be under constant review and will change according to any newly issued guidance or if the acceptable risk value rises too high on any safety measure.