



Parent Handbook for the full re-opening of school, September 2020

Introduction

The purpose of this handbook is to provide key information about the full re-opening of school from September 2020.

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

- The use of a **one way system**, different classroom entrance points (see map on website) and size of the external grounds allow us to run a drop off and pick up time period rather than different times for different year groups.
- Drop off time will be a 15 minute slot between 8.45-9.00am. You must not arrive late to school.
- Pick up time will be a 15 minute slot between 3.15-3.30pm. Any child not picked up by 3.30pm will be placed in Acorns for their safety. This provision will have to be paid for.
- 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 on 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 9am. 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.
- We ask you to **leave the school site as soon as you have dropped your child off and having picked them up.**
- 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 their 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.
- We would encourage parents to wash this as often as possible.

Learning

- We will have a focus on teaching good hygiene and hand washing 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.
- We will 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.
- No whole school assemblies will be run.

Playtimes

- F2 fluid timing of playtime, will be separate to KS1
- KS1 10.30am-10.45am, playground split in half, one half for Yr1 and one half for Yr2
- And 2.30pm-2.45pm , playground split in half, one half for Yr1 and one half for Yr2
- Yr3 and Yr4 – 10.30am-10.45am, playground split in half, one half for Yr3 and one half for Yr4
- Yr5 and Yr6 – 10.50am-11.05am, playground split in half, one half for Yr5 and one half for Yr6
- Large equipment will not be available. Each bubble will be provided with some play equipment to use.
- We will not run contact sports.

Lunchtimes

- The school kitchen will provide meals for anyone who wants one. These will continue to be free for infant children and for 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. This will be operated on a rota system.
- 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.
- 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 be running and taking children from different year groups with maximum numbers for each club in place.
- 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

- 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 14 days from when the symptomatic person first had symptoms.

- 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.
- School will provide a testing kit to any child suspected to be showing Covid 19 symptoms.
- Parents should advise school about the results of a 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 7 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 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
- 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 14 days.
- PPE has not been advised in schools except when administering first aid and for our cleaners.
- We expect all parents to actively engage with the NHS Test and Trace system.

Lockdown

- In the event of a local lockdown or a bubble being sent home for self-isolation we will provide home learning materials.

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 to high on any safety measure.