

Harby C of E Primary School

Return to School

Post Covid-19



Autumn 2020

Parent Handbook

Contents

Welcome and general principles

Health considerations

Clothing

Dropping off and picking up

What to bring to school

Food and drink during the day

Medication / suncream

Curriculum and classroom environment

Behaviour

First Aid

Illness at school

Concerns or questions

Agreement

Welcome and general principles

Dear Parents,

We are pleased to be able to welcome you back to school the autumn term in accordance with government guidance. Guidance from the government is regularly updated so this information is correct at the time of writing. ***We will continue to monitor updates and reflect any changes to the guidance in our plans.***

Key points:

1. Staff will probably not be wearing PPE but one or two may wish to and ***must*** if a child is showing symptoms while waiting for a parent to collect.
2. If a staff member is administering first aid or intimate care then some level of PPE will be worn.
3. Class organisation will be the following:
 - Reception
 - Year 1 and 2
 - Year 3 and 4
 - Year 5 and 6
4. Classes of children will NOT mix together during learning activities. Children within a class should remain apart where possible, ***but this will not always possible*** due to the layout of the building and the age of the children. We will endeavour for this to happen and make every effort to encourage and support the children but cannot guarantee it - especially with very young children. Social distancing will be explained, discussed and encouraged but ***the children will effectively work as one bubble.***
5. Desks and seats will be organised to have maximum distance between them as the classroom allows.
6. Playtimes and lunchtimes will be staggered. Pupils in **Key Stage 1** (Reception, Year 1 and Year 2) and Pupils in **Key Stage 2** (Year 3, Year 4, Year 5 and Year 6) will join together in 2 separate bubbles for playtimes to enable appropriate staffing and supervision. This will also enable children to see other children which will be important for their welfare and feeling part of a school community. Appropriate social distancing will still be encouraged and supported during this time.
7. Lessons will follow our Recovery Curriculum. There will be outdoor lessons and activities which will encourage distancing. *See information below about our 'Recovery Curriculum'
8. Movement around school will be reduced such as no assemblies, limited number of children going to the toilet at the same time etc.

9. Cloakrooms will not be used (aside from Reception) in the first instance to limit children moving around school.
10. Drop-off and collection times will be staggered by surname. This is to reduce the numbers of pupils arriving / leaving at any one time. It will also support families who have pupils in more than one class.
11. Only one adult can bring and collect their child and they must be left at the gate (greeted by a teacher) lining up outside school with 2 metres distancing at the agreed time. **No adults will be allowed into school or on the playground.** Any important messages will need to be given by parents directly to the school office (in person / email / telephone) for passing on to aid the smooth and timely drop off. **Being on time as agreed – not early and not late – is so important now.**
12. Toys and equipment will not be used by other classes and will be cleaned between classes if it is shared.
13. Unnecessary items in classrooms will be removed and stored elsewhere in the school to maximise space in classrooms.
14. Soft furnishings, toys and soft toys that cannot easily be cleaned will be discouraged. Where we have soft items that are needed as part of teaching and learning they will be cleaned as far as is practicable including the use of disinfectant aerosol designed for fabric items. **They will not move between classrooms.**
15. Each class group will have the same teachers in the majority. Supply teachers / visiting coaches / teachers that work in more than one school is acceptable and this will happen in school. **All staff members will maintain good hygiene and ensure they are well before arriving on site.**
16. Doors and windows will be open, where safe, to allow for ventilation in school.
17. Fixed outdoor equipment/climbing frames will be used by a named 'outdoor bubble' each week. This will either be Key Stage 1 or Key Stage 2 and these will rotate. Small outdoor play equipment will be designated to each class / bubble and used only by them.
18. Children will be able to take home book bags and reading books as directed by their class teacher. **Each class will decide and communicate their individual pattern / frequency of changing books in the autumn term.**
19. Shared areas and surfaces in classes and throughout school will be cleaned regularly throughout the day.
20. If a child or member of staff shows symptoms and subsequently tests positive for Covid-19, then the **school will liaise directly with the Local Health Protection Team who will provide definitive advice and guidance to the school at that time about how to proceed** and who should be sent home / isolate etc. Testing will be available and we will communicate this with you as and when the situation arises.

21. Hot dinners will not be provided in the first instance. School Food Support will provide a free packed lunch for all pupils in Reception, Year 1 and Year 2, for pupils in receipt of free school meals, and for pupils in Key Stage 2 whose parents would like to pay for this service. The packed lunches consist of filled bread rolls (vegetarian or meat), vegetable crudités, fruit and a cake / cookie. You may, of course, choose to provide your own packed lunch for your child.

22. Children are expected to wear school uniform but this is slightly relaxed. **We are asking pupils to wear a school polo shirt and jumper / cardigan.** To reflect the recovery curriculum and support in regular breaks and outdoor activities **children may wear plain black / grey / navy jogging / tracksuit bottoms, leggings or shorts and sensible trainers** as opposed to trousers / skirts and formal school shoes. This is to enable them to participate in activities easily and reduce the need for a PE kit in school in the first instance. **Good hygiene levels, clean clothes and tied up hair (if long) is also recommended.**

23. **Breakfast and After School Club is able to function in a slightly reduced capacity.** The reduced capacity is in response to parental need, in response to the space available in our building and also to ensure that we have enough designated time for thorough cleaning of school. **Places must be booked in advance** and we will be asking parents to communicate their needs with us so that we can ensure appropriate staffing. **Pupils attending Breakfast and After School Club will be mixing with children from different classes in school during these times.** Social distancing will be encouraged and resources will remain in the Planet Play bubble for use by that group. **Full details about how Breakfast Club and Planet Play will operate will be issued separately towards the end of the summer holiday / upon return to school.**

Health considerations before coming to school in general and each day

It is of utmost importance that any health needs and concerns are shared with the school. This is important to protect your families, our staff and the pupils attending. Some families will be unable to return their child to school at present due to health needs in the home.

Before sending your child to school each day you must ensure that they are well and are not showing symptoms of Covid-19. Below is advice taken from the government website:

The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia). **If you have these symptoms, however mild, stay at home and do not leave your house for at least 7 days from when your symptoms started (if you live alone), or 14 days (if you live with someone who has symptoms).**

You do not need to call NHS 111 to go into self-isolation. If your symptoms worsen during home isolation or are no better after 7 days, contact NHS 111 online. If you have no internet access, you should call NHS 111. For a medical emergency dial 999.

You must inform school if your child or anyone in your household has these symptoms so that we can liaise with Public Health and provide appropriate support to all, including advice with regard to testing.

The usual rules apply with 48 hours clear needed following an episode of sickness / diarrhoea. **If you are unsure, please contact the school.**

Uniform and Clothing

Children are expected to wear school uniform but this is slightly relaxed. We are asking pupils to wear a school polo shirt and jumper / cardigan. This is a white polo shirt and navy blue cardigan or jumper / sweatshirt.

Branded uniform can be purchased from www.myclothing.com

To reflect the recovery curriculum and support in regular breaks and outdoor activities children may wear plain black / grey / navy jogging / tracksuit bottoms, leggings or shorts and sensible trainers as opposed to trousers / skirts and formal school shoes. This is to enable them to participate in activities easily and reduce the need for a PE kit in school in the first instance. Good hygiene levels, clean clothes and tied up hair (if long) is also recommended. This is to reduce any transmission risk. The important thing is that children will need to wearing comfortable clothes that they can run and move in.

A waterproof coat is also essential as we will be outdoors in all weathers.

All uniform / clothing must be labelled with your child's name to help us to return it to the correct person. It will be necessary for parents to check this regularly if items of clothing are being washed more frequently to ensure these have not washed off.

Dropping off and picking up

Drop-off and collection times will be staggered for groups of children to limit contact.

These are currently set to be:

Surname	Drop off Time	Pick up Time
Surnames A – F	8.40am	3.05pm
Surnames G - L	8.50am	3.15pm
Surnames M - Z	9.00am	3.25pm

Only one adult can bring and collect their child and they must be left at the gate (greeted by a teacher) lining up outside school along the fence with 2 metres distancing at the agreed time. ***No adults will be allowed into school or on the playground.*** Children will be taken through to their classroom entrance and registered. If you have important information that needs sharing with school, please visit / contact the school office where we will be able to speak to you safely / respond without impacting on the staggered start of day.

At collection time please line up in the same way but this time facing down to the big double gate. Children will be handed over to parents to support a smooth exit. There will be signs and staff will guide you through this process.

At drop off and pick up please ensure that you cross the road as needed to leave plenty of space and room for children and families to pass each other with appropriate social distancing.

Punctuality is very important. If parents are late in dropping their children off or collecting their child from school, it will have an impact on the smooth running of the staggered system and a potential impact on health and safety as a consequence. **We will enforce the need to be on time to keep us all safe.**

What to bring to school

Children must not bring any items with them such as toys / bags / things to show. They need to bring a waterproof coat, their packed lunch (if needed) and a water bottle **ONLY**. This will reduce any transmission from home to school. **Cloakroom areas will not be used with the exception of Reception. Children's belongings will stay with them in their classes.**

Food and drink during the day

We will support the children in having regular drinks during the day which is especially important for our health. School Fruit has historically been provided at mid-morning break for children in Reception, Year 1 and Year 2 as part of the government scheme – we are still awaiting confirmation from our supplier about when this will resume at this point in time. You may wish to provide a snack for your child to have – this must be fruit / cheese / yoghurt in a squeeze tube. **No nuts / biscuits / crisps.** We reserve the right to provide the occasional whole class snack of a biscuit or similar.

School Dinners

Hot dinners will **not** be provided in the first instance. School Food Support will provide a free packed lunch for all pupils in Reception, Year 1 and Year 2, for pupils in receipt of free school meals, and for pupils in Key Stage 2 whose parents would like to pay for this service. The cost for pupils in Key Stage 2 is £2.30 per day.

The packed lunches consist of filled bread rolls (vegetarian or meat), vegetable crudités, fruit and a cake / cookie. You may, of course, choose to provide your own packed lunch for your child.

It is essential that any lunch provided from home has the appropriate cutlery needed and that children are able to open and access the items themselves. Small packed lunch boxes only please – no back packs. Thank you.

Medication / suncream

If your child has asthma, it is essential that we have a named and in date inhaler which is to be left in school at all times. If your child has other needs, such as hayfever, please discuss with the Headteacher to reach an agreement about the best way forward.

Wherever possible medication should be administered by parents at home to limit the risk of transmission.

Suncream and sunhats will be essential during warmer weather. Parents should ensure that they have applied suncream to their child before arrival at school and a long lasting 12-hour cream may be most appropriate in these circumstances. You may wish to provide suncream in its original packaging that is named for your child to apply themselves. This is to remain at school, not travel to and fro.

Curriculum and Classroom Environment

Classes will follow the organisation of:

- Reception
- Year 1 and 2
- Year 3 and 4
- Year 5 and 6

Classes of children will NOT mix together during learning activities. Children within a class should remain apart where possible, but this will not always be possible due to the layout of the building and the age of the children. We will endeavour for this to happen and make every effort to encourage and support the children but cannot guarantee it - especially with very young children. Social distancing will be explained, discussed and encouraged but the children will effectively work as one bubble.

Desks and seats will be organised to have maximum distance between them as the classroom allows.

Resources will not be shared between classes without appropriate cleaning / quarantining to limit the transmission risk.

Why have we planned a Recovery Curriculum?

Due to the Covid-19 pandemic all children across the country will have experienced differing levels of curriculum input and home education during this time as families have needed to juggle care and education for all their children as well as working from home and supporting elderly relatives close by. ***We recognise that this has been incredibly difficult and that there are genuine concerns about the lack of formal education in school for a lengthy period of time.*** All children across the country will be in the same position and the Department for Education (DfE) have released their guidance to support schools in preparing and planning for full school opening in the autumn term. This will involve assessments to ascertain where children are now working and from this we will work hard to fill gaps in their learning and help children to make further academic progress upon their return to school. Supporting pupils' health and well-being, building relationships, a sense of community and being prepared for further potential lockdown / response to Covid-19 in the future will all be important elements too. ***We will continue to work together to support the ongoing education of your children as we move into a new academic year with our Recovery Curriculum.***

Further, detailed information in relation to the curriculum will be shared with parents separately towards the end of the holiday / upon return to school.

Behaviour

Expectations of behaviour at school during this time will be of the same high standard as normal, however we understand that many children may be anxious about being at school as they will have been at home for an extended period of time.

We recognise that behaviour is important and we understand that it is essential we show compassion and empathy of any unusual or unexpected behaviour and work together as a staff and with parents, to find ways of helping children deal with their emotions. We recognise that there may be more instances of unfamiliar behaviour than the norm and we will make suitable adjustments accordingly to support each individual or group of children.

We will be providing an ***addendum to our behaviour policy*** which will be on our school website but we ask that parents reinforce these key messages with their children:

- ***Instructions and rules must be followed at all times from all members of staff***
- ***Spitting is not acceptable under any circumstances***
- ***Hygiene rules established in classes must be followed***
- ***Social distancing rules in classes must be followed***

First Aid

If a staff member is administering First Aid, then some elements of PPE will be worn. This is to protect both pupils and staff. Each class bubble will have their own First Aid supplies, including PPE. They will record any First Aid administered and this will be communicated to parents upon collection. If an accident is more serious we will contact parents before the end of the day following our usual procedures.

Illness at school

If a child becomes unwell at school with non Covid 19 symptoms (such as sickness and diarrhoea) we will follow our normal procedures and contact parents for the child to go home for 48 hours from the last episode.

If a child displays Covid 19 symptoms they will be taken by a member of staff wearing PPE to our designated area where we can care for them safely. Parents will be contacted and they will need to be collected from school and self-isolate at home following current NHS advice. We will support with this at the time to ensure that the advice remains current.

If a child or member of staff shows symptoms and subsequently tests positive for Covid-19, then the ***school will liaise directly with the Local Health Protection Team who will provide definitive advice and guidance to the school at that time about how to proceed*** and who should be sent home / isolate etc. Testing will be available and we will communicate this with you as and when the situation arises.

Concerns or questions

We understand that there is a lot of information in this handbook. We have risk assessed and prepared as much as we can with the current guidance but there may be questions you wish to ask. Please do not hesitate to contact the school office and we will be happy to help wherever we can. Sometime questions will only arise once new systems and process have been tried by us all. We have built in a regular review so that as staff we can consider how things have worked in practice and if we need to make changes. Your comments are always welcome and will be considered.

Useful websites for further information are:

<https://www.gov.uk/coronavirus>

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Agreement

Please sign and return to school, or communicate via email BEFORE your child returns to school to agree that:

- I have read the information detailed in the Parent Handbook and will follow it to the best of my ability
- I have discussed the information in the parent handbook with my child, especially the section on behaviour
- I will ensure that I arrive and pick up on time
- I will ensure my child is well before I send them to school
- I will keep school informed about the health of our household / if we are self-isolating / if we have any symptoms
- I will inform school if I would like my child to walk to / from school by themselves

Signed: _____

Name: _____

Child's name: _____

Date: _____