



## **Parent guidance for full return to school in September 2020**

The DfE have made it a mandatory expectation that all children return to school in September. Following on from our experience of partial return during the summer term, we believe this can be achieved safely, when all partners in children's learning work together and deliver on each other's responsibilities.

From 01 September, you will be able to read the school's extensive Risk Assessment, as it will be available to you through the school's website.

To prepare you and your child for their safe return, this is the initial draft of guidance that we ask you to read carefully and comply with. It may be subject to further updates and amendments as we move through the summer holidays and if this is the case, those will be shared with you in advance of the children returning.

With the exception of Nursery and Reception aged children, all children starting the academic year in Years 1 – 6 are expected to return to school on Thursday 03 September.

### **What we ask of parents**

We all have a social responsibility to fight this pandemic.

In school, we seek to undertake extensive risk assessment, in order to reduce the risks of transmission as much as possible, recognising that we cannot eliminate risk completely.

In partnership with us, we need you to be responsible for the following:

- To avoid bringing your child to school if they are unwell. There are symptoms that we know to look out for (high temperature, persistent cough, loss of taste and smell), however this virus can present itself in other ways too. You know your children better than anyone and you know if they are 'off colour'. Showing social responsibility towards others by avoiding bringing children into school who are becoming unwell is an essential part to play in helping us to fight this pandemic together.
- Checking your child's temperature at home, after they have woken up in the morning, before bringing them into school, will be really helpful, to inform decisions you make regarding bringing them to school. If they have a temperature, however slight, you must not bring them to school.
- If your child develops symptoms of Coronavirus in school (a temperature; a new persistent cough; a loss of taste and/or smell), we will call you to collect them. All parents will then be expected to arrange for their child (and any siblings in school) to have a test, even if they appear well and their symptoms ease, and to contact the school with the results prior to the child returning to school.
- Make sure that your child does not bring anything into school with them other than a water bottle with their name on. Everything they need in school will be here for them. We do not want anything coming in to school from home at this time.
- Please make sure that each day your child comes to school in a fresh set of clothes.
- If you need to visit the school office for support, please observe social distancing measures when doing so and only enter the office area, two at a time. All other visitors to the office are asked to form an orderly queue safely distanced apart. In the event that there are a large number of visitors, school staff will assist. For the time being, it would help us enormously if visits to the office could be minimised to protect our staff. If it is possible to call the school or email instead, we would be ever do grateful if you could do so.

### **Before school club and after school clubs**

Before school club will begin operating from Monday 14 September. It will have the start time of 7:30am and any children attending will be taken to their classes during the specified start times listed in the next section.

Initially, Before School Club will be restricted for the use of working parents. You will be written to when school resumes in September and you will be asked to register your child to attend.

When in attendance, the children will be seated in their year group Bubbles and each Bubble will have its own set of equipment to make use of each day.

Children will need to be able to independently settle in their Bubble area. They will need to maintain safe distancing from the other Bubbles and from all of the staff – who are there to register the children and supervise their safety and well-being, but who will not be able to sit and play with/work with the children.

The children will have access to a light breakfast if it has not been possible to feed them before arriving at school.

We anticipate Energy Kidz will want to run provision after school in September and they will share their plans with you closer to the time.

In respect of school 'after school clubs' we will hold off starting those until the core, before and after school care is running smoothly alongside the rest of the school. Once we are satisfied that all health and safety requirements are being met and we can review where flexibility remains, we may then seek to start more clubs and we will write to you, in the new school year, when that is the case.

Please understand that the safety and welfare of your children and our staff is our paramount concern. For this reason, we are adopting a 'scale up approach' where we aim to resume the full provision, but we proceed carefully and with caution to get there.

### **School entry and exit points**

Each year group 'bubble' will have their own separate entry and exit point. For Nursery, Reception and Year 1, the parent will hand the children over, one at a time, at the classroom door. When queuing, please maintain social distance:

<b>Year group</b>	<b>Start time</b>	<b>Finish time</b>	<b>Drop-off and pick-up point</b>
Nursery	Soft start: 8:45-9:00	Soft exit: 3:15-3:30	Nursery gate
Reception	Soft start: 8:45-9:00	Soft exit: 3:15-3:30	Reception gate
Year 1	Soft start: 8:45-9:00	Soft exit: 3:15-3:30	Enter through the main gate on Glenworth Avenue, walk past the swimming pool directly to the Year 1 classrooms
Year 2	Line up on front playground between 8:45 and 9:00	3:15 collection from front playground	Enter through the main gate on Saunders Ness Road and line up in the front playground
Year 3	Soft start: 8:45-9:00	3:15 collection from main entrance	Main office door entrance
Year 4	Soft start: 8:45-9:00	3:30 collection from football pitch	Enter through the main gate on Glenworth Avenue, across the football pitch, and up the new building staircase to class

			Parents to collect children from the football pitch
Year 5	Soft start: 8:30-8:45	3:30 collection from front playground	Front playground
Year 6	Soft start: 8:30-8:45	3:30 collection from main entrance	Main office door entrance

By 'soft start', we mean that children can be dropped off between the times listed, with the expectation that they will be in class by the later time. We ask that parents drop their child off at the designated point listed above, and not to linger around these points, to help us to avoid congestion. Children will then be supervised by members of staff as they make their way up to class, where a member of staff will be waiting for them.

To reduce congestion, we ask that only 1 adult drops off their child at school and a reminder please to queue by keeping a safe distance from one another.

### **In class**

- Each year group will be a Bubble. Each Bubble will have dedicated classrooms and outdoor/playground spaces which only those groups use at any one time. Where a space is used by more than one Bubble, it will be thoroughly cleaned between uses.
- We will take steps to minimise the number of staff working with more than one Bubble. The staff working across Bubbles are carefully planned for and not ad. hoc. The only staff who will work with more than two Bubbles are staff providing PPA, the senior midday supervisors and members of the Senior Leadership Team. These staff are directed to maintain social distance from the children whilst teaching.
- The children will be working and playing only with their year group bubble throughout the day.
- In Years 1, 2, 3, 4, 5 and 6, each child will share a table with one other child. They will be sitting next to each other and facing the front of the class. Wherever possible, it will always be the same child that they are sitting next to.
- Each child will be given a pack of resources, with their name on. This will contain workbooks and stationery. This is to avoid the sharing of frequently used resources.
- Nursery and Reception staff may work with small groups of children on the carpet and will take steps to sit children apart from each other.
- If children bring a coat to school, they will be expected to hang it on the back of their chair to eliminate the use of the cloakrooms as these are small spaces that can get crowded and cannot be ventilated.
- Each year group 'Bubble' will have its own first aid station. If your child has their own medication, prescribed by their doctor and with their name on it, please bring it into school.

### **Hygiene**

- Staff will be routinely ensuring children are washing their hands throughout the day i.e. on arrival into school; before and after eating; after going to the toilets; after coughing or sneezing onto their hands.
- All children will be taught about respiratory hygiene through PSHE on their return to school. In particular, they will be taught to understand and follow the 'Catch it, bin it, kill it' response to coughing and sneezing.
- Each classroom will have cleaning materials and hand hygiene products including sanitiser, hand wash and paper hand towels.
- Staff will ensure that the classrooms are kept well ventilated. In the new build, this is achieved with the vents being open and the windows being shut. In the main body of the building, staff will keep windows and doors open for ventilation.
- Drinking fountains will not be in use so all children must bring their own water bottle labelled with their name.
- Our cleaning team will regularly clean classrooms and shared contact points (e.g. toilets, handles, stair rails, non-porous surfaces on play equipment etc.)
- Toys used by children in Early Years will be washed daily.
- Hand santiser units will be available around the building at entry points.

### **Movement around school**

- The school has introduced a one-way system across the corridors and staircases, to avoid the crossover of groups of people.
- As we need to limit the number of people entering on-site, we ask that parents/carers do not enter the school building – unless agreed by senior leaders in advance.
- We will request that any parents or visitors on-site wear a face covering.
- All fire practices will be done on a 'Bubble-by-Bubble' basis to ensure that all children understand what to do in the event of a real emergency requirement to exit the building.
- P.E. will be taken outside.
- Swimming pools are steadily being opened nationally. We will observe how this unfolds, scrutinise the guidance and update you on what we hope to do in respect of swimming once the school year starts.
- There will not be Collective Worship in the hall, instead Collective Worship leaders will visit children and staff in their 'Bubbles' or through Microsoft Teams or Zoom.
- The library will not be in use for children to borrow books; instead, reading remains online.
- We will not plan to take the children off site at least for the first half term and will provide a further update to you when and if this decision changes for the second half of term. Going on trips is carefully planned enrichment for the curriculum, often impossible to re-create in school, however we will only take the children off site when we are certain it is safe to do so.

### **Playtimes and Lunchtimes**

- Each year group 'Bubble' will have staggered break times and play in separate playground areas.
- Each year group 'Bubble' will have staggered lunch times and play in separate playground areas.
- Each year group 'Bubble' will eat their lunch in either the lunch hall or the main hall separately to any other 'Bubble'. The tables and chairs will be thoroughly cleaned between each use.
- Midday Meals staff will be assigned to each different year group 'Bubble'. They will work with no more than two Bubbles, will observe hand hygiene between roles and as much as possible, will maintain a safe distance from the children, whilst at the same time ensuring their safety.
- Climbing play equipment will back in use to reflect the move nationally in parks. Strict hygiene practices will be enforced and the equipment, where feasible, will be cleaned between uses.

### **Staffing**

- The Head of School, Assistant Headteachers, School Business Manager and SENCO will be on-site every day.
- There will be a Designated Safeguarding Lead available every day.
- There will be first aiders on-site every day.
- All staff will receive training in the importance of adopting behavioural changes to protect themselves and the children.
- Staff are given the option of wearing a face covering.
- If there are insufficient staff members to work in a 'Bubble' on one day, and we are not able to secure adequate cover, then parents/carers will be contacted by 8am and asked not to bring children into school.

### **Office**

- The school office will be open from 8am-3:30pm.
- The school wants to minimise the number of visitors to the office, so we encourage parents/carers to phone the school or email requests instead.
- Should you need to make a payment, the school office systems enable all payments to be made online and therefore the school office will be a cashless environment.
- The school will continue to write and email out weekly newsletters, further communications will be via the school website, and Twitter feed.