



Parents Guidance on Reopening

Period from 1st September 2020

This document will outline the key changes for September and things you need to know.

Executive Summary:

- Children will be back to school **FULL** time and in normal class sizes
- Children will be back to school in school uniform and PE kit
- Year groups will join together to make larger bubbles
 - **EY Bubble – Nursery & Reception**
 - **Bubble 1 – Years 1, 2, 3**
 - **Bubble 2 – Years 4, 5, 6**
- Breakfast club will resume on 7th September – children will be seated in the hall in their bubbles
- After school club will also resume on the 7th September – spaces for the first half term have already been booked in. If you require ASC for Autumn 2 please contact the admin team.
- Break time will be staggered so only one bubble will be out in the designated areas at one time
- All children will need to bring their own snacks. No toast will be available for the first half term
- Lunchtimes will be staggered and menu will be adapted to ensure all meals are within a packed lunch style. There will be hot options for school dinners each day (see menu attached)
- Classrooms will be designed to uphold the government guidance. Photos and videos of the classrooms will be shared during the holidays on our platforms
- Reading books will continue to be sent home but will be quarantined upon return to school for 72 hours before going back into circulation
- Each child will be provided with a zippy wallet containing their own classroom equipment – there is no need to bring any further stationery in from home
- The one way system will continue around the school
- Only 1 parent per child for Key Stage 1 and Early Years children on site. Children to be dropped at the gates of the Early Years Garden/ Year 2 door and will be greeted by staff.
- KS2 children will be dropped at the entrance gate to walk to their doors independently (members of staff will be on site to supervise) Year 3 & 4 to enter through the external door by the Willow Room. Year 5 & 6 to enter through the Hall Door.
- KS2 will EXIT through their classroom doors
- No parents to enter the classrooms at any point during the day
- Entry times will be staggered by House Teams – this will support sibling drop offs
- Entry and Exit times must be **strictly adhered to** in order to ensure minimal bodies on site – if parents are consistently late/early they will be asked to wait or asked to meet with the Head teacher.
- Communications with staff to be through the office or messages to be written on Tapestry/Seesaw
- If your child is showing symptoms before coming to school please phone the office and take them for a test as soon as possible. Please keep the school informed of the test results.
- If a child from a bubble tests positive for covid-19 the school will inform all parents of that bubble and they will need to self-isolate for 14 days
- If a child becomes unwell at school they will be removed from their class and parents will be called.

Behaviour Policy

(New policy being issued for September 2020- with Covid-19 amendment)

The behaviour policy still stands. The following rules are added to ensure safety within all in classes. These rules must be reminded daily.

- Keep hands clean by washing with soap and water.
- Socially distance from other people in classroom and playground.
- At all times follow the directions of the adults.
- Do not bring anything into school from home aside from book bag and PE kit.
- Follow the catch it, bin it, kill it routine.
- If you feel unwell tell an adult straight away.

Breakfast and After School Clubs

Breakfast club will begin from Monday 7th September once all children are back in, settled and understand the social distancing and the way school now runs.

- They hall will have designated bubble areas and children will be sat at tables / on mats to play. Bubbles and children must not mix.
- Parents will drop them off at the main door and will not be allowed to come in. Staff will enter them onto register.
- Children must sanitise hands on arrival.
- Food will be left within each bubble for children to take independently.
- Breakfast bowls must be left at the end of the table and breakfast club staff will collect and wash in hot soapy water.
- Children need to stay within their designated area of the hall. Therefore activities will be planned that require less space and movement.
- Equipment will be assigned to a bubble and cleaned down before returning to shelf- or assigned to a bubble for a week and then washed down.
- Children will use the toilets within own bubbles.

Bubbles

The school will be split into 3 bubbles. The reason for this is to allow facilitation of interventions, use of TAs, safe staffing numbers at lunch and break times, dedicated playground space.

EY Bubble – Nursery & Reception

Bubble 1 – Year 1, 2, 3

Bubble 2 – Year 4, 5, 6

The classes will be kept apart in these bubbles as much as possible. Each class will have a designated playground box of equipment. EY bubble can be together in the Early Years Garden but encouraged to follow the social distance guidance (as much as possible).

Staggered Times

- To avoid congregation of parents and children at entry and exit times will be staggered
- **These times must be strictly adhered to at all times for everyone's safety**
- These will be organised by house team groups to enable sibling drop offs
- Parents advised of these times in newsletter and reminded on the gate
- Parents not adhering will be spoken to by the Head Teacher
- One parent per child on site for KS1 & Early Years – entry and exit through classroom door/ gate to Early Years Garden
- KS2 children will be dropped at the pedestrian gate and will walk to their entry door independently (*Y3 parents will be allowed on site for 3rd & 4th September to support transition*)
- Year 3 & 4 to enter through the external door by the Willow Room. Year 5 & 6 to enter through the Hall Door. These children will exit through classroom doors when parents are seen
- Year 6 can walk home independently once confirmation has been received by the office

House Team	Morning drop off <i>Gate open at 8:40</i>	End of school collection times <i>Gate open 3.05</i>
Parrots	8.40	3.05
Wild Cats	8.45	3.10
Dolphins	8:50	3.15
Alligators	8:55	3:20

Break times/ Lunchtime / Playground/ Snack times

Break times	
Nursery/Reception	no timed playtime- use of Early Years Garden
Bubble 1 – Y1,2,3	10:15 – 10:30
Bubble 2 – Y4,5,6	10:35 – 10:50

- Children will have snacks in classrooms before going out to the playground.
- Hands must be washed before and after snack. All waste to be placed in waste bins in the classrooms.
- Each Year group will be assigned a zone on the playground in which they must stay during break time and lunchtime. Adults on duty are responsible for ensuring that children do not mix or move into the different zones.

Lunchtime

- Class teachers to support with taking children to lunch hall/ checking in with children when in lunch hall.
- Bubbles must not be mixed. Two/three MSA to be assigned to bubble.
- Lunches will be hot packed lunches until a review at October half term (*see exciting new menu!*)
- Children to sit in classes or designated tables in the hall.
- Tables, chairs and floor must be cleaned in between EY Bubble and Bubble 2
- All children to wash hands before and after lunch.
- Thorough surface clean in between sittings.
- Gloves to be worn by MSA.
- Once finished- wash hands.
- No football unless on field when dry – not enough space to be safe.
- Outdoor zones to be rotated for Bubble 1 and 2
- Children do not leave the hall until all of bubble have finished eating
- MSAs assigned to bubble will stay with them throughout the whole dinner slot

Lunchtimes			
	Eating Time	Outside Time	Return to class room
EY Bubble	12:00 – 12:25 <i>Eat in hall</i>	12:25 – 1:10	1:15
Bubble 1	12:15 – 12:45 <i>Eat in classrooms</i>	12:45 – 1:10	1:15
Bubble 2	12:50 – 1:10 <i>Eat in hall</i>	12:25 – 12:50	1:15
Hall to be deep cleaned between bubbles (12:25 – 12:50)			

Change of Clothes

- Uniform will be worn by all children
- Active Uniform to be worn on the children’s PE day with Coach Reece (this information will be circulated the first week back)
 - Dark joggers/leggings, PE polo t shirt, school jumper/cardigan, trainers

Classroom Design/ Equipment

- Apart from Nursery/ Reception, all children to be given individual desk and chair to sit at. This should be their seat going forward and they should not mix seats. Two per table, side by side.
- Arrange tables in rows, and where possible arrange so that staff can easily get between and coach from behind the child.
- All excess furniture will be removed from classroom- but ensuring equipment needed is available as usual.
- All soft furnishings will be removed- including dressing up, drapes, teddies, cushions etc.
- Reading books- These can be shared as usual in bubbles. Those going from home and to school will be wiped down and left for 72 hours before redistributing to others

- All paper exercise books will be used as normal.
- Each child (not reception and Nursery) will be given a named zippy wallet. Contents:- pencil, pen (where appropriate) ruler, glue stick, scissors, coloured pencils can be included for younger children. Outside of zippy wallets to be sanitized daily.
- Any shared equipment used will be sanitized after use.

Reception and nursery

- The classroom design and provision of activities and learning should not inhibit the full teaching of the EYFS curriculum.
- Social distancing is not expected between children.
- Working at group tables for children as is normal practice is allowed.
- Free flow to outside area
- Activities spaced out as much as possible.
- Larger carpet area to attempt some distancing (use of chair as in Reception currently can be continued)
- Staff to keep 1m+ from children as much as possible.
- Side by side support for children.

Illness in child

- If a child is symptomatic- temperature, cough- child to be moved as far away from others and staff and SLT called. SLT will wear PPE when dealing with child and child will be isolated in either the Willow Room/ Library Area or Disabled Toilet. Parents will be contacted and SLT will stay with child until parent arrives to make sure they are calm and cared for.

Process following identification of a suspected case of COVID relating to a child attending school

