



Cleves Cross Primary School

Parent Guide during Covid-19
September 2020

Dear Parents,

I hope that you are looking forward to the return to school in September as much as we are! Whilst we do understand it will no doubt be a worrying time, I am sure that you will agree, getting back to school and carrying on life in our new normal, is certainly the right way forward. We have produced this Parent Guide to give you an insight into the measures we are putting in place to safeguard the wellbeing of staff, pupils and our wider school community, from September 2020. Measures are based on Government guidance and are current at this moment in time. Any updates or changes prior to September will be shared via our school app and website.

We have also included information about what the new school day will look like for your child for the time-being and how school drop-offs and pick-ups will work. Whilst we have tried to cover as many areas as possible in the guidance, I'm sure you will understand that we are working in unprecedented times and, although we have put these plans in place as best we can, there may be circumstances that arise that mean we need to amend and modify some aspects of the guidance where necessary.

I hope that by everyone following this guide and understanding that we all have a key role to play, we can stay safe and well, and support our children successfully.

Government guidance identifies areas that they refer to as 'Systems of Controls' that schools must have in place at all times. Following these controls will reduce risks and create a safer environment for children:

Minimising contact with anyone who is unwell.

This means that anyone who is experiencing any symptoms of Covid-19 must stay at home and get tested. Active engagement with NHS Track and Trace will be vital in controlling the spread of any outbreak. Please see how we will deal with anyone experiencing symptoms in **Appendix 1**.

Cleaning Hands more often

Children will hand-sanitise as soon as they enter the school building and hand-washing will be a regular feature throughout the school day. Younger children will be supervised appropriately and staff will be vigilant in making sure it is done thoroughly.

Good Respiratory hygiene

The 'catch-it, kill-it, bin-it' approach will continue to be adopted. Lidded bins are used throughout school. Staff will support children in maintaining good hygiene at all times.

Enhanced cleaning

An enhanced cleaning schedule is already in place and this will continue to be so in September. Reviews take place regularly in-line with changing guidance – updates are due out before the end of this term (although have not yet arrived). Frequently touched surfaces and our toilet areas are cleaned more regularly during the day.

Two further controls are to be considered by schools and measures put in place to suit individual school need – these are:

Minimising contact between individuals

As a school, we must do everything we can to provide the best possible education for all children, whilst still keeping our environment as safe as possible. Children will be in year group 'bubbles' and our overarching principle will be to minimise contact and mixing across bubbles. This means that children will have lunch, playtime and all lessons with their own bubble. Teachers and other adults

can move between bubbles to provide support where and when needed, but again this will be minimised. It is recognised that younger children will not be able to maintain social distance – hence it is acceptable for children not to distance within their bubble.

In order to minimise the number of people who access the school, unfortunately it is necessary that, for the time being, parents do not come into the school building unless in the case of an emergency. We ask that if parents need to speak to a member of staff in school for any reason that they telephone or e-mail the school office or the class email initially.

Use of Personal Protective Equipment (P.P.E)

P.P.E. will not be routinely worn in school. It will be used where there are intimate care needs; where close contact is required for an extended period and where an adult is dealing with a child with symptoms whilst awaiting collection from school.

The School Day

Arrival and Departure

As part of minimising contact it is suggested that start and finish times are staggered. As our school is accessed by narrow gates and paths, it is important that we try to control the use of these. We have therefore organised our new school day around staggered timings for the whole school. Please see **Appendix 2**. Following these guidelines will ensure the minimum amount of foot-flow and passing at the school gates. The timetable for your child's school day is at the end of this guidance. A reminder will be sent via our app on September 1st, together with details of whether your child is in Group A or B in the class.

Mornings

- We recognise that the youngest children may still need the support of an adult inside the school gates, however, we do want the older pupils – **Years 4,5 and 6** to come into school themselves – saying goodbye to their adult at the school gate and avoiding the need for an additional person to enter and leave through the school gates. An adult from school will be at the gates to reassure children if needed. The gate used by each year group is also important – please make a note of this from the timetable below and stick to it until advice changes.
- All children will be going straight into their classrooms through their designated entrance. If you are bringing your younger child onto the school grounds, only one adult should accompany them. Please take them straight to their designated entrance door, drop them off and leave school as promptly as you can.
- Please avoid gathering with other adults on the school premises or at the school gates. This can cause others to feel uncomfortable and make it difficult to maintain social distance, as we should continue to do.

Afternoons

- At the end of the day, children will come out of the same door they entered and handed over to their adult. Again, only one adult per child on school grounds please. Whilst waiting for your child, please ensure you maintain social distance from other adults. Please stick to the timings indicated as tightly as possible as that will minimise the number of people within the school grounds.
- Year 6 pupils will be allowed to leave the school premises independently, as will Year 4 and 5 *with the prior agreement of parents*. If parents of **Reception, Y1, 4 and 5** come onto the school grounds to collect children – please wait on the school yard for children to leave their classrooms at the time indicated. Parents of **Y2** children can wait at the front of the school

building alongside the car park entrance path. Parents of **Y3** children can wait at the front of school alongside the blue shelter area.

Playtimes

- Playtimes will be staggered so that contact with other groups during the day is avoided. An outdoor area is allocated to each group and they will use this each playtime and for their outdoor learning.
- Children will be supervised at playtime by one of the adults assigned to their bubble and they will be provided with outdoor equipment to enjoy such as skipping ropes, hula-hoop, bat and ball.
- Large play equipment such as scooters and other wheeled toys will be accessible and handlebars wiped with disinfectant cleaner between use by groups.

Lunchtime

- Packed lunches can be brought to school but must be in a wipeable container. It will be disinfectant wiped on arrival and kept in class until needed.
- Children will use their water bottle for drinks at lunchtime too so it is important that they bring one to school each day.
- Lunchtimes will be staggered to minimise the number of children in the dining hall at any one time. Lunchtime supervisors and adults from within bubbles will assist children as needed. They will also support during lunchtime playtime.
- A full menu is available to children and the three-week menu plans are available on our website.

Lessons

The full curriculum will be provided for children from the start of term. There will be an emphasis on supporting their wellbeing and helping them to address any gaps in learning as a result of absence during closure.

- **P.E.** lessons will be outside as much as possible and contact sports will be avoided for now. For Key Stage 1 P.E. kit should be brought into school on 2nd September and left at school for the half-term. If additional washing is required, it will be sent home as needed. P.E. kit should include outdoor trainers/plimsolls and can include tracksuit bottoms for outdoor wear if needed. On P.E. days, Key Stage 2 pupils should come to school appropriately dressed for P.E. This should be a plain t-shirt with normal school jumper/cardigan. Tracksuit bottoms/joggers can be worn, with shorts underneath if needed.
- Children will also spend as much time as possible using outdoor learning spaces. We are lucky to have our grounds well-developed and staff are skilled at developing learning opportunities outside of the classroom.

Resources

- Children should not need to bring anything into school on a daily basis apart from their reading diary, reading book and a water bottle. **Please do not bring backpacks into school** – only use 'book-bag' style bags that will fit into children's trays at school.
- If pupils wear a mask on their way to school then this will need to be removed on arrival and placed in a small plastic bag and kept on their desk until they leave school.
- Where needed, children will be given a resource pack to keep for their own use in class.

Breakfast club and Scamps Childcare

- Unfortunately, for the first few weeks of school, it will not be possible to run our 'informal' school breakfast club that used to start at 8.30am. We will be unable to maintain bubbles without knowing who would be turning up and provide appropriate supervision. We will run this again as soon as we are able to within guidelines.
- Scamps Childcare will operate fully from September 2nd. I am sure that you will understand that it will look and feel slightly different for the children as we will need to provide the childcare whilst still maintaining – as far as possible- the class bubbles. It will also be vital that you book your sessions online through Schoolcomms and that this is done no later than 12 midday on the previous day. It may be that late requests and bookings via telephone will not be able to be accepted. If you would like to use Scamps for the first time, we do need to have you registered. Registration forms are on our website and can be completed online and emailed to school. Scamps children must be brought to the main entrance by one adult on a morning and attendance will be recorded by the adult in charge. Collection will be from the same door each evening at the agreed time.

Appendix 1

COVID-19 Response

Of course, no child should be sent to school if they are displaying any symptoms of the virus. With this in mind the procedures for dealing with someone in school who presents with the symptoms of COVID-19 will be as follows:

- Your child will be placed in the isolation room within school where a member of staff (wearing PPE if 2m distance cannot be maintained) will remain with them.
- School will immediately contact you as the child's parent/carer to come and collect your child. They will need to self-isolate for 7 days – or until a negative test result is obtained. Other members of the household should also self-isolate for 14 days unless the outcome is a negative result.
- Your child, will need to undertake COVID-19 testing and receive their results. Once the result is received there are two pathways. If your child tests **NEGATIVE**, then your child can return to school the following day once school has seen evidence of a negative test result. If, however, your child or a member of the household tests positive, then you **MUST INFORM SCHOOL IMMEDIATELY. We will then notify Public Health England and fully engage with the NHS Test and Trace process.**

Appendix 2

September Arrival and Departure times

Years 1 – 6

(Separate guidance is available for Nursery and Reception Class)

Class	Arrival time Group A/Group B	Gate	Door	Leave time	Gate	Door
Year 1	8.45/8.55	2	Y1 class	3.10/3.15	2	Y1 class
Year 2	8.45/8.55	1 or 3	Infant door	3.10/3.15	1 or 3	Infant door
Year 3	9.00/9.10	1 or 3	Junior 2	3.20/3.25	1 or 3	Junior 2
Year 4	9.00/9.10	1 or 3 enter - leave 2	Y4 class	3.20/3.25	1 or 3 enter - leave 2	Y4 class
Year 5	8.30/8.40	2	Y5 class	2.50/3.00	2	Y5 class
Year 6	8.30/8.40	1 or 3	Main	2.50/3.00	1 or 3	Main