

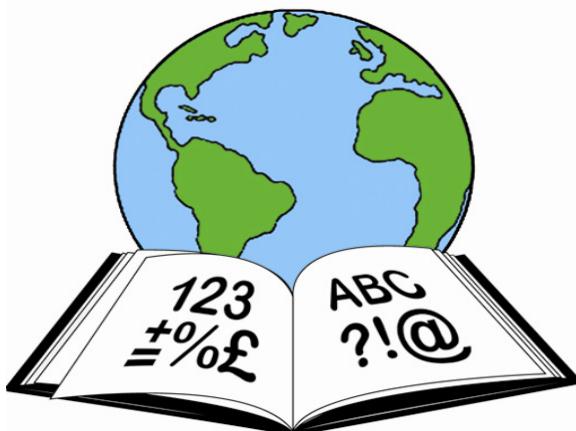


Back to School



Contents

	Page
Current Guidance	3-4
Before the School Day and First Day Back	5
Drop off and Collection	6-7
Arrangements in School	8-9
Behaviour	10
Curriculum	11
Clubs and Communication	12
Procedures for suspected COVID-19	13
Frequently Asked Questions	14-16
Key Information	17-20



Current guidance

The Government guidance updated on 7th August 2020 provided us with a context for their decision to request that schools open to all children from September and issued guidance for schools to adhere to and manage when opening. The guidance issued can be found in full [here](#).

At Old Palace Primary we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us;
- ensure that the safety of everyone is paramount in all our decisions and actions;
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

Keeping children and staff safe

All schools must comply with health and safety law which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- a requirement that people who have symptoms stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and of ways to minimise potential for contamination so far as is reasonably practicable.

The Department for Education has outlined a set of actions to ‘prevent’ and ‘respond to infection’ which are summarised below:

Prevention:

- minimise contact with individuals who have symptoms or who have tested positive
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - ‘catch it, bin it, kill it’
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice.

Grouping children to minimize contact

The children and staff will be grouped in year group bubbles. These bubbles will remain separate from other ‘bubbles’ throughout the school day.

For the majority of their time in school the children will be in their own class bubble with their own teacher and support staff, but for interventions and at playtimes and lunchtimes they will be in year groups bubbles.

Grouping children in this way will *‘make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and to keep that number as small as possible’*.

Attendance

Attendance is **mandatory** from the start of the Autumn term. We understand that some parents may be anxious about allowing their child/ren to return to school. However at present infection rates are low in the local area and the safety measures we put in place in the Summer term were effective in ensuring that none of the staff or children who attended school from 1st June contracted COVID-19

The Department for Education states:

- *it is the parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *it is the schools’ responsibilities to record attendance and follow up absence;*
- *sanctions, including fixed penalty notices, should be used in line with local authorities’ codes of conduct.*

Our Parent Workers and designated local authority Attendance and Welfare Advisor will be available to offer support and guidance.

Shielding children

Shielding advice for all adults and children paused on 1st August. All pupils may now return to school including children who were previously shielding or living with someone who was doing so. If you are concerned about your child returning because they are clinically vulnerable/extremely vulnerable, please seek advice from your GP. The school is happy to talk through the safety measure we have in place and will support your child the best possible way we can.





Before Your Child Leaves Home in The Morning

Please check members of your household for any of the following symptoms:
a high temperature;
a new, continuous cough;
a loss of, or change to the sense of smell or taste.

If anyone in the household has these symptoms **do not send any of your children to school**.
Instead call the school attendance line on 020 8980 3020 before 9.30am to update us.
Government advice must be followed, it can be found [here](#).

We recommend the following morning routine:

- Check all members of the household for symptoms
- Ask everyone to wash their hands before leaving the house
- Only one adult to accompany the children to school
- Walk or cycle to school if possible
- Do not bring unnecessary items. The children only need to bring a water bottle.
- **PE bags** should be brought in **every Monday** and will remain in school for the week. Book bags are not in use at present

Travel to and from school

We encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school.

If possible, avoid using public transport at peak times. Face coverings are required at all times on public transport (including for children, over the age of 11).

Government advice must be followed, it can be found [here](#).

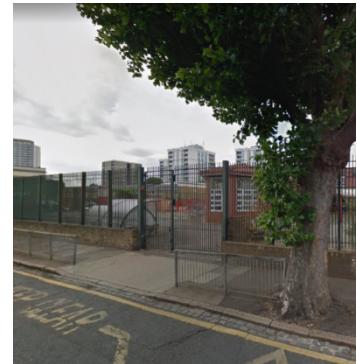
First Day Back

As the children and staff will have to learn a lot of new procedures to keep them safe, we will be staggering when the children return to school. This will allow us to practice the new routines in smaller groups. Year groups should return on the following days at the start times indicated below:

First Day	Year Groups
Wednesday 2 nd September	Year 2 Year 5 Year 6
Thursday 3 rd September	Year 1 Year 3 Year 4
From Monday 7 th September	Reception Parents have been given details of their child's start date

Morning Drop Offs

- Parents will not be allowed to access the school site.
- Staff will be at the school gates waiting to receive the children.
- In order to reduce congestion and support distancing we will be staggering start times
- We will also be using two entrances for pupils in Y1-Y5, so parents can drop them at either the main gate in St Leonard's Street or the Car Park entrance in Bruce Road.
- A one way queuing system will be in place and we have added signs to support social distancing
- Year 6 are encouraged to come to school on their own. If parents bring them, they should only be accompanied to the corner of St Leonard's Street. They should not bring siblings.



Bruce Road Gate

Times and locations are as follows:

Year Group	Drop Off Time	Location
Reception	9:45am	Bruce Road entrance only
Year 1	9:15– 9:30 am	St Leonard's Street & Bruce Road
Year 2	9:00 – 9:15 am	St Leonard's Street & Bruce Road
Year 3	9:15 – 9:30 am	St Leonard's Street & Bruce Road
Year 4	9:00 – 9:15 am	St Leonard's Street & Bruce Road
Year 5	9:15 – 9:30 am	St Leonard's Street & Bruce Road
Year 6	8:45am	St Leonard's Street entrance only

- **Siblings-** We recognize that many families have children in more than one year group. Therefore to support families, when dropping off Y2 & Y4 pupils between 9.00am to 9.15am, their siblings in Y1, Y3 & Y5 can also be left at the same time. These children will be supervised in the playground until 9.15am when they can start entering the building
- As the children arrive they will have their temperature taken
- If their temperature is above **37.8C** they will not be allowed to enter
- Once inside, the children will be escorted to line up in their year group bubble.
- They will wash their hands or sanitizer before entering the building
- If a child is wearing a mask, this should be removed and given to the parent before they come through the gate. Yr 6 children will need to put it in a plastic bag.
- We need to get the children in quickly. If you have a query please call or email the school, as staff will not be able to discuss this during drop off.
- **Reception-** For their first week at school, Reception pupils will need to be dropped off by a parent at 9.45am. This is because some children may be anxious about starting at their new school. We will review this after 11th September.

It is essential that children arrive at the correct time.

Children from different year group bubbles cannot mix. Therefore if a child arrives late they will need to wait until all the year groups have entered before they can enter the building. This will be very disruptive for them and their class.

After 9.30am the gates will no longer be in use as staff will be working in class.

End of Day Collection

- Again, to minimise contact and help maintain distancing, we are staggering end times and not allowing parents on site.
- The children will be dismissed at the main entrance on **St. Leonard's Street** at the following times:

Year Group	Time
Reception	2:30 pm
Year 1	2.45pm
Year 2	3:00 pm
Year 3	3.15 pm
Year 4	3:00 pm
Year 5	3:15 pm
Year 6	2:45 pm

- Parents should queue outside the gate, maintaining 2m distancing.
- Please leave quickly after collecting your child so the next pupil can be dismissed.
- We will continue to use collection lists. As before, children under the age of 16 are not permitted to collect children, unless this has been prearranged.
- **Siblings:** To support families, siblings will be brought down for collection at the earliest collection time, so the children can be taken at the same time. For example, if you have a child in year 1 and year 3 you can collect all of your children at the year 1 collection time of 2:45pm.
- **Reception:** Where Reception pupils have siblings in other year groups, parents can request that their Reception child remains in their classroom, until the time when their siblings are collected. For example if a parent has a child in Reception and Y4, they can request to collect their Reception child at 3pm rather than at 2.30pm. Please speak to Mrs Rahman.

It is important that pupils are collected on time.

When children are not collected on time their teacher will need to supervise them within their classroom. This prevents them completing their work and places them at greater risk should they have to travel on more crowded public transport as a result of leaving late.

Please consider wearing a face covering when approaching the school gates to protect yourself and staff.

We will review the collection arrangements regularly in September to ensure they are working effectively and we are happy with the safety precautions in place.

Details of any changes will be shared in advance.

Learning resources

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Other resources can be shared within the year group bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2, resources that are shared between year group bubbles, such as sports equipment, must be cleaned meticulously before being used by a different year group. Alternatively the resources can be stored for a period of 48 hours (72 hours for plastics) and left untouched before being used by the next year group.

Reading Books

Children will be able to take a library book home on **Friday**. They will return it 10 days later in their **Monday PE bag**. Returned books will be placed in a box and left for 72 hours before being returned to the shelves. If your child currently has a reading book at home, please return it on the first day back in September.



Coats and Bags

Children have their own cloakroom facilities in their individual classrooms. We ask that children bring their **PE kits to school on Monday**. These will remain in school **until Friday**, when they will take them home to be washed and brought back the following week.

PE bags should only contain PE kit and any homework/books to be returned to school.

Homework

Children will receive a homework pack for the half term. The date the homework needs to be completed will be put on the top of the sheet and this will always be a Monday. The children will bring back their homework on the appropriate Monday, in their PE bag. Verbal feedback will be provided to children and copies of the homework packs will be available on the school website.

School uniform

Children are expected to wear school uniform.

Please visit the school website for more information and to see examples

<https://oldpalaceprimary.co.uk/parents/uniforms/>

Assemblies

There will be no whole school or key stage assemblies during the autumn term as year groups must be kept separate.

School lunches.

We will still be providing school dinners, however lunchtimes will be staggered to ensure only one year group is in the dining hall at a time. The distancing arrangements mean it will take a lot longer to serve hot meals, so like many schools in Tower Hamlets, year groups will alternate weekly between being served a hot meal and being provided with a school packed lunch. The only exception is Reception who will have a hot meal every day, as they will eat in their classroom. The first week, Y2, Y4 & Y6 will have a hot meal & Y1, Y3 & Y5 will have a school packed lunch. The next week starting on 07/09, Y1, Y3 & Y5 will have a hot meal and Y2, Y4 & Y6 will have a school packed lunch. Packed Lunches will be eaten in the child's classroom.

Menus will be uploaded onto the School Dinner section of the school website shortly



The dining hall has been set up to support social distancing where children will not be sat directly facing one another. Dinners will be preordered in the morning and plated ready for the children when they come into the dining hall. Children will always wash/sanitise their hands before and after eating. After each year group leaves, the chairs and tables will be sanitised.

Packed lunches

If you choose to send a packed lunch for your child, it needs to be sent with your child in the morning in a sealed container and include all the cutlery they need. Their meal needs to be easy for the child to manage on their own. Please remember we are a healthy school so please follow the guidance on our school website for what can/cannot be included in a packed lunch.



Availability of water on site

Children must bring their water bottles to school each day. This will remain untouched by other children or staff. No water fountains are currently available at school. Drinking water is available in classrooms, so the children can refill their own water bottle.

Enhanced cleaning regimes

Since lockdown and opening for keyworker children, our school has had enhanced cleaning systems in place and has also been regularly deep cleaned. We have adjusted our cleaning rota with our site team to ensure that more regular cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles and stair rails. We anticipate these arrangements will stay in place until further notice.

The importance of fresh air

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan some outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities.



Behaviour

During the reopening in June we reviewed our behaviour policy to support social distancing and children remaining within their bubbles. Our behaviour policy can be found on the school website, with an updated appendix clarifying the changes during this time. We will recap the school rules with the children during the first week back at school so they understand the changes and the reasons for them. In these times of heightened risk to our health, it is important that children and staff are aware that behaviour which jeopardises the health of others, is taken very seriously.



Our Old Palace values and ethos remain unchanged, and children are expected to uphold them. In addition to following the Old Palace golden rules, children will also be expected to:

- Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to Reception & Y1 pupils);
- Use their own specific equipment (including resources);
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in their designated group and not have contact with children from other year groups anywhere on the school site. This also applies out of school, unless they are part of their household bubble.
- Move around school as instructed by their teacher/adult and avoid other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), and then wash their hands
- Wash hands frequently (including whenever asked to), with soap and water for 20 seconds or with hand sanitiser if soap and water are not available.

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. Any child who is unable to do this is risking the safety of themselves, other children and staff, and will need to be collected by their parents immediately. A risk assessment will then be completed to determine whether it is safe to have the child back in school. If we deem a child to be unsafe to have in school, we will work with parents to arrange alternate provision that the child can access safely.

Curriculum for reconnection

Whilst we are confident that many children will quickly ‘bounce back’ after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

Staff have received training on identify signs of emotional distress and there will be a focus on supporting health and wellbeing during Autumn1, including our annual Feelings Week.



Collective positive mindset

At Old Palace Primary, we do not feel that it is helpful to focus on what has been ‘lost’ during the lockdown. A young person’s school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts. Our staff will remain calm and measured in September knowing that we have the knowledge and experience to support and help our children in ‘closing the gap’ where required. We will encourage our children to have a ‘growth mindset’ philosophy – *‘you can’t do it yet’*.

Broad and balanced curriculum

Although there are some restrictions in place (e.g. singing in large groups) we intend to continue to offer a broad and ambitious curriculum to our pupils. The only exception is French in KS2, which will not be taught in the Autumn term, to allow more focus on Reading, Writing & Maths skills. Details of what is being taught will continue to be shared on the school website to help parents to talk to their child about what they are learning in school.

We will not be planning any educational trips which involve public transport during the Autumn term, but we will continue to make use of walks in the local area and access to Bobs Park, for example to support physical activity.

Pupils with additional needs

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by the school inclusion team to ensure a smooth transition. In some cases, children with additional needs may require a risk assessment to be completed.

Additional support will be provided but may take a different form in the autumn term, so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE.

Breakfast and After School Clubs

We will be offering a limited number of spaces in breakfast club for working parents. The limited number of places will help support social distancing. As there will be children attending from different year groups, the pupils must be 2m apart.

At this time we will not be running our usual after school clubs, but we are looking into the possibility of running a general club to provide after school childcare until 5pm. We will contact parents regarding this once the school reopens.

School office

The school office will remain closed to visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. water bottles) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements. A member of staff will then arrange to meet parents with their child at the main gate. All other communication should be done by telephone or email as far as possible.

Communication

Communication with parents is really important to us. Our main form of communication with parents will be via text and the school website. Individual communication will be via telephone or email. We aim to respond to emails within 10 working days. The school contact details are:
email: **admin@oldpalace.towerhamlets.sch.uk**
telephone: **020 8980 3020**



Parent Meetings

On site parent meetings, workshops and coffee morning cannot take place at present. We aim to deliver virtual Year Group Welcome Meeting, led by the Team Leader, within the first few weeks of returning to school. This will provide an opportunity to find out specific year group information and to ask questions regarding the year ahead.

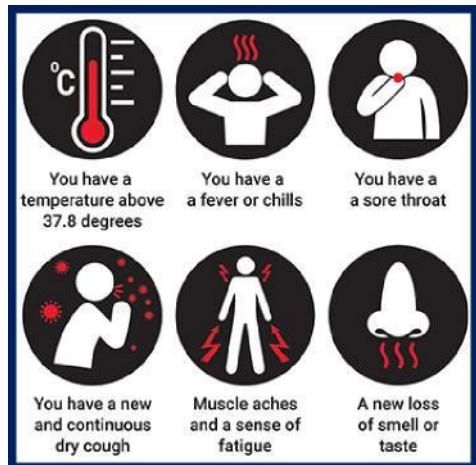
Children or staff suspected of having COVID-19

In line with DfE guidance, in the case of a suspected infection the school will:

Engage with the NHS Test and Trace process.

We ask that parents and staff inform the school of the outcome of any test.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will keep parents informed with a notification of a confirmed infection including which ‘bubble’ this may affect. We will not share the names or details of people suspected of having or confirmed to have coronavirus;



Contain any outbreak by following local health protection team advice. For the avoidance of doubt, the new advice says that we ‘must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

‘Close contact’ is defined as: face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); it also includes extended close contact (within 1 to 2 metres for more than 15minutes) with an infected individual; such as travelling in a small vehicle, like a car, with an infected person.

When a case is suspected in school, the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. PPE is available for these staff. The school will contact parents and request they collect their child and any siblings from the school immediately.

We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says *‘Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.’* If no test is undertaken then we expect children to self-isolate according to the Public Health England guidance [here](#).

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England [here](#): regarding isolation and should keep their school informed about their planned date of return following isolation.

In the event of a local authority (Tower Hamlets) wide lockdown, the school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown and once again support remote learning via the school website and Zoom.

PARENTS FAQ

What should I do if someone in my family has Covid-19 symptoms?

If you, or anyone in your household has symptoms, you should stay at home and get tested right away. Call 119 or visit NHS website. For children under five, call 111 or visit the NHS 111 website for more advice.

What happens if someone in my family gets Covid-19?

Anyone who has tested positive with Covid-19 should isolate for ten days. Anyone in their household should isolate for at least 14 days. You must tell NHS contact tracers that your child, or children, attend an education or childcare setting.

Has the virus gone?

No. The rate of infection has decreased and as a result the government believes children should now return to school.

How is the risk of Covid-19 infection managed?

At Old Palace we have put in place several measures to support good hygiene, to minimise contacts and to support social distancing. This includes but are not limited to:

- Working to ensure that children and staff do not attend school, or get sent home, if they have Covid-19 symptoms - and get tested.
- Regular handwashing
- Good 'respiratory hygiene' such as covering your mouth when coughing or sneezing and employing the 'Catch it. Bin it. Kill it.' tissue method, followed by handwashing
- Increased and frequent cleaning
- Reduced contact and mixing including:
 - Year group bubble
 - Staggered playtime & lunches
 - Staggered start and finish times, and more
 - One-way systems
 - Markings and signage around the building

What is the risk to my child/ren from Covid-19?

For the vast majority of children, the benefits of being back in school far outweigh the very low risk from Covid-19. Children appear to have a milder course of infection than adults. Most children have mild symptoms or no symptoms at all. Deaths in children due to Covid-19 are extremely rare.

Is it mandatory to send my child to school?

Attendance will be mandatory from September, making it a legal requirement to send your child to their school. Fines are a possibility, but first we want to support families and address any anxieties they may have about the return to school.

Will I continue to receive Free School Meal vouchers for my child?

No, as attendance is mandatory, the scheme will end when schools reopen. It is still worth using the eligibility checker on the School Dinner section of the school website to see if you are entitled. If you register now, then you will not miss out on any future vouchers should the scheme be revived and the school will receive some additional funding.

Does my child need to wear a face covering in school?

No - and neither do staff. They are not recommended by Public Health England.

We will continue to closely monitor the relevant government guidance and will respond as necessary to any change in guidance on face coverings in education settings.

How should we travel to school each day?

Where possible, you should avoid public transport and walk, cycle or scoot to and from school.

If you must use a private vehicle, do not park near the school entrances, as this will add to the congestion in these areas, making social distancing more difficult. Please park a few streets away and walk for the remainder of the journey.

What happens if someone at the school gets Covid-19?

The family and the school will be contacted by Public Health England. They will give advice to close contacts and will support the school to stop the virus spreading to other people. The school will let parents know and will say what they are doing to protect the school community. Close contacts will be advised to stay at home but will not usually be tested unless they develop symptoms.

How do I get tested for Covid-19?

If you, or anyone in your household has symptoms, you should stay at home and get tested right away. Call 119 or visit <https://nhs.uk/coronavirus> For children under five, call 111 or visit <https://111.nhs.uk>

Will the staff at Old Palace be tested?

All staff working in schools can self-refer for a coronavirus test as essential workers and should do so if they start to display potential symptoms.

What are the Covid-19 symptoms?

Anyone with a new continuous cough, fever or a change or loss in their sense of taste or smell should get tested right away. Visit <https://nhs.uk/coronavirus> for more information

Will the children be taught the curriculum of their year group?

Daily Maths and English lessons will resume as normal, taking into consideration areas we may need to spend some additional time on to help children solidify their knowledge. Art, PE, RE, Science and Humanities lessons will be taught following the curriculum. Targeted interventions will be used to support the children with catching up. The government announced additional funding to help pupils to catch up. Details have now been released. Primary schools will receive an additional payment of £80 per child.

Will my child play with their friends?

Children will be placed into year group bubbles. These will be the children they will socialise with and be around until guidelines change again. This includes lunch times and playtimes.

Who will teach my child?

Each year group will have allocated staff to work with your child. The main class teachers, support staff and an additional teacher to support with PPA cover and interventions.

What happens if we are late to school?

When children arrive to school there is a routine in place. This will include a temperature check and hand washing before the child can go to their classroom. Children arriving late would

disrupt this process so it is essential your child arrives on time, during their designated drop off time. Siblings may come to school together but must come at the earliest of their drop off times. If your child is late they will need to wait with you outside the school gates until all other year groups have entered.

How will we collect and drop off safely?

There will be a staggered arrival and collection time. Adults and children will be asked to queue separately and adhere to the arranged described early in this document.

Will temperatures be checked as a precaution?

Yes- children will have their temperature checked upon entry to school site using an infrared thermometer. We recognised that this does not mean that the child has COVID-19. It is more likely they are unwell with another more common childhood illness.

Will it be possible that social distances will be maintained?

Yes for the majority of pupils, but younger pupils will find this more difficult There may be times when they will come into closer contact with other children and staff within their year group bubble, however regular cleaning and frequent hand washing should reduce the potential spread of infection.

How will social distancing be at break time and lunchtime?

The children in each year group will have separate playtimes and lunch times to reduce year group bubbles crossing over. There will only be one year group in the dining hall or playground at a time. The dining hall tables will be sanitized between year groups.

Why does the school need our address and at least 2 emergency contact numbers?

It is essential for the school to have your most up to date contact numbers as we may need to contact you if your child is displaying symptoms. It is essential that you also provide additional emergency contacts, so that if you are at work or unavailable, there is another adult/s who can come to collect your child. Children with symptoms must be collected immediately. The longer they are on site the greater the risk they pose to the other children and staff.

Correct address details are also needed to support the governments Track & Trace procedure.

What should I do if my child's hands become sore due to frequent hand washing?

We have limited the use of hand sanitizer, as this is harsher on the skin and will use soap and water whenever possible. Parents can provide moisturizer which their child can keep in their tray for use after hand washing. Parents of children with skin conditions should contact the school to discuss their child's care plan and any special products which may need to be used.

What is the procedure regarding medication?

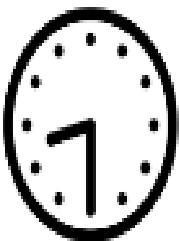
Where a child has a care plan, for example for asthma, eczema and severe allergies, it is important that you hand over the child's medication when you drop them off on the first day back. The medication can then be retained in school in case the child needs to use it.

If temporary medication needs to be administered, such as anti-biotics, please telephone the school, We will arrange a time to meet you at the school gate, when you can sign the necessary consent form and drop off the medication.

DROP OFF



Do not bring children to school if anyone in your home is displaying possible symptoms of coronavirus or if they have been asked to self-isolate



Children must arrive at the following times:

8:45am :Year 6

9:00-9:15am Year 2 & 4

9:15-9:30am Year 1, 3 & 5

9.45am Reception

Siblings can be dropped off with Y2 & Y4 pupils from 9.00am

Reception children should not arrive before 9:45am

Please make sure that your child arrives on time.

The gates will be closed for KS1 & KS2 pupils at 9.30am



Both the main school gate on St. Leonard Street and the car park gate on Bruce Road will be open for drop off from 9 to 9.30am. Families will queue outside the gates, 2m apart, to drop their child(ren) off. Only one adult per family should bring their child(ren) to school.

Year 6 children should be left at the corner and make the rest of the journey by themselves to reduce queuing.



Children will have their temperature checked at the school gate using an infrared thermometer. Any child with a temperature above 37.8 will be not allowed into school



Children will wash and dry their hands before entering their classroom.



Adults should stay 2m away from each other wherever possible and must not enter the school site.
Staff will not be able to meet with parents; communication should be via email or phone whenever possible.

End of Day Collection



Do not come to the school site if anyone in your home is displaying possible symptoms of coronavirus or if they have been asked to self-isolate.



Created by Daniel Lewellen
from Noun Project

Children should be collected from the St Leonard's Street Gate at:

2:30 pm Reception:
2:45 pm Year 1 & Year 6
3:00 pm Year 2 & Year 4
3:15 pm Year 3 & Year 5

Reception pupils with older siblings can wait in their classroom until these children are dismissed, so they can leave together



All children will be collected from main gates on St Leonard Street. Parents will queue outside the gates, 2m apart, to collect their child(ren) off. Only one adult per family should come to collect their children. Year 6 children should go home alone where possible.



Children with siblings with an earlier pick up time will be collected at this time. Example a child in year 5 with a sibling in year 1 will be collected at 2:45pm.



Children must be collected on time. Staff need to leave to avoid crowds on public transport. If you make them late you place them, their families and all the children in school at risk.



Adults should stay 2m away from each other wherever possible and must not enter the school site. Staff will not be able to meet with parents and communication should be via email or phone whenever possible.

SCHOOL DAY



Classrooms will be set up to support social distancing where possible. When possible desks have been arranged so children sit in pairs facing the front



Children will wash their hands regularly during the school day, including after they cough or sneeze. Tissues are available and they will follow the catch it, bin it, kill it advice.



Each child will have their own designated set of stationary so that they do not need to share with anyone else. Other equipment like books and art supplies will be shared within the year group. Equipment cannot be shared with another year group unless it has been sanitised or stored for 72 hours.



Door handles, toilets, sinks and desks will be cleaned during the course of the school day. The number of children entering the toilets will be limited to support social distancing.



The children in each year group will eat at separate times in either their classroom or the school hall. They will be seated apart to support social distancing. The tables and chairs will be disinfected before the next year group uses them.



Playtime and lunch breaks have been staggered so the children do not mix with other year groups. Lunch break is shorter so that teaching hours remain the same despite the changes to start and end times.



Breakfast club will have limited places to support social distancing. Priority will be given to key workers and working parents.

INFECTION PROCESSES



If a child starts to display symptoms they will be taken to the isolation room. If they have any siblings in school, they will also be taken to the isolation room



The school will call the parents of that child to inform them that the child is displaying symptoms and must be collected immediately.
Parents must ensure that we have their correct emergency contact details and that they have arranged for an adult to be available who is able to come and collect a child at short notice.



One parent (or one of their emergency contacts) must come and pick up the child and their other siblings straight away. The children will be brought to the main gate. The isolation room will then be thoroughly cleaned



Children with symptoms of COVID-19 will be expected to isolate and follow Government guidelines. The child with symptoms needs to isolate for 7 days, other members of the household must isolate for 14 days or until the return of a negative test.
It is advised that parents book a test for the child and inform the school of the result.
The school will keep a record of pupils sent home with symptoms so we know the date when they can safely return to school.



If children become unwell due to other more common childhood illnesses, normal procedures will apply.
Remember children cannot return to school until 48 hours after the last episode of vomiting or diarrhoea.

