



Guidance for Parents

School Reopening - March 2021



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, Clubs and Trips	11-12
Communication and Parental Support	12
Infection Control Procedures	13-14
Frequently Asked Questions	15 – 17
Key Information Posters	18-22



Current guidance

The Government updated its guidance in February 2021 requiring children to return to school from 8th March 2021. The guidance 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 a proportionate system of controls. These are grouped into prevention and response to any infection

Prevention:

- minimise contact with individuals who have symptoms or who are required to self-isolate by ensuring that they do not attend school
- ensure face coverings are used in recommended circumstances
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- maintain enhanced cleaning
- minimise contact across the site and maintain social distancing whenever possible
- keep occupied spaces well ventilated
- where necessary, ensure individuals wear appropriate personal protective equipment
- Promote and engage asymptomatic testing of school staff

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 groupings, interventions and at playtimes and lunchtimes they will be in year group 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 8th March 2021. We understand that some parents may be anxious about allowing their child/ren to return to school, however the safety measures we have in place have been effective in ensuring that none of children attending school since January 2021 have contracted COVID-19. Since February, school staff have been taking a home test twice a week to make sure that they are not bringing any asymptomatic cases into school.

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.

At present all overseas travel is prohibited other than in some exceptional circumstances. Those returning from overseas must self-isolate for 10 full days. If returning from a red list country, this period must be spent in a managed quarantine hotel, at the family's own expense.

Shielding children

There is growing evidence that many children identified at the start of the pandemic as clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from COVID-19 and children are gradually being removed from the shielding patient list, following review with a clinician. The advice for pupils who have been confirmed as clinically extremely vulnerable is to shield and stay at home as much as possible until further notice. They are advised not to attend school while shielding advice applies nationally.

If you have received a letter stating that your child is required to shield, please provide the school with a copy of the letter. Remote learning and pastoral support will then be put in place for the child.



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.

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. If your child has glasses, please ensure these come to school each day.

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 on safer travel must be followed and be found [here](#).

Return of Devices

We will be allocating times when families will need to return the Chromebook or i-pad loaned to them during lockdown. It is important that you return the device at the time we give to you, as this will support social distancing while we are checking the device and signing the return slip.

First Day Back

As it is almost 3 months since the children were last in school, they will need to be re-taught the safety measures and be given time and space to practice these. To support this, we will stagger the return and year groups should return on the following days at the start times indicated below:

First Day	Year Groups
Monday 8 th March	Reception – 9am Bruce Road gate Year 1 – 8.45am Main Entrance Year 4 – 9.00am Main Entrance Year 5 – 9.15am Main Entrance
Tuesday 9 th March	Year 2 – 9.00am Main Entrance Year 3 – 9.15am Main Entrance Year 6 – 8.45am Main Entrance

Morning Drop Offs

- To minimize contact, parents will not be allowed to access the school site.
- Staff will be at the school gates waiting to receive the children.
- Staff by the gate will wear a face covering. We would be grateful if parents could also wear a face covering over their mouth and nose at drop off and collection times.
- In order to reduce congestion and support distancing we will be staggering start times
- We will use both gates in St Leonard's Street. These will be labelled to show which gate is to be used by which year group. Children in Reception (and their siblings) must be dropped off at the Bruce Road car park gate.
- 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. Year 6 children should not bring siblings.

Times and locations are as follows:

Year Group	Drop Off Time	Location
Reception	9:00-9:05am	Bruce Road entrance
Year 1	8.45-8:50am	St Leonard's Street Gate B
Year 2	9:00-9:05am	St Leonard's Street Gate B
Year 3	9:15-9:20am	St Leonard's Street Gate A
Year 4	9:00-9:05am	St Leonard's Street Gate A
Year 5	9:15-9:20am	St Leonard's Street Gate B
Year 6	8:45-8:50am	St Leonard's Street Gate A

- **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 9.05am, their siblings in 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** this would indicate that they are unwell. Parents will be asked to take the child home to rest and to book a COVID-19 test if the fever continues.
- Once inside, the children will be escorted to line up in their year group bubble.
- They will wash their hands thoroughly before entering the building (Year 3 will use hand sanitiser as Year 5 will be using the KS2 toilets)
- If a child is wearing a mask, this should be removed and given to the parent before they come through the gate. Year 6 children will need to put it in a sealable 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 any issues during drop off.
- 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.
Lates will be recorded and referred to the Attendance Welfare Advisor

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 will be staggering end times and not allowing parents on site.

Times and locations are as follows:

Year Group	Collection Time	Location
Reception	3:00 pm	Bruce Road entrance
Year 1	2.45pm	St Leonard's Street Gate B
Year 2	3:00 pm	St Leonard's Street Gate B
Year 3	3.15 pm	St Leonard's Street Gate A
Year 4	3:00 pm	St Leonard's Street Gate A
Year 5	3:15 pm	St Leonard's Street Gate B
Year 6	2:45 pm	St Leonard's Street Gate A

- Parents should queue outside the gate, maintaining 2m distancing and wearing a face covering, while waiting to collect their children. The child's name will be called and the children will come to the gate one at a time.
- Once you have collected your child/ren please leave quickly so the next child 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 in exceptional circumstances
- **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. If your child has a sibling in Reception, all your children will be dismissed from the Bruce Road gate at 3pm.

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 if they have to travel on more crowded public transport as a result of leaving late.

Please remember to wear a face covering when approaching the school gates to protect yourself and those around you.

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

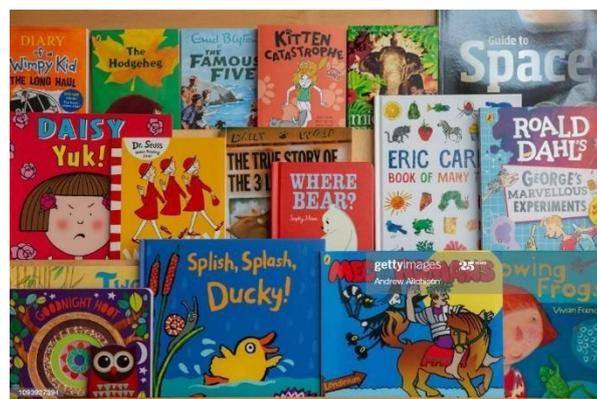
The use of staggered start/end times will be reviewed in line of any changes in government guidance.

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. Resources can be shared across the year group bubble but steps will be taken to reduce the number of children they come into contact with, for example by using name labels. Equipment will be cleaned regularly, along with all frequently touched surfaces. Where resources need to be shared between year group bubbles, such as sports, art and science resources, the equipment will either be cleaned meticulously or be stored for a period of 72 before being used by a different bubble.

Library Books

Children will be able to take a library book home on **Friday** and will be asked to return the books to school 10 days later on the following **Monday**. Once returned to school, they will be placed in a box and left for 72 hours before returning to the shelves.



Coats and Bags

Children will need to bring a coat every day – this can be stored in the class cloakroom. We ask that children bring their **PE kits to school on Monday**; these will remain in school **until Friday**, when the children will take them home to be washed. They should then be brought back the following Monday. If your child wears glasses, please ensure these are brought into school with them in the morning. No other items are required to come in.

Homework

Homework will be uploaded onto google classroom each week. For children in years 2-6 this will be a weekly spelling, grammar and Maths google form to fill in. Year 1 will have a weekly phonics, Maths and grammar sheet on google classroom and will receive a hard copy of their spellings. Once children have completed the form they will see how they did. The teachers will be able to monitor the homework through google classroom and will discuss any misconception with children during the lessons. For children in Reception, homework will be uploaded on to the school website.

School uniform

It is an expectation that all children will wear the approved school uniform.

Please visit the school website for more information-

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

As windows need to be kept open to provide good ventilation, classrooms may be colder than normal. Please provide additional layers such as a vest or T-shirt that the children can wear under their school jumper to keep them warm.

Face coverings

Primary school children are not required to wear face coverings and so should not bring them into school. Staff are advised not to wear a face covering in the classroom, but should wear one where they are unable to maintain social distancing with other adults, for example in communal areas.

Staff are able to wear a face visor in the classroom.

Assemblies

As pupils are required to stay in year group bubbles, we will be unable to hold assemblies or performances at the present time.

School lunches.

We will still be providing school dinners as usual, however in order to maintain social distancing and staying within their year group bubbles, there will be staggered lunchtimes to ensure only one year group is in the dining hall at a time. Reception and KS1 pupils will receive a hot meal every day and pupils in KS2 will alternate weekly between a hot dinner and a packed lunch.



The school will no longer be using the Tower Hamlets catering service after Easter, and the new supplier is hopeful that from April, KS2 pupils will also be able to have a daily hot meal.



The dining hall has been set up to support social distancing and the 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 sitting, the seats and tables will be disinfected before children from the next year group bubble enter.

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 along with all the cutlery the child needs. Their meal needs to be easy for them 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

All children should bring their own water bottle to school each day. The children will have the opportunity to refill their bottle during the day, so if it still contains water when they bring it home, this does not mean that the children have not been drinking water during the day. Playground water fountains are currently not being used.

Enhanced cleaning regimes

Enhanced cleaning systems are in place, including use of a cleaner during the school day to ensure more frequent cleaning is taking place. We pay particular attention to those surfaces that are frequently touched like door handles and banisters. All classroom surfaces are disinfected during lunchtime before the children return for the afternoon session.

The importance of fresh air

Higher lever windows and doors will be left open throughout the day to provide good ventilation.

Teachers will plan some outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities.



Behaviour

We revised our behaviour policy at the start of the academic year 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 to remind them of the changes.

We set high expectations around pupils' behaviour and make these clear to all. 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 our Old Palace golden rules, children must be aware of the following expectations:

- Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to EYFS and younger pupils);
- Use their own specific equipment (including resources);
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in our designated group and minimise contact with children from other groups (including in the playground, anywhere on the school site and on their way to and from school)
- Move around school as instructed by their teacher/adult and avoiding 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), then wash their hands
- Wash hands frequently (including whenever asked to), with soap and water for 20 seconds (e.g. by singing Happy Birthday twice) 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. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff, 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 a provision the child can access safely.

Mental Wellbeing

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.

As in September, during the first week back, we will be delivering lessons that will focus on strategies for good mental health and wellbeing, as well as giving the children a chance to share their feelings about lockdown and their hopes and aspirations for the future. If your child has lost someone or has been showing anxiety, please inform the school so we can keep a close eye on them.



Broad and balanced curriculum

Although there are some restrictions in place (e.g. singing in large groups, playing team sports) we fully intend to continue to deliver our normal ambitious and broad curriculum. We hope to resume the teaching of French for KS2 pupils from the start of the Summer term.

Remote Learning

This will continue to be provided in the following circumstances:

If a child is shielding or needs to self-isolate – a learning pack will be emailed to the child's parents, so this can be completed while the child is unable to attend school

If a class or year group bubble is required to close – on Day 1, activities will be provided on Google Classroom (or on the school website for Reception) while the provision is set up. From Day 2 a full timetable will be in place, including three live Zoom sessions.

Devices will be available for families to loan if these are needed to access remote learning.

Please refer to the schools' Remote Learning Policy published on the school website for more details.

Statutory Assessments

The DFE has announced that the Year 2 & Year 6 Statutory Assessments (SATS) have been cancelled this year. They have also cancelled the Year 1 Phonics Screening and the EYFS Profile used in Reception. Assessment is an important part of teaching, so despite this announcement, the school will continue to use internal testing and formative assessment to identify where there are gaps in the children's learning, so we can address these.

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. As in September, children with additional needs will be supported by the school inclusion team to ensure a smooth transition back to school. For some children, a risk assessment will be completed.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form at present, 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 a face covering.

Breakfast and After School Clubs

We will be offering a limited number of spaces in breakfast club for parents who require childcare to attend work, education or to access medical treatment. The limited number of places will help support social distancing as there will be children attending from different year groups. At this time we will not be running our usual after school clubs, but hope to be able to begin running some after school clubs from the start of the Summer term, if the guidance allows.

If parents are making use of external childcare providers or out of school extra-curricular activities for their children, it is important that they limit the amount of providers/ setting they are using, ideally limiting this to just one, to help minimize the number of people their child is coming into contact with. Parents should also check that the provider has in place their own protective measures in line with government guidance. Please see this link to [guidance for parents](#)

The school is taking great care to limit contacts within school time, please do not undermine this by allowing children from different households or bubbles to mix out of school.

Educational Visits

At present the DfE has stated that educational visits should not take place.

We do not envisage residential trips taking place this academic year, but hope to be able to provide some day trips before the end of the academic year, if the guidance allows.

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 the parent with their child at the main gate.



All communication should be either by calling the school office on 0208 980 3020 or by emailing admin@oldpalace.towerhamlets.sch.uk Some members of the office staff will be shielding until Easter, so your patience will be very much appreciated if it takes longer than normal to answer your call.

Support for Parents

Although we are unable to provide workshops and coffee mornings onsite for parents at the present, we are committed to continuing to provide these virtually. Coffee Mornings take place each Wednesday over Zoom. Details of these and other workshops provided by the school or the Parental Engagement Team will be texted to parents. Families may also wish to refer to the Tower Hamlets [Schools website](#)

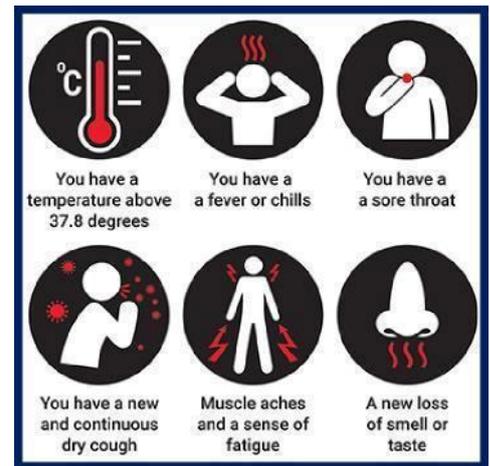
Managing infections in the school

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

Engage with the NHS Test and Trace process.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community and notify parents of the confirmed case and bubble this may affect. We will not share the names or details of people suspected of having or confirmed to have coronavirus;

The guidance requires the school to send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate immediately and for the next 10 full days, counting from the day after contact with the individual who tested positive.



Close contact means:

- anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - been within 1 metre for 1 minute or longer without face-to-face contact
 - been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - travelled in the same vehicle or a plane

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child who is self-isolating subsequently develops symptoms, or they are told to self-isolate by NHS Test and Trace or their public health protection team

If someone in a class or group that has been asked to self-isolate develops symptoms themselves within the 10 days from the day after contact with the individual who tested positive, they should arrange a (PCR) test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 10-day isolation period. This is because they could still develop coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform the school immediately, and should isolate from the day of onset of their symptoms and at least the following 10 full days. Their household should self-isolate starting from when the symptomatic person in their household first had symptoms and the next 10 full days.

Areas where those with confirmed cases have been present in school will undergo a deep clean.

Suspected cases at home or within support/ childcare bubbles

If someone with your household, support bubble or childcare bubble is displaying symptoms it is important that they book a test. The children should isolate at home until the person receives a negative result; we have had cases of children been sent into school before the result is received; this places everyone at potential risk

Pupils **must not** come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to quarantine having recently being abroad
- they have had a positive test

They must not attend school for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test

If a child develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell during the school day, we must isolate them with the school building and call their parents to come and collect them immediately.

They must then begin isolation - the isolation period includes the day the symptoms started and the next 10 full days. Parents should arrange a (pcr) test for them as soon as possible to see if they have coronavirus (COVID-19).

Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10-day isolation period and book a test. If anyone tests positive whilst not experiencing symptoms but develops symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

As parents are required to collect their child immediately, should they begin to show symptoms, we ask that parents ensure that we have the correct contact details for them, remain contactable throughout the school day and have arrangement in place for a member of their household to come and collect the child at short notice, should this be required.

(PCR) Tests can be booked by calling NHS 119 or be visiting [Get a NHS test for coronavirus](#)

PARENTS FAQ

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

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 [Get a NHS test for coronavirus](#) to book a test. 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 10 days from when they started to display symptoms or from the day of the test if they have no symptoms. Everyone in their household also needs to isolate for 10 full days. This means that they cannot leave home.

How is the risk of Covid-19 infection managed?

At Old Palace we have put in place several measures to support social distancing, good hygiene and prevent the spread of the virus. This includes but is 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
- '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
- Frequent cleaning
- Reduced contact and mixing including, for example by using year group bubble and staggering start and finish times

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.

Do I have to send my child to school?

Yes, attendance will be mandatory from 8th March, making it a legal requirement to send your child to school. Fines are a possibility, but we want to support families to feel confident about going back to school first.

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

No, and neither do staff in the classroom. 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, please do not park in St Leonard's Street as this could make it more difficult for parents to self-distance. You should avoid parking anywhere where there are restrictions - look for signage, red lines, single and double yellow lines.

Will temperatures be checked as a precaution?

Yes- children will have their temperature checked upon entry to school site using an infrared thermometer. If they have a high temperature, this does not mean that they have COVID-19, but it is a potential symptom, so if the temperature continues the child should be tested.

What happens if we are late to school?

When children arrive at school there is a routine in place. This will include register on arrival, hand sanitiser and temperature checks, then the child will go straight to their classroom. Children arriving late would disrupt this process, so it is essential your child arrives on 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 have to wait with you away from the school gates until all the children arriving at that time have safely entered.

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

The family and the school will be contacted by Public Health England who will advise that everyone who has been in close contact with the person who has tested positive will now need to start self-isolating. They will normally mean that the year group has to close and switch to remote learning. This could be for up to 10 days, but may be less depending on when the person's symptoms started. The school will write to all parents to let them know there has been a positive case and to say what we are doing to protect the school community.

Who will teach my child?

The children will mainly be taught by their class teacher. Most year groups also have an additional teacher, who will provide additional support by teaching small groups. They will also cover any staff sickness and planning and preparation time within the year group. At present we will only use daily supply teachers in exceptional circumstances, as we wish to minimize the number of people coming into the school.

How will social distancing work in the classroom?

Each child will have a designated seat. In years 1 & 2 the children will sit in rows of four. In years 3-6 the desks have been separated, so the children sit in pairs. All the children face the front and there is a designated area at the front where the teacher stands and the children cannot enter. When moving around the class to support the children, the teacher will try to maintain their distance and will speak to the child from the side, rather than face to face. The children must remain seated during lessons.

Will it be possible for the children to maintain social distancing?

This is a significant challenge. Children in years 1-6 have been taught to keep at least an arm's length away from each other, however they need constant reminders to do so. At playtimes structured activities will be provided by the Sports TA to reducing the opportunities for the children to come into close contact. Other measures, such as the regular cleaning and frequent hand washing will help to reduce the potential spread of infection. Reception child will mostly be taught in small groups and they have their own outdoor area, which they can use without coming into contact with other year groups. For now they will eat lunch in their classroom.

Will my child play with their friends?

Children will be placed into year group bubbles. The children will be able to socialise with the other children in their year group at lunch times and playtimes.

How will year group bubbles be kept apart?

Playtimes and lunchtimes are being staggered. Each year group has an additional room where they can take children for interventions. Children from other year groups cannot access this space. The dining hall is disinfected between use by different year groups and the top hall has been timetabled for one year group each day. We are not holding assemblies at present

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

The school follows a spiral curriculum. This means that the children revisit topics either each year or bi-yearly. Therefore if we were unable to teach a topic during the first lockdown, the children will get an opportunity to catch up on any missed learning when they visit this topic again.

We do not want to restrict the curriculum, as we believe it is important that the children get to learn all the subjects, however there will be an increased emphasis on reading across all subjects, as we believe strong reading skills are essential to opening up all areas of learning.

As teachers deliver lessons, they will use questioning and testing to check the children's understanding and will then adapt their lessons to give extra help and practice where needed or to move forward more quickly, if the children have a good understanding. Sometimes children with a similar need within the year group will be taken out for an intervention. This normally last for a half term and allows specific gaps in their knowledge to be addressed within a small group.

What are the arrangements for first aid?

Where possible first aid will be administered at the scene of the accident or in the child's classroom. As it is important that children from different year groups do not mix, children will only be treated in the Medical Room in exceptional circumstances. Each class has a first aid kit. If your child requires medication in school, please ensure that you have sent this in and that the medication is still in date.

When are the next Parent Consultations?

As the children have been at home for most of this term, we will not be holding the Spring term consultations, however if parents have any particular concerns a telephone call with the teacher can be arranged. Parent Consultations will take place in July and children will receive an end of year report.

Will the staff at Old Palace be tested?

All staff working on site have been invited to take part in twice weekly testing. This is done at home using a lateral flow test and gives a result within 30 minutes.

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 address and contact numbers in order for us to support the track and trace system. Also, if your child is displaying symptoms we need to be able to get in contact with you so the child can be collected immediately.

How long will the current safety measures be in force?

The Prime Minister has said that at the earliest restriction may end on 21st June

As this is only three weeks before the end of the academic year, it is likely that the present restrictions will continue until the end of this academic year. However we are hopeful that the easing of restrictions will allow end of year trips and the Summer Fete to go ahead this year.

The school photographer has been booked for the Summer term.

AT HOME BEFORE SCHOOL



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from Noun Project

Do not come to school if anyone in your household, support or childcare bubble is displaying possible symptoms of coronavirus. This is a high temperature, a new, continuous cough, or a loss of taste and smell. If unwell - staying at home.



Created by Illustration
from Noun Project

Your child needs to wear a school uniform and should bring extra layers to keep warm. They need to bring a water bottle every day. Bags, containing homework and a PE kit should only be brought on a Monday. These will be taken home each Friday



Created by Jankson
from Noun Project

Check that everyone coming to school, the adult bringing them and the children, have washed their hands for at least 20 seconds and have thoroughly dried them just before leaving home.



Created by Nithiran Taran
from Noun Project

Arrive at the agreed time. Once the school day has started late arrivals will not be admitted as the hygiene entry system will not be operating.



Created by Milinda Oconnor
from Noun Project

Do not send in children who have been sent home to isolate. The school keeps an isolation register so we know when it is safe for the children to return.

DROP OFF



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

Families should arrange for children to arrive between the following times:



Created by Sarah Lenton
from NounProject

Year 1: Starting Monday 8th March 8:45-8:50am

Year 4: Starting Monday 8th March 9:00-9:05am

Year 5: Starting Monday 8th March 9:15-9:20am

Year 6: Starting Tuesday 9th March 8:45 - 8:50am

Year 2: Starting Tuesday 9th March 9:00-9:05am

Year 3: Starting Tuesday 9th March 9:15 - 9:20am

Reception: Starting Monday 8th March 9:00 - 9:05am



Both the main school gate on St. Leonard Street and the car park gate on Bruce Road will be open for drop off. 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 in KS2 with siblings in KS1 with an earlier drop off time may attend school with them at the earlier drop off.



Created by Sarah Lenton
from NounProject

Children will have their temperature checked at the school gate using an infrared thermometer. Any child with a temperature above 37.8 will be asked to go home until they are feeling better



Created by Sarah Lenton
from NounProject

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



Created by Sarah Lenton
from NounProject

Adults should wear a face covering and stay 2m away from each other wherever possible. Parents cannot enter the school site at present. Communication will be via email or phone

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.



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Families should arrange for children to be collected at the following times from the St Leonard's Street Main Entrance

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

Reception children and their siblings: 3:00 pm from the Bruce Road entrance



Parents will queue outside their designated 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.



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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.



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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.



Created by Steve Leighton
www.illustrations.com

Adults should wear a face covering and stay 2m away from each other wherever possible. Parents cannot enter the school site at present. Communication will be via email or phone

SCHOOL DAY



Classrooms will be set up to support social distancing where possible. Children in Year 1 & 2 will sit in rows, children in Years 3-6 will sit in pairs. The children will be facing the front of the room.



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 resources so that they do not need to share with anyone else. It will only be for their personal use. Equipment like books and art supplies will be able to be shared with year group bubbles



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 the school hall. They will be seated apart to support social distancing. The tables and chairs will be disinfected before the next group uses them.



The children will have daily English and Maths lessons as well as weekly Topic, RE, PE music or art lessons. The classrooms will be well ventilated and the children might have some of their lessons outside, such as singing



Children will have playtimes and lunch breaks with children from their year group bubble only. The dining hall will be disinfected between year groups.



Breakfast club will have limited places to support social distancing and will be to support parents who need to go to work, to education or to receive treatment

INFECTION PROCESSES



If a child complains of feeling unwell in any way shape or form that child will be removed from the classroom and brought round to the medical room.



The child will then have their temperature taken and symptoms recorded by a first aider



The child will be isolated in a dedicated room so that they do not pass on any infection.



The school will call the parents of that child to inform them that they are unwell and any symptoms. You must ensure that we have your correct emergency contact details.



Parents (one adult from the household) will be expected to come and pick up their child and other siblings straight away.



If the child has symptoms of COVID-19 you will be expected to isolate and follow Government guidelines. The child with symptoms needs to isolate the day the symptoms start and for 10 full days. This also applies all other members of their household



If your child has no symptoms of Coronavirus and is just generally unwell, normal procedures will apply.