

Covid-19 Guidance for Parents – Spring 21

Due to the ongoing Covid-19 Pandemic, we are continuing to take a number of required and significant measures to keep everyone in our school community safe. The following actions have been taken from the most recent Government guidance and a Risk Assessment provided by the Local Authority. We have applied these measures to our own unique context (e.g. building, staffing and pupils etc.) and will review them on a regular basis. Please note that while the majority of this guidance will apply to all children, some procedures in Reception and Nursery, may be slightly different.

Attendance

The Government has stated that attendance will be mandatory for all (primary) pupils from the 8th March (unless they are extremely clinically vulnerable and having to shield). Therefore, the usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Arriving at and leaving the school

1. Parents/carers in extremely clinically vulnerable groups are discouraged from dropping off and picking up children.
2. Only 1 parent/carer should accompany their child/ren to and from school, to reduce queuing and congestion.
3. Only the same household members should travel together by car.
4. Pupils and parents should avoid walking to school with other households.
5. All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.
6. Parents/carers are expected to drop their child at the allocated entrances and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.
7. Parents/carers are strongly encouraged to wear face coverings when dropping off or collecting their child/ren.
8. Arrival and leaving times will be staggered for different groups to minimise queuing and congestion. Each group will have their own separate entrance/exit from the building (see below).
9. **Parents/carers must wear a face-covering (unless they can provide proof of exemption) and adhere to 2m social distancing at all times whilst on the premises** and floor markings have been added to assist with distancing at the main drop-off point.
10. Parents/carers must avoid visiting the school office unless this has been pre-arranged or is for an emergency or in exceptional circumstances. Communications with the school must be by email or phone.
11. Parents/carers and children are strongly advised to wash their hands when they arrive at home.

Class Groups	Gate	Arrival and Leaving Times
Nursery	Side gate (small)	08.45 (drop off morning children) 11.45 (pick up morning group or drop-off afternoon group with lunch) 12.45 (pick up morning with lunch and drop off afternoon group) 15.20 (collect afternoon children)
Reception		08.30 + 14.55
Year 1 Year 2	Front gate (steps)	08.30 + 14.55 08.45 + 15.10
Year 3 Year 4		08.30 + 14.55 08.45 + 15.10
Year 5 Year 6	Back gate (across school field)	08.30 + 14.55 08.45 + 15.10

Children's health

- 1) Children should not be present in school if they are displaying any of the main symptoms of Covid-19 e.g. a high temperature, a new continuous cough and/or a loss or change to their sense of smell/taste.
- 2) Children displaying any of these symptoms when in school, will be taken to the First-Aid mobile and be isolated. Parents/carers will be asked to collect them immediately.
- 3) Children displaying one or more possible symptoms of Covid-19 must be kept off school and should have a test arranged for them by their parents/carers, with the school informed as soon as that test result comes through. In the event that your child tests positive for Covid-19, they must self-isolate along with the rest of the household for 10 days.
- 4) Children receiving a negative test result will be allowed back to school the next day;
- 5) Parents/carers must notify the setting if any member of their household develops symptoms or tests positive for Covid-19, so that their child can be isolated while they are waiting to be collected.
- 6) Parents/carers must comply with any advice to isolate through the Test and Trace arrangements.
- 7) If a child tests positive for Covid-19, the rest of their group (including staff) must isolate for 10 days, unless there is more than 48 hours between their last contact. However, it is not necessary for members of their household to isolate, unless of course they are displaying symptoms.

Hygiene and Cleaning

- 1) Staff are required to wear face masks in all communal areas and when they can't maintain 2 metre social distancing from other adults.
- 2) Although staff are not required to wear a face mask/shield in classrooms (unless they are unable to socially distance from other adults), they may choose to do so, particularly if they are required to have contact with more than one group.
- 3) All staff will undertake asymptomatic home (LFD) testing for Covid-19, on a twice-weekly basis.
- 4) Primary-aged children are not required to wear face masks at any time. If children do choose to wear face masks in school, they should not frequently remove or play with them, as this could potentially create an increased infection risk to others.

- 5) Staff will regularly wash their hands/use hand sanitiser throughout the day and particularly when entering/leaving the building or working within or between different classrooms.
- 6) Staff will frequently remind children to wash their hands (thoroughly with soap and water often) following the [NHS guidance](#). Using alcohol-based hand sanitiser gel if soap and water isn't immediately available. Every child will wash their hands on arrival at school, before eating, after coughing or sneezing, after visiting the toilet, after using any shared equipment (e.g. PE), as well as at other regular intervals throughout the day.
- 7) Staff will remind children to [Catch it, Kill it, Bin it](#) - Covering their mouth and nose with a tissue or sleeve when sneezing and putting used tissues in the bin straight away, always washing their hands afterwards. Double-bagged, lidded bins will be placed in every classroom, toilet and other areas around the school and emptied at least once a day.
- 8) The staff within each class will be provided with a spray bottle (locked away/out of reach) and cloths, so that they can keep on top of maintaining cleanliness throughout the day. Any shared resources that can be easily cleaned, along with table tops, other surfaces, chairs and any touch points (such as light switches, door handles etc) should be cleaned at the end of the day and chairs should be stacked on tables;
- 9) All resources, including books and posters will be checked for visible soiling and disposed of where necessary.
- 10) Please note that hand sanitiser must be allowed to dry before going near any ignition sources or touching any surfaces, and you should follow the following guidance [How to hand rub](#).**

Rooms, Furniture & Resources

- 1) KS1 and KS2 Classrooms will be arranged so that children are facing the front and not towards each other, at a distance of 2 metres from the teacher at the front. This will also apply to smaller intervention groups. We realise that this won't be appropriate for Nursery and Reception.
- 2) We will ensure that each table has all the resources available that the children will need throughout the day to avoid unnecessary sharing or moving around the classroom e.g. each child to have their own tray;
- 3) Unnecessary furniture and objects will be removed;
- 4) Soft toys and other equipment/toys that are difficult to wash will be removed, or be left for 48 hrs (porous) or 72hrs (shiny) between use;
- 5) Resources that are used across children within a bubble (e.g. reading books) will be cleaned regularly or left for 72 hours between use;
- 6) Staff will have a collection of reading books within their own class, which children are able to take home. All returned books will be quarantined for 72 hours. Children will not collect their own books from the library;
- 7) We will keep windows open throughout the day to ensure rooms are well ventilated with a flow of fresh air;
- 8) Surfaces will be kept clear, where possible;
- 9) We will wipe down all touch points including chairs and tables at least once each morning, afternoon and before stacking chairs at the end of the day;

Curriculum (including extra-curricular activities)

- 1) The school will continue to work on a slightly reduced curriculum, at least until the Summer Term and some individual children may continue to do so after this time, to focus on Reading, Writing and Maths.
- 2) If a child or whole class is required to isolate for 10 days, the expectation is that learning will continue remotely (supported by parents), unless they are not well enough to do so.
- 3) Any singing and use of wind instruments, will only take place in groups of 15 or less children and outside or alternatively in a well-ventilated space, with everyone 3m apart and not facing each other.
- 4) Activities that involve raised voices or shouting will not take place;
- 5) We will take advantage of any nice weather for outdoor learning – utilising the school grounds including the pond, garden and wooded areas;
- 6) Prioritisation of low impact activities, must be given over high impact. We will prioritise outdoor PE or when indoors, ensure that it is well-ventilated.
- 7) Staff will try to avoid going to pupil's desks to check their work. Teachers will focus on providing verbal individual and whole-class feedback, limiting written comments and avoiding taking books home to mark where possible. If written feedback is essential, staff will wait for at least 48 hours after a child has completed a piece of work before marking it – this allows for time for any virus that may be present to degrade. Staff will also thoroughly wash their hands before and afterwards, avoiding touching their face throughout;
- 8) Where close contact is required, it will only be side-to-side, rather than face-to-face and ideally at a distance of at least 1m;
- 9) We will limit turn-taking and shared activities and games.
- 10) All shared resources (between bubbles) such as PE equipment, will be cleaned (antibacterial spray/wipes) afterwards, including bibs which will either be washed or left for 72 hours – we will also ensure that children wash their hands before and after using these resources;
- 11) As we are not allowed to have any large gatherings (indoors or outdoors), including physical assemblies during this period, we will instead record or hold virtual Celebration Assemblies via Zoom/Teams...technology permitting!

Breaks, Lunchtimes and School Meals

- 1) Lunch and break times will be at staggered times.
- 2) All groups will be kept apart from each other and remain in their allocated areas;
- 3) Children will continue to only use their allocated toilets (see below);
- 4) Children will not share or swap equipment and where equipment is used by more than one child and particularly different groups, it will be cleaned or left for 72 hours between use.
- 5) The large climbing frame/trail will only be used by one class at a time and either be thoroughly cleaned or left for 72 hours between classes. Children will also wash their hands prior to and after use.
- 6) Additional outside hand-washing stations will be provided.
- 7) School meals (hot and cold) will be available as usual (see Autumn/Winter menu).
- 8) Most children will have their lunch in their classroom at the allocated times (Reception + Nursery at 11.45, Y2 at 12, Y3+4 at 12.15 and Y5+6 at 12.30), with a consistent MSA/TA who will collect their food (hot or cold school lunches) from the kitchen. Y1 (12) will eat in the hall, supervised by their own staff.

Toileting

- 1) No more than 3 children from the same group will be in the toilets at any time and children from different groups should not use the toilets at the same time;
- 2) Children must only use the assigned toilets for their group;
- 3) Children will be regularly reminded to thoroughly wash their hand after going to the toilet;
- 4) Toilets will be cleaned during the day.

Communication Between Home and School

- 1) Parents should avoid approaching staff at the door/gate either at the start or the end of the day;**
- 2) Parents should send comments or queries in by email;
- 3) Any concerns that cannot be answered through an e-mail exchange may involve a phone meeting at a convenient point;
- 4) The office will NOT be open to parents as normal, therefore please send in forms and monies etc. with your child. Where this is not possible, you will be required to promptly leave any items in a drop-off point in the Reception Area.**

What to Wear and Bring to school

- 1) All children should wear their normal school uniform where possible. However, they are allowed to wear a non-school fleece/hoody/jumper/cardigan etc. and bring in additional items of clothing, to keep themselves warm during the colder months, as windows will be kept open for ventilation.
- 2) In addition to their PE kits, children should try to only bring in one bag which can contain the following items:
 - Packed Lunch (where applicable)
 - Water Bottle
 - Sun Hat (where applicable)
 - Sun Cream (where applicable)
 - Hand Sanitiser (optional)
 - Medication (where applicable)
 - Returned forms, money, cheques etc. (where applicable)
 - Spare clothes (where necessary)
 - Reading book + Record Book (inside bookbag)
 - Homework (when required)
 - Mobile Phone (only Y5/6, which will be kept in the classroom in individual zippy bags)
- 3) Please do not send in any non-essential items unless this has been agreed by a member of staff.

Breakfast and Afterschool Club

Unfortunately, we are unable to safely provide wrap-around care for the rest of the Spring Term, due to staff absence and the necessary measures on our Risk Assessment. However, we are hoping to resume this provision after Easter and sincerely apologise for any inconvenience that this may cause.

Thank you for your support!