

September 2020 Procedures for Parents/Carers and Children

Before we welcome all of our children back to school in September, please familiarise yourself with these procedures so that we can all help to minimize any risks for our children, staff and families. It is vital that all families stick to the arrangements outlined below which coincide with our risk assessments in place. Thank you for your continued support with this.



Children will be in a class 'bubble'. Each bubble has a maximum capacity of 30 children.
Each bubble will have their classroom and specified toilets that are only used by this group.

Key Point	Information	Notes for Parents/Carers
Drop off and Pick up arrangements	<p>DROP OFF TIME FROM 8:50 – 8:55AM</p> <p>A ONE-WAY system will be operating to keep the flow of people moving. Please enter school grounds via the main gate for the playground. You then need to follow the one-way system, round past the Nursery garden, Reception gate, then past the year 1,2,3,4 classrooms through the gate and out of the school grounds via the car park. You will drop your child off at the following classroom doors as you move round the system. Nursery – through the nursery garden and to the main nursery door. Reception – through the Reception gate from the playground and through the Reception door. Year 1 - Classroom door under the canopy Year 2 - Classroom door under the canopy Year 3 – Door by the wall near the Year 3 Classroom. Year 4 – Classroom door near kids club and exit gate.</p> <p>PICK UP - GATES OPEN AT 2:45 CHILDREN DISMISSED AT 3:00PM (Nursery gate opened at 2:40, pick up by 2:55).</p> <p>Please enter school grounds via the main gate for the playground and wait near your child's classroom door at a safe social distance. Please stand 2m apart while waiting on the playground for your child. Your child will be dismissed by staff from their allocated door. Please stay where you are and staff will send your child to you. Nursery – through the nursery garden and to the main nursery door. Reception – through the Reception gate from the playground and through the Reception door. Year 1 - Classroom door under the canopy Year 2 - Classroom door under the canopy Year 3 – Door by the wall near the Year 3 Classroom. Year 4 – Classroom door near kids club and exit gate.</p> <p>Please be courteous and do not gather or block the pathways</p> <p>All playground collections to be made by 3:15pm and playground gate relocked.</p>	<ul style="list-style-type: none"> ● Only 1 adult to drop off child/ren wherever possible ● PLEASE stick to your drop off/pick up time and place ● PLEASE maintain social distance from other families dropping off ● PLEASE DO NOT congregate or stand in groups whilst on school grounds ● PLEASE leave the premises immediately after drop off and pick up ● Please be courteous and patient towards other parents/carers while they pick up their children. <p>If you have more than 1 child to drop off or collect, please drop the youngest off first and then make your way to the second drop off point.</p>
Uniform	<p>Children should wear normal school uniform including school shoes. Uniform should be washed regularly. All Nursery and Reception children need an extra, clean change of clothes in case they need to be changed.</p>	<p>We have some washed preloved/worn uniform available in school. Please contact the school office via phone/email for info.</p>
P.E. Kit	<p>All children will need their full P.E. kit in school including a pair of trainers.</p>	<p>We want the children to be outdoors and</p>

	Please send in P.E. kit on the first day in a clean bag (as small as possible). This bag will stay on your child's peg to avoid belongings being brought in and out of school. P.E. kits and will come home to be washed at the end of the half term.	active as much as possible. PLEASE help by ensuring they have suitable footwear –
Lunch	School Lunches will be available for all children. Children in Reception, Year 1 and Year 2 are entitled to Universal Free School Meals and we would like all children to take this option unless absolutely necessary E.g. they have very specific dietary/medical needs. It would also be preferable for children in Nursery, Year 3 and Year 4 to take the school meal option unless absolutely necessary E.g. they have very specific dietary/medical needs. To limit the belongings coming in and out of school (packed lunch boxes and bags coming in/out daily).	Please support us wherever possible by ensuring your child takes a school lunch.
Water Bottles & Snack	Please send your child in to school with a clean, named water bottle filled with water each day. Children in Reception, Year 1 and Year 2 will be provided with a piece of school fruit each day provided by the government scheme but all children including children in Year 3 and Year 4 may bring in a single piece of fruit daily for snack.	Water bottles should be thoroughly washed each day. Please DO NOT send fruit in plastic tubs. Single pieces of fruit only.
Book Bags	School reading books will be changed once per week. Your class teachers will let you know your child's day by the end of the first week back. You only need to bring your child's book bag on their book changing day. All other days, please DO NOT bring any other bags/belongings in to school	Book bags may come in to contact with those from other households whilst in school. You may wish to keep it in a garage or allocated space when you get home.
Messages, Letters and Money etc	All communication from parents/carers should be via phone or via email wherever possible. This includes letters and permission etc – we will send as much as we can via ParentMail emails and ParentMail forms. Where this is not possible and a parent/carer needs to come to the office for any reason e.g. handing over medicines or medical forms etc. they should use the hand sanitiser available on entry. Parents should communicate with office staff from a safe distance (1m+). Office staff will then collect and check information handed over.	Children should only be in school if they are 100% well. Medicines as described here are those prescribed by a doctor for known medical conditions such as inhalers for asthma or epi pens/antihistamine for allergies etc.
Resources in School	Classrooms have been de-cluttered and surfaces cleared etc. as much as possible. All children within the class bubble will have access to the resources needed for learning – pencils, pens, rubbers, books, counters, glue sticks etc. These resources will only be accessible to the children and staff working in their group (max 30 children). There is an active programme for washing and hygiene; all children will be directed to wash their hands regularly and have access to foam hand sanitiser.	<ul style="list-style-type: none"> ● As we are sure you understand, young children they will touch the same surfaces and equipment etc. For a class to function effectively and for children to engage in effective learning, we need to be together. ● Tables will not be split and divided but will be spread out and wherever possible will not face each other. ● Where children sit together on the carpet they will be side by side not face to face and this will be minimal and for short periods of time. ● Physical contact will be discouraged wherever possible.
Cleaning	Tables / equipment will be wiped down between sessions or in the event of a child coughing or sneezing on a surface. Door handles /touch points/ taps / soap dispensers and regularly accessed areas will be wiped down throughout the day (not just at the end of the day).	

Respiratory and hand hygiene	<p>A supply of tissues is readily available in the classrooms and children will be encouraged to carry a tissue.</p> <p>Catch it – Bin it – Kill it strategy will be reinforced and used with children.</p> <p>Where coughs and sneezes are not ‘caught’ in tissues surfaces will be wiped.</p> <p>Sanitiser foam will be available as well as handwashing.</p>	<ul style="list-style-type: none"> ● Please show your children how to wash their hands properly and continue to reinforce at home the importance. ● Please send a labelled hand cream to stay in school if your child suffers from dry skin or you are concerned the excess washing may make their hands sore. ● Please reinforce the Catch it - Bin it - Kill it strategy: ● Catch a cough or sneeze in a tissue / put the tissue in a waste bin / wash hands.
Playtimes and Lunchtimes	<p>The children will stay in their bubble group during lunchtime and playtimes. They will not be allowed to mix with children from other groups within 2m.</p> <p>There will be a rota for where the children can play at playtime and lunchtime.</p> <p>The large equipment on the playground will be on a rota for groups.</p> <p>The children will have use of the playground, field and allotment.</p> <p>Staff will be able to take the children outdoors during curriculum time too.</p> <p>Each bubble has an outdoor play kit which only their bubble will use including balls, skipping roles, bats, games etc.</p>	<p>We are a school, and our children are young and sociable. They will be able to talk to children in other groups and wave from a safe distance etc. when outside.</p> <p>There will be marked zones for the group to make sure we are following the guidelines we have been asked to aim to maintain and keep everybody as safe as possible.</p>

