


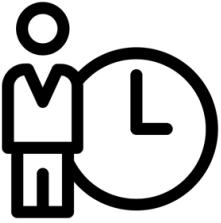



AT HOME BEFORE SCHOOL

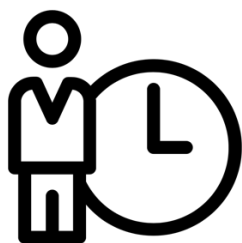
We will continue to rigorously risk-assess an increase in pupil numbers. As and when your family are offered a place and if you choose to send your child to school, this leaflet is designed to explain how families and staff can help us to make this return to school successfully and as safely as possible. **We have put in place rigorous safety measures which need to be followed carefully in order to keep children and staff safe.**

	<p>Do not come to school if anyone in your home is displaying symptoms of coronavirus.</p> <p>This is a new, continuous cough or a high temperature, or a loss of, or change in, their normal sense of taste or smell.</p> <p>Feeling unwell means staying at home.</p>
	<p>Check everyone's temperature either using a thermometer or by hand - do they feel hot to the touch or unusually cold?</p> <p>If unsure keep the whole family at home.</p>
	<p>Check that everyone coming to school, adults and children, has thoroughly washed their hands just before leaving home, using soap and running water for 20 seconds.</p>
	<p>Arrive at the agreed time. Once the school day has started late arrivals may not be admitted as we need to keep phases from mixing with one another.</p>
	<p>Children will be expected to wear school uniform.</p> <p>Please purchase uniform online prior to the start of the new school term.</p>

DROP OFF AND COLLECTION

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DROP OFF



Children will be organised in phases. These phases will NOT be able to mix with one another.

Staggered start times will be put in place for each phase to avoid phases from coming in contact with one another.

Each phase has been allocated a set time for arrival and a set entrance to the playground and the school building. Parents/carers must arrange for children to arrive at the time advised by the school.

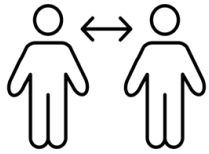
Start times and entry points will be as follows:

- 8:45am – **Yrs 1/2** - Front Gate / Children enter school by staircase A
- 8:45am - **Yrs 5/6** - Back Gate / Children enter school by Staircase B
- 9:00am – **Yrs 3/4** - Back Gate – Children enter school by staircase A
- 9:00am – **2+** - Children enter school by 2+ door (Front of school)
- 9:00am – **Reception** / Front Gate / Children enter school by Reception Door
- 9:00am - **Nursery** – Back Gate – Children enter school by Nursery Door

The front and back gates into the playground will be used so that different phases can separate from one another. A new wide front gate into the playground has been installed over the summer holidays.

If you have children in multiple year groups, you will need to wait with your child until their start time and will need to use the entry gate of your youngest child. If you need further guidance, please ring school on Friday 4th September.

Parents/carers will not be allowed to enter the school building. Communications will continue to be by phone / email.



Parents / carers will be asked to queue on the pavement outside the school gates to drop their child/children off. The pavement will be labelled with 2 metre spacing guides.

Parents / carers should continue to follow the Government's social distancing guidelines whilst waiting. This means keeping separate from other parents.

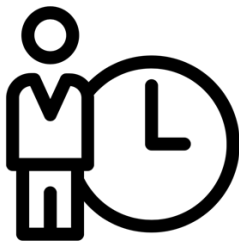
Only one adult per family should bring their child/children to school.



Children will use sanitiser before entering the school.

Children and staff will **thoroughly wash their hands on entry to the classroom**, using soap and running water for 20 seconds.

COLLECTION



As with arrivals, collection times will be different for each phase. Staggered end times will be put in place for each phase to avoid phases from coming in contact with one another.

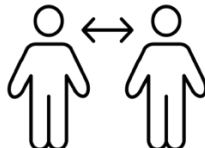


The front and back gates into the playground will be used so that different phases can separate from one another.

Parents will need to pick up children on time, at the time advised by the school.

Finish Times and collection points will be as follows:

- 3:00pm – **2+** - Collect children at 2+ door
- 3:00pm – **Nursery** – Collect children at nursery door / Leave through Back Gate
- 3:00pm – **Reception** / Collect children at Reception door / Leave through Front Gate
- 3:10pm – **Yrs 1/2** Collect children from Basketball Pitch – Leave through Front Gate
- 3:20pm - **Yrs 5/6** Collect children in front of mud kitchen / Leave through Back Gate
- 3:30pm – **Yrs 3/4** Collect children in front of mud kitchen / Leave through Back Gate

If you have children in multiple year groups, you will need to use the exit gate of your youngest child. If you need further guidance, please ring school on Friday 4th September.

	<p>Adults should stay 2m away from each other whilst waiting.</p> <p>Specific pick up points will be allocated in the playground.</p> <p>No parents/carers will be allowed to enter the school building. Staff will not be able to meet with parents and communication should be via email or phone.</p>
	<p>Children will need to be collected from the usual collection points in the playground.</p> <p>There will be no indoor collection of children, even if it is raining as we will not be able to keep phases separate and will not be able to effectively socially distance.</p>
	<p>Children should stay close to their families, holding their adult's hand and leave the school via the allocated exit.</p> <p>Only one adult per family should drop or collect their child/children from school.</p> <p>Parents must ensure that the school has up to date information as to who can collect children from school and must ring the school in advance if this changes on the day.</p>

SCHOOL DAY

We will continue to rigorously risk-assess an increase in pupil numbers. As and when your family are offered a place and if you choose to send your child to school, this leaflet is designed to explain how families and staff can help us to make this return to school successfully and as safely as possible. **We have put in place rigorous safety measures which need to be followed carefully in order to keep children and staff safe.**



Children will be organised into phases. Children within a phase will be able to mix with one another.

Within each phase, classes will be kept separated as much as possible, except at playtimes / lunchtimes.

- **5/6 Phase** - (Brown, Red and Blue Classes)
- **3/4 Phase** - (Pink, Purple and Orange Classes)
- **1/2 Phase** – (Gold, Yellow and Green Classes)
- **Reception Phase** – (Silver and Crimson Classes)
- **Nursery / 2+ Phase** - (Lilac and 2+ children)

Each phase will be kept apart from other phases throughout the day.

Additional teaching and support staff will be allocated to particular phases. They will provide additional support for children in the phase.

- Years 5/6 - Charlie / Maria
- Years 3/4 – Louise S
- Years 1/2 – Hazel / Maxine
- EYFS – Maria and Vana

A few staff who provide specialist support will teach across the phases (Jack, Emma, Tay, Maria, Sara and Artis specialist teacher)

The grouping of children will be reviewed 3 weeks into the start of the term to consider the mixing of children from the different classes (within the phase) so that interventions can begin.



Children will clean their hands regularly during the school day. This will be either using soap and running water or hand sanitiser.

This will include before and after eating and break times and when returning to the classroom.

Children will be expected to use good respiratory hygiene – using the, ‘catch it, bin it, kill it’ approach.

They will be reminded to not touch their face.



Each child will have their **own designated space** where they can sit. Tables in KS2 will be organised so that children face the front.

In KS1 classes, children may come together on the carpet at some points – but will sit on marked (socially distanced) spots.

Each child in KS1 and KS2 will have their **own zip wallet with a pack of resources** which stays with them and is only for their personal use.

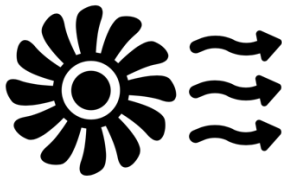
Equipment and resources will be allocated to classes and (like stationery) will not be shared across different phases. Equipment will be wiped down and cleaned regularly.

No toys, books or equipment will be sent home.

Children should not bring toys, books or any other non-essential equipment from home.

Children will be given water bottles. Spare disposable cups will be available for any children who forget.

No reading books will be sent home for the first 3 weeks. This will be reviewed again in September.



Classroom doors and windows will be open as much as possible to ensure there is good air flow.



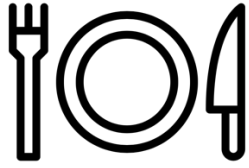
An additional cleaner will be on site all day.

Frequently touched surfaces in shared areas such as stairs and halls will be cleaned regularly using standard products.

Each class will also be provided with a stock of cleaning materials for more frequent cleaning as deemed necessary.

Hard surfaces will be wiped down before and after lunch. Lidded bins will be provided for each class.

Classrooms will be cleaned when phases are out at lunchbreak.



Lunches will be served in the lunch hall in phases. One phase at a time will be served. The next phase will only be called up once the previous phase has left the lunch hall.

Within phases, each class will be allocated a row of tables.

Lunch times will be staggered:

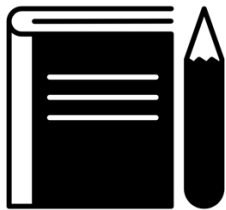
- 11:40 – EYFS
- 12:15 – 1/2
- 12:50- 3/4
- 1:20- 5/6

Hot Food will be served.

Children will be allowed to bring packed lunches from home.

Hard surfaces will be wiped down after children have eaten - in between sittings.

Children will wash hands before and after eating.



We will continue to **teach a broad and ambitious curriculum.**

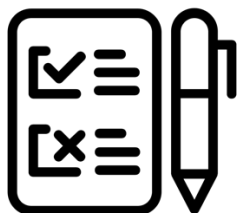
The children will have daily English and maths activities, as well as PSHE lessons to support them with managing their feelings and learning to socialise in a group again. **There will be a focus on the development of key skills,** with increased opportunities for reading and a focus on number.

We will **increase opportunities for physical exercise, outdoor learning and creative activities.**

Music teaching will be adapted and will avoid singing for the first half term.

There will be no individual instrumental tuition for first half term.

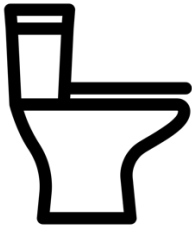
Drama activities will be low energy activities, e.g. miming and slow movement



The behaviour policy has been amended to include additional COVID-19 rules. (Please see the rules below)

Children will receive regular reminders about the new rules and the rewards and sanctions in the policy.

PLEASE NOTE: Any behaviour deemed to be unsafe will result in children not being able to attend the provision and in possible exclusion.



Toilet Allocation:

- 2+ children use the 2+ toilet
- Nursery children use the Nursery toilet
- Reception children use the Reception toilet
- KS1 / KS2 children use the toilets on stairs
- Outside toilets will be used by KS1 and KS2 at playtimes – Indoor toilets will be out of bounds.

New rules introduced:

- Only 1 child leaving classroom at any one time to go to the toilet
- Floor marking outside of toilets - Queueing at 1m distance outside
- 4 children at any time in the toilets
- No mixing when washing hands – waiting at a sensible distance!!

Enhanced cleaning will include regular cleaning and toilet checks throughout the day to ensure good hygiene.



There will be staggered playtimes and lunch times to reduce numbers – one phase at a time.

Playground areas will be:

- KS1 and KS2 – Main Playground
- Reception – Reception playground
- Lilac Group and 2+ – Nursery playground and 2+ play area

Children from one phase will not be able to mix with or play with children from another phase. Children within a phase will be allowed to play together and interact without social distancing at play times. Regular reminders will be given to children around not touching their faces, not holding hands or hugging.

No climbing equipment can be used. (Unless guidance is received telling us that it is safe)

No close contact sports will be allowed (E.g. football / netball). Each phase will be provided with a set of equipment which will be wiped down regularly.

All children will wash their hands at the end of play.

Wet play - Children will remain in classrooms.



PE will be prioritised to ensure children have plenty of physical exercise. **PE will take place outside where possible.**

All PE will be done within a phase and where possible within classes.

No close contact activities will take place.

The hall will not be used for high energy sports activities or assemblies.

Where indoor spaces are used:

- Activities will be low energy e.g. yoga, mindfulness.
- We will ensure that children are well distanced from one another
- Apparatus and equipment will be cleaned regularly



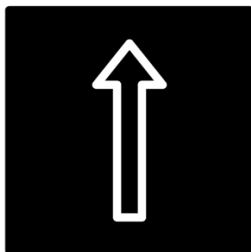
There will be limited extended provision put in place (breakfast club and playcentre). This will be for children who need to attend regularly.

There will be no after school clubs. This will be reviewed as the guidance changes.

There will be no Shine on Saturday provision, no assemblies and school productions until further notice.

There will be no trips or swimming for the first half term. This will be reviewed as the guidance changes.

The residential trip for year 6 has been cancelled.







There will be a **one-way movement on staircases**. Staircase A (HT office) up and Staircase B (SBM office) down. Markings are in place to show this.

(The only exception to this is when years 5/6 use staircase B to go to the classrooms on arrival in the morning and in the event of a fire drill when each class will have an allocated staircase to use.)

INFECTION PROCESSES

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	<p>If a child complains of feeling unwell, the child will be removed from the classroom and taken to the Rainbow Room.</p>
	<p>A member of staff will stay with them.</p> <p>There will be a dedicated toilet and hand washing facilities for the child to use.</p>
	<p>Parents / carers will be called and informed that their child is unwell. Any symptoms will be recorded.</p> <p>Parents (one adult per family) will be expected to pick their child up and other siblings as soon as possible.</p> <p>Please ensure that you are contactable throughout the day and advise the school office of any changes to your contact details.</p>
	<p>If the child has symptoms of COVID-19 you will be expected to self-isolate and follow Government guidelines.</p> <p>Other parents in the group will be informed that there is a suspected case.</p> <p>The Government have advised that all children displaying symptoms should have a COVID-19 test. Please advise the school of the outcome of a COVID-19 test, as soon as this is known.</p>



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

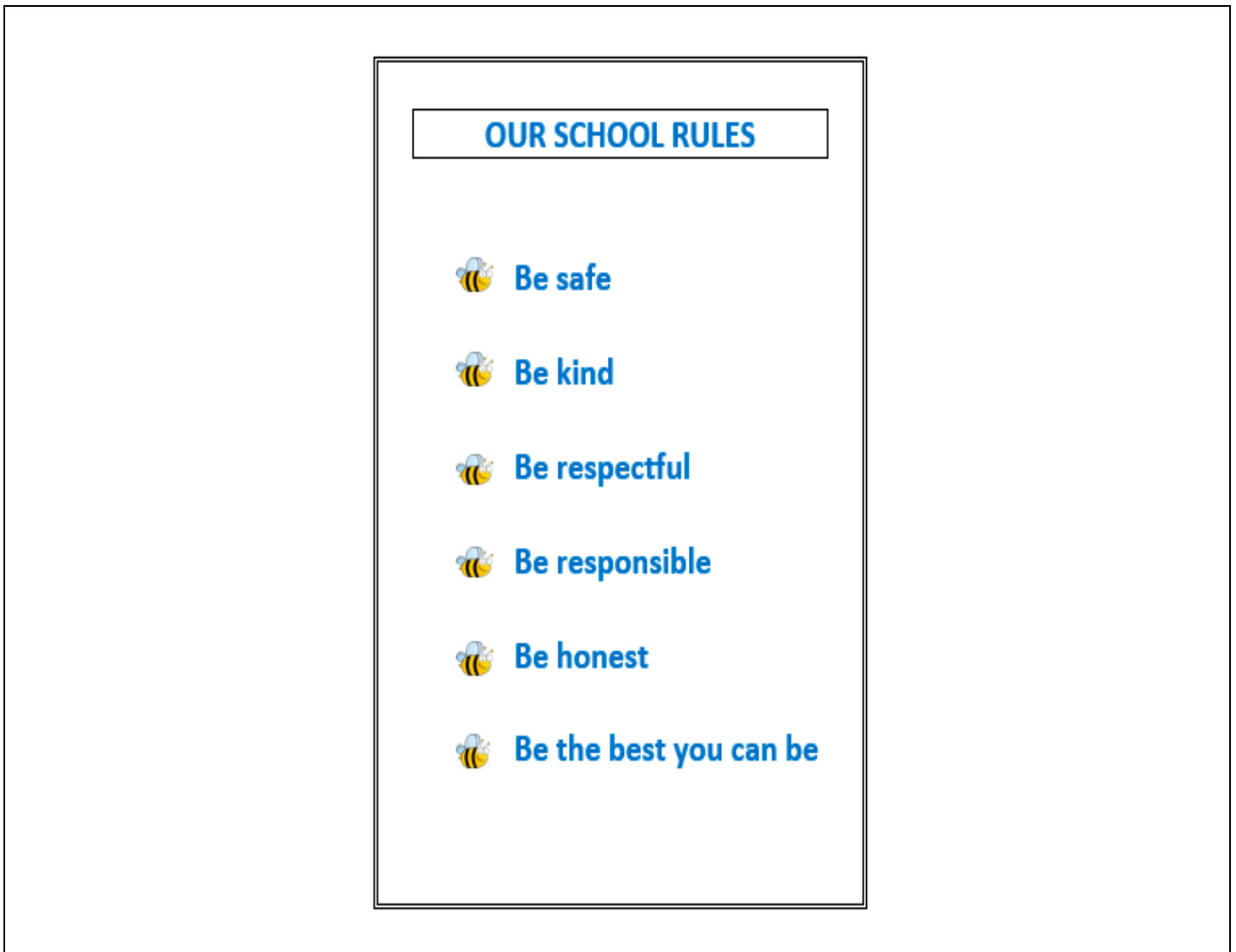


Parents should ring the office to inform the school of their child's wellbeing.

BEHAVIOUR RULES


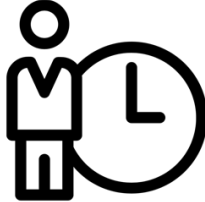
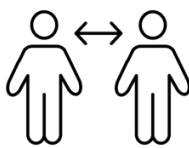



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Our existing rules will still apply:



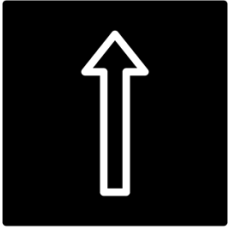
Some **ADDITIONAL COVID-19 RULES** have also been put in place. We ask that all parents make sure that children are clear about these rules before children return to school. **PLEASE NOTE:** Any behaviour deemed to be unsafe will result in children not being able to attend the provision and in possible exclusion.

NEW BEHAVIOUR RULES

	<p>Follow instructions from staff at all times.</p>
	<p>Arrive at school on time.</p>
	<p>Socially distance from other children and staff as much as possible.</p> <p><i>(The exception is when playing in your phase at playtimes.)</i></p>
	<p>Stay away from children and adults who are not in your phase.</p>
	<p>Clean your hands regularly during the school day using soap and running water or hand sanitiser.</p>
	<p>Follow 'CATCH IT, BIN IT, KILL IT' rules and avoid touching your mouth, nose and eyes with hands</p>



NEVER cough or sneeze at or towards any other person.
NEVER scratch, bite or spit at or towards any other person.



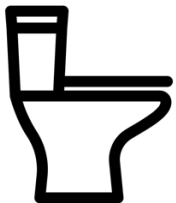
Follow the one-way system up and down the stairs.



Use only your own equipment. Do not use equipment belonging to anyone else.



Use your own water bottle.
Do not bring anything else from home, e.g. equipment, books or toys.



Only use toilets that are allocated to your group.



WALK inside the school building at all times!

We will follow the usual rules for rewards and sanctions:

Rewards for Good Behaviour

- Children start on a Green card every day.
- If children behave very well, they may be awarded a silver card followed by a gold card.
- Children will be moved up on the behaviour chart
- For very good behaviour, children receive a treat or special celebration event.

Sanctions for Poor Behaviour

Children not following the rules will:

- the child will be moved down on the behaviour chart
- be given a non-verbal warning followed by a verbal warning
- be moved down on the behaviour chart

If the challenging behaviour continues:

- the child can be given a yellow warning card, followed by a red consequence card.
- the child will be spoken to by the class teacher

Children on a red card:

- the child will be spoken to by a member of the SLT

IMPORTANT NOTE:

Any children who are **continuously not following the rules** or **behave in a way that is unsafe**, will be sent home. This is for the safety of everyone.

