



Practical Guidance for Parents
September 2020
Covid-19

Beginning of School

- If you are travelling to school by public transport, you must wear a face covering.
- The gates will open at 8.45am and children will go straight to class.
- School start time is 8.55am.
- Gates will be shut at 9.00am.
- The entrance has been marked out so families can physically distance when queuing for the gates to open.
- We ask that, where possible, parents/carers wear masks when entering the school grounds. Although outside, we are aware that social distancing will not always be possible when parents are waiting for their pupils.
- Bumble Bee, Puffin and Koala Classes will enter the class through the outside door.
- Red Panda Class and Penguin Class will enter through the ICT Suite.
- Jaguar Class and Pangolin Class will enter through the Reception playground and then through the double doors on the left.
- Parents will exit through the Reception gates, maintaining a one-way system, at least for the first half term.
- Parents should not come into the school building unless they have an appointment. If you need to go to the school office, you must go around the outside, not through the school building.
- Bagels will not currently be available for children in the morning, unless they attend breakfast club.

Breakfast Club

- Open at 8am.
- Usual high standard hygiene procedures will be followed.
- Parents/Carers are encouraged not to come into the hall.
- No more than 5 children will sit at a table.
- Children will wash their hands as soon as they enter the hall and before they leave Breakfast Club.
- Each bubble will be allocated to a table/tables.
- Tables will be distanced.
- Children will remain seated.
- Payment can only be made through ParentPay – no cash.
- Any play and cooking equipment used will be cleaned thoroughly at the end of each session.
- Children will return to class in their bubble groups.

Hygiene and Prevention

- Children and staff must wash their hands when they arrive at school.
- Each class has been provided with handwash and hand sanitiser, tissues, paper towels and anti-bacterial wipes.
- Children and staff should wash their hands every time they return to the classroom/shared area.
- We will encourage “catch it, bin it, kill it” in the school.
- We would prefer children not to wear masks in the classroom but we understand that some will feel safer when they do. Staff may also choose to wear masks or a visor.
- Physical distancing will be encouraged at all times.
- Parents/carers and all other stakeholders understand they will need to:
 - [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
 - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
 - [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Information about staff or pupil absence will be shared with staff if it is COVID-19 related.
- Schools should ask parents and staff to inform them immediately of the results of a test:
 - if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in



which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
- The main symptoms of coronavirus are:
 - **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
 - **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
 - **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
 - Most people with coronavirus have at least 1 of these symptoms

Classroom Organisation and Equipment

- Teachers have made small adaptations to the classroom to support distancing where possible. Where possible, desks are facing forward and pupils work side by side, rather than face to face.
- Where possible, children have allocated work spaces and should only work at these.
- Each child will be given their own labelled equipment – pen, pencil, ruler, rubber.
- If possible, we ask parents/carers to provide a named pencil case with named coloured pencils and a named glue stick for their child, that will remain in school. This needs to be in school by Monday 21st September. Coloured pencils and glue sticks will be provided for those who need them.
- Children will share equipment that is used less often but this will be cleaned with anti-bacterial wipes and children will wash their hands before and after using shared equipment.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Children should wear their PE Kit to school on PE days and can wear sports trousers/leggings rather than shorts if they prefer. If they wear a jumper/cardigan, it must be uniform colours.
- Teachers will let parents and the office know when PE days are.
- Named Asthma Inhalers will be kept in an accessible labelled box in the classroom – please make sure your child has an IN DATE asthma pump in school if they need one.
- Pupils should not bring in and use equipment from home. Reading books can be taken from home to school and vice versa.
- Pupil mobile phones will be stored centrally in the office as usual – only children who need them for safety purposes after school, should bring them in.
- Children will only be allowed to drink water from a named water bottle which will be kept on their desk. We ask parents/carers send their children in with a named water bottle (ideally with a sports top or a straw) and that this is taken home to be washed every day. Children can refill them at school. This needs to be in school by Monday 14th September.
- Lunch boxes will be stored on the trolley as usual – parents/carers will need to make sure these are cleaned/washed thoroughly every day.
- Staff will avoid physical contact with children, wherever possible, however essential contact (e.g. to preserve the safety of a child, to prevent injury or self-harm, for first aid and/ or for safeguarding purposes) will continue.

Bubbles

- We will have 4 bubbles in school:
 - A. Bumble Bee Class
 - B. Puffin Class and Koala Class
 - C. Penguin Class and Red Panda Class
 - D. Pangolin Class and Jaguar Class
- Bubbles of children will not mix inside, in close proximity for prolonged periods of time.
- Where possible, staff will be limited to the amount of bubbles they work with.



Toilets for Pupils

- At all times, pupils must only use the toilets in their bubble area, including at playtime and lunchtime:
 - Bumble Bee class will use toilets in the classroom.
 - Puffin and Koala classes will use the toilets in the Key Stage 1 corridor.
 - Red Panda and Penguin classes will use the toilets in the ICT suite.
 - Pangolins and Jaguar classes will use the toilets in the Year 5/6 shared area.

School Office

- Do not come to the office unless you have to – please contact by the office by the phone or via email if you need to.
- Visitors will be spoken to through the intercom in the first instance. If visitors need to come in, they will be reminded of hygiene and distancing rules and invited in.
- Use the hand sanitiser when you enter.
- Do not lean over the front desks.
- Remember to social distance in the office.

Assemblies

- Assemblies will still happen but these will be for smaller groups.

Morning Break

- Before children go outside, they will wash their hands; when they get back to class, they will wash them again.
- Children must sanitise their hands before and after going on the gym equipment.
- Children should be encouraged to play with children from their own bubbles only.
- Children should be discouraged from playing any games that involve any physical contact.
- Children who play games with equipment, such as football, will regularly sanitise their hands.

Lunches

- Children WILL wash their hands before and after they eat.
- School Dinners are available as usual.
- Children will eat in the bubbles, in the hall.
- Children from different bubbles CANNOT sit with each other at lunch.
- No more than 5 pupils will sit at each table.
- Teachers will spend time going through the new arrangements, before lunch, every day for at least the first week.
- Children will have lunch at the following times:
 - Bubble A 12.15pm
 - Bubble B 12.30pm
 - Bubble C 12.45pm
 - Bubble D 1.00pm

Travel around School

- Pupils cannot enter the classrooms or shared areas of any other bubble, other than in an emergency.
- Although bubbles of children shouldn't mix, it is ok for them to pass in the corridor or to be in the same inside space as long as other measures are in place, such as physical distancing.
- Children can only leave the classroom without an adult to take the registers/phones to the office or in an emergency – travel around school must be kept to a minimum.
- Hands should be washed or sanitised before and after travel to a different area of the school.

End of the school day

- The gates will open at 2.45pm.
- Parents of children in Bumble Bee Class, Puffin Class and Koala Class can collect children between 2.50pm – 3.00pm – a staggered collection.
- Parents of children in Red Panda Class and Penguin Class can collect children between 3.00pm – 3.10pm – a staggered collection.
- Children in Pangolin Class and Jaguar Class will be collected 3.10pm. Parents for these classes must wait in the main playground, not the Reception Class playground.
- Gates will be shut at 3.20pm.
- Families will exit through the Reception gates, maintaining a one-way system, at least for the first half term.
- Classes will exit through the same doors that they entered in the morning.
- Please ensure that you are on time to collect.



Foodbank

- The foodbank is still in operation – if you need food, please speak to a member of school staff who will arrange a time for you to collect some bags.

Suspected or Confirmed Cases of Corona Virus

- Pupils, staff and other adults cannot come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days..
- Anyone developing those symptoms during the school day will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. SLT will oversee this wherever possible.
- If there is a confirmed case of Covid19 in the school, the local Health Protection Team will be contacted. They will carry out a risk assessment and work closely with the school.
- Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
 - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - travelling in a small vehicle, like a car, with an infected person
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:
 - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
 - if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'
- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.