

Harleston Church of England Primary Academy

Flourish and grow with responsibility, respect and resilience

'As I have loved you, so you must love one another' - John

13:34

September 2020

Return to School Parent Information Handbook



Dear Parents and Carers,

I hope that you are having a lovely summer and that your children are safe and well.

This booklet should give you all of the information that you will need to get your child back into school in September. It will be good to try and get back to normal as much as possible, but there will need to be lots of safeguards in place to ensure that we can do so safely. Some of the points in this booklet might appear strange or unnecessary, but please remember that they have been put in place for your own safety and the safety of others. I expect your child is looking forward to coming back into school - it has been a long time since we have seen many of you. If you or your child are worried, please rest assured that you are not alone. Lots of you will be feeling anxious and this is perfectly normal. We will do our best in September to help you all through the next stage of our recovery plan one step at a time and embrace our new adventure together.

Enjoy the rest of your summer break and I look forward to seeing you all soon,

Mrs Foreman

Interim Headteacher

Dates

In September the Government has been very clear that it expects all children to return to school. We think that our plans will allow us to welcome most children back in one go.

3rd and 4th September

Staff training for all school staff

We will make sure that all of our staff know exactly what is needed of them before our doors open.

Monday 7th September

School Begins

Years 1 to 6 will return full time

Reception and Nursery will have a staggered start

Monday 21st September

After a staggered intake, all Nursery and Reception children are in school

At every stage we will check that our plan is working. In the unlikely event that something is wrong, we will pause and rethink. It may be inconvenient but we will not progress to the next stage if we think the risk to children or adults is too high. We will let you know how things are going all the way through this plan, and if you are worried at any time, we are here to listen and help.

Times

We are keen to avoid crowds at drop off and pick up times. To help with this we have introduced a drop off window in the mornings and a staggered end to the day.

Morning Drop Off

In the morning there will be a drop off window.

You may drop your child off any time between 8.30am and 9.00am

Gate A is to be used by lower school children, Nursery to Year 2

Reception and Year 2 children enter classes via back entrances down the field

Nursery follow the diagonal path past the mobiles to Nursery entrance

Year 1 go past the pond round the front of the school to lower school playground

Gate B is to be used by upper school children Year 3 to Year 6

Year 3 will enter via the first side door once through the double access gates (where Year 6 previously went in)

Year 4 will enter via the side door in the west wing closest to the main building

Year 5 will enter via the top door in the west wing closest to the staff car park

Year 6 will enter through two routes - Mr Carter's class under the canopy to the side classroom door and Mrs Moss's class by the netball court side door directly into the classroom

Siblings: If there are KS1 and KS2 siblings, these families must enter the school site via gate B and drop off according to the year groups the children are in. Parents cannot eg, reverse from KS1 back to KS2.



Collection window from 3-3.30pm

Exits via the blue gates (lower school) and the gate at the bottom of the field

Nursery children will be taken to the gate near the pond by staff at the end of the morning session at 12.00pm. The afternoon session children will be collected directly from the Nursery back playground at 3.15pm

Reception children will be collected via the back garden gate to the classrooms (same as drop off)

Year 1 - Children exit onto playground once parents arrive and announced

Year 2 - Children will exit via emergency exits at back of mobile and child called for - when parent arrives

Year 3 - As parents arrive, a member of staff will call for children to come to door from both classes

Year 4 and Year 5 - Staff at entrance doors and under canopy to call children as parents arrive

Year 6 - Children encouraged to meet parents at meeting point off school premises.



Keep a **2 metre distance** at all times whilst picking up and dropping off.

Only **one** adult per child to come to the school

Avoid large crowds at all times

Be patient with the staff at all times

Try to avoid travelling to school with other families

Keep your children close and walk together

If using public transport, please use a face mask and wash your hands before and after use.



Do not arrive early for drop off or collection.
The gates will not be opened until 8.30am and 3pm

Drop Off and Pick Up Points

It is vital that we avoid large crowds at drop off and pick up. To help with this we will be using two entry/exit points as detailed previously. On arrival, **Gate A** is to be used by lower school children and **Gate B** for upper school children. Please spread yourselves out and use the allocated gate at all times. When exiting the site, please use the **double blue gates** on the lower school near the pre-school and the gate at the bottom of the field.

OLDER CHILDREN CAN BE DROPPED AT THE SCHOOL GATE TO WALK IN BY THEMSELVES. ADULTS WILL BE ON DUTY TO ENSURE NO CHILDREN LEAVE THE SITE.

Secure Groups

It is important to limit the number of contacts that each child has whilst they are at school. To do this the children will be in bubbles across their year group and will have an allocated MSA at lunchtime and set staff with whom they work with. They will also have an allocated outdoor play space to prevent mixing with other children. Year groups will be kept separate at all times, including break and lunch. Staff are able to move across their year group as relevant to ensure the best curriculum and learning opportunities are offered to your child at all times.

Illness

If your child shows any symptoms of COVID 19, they will be moved to a separate room with a member of staff. The member of staff will be wearing PPE at this point and the child will be given a face mask. We will call you to collect your child immediately and the whole household will need to isolate for 14 days, or until a negative test result has been received. Track and trace guidelines must be followed. **THIS IS NOT OPTIONAL.**



If a positive COVID test result is reported we will take immediate advice from Public Health England. We will inform you as soon as possible if any other staff or children need to be sent home as a precaution. We know that this will be inconvenient, however it is **NOT OPTIONAL.**

uniform

We will be returning to our full uniform in September. The uniform list can be found on the school website. All other items can be purchased from supermarkets etc. We recommend that clean clothes are worn each day to ensure that we limit the transmission of germs.

Equipment

We want to try and limit the number of items brought in from home, so we will be providing each child with all of the learning equipment that they need. Please do not send your child in with pencil cases or toys. They can bring a book bag, a water bottle, a lunchbox and a coat - these will be stored at their desk through the day.

PPE

~~Children will not be allowed to wear PPE during the school day, including face masks.~~

This is in line with Government guidance. Most of the staff will not be wearing PPE either. However, some staff will have face masks on at times if their personal risk assessment has shown that it is required.



- Staff will wear PPE if a child is unwell and showing signs of COVID 19
- Staff will wear PPE to administer first Aid or deal with behaviour
- Staff will wear PPE if they need to carry out intimate care such as toileting

Break and Lunch Time

Break and lunch time will be a little different. Each group will have their own outdoor space and children will not be able to mix with children from other groups. There will be a morning break each day: Morning Break - 15 minutes; Lunch Break - 45 Minutes. Snacks can be purchased as normal in the upper school playground during break time for the older children. At present, we cannot confirm whether the Government's free fruit and vegetable scheme will be back in place in the Autumn term so please remember to send in a healthy snack for your child if they are in Nursery, Reception, Year 1 or 2.

Reception, Year 1 and Year 2 children can still choose to have a free school hot or school packed lunch. Hot dinners will be eaten in the upper school hall on a staggered basis and school packed lunches will be eaten in the classes for Year 1 and Year 2 and Reception children will eat their packed lunches in the school hall. All children will be helped and monitored by a regular MSA. Children can also bring in a healthy packed lunch from home. Make sure that lunch boxes are cleaned thoroughly every day - plastic boxes are better than fabric ones if possible please.

Toilets

Each group will be allocated their own toilets to use whilst in school. Only one child will be allowed in at any one time. The teachers in school will be giving them lessons on how to wash their hands and good hygiene (all age groups).

Please make sure that your child can go to the toilet on their own.
Adults will not be able to help.



Teach your child good hand washing habits at home.

If your child sometimes has accidents, please send them in with spare clothes.

If your child has an accident and needs intimate care, the staff will be wearing a full PPE - mask, gloves, apron and face shield.

Books

Your child will be given two reading books on the Monday of each week. These will be collected each Friday, cleaned and quarantined before being used by anyone else. Each year group has a timetabled slot for a library book and will bring one home each week. Please remember to keep this in your child's bag so they can return it and choose a new one the following week. The books are brought home so that you can read with your child. Please support your child by listening to them read every night.

Please limit the number of people that touch any book that is brought home.

Please wipe any book lightly with anti-bac spray before returning it to school

Visiting the School

We will be limiting the number of visitors allowed in school. Please only come to the school for the following reasons:

To drop off and pick up your child

To collect your child if they, or any family member is unwell.

For safeguarding reasons

To pre-arranged meetings. Face to face meetings will be avoided where possible. If you would like to speak to a teacher or headteacher, please phone the school office.

Key Worker Childcare

This will continue to be provided each Friday afternoon (pre-arranged) when the school closes for the remainder of children so that staff can have their PPA. Some sports clubs will be offered but these will be limited due to Covid-19 safety. More information to follow. If there is a spike in COVID cases we will once again offer childcare for the children of emergency care workers and other critical roles.

Behaviour

There will be zero tolerance on children who deliberately try to 'infect' children or staff by spitting or engaging in physical contact. Children will be expected to behave and follow the social distancing and safety rules set by their teacher at all times. Children who break these rules will be isolated from other children and parents will be contacted and these children will be sent home.

Bikes and Scooters

Children are welcome to come to school on their bikes and scooters. Please park your bike or scooter close to the entrance of your class and not in the usual bike parks. Please do not touch anyone else's bike.



Public Transport

If you need to use public transport to get to school, please make sure you follow the Government guidelines and wear a face covering. Children should remove their face covering when they get to school. Please bring a suitable bag to place the mask in until it is needed again (e.g. a plastic sandwich bag). Please use alcohol gel to clean your hands once you arrive at school - if you do not have any, please ask.

P.E. and Swimming

P.E. lessons will take place outside wherever possible and children will **NOT** be getting changed for P.E. P.E. equipment will be allocated on a rota basis and children will use their own piece of P.E. equipment before it is cleaned, quarantined and passed on. Unfortunately there will be no swimming lessons until further notice.

School Trips

There will not be any school trips during the first six weeks of term. However, we hope to start them again as soon as possible.

Contacting us

You can contact us in a number of ways:

Phone: 01379 853211/852302

Email: office@harleston.stbenets.org



Make sure that the office has your most up to date contact details. Including landline, mobile and email address.

Make sure that your emergency contact details are up to date.