

A Guide for Parents as all
children return to school in
September 2020



Important information:

All children will return to school in September 2020.

What happens when I drop off/collect my child?

- Only **one** Parent/Carer will be permitted to drop off or pick up, as per the government's guidance.
- You will be provided with strict drop off and collection times and allocated an entry gate.
- You must adhere to drop off, collection times.
- You must adhere to social distancing at all times.
- If you need to contact the school please either phone the school office, or send an email to admin@stig.bkcat.co.uk as there will be **NO** access to the school office.

Attendance- What happens if I do not send my child to school?

The school's attendance policy and the usual attendance procedures will be followed from September, as per the government's guidance. Parents and carers will face fines if they fail to send their children to school. Phone calls home will continue to take place if parents/carers fail to inform school of the reason of absence for their child.

The latest government guidance states:

What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough, high temperature or loss of taste and smell in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

Managing confirmed cases of coronavirus (COVID-19) amongst the school community:

- If test result is negative, if they feel well and no longer have symptoms similar to 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 the test result is positive, they should inform their setting immediately, and must isolate for at least 10 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'](#)
- School has a contingency plan in place for providing work remotely should any child or bubble have to self isolate.

If a child displays symptoms during the school day they will be cared for outside, weather permitting, or in the school hall. A staff member **wearing PPE if appropriate** will sit with the child until a Parent/carers collect them. Parents/Carers will need to collect their child immediately.

What do I do if my child has a medical condition/health issues?

- Parents should ensure they follow the guidance provided to them by the medical profession.
- Parents must inform school of any information regarding their child's condition/health, changes in asthma plans, health care plans, etc prior to them starting back in September.
- Where a child is asthmatic parents/carers **MUST** make sure that we have an inhaler in date in school at all times.

The School day

Nursery	Class 1	Class 2	Class 3	Class 4	Class 5
9-12	8:55-3:15	8:55-3:15	8:50-3:20	8:45-3:10	8:45-3:10

Timings will be reviewed at October Half Term or earlier subject to Government guidance.

- One parent/carers will drop the children off at either gate to the main playground for the start time above. If there are siblings in multiple classes, these can all be dropped off at the earlier start time with the exception of Nursery. For example: If you have a child in Nursery, Class 2 and Class 5, You will drop your two school aged children off at either gate at 8:45. You will then walk around to the side entrance of Nursery and drop your child off at the Nursery gate up the service drive for 9:00. All teachers of school aged children will be out at 8:45 to look after those children who are arriving with their sibling earlier than their start time.
- If there are no siblings, you adhere to the time stated above. If you have a child in Class 1 and Class 3, you should arrive no earlier than 8:50 as this is the earliest start time. We are continuing to operate a 'no parent on playground' policy in the morning.
- Nursery children are to be collected from the same side gate at 12 noon. We are not able to offer full days for Nursery children.
- At the end of the school day, parents/carers will be allowed on to the playground and asked to socially distance themselves from other parents/carers.
- Siblings will not be allowed to leave earlier than their finish time stated above due to the total amount of teaching time they receive. Teachers will bring the class out to line up, in their usual place. The children will then be dismissed from their line. Parents/carers may need to wait for another child and they can do so on the playground. When parents/carers have collected all their children, they must leave immediately.
- Children must stay with their parent/carers once they have been dismissed and not mix with other children.

What happens once my child is in school?

- Children will wear school uniform. KS2 children are to wear pumps in class. These can be left in school.
- Children will come to school in their PE kits on the days they have PE and remain in their PE kits all day; PE kits must be washed after each use. The children will need a white T-shirt and a navy blue tracksuit or sweatshirt and jogging bottoms plus a pair of trainers. On warmer days they may wear dark blue shorts. As this is part of the curriculum, they are not to wear alternative clothes such as football kits.
- Class teachers will inform you of your children's PE days.
- Children can bring **only ONE** bag, containing no more than a water bottle, lunchbox and coat. Non essential items are not to be brought into school.
- Children will be given a new named water bottle on the first day and after that **MUST** bring this into school every day. These should be cleaned at home at the end of each day. Only water is allowed to be brought to school. Juice is not an option.
- Children will have staggered start and finish times to avoid parent traffic on the school/church grounds and in the playground at the end of the day, as per the government's guidance.

- Children will be grouped into 'bubbles'.
- **Nursery** will be a bubble
- Class 1 and Class 2 are the **Key Stage One** bubble
- Class 3 and Class 4 are the **Lower Key Stage Two** bubble.
- Class 5 are the **Year Six** bubble.
- We will minimise the contact the classes have within the bubbles where possible and with other groups of children within school, as much as possible, following the guidance issued by the government.
- There will be no gathering for assemblies. These will take place in the classroom or remotely.
- The children will have break times staggered in the morning.
- Children will eat their lunch in the hall at staggered times.
- Children from different 'bubbles' will not be permitted to come together.
- Should we have a confirmed case, the **ENTIRE** bubble will close and children will work from home. Work will be provided.
- The cloakrooms /lockers will be used as we will stagger the times that children can have access to these.
- Children will sit at the same allocated desks each day.
- Children will be seated facing the front of the classroom, except for Nursery and Class 1.
- Children **must not** bring their own stationery/pencil cases
- Each child will be provided with their own stationery/equipment etc.
- Children will be able to take reading books home and bring them back into school, however once returned to school they will remain unused and out of reach for 48 hours as per the government guidance.
- Following social distance guidelines, staff will be permitted to move between 'bubbles' for PPA cover etc as per the government guidance.
- In completion of extensive risk assessments and details recorded on Track and Trace, supply, music teachers and afterschool providers will be allowed to enter school (Our regular in school time Sports coaches will attend from January 2021), as per the government guidance.
- We cannot guarantee a distance of 2m between each child at all times. Children are encouraged to stay in their safe space and this becomes more pertinent in older year groups.

What protective measures have school implemented?

- The entire school will be deep cleaned before children return in September.
- Door handles, desks and chairs will be cleaned regularly throughout the day.
- Resources will be cleaned regularly throughout the day.
- Windows will be open regularly to allow ventilation
- Children and staff will wash their hands on entry to school and regularly throughout the day
- Soap and hot water, as always is available in every washroom.
- Hand sanitiser continues to be available across school.
- Lidded bins are in all spaces across school.
- Disposable tissues continue to be located in all areas across school, to implement the 'catch it, bin it, kill it' approach.

- All classes and will continue to have Cleaning stations including cleaning products, PPE, hand sanitiser, tissues etc. to protect staff and children and ensure cleaning takes place throughout the day.
- Accident forms will not be sent home . Instead a dojo message will be sent to you. The accident will still be recorded in school.
- Administering prescribed medication in school forms are to be completed in the playground by parents/carers and not sent through the office. Medicine (four times a day) will only be accepted upon the completion of these forms.. Please request the medication from the teacher at the end of the school day.

What can I do before my child comes back to school?

- Please make sure that school has the most up to date emergency contact details for your children in case we need to contact you.
- Talk to and prepare your child, explain that school will be a little different in September.
- Share the introductory videos and messages from the class teachers on Class Dojo.
- Look through the transition notes attached with your end of year report for ideas on how to prepare for the next academic year.
- Preorder the dinners on Live Kitchen in advance of returning to school. This will help to reduce touch points within the classroom.
- Talk to them about trying to stay in their own space as much as possible.
- Remind them how important hand washing is and that they will be doing this regularly throughout the day.
- Remind your child that it is very important to after using a tissue to 'catch it, bin it, kill it'.
- Remind your child to adhere to the behaviour policy, particularly reiterating no spitting, biting and physical handling towards others, as this will **not** be tolerated.

How can I help to reduce risk?

- **Adhere to the strict drop off and collection times.**
- If your child or anyone in the family is showing any COVID-19 symptoms, please **DO NOT** send your child into school. You should contact school to let them know why your child is off school.
- Engage with Track and Trace.
- Stay 2 metres apart at **ALL** times and do not enter the school building.
- **Do not** put our staff at risk by breaching social distancing rules or by entering the school building.

We hope you enjoyed your summer break.

We look forward to welcoming everyone back to school this September.

Love and best wishes to your family

Mr Bartram

NOTE: We will continue to adhere to Government guidance and continue to keep you updated.

This guide contains a lot of information so if you have any queries please do not hesitate to contact Mr Bartram on **01924 271625** or alternatively email **admin@stig.bkcat.co.uk**