



Reopening Guidance

August 2021

Information for Parents

1. DE Guidance

DE issued updated Covid Guidance to schools in August 2021 but there is little change to last year. Apart from a small number of changes, school will operate very broadly as 2020/2021.

2. Managing Sickness

Pupils must not be sent to school if they have or anyone in their household have any of the following Covid-19 symptoms and parents should follow the PHA guidance:

- **High Temperature**
- **New continuous cough** (this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hrs)
- **Loss of or change in sense of smell or taste**

School must be informed of this.

As our priority during this pandemic is to keep children and staff safe, we must implement much stricter procedures for managing sickness so if your child feels unwell in any way, please do not send them to school. If a member of staff has any concerns about the health of a child, you will be contacted to come and collect them and parents must make arrangements for such eventualities.

3. Daily Timings

- There will be changes to daily timings to facilitate staggered arrivals and departures (See Sections 6 & 10).
- **Arrival Period has been reduced to 15 minutes and begins at 8.50am and ends at 9.05am**
- **School will no longer finish early for all pupils on Fridays.**

4. School Uniform

- All pupils should continue to wear normal full school uniform.
- Pupils will need a warm and waterproof coat and these will be placed in cloakrooms as normal.
- As advised in the DE guidance, PE will continue so please ensure that you have PE uniform and a PE kit bag for your child. PE kit should be sent in on the day that your child has PE and brought home again that day for washing. Teachers will remind pupils when to bring in their PE kit.
- As always we encourage all school uniform to be labelled as we will be unable to keep a large collection of lost property.
- To reduce the risk, we would ask that all school uniform is washed regularly.

5. Items going to and from school

- **School Bags**
All pupils must have a school bag and pupils should bring school bags to school as normal.
- **Pencil cases**
Pupils should bring pencil cases to school as normal.
- **Snack**
Pupils in Nursery to Year 2 should continue to pay £10 Snack Fund every month which covers the daily snack. Yr 3 – 7 pupils will continue to need a Healthy Breaktime Snack. Please remember as we are a Health Promoting School, no sweets, chocolate, crisps or fizzy drinks are permitted in school.

- **Water Bottles**

As always we encourage pupils to bring water bottles into school daily but children still cannot fill these in school. So please ensure that these are filled at home before coming to school and please encourage your child not to share their water bottle with others.

- **Packed lunches**

Those children not taking school dinners must have a packed lunch.

- **Notes/News Sheets etc**

We continue to be a paperless school this year. All communication including Monthly News Sheets will be distributed electronically eg website, app, text and email. **If you have not already downloaded our school app please do so or you will miss important information. If you have any difficulty with this, please contact the office.**

- **Money**

For obvious reasons we wish to reduce the amount of money and staff/pupil/parent contact with money. We still plan to implement a Cashless Payment System. However, until then we will accept money into school but only if it is in a sealed envelope with the child's name, amount and what it is for written on it. **Dinner Money will only be accepted for the week on a Monday.**

- **Homework**

Homework will continue to be set as per our Homework Policy but as you will appreciate our priority in the initial weeks is getting our pupils settled back into school routine so there will be no homework for the first two weeks. Homework will start for all pupils on **Monday 13th September 2021.** At least one homework will be set each week on Google Classroom.

6. Morning Arrival at School

- **Staggered Arrival Times**

To aid social distancing and reduce the risk of transmission staggered arrival times will continue to be used. Gates will be supervised by staff. **The arrival window has been reduced from 30 minutes to 15 minutes and from 10 minute slots to 5 minute slots.** The new Staggered Arrival Times are as follows:

- 8.50 – 8.55am: A - G
- 8.55 – 9.00am: H - M
- 9.00 – 9.05am: Mc - Z

Please note these timings will be kept under review.

- **Entry Points**

Again to aid social distancing, multiple entry points will be used, however the Car Park 2 Entrance will not be used and all pupils will enter the school grounds via the main pedestrian entrance:

- Red Nursery Outdoor Play Area Gate: Nursery - Year 2
- **Front Door: Years 3 - 7**

Senior staff and assistants will direct pupils and parents and entry points.

Pupils will go straight to class on arrival and be met and welcomed by their teacher.

- **Breakfast Club**

- This will operate daily from 8.15 – 9.05am daily but will be for working parents only.
- This is to keep the numbers smaller than usual and aid social distancing.
- Pupils will sit in family groupings.
- If you require the Breakfast Club you must book this in advance on a weekly basis by emailing jsloan341@c2kni.net by the Friday of the week before.

- **Please note the cost remains 50p per day but must now be paid on a weekly basis in a sealed envelope to reduce the handling of money.**
- **Parents**
 - **All parents entering the school grounds must continue to wear a face covering.**
 - Only Nursery (and Year 1 for the first few weeks) parents should enter the school grounds in the morning.
 - We must ask, to aid social distancing and ease congestion, that only one person per family comes into the school grounds to drop a child off.
 - A reminder that only pupils from Nursery to Year 3 and LSC pupils need to be accompanied to and from school.
 - **Year 4 – 7 pupils can come to school unaccompanied.**
 - When dropping your pupils off at school we ask that you adhere strictly to social distancing guidelines and do not congregate in large groups.
 - Please drop off your child/children and leave the school grounds immediately.

7. Parents coming into school

- You will understand that to protect the school community, only pupils will be allowed to enter the building. Parents are unable to enter the building until further notice.
- If in a very exceptional situation, a parent needs to enter the building, they must wear a face covering and sanitise their hands at the front door.
- All communication as far as possible should be conducted by telephone, note, See Saw or email.
- Nursery parents can drop off and collect their child in the covered outdoor play area but will not be able to accompany them into the building.
- Yr 1 parents can bring their child to the Yr 1 covered outdoor play area until the end of September but will not be able to accompany them into the building.
- As normal all other pupils who are being accompanied to school must be dropped off at the road entrance.

8. During The School Day

- **Protective Bubbles**
 - Use of Protective Class Bubbles will continue.
 - A staggered timetable for use of the toilets will be in place so that pupils stay with their own class.
- **Hand Hygiene**
 - Staff will encourage pupils to employ the following good hand hygiene measures and regularly go over these good hygiene messages with pupils: washing your hands often and avoid touching your eyes, nose, and mouth with unwashed hands.
 - Pupils will have to wash their hands frequently throughout the day with soap and water:
 1. On arrival in class
 2. Before Break
 3. After Break
 4. Before lunch
 5. After lunch
 6. Before leaving
 - Pupils may bring in small personal bottles of hand sanitiser but they must be encouraged not to share these with other pupils.
 - Hand sanitiser dispensers have been placed at the main entrance for staff and visitor use.
 - Posters encouraging hand hygiene have been placed throughout the school.
 - We continue to operate a 'no handshakes' policy in school.

- We ask that you go over the importance of good hand hygiene regularly with your child.
- Staff will also adopt the same stringent hand hygiene practices.
- **Respiratory Hygiene**
 - Staff will encourage pupils to employ the following good respiratory hygiene measures and regularly go over these messages with pupils: covering your cough or sneeze with a tissue, then throwing the tissue in a bin and washing hands. See Catch it, Bin it, Kill it. If a tissue is not available cough or sneeze into your sleeve.
 - Posters encouraging good respiratory hygiene have been placed throughout the school.
 - We ask that you go over the importance of good respiratory hygiene regularly with your child.
 - Staff will also adopt the same stringent respiratory hygiene practices.
- **Social Distancing**
 - Social Distancing for pupils continues to be relaxed.
 - Social Distancing for staff between staff remains in place at 2 metres.
 - Social Distancing between staff and pupils remains in place and the guidance states that it should be as far as practicable.
 - To aid social distancing, when pupils are moving around the school when there is potential for them to come into contact with pupils from other bubbles - arrows, signs and one way systems will be in use.
 - **Pupils must walk on the left at all times and keep as close to the wall as possible in corridors.**
 - Our aim is to keep pupil movement in the corridors during the school day, to a minimum.
 - We would appreciate it if you could over these messages with your children.
- **Assemblies**

There will continue to be no large gatherings of pupils including assemblies and these will continue on Zoom.
- **Ventilation**
 - Evidence points to the importance of good ventilation in reducing transmission through aerosols and airborne particles. The use of ventilation therefore will be maximised as far as practicable.
 - The opening of doors and windows will be encouraged to increase natural ventilation.
 - As much use as possible of outside areas will be made.
- **Seating Arrangements**
 - Children will continue not to sit facing each other where possible.
 - However, we believe that this is not appropriate in Nursery and Foundation Stage.
 - In Years 3 – 7 pupils will all sit at desks facing the front of the classroom.
 - Collaboration and group work is a major part of the learning process so pupils will be still be able to work in groups within their bubbles.
- **Resources**
 - One change in the guidance is that *public health advice is that although COVID-19 spreads from person to person through small droplets, aerosols and through direct contact, **there is a relatively low risk of virus transmission associated with surface contacts in schools.** The risk from sharing resources such as library books or bringing schoolbags into school is extremely small. The small risk presented by sharing resources such as pens and computers in school can be further reduced by regular hand hygiene and regular surface cleaning practices.*

Schools are not required to quarantine items either after shared use in the classroom or after they have been in a pupil's home.

- We still encourage pupils not share personal resources eg stationary.
 - Some resources, particularly in Nursery and Foundation Stage may still have to be removed.
 - Resources that are shared will still be cleaned after use eg computer keyboards.
 - **Good hand hygiene is the best protection measure when it comes to resources.**
- **Break time**
 - Staggered Breaks will continue to be in operation meaning a smaller number of pupils in the playground.
 - Pupils will play in their Class Bubbles in a dedicated area of the playground.
- **Lunchtime**
 - Staggered Lunch times will continue to be in operation but we have reduced these from 4 to 3 sittings.
 - Pupils will continue to go to the Dinner Hall in their class bubble to eat.
 - All pupils, both school dinners and packed lunches will continue to eat in the dinner hall.
 - The number of pupils sitting at each table has now been increased to normal.
 - Tables will be cleaned thoroughly between sittings following the guidance.
 - Again pupils will be able to play in their class bubbles in the playground after they have eaten.
 - **A reminder that there are no school meals on the first day of term Tuesday 31st August.**
 - A reminder that for packed lunches, all rubbish or uneaten item must go home in the lunch box.
- **PE & Swimming**
 - Physical exercise is vitally important so PE will continue as normal in line with the guidance.
 - As per the guidance, we will endeavour to use the outdoors for this as much as possible but the assembly hall may also be used.
 - Pupils should bring their PE kit to school on the day they have PE and bring it home after every session, to be washed.
 - There will continue be no Yr 5 – 7 swimming until further notice.
- **Shared Education**

There will be no joint Shared Education events with Bocombra Primary School until further notice.
- **Personal Protective Equipment (PPE)**
 - The guidance states that routine use of PPE within schools is not required other than for certain tasks deemed to be of higher risk of transmission ie - Working with children, young people and pupils whose care routinely already involves the use of PPE, due to their intimate care needs; giving children medication and First Aid.
 - PPE should not be worn by children.
- **Face Coverings**
 - The guidance states that Primary school children are recommended not to use face coverings on school premises because of the range of mitigation measures schools have in place and the reduced rate of transmission to and from children of this age.
 - Staff will wear face coverings where appropriate.
 - **All parents entering the school grounds must continue to wear face covering.**

- **Cleaning**
 - Strict cleaning procedures are in place as per the PHA guidance with more regular cleaning throughout the day of high touch hard surface areas eg desks, chairs, door handles, telephones, computers and toilets.
 - Enhanced cleaning will be carried out within any classroom in which an individual who has developed COVID-19 has been, to minimise risk of the spread of the virus. This will be clearly communicated to parents to provide assurance that the environment is safe.

9. If a pupil becomes ill during the school day

Non Covid-19 Symptoms

- Normal procedures will be followed

Covid-19 Symptoms

- **High Temperature**
- **New continuous cough** (this means coughing a lot for more than an hour or 3 or more coughing episodes in 24 hrs)
- **Loss of or change in sense of smell or taste**
- Pupils will be sent to the office.
- While we will not be routinely checking pupil temperatures on arrival, with your consent, we will check your child's temperature. (This has been included on the Pupil Data Capture Form)
- Parents will be contacted immediately to come and collect pupil.
- The pupil awaiting collection will be moved to a dedicated room where they can be quarantined and supervised by an adult until the parent arrives.
- Other siblings in school will also have to go home.
- Pupils will be brought to the Nursery Play Area Red Gate when the parent arrives. Parents should report to the front door intercom to inform the secretary that you have arrived.
- We will keep a full record of such actions and request parents to record their acknowledgement of this action.
- Please note parents are advised to follow the new PHA guidance for Contacts of Positive cases which has been placed on our school website.

10. Afternoon Departure from School

- **Staggered Dismissals**

There has been a change to some dismissal times so please read this carefully

Pupils will be dismissed as follows:

- Nursery – 3 staggered departures
 - ✓ 1:00-1:10pm- A-F
 - ✓ 1:10-1:20pm- G-M
 - ✓ 1:20-1:30pm- N-Z
- Year 1 – 1.55pm
- Year 2 – 2.00pm
- Year 3 – 2.40pm: Mon – Wed & 2.05pm on Thurs & Fris
- Year 4 – 2.45pm: Mon – Thurs & 2.10pm on Fris
- Year 5 – 2.50pm
- Year 6 & LSC – 2.55pm
- Year 7 – 3.00pm

Please note these timings will be kept under review.

- **Exit Points**

Again to aid social distancing and reduce the risk of transmission, multiple exit points will be used:

- Red Nursery Outdoor Play Area Gate:
 - ✓ Nursery - Parents should go to the outdoor covered play area and your child will be brought out when the teacher sees you.
 - ✓ Years 1 & 3 – Parents should wait outside this gate and the class will be brought out by the teacher and dismissed.
- Main Pedestrian Entrance:
 - ✓ Years 4 -7 – Pupils will be escorted to this gate by teachers. Year 4 – 7 Parents should not enter the school grounds.

Please note the Car Park 2 Gate is no longer in use.

- **Parents**

- **All parents entering the school grounds must wear a face covering.**
- As on arrival, to aid social distancing and ease congestion that only one person per family comes into the school grounds to collect a child off.
- A reminder that only pupils from Nursery to Year 3 need to be accompanied to and from school and these parents may enter the school grounds at home time.
- Year 1 – 3 parents should wait outside the Nursery red gate as normal and the pupils will be dismissed by the teachers here.
- **Year 4 – 7 pupils can go home unaccompanied.**
- **Year 4 - 7 parents should not enter the school grounds at home time.**
- When collecting your child, we ask that you adhere to social distancing guidelines and do not congregate in large groups.
- When you have collected your child, please leave the school grounds immediately.

11. After School Clubs

There will continue be no after school clubs until further notice.

12. School Day Trips and Residential

There will continue to be no school trips until further notice.

13. Remote Learning

While we hope that there will be no more school closures due to the pandemic, our robust Contingency Plans for Home Learning remain in place.

14. New PHA Guidance for Contacts of Positive Cases

New guidance on this will be forwarded to you separately.

Thank you for your patience and co-operation as we endeavour to keep the entire school community safe.

All of our plans will be kept under constant review and may need to change as the situation develops but you will be kept informed of any changes.