

Parental Handbook

September 2020

Wider Reopening of School for All Year Groups

Introduction

Prior to the summer holidays, most children in Reception, Years 1 and 6 were able to return to school in a successful phased reopening from 15th June 2020. On Wednesday 2nd September 2020, the school will be reopening for all year groups and a phased entry to school for children in EYFS in accordance with guidance from the Department for Education (DfE). We will endeavour to continue with as many known routines at Gawsworth during the COVID-19 pandemic and the wider reopening of schools but it is necessary for children to behave differently when returning to school and there are a number of new systems. The purpose of this handbook is for parents and children to be reassured that we will do everything we can to minimise transmission of Covid-19 to staff, children, parents and the wider community but we will also do everything that we can to ensure that the children are nurtured and that their time at school is as enjoyable as possible. The guidelines require that schools should implement protective measures in education and childcare settings to help them reduce the risk of transmission as more children and young people return. These are detailed below but as children return to school and new guidance is issued, new systems/procedures may be added to or amended. All members of staff know these procedures and parents/carers are expected to understand and discuss them with their children to ensure that they have good knowledge of them before returning to Gawsworth Primary School. We appreciate your patience and hope you understand that children's safety and wellbeing is our number one priority.

It must be noted however, that the procedures outlined in the document may be subject to change both at a national and local level. Some procedures, such as the staggered start and finish times will be subject to constant review to ensure that they are running as smoothly as possible. The first three days of school for Years 1-6 will provide us with the opportunity to analyse the logistical efficacy of these arrangements and as such, may be subject to change or alteration.

How will the school be organised?

- Year group bubbles and staggered start and finish times for Year group phases e.g. Years 1 and 2, 3 and 4, 5 and 6.
- Children will be with their own class teachers in their own classrooms. Children will not be mixed with children from other year groups throughout the school day, including play times and lunchtimes. There will be some limited contact with other teachers such as those teaching classes during the teachers' planning, preparation and assessment time (PPA) or non-contact time.
- We fully appreciate and understand that children will be keen to see their friends but they will not be permitted to meet with other classes.

What are the drop off and collection arrangements?

- From Wednesday 2nd September, during the wider re-opening of Gawsworth Primary School, staggered drop off and collection for year groups will be in place. Multiple entrances/exits to the school building will be used to drop off and collect children

from school at different times – signage will be in place to help. Please make a note of the times and entry point for your child. Parents/Carers may wish to wear face coverings or masks when dropping-off and collecting children.

Mrs Jepson	Miss Wildgoose	Mrs Platt	Miss Shay	Mrs Morris	Mrs Nicholls/Mrs Waring	Mrs Smith
EYFS	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
0910-1520*	0900-1510	0900-1510	0850-1500	0850-1500	0840-1445	0840-1450
Pedestrian Gate/EYFS Gate	Pedestrian Gate/KS1 Entrance	Pedestrian Gate/KS2 Entrance	School Carpark/Field Gate	School Carpark/Field Gate	School Carpark/Field Gate	School Carpark/Field Gate

*Arrangements for EYFS will apply once the children start school full-time.

Pedestrian Gate (at the side of the EYFS Outdoor Classroom): Please queue from gate. EYFS to line up from the right of the pedestrian gate in a socially distanced queue. Year 1 to queue from the right of the gate and Year 2 from the left of the gate. The children will be collected by their class teachers.

Carpark Gate (the pedestrian gate next to the main car park gate): Enter the school carpark via the pedestrian gate to the right of the main carpark gate. Year 3 and 5 will line up to the left of the gate and Years 4 and 6 will line up to the right of the gate. Children will enter the carpark and line up in their year group bubbles outside their classroom doors by the AstroTurf pitch.

- Parents and children will be asked to queue behind two-metre distance markers at their allocated entry point and are expected to abide by social distancing guidance.
- Your child's class teacher or TA will be there to greet the children and direct them to their classroom via the outside door of their classroom or KS1/2 entrance. Pupils will be asked to sanitise or wash their hands before entering the classroom.
- Parents/carers will not be permitted to enter the school grounds. They will need to contact school via the office by telephone or email, although essential information may be passed on to the collecting member of staff and medicines may be taken to the school office
- Parents/carers must not block entrance gates or gather on the road to talk to other parents. This is to reduce the number of people on the school site in the interest of transmission control. It will also help to reduce disruption to the flow of traffic and people in the village. Please be mindful of local people using the village footpaths at this time.
- Only one parent/carer should drop off their child.
- If a child is late for their start time at school, parents/carers must report to the school office
- At their designated home time, children will leave the building from their designated exit. Children will remain with a member of staff, again, keeping their distance and leaving one at a time when their parent has come to collect them from the entrances at the front of school.
- We understand that dropping-off and collecting will be challenging for parents with more than one school-aged child. Older and younger siblings may wait with their

parent at the drop-off and collection points. Parents and children must wait in cars or away from the school entrances at times between the drop-off or collection to avoid mixing with children and parents from other year groups.

- For children being dropped off and collected by a childminder or at the Goslings before and after-school club, these children will be dropped-off at the school office at 0850 and collected from the school office at 1520. Children attending either of these options will wait in the school hall prior to collection.

What will the school look like?

- Markings and posters on the pavement outside school, on the playground, in classrooms and on corridors will act as reminders for children to maintain social distancing etiquette and rules in school.
- A One-way system around the school and arrows will direct the children.
- Doors and windows will be open as much as possible to allow for ventilation.
- Furniture in classrooms has been rearranged inline with the DfE guidance
- There will be desks for children to sit at from Year 1 to 6.
- Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should 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.

What will the school day look like?

- Each pupil will have access to only their own equipment- we will issue full pencil cases, trays and wallets for work. They will be asked not to share.
- Children will have staggered playtimes and lunchtimes so that a limited number of 'Bubbles' will be on the playground, field or AstroTurf at once.
- Playground will be zoned so the 'Year Group Bubbles' are allocated specific play spaces.
- There will be no shared playground equipment but each class will have a bag of play resources to use outside
- Children will be reminded of the need to socially distance where appropriate and particularly for older children within the primary phase
- Whilst in school, it is expected that children follow all instructions regarding movement around the building, from adults at all times. Transitions within corridors will be kept to a minimum and children will follow a one-way system.
- Play times and breaks will be staggered to minimise the risk of bubbles mixing.
- As groups are not permitted to mix, assemblies will take place in the classroom.
- Class teachers will offer verbal feedback rather than formal marking as much as possible
- As the children readjust to school, homework will be limited and confined to online work where possible.

What measures are being taken to keep my child safe?

System of controls

This is the set of actions the school will take to keep children safe. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school

2) clean hands thoroughly more often than usual

3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) minimise contact between individuals and maintain social distancing wherever possible

6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place all the time.

Number 5 has been considered and the school has put in place measures that suit our own particular circumstances.

Number 6 applies in specific circumstances such as when a child or member of staff falls ill.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Children will be expected to follow all hand washing and hygiene routines. Children will wash hands/use antibacterial gel on entering school, after returning from the outside, before and after eating and at regular intervals during the day and there will be additional mobile hand washing facilities on the school playgrounds. To prevent sore skin/eczema, children can bring

their own named hand moisturiser and hand sanitiser from home if they can apply it independently. This must then remain in school for their personal use each day. Staff will explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing using the 'catch it, bin it, kill it' approach. Children will also be taught respiratory hygiene.

- Children will be reminded not to touch their face, mouth, nose or eyes while at school.

- If the health and safety of other children and staff members are put at risk by the children not adhering to hygiene measures, then the parent/carer will be contacted and asked to speak to their child about the hygiene measures

- Posters will be displayed around the school to promote personal hygiene. These include, but are not limited to: handwashing, sneezing and coughing.

- In case of a toileting accident or fall, children will be encouraged to change themselves and clean their scrape or cut. If this is not possible, staff wearing PPE will assist.
- All frequently touched surfaces, equipment, door handles and toilets used during the day will be cleaned thoroughly each day.

- Toilet visits and break times will follow arranged times for some classes, to minimise the risk of large groups of children from different bubbles in one place. Children attending the toilet at these arranged times or at other times will be supervised to encourage good hygiene practices.

- Paper towels are to be kept fully stocked in toilet areas

- Classrooms will be equipped with hand sanitiser and bins for disposal of tissues and other waste.

- Children will not be able to share resources and equipment with other children and are expected to bring their own named water bottle to school which will be kept on their desk

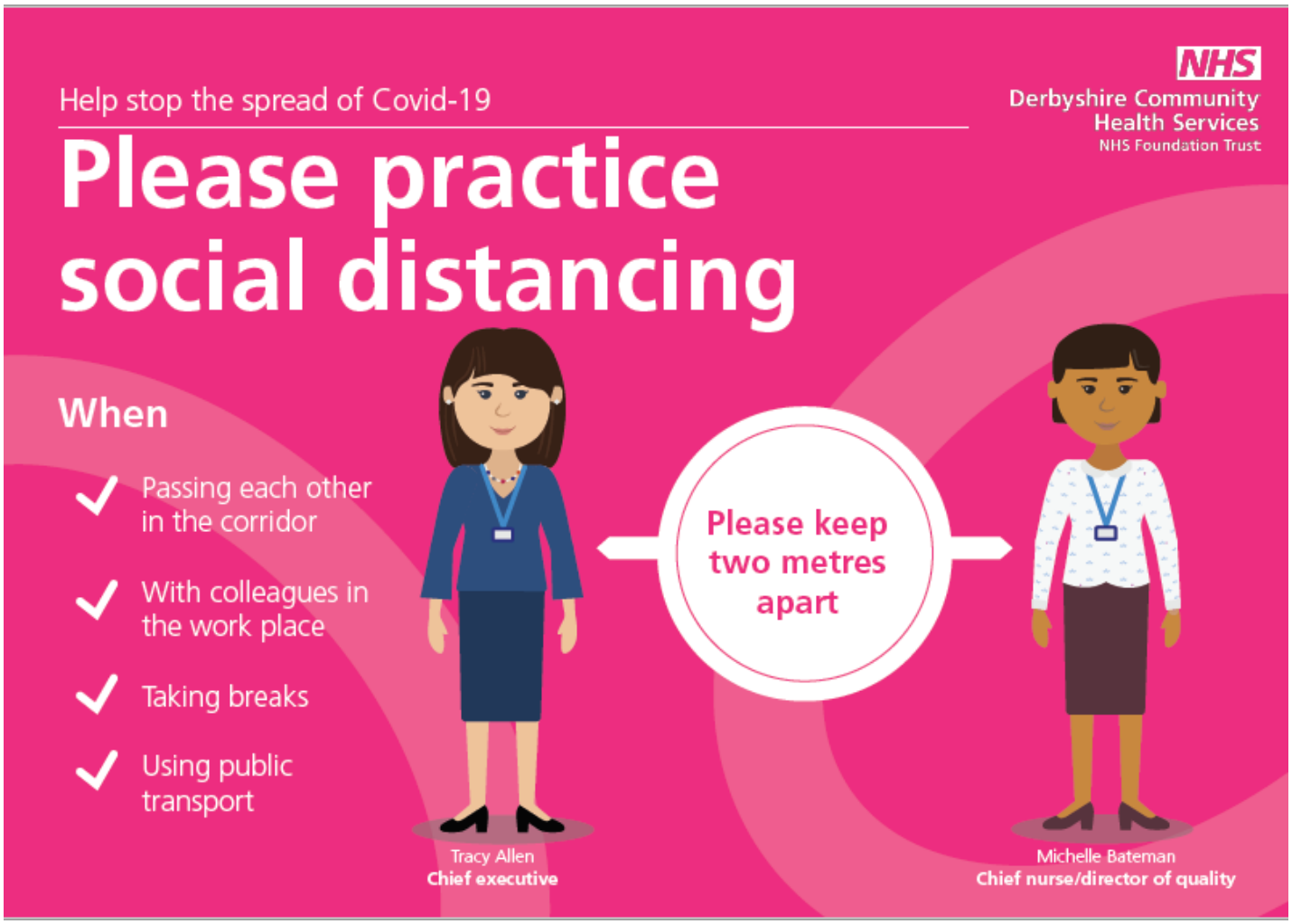
- Staff may wear face coverings or masks at their discretion. This is particularly advised for staff in a vulnerable category

- In order to maintain social distance, groups/bubbles will eat in their classroom. In order to adhere to hygiene standards, all tables/desks will be wiped down using antibacterial cleaning materials.

- Parents/carers may wear face coverings when dropping off and collecting children from school

- Classrooms will be well ventilated with windows and doors to the outside open as much as possible.

- Children will be provided with a plastic wallet containing basic stationery or a resources tray. These should not be shared.



What are the Social Distancing expectations?

- Children who are old enough, will be expected to socially distance from their peers and adults in school and on the playground/field according to the 1m+ guidelines
- Children in Years 1-6 will have their desks arranged in a way that encourages distancing
- When children other than those in EYFS enter their classroom, they will be expected to go straight to their table and nowhere else in the room. Children will put their hand up if they need an adult's support; they will not get out of their seats.
- Children will be supervised to use the toilets, no more than two at a time and encouraged to adopt good hygiene practices.
- Teachers will ensure that children, wherever possible, adhere to social distancing measures. However, if the health and safety of other children and staff members are put at risk by the pupil not adhering to social distancing measures, then the parent/carer will be contacted and asked to speak to their child
- We understand socially distancing may be more difficult for younger children. Reception children will be encouraged, wherever possible, to keep a distance from peers and adults. However, we understand this may not always be possible.

What will my child wear?

- Children should wear their school uniform and their school PE kit on PE days. Class teachers will inform parents of the PE days at the start of term. Clothing should be washed on a daily basis.

What happens if my child is ill?

If in any doubt, do not come into school if you are showing symptoms of Covid 19:

- high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- 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)
- 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.

- At all times, staff, children and their families should follow the guidance on self-isolation if they or anyone in their household shows coronavirus symptoms. Staff and children should not attend school if they are showing symptoms, or if you or any of your household are self-isolating. This is consistent with advice from the Chief Medical Officer. More information is available here: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

- Children will be encouraged and expected to tell a member of staff if they are unwell and are exhibiting signs of Coronavirus COVID-19.

- If a child appears to be experiencing symptoms of COVID-19, they will be isolated within the school Meeting Room and parent/carer informed immediately to collect them.
- When a child displaying symptoms is isolated in the meeting room in school. If they require the toilet during this time, they will use the First Aid room toilet which will then be cleaned thoroughly. Staff will wear a face mask/gloves and monitor the child's symptoms until they are collected by their parent/carer.
- If one member of any bubble (child or adult) experiences symptoms of COVID-19, they should immediately be tested. For children under 5 years old phone 111. See guidance https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-Pupil's/)

- Children or staff who are sent home due to symptoms of COVID-19 should be tested and the Government guidance followed (as above). Child must self-isolate for at least 7 days and parents should arrange to have a test. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- All staff who display symptoms should access a test provided by the appropriate health care professional.
- If a children or staff member tests negative, they can return to their setting and end the self-isolation of their household.
- If any children or staff test positive, the rest of their class and group should be sent home and advised to isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.
- If there appears to be an outbreak of more than one case in a school in different bubbles (DfE guidance 2 or more cases within 14 days), advice will be sought from local health protection team.

https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection

What does my child need to bring to school?

- A named water bottle (or two if hot weather).
- Packed lunch in a disposable bag if they are not having a school lunch (these will be kept in your child's classroom.
- Named hand moisturiser (if you think it necessary or appropriate).
- A named coat.
- A named sun hat/cap to stay in school.
- A named sun cream/block to stay in school.

What if my child has medication?

- Please ensure any medication where possible is administered to your child before attending school. If this is not possible, please report to the school office

How do I contact the teacher or school if I need to?

- School Office on: (01625) 426547 or admin@gawsworth.cheshire.sch.uk.
- Dojo
- EYFS email – hjepson@gawsworth.cheshire.sch.uk

What else do you need to know?

- ❖ Parents/carers MUST have their mobile phones turned on and available for any emergency calls throughout the duration of the time their child is in school. If someone from school tries to contact parents/carers, it may be from a withheld number.
- ❖ When journeying to school, please try and walk when possible and try to avoid public transport as much as possible.
- ❖ Children attending Gawsworth Primary School are permitted to attend before/after school clubs and childminders
- ❖ All children are expected to attend school from September 2nd full time other than children in EYFS who are taking part in a phased entry to school or where the school has agreed to a reduced timetable due to exceptional circumstances