

Autumn Term 2020 Parent Handbook



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Stakeford Primart School

Introduction

In June the government announced its intention for all children to return to school in September and published guidance for schools to follow in preparation for this. The decision has been based on scientific and medical advice that the risk to children themselves of becoming severely ill from coronavirus (Covid-19) is very low and that there are in fact negative health impacts of being out of school.

This handbook for September outlines all of the changes and measures that we have put into place and is correct at the time of writing. Further guidance will be sent out to schools in August and we will email any changes to this document to parents prior to September.

Should My Child Return To School?

It is expected that all children should return to school on 2 September 2020 and the measures outlined in this booklet will ensure that it is as safe as possible to do so. For the vast majority of pupils, the answer to this question is 'yes'.

A small minority of pupils who are on the clinically extremely vulnerable list have been advised to shield by their doctors/hospital consultants. Shielding officially pauses on 1 August, subject to a continued decline in the transmission rates of the virus. This means that these children should also be able to return to school. Parents of children in this group are advised to discuss the return to school with a health care professional at their next clinical appointment (if this is before 1 September). You can find more advice from the Royal College of Paediatrics and Child Health.

Parents of pupils who are anxious or concerned should contact school to discuss this before Friday 17th July.

Attendance

From September, school will return to normal attendance expectations and policies. It is vital for all children to return to school to minimise the longer-term impact on children's education, wellbeing and development. Research shows that higher rates of absence means that an individual will achieve less well in both primary and secondary school.

Parents must inform us if their child will be absent before 9:15 am when the registers close. When you ring to report an absence, you will be asked why your child is absent and if the reason is linked in any way to Covid-19 symptoms, even if you believe the cause is something else, your child will not be able to return until after a negative Covid-19 test has been received. (more details are outlined below)

If you need to collect your child during the school day please ring and inform the school office. On arriving at school, you should wait on the school playground in front of the office and the school Administration Officer will inform the class teacher who will send your child out. Where possible, to limit the negative impact for your child, appointments should be made out of school hours.

If there is a change to collection arrangements please ring the school office and the Administration Officer will inform the child and class teacher.

The school is not permitted to authorise leave of absence during term time for family holidays since new regulations were introduced from September 2013. Any parents removing their children from school during term time for a family holiday which is not approved, may be issued with a fine on behalf of the Local Authority. Fines are calculated as £60 per child, per adult. Parents can still apply to the Headteacher for leave of absence by completing the school's Leave of Absence form. The Headteacher may approve an absence, **but only if there are exceptional circumstances**, which should be explained in a separate letter when the form is submitted.

Virus Symptoms

The following are the current recognised symptoms of Coronavirus:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

No one displaying symptoms of the virus will be admitted to the building. If your child or anyone in your family has any of the recognised symptoms of the virus your child **must not** attend. The same will apply to staff.

Children who develop symptoms whilst in school, will be sent home immediately, in accordance with government advice, and **the school's decision is final and not open for discussion or negotiation**. The following procedure will be followed:

- In the event that a child displays one of the currently recognised symptoms, the parent/ carer will be notified immediately and the pupil sent home and parents advised to access a test.
- If a child is awaiting collection, they will be moved to a secure area with a member of staff to supervise them until collection. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained
- The child will not be readmitted until they have accessed a test and office staff have seen the resulting email/text to say it is negative.
- Where the pupil tests positive, the rest of their class (including staff who have had direct contact) will be sent home and advised to self-isolate for 14 days from the date the child became symptomatic. 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.
- **When a whole class is put into isolation home learning packs should be issued within the first 24 hours.**

In the case of an emergency, parents must answer their phone. In addition, they must ensure that all emergency contacts are up to date.

Whole School Preparations

In preparation for children returning to school the following measures have been taken to ensure that the environment is as safe as we can make it:

- The whole school has been 'deep cleaned' by our team of cleaning staff;
- All classrooms have been arranged with desks in rows facing forwards so children do not face one another, following government guidance.
- All excess furniture has been removed to maximise space.
- The required Hygiene reminder posters have been displayed.
- Resource packs have been prepared for every child in a named clear case so they do not share resources.
- New rules regarding social distancing and hygiene have been displayed.
- Social distancing markers have been placed around the school buildings and site.
- All staff have been trained in the new routines and measures.

Health and Safety

All **staff** and **pupils must** adhere to the following guidelines by washing hands. Hands must be washed:

- Before leaving home;
- After arriving at school;
- After using the toilet;
- After Outdoor time and sport activities;
- Before and after lunch;
- After sneezing or coughing
- Before leaving school

The youngest children find this particularly hard to do efficiently and we advise that parents practice 20 second hand washing prior to their return. If they cannot wash their hands properly they are not only putting themselves at risk but also everyone else in their class and family. If your child is in the EYFS or KS1 please spend time with them over the next few days practising good hand hygiene, there are many good online resources to support this.

Building Cleaning

Cleaning will take place three times during the day. Classroom surfaces children will use will be wiped down with a disinfectant spray during the morning break and again during lunchtime break by the classroom staff. When children leave for the day each classroom space and communal areas will then receive a more thorough clean from the cleaning team.

Social Distancing - Staggered Drop Off and Collection Times

To aid ongoing social distancing measures, we have staggered drop off and collection times. If you arrive during your allocated time and there are already parents/pupils waiting to access the building, please use the queuing markers which we have placed at 2m distances.

The drop off, collection slots and allocated entrance/exits are as follows:

	Drop Off	Collection	Entrance/Exit
Little Explorers	8:45- 9:00 am	11:45 am – 12:00pm	Nursery
Nursery	8:45 am (morning/all day) 11:45 am (afternoon)	11:45 am - 12:00 pm (morning) 2:45 pm – 3:00 pm (all day/afternoon)	Nursery
Reception	8:45 - 9:00am	2:45 – 3:00 pm	Reception classroom Entrance
Year 1	9:00 – 9:15 am	3:00 – 3:15 pm	Main Entrance
Year 2	9:15 – 9:30 am	3:15 - 3:30 pm	Classroom Entrance
Year 3	9:15 – 9:30 am	3:15 - 3:30 pm	Main Entrance
Year 4	8:45 - 9:00 am	2:45 – 3:00 pm	Main Entrance
Year 5	8:30 – 8:45 am	2:30 – 2:45 pm	Main Entrance
Year 6	8:30 – 8:45 am	2:30 – 2:45 pm	Main Entrance
Year 5 and Year 6 are able to travel to and from school on their own if parents have returned consent which will be emailed out on training day, 1 September. A member of staff will be waiting at the school gate to greet them and guide them into the building			

Parents must drop off and collect within their allocated time slot. The slots are fifteen minutes long to avoid gathering on the school yard. If there are adults and children waiting, please ensure you maintain 2m distance whilst waiting to enter. Please do not arrive before your slot opens if possible.

We appreciate that the staggered times above will cause difficulties for parents with more than one child so we advise the following:

- If your children have time slots that are next to each other, we suggest you arrive at the end of the earlier child’s slot, as the later child’s slot is beginning.
- For parents whose children have slots that are half an hour apart, parents can either:
 - make use of the breakfast club facility within your children’s ‘bubbles’
 - Arrive at the end of the earliest child’s slot and the later child/children can be accommodated in their classroom until the remainder of their class arrives. (this is only feasible for a small number of children).

We ask that only one adult is involved in the drop off and collection per family.

No parents will be allowed access to the building. If you have any questions you will need to ring the office and staff will manage any requests or queries. Parents should ring rather than coming in to the building unless it is an absolute necessity and cannot be dealt with over the phone (e.g. medication drop offs).

If staff need to inform you of something that has happened during the day they will ring you either before or after the end of the school day.

Wraparound Care

Unfortunately, due to the staggered end to the school day and the need to minimise contacts for children (see ‘Organisation’ section below), we will be unable to offer after school childcare until January 2021, unless guidance changes.

However, we will be offering an adapted breakfast club facility. Parents can book their child in for breakfast from 8:00 am. This will be charged at £3.50. This childcare will take place in the child’s own classroom with a member of support staff from their bubble. A new online booking system and information booklet will be made available from 1 September with full instructions for booking, payment and drop offs.

Organisation

Schools have been asked to reduce the number of contacts children have each day and the government suggest a ‘bubble’ model. This means that staff and pupils are grouped together in a ‘bubble’ and they have little or no contact with other staff/pupil bubbles. This will help to minimise disruption if a child or staff member tests positive for Coronavirus.

We have had to take into consideration the additional issue of children requiring catch-up interventions. For this reason, we have grouped classes into bubbles so that key staff can work across classes to deliver support. Classes themselves will still have little or no contact.

Bubble 1			Bubble 2			Bubble 3		
Little Explorers	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Mrs Widdows	Mrs Dixon	Miss Douglass	Mrs Bewick	Mrs Preece	Mrs Fitzsimmons	Mrs Cronin	Mrs Nightingale	Mrs Nocon
Support:	Mrs Stoddart, Mrs Coleman Mrs Harnett		Support:	Mrs Pringle, Mrs Johns Mrs Young		Support:	Mrs McLeod, Miss Laidler Mrs Lang, Mrs Stanton	

Parents may opt to access their child's reading book online via Active Learn rather than handle a paper copy. You will be asked your preference in September. Those who do choose reading books will need to return them for changing and your child will need to place them in the designated box and then they will be left for 72 hours before being returned to general circulation.

At the beginning of each day (and each session for the EYFS) children will be reminded of the social distancing and handwashing rules.

Teaching will return to normal sessions (see Curriculum section below)

Playtime will be staggered and each class kept separate. No children will be able to use the large outdoor equipment and any small equipment used will belong to the class. If it is sunny, parents should apply sun cream that will last the day. **Staff will be unable to support your child to re-apply sun cream.**

Lunchtimes will be staggered. Children in the EYFS (Bubble 1) will have their lunches in classrooms and these will be either hot or cold packed lunches.

Pupils in Years 1, 2 and 3 (Bubble 2) will have a hot meal in the hall one week then a hot or cold packed lunch in the classroom on the following week. Year 4, 5 and 6 will do the same but reversed. This will help to limit the number of children in the hall at any one time and enable more space to keep classes within the bubble separate. A menu will be published in September.

Children in Reception, Year 1 and Year 2 will still receive the universal infant free school meal offer. Children in Nursery (all day and afternoon attenders), Years 3, 4, 5 and 6 will need to pay unless they are in receipt of means tested free school meals.

School dinners will cost £2.20 per day, £11.00 for a full week. Payment must be made on a Monday. The correct money should be put into an envelope stating your child's name, class and the amount contained. If more than one payment is in the envelope, please also itemise what each payment is for (e.g. breakfast club etc) Your child should bring it into school and put it in the dinner money collection box in their classroom. The envelopes will then be left for 72 hours before opening. **Please do not bring envelopes directly to the office.**

Home times will also be staggered and 15 minute time slots are allocated. Parents should collect their child from their designated exit/entrance point. Parents collecting children from the main entrance should wait on the playground in sight of the main office. Staff will get a message to your child's class when you arrive and your child will then be sent out to you.

Curriculum

The school will return to its normal curriculum in September. A copy of the long term curriculum coverage for each class will be available on the school website in early September.

Plans will include a recovery curriculum. When children return in September we will take information from monitored home learning returns, areas not covered from the previous year and assessment data collected in the first two weeks to fine tune coverage in basic skills. For the autumn term, at least, there will be a greater focus on basic skills as advised by the government, and this will be reviewed in November:

- For children in **nursery** settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development.
- For pupils in **Reception**, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.
- For pupils in **key stages 1 and 2**, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.

Behaviour and Safeguarding

All schools have been required to review these documents and publish addendums. For changes to safeguarding and behaviour policies please see the addendums published on the school website policy page

www.stakeford.northumberland.sch.uk

STAKEFORD PRIMARY SCHOOL
SCHOOL HOLIDAY AND TERM DATES 2020 / 2021

<u>HOLIDAY OR OCCASION OF CLOSURE</u>	<u>DATE ON WHICH SCHOOL WILL CLOSE</u>	<u>DATE ON WHICH SCHOOL WILL REASSEMBLE</u>
<u>TEACHER DAY</u>	<u>TUESDAY 1 SEPTEMBER 2020</u>	
Summer 2020	Friday 17 July 2020	Wednesday 2 September 2020
<u>TEACHER DAY</u>	<u>FRIDAY 30 OCTOBER 2020</u>	
October Mid-Term 2020	Friday 23 October 2020	Monday 2 November 2020
Christmas/New Year 2020/2021	Friday 18 December 2020	Tuesday 5 January 2021
<u>TEACHER DAY</u>	<u>MONDAY 4 JANUARY 2021</u>	
<u>TEACHER DAY</u>	<u>FRIDAY 19 FEBRUARY 2021</u>	
Spring Mid-Term 2020	Friday 12 February 2021	Monday 22 February 2021
Easter 2020	Friday 26 March 2021	Monday 12 April 2021
<u>MAY DAY</u>	<u>MONDAY 3 MAY 2021</u>	
Summer Mid-Term 2020	Thursday 27 May 2021	Monday 7 June 2021
<u>TEACHER DAY</u>	<u>FRIDAY 28 MAY 2021</u>	
Summer 2020	Friday 16 July 2021	Wednesday 1 September 2021