

## **Supplementary Guidance re running of school day: Aut 21**

(supplementary to Covid risk assessment - see updated on the website)

Given we are all probably suffering guidance overkill, the guidance below has been kept as simple as possible.

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Please note this guidance is a supplementary to the risk assessment on the school website and should be read in conjunction with the risk assessment.

Please note 'no more bubbles.' This will have a significant impact on daily school life - for example children having playtimes, lunch and assemblies together as before.

Please note we have maintained procedures for entering and exiting school for the time being.

### **NURSERY:**

We will continue to implement the following changes to enable us to reduce risk as much as possible.

- It is our intention to spend a significant amount of time in the outside areas and we will utilise our local area as much as possible whilst maintaining Government guidelines and advice.
- Rooms will be well ventilated.
- The children will, as usual, be required to bring a packed lunch if they are staying all day. .
- Children will be taught how to wash their hands effectively and will be encouraged to wash hands frequently.

Nursery staggered drop off and collection times:

	DROP OFF	COLLECTION
Nursery	<ul style="list-style-type: none"><li>• <u>Nursery</u> arrive 8.50 am via main Nursery entrance</li></ul>	<ul style="list-style-type: none"><li>• <u>Nursery</u> - pick up 11.50 am from 5-bar gate outside Nursery main entrance</li></ul>

		pick up from 2.50 from 5-bar gate outside Nursery main entrance
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- Entry and exit will be via the main Nursery entrance - please be prompt at your drop-off/collection time in order to avoid congestion on the path
- No family members will be allowed in the school building unless a child is very distressed
- Only one parent/carer to bring/collect child from Nursery
- Please no 'gathering' at school gates. Given the number of people approaching the school gates, please refrain from staying around and making polite, friendly conversation once you have dropped off or picked up your child.
- Cleaning will take place each day, with enhanced levels of cleaning of tables, chairs, light switches, handrails, toilets, door handles, telephones, office equipment etc. Touch surfaces will be cleaned frequently throughout the day.

## **Illness**

Please do not send your child into Nursery if they are showing any signs at all of being unwell.

## **What should my child bring to Nursery?**

As stated in the Government guidance, children should wear clean clothes to school every day. Please ensure that they are wearing suitable, practical clothes for spending large amounts of time outdoors as well as indoors. With this in mind:-

- Please ensure that your child has waterproof clothing/coat/jacket with them
- Bring a sunhat and ensure that they are wearing sunscreen before leaving home (if weather is hot/sunny)
- Suitable footwear should be worn which the children can independently put on/take off.

## **Food/drink in Nursery**

- When packing your child's lunchbox, please try to include items which they can open themselves. If including grapes, cherry tomatoes or olives, please remember to cut them lengthways in order to avoid a choking hazard.
- Fresh drinking water is available at all times in individual, labelled bottles.

## **Toileting**

Children should be encouraged to independently attend to their own toileting needs as much as possible.

## **GETTING TO AND FROM SCHOOL**

- Please bring as few people to the school as possible to limit the number of people on the school site- only one parent to accompany child to school.
- You are encouraged to walk or cycle where possible. Please leave bikes or scooters in the bays provided. Please strongly discourage your cycling and scootering children from using the car park road in the morning.
- Year 6 children will be encouraged to come to school on their own
- The drop off zone (through the school car park) will be open for KS2 pupils - safety measures will be put in place to ensure safe flow of pedestrians into school and back up.
- Where possible, please park away from school and walk in.
- Building access rules will be clearly communicated through signage on entrances.

### **ENTERING SCHOOL: how**

- Entry and exit remains between two times as opposed to staggered by year group.
- Please no 'gathering' at school gates. Given the number of people approaching the school gates, please refrain from staying around and making polite, friendly conversation once you have dropped off or picked up your child.
- Staff will be at each entrance before and after school to welcome children in.
- Pupils, staff and visitors to wash hands immediately on arrival.
- To ensure safety of walkers up and down Bell Lane, we will cone off one side of Bell Lane and encourage pedestrians to use this walk way when traffic is in the road.

- **ENTERING SCHOOL: where and when**

- School starts at 8.50.
- There are no staggered times but pupils can arrive any time from 8.35 (Nursery from 8.50).
- Please note as of 8.50 - gates will be closed and pupils arriving later will need to come via the school office.
- The 'drop off zone' (through the school car park) will be available for KS2 pupils to be dropped off at the top of the car park or further down to drop off 3/4 pupils. KS1 pupils still need to be dropped personally through the gate onto the common or up to steps by the main entrance. The pedestrian zone will be sectioned off.
- Please try to adhere tightly to the drop off time. Please aim to drop off no later than 8.50am.

- Please know that if you have children to drop off in multiple year groups and across key stages, the school will be accommodating and understanding regarding timing and/or the need to cross the playground to get to the other side of the school and/or dropping off one child on the way to dropping off another (eg Sapphire child dropped off on way to Rec/Yr 1 drop off). Please look to pick up your youngest child first
- Nursery arrive 8.50 am via main Nursery entrance
- Year 1/ Rec-- arrive 8.35am onwards (up till 8.50)-by the common gate and walk accompanied (using the 1 way system) down to Rec/Yr 1 outdoor learning area
- Year 2- arrive 8.35am onwards (up till 8.50)- both classes up steps to Azure and through Azure.
- Year 3/4- 8.35am onwards (up till 8.50) through gate onto middle playground
- Year 5/6- arrive 8.35am onwards (up till 8.50) through gate at top of car park

#### **EXITING SCHOOL: where and when**

- Nursery - pick up 11.50 am or 2.50 pm from gate outside Nursery main entrance
- Rec/ Yr 1- pick up from 3.05 and no later than 3.15 from the Rec/Yr 1 playground via the Common gate. Please queue up as before
- Year 2- pick up from 3.05 and no later than 3.15 from steps outside Azure
- Year 3/4- pick from 3.10 and no later than 3.20- by the gate onto bottom playgrnd. Pedestrians please be vigilant regarding cars who have disability access which will need to exit from the bottom of the car park.
- Year 5/6- pick up from 3.10 and no later than 3.20 by the gate by long jump pit
- Parents picking up from Rec and Yr 1 now able to cross the middle playground to other side of school rather than going around and down Church Lane. However please to stay very mindful of children in the playground coming in from PE etc and please to walk straight to the bottom playground gate to exit the premises.
- Please everyone drop and pick at speed!
- Class teachers to be mindful that from 3.05 pm parents will be crossing the playground and to either bring their classes in from PE before 3.00 or keep class distanced from parents crossing.

#### **Logistics of different siblings exiting by different gates at different times**

Qu: How do I pick up two children when they are coming out at different times and different exits?

Response: Now that times are closer at the end of the day, staff will be mindful that they will have to wait for some parents as they pick up siblings

Qu: What if I'm a childminder and I am picking up children from many different exits and at very different times?

Response: Childminders to wait on the middle playground- bottom playground where Yr 3/4 collecting.

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## **WHAT TO BRING FROM HOME**

As ever the children should bring with them:-

-book bags, healthy fruit snack (a fruit snack is available in school for FS/ KS1), packed lunch (unless ordering a school one), a labelled water bottle - water not squash please (but not Nursery children), coat (daily please) and wellies (to be kept in school).

-hand cream (please for this to have their name on it/ not to be shared and that it is left at school)

PE kit is required and should be in line with the school uniform code- see 'information' tab on website. For all classes apart from Year 5/6, these will be kept in school in a separate bag for the duration of a half term. Year 5/6 are asked to wear their PE kits to school on the days they do PE (please ensure these kits are in line with the PE kit dress code).

If a pupil does not have a PE kit, they will not be able to take part in PE so please ensure they keep it in school.

Please for children not to bring in own stationary and toys etc.

## **CONTACT WITH SCHOOL**

Please phone or email wherever possible. The office can organise a telephone appointment for you with a relevant member of staff. We will look to continue online parents meetings this term.

If you need to speak to your child's teacher briefly, they will be greeting pupils and parents at the school gates for 15 minutes from 8.35 to 8.50.

If you need a longer face to face meeting with a member of staff, please let the office/ member of staff know and this can be organised either by Zoom or in person.

## **HANDWASHING**

Please can you make sure your child washes their hands with soap and water prior to leaving home in the morning and as soon as they return home in the afternoon.

At school frequent hand washing will be encouraged for adults and pupils (following guidance on hand cleaning). Pupils wash their hands with soap for no less than 20 seconds / use hand sanitiser before and after activities, specifically before or after using equipment; on arrival at school; before and after eating and after sneezing or coughing. Pupils are supervised by staff when washing their hands to ensure it is done correctly, where necessary. Staff help is available for pupils who have trouble cleaning their hands independently and posters are displayed throughout the school reminding pupils to wash their hands.

Note: Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

## **BREAKFAST CLUB AND FUN CLUB**

Breakfast Club and Fun Club will follow all school protocols contained in the rest of this risk assessment.

Food will again be available at Breakfast Club.

Pupils to be booked into this provision, so that it is planned and not ad hoc. This will also enable clear records for test and trace purposes should it be needed. We need 2 working days notice for bookings and even then we may not be able to accept the booking due to high numbers in some bubbles.

External gates will be locked at 3.30pm. Pick up times will be 5pm and 5.30pm only. Pupils will be back in the hall at this time. Parents are asked to wait outside the kitchen gate.

Pupils to have their own water bottle and snack.

All pupils bring a coat, we will be outside as much as possible.

