



## Arrangements for Deneholm Primary School



September 2020

### Parent and Carers' Information Sheet

We have worked carefully to ensure that we balance the absolute need to follow the DfE's guidance published on 2<sup>nd</sup> July and the vital importance to ensure that children have a positive experience when they return. The need for safety must sit alongside a feeling of normality for our pupils.

#### The First Day

We have put stringent plans in place so children can begin to return to school. However, if Government advice and guidance changes these plans are subject to last minute changes.

Children will need to wear school uniform and will need to bring a clearly labelled water bottle and will not be admitted without one. Lunch will be provided in the form of a packed lunch (see menu attached) which will be paid for via Sims Pay as usual. If you wish to send your child in with a home packed lunch, this must be clearly labelled and in a sealed lunchbox or container. They should not need to bring any equipment or their school bag and no toys or other items are to be brought in.

In order to try to maintain distancing of parents and carers, only one parent can drop off/ pick up. Children will go straight to their classroom and wash their hands along with any members of staff they are working with. No groups of adults should gather outside the school or on the surrounding public footpaths please.

Please help us by ensuring that the "kiss and drop" is speedy and that you explain to your child in advance that they will be dropped off at the gate above. There will be staff on hand to assist children in getting to their classrooms. PLEASE ENSURE YOUR CHILD IS CLEAR WHICH CLASS THEY ARE IN to help us at the gate.

<b>School Organisation</b>	<p>The following describes the requirements set out in the latest Government guidance.</p> <p>Children will be organised in year groups and will not mix outside of their year group during the school day.</p> <p>All the classroom tables will face forward with children sitting in pairs side-by-side.</p> <p>Reading books and homework will be sent home to be used as usual in line with the new guidance.</p> <p>Cleaning stations are set up in each classroom.</p> <p>When children enter or leave the classroom, they will use the hand sanitiser placed outside of each room.</p> <p>Tables will be cleaned throughout the day- especially at key times (before and after break time and lunchtimes).</p>
----------------------------	---

	<p>Children will remain in their seats unless their adult tells them otherwise.</p> <p>Children will be given their own labelled, frequently used equipment e.g. pen, pencil, ruler but other resources will be shared as needed.</p> <p>Children must bring a labelled water bottle everyday they attend school and will not be admitted without one.</p> <p>Children must bring a sunhat every day until the weather cools.</p> <p>Sun cream should be applied before children come to school until the weather cools. Children will be spending more time outside and it is vital that parents ensure that children are protected as above from potential sunburn.</p>
--	---

<p><b>Drop Off and Collection after the first morning</b></p>	<p>The times and venues below will allow for safe drop off and collection. We appreciate that where families have more than one child, this may be complicated and we have arranged for you to drop all of your children at your youngest child's gate.</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th></th> <th>Arrival</th> <th>Drop off gate</th> <th>Home Time</th> <th>Entry and exit point for collection</th> </tr> </thead> <tbody> <tr> <td>Year 1</td> <td>9.00</td> <td>Crowstone Road</td> <td>3.15</td> <td>Crowstone Road</td> </tr> <tr> <td>Year 2</td> <td>8.40</td> <td>Crowstone Road</td> <td>3.00</td> <td>Crowstone Road</td> </tr> <tr> <td>Year 3</td> <td>9.00</td> <td>Culford Road Gate</td> <td>3.15</td> <td>Culford Road Gate</td> </tr> <tr> <td>Year 4</td> <td>8.40</td> <td>Culford Road Gate</td> <td>3.00</td> <td>Culford Road Gate</td> </tr> <tr> <td>Year 5</td> <td>8.45</td> <td>Blackshots Lane Gate</td> <td>3.00</td> <td>Blackshots Lane</td> </tr> <tr> <td>Year 6</td> <td>8.30</td> <td>Blackshots Lane Gate</td> <td>3.15</td> <td>Blackshots Lane</td> </tr> </tbody> </table> <p><i>Only one adult to collect children from each household.</i></p>		Arrival	Drop off gate	Home Time	Entry and exit point for collection	Year 1	9.00	Crowstone Road	3.15	Crowstone Road	Year 2	8.40	Crowstone Road	3.00	Crowstone Road	Year 3	9.00	Culford Road Gate	3.15	Culford Road Gate	Year 4	8.40	Culford Road Gate	3.00	Culford Road Gate	Year 5	8.45	Blackshots Lane Gate	3.00	Blackshots Lane	Year 6	8.30	Blackshots Lane Gate	3.15	Blackshots Lane
	Arrival	Drop off gate	Home Time	Entry and exit point for collection																																
Year 1	9.00	Crowstone Road	3.15	Crowstone Road																																
Year 2	8.40	Crowstone Road	3.00	Crowstone Road																																
Year 3	9.00	Culford Road Gate	3.15	Culford Road Gate																																
Year 4	8.40	Culford Road Gate	3.00	Culford Road Gate																																
Year 5	8.45	Blackshots Lane Gate	3.00	Blackshots Lane																																
Year 6	8.30	Blackshots Lane Gate	3.15	Blackshots Lane																																

There will be staggered break times for each year group. **There will not be any mixing between the year groups at any time.** All children will have access to the playground either before or after they have eaten their lunch.

<p><b>Lunchtimes</b></p>	<p>Children will be eating their lunch in the classrooms because it is impossible to prevent year groups mixing if the dining hall is used unless lunch time is extended over two or more hours to allow each group to use the hall and for cleaning in between. This is not sensible or practical.</p>
--------------------------	---

	<p>All children will wash their hands before and after they have eaten.</p> <p>Children will be provided with a school packed lunch if they order in the usual ways during registration time and this must be paid for using Sims pay for KS2 children. In years R, 1 and 2, lunch is provided free of charge.</p> <p>If you wish to send your child in with a packed lunch, it must be in a sealed lunchbox and clearly labelled with your child's name.</p> <p>Parents are encouraged to use the meal service to reduce hand to mouth contact through packed lunches. Obviously, if children prefer a home packed lunch that is fine but they must be able to open any packets or tubs that protect their food.</p> <p>Once on the playground, children will only mix with their year group.</p>
--	--

<b>Attendance</b>	<p>In line with Government information, parents are reminded that they are required to send children to school unless they are ill or have a medical appointment. Please telephone the school in the morning before school begins and leave a message on our answer phone if your child will not be attending on any given day. State the child's name, class and reason for absence.</p>
-------------------	---

**Please ensure you keep your distance from other parents on the playground when collecting your children.**

Doors and windows will be open in areas children are working to help with the circulation of fresh air.

<b>Behaviour</b>	<p>Any child who does not follow school expectations and the behaviour policy (COVID behaviour appendix 2 on our website) and puts others at risk due to their behaviour will be removed from class and exclusion may be necessary as our behaviour base provision is limited at this time due to the need for year group bubbles, social distancing and minimising mixing of adults and children.</p>
------------------	--

### **Other School Activities**

<b>Curriculum</b>	<p>We will begin with teaching the English, maths and science missed in the summer term (previous year group) and have planned to complete this by October half term. During this time we will be assessing how pupils are performing and will be planning additional catch-up and support when we are clear what the need of each child is.</p>
-------------------	--

<b>Home Learning</b>	Where children are shielding under Government direction due to medical conditions, parents will be signposted and support to access Oak Academy learning resources and will be referred to the LA's home tuition service.
----------------------	---

<b>Uniform</b>	<p>Children attending school will be expected to wear their school uniform.</p> <p>Where possible, a fresh set of uniform should be worn every day.</p> <p>Children will have outdoor PE lessons so will need their PE kits in a clearly labelled bag.</p> <p>PE kits will be sent home weekly to be washed and must be returned on Monday the following week.</p> <p>All uniform needs to be clearly labelled. There will be no lost property. Any items not labelled will be disposed of.</p>
----------------	---

<b>Toilets</b>	<p>Children will be encouraged to use the toilet before/ after break and lunch to avoid children having unsupervised access to the building.</p> <p>Where possible, toilet blocks will be allocated to specific year groups.</p> <p>Regular hand washing will be timetabled throughout the day.</p>
----------------	---

<b>Peripatetic and other educational and health professionals</b>	<p>In line with the guidance, where possible, professionals needing to work with children will be offered the option of video calling if this is practical. Where direct work is required, this will take place in school with hygiene and distancing in place.</p> <p>A record of all visitors will be kept with contact details in case of a positive test following a visit.</p>
---	---

<b>Cleaning Schedules</b>	<p>A thorough cleaning of all areas children will be accessing will be done before or after school.</p> <p>Tables will be cleaned during break and lunch times.</p> <p>PE and shared equipment will be subject to a schedule of regular cleaning.</p> <p>If there is a suspected case of Coronavirus a deep clean of the spaces used will be undertaken.</p>
---------------------------	--

<b>Office</b>	The school office will be open but please, if you can email or telephone, please do so in order to help us to keep you and the office staff safe.
---------------	---

	From Tuesday 1 <sup>st</sup> September, the school closure email will no longer be operational. Parents and carers must use the usual school admin email from this time.
--	--

<b>Parental Visits</b>	Parents and carers will not be permitted to enter the building beyond the main reception area unless an appointment has been made. Meeting rooms will be well-ventilated and cleaned after use.
------------------------	---

<b>Clubs</b>	Breakfast and Afterschool club will be the only clubs to run in the Autumn term. Spaces will be limited to 15 children and booking will be essential using SIMS Pay. The cost of Breakfast club will be £2.50 and the cost of Afterschool club will be £10.00.
--------------	--

<b>First Aid</b>	<p>Where possible, children will be treated by an adult in their group, this will avoid the child mixing with anyone else.</p> <p>Any child showing Covid -19 symptoms will be sent to the office immediately where they will be isolated until parents collect them. Government guidance must be followed regarding self- isolation for that household and we ask that you seek a test to confirm the infection. School must be notified immediately of the result.</p> <p>If a case of coronavirus is confirmed within a bubble (year group) (adult or child) all those within the group will be sent home and all will be required to isolate for 14 days. This decision will be taken in conjunction with Public Health Thurrock.</p> <p><b>Staff Illness</b> Any adults showing any symptoms of any illness will be sent home, however mild. This is to protect the group as a whole. A replacement teacher will be used to cover that member of staff.</p>
------------------	--

<b>Social Distancing Measures</b>	All children will be advised upon their return to school about social distancing. They will learn what will be required of them whilst they are in school. However, our school is not insisting on social distancing within year group bubbles as we know that children cannot maintain this as they are young and naturally wired to mix with their peers especially outside when playing.
-----------------------------------	---

<b>Staffing</b>	<p>There will be a designated safeguarding lead in school every day.</p> <p>Teachers and teaching support staff will only mix with their class as far as is practicable. Senior, pastoral and staff who have roles across the whole school will need to have contact with more than one year group but will ensure they follow the Government guidance regarding working safely.</p>
-----------------	--

	Catering staff will prepare the food which will be collected and delivered to classes.
--	--

**We are trying very hard to offer a safe environment balanced with the crucial requirement to ensure children return to school happy, confident and settled in an environment which is not unrecognisable. Please follow the guidance above and help us to provide a school which is safe of all members of our community.**