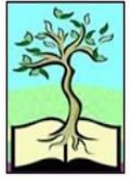




## FS Procedures September 2020



Your child will be returning to school on Monday 7<sup>th</sup> September 2020. There are a number of new routines in place to ensure their safety and the safety of the people working in school. Please read this document thoroughly.

**No child should come to school if they are displaying any symptoms of the virus. NHS in Salford say:**

**A well child/young person:** feels 100% well, seems themselves and is not displaying any changes in behaviour or their daily routines.

**An unwell, possible case of COVID-19:** can be displaying just one of the following symptoms

- A high temperature (fever)
- A loss of, or change in, your normal sense of taste or smell (anosmia)
- A new continuous cough

For fever, NHS advice is to look for a high temperature - 'this means you feel hot to touch on your chest or back, you do not need to measure your temperature'

**In addition, an unwell person or child could be a possible case of COVID-19 if they are displaying 2 or more of the following symptoms:**

Vomiting/nausea/off their food, diarrhoea, sleeping more than usual, complaining of not feeling themselves, listless/restless/agitated, shortness of breath, feeling cold, headache, severe body aches, sore throat/congested or runny nose, skin rash - anything that is not feeling themselves.

**Dates:** Term will begin on September 7<sup>th</sup> Reception, some Nursery will begin part time during that week and all Nursery children will be full time by Monday October 5<sup>th</sup>. The half term will end on Friday October 23<sup>rd</sup>. We understand some children will be anxious about returning and if you feel your child may benefit from a phased return (part time for the first couple of weeks) this may be possible. Please fill in the form on the school app with a contact number so we can discuss this.

**General Organisation:** The children will be organised into separate bubbles each made up of a Year group or in the case of Foundation Stage, Nursery and Reception together.

Bubbles will be kept apart where possible with their own entrance and exit and playground space.

Children will be taught and encouraged to practice hygienic practices. Everyone in school will be encouraged to take responsibility for and help to keep school clean and safe.

Each bubble will have designated staff working in their bubble who will remain with the children and practice social distancing from other adults in school.

**Gates and Drop off Collection Times:** To minimise the number of adults both on the playground and on the pavements around school the children will have a slightly staggered start and finish time.

These are as follows:

**Nursery and Reception:** 8.40am - 3pm, using entrances to EYFS building. You will be asked to wait at a social distance outside your child's classroom or in the playground.

**Gates:** Each year group have been allocated a gate to use for entrance and exit these will be clearly marked in September but are as follows:

**Nursery and Reception:** Enter through small gate onto path next to the car park  
Exit through double gates through the car park

Children need to arrive at school as close to their start time as possible to avoid parents and children congregating in the playground. We ask that parents leave the school premises as soon as their children have entered the school building.

We will be operating on year groups being a 'bubble' so it is essential that children only use their allocated gates / entrances. Gates will remain open for 5 minutes past the allocated start time. If children arrive later than this they will need to go to the office.

**Reception** parents will **not be allowed** to enter the school building with their children. If your child is upset please wait outside the classroom with them and their teacher can help you settle them in once all the other children have arrived,

We understand that **Nursery** children in particular will find separation from parent/carer difficult, so we will be operation a '**4 in, 4 out**' policy. **One adult** can accompany their child into the Nursery classroom to help settle them, but we would encourage you to maintain a social distance, wear a face covering, and to leave as soon as possible.

The same systems will apply for hometimes. If you need to speak to your child's teacher, please wait outside the classroom and they will speak to you once all the children have been collected.

**Face Masks:** There is currently no requirement for children or staff to wear face masks in school. If you wish your child to wear a face mask on the way to school disposable masks must be disposed of on entering the building. If your child has a re-usable mask you must send them with a ziplock bag that it can be stored in during the school day.

**Hand Sanitiser:** There are hand sanitiser dispensers on each door. Children **MUST** sanitise their hands before entering the building. Children will be regularly washing and sanitising their hands throughout the day. If your child has any allergies please speak to a member of school staff to make them aware of this. For **Nursery and Reception** we are asking parents to wash their child's hand at the **outdoor sink** before school starts, so they are ready to enter promptly once the doors are open..

**Hand Washing / 'Catch it, Bin it, Kill it:** We will be following all Government advice and the children will be regularly washing their hands throughout the day.

**Use of Disabled Toilet in school Reception:** Parents and children will not be allowed to use the toilet in the school Reception at the beginning and end of the school day.

**Breakfast:** We will still be offering Breakfast for the children but unfortunately this will have to be slightly different. This will have to be in classrooms so we will not be able to offer cereal but bagels will still be available for all children should they want one.

**Lunchtimes:** Reception will initially eat lunch in their own classroom, before moving to the hall once ready. Nursery will eat lunch in the Reception classrooms. Lunch (and break time play) will be staggered to avoid 'bubbles' mixing.

**Inhalers:** If your child has an inhaler in school this needs to be sent in clearly labelled and in a ziplock bag.

**Medication:** We will not be able to administer any medication during the school day. Unfortunately if your child is on any medication that needs to be taken 4 times a day (which would mean a dose being given at lunchtime) you will need to come to school to give the medication. Unfortunately if you are not able to do this, your child will have to remain at home until the medication is finished.

**Sickness & Diarrhoea:** If your child has sickness and / or diarrhoea they **MUST** stay off school for **48 hours** after their last episode of D&V. We are aware that sometimes a child may have D&V through something they have eaten and we have previously allowed them to return to school earlier however, they now must stay off for 48 hours after the last episode

**Illness:** If your child is unwell please do not send them in to school. If your child is sent home from school unwell then we are required by Salford LA and Public Health to refer them for a test if they meet the criteria at the start of this guidance.

**Positive Case:** If a member of staff or child tests positive for COVID then that year group 'bubble' will close and everyone in it will be required to follow guidelines and self-isolate for 14 days.

**Emergency Contact Details:** It is essential that you provide school with a phone number where you or someone else can be contacted at **ALL** times. We need to be able to contact parents / carers quickly if their child is unwell.

**Meetings in School:** Due to social distancing if you need to speak to or have a meeting with a member of school staff please arrange this in advance so that we can ensure an appropriate room is available.

**Assemblies / Class Assemblies / After School Clubs:** Due to keeping children and staff distanced we will not be able to have any assemblies or class assemblies. After school clubs will also not be being delivered this term.

**School Trips and Visits:** In Autumn Term we will not be taking children on any school trips or visits.

**Labelling Uniform / Lost property:** It is important that you ensure that all your children's uniform is labelled with their name and class. This doesn't have to be printed labels just their name written inside will suffice. Unfortunately we will not be able to keep lost property. Any lost property not collected on a Friday will be disposed of.

**Items allowed in school:** Ideally we would like to minimise the amount of things that children are bringing into school. However, children will be allowed to bring the following items into school, and those in *italics* can stay in school:

- Coat
- *Hat / scarf / gloves*
- Reading Books
- Lunchbox (named) - must be taken home each day to be cleaned

- Lunchbox - must be labelled with the child's name and must be taken home each day to be cleaned, any lunch boxes which are left in class at the end of the day will be disposed of.
- Water Bottle - must be labelled with the child's name and must be taken home each day to be cleaned, any water bottles which are left in class at the end of the day will be disposed of.
- Umbrella
- Wellies- *these will stay in school*
- Sun Cream - *this needs to be a bottle that can be left in school. It needs to be clearly labelled with your child's name and ideally needs to be a spray so that staff can apply it and children can rub it in themselves*
- PE Kit - Reception only

Children will be provided with all equipment they need (pens, pencils etc) and will not be allowed to bring in their own pencil cases.

**Communication with Parents:** This will continue via Dojo, the school app, the website and phone calls. As mentioned above any Face to Face meetings need to be arranged in advance.

### **Key messages for all of us.**

Pupils, staff or any member of the school community should not attend school if they are unwell in any way - and only return when symptom free for 48 hours (further advice can be sought from Public health on risk assessment for individuals)

If anyone in the household is unwell, awaiting testing or has tested positive for COVID then parents should not send their child to school.

If someone becomes unwell in school, they must be sent home and advised to isolate and sent for a test.

Everyone should maintain social distancing in school as far as possible.

Wash hands frequently

Cover their mouth and nose with a tissue when coughing or sneezing.

Face coverings are an infection risk to others and they are not effective when they get moist - they are not practical for long durations.

