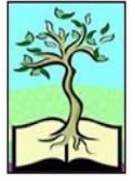




KS1 Procedures September 2020



Your child will be returning to school on Monday 7th 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.

Drop off Collection Times:

Year 1: 8.45am - 3.05pm using purple door on the front playground.

Year 2: 8.45am - 3.05pm using old Sure Start entrance door, on the back 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:

Year 1: Gate on Allotment Road (near corner of Prospect Road)

Year 2: Small gate on Allotment Road (adjacent to the car park gates)

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 adhere to social distancing guidelines and leave the school premises as soon as their children have entered or left the school building.

Children will be in year group 'bubbles' 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.

Parents will not be allowed to enter the school building with their children. If your child is upset please bring them to the main school office where they can be collected by the class teacher / TA.

Reading Books

All children must bring in their reading books and reading records on a Friday.
New reading books will be sent out the following Monday.

Homework/spelling books

All children must bring in their homework/spelling books on a Friday. We will have a homework A and a homework B book so that they can be rotated fortnightly.

New homework will be sent out on Friday.

i.e. Homework A book brought in Homework B sent out for the following week.

Homework B returned and Homework A sent out for the following week.

P-E

Each class will have their own P-E day.

Year 1 P-E day - Tuesday

Year 2 P-E day - Wednesday

The children will be doing outdoor P-E not indoor P-E therefore they will need appropriate outdoor warm P-E kit.

Outdoor kit :

White t-shirt, black joggers/track suit bottoms, black hoodie/sweat shirt and pumps (preferably trainers).

Children must come into school on their P-E day wearing their P-E kit, this avoids unnecessary bags coming to and from school, and avoids the children having bags on their pegs.

Items allowed in school: We need to minimise the amount of things that children are bringing into school. However, children will be allowed to bring the following items into school:

- Coat
- 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.

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

Face Masks: There is currently no requirement for children or adults 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 thrown away before 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.

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

Breakfast: Bagels will still be available for all children in the classroom.

Lunchtimes: In order to avoid 'bubbles' mixing only children who have a school lunch will eat in the hall. Children who have a packed lunch will eat in their 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 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: We will not be able to have any assemblies or class assemblies because of the social distancing limitations. There will be no after school clubs running this term.

School Trips and Visits: We will not be taking children on any school trips or visits until further notice.

Labelling Uniform / Lost property: All your children's uniform **must be** labelled with their name and class. This doesn't have to be printed labels just their name written in will suffice. We will not be able to keep lost property. **Any lost property not collected on a Friday will need to be disposed of.**

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.