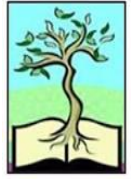




LKS2 Procedures September 2020



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.

Key Information for Years 3 and 4

Reading	Homework	Spelling
Taken Home - Monday Handed In - Friday We expect children to read 3x a week. If your child completes their book, they can read any book of their choice at home.	Taken Home - Friday Handed In - Friday	Spelling Test - Friday Spelling list will be sent out in the Homework Book and must practise daily.
Please Note: We will NOT accept any books returned on unspecified days due to health and safety reasons.		

	Details	Health and Safety Procedures
Start of the Day Year 3: 8.45am - 8.50am Year 4: 8.55am - 9.00am	<p>Please arrive on time. Late arrivals will have to enter school via the office.</p> <p>Go through the gate on Prospect Road and enter through the yellow door opposite the bike racks.</p> <p>If your child is upset, please take them round to the office where they can be collected by a member of staff.</p>	<p>To minimise contact, please leave the school grounds promptly as soon as you have dropped off your child.</p> <p>Your child will be expected to hang up their coat and lunch box if required.</p> <p>They will wash and sanitise their hands before entering the classroom.</p>
During Lessons	<p>There will be four lessons a day focusing on PHSE and basic numeracy and literacy skills.</p> <p>We will continue to deliver one hour of RE each week.</p> <p>The children will also be learning about The Romans in Year 3 and Ancient Egyptians in Year 4.</p>	<p>Children will have one place in the classroom for the whole day. Staff will be socially distanced from each other and the children where possible.</p> <p>Windows will be kept open for ventilation. Children will be given their own pencil case with their own equipment. Light switches and surfaces will be cleaned frequently.</p>
PE / ICT	<p>All children in Year 3 and 4 will take part in one hour of Outdoor PE every Friday.</p> <p><u>PE Kit:</u> Plain T-shirt, dark coloured jogging bottoms and jacket. No football or rugby tops allowed.</p>	<p>Children must come to school wearing their full PE kit. This will be worn for the full day and will not need a change of clothes.</p> <p>All equipment will be sanitised prior to use.</p> <p>The ICT suite will only be used by one year group per day. There will be 48 hours left between uses.</p>
During Breaks Morning Break: 10.15am - 10.45am Afternoon Break: 2pm - 2.30pm	<p>2x 30 minute break per day.</p>	<p>Hands will be sanitised on their way out to break and on their way back in to the classroom. Year group bubbles will not mix and will be using separate parts of the playground.</p>
During Lunch Year 3: 12pm - 1pm Year 4: 12.10pm - 1.10pm	<p>1 hour lunch break.</p> <p>15 minute inside to eat and 45 minutes playing outside.</p>	<p>Packed lunch children will be eating in a classroom with their year group bubble. School dinners will eat in the hall. Tables will be sanitised between year groups entering the hall. Times will be staggered.</p>
End of the Day Year 3: 3.05pm Year 4: 3.15pm	<p>Please arrive on time. The door will be closed promptly. Once you have collected your child, please leave via the gate on Prospect Road.</p> <p>If you arrive after the allotted time, you must collect your child at the main office.</p>	<p><i>Please see start of the day.</i></p>
Water Bottles / Inhalers	<p>Water bottles must be taken home at the end of every day to be washed. Any left in school will be disposed of.</p>	<p>If your child needs an inhaler, this must be in a labelled zip-lock bag.</p>
Toilets	<p>Each year group will have their own toilet and sink.</p>	

Further Guidance

Year 4 Swimming – the year 4 children will be having swimming lessons on Monday afternoons. The leisure centre has their own risk assessment with on school at a time and cleaning between schools. Children will need their costume, towel and a swimming cap.

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 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.

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 Reception: Parents and children will not be allowed to use the toilet in 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.

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. Current guidelines state that we **MUST** send a child home, and as mentioned above, for a test if they are unwell with anything not just COVID symptoms. The tests will be at the testing centre located at the AJ Bell stadium

Meetings in School: Due to social distancing if you need to speak 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.

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 in will suffice. Unfortunately we will not be able to keep lost property. Any lost property not collected on a Friday will need to 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:

- Coat
- Hat / scarf / gloves when cold
- Reading Books
- 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 (if needed)
- Mobile phone - year 5 and 6 only. These need to be switched off when children enter the playground and children are not allowed to use them during the day.

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.