

KEEPING YOUR CHILDREN SAFE & HAPPY AT SCHOOL



Sound and District Primary School

OVERARCHING GUIDANCE FOR PARENTS

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- 2) cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or hand sanitiser ensuring that all parts of the hands and wrists are covered
- 3) ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- 4) cleaning frequently touched surfaces often using standard products, such as detergents or bleach
- 5) minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)



FULL RETURN TO SCHOOL

At Sound and District, we have a plan to enable the full return of all our children. The plan establishes the best way of doing this tailored to our school environment, to manage everyone's safety and protection and maintain the best possible hygiene practices. When our children return to school, it is important that as parents you understand clearly that the children cannot be expected to remain 2 metres apart from each



other and staff, however we are making sure that we are social distancing as much as possible with the measures we have put in place.

We do however feel it is important that prior to your child returning to school in any capacity, you as parents and the children are aware of the actions and practices which will be in place to reassure you that we are doing all we can to keep everybody safe.

Your cooperation and actions are essential to facilitate this plan, we ask that only one parent brings and collects your child and that everybody follows the signage and fully respects the systems and procedures we have set up to keep you all as safe as possible.

To reduce mixing as much as possible, children will be in designated 'class bubbles', which will be consistent groups throughout the school day. Members of staff will be assigned to a class bubble. Each bubble will be assigned a classroom, a toilet and a clearly marked area of the field/playground.

Below are the plans we have put in place at Sound to help support the full return of all our pupils.

1. COMING TO SCHOOL

It's important that if anyone has any coronavirus (COVID-19) symptoms, they do not visit or attend school.

School Uniform



Children will be expected to wear full school uniform from September. Hair tied back, no make-up or jewellery except small plain stud earrings and a watch if required. Hairbands and other hair items need to be kept simple. Whilst the advice is to keep all uniform clean, the request to wash all clothes daily has been removed from the guidance. Please ensure you follow the school uniform requirements especially on plain black shoes not trainers. (See the school website if in any doubt). ***The only exception will be on the days when children have PE and they come into school wearing their PE kit or their forest school day wearing appropriate clothing.***

Stationery.



Every child will have their own stationery on the first day, which will then stay in school in a clear plastic labelled bag (this will be supplied by school). This will ensure that the same resources are not used by more than one child. Good news, you will only need to carry your lunch and school book bag to school!

Water bottles. Packed Lunch in disposable packaging



All children to bring their own cleaned, named water bottle into school. This will be then sent home daily to be cleaned, refilled (with water only) and returned the next day. If a child is bringing a packed lunch from home, please ensure all cartons and utensils are disposable. Also, children will need two additional snacks which are also in disposable wrapping.



School Book Bag

In September the children will only need to carry their own reading book and diary in their book bag. Initially, cloakrooms will not be used so we need to limit non essentials and items brought to and from school.

2. HOW TO ARRIVE SAFELY INTO THE SCHOOL BUILDING

One Way system

We will continue with our one-way system for families walking from the parent car park. The child(ren) and parent will walk down the path as normal from the parent car park. Please leave a 2-metre gap between you and another family, clear markings on the path will help you know what is a safe distance. When entering the playground the class teacher will be waiting by the allocated entrance (for your child’s class bubble) to let your child in. ***Please ensure that when you reach the end of the path and your child filters of to their allocated entrance you follow the one-way system back to the car park immediately.***



Please walk across the field following the clear marking around the back by Forest Schools. This will ensure parents/children do not need to pass each other closely on our narrow path. We ask you to continue to maintain a 2 metre gap between you and another family whilst walking across the field.








(Please note: Only one parent drops off and picks up on site. Also, please adhere to the social distancing in the car park. This is because of restrictions of space with parking for Outdoor Fun and school.)


1. ENTRANCE/EXITS TO SCHOOL

Each class bubble will have a designated entrance and exit into and out of school. This will be clearly shown on signs and with markings on the school playground. Staff will be there to supervise them into school at their dedicated time. I will also be outside to oversee and support the new system into school.

At the end of the day the staff will walk the children down to the car park and will exit from a designated zone, these will be clearly marked with signage. The table below indicates the entrance and exit zones for each class. **Please note:** an updated video of entry and drop off to school will be shared with you.

Year group	Start of day	End of day at the car park	Photograph of the EXIT to pick up your child

Reception	Reception brown gates	The original drop of entrance Exit 1	
Year 1	Back gate by Year 1 classroom	The large gate by forest schools Exit 3	
Year 2	White double doors entrance	A new exit gate by the clothes bin Exit 2	
Year 3	Fire door opposite Year 3 classroom	The original drop of entrance Exit 1	
Year 4/5	Back gate by Year 1 classroom	The large gate by forest schools exit Exit 3	

Year 5/6	White double doors	A new exit gate by the clothes bin Exit 2	
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Please note: we will be monitoring this system very closely to ensure it is as effective as possible, and we will make changes if felt appropriate. ***Where possible, please park as near as you can to your child's nominated exit. This will help with the handover at the end of the day.***

2. SCHOOL TIMINGS



To help keep class bubbles away from other people and bubbles the school day will be staggered. Please see below:

Staggered times

Year group	Start of day	Breaktime (different areas of the field)	Lunch (to be collected and eaten in classrooms)	Home time
Reception	8:45am	10:25-10:40am	12:00-1:15pm	3:15pm
Year 1	8:45am	10:25-10:40am	12:15-1:15pm	3:15pm
Year 2	8:45am	10:25-10:40am	12:00-1:15pm	3:15pm
Year 3	8:45am	10:00-10:20am	11:45-12:45pm	3:00pm
Year 4/5	8:30am	10:00-10:20am	11:45-12:45pm	3:00pm
Year 5/6	8:30am	10:00-10:20am	11:45-12:45pm	3:00pm

3. HANDWASHING AND PERSONAL HYGIENE



Regular and for 20 seconds

The best possible hygiene practices will be in place for everyone in school. Pupils and staff will be washing their hands on entering the building, before and after eating and at given points throughout the day. We have increased the number of sanitisers and soaps available around school, with each class bubble using the same area to wash their hands. Children will be constantly reminded about how to wash their hands correctly and there will be posters around school as well. Staff will be washing their hands after handling pupil books/resources. Good levels of personal hygiene will need to be observed by all pupils i.e. toilets flushing, handwashing, cleanliness.

4. PLAYTIMES AND LUNCHTIMES



Staggered Breaks and Designated Areas

The children will have staggered playtimes and lunchtimes in their class bubbles. They will have a marked, designated area outside to play with their peers in their bubble. We are lucky to have a wonderful outdoor area with lots of space. Social distancing rules will also apply outside. Outdoor play equipment will be restricted to items that can be easily sanitised and class bubbles will have their own designated equipment.



Eating in the Classroom and Longer Breaks

At lunchtime, children will be eating in their classroom spaces (or outside when the weather is good) Mrs Gould will be providing lunches and will be giving 2 options. A weekly menu will be shared with you to show these options.

We will also be spending longer outside with the children, increasing the lengths of breaktimes.

5. TOILET BREAKS



One at a time designated toilet area

The children will be going to their designated toilet area (these will be unisex with clearly labelled cubicles for girls and boys). Hands will then be washed thoroughly. Staff will ensure children are reminded regularly of cleanliness and hand washing. The toilet facilities will also be cleaned on a regular basis throughout the day.

6. CLASS BUBBLES



The children will be in a class 'bubble'. There will be a limit to the contact made by different staff with children in each class. In most cases, the children will work with their class teacher and teaching assistant. There will be no formal gatherings in the hall (lunches / assemblies). Assemblies will continue but will be done via Zoom/Microsoft Teams, enabling us to meet as a whole school safely or between classes. I will also run a rota of assemblies to see each class virtually for an assembly or story time.

7. THE CLASSROOM/CURRICULUM



The classroom layout will be different. There will be a more formal layout of tables and chairs so that children are forward facing as required and there is 2m distancing for the teacher and children. This will ensure a safer working environment. All toys, equipment and activities used will be easily sanitised regularly and no sharing of class resources will occur. Any central resources shared will be sanitised down after use or stored away safely for at least 48 hours, ensuring transmission is minimised. Children will have their own table/area and chair, which they will sit at for indoor lessons. They will have their own equipment which will be stored in their own bag which will be kept on their table/area. Surfaces will be kept clear for an easy clean. Finally, displays and learning walls will remain an essential part of making the classroom feel normal for the children.

A 'recovery curriculum' will be put in place in September. A lot of the early learning in the first few weeks will be focussed on mental health and wellbeing, learning to learn and socialise in a new way as well as a focus on personal hygiene and hand washing. Time will be spent initially finding out where each child is at with their learning from the previous academic year and what gaps in the children's learning need closing in order for them to be able to start learning work in their current academic year. The staff have also liaised with each other to see the coverage from the previous term of home learning and school based work. Where possible, learning will be outside as it is widely acknowledged that outdoor learning and physical activity have huge benefits for good health and wellbeing.



Parents should not visit school.

If you would like to talk to the staff regarding your child in school, you will need to contact the school office by phone or email and as always we will endeavour to get back to you as soon as possible. They will not be able to have those conversations at drop off and pick up unfortunately.

8. RULES AND EXPECTATIONS



The school Behaviour Policy has been amended to reflect the changes that need to take place at school. It is absolutely essential that all children follow these rules, which include expectations on walking around school, hygiene and handwashing, playtimes and use of equipment. Before your child returns, I ask that you go through these rules with them so that they are clear from day one.

If children wilfully break the rules, this may impact on them attending school as it compromises the safety of themselves and others. The teachers will go through the rules regularly with the children and support them to ensure that they are safe and mindful of the safety of others.

9. END OF SCHOOL PROCEDURES



At the end of the day, staff will lead their class 'bubble' down to the car park and dismiss the children from their designated zone. Parents should wait beside their cars as staff safely deliver children back to you from this area on the car park. Please do not walk to

the playground at the end of the school day. By doing this it will help to limit any congestion on the playground when waiting for your child at the end of the day.

10. ILLNESS



If your child suffers from asthma – a medicine form **MUST** be completed. This will be emailed to parents for completion and returned with inhalers on first day back. If your child has recently started to use an inhaler, please email office so that you, too, will receive the form.

Your child **should not be sent to school** if they have any Covid symptoms:

- a new continuous cough
- high temperature
- loss of, or change to, their sense of smell or taste.

Your child is now able to be tested and should be.

Equally, a child with a heavy cold, sneezing a lot, sickness and/or diarrhoea (48hrs) should stay off school. To safeguard themselves and their families, our staff will not be able to afford unnecessary close contact with your child and any potential spread of infection to staff or other children has to be limited in school. *Coronavirus hasn't gone away; we need to work together to keep each other safe because 'we all matter'.* Please support us in doing this.

11. SYMPTOMS OF COVID



If any child (or teacher) in a bubble shows symptoms they will be sent home and a test should be arranged by parents. That child or teacher will start to self-isolate for 10 days and their family should start to self-isolate for 14 days.

All other bubble members will continue to attend school unless they themselves start to show symptoms.

If two or more cases are confirmed in a 14-day period, the school will contact the local Health Protection Team (HPT) who will work with the school to guide them through the actions they need to take. An action will be based on the advice from the HPT.

These are the symptoms:



- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

We won't be regularly checking temperatures using thermometers. If your child has a temperature and you administer calpol, they should not be coming into school even if they feel better. We expect you not to send your child to school if they have symptoms and we expect every child to be aware of the symptoms so that they can recognise them and tell their teacher.

This is something we will talk through with them in school in a supportive and child friendly way.

12. A FINAL MESSAGE FROM THE SOUND TEAM



I know all of this information is a lot to digest but I hope it gives you a clearer idea of what we have planned to ensure your child and our Sound community are as safe as possible. We know it is going to be a huge change for the children (and for us all) but by working together and supporting each other, we will get through these unknown times together.

Our key values and aims in school will not change and we will still be one big Sound family but working in a different way!

Please remember, as we go on this journey together, we will keep you up to date of any changes. You can contact us on the school telephone or by email whenever you need.

Mrs Minshall-Thomas and the Sound Team