

# STILLNESS INFANT SCHOOL



Coronavirus (COVID-19)

School Opening

September 2020

# Handbook for Parents/Carers

## Introduction

The government has announced that educational settings can open to all pupils in September, provided that additional safety measures are put in place to minimise the risk of coronavirus transmission. In line with the government's direction, and following a robust risk assessment process, we are welcoming back all pupils from **Thursday 3rd September 2020**.

We are so pleased to welcome you back and to thank you all for your support and understanding during the coronavirus (COVID19) pandemic.

We have put together this handbook to provide you with all the details of the measures that are being put in place to ensure the safety of our school community as we fully open.

We hope this will address any of your concerns and reassure you that we have taken all the necessary precautions in preparing to welcome all our pupils back to school.

Guidance is changing frequently however we will keep you updated with emails regularly and post any additional information on our COVID section of the website.

Please feel free to call our office on 0208 690 1208 if you have concerns.

You will not be permitted to come onto the school site without prior permission.

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In order to keep our school safe, we would like you to help us as follows:

- Adhere to your child's pick-up and drop-off times – ensuring you leave the school site promptly. Maintain social distancing with staff and other adults.
- Only communicate with the school via telephone or email.
- Remain vigilant for the symptoms of coronavirus.
- Keep your child at home if they develop symptoms or if any members of the household develop symptoms.
- Ensure your child washes their hands before they leave for school and after they return home.
- Helping your child understand the importance of infection control, good hygiene, and social distancing.

**All this guidance is current, but things are changing daily. If there is a spike in cases, we may have to go into a local lockdown and different controls may be implemented. We will endeavour to keep you updated with any changes as soon as we can.**

### **1. Risk Assessment**

The school has undertaken a robust risk assessment to identify all the risks and we have implemented control measures in line with the Government Guidance. If you would like a copy of this, please contact the school office.

### **2. Symptoms**

If anyone in your household becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must not come to the school and stay at home and follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school.

### **3. Testing**

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

You can also call NHS 119

Where possible, we will provide a home testing kit for you to ensure that your child and other members of your household can easily access a test.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period.

**We encourage you to inform the school immediately of test results.**

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

#### **4. Procedure for Pupil Displaying Symptoms of Covid 19**

It is extremely important that all parents and pupils remain vigilant regarding preventing, identifying and minimising the spread of coronavirus.

We ask, therefore, that you do not send your child to school if they have any of the following symptoms.

- A high temperature – this means they feel hot to touch on their chest or back;
- A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual);
- A loss of, or change in, their normal sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal.

It is also important that you do not send your child to school if somebody in your household has tested positive for, or has symptoms of, coronavirus.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection.
- You should come to collect your child must as soon as possible.
- We would ask that you have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.

If an individual in your child's class tests positive for coronavirus, the school will send the individual's close contacts home to self-isolate for 14 days.

Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

All parents will also be informed that a positive case has been identified although it will be clear that your child has not been a close contact of the identified case.

#### **5. Social Distancing**

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour. We have arranged desks and chairs in KS1 classrooms to face forwards and have organised staggered lunch and play times.

## **6. Arrangements**

To increase the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to have children in year group "bubbles".

Children will still work in their individual classes as much as possible but will be in year groups when they are on the playground, or at lunch. They will also share some year group resources.

Children in EYFS will remain in their class "bubbles" for the duration of the school day.

- We will endeavour to ensure that individuals within a bubble do not mix with members of another bubble.
- Some staff may have to move between bubbles to deliver a full curriculum, assist classroom staff, deal with an emergency situation, to provide cover etc however they will ensure social distancing is maintained and robust hand washing procedures.
- Each bubble will have its own classrooms, learning areas and designated outdoor areas for breaktimes and PE lessons.
- Each bubble will have their own classroom and outdoor resources which will not be shared with other bubbles. These resources will be frequently cleaned.
- Desks and chairs will be forward facing in KS1 and as far apart as possible. Furniture has been removed from certain classes to provide extra space.
- Years 1 and 2 will be issued with their own stationery sets and will not be shared.
- Any equipment or resources that is shared with other bubbles will be thoroughly cleaned or taken out of use (for the 72 hours) before being used by another bubble.
- We request that pupils do not bring in non-essential items from home.
- Pupils will be able to take home books and resources from their class to aid with their education. When returned they will be taken out of circulation for 72 hours before they can be used by others in the bubble.
- Each bubble will be allocated specific toilets which will be cleaned regularly during the day.
- Tissues and hand sanitisers will be available in each class.
- Contact points and surfaces will be cleaned and sanitised regularly during the school day.

We request that your child only brings into school:

- A water bottle
- Packed lunch
- Essential medication and medical equipment
- Coats and other essential outdoor wear
- School bag

## **7. Travelling to School**

Pupils should walk or cycle to school or be dropped off by only 1 member of their household where possible.

Public transport should be avoided; however, if you need to use public transport to get to school, you should try to avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks / face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

## **8. Face Coverings / Masks**

Public Health England does not (based on current evidence) recommend the use of face coverings in primary schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

If your child wears a mask / face covering to school, when they arrive at the school gate please take this off your child, so they do not bring this into school.

## **9. Drop off and Pick Up**

Drop off and pick up times will be staggered for us to adhere to social distancing guidelines as much as possible. We ask that pupils are dropped off or picked up by only one accompanying adult.

Parents / Carers will not be permitted to enter the school building or gather in groups within or outside of the school premises.

Parents/ Carers must follow the one-way system which we have set up.

The drop off and collection gates and times for each year group are set out below:

Beginning of the school day (with drop off points)

- In the morning we would ask that if you have more than one child across the Stillness Infant and Junior schools, that you arrive at school any time between 8.35am and 8.45am, and use the car park gate. We ask that you leave your children at the gate, where a member of staff will be available to see the children safely across the playground to their classrooms.
- If you have a child in nursery, reception or Y1, please arrive at school any time between 8.45am and 8.55am at the car park gate. Please leave your child with a member of staff at the gate.
- If you have a child in Y2, arrive at the new middle gate any time between 8.45am and 8.55am, where you will be met by a member of staff.

As always, our main priority is to work with all our families to ensure that children come into school happy and ready to learn. If you experience difficulty with your child separating from you, then please bring them into the playground / reception area where a member of staff can support you. This will be especially important during the early days in September.

Collection at the end of the day

- We will continue to stagger our collection times to ease congestion at the gates. If you have children in both the infants and the juniors, please collect at 3.00pm. Enter through the car park gate, collect your infant child/ren from the infant playground, and go through to the junior playground to collect your junior child/ren. Then leave via the gate at the far end of the junior playground.
- If you have infant children only, please collect at 3.10pm from the infant playground, entering via the new middle gate, and exiting via the car park gates.

We know that you will all be very excited to see one another again, but please help us maintain social-distancing by not blocking the entrances and exits. If you wish to chat to other parents, please cross to the other side of the road, or move along the pavements. Thank you for helping us to keep everyone safe.

For Breakfast and After school club you should use the main gate with the buzzer system to enter and leave the school.

## **10. Uniform**

We expect all our pupils to attend school in full uniform in the Autumn term. Uniform does not need to be washed or cleaned any more than normal. If you wish to purchase school uniform, please contact the school office for T-shirts, fleeces, sweatshirts, or book bags.

## **11. Infection Control**

Strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in our school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have special educational needs.

Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Pupils will be instructed to wash their hands at various times during the day including

- On arrival
- Before and after playtime
- Before and after lunch
- After using the toilet
- After coughing or sneezing
- If they change rooms (IT Suite, Art Room etc)

Pupils will wash their hands for at least 20 seconds using soap and water or use the sanitiser. Young pupils and pupils with educational needs will be supervised when doing this.

We have also enhanced our cleaning regimes to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc). Staff and visitors will also be required to follow stringent infection control measures.

We have disconnected all our water fountains, but pupils will have access to drinking water from their water bottles.

**12. Food and Drink**

Arrangements will be put in place to ensure mixing between bubbles is avoided during lunchtime.

Lunchtimes will be staggered by year group. Classes will sit together and not mix with other classes. Tables will be sanitised between use. Cutlery and water is set out on the tables by supervising staff.

**13. Visitors**

Visitors are not permitted to come onto our school site without a prior appointment or if it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents. Parents that need to come into school will need to make an appointment first. Please call the school office if you wish to meet with a member of staff.

Meetings will only be held where necessary and ensuring social distancing.

**14. Breakfast and After School Clubs**

Breakfast club will run from 7.45am in the Packed Lunch room. The children will be kept in their year group "bubbles" and served their food at tables. Due to the staggered start in place in the mornings, we will take the children to their classrooms at 8,35am. If the weather is good, we will supervise some outdoor play within each year group. Please use the normal "buzzer" gate to bring your child to the door of the PL room where you will be met by staff and your child signed in.

**15. First Aid / Intimate Care**

There have been significant changes to our first aid and intimate care procedures to ensure we have effective hygiene controls in place.

Additional personal protective equipment has been issued to staff and where possible social distancing will be maintained.

The accident / incident reporting procedure will remain unchanged.

If you are called to collect your child after an accident you will need to "buzz" the school office on arrival, and come directly to the main school door where you will be met by a member of the office staff. Your child will be waiting for you here.

**16. School Trips**

Our school is not currently planning or arranging any new school trips at this time.

**17. Assemblies / Gatherings / Events**

The government has advised that school do not hold full school assemblies at this time.

We may hold year group / bubble assemblies, but no parents / carers will be invited.

We will not be organising any events or gatherings for the foreseeable future.

**18. Curriculum**

It is important that as a school we sharpen our focus on supporting pupils "health and wellbeing" and help them back into school life successfully.

We will:

- Increased outdoor learning, where possible
- Continue with PE lessons – noncontact sport and in groups from their bubble.
- Music – percussion, drumming and glockenspiel lessons.
- IT – classes to use Ipad.
- FOREST SCHOOL – we will aim to visit the local park later in the term, once a risk assessment has been undertaken.

## **19. Behaviour**

For our school to remain safe for pupils and staff to return, we have implemented additional rules with regards to social distancing and infection control.

Pupils will be expected to follow these rules however we understand that they may be difficult for the young pupils or those with additional educational / behavioural needs, so each situation will be considered individually.

We will expect pupils to:

- Partaking in additional hand washing.
- Not to behave in a way that puts others at risk
- Maintain social distancing where possible.
- Not mix with other pupils from different bubbles
- Adhere to all the classroom / bubble hygiene rules

## **20. Clinically Vulnerable**

If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are **now** able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, e.g. wearing a face covering, please contact the head teacher via the school office.

**Thank you for your amazing support.**