



Returning to School Parent/Carer Handbook

This booklet has been written to give parents and carers the details of what the school has done to make it as safe as possible for children to return to continue their learning.

Our overriding priority is the safety and health of the children, families and staff within the school community. Every decision that we have made and every procedure we have put in place has this at the forefront. This means that there may be systems that have been put into place, which may make some things trickier. However, they are there for everyone's safety and health.

This booklet can be read in conjunction with the Government 'Returning to primary school: what parents need to know' booklet: <https://coronavirusresources.phe.gov.uk/schools-/resources/parents-leaflets/>

We will expect all families to closely follow all social distancing rules inside and outside of school for the safety of everybody



When will my child return to school?

Oyster Bay Nursery, Oysters SRP and Years 1 - 6 will return to school on **Wednesday 2nd September 2020.**

New Reception classes will start on Monday 7th September 2020.

How are we making sure that the school is safe?



We will continue to evaluate the risk when we open the school.



Our school will be cleaned more frequently. Each classroom has a cleansing box.



Children will be organised into year group 'bubbles'.



Everyone will wash their hands more frequently.



If a child/adult or someone in their household is ill with Covid-19 symptoms, they should take a Covid test and stay at home until they have the results. The results should then be communicated to school.



We have made changes to the school day.

Does my child have to come to school?

All children are required to return to school in September. The government has also indicated strongly that penalty notices will be issued by the local authority for non-attendance. We will, of course, be mindful of family circumstances where there are extremely vulnerable people living within the household, leading to absences. The local authority and school would require evidence of medical conditions within the household that may prevent children from returning to school.

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn. (DfE Guidance for full opening: schools)

Will my child have a school dinner?



There will be no hot school dinners served during the first three days of school.

Children ordering school dinners will receive a school packed lunch.



Children can bring a packed lunch from home. Please remember we are a NUT-FREE school!



Hot school dinners will be served from Monday 7th September. School lunches will be priced at £2.30 per child as of September 2020 for children in Years 3-6, which should be paid for in advance through ParentMail. Children in Years R, 1 and 2 continue to be entitled to a Universal Free School Meal each day.



All children need to bring in a water bottle, which **MUST** be taken home and washed daily. Please note that we will contact you if your child does not have a water bottle and ask you to bring one in.

What will go back to normal?



Breakfast and After School Club will resume with some changes.



Children will wear their normal school uniform and shoes (except on PE days).

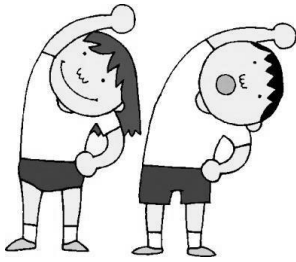
What will be different?



The school office will be open for email and telephone enquiries. Please contact the office to make an appointment if you need to drop off or collect anything. Please also speak to a member of staff on duty in the morning/afternoon. A mask must be worn if you visit the school office.



There will be no large gatherings /assemblies/events. Assemblies will take place in each classroom or via Teams meetings. The hall will not be used for whole school assemblies but may be used for year group bubble assemblies.



School PE kits will be worn on the day that your child has a PE lesson. You will be informed via Dojo of your child's PE day.



There will be no extra-curricular clubs in Term 1.

New Safety Procedures

Drop off and pick up



5:30pm.

- Only one parent will be allowed to drop off and pick up.
- Please remember that drop-off and pick-up needs to be swift and prompt.
- There is not time to stop and discuss anything with the Class Teacher – all information/questions **MUST** be made via the office by **PHONE/EMAIL** or through **CLASS DOJO**. Staff will get back to you as soon as possible, but Dojo messages will not be responded to after

Be socially safe

- All visitors to the school site are expected to adhere to the social distancing rules.
- Please pay careful attention to any signage around the site and maintain distance from other parents/carers and staff.
- No parents or carers will be allowed into the school building without prior appointment.

Increased hygiene



- Children and adults should continue to use the 'catch it, bin it, kill it' message if they cough or sneeze. There are tissues in each class and a lidded bin.
- There will also be hand sanitiser in each classroom and around the school. Teachers will be reminding children how to wash their hands thoroughly for 20 seconds.
- A cleaning team will visit the school during the day to clean and sanitise toilets and regularly touched surfaces.

Toilets

- Children will only be able to use the dedicated toilets within their bubble area.
- Only one child to use the toilet at a time.



Behaviour

- All children will be expected to behave in a way that is safe and respectful.

- Children must stay within their bubble and must adhere to the social distancing and hygiene protocols that have been put into place.
- Children who cannot adhere to this will be reminded of the rules following our behaviour policy and parents/carers will be contacted if appropriate.

What are the drop-off and collection arrangements?

Nursery	
Arrive	Dependent on session booked
Route	Enter via Joy Lane right-hand gate and follow gate to Nursery
Collection	Dependent on session booked
Route	From Nursery across car park and exit through middle gate to Joy Lane

Reception	
Personal staggered times arranged during home visits for new reception children between 7th and 9th September. Times below in place from the 10th September when pupils are full time.	
Arrive	Klee 8.30am Kline 8.35am Kandinsky 8.40am
Route	Enter via Joy Lane right-hand gate and follow path to Reception gate. Exit via centre of car park and through middle gate to Joy Lane.
Collection	Klee 3.05pm Kline 3.10pm Kandinsky 3.15pm
Route	Collect child from Lower School Hall back door in car park and follow one-way system through the car park to the middle gate leading to Joy Lane.

Year 1	
Arrive	Voysey 8.45am Van Gogh 8.50am Vallotton 8.55am
Route	Enter via Joy Lane right-hand gate, following the path and drop child at back of Lower School Hall. Leave via centre of car park and middle gate leading to Joy Lane.
Collection	Voysey 3.20pm Van Gogh 3.25pm Vallotton 3.30pm
Route	Collect child from Lower School Hall back door in car park and follow one-way system through the car park to the middle gate leading to Joy Lane.

Year 2	
Arrive	Potter 8.30am Postgate 8.35am Picasso 8.40am
Route	Enter via Joy Lane right-hand gate, following the path and drop child at back of Lower School Hall. Leave via centre of car park and middle gate leading to Joy Lane.
Collection	Potter 3.05pm Postgate 3.10pm Picasso 3.15pm
Route	Collect child from Lower School Hall back door in car park and follow one-way system through car park to the middle gate leading to Joy Lane.

Year 3	
Arrive	Riley 8.30am Rousseau 8.35am Renoir 8.40am
Route	Enter via Joy Lane left-hand gate, walk through gate by swimming pool and drop off child by steps to field where children walk independently to rear door of classroom. Parents/carers leave via MUGA exit, through car park and out via middle gates to Joy Lane.
Collection	Riley 3.05pm Rousseau 3.10pm Renoir 3.15pm
Route	Parents/carers enter gate by swimming pool and line up by corner of swimming pool/steps to field. Riley pupils exit from classroom and are called to parent/carer by

	<p>teacher. Rousseau and Renoir line up outside classrooms along edge of bank and are called to parent/carer by teacher.</p> <p>To exit, follow path around swimming pool and across car park and out via middle gate to Joy Lane.</p>
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Year 4	
Arrive	Hockney 8.45am Heron 8.50am Hepworth 8.55am
Route	Enter via Joy Lane left-hand gate, walk through gate by swimming pool and drop off child by steps to field, where children walk independently to rear door of classroom. Parents/carers leave via MUGA exit around the swimming pool, through car park and out via middle gates to Joy Lane.
Collection	Hockney 3.20pm Heron 3.25pm Hepworth 3.30pm
Route	Parents/carers line up by corner of swimming pool, Hockney, Heron and Hepworth pupils line up outside classrooms along edge of bank and are called to parent/carer by teacher. To exit, follow path around swimming pool and across car park and out via middle gate to Joy Lane.

Year 5	
Arrive	All classes arrive between 8.30am and 8.40am
Route	Parents/carers leave pupils at Vulcan Close gate and pupils walk across zebra crossing and through double doors to cloakroom.
Collection	All classes leave between 3.05pm and 3.15pm
Route	Children walking independently can be released to Vulcan Close gate from classroom. Parents/carers enter via Vulcan Close gate (unless already collecting another child on site before this time), walk through centre of staff car park to upper playground and queue at the gate. Children will be brought to the top playground and called to parents/carers. Exit by walking along path past Year 6 classrooms and out through Vulcan Close gate or middle gate to Joy Lane.

Year 6	
Arrive	All classes arrive between 8.40am and 8.50am
Route	Parents/carers leave pupils at Vulcan Close gate and pupils walk across zebra crossing and to rear classroom door.
Collection	All classes leave between 3.15pm and 3.25pm
Route	Children walking independently can be released to Vulcan Close gate from classroom. Parents/carers enter via Vulcan Close gate (unless already collecting another child on site before this time), walk through centre of staff car park to upper playground and queue at the gate. Children will be brought to the top playground and called to parents/carers. Exit by walking along path past Year 6 classrooms and out through Vulcan Close gate or middle gate to Joy Lane.

Oysters SRP	
Arrive	Taxis/cars to arrive at 9.15am on the Upper Playground
Route	Children will be escorted individually by a member of staff to their classroom
Collection	Taxis/cars to arrive at 2.30pm on the Upper Playground
Route	Children will be escorted individually by a member of staff to their taxi/car



What happens if I have more than one child to drop off/collect?

If you have more than one child to drop off and collect, we would ask you to arrive at the earliest designated time and walk around as a family for your first drop off, follow the one-way system and then proceed to the drop-off point for your next child. The same should apply for pick up.

We know that this may be a little time consuming, but I am sure you will understand that in order to adhere to government guidelines and our own risk assessments, this system must be in place. We will, of course, continue to review our systems during Term 1. There will be staff on site in hi-vis jackets to point you in the right direction.

Please do not arrive before your allocated time. Important consolidation lessons will now start for all children on arrival so it is important that children are in school punctually; any child arriving after their designated arrival time will be marked in as late.

What will happen in a bubble?

With all children now returning to school, there will be approximately 650 children within the school campus. During the first three days of Term 1, all children will remain in class bubbles in order to settle children and so they can get to know their classmates once again.

We aim to move to Year Group bubbles following our risk assessment from Monday 7th September - this will allow us some academic flexibility, such as phonics groupings,

interventions and shared break and lunch times; however, for the most part, children will be based in their pastoral classes. We will restrict the movement of most adults between the classrooms as much as possible, and all bubbles will have staggered entry and exit times, playtimes and lunchtimes.

Oysters SRP will be a bubble for Term 1, and integration will not take place.



Each class within the year group 'bubble' will have their own room. Each child will have their own space and own equipment. In KS1 and KS2 classrooms, children will sit side by side, but not facing each other, in line with government guidance. At this time, children will not move between classrooms but may use other spaces for year group interventions or group work.



Staying in their 'bubble' children will have access to limited play and PE equipment and only play in their group. The groups will not mix and they will play in spaces at staggered times. Any equipment used will be wiped down between classes.

Bubbles Q&A

Will they have a hand soap and sanitiser?

Each classroom will have their own hand sanitiser and soap. Teachers have timetabled in opportunities throughout the day for children to wash their hands, especially on entry to school, before lunch, after break times and before they go home.

Will my child have an opportunity to be with their friends?

Children will only interact with the other children within their 'bubble'. If their friend is not in their bubble, they will not interact with them throughout the day.

What can my child bring to school?

All stationery and learning resources will be provided by the school. Children must not bring in pencil cases or other personal possessions.

They can bring a school bag, wellies, a coat, lunch box and water bottle.

What will happen if the staff in the bubble are absent?

Staff can move between bubbles; however, this will be limited as much as possible.

What will my child be learning?

We will welcome the children back with a specially tailored recovery curriculum that will be based on Charlie Mackesy's 'The Boy, The Mole, The Fox and The Horse'. The emphasis on well-being will, as ever, be vital, and teachers will spend time with children

at the beginning of school to reflect and settle them back into a normal routine of learning and socialising.

The school and teachers will commit time during September to ensuring that routines, expectations, standards, relationships and values are quickly re-established. At the heart of these plans, getting children 'back-on-track' in both an academic and emotional sense is the absolute priority. From Monday 14th September, children will return to a usual school timetable involving a full, engaging and broad curriculum for the core and foundation subjects. Our curriculum has been adapted in light of the school closure and all learning opportunities will be maximised so that they can make good progress in the core skills of reading, writing and maths. This will be continually reviewed to respond to the children's gaps in learning.



All bubbles will have regular sport and recreation. Each bubble has their own box of sports equipment.



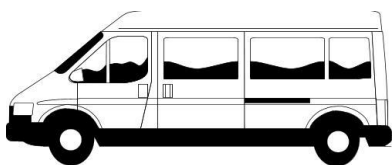
Children will spend increased amounts of time outside. This will include time in the Forest School.



Children will continue to be taught about the school's core ethos.



We will discuss the COVID-19 pandemic as part of our recovery curriculum and what has happened over the last few months at an age-appropriate level.



There will be no external visitors or trips in Term 1.



A system for rotating reading books will be in place so children can get back to reading regularly at home.

What happens if there is a case of Coronavirus in the school?

Please do not send your child to school if they have symptoms of Coronavirus:

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

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or a change in, their normal sense of taste or smell (anosmia), they will be sent home immediately. We will adhere to PHE advice which is to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'.



The person with symptoms must begin self-isolation and should arrange to have a test to see if they have coronavirus (COVID-19). Book a test here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Please inform the school of the test results as soon as possible, and follow the medical advice that has been given to you regarding self-isolation.



The people they live with must self-isolate following the medical guidance given.



If anyone in their class bubble tests positive, it will be confirmed who has to self-isolate in school as a result. Home learning resources will be provided.

School Protocols and Expectations

Please share our school protocols and expectations with your child, which will become part of day-to-day school life. These have been amended in relation to COVID-19 Guidance: Summer 2020 In conjunction with 'Planning guide for primary schools' Published 14 May 2020-DfE and updated August 2020.

Procedures

- When arriving at school I will follow the one-way system, keeping my distance from other children and families.
- I will wash/sanitise my hands as soon as I arrive at school.
- When leaving school, I will follow the one-way system and keep my distance from other children and families.

- I will follow the instructions for moving around the school. This includes the one-way system for entering and leaving the school. When queuing, I will be sensible about keeping a reasonable distance.

Hygiene and Handwashing

- I will wash my hands regularly throughout the day: before and after eating, before and after break and lunchtimes, after going to the toilet.
- I will wash my hands with soap for at least 20 seconds (Sing the tune of 'Happy Birthday' twice to help).
- I will avoid touching my mouth, nose and eyes with my hands. If I need to sneeze or cough, I will do this into a tissue and then put the tissue in the bin or into my elbow/arm. I will then wash my hands. Remember: 'catch it, bin it, kill it'.
- I will tell an adult if I am feeling unwell and experiencing symptoms of coronavirus.
- I will not, at any time, cough or spit at or towards any other person. This is very serious and will not be tolerated.

Bubbles

- I will have a new learning group/bubble and I will stay with this group throughout the day.
- I will have learning time and playtime with this group of children only.
- I will only play in specific areas on the playground, with my learning group/'bubble'. My teacher will show me where I am allowed to play.
- I will be provided with equipment to help me with my learning (for example pen, pencil, whiteboard etc.) I will not share this, or any equipment or other items. This includes drinking bottles.

Toilets

- Only one person may use the toilets at a time.
- I may only use the toilets designated to my learning group.
- I should wash my hands in the classroom first, before visiting the toilet.
- I will wash my hands after visiting the toilet.

School Policy

- Our usual rewards and sanction system will apply.
- The Joy Lane Primary School Home-School Agreement will be sent out next week.
- Expectations for attendance are mandatory and as normal from September 2020. School attendance policy should be followed as per the guidance and school policy.
- From September 2020, all pupils must wear uniform to school (except on their PE day) and follow normal school rules on uniform as set out in school policy.