

Eagle Community Primary School



September 2021 School Return Parent Handbook

(NB: The contents is subject to change)

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Context

As we plan for the start of school in September, we are expecting a return to a more normal routine and environment.

For some, Eagle CP School will be an entirely new experience. Others will not have known anything but school under covid restrictions. But for many, we will need reminders of how things used to happen. And so we are mindful to approach our return with due care and recognition of the prior experiences of all.

In order to keep you informed, the most recent guidance is dated 19 July 2021 and this has been used for our September Return operational planning.

Guidance

Schools COVID-19 operational guidance

Updated 19 July 2021

This is helping us to plan for the measures we will have in place as part of our continued covid response. Should any changes in the local or national landscape alter, we have all our plans in place to re-institute our lockdown response (these remain on the school website for reference).

This handbook is written to try and answer as many questions as possible that you may have, both in relation to covid and in general. It is written for an audience who new to the school, to those who only know our school under covid-condition and for those who would like a reminder of a time before covid.

Every school will be applying the guidance to their setting – it is not a ‘one size fits all’ process. We are doing what we feel is best for our children, our staff and within our school environment. You can rest assured that every member of staff has the best interests of your child, you, our community and Team Eagle at the heart of everything we do.

School Attendance

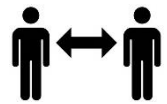
School attendance is mandatory for all pupils of compulsory school age unless a statutory reason applies. There are very few situations where someone cannot attend school unless they are complying with clinical and/or public health advice to self-isolate or quarantine.

Arrival and Departure

Children will no longer be required to use allocated gates as the guidance removes the expectation of segregated class 'bubbles'. Any changes in this guidance will be communicated as appropriate.

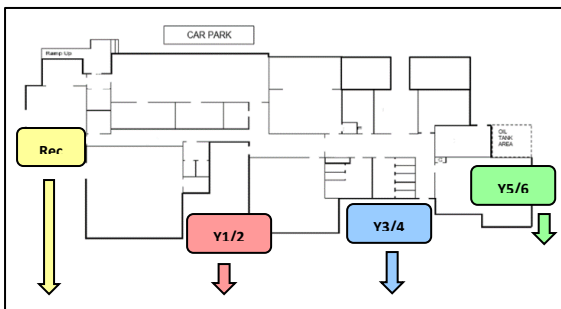
Access to the school site will be by the main front gate following the path around the field-side of the building or by the rear field gate, where you can wait on the playground with your child from 8.45am until the whistle at 8.55am. This will indicate line-up time and teachers will greet the class and enter school. Please depart the school site promptly following the whistle.

We ask you to space yourself across the playground (teaching staff quickly get used to where you typically stand) and whilst it is not obligatory, you may wish to continue social distancing for your own peace of mind. Please do not be offended if staff feel it appropriate to maintain a distance if having a conversation with them, we are simply mindful of the many contacts we have each and every day.



If you wish to wear a face covering while waiting as lots of people are coming together or as you may come into contact with people you don't normally mix with, we encourage you to do so. Any changes in this respect following instruction from the local Public Health Team will be communicated accordingly.

Finally, please support our prompt start to the school day by ensuring that your child has thoroughly washed their hands before leaving home. We will apply sanitiser on entry to allow learning to commence without delay.



The school day will end at 3.15pm.

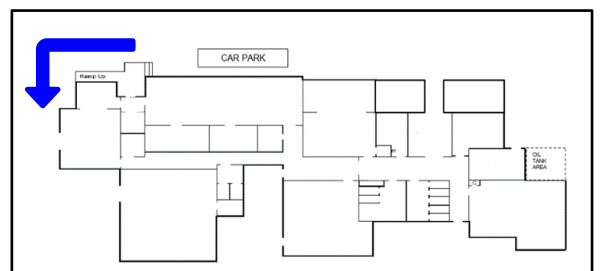
Children will exit from their nearest class gate/door and be dismissed by their class teacher. This provides an opportunity for daily teacher visibility if required, though for lengthy conversations an appointment would be necessary.

Little Eagles

Little Eagles will use the hand gate sited in the car park.

Sessions will start at 9.00am or 12.00pm and finish at 12.00pm or 3.00pm as per booking.

Please also consider social distancing and face masks as above while waiting away from the staff cars.



Travel to School

We ask that children do not to leave bikes or scooters at school and that they use them respectfully on their journey, refraining from their use on the school site.

Please also acknowledge the school safety zone if travelling by car and park respectfully in the vicinity of the school.

If the car park is your transit area, we kindly request that you do not wait in-between, play around or lean on the cars. NB: the car park is closed for vehicular movement during arrival/departure times.

School Structure - Class Groupings

The school structure has four classes: Foundation Stage (including Class 1 and Little Eagles), Key Stage 1 (Class 2), Lower Key Stage 2 (Class 3) and Upper Key Stage 2 (Class 4).

Government guidance states that ‘bubbles’ (ie specific groups of children) are no longer required in schools from the autumn term. Also that we have flexibility in curriculum delivery, can resume assemblies and other activities whereby children can freely mix.

Your child therefore will be able to play and socialise with children from other classes at break and lunchtimes – though we are mindful that this will be a new experience for some.

We will also have more flexibility to support children academically by creating smaller groups, using different spaces across the school and varying the ways of teaching.

Autumn 2021		Classroom	Class Teacher
EYFS	Little Eagles	Playroom	Miss Jess & Miss Debbie
	Reception	Class 1	Mrs Luddington & Ms Egan
KS1	Year 1	Class 2	Mrs Haynes & Mr Hartnell
	Year 2		
LKS2	Year 3	Class 3	Mr Watson & Mrs Higginson
	Year 4		
UKS2	Year 5	Class 4	Mr Anderson & Mrs Damarell
	Year 6		

Following our return to a ‘bubble free’ setting, please be assured that should the guidance change at any point, we have structured plans in place to revert to which ensure that each school quarter can be covid-secure.

Equipment and Belongings

We will continue to provide all equipment the children will need.

Children in Years 1-6 will have individual stationary boxes as this has been a positive introduction since lockdown, encouraging children to have responsibility for their equipment and ensuring they have everything they need to hand.

Children in Reception have stationary boxes also, however the style of provision in the Early Years lends itself to a more free access to equipment based on the direction the learning follows and thus building independence and thinking skills.

Minimising the amount children need to bring to school has significantly reduced lost items, as such we will continue this, therefore:

Children should only bring to school

- a bottle filled with water ONLY
- packed lunch (if required)
- morning snack (if required)
- coat/sun-hat (weather appropriate)
- reading book and reading record

Children SHOULD NOT bring

- pencil cases
- money/phones
- PE kits
- toys
- large rucksacks/bags

School Uniform

Eagle School uniform consists of a light blue polo shirt and burgundy jumper/cardigan, worn with grey trousers/skirt/pinafore, sensible school footwear and a coat (as waterproof as possible). If the sun shines, a hat and a before-school application of sun cream is recommended.

PE Kit & PE Days

We will continue to ask children to attend school in their PE kit (acknowledging the weather) on PE days (please note the switch from last year):

Wednesday	Reception / Year 3&4	Thursday	Year 1&2 / Year 5&6
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We have found this maximises the opportunity for physical activity and allows skill development to move into application within one lesson, thus giving momentum to the learning.

PE kit consists of a light blue t-shirt with burgundy shorts. Dark (black/grey/navy) joggers/leggings and hoodies/sweatshirts can be worn in the cooler weather. School logo hoodies are available from Friends of Eagle School should you wish to order the next size and details will follow in due course.

This year, we hope to resume our KS2 (Years 3-6) swim programme. Our allocated term at NK swimming pool is the Summer term. This is a long way off and so details will follow much nearer the time.

For information, it is our intention to first conduct an assessment swim and then take the children who still need to work towards being able to swim 25m by the end of KS2 for the remainder of the term. However, this is subject to change.

Food, Drink & Snacks

Break-time

We are very much looking forward to returning to our usual whole-school break times whereby the whole school is able to see each other at the same time on the field or the playground (weather dependant) which both have a range of different equipment and apparatus to explore and use.

Children will have a morning break time approximately an hour before lunch. We provide a varied fruit bowl for R/Y1/Y2 or you can send a small healthy snack for their morning break. Children in Y3/Y4/Y5/Y6 will need to bring a healthy snack for this time should they require one.

Please help us to encourage healthy eating and ensure that your child is selecting a healthy snack. This does not include crisps or chocolate; sweets or cakes. Often 'something' is taken from a packed lunch, rather than a specific break-time snack, so being specific about the snack item will be very helpful. Also, as lunch isn't too long to wait, please consider the size of the snack.

Lunchtime

Due to the lifting of restrictions, all meals will once again be eaten in the hall. We are mindful that this will be a new experience for some and a distant one for others – including us! We will provide appropriate support to aid this transition.

School meals can be ordered from Good Lookin Cookin or your child can bring a home packed lunch. Please do not bring a packed lunch from home if you have ordered a free school lunch as this leads to food wastage and the cost will still be charged directly to the school.

If children are in Reception or Year 1 or 2, they are entitled to Free Universal Infant Meals. If this is the case, you must still apply for free school meals for all year groups (FSM) via:

<https://www.lincolnshire.gov.uk/school-pupil-support/apply-free-school-meals>

Staying Hydrated

It is very important to stay hydrated, but with busy days it is easy to 'forget'. Please ensure that your child brings a water filled bottle (not juice/squash/pop) for the classroom, which can be re-filled at school.

We provide free milk for children under 5 or this can be purchased from Cool Milk.

Please ensure that there is a drink added in their lunch box if your child would like a non-fizzy, water alternative such as juice/squash as we will only serve water at the dining tables.

Assemblies

As we are no longer required to stay in class bubbles and socially distance, we will be able to resume assemblies.

We will be mindful of re-introducing this part of the school day for those for whom this large type of gathering is new or unfamiliar. But so too, we are excited to return to the sharing of collective stories and big questions; the involvement of our Year 6 as School Council receiving school responsibilities and their rite of passage to 'sit on the benches'; and most of all to reflect on the values that build our school on firm foundations and solid relationships.

Handwashing & Respiratory Hygiene

It remains essential that hygiene procedures continue.

Handwashing

Guidance asks schools to ensure that everyone continues to wash their hands more often, using soap and water for at least 20 seconds. Handwash and/or sanitiser sessions are planned into the timetable:

- Upon entry into school at the start of the day
- At breaktimes
- At lunchtime
- After using the toilet and blowing nose/sneezing etc
- At a point of transition between activities requiring movement

Hand washing with soap employs a mechanical action that loosens bacteria and viruses from the skin, rinsing them away. Drying hands afterwards makes the skin less hospitable to the virus.

Respiratory Hygiene



'Catch it, Bin it, Kill it' mantra will support good respiratory hygiene.

Sneezes, coughs and/or runny noses should be into a tissue or if no time, into the crook of your arm.

The tissue will then be disposed of and children must then wash their hands immediately.

Your help in not only promoting these messages to your child, but also explaining why these are good steps to follow, would be most appreciated.

Ventilating Classrooms

Schools have been asked to continue opening windows and doors to maintain adequate ventilation.

We will increase the classroom ventilation before/between/after lessons, then ensure that ventilation continues whilst balancing comfort during lesson time.

Of course, it still may become chilly therefore as the next academic year progresses, it may be worth checking with your child if they feel cold and adding layers to your child's uniform.

Toilets

The toilets will no longer be separated for class bubbles. One toilet block will be used by our Early Years children (Reception and Little Eagles) and the other, larger girl/boy block used by Years 1-6.

All children **MUST** follow handwashing procedure after using the toilet. Additional signage will be in place in toilets to remind children of hand washing routine and this will be supervised during group hand-washing times. Otherwise, only one child should use the toilet at a time.

The toilet blocks will be cleaned at mid-day and high-touch areas sanitised.

Enhanced Cleaning

A daily cleaning regime is in place, which includes regular cleaning of high-touch, high-use areas and a thorough clean at the end of each school day.

We will continue to ensure equipment is stored carefully and cleaned appropriately.

First Aid & Incidents

Each classroom will continue to have its own first aid and incident book, mini-pack of first aid equipment and basic PPE. This has supported a more streamlined process to first aid from response, to administration and monitoring.

There are also Paediatric First Aiders on site every day, standard first aid resources and PPE available centrally in school.

Registers and Absences

Attendance is mandatory and registration will be completed electronically at 8.55. After 9am, arrivals will be marked as a late and require entrance via the main office as teaching will have started.

Please ensure that you let school know of any absence by 9am and on a daily basis. Please don't be offended that we will continue ask for clarity of reasons and symptoms (if applicable), it is simply due to our responsibility to act on any link to coronavirus.

Before and After School Club (BASC)

BASC will run from 7.45-8.45 (£3) and 3.15-5.30 (£8) and must be booked in advance, by the Thursday of the week before to ensure that we can staff the provision.

After School / Lunchtime Clubs

In the past, some staff have run extra-curricular activities at a point in the school year. It is worth noting however, that staff do not have to run a club, it is entirely their choice and where they may have felt they had the time to run a club, this may not still be the case now.

Some staff ran clubs at lunchtimes, whereas others preferred them after school. Some clubs are just for particular year groups, others may be for all year groups and often there are number limitations on participants due to type of club. Furthermore, some clubs are run by external providers such as 'Premier Education' who also teach the PE lessons each week.

We will work towards resuming clubs, but ask for your patience as we once again learn another new, almost normal! Due to staffing changes and absences, this may take longer than usual and as staff may be under assuming additional roles, they may not be able to add to that at this time.

Information will follow in due course if and when club are available.

Visiting School

The Government guidance says that adults are allowed in school at the discretion of the school.

We will continue to allow external support, agencies and premises services in to school, however we will take a cautious approach to other and regular visitors.

We will continue to encourage those coming on to site to be mindful of the Government encouraging the continued use of face coverings and distancing.

The school office foyer is very small and we are unable to ensure social distancing. However, should you need to come to school for any reason, please offer a respectful distance if more than one person is present. Hand sanitiser will be available on the ledge and the glass will be closed. Just as with other places we visit, we respect the Government encouragement to continue to wear a face covering and staff will don theirs as appropriate.

If there is no-one present in the office, the doorbell can be used to raise attention. Please be patient in waiting for someone to come before ringing the doorbell again as they may be dealing with something, too far away or on the phone. It is always regretful if you are delayed by waiting, and of course we apologise for any inconvenience caused.

As an alternative to visiting the school office in person or if you found efficiencies in phoning (01522 868354) or emailing (enquiries@eagle.lincs.sch.uk) school you can continue to liaise in that way.

School Events

It is our intention to return to our usual calendar of events. Details of diary dates will be sent at the start of term (allowing for any changes in guidance received before we return) and more detailed information of how events will run will be sent out nearer to the time.

We very much hope in time to be able to invite you to whole school assemblies, performances, events and hopefully resume the Gallery! This was a fantastic new introduction way back in December 2019, but sadly lockdown prevented us from holding another open day to celebrate our varied learning and skills.

Communication

Weekly Newsletter

Lots of school information is shared in the weekly newsletter which celebrates the events of the week and also shares information, signposts and highlights other events and activities – both local and national. We aim to keep this to one A4 page which we email on a Friday and put on the website – it is a PDF document and should open easily on a phone/device.

Parent Letters

Sometimes we have to send letters to specific year groups or which require a response. Again, we use email as much as possible, so it is vital that you keep us informed of a correct email address and let us know if you don't seem to receive anything. For your ease, if responses are required, these can usually be done by return of email or hard copies can be collected from the office.

Class Dojo

The Class Dojo App allows you to see what your child is doing in school and what the whole school is getting up to. Please make sure you sign up for access to this as it not only provides a window on life at school but is a handy method to share information and reminders quickly.

Covid – what if?

My child has to self-isolate?

If your child is required to self-isolate due to Covid-19 we will provide a continuous curriculum.

Where this is a single child within the class, the daily activities will be provided as a slidedeck via a daily email. Where this is a class closure and the teaching staff are well, live lessons will be incorporated with the daily slidedeck in our activities offer; therefore connection and continued familiarity with the TEAMs platform is essential. Please ensure that you set up a TEAMs school log-in as soon as possible to activate should this be required.

Not enough staff can attend school?

This could be due to large numbers of staff being ill with covid themselves or that large numbers of staff are having to self-isolate for various reasons.

Where possible we will 'cover' as we currently do when individual staff are ill or away from school for other reasons. However, there could be a scenario whereby for a brief period of time, there are simply not enough adults available to be on school site to ensure safe ratios for one or more classes in school. Should this situation occur you can rest assured that this decision would not be taken lightly and closure would be for the bare minimum of time. If staff are not ill with covid, remote live learning will be provided through TEAMs; otherwise, contingency materials will be sent to continue the learning process.

There is another national or local lockdown?

If this is the case, we will follow the local or national guidance at the time.

Based on previous experience, this could involve assessing key workers and vulnerable children for on-site learning, with the majority of children learning at home through our continuous learning offer (live lessons, access to recorded lessons and/or slidedeck).

We have previously been given both several days' notice and no notice, so we would ask for your understanding if we are once again asked to 'react' at a moment's notice. At times like these, it is vital that you check all modes of home:school communication for updates.

There is a positive case of covid in my family or I get contacted by Track and Trace?

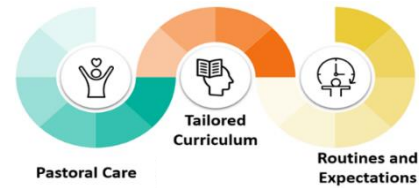
For a positive test, isolation is 10 full days from the day symptoms started and symptoms cease. For Track and Trace contact, isolation is 10 days as this is how long it can take to develop infection after being exposed. If someone in your household has symptoms of COVID-19 or has received a positive test result, your household members must still self-isolate even if they have received one or more doses of COVID-19 vaccine

It may be that this guidance changes as the Covid situation changes over time. Therefore we will respond accordingly at the time.

Curriculum Expectations

Within school following the lockdown experience, we will continue to deliver our broad and balanced, high-quality curriculum.

Our return after the summer break, will focus on reconnection to re-establish routines and activities to build solid, trusted relationships.



We have already supported core-subject skill-builder sessions to move learning forward. In September, we will use the assessment information we have and align that with a post-summer baseline to reflect on the specific needs of the cohorts and plan accordingly.

We recognise that some pupils will be keen to return to school, some may need some time to re-adjust to routines again and some may be reluctant to return. Wellbeing and pastoral care activities will be incorporated into our daily timetable to re-ignite and rebuild friendships and respond to issues linked to coronavirus.

Behaviour Expectations

In order to help your child understand our school behavioural expectations, we will reflect and write a Class Charter upon our return.

We will share our values and focus on our collective aims and goals to enable us to be the best people that we can be.

We will reference as appropriate the actions we need to continue to enable us to remain safe as part of the relaxed, ongoing national covid-response, and so make our behaviour expectations clear from the outset.

Purposeful rule breaking creating any risk will result in a withdrawal consequence and a restorative approach will be offered to rebuild and repair the action.

