

Eagle Community Primary School



School Re-Opening Parent Handbook

Autumn 2020

(NB: The contents is subject to change)

Contents

Context	3
School Attendance	4
Arrival & Departure	4
Travel to School	5
Class Groupings	5
Equipment	5
School Uniform	6
Food, Drink & Snacks	6
Social Distancing in the Classroom	6
Adults in the Classroom	7
Social Distancing around School	7
Handwashing & Respiratory Hygiene	7
Toilets	8
First Aid	8
Messages	8
Registration	8
Before and After School Club (BASC)	8
Use of Face Coverings	9
Showing Symptoms of Coronavirus	9
Enhanced Cleaning	10
Visiting School	10
Curriculum Expectations	10
Behaviour Expectations	11
A Shared Approach	12

Context

The Government guidance ('Guidance for full opening: schools') highlights the need for all children to be back in school – stating that “the benefits of being back in school far outweigh the very low risk from coronavirus” (p.2). The guidance also states that a school must “put in place proportionate protective measures for children and staff”, which not only ensure that all pupils “receive a high quality education” but also “minimises the number of contacts that a pupil has during the school day [] to reduce the risk of transmission of Covid-19”. In addition, school must have plans for continued education, to cope with “the possibility of a local lockdown” (p.3)

Guidance

Guidance for full opening: schools



Department
for Education

This document has been written with an understanding of what has already worked well within our school logistically during the period of complete and partial COVID-lockdown. However, I am sure that you can appreciate that as we have not yet experience a full complement of children and staff all in the building at the same time, we may have to make amendments as we face new logistical challenges. And so, I ask for your continued patience and support.

The contents is written for an adult audience, however we ask after you have read it you choose an appropriate way to explain relevant sections to your child. We are very conscious that despite our best efforts, school is still not quite 'normal' in terms of how it operated prior to the Covid-19 outbreak. Your help therefore, in preparing children for this; will be most appreciated.

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.

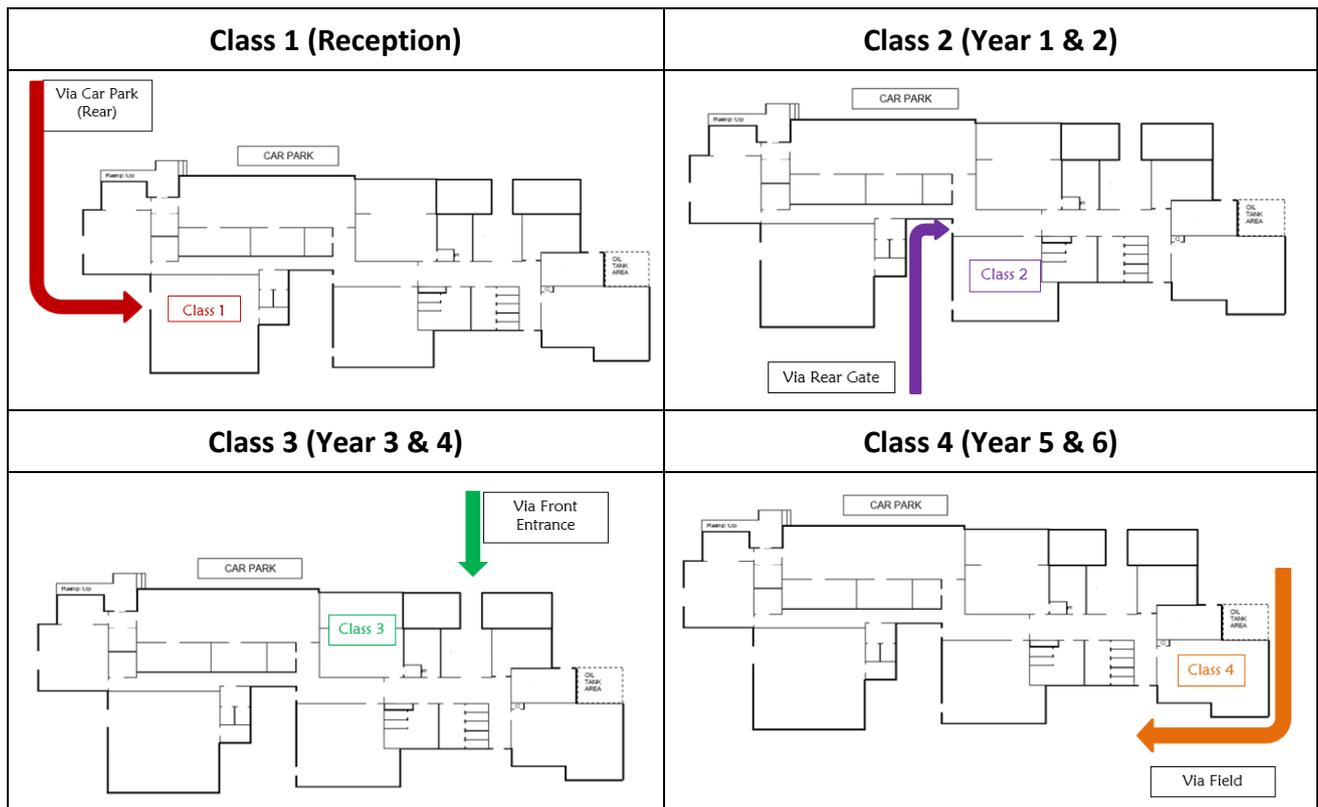
School Attendance

There are very few situations where someone cannot attend school because they are complying with clinical and/or public health advice:

-  they are self-isolating
-  they have symptoms or a positive test
-  they have been in close contact of someone who has coronavirus (Test & Trace)
-  they remain under the care of a specialist health professional

Arrival and Departure

Children will arrive and depart via allocated gates:



There will be a rolling start from 8.45 until 8.55 and a rolling departure from 3.10 until 3.20.

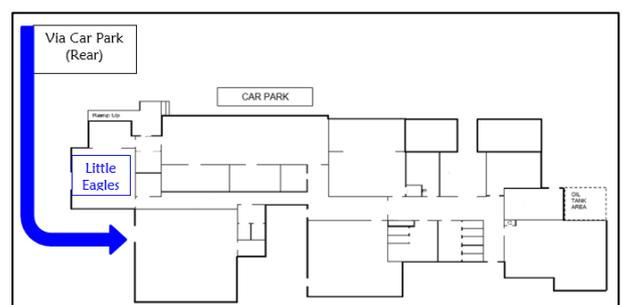
The concept is based on creating a flow of movement as opposed to waiting zones. We respectfully request that there is no clustering around the school (even at social distance) as this will cause blocks in the safe transit along the pavements and impede homeward journeys.

Little Eagles

Little Eagles will solely use the green hand gate in the car park.

Please uphold social distancing while waiting.

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



Travel to School

We ask that children do not to leave bikes or scooters at school. Any bikes or scooters ridden to school must be taken away by parents. This may be reviewed at a later date.

Please also acknowledge the school safety zone if travelling by car, park respectfully in the vicinity of the school and be mindful of staff parked cars if this is your waiting area (NB: the car park is closed for vehicular movement during arrival/departure times).

Class Groupings

The school structure will form four bubbles: Foundation Stage, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2 be maintained and your child will move to their next year group. We will also repatriate all classrooms and year groups to their usual places.

Academic Year 20-21		Classroom	Class Teacher
Reception	EYFS	Class 1	Mrs Luddington Mrs Adams/Ms Egan Mrs Ranyard
Year 1	KS1	Class 2	Mrs Haynes Mr Hartnell
Year 2			
Year 3	LKS2	Class 3	Mr Watson Mr Hay Mrs Damarell Mrs Cottier
Year 4			
Year 5	UKS2	Class 4	Mr Anderson Mrs Higginson
Year 6			

As we have to be mindful of contacts and movement around the site, we will not share communal areas or use through-traffic areas for group work. We will only have the hall as an additional space and this will be segregated to create a break-out area for each class should a smaller group need to work together.

Equipment

We will provide all equipment that the children will need so that no transit of belongings is needed:

Children should only bring to school

- filled water bottle
- packed lunch
- morning snack (if required)
- coat/sun-hat (weather appropriate)
- reading book (quarantine rotation)

Children SHOULD NOT bring

- pencil cases
- money/phones
- PE kits
- toys

School Uniform

Children will require normal uniform, to be cleaned as usual. This includes normal school footwear and a sensible coat.



Children will attend school in their PE kit (acknowledging the weather) on PE days:

Wednesday	Year 3&4 / Year 5 &6	Thursday	Reception / Year 1&2
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This will maximise the opportunity for physical activity and reduce risks associated with reduced social distance to support changing, reducing transmission from additional transit of belongings and avoid the need for multiple changing spaces where this has been provided for older children.

Food, Drink & Snacks

If children are in Reception or Year 1 or 2, they are entitled to Free Universal Infant Meals.

Due to staffing and service restrictions, all meals will be eaten in classrooms. A reduced menu for school meals can be ordered from Good Lookin Cookin and will be delivered to school daily for distribution. If lunches have not been ordered from Good Lookin Cookin, a home packed lunch must be bought by children.

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.

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 healthy snack in addition to their packed lunch. Children in Y3/Y4/Y5/Y6 will need to bring an additional healthy snack for this time should they require one.

We suggest that all children bring a filled water bottle which can be re-filled at school. We provide free milk for children under 5 or this can be purchased from Cool Milk.

No food or drinks can be shared.

Social Distancing in the Classroom

We accept that children of primary school age may find it difficult to adhere to social distancing between themselves or adults.

The classrooms are set up with control measures to encourage space between the children, other children, belongings and resources where possible, all the time acknowledging 2m distance where possible, at least 1m+, and minimal close proximity contacts. This includes:

- children given a locker for their belongings
- rearrangement of close contact areas (home corner/reading corner)
- rotated sets of resources
- individual equipment packs set up for each child
- identified seating space/place with side-by-side, forward-facing seating arrangements
- floor markings to separate flow and demarcate areas

Adults in the Classroom

Whilst adults will move around the classroom, they will be mindful of maintaining a 2m distance for the majority of the time. Minimal time will be spent within a 1m proximity. Close contact will be only when there is a need.

'Personal space' will be explained to the children and they will be reminded to not touch adults nor other children. Children will be praised for showing initiative when situations occur whereby they need to consider their own 'space' and that of adults and other people.

Social Distancing around School

Children will enter and exit their classes using an allocated school gates, through allocated doors and within their allocated zone.

No child should need to go into another classroom. The only internal spaces children will access are their classroom, the designated toilets and, if applicable, a class withdrawal area.

When travelling from their classroom to a designated place, children must follow the one-way system in the corridors and travel taking account of social distance.

When outside, classes will share the playground space with their infant/junior partner class and have allocated sides and play equipment.

Handwashing & Respiratory Hygiene

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds.

Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them away.

Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser is available and can be effective if soap is not available/unfeasible.

Links to reinforce this include:

<https://www.youtube.com/watch?v=S9VjeIWLnEg&safe=active>

'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 double-bagged and disposed of and children must then wash their hands immediately.



Toilets

The children are allocated specific toilets to use. Toilet checks to be undertaken throughout the day and high-touch areas sanitised.

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.

Little Eagles	'Changing Unit' Toilet
Reception	Orange Toilets
Year 1/Year 2	Pink Toilets (cubicle 3/4/5)
Year 3/Year 4	Blue Toilets
Year 5/Year 6	Pink Toilets (cubicle 1/2)
Staff	'Hall' Toilet

First aid

Each classroom has its own first aid record book, a mini-pack of first aid equipment and basic PPE. There are also standard first aid resources and PPE available centrally in school.

All staff are first aid trained and a Paediatric First Aider is on site every day. If they are called to a cross-bubble, first aid emergency, they will wear additional PPE.

Messages

Each classroom is be able to communicate using internal email and via school devices. Staff may use this to alert a member of staff of a need which requires an immediate response. This is to minimise points of contact during the day to mitigate risk of transmission from groups to other groups and the office team.

Registers

As attendance is mandatory from September and the arrival process has been developed to reduce the creation of groups, the register will be 'open' from 8.45-8.55. After 9am, arrival will be marked as a late.

Please ensure that you let school know of any absence, on a daily basis. We will ask for clarity of symptoms as it is 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 at least a week in advance to ensure that we can staff the provision.

The club will employ social distancing measures as per our internal arrangements ie class groups.

Use of Face Coverings

We are not required to wear PPE on school sites. However, we are fully equipped for usual reasons (intimate care, first aid) or if someone presents with coronavirus symptoms.

If, on your journey to school, your child is wearing a face covering, they must following these strict instructions upon arrival at school:

- must not touch the front of their face covering during use
- must not touch the front of their face covering when removing them
- must wash their hands immediately on arrival (as is the case for all pupils)
- must dispose of temporary face coverings, wrapped and in a covered bin
- reusable face coverings must be tied in a plastic bag to be taken home
- must wash their hands following this process

Showing Coronavirus Symptoms

Public Health England state essential measures which we must adhere to:

- people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- engagement with NHS Test and Trace
- reduce contacts and maximise distancing as is reasonably practicable

If, despite these measures, someone presents with coronavirus symptoms ALL parties (staff, parents and children) must be ready and willing to:

- book a test if they are displaying symptoms
- not come into the school if they have symptoms
- be sent home to self-isolate if they develop symptoms in school
- adults and children alike must be tested if needed
- provide details of those in close contact with if they test positive/contacted by Test & Trace
- self-isolate if they have been in close contact with someone with coronavirus

If symptoms develop while at school, the person will be isolated in the designated Isolation Room. Staff supporting the person will wear PPE and parents called immediately or the staff member sent home. If they need to use the bathroom, this area will also be deep cleaned after they have left. In an emergency we will call 999 first, then additional contacts.

In the event of being informed of symptoms/positive test, we will also contact our Local Health Protection Team who will carry out a rapid risk assessment to confirm close contact and provide definitive advice on who must be sent home.

We will then inform parents if closure is required.

The symptoms can be found at <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> . The main symptoms of coronavirus are a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste.

Enhanced Cleaning

Resource sharing will be reduced and frequent use items will be individualised. Cleaning of these will be regulated, in addition to regular disinfecting of high-touch, high-use areas.

Visiting School

The school office is closed – the space is very small and we are unable to safely social distance within the front foyer.

Should you need to come to school for any reason, please contact school beforehand by phone (01522 868354) or email (enquiries@eagle.lincs.sch.uk) and we can ensure that we can enable safe entry for you.

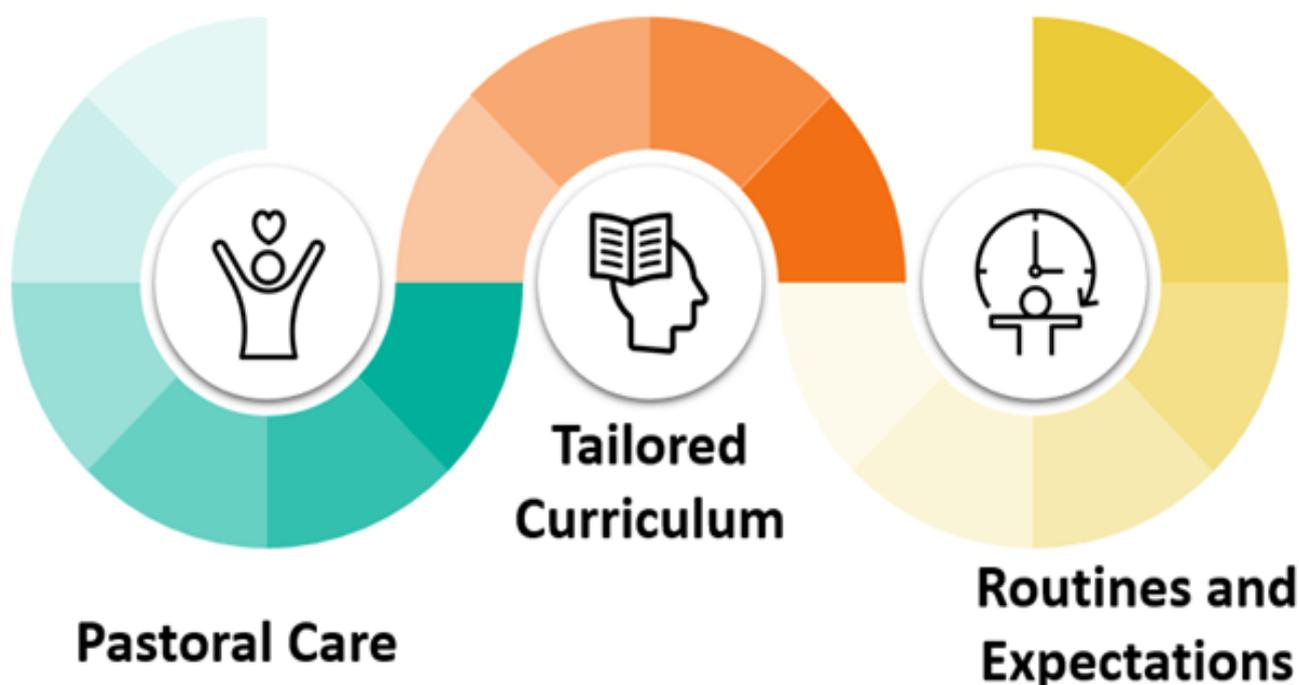
Hand sanitiser will be available on the ledge and as much as possible the glass will be kept closed.

Curriculum Expectations

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

Our recovery process is based on reconnection to re-establish routines, relationships and resilience to the 'new normal'. We are focussed on delivering all subjects alongside the core areas.

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 and remember how to keep themselves and everyone else safe, we jointly create a Class Charter as soon as we start the Autumn Term.

Whilst every attempt is made to help your child understand the various rules and the reasoning behind them, under the circumstances that we find ourselves in creating a national covid-response it is critical that strict behaviour expectations are made clear from the outset.

Purposeful rule breaking creating a covid-risk will result in a withdrawal consequence as no member of staff or child should be put at unnecessary risk. In addition, staff are allocated to specific class groups, therefore we have limited capacity to engage in extended 1:1 support for children who are displaying inappropriate and/or unsafe behaviours.

Whilst we focus on displaying 'rules' in a child friendly way and spend time understanding them, your help in discussing the concepts outlined below and the reasoning behind them will be a significant support in preparation for our return:

Under our restrictions children must:

- Try to maintain 2m distance
- Stay at least 1+ metres apart
- Use their own equipment boxes (provided) and not share any items
- Not share food/drinks/cups/water bottles
- Work, eat and play in designated groups
- Move around school as instructed and at a distance from other people
- Never cough, sneeze or spit towards another person
- Catch all coughs and sneezes in a tissue, throw it away, then wash your hands
- Wash hands frequently with soap and water for 20secs (sanitiser if handwash unavailable)
- Not touch or hug anybody in school
- Not bring or take home anything from school apart from book bag, coat, lunch, water bottle
- Tell an adult if they feel unwell

Health and Safety: Keep yourself and each other safe in school.

You **MUST** wash your hands:

- When you come into school
- After break
- Before lunch
- After lunch break
- Before you go home.

Cover your mouth when you cough or sneeze and wash your hands

If you feel ill- tell someone

Do NOT mess around in the toilet- only 1 person in the toilet at one time.



Keep your distance from adults in the school (at least 1m) to help keep them safe

Try your best not to touch your face.

Don't share equipment

Do not get close to people in other classes- avoid them as much as possible

We will work with those who struggle to re-engage and are at risk of being persistently disruptive. Our disciplinary powers remain in place, including fixed and permanent exclusion is a last resort.

A Shared Approach

Re-opening as we continue to control the virus will require us all to continue to stay alert and work together for the safety of our home and school families. Therefore we ask that we follow a shared approach:

The School

- Provide as safe an environment as possible which has been cleaned and prepared as thorough risk assessment has dictated in response to the COVID-19 pandemic;
- Adhere to the social distancing rules as set out by the government in so much as is reasonably possible;
- Remind children about social distancing rules but accept they may find it difficult to follow and may not always do this successfully;
- Continue to provide a curriculum that meets the needs of your child's well-being, mental health and academic needs whether in school or returning to learning from home in the event of a local lockdown or second wave;
- Contact parents/carers if your child displays any of the recognisably associated symptoms of COVID-19 and ask you to take them home and get tested;
- Inform you if staff or children in your child's group show recognisably associated symptoms of COVID-19 as this will mean you will need to self-isolate at least until the test comes back negative;
- Continue to be clear and consistent in terms of our behavioural expectations;
- Communicate frequently through text-round, email and the school dojo alongside phoning in emergencies or if one of the triggers is activated.

The Parent

- I will not bring my child to school if they have any symptoms of coronavirus or if anyone in the household has symptoms. The whole household will isolate for 14 days and will inform school by email;
- I will access the testing service and inform the school of the outcome;
- If my child has medication for asthma, I will ensure that they have the in-date medication with them every day with their personal belongings;
- I will not attempt to 'mask' any symptoms my child may have as this puts other children and staff at risk;
- I will escort my child on/off the school site using the designated entrance point, within the designated hours and patiently adhere to social distancing measures;
- My child will not bring any items to the school from home other than their packed lunch which will be kept with their personal belongings (eg coat) in their designated space;
- If my child forgets their packed lunch or water bottle at home, I will deliver it to school in a clean, labelled carrier and place it in the school foyer;
- If my child shows symptoms of CV-19 at school, I will collect my child as soon as is practically possible;
- I will remind my child about social distancing rules and accept that children in general may find this hard;
- I will encourage my child to use good respiratory and hand hygiene;
- I will read all letters/messages/emails that are sent home;
- I will inform the school immediately of any changes to parents/carer and emergency contacts details;
- If the levels of behavioural trust break down, I understand that my child will be withdrawn for the safety of all pupils and staff – this may ultimately lead to fixed or permanent exclusion.

The Child

- Try their best to follow the social distancing rules around school and in the playground including not attempting to mix with pupils outside of their group;
- Tell an adult if they feel unwell;
- Not bring things into school from home or take things home from school (apart from those specified);
- Only use the equipment provided to me by school and no other;
- Only enter and exit the school building from the designated gate and stay within their designated areas;
- Follow good hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it);
- Follow good hand hygiene – use soap and water for 20 seconds or a hand sanitiser regularly throughout the day;
- Behave well at all times to maintain the safety of themselves and others;
- Follow these expectations and know that if they don't, they could be sent home and would not be able to come back into school until they could show they would be safe again.

NOTE: Copies of the full Behaviour Addendum are available on the school website