

Instructions for all parents, carers and visitors

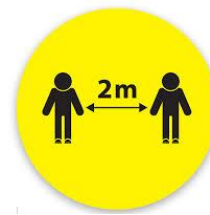
The following instructions **MUST BE FOLLOWED** by anyone planning to drop off or collect pupils from school, starting from Monday 1st June 2020.



The school will be operating a strict ONE-WAY, social distancing system when entering and exiting the school premises at the beginning and end of the day. The **main entrance (Bedwell Crescent) will be the ONLY ENTRANCE** at drop off / pick up times. Please follow the directions whilst in the grounds and **EXIT ONLY using the back gate**, following the on-site path arrows, onto Fairlands Valley Lakes. Access to the Year 2 classrooms is more problematic and will necessitate careful social distancing measures of your own.

Whilst the gates are open, we must insist that visitors do NOT attempt to exit or enter by the wrong gates even if the site does not seem busy.

Maintaining the safety of increased numbers of individuals on the site depends upon all individuals respecting social distancing, pedestrian control and one - way systems throughout the site.



You must not gather earlier than indicated times or congregate in groups.

Doors will be open ready for your children to be left with us immediately and will be open promptly at the end of the day. Children will be brought out of the room to line up in a socially distanced format so that they can be released to you as soon as you are seen. Please do not approach the line until instructed to do so.

Staggered arrival and departure

To reduce the numbers of additional adults on site at any one time, groups will be given a 10 minute 'window' for arrival. You must stick to this schedule:

Group	Arrival time	Collection time
Key Worker EYFS & KS1	8.30am	3.10pm
Key Worker KS2	8.40am	3.20pm
Year 6 (pupils on own)	8.50am	3.00pm
Year 1	9.00am	2.40pm
Reception	9.10am	2.50pm

If there are siblings in different year groups, drop both children off at the later time and pick up at the earlier time.

The gates will be open until 9.20am in the morning and from 2.40pm in the afternoon.

Please avoid arriving outside of these times.

If you do arrive outside of these times you will need to await directions via the gate intercom.



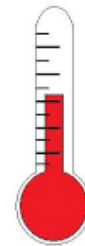
Parents will NOT be permitted to enter the school building, except by prior appointment. This is to ensure that we eliminate any potential contact points.

As such all contact with teachers, support staff and the office will be via email or telephone only. **There will be no access to the office lobby.** Items for the attention of the office can be posted in the letter box by the front door (but will be subject to 24hrs quarantine). If you need to deliver medication, please follow the instruction outside of the main reception area and use the one way system indicated by the arrows to access and exit this area.

Temperature testing:

Parents will be expected to make a judgement daily regarding their children's health and eligibility to attend school. Parents must check their child's temperature daily before coming to school.

If pupils display symptoms of Covid 19 whilst in school they will be isolated and parents contacted for immediate collections.



If you or any member of your household have develop any coronavirus-like symptoms:

- i.e. a persistent new cough;
- and / or a high temperature (37.8 degrees plus);
- and / or a loss or change to your sense of smell or taste

you must stay at home for at least 7 days and members of the same household must self-isolate for a period of 14 days (please inform the school in the usual manner).

If your child displays any of these symptoms in school, you will be called to collect your child as a matter of urgency and they will be isolated until they have been collected. **This decision is not negotiable.**

A child displaying any of these symptoms will not be permitted back into school until either 7 days have lapsed and the child is no longer displaying the symptoms or the school is presented with the evidence that a Covid test has returned negative. Covid tests are currently available for all young people of 5 years of age and above.

BUBBLE ISOLATION

If your child is displaying symptoms, or you are displaying symptoms, you are expected to arrange a Covid test for your child. **Where this test indicates a positive result, the whole bubble (including its staff) will be isolated for a period of 14 days.** This aims to reduce any potential spread of Covid throughout the group. It is important that these procedures are followed if our pupil and staff families are to remain safe.

What will children need with them?

Children will not be permitted to bring any additional items, bags or book bags in with them. They only need to bring a water bottle, a healthy snack in a small sealed container, their lunch box (if they are not having a school provided lunch) and a hat which should be left in school for the week.

To minimise home school contact points it will not be possible for children to bring in things that they have been working on at home or comfort toys. Likewise, children will not be bringing items home from school. We will, therefore, not currently be making use of any reading scheme materials.

Wrap around care (before school and after school) is limited to Key Worker children only and will be subject to numbers as children have to remain within their bubble. Use of these facilities must be booked in advance. There will be no breakfast available; it will simply be a child-minding facility.

Families must prepare for the fact that a 'bubble' could be closed at any point upon the advice of Public Health England, local advice or the application of the school's own safety measures. This may also be the case where there is non-covid related staff sickness. Alternative in school arrangements will not be permitted.

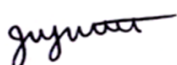
UNIFORM

Pupils will continue to wear school uniform. However, rules around this will be relaxed in order that families are able to keep uniform fresh and clean as this enable the home / school potential contamination to be reduced. Pupils will not be changing into PE kits nor will they be required to change their shoes. As such, trainers are suggested to enable all activities.

HAYFEVER

Please ensure that your child is medicated for hay-fever if necessary. This will reduce the likelihood of a child being sent home for symptoms of hay fever which coincide with those of Covid-19. Even if we know a child suffers from hay fever, if symptoms of Covid 19 are present they will need to be isolated until a Covid-19 negative test has been presented.

I am aware that there has been a lot of information to take in and many instructions have been put in place which may inconvenience families at times. These have been planned in the spirit of keeping everyone safe and unfortunately there are no flexibilities in administering them. Everything that we have put in place aims to protect your children, your family, our staff and their families – as such, there can be no compromise! Thank you in advance for your customary cooperation.



Jon White (Headteacher) 28.05.2020