

School Hours

With the go ahead from the Government and with the new guidance in place from term 6 we will be expanding from 8th June to include year 6 children. As per normal school day, all classes of children will be at school for 6.25 hours each day. In order to operate as safely as possible and work within the Government guidance we will be having staggered start and end times for our groups of parents.

The key worker classes will continue to run from Iwade school; these will be organised in single or mixed year group classes (known as bubbles). The Government concept is to limit staffing within these bubbles as from term 6 so as to minimise the staff children have contact with.

The parent and pupil waiting area for drop off at 8:30 – 8:45 and collection at 2:45 – 3:00 is within the carpark. Please see the attached map.

Pupils must attend for the entire time and must arrive in the time slot given. If in an emergency you need to collect your child at an alternative time, you must telephone the school in advance so that the pupil can be waiting in readiness.

Booking

Please ensure that you have booked your child via the Parents Evening booking system. Since the classes are limited in numbers, we must know that your child is attending. If your child has not been booked in we cannot guarantee that we can accept them if this would cause the group numbers to exceed 15.

The booking system has been refined so you can book your child into the appropriate year group so we can ensure class groups don't exceed 15.

If your child is late, we may be unable to accept them since this may run into the timings for another group to arrive. If you are running late, please call us to let us know and we can let you know what time you can drop off but this may be later once the year 6 children are all in to ensure we don't mix the children.

Drop off and Collection times

- To enable a safe and smooth transition in to and from school we ask that you line up using the markers at the allocated entrance points (**see map 1**) and do not gather at the main entrance
- Please do **not** arrive more than 5 minutes before drop off/collection times so as to maintain social distance and to minimise congestion.
- We ask that **only one** person drops off/collects your child each day (household siblings can join the adult but you must stand together)
- Your child will be greeted at the entrance door by the group leader or a member of staff.
- Once your child has entered the school site we ask that you disperse quickly again to minimise congestion and to allow for social distancing.
- When travelling to school please follow the Government [Covid-19 Safer travel guidance for passengers](#)

Collecting your children

The car park will remain closed and there will be 6 collection points in the car park – 3 classes (year R/1/2) on the front entrance side of the school, and 3 classes (3/4/5/) at the gate side of the school. There will be markers to indicate where you should wait for your child.

Please line up at the appropriate collection point with 2m spacing to collect your child once their teacher brings them out. If you are going to be delayed please contact us as soon as possible to arrange a time – this may be after the year 6 children have left.

What if my child is walking to and from school alone?

Year 6 pupils can walk to and from school, but please be mindful that pupils must maintain social distancing at all times so this would mean they could be walking home alone. Please complete the email request via school Gateway if you would like to give your child permission to be able to walk to and from school.

Mobile Phones

If pupils are walking home and have a mobile phone, these will be placed in an individual plastic wallet so that they can be cleaned and stored. If your child is not walking then no phone should be in school.

School Organisation

Entrances and Exits

Community entrances have been organised to allow for a social distance safer entrance in to school, these main entrances will be wedged open at drop off and collection times to ensure that there are reduced 'touch' points. Once transition is over these will be closed to ensure site security.

Doors within the corridors will remain wedged open minimise touch points.

When pupils exiting/entering the building for playtimes the doors will also be wedged open, again minimising touch points.

Hand Hygiene

Good hand hygiene is key to keeping pupils, staff and communities safe. All those entering the school are required to wash and sanitise their hands. Hand washing facilities are available in the toilets and in the classroom. We have signage next to the sink to remind us how to wash hand efficiently and pupils will be shown how to follow this guidance.

Hand washing for 20 seconds will be

- When leaving the house in the morning
- On entry to school
- Before and after eating
- After being outside for play or in EYFS outside learning
- After going to the toilet
- After sneezing and coughing
- Before leaving school at the end of the day

Additional bins with lids have been purchased as well as tissues – pupils will be reminded to '**catch it – bin it**' If a pupil requires help to wash their hands an adult will be there to help.

Classes

Each new class group has been given a new name to identify them as being different from our usual classes. They are as follows:

- Year R – Mars
- Year 1 – Saturn
- Year 2 – Jupiter
- Year 3 & 4 – Mercury
- Year 3 & 4 – Venus
- Year 5 & 6 - Neptune

These classes are held in 4 Sky community classrooms so year R has access to an enclosed outside space, and in 2 Forest community class rooms.

Classrooms

- Each classroom will hold a maximum of 15 pupils and there will be at least 2 adults in that class. These teachers will also supervise at break and lunchtimes to minimise contact with adults and children outside of their Key Worker bubble.
- Classroom doors will remain open once pupils have arrived and all windows will be open to ensure good ventilation.
- Classroom desks will be organised to support social distancing and will be ready to welcome pupils back. Book corners will be zoned off and soft furnishings (beanbags/cushions/soft toys) will be removed. Pupils will be supplied with all the equipment they need to complete the learning.
- Coats and lunchboxes will be stored inside the classrooms so cross contamination is reduced with in the corridor/transitional areas.

Playground

- Playtimes will have staggered timings to minimise contact and congestion. The playground and field have been sectioned off away from the year 6 groups to minimise contact.
- Equipment has been prepared so the children have things to play with and do but these are designed to be reduced contact games
- After play, equipment will be cleaned before the next session.
- Pupils will also not be allowed to use the water fountains.
- Playground climbing frames will be zoned off and be out of bounds for all pupils.

Lunchtimes

School meals: these will be provided as previously through Principles and using Gateway for payments. Pupils will sit in 3s or 4s at a large dining table to allow for social distancing.

Packed Lunches: these are provided by you and should be in a plastic container that can be wiped clean when pupils are in school. All items that are in their lunch should follow the school policy – **No nut, no fizzy drinks, no chocolate bars (a biscuit based bar i.e. Penguin is fine)**. The pupils must also be able to open all the packaging themselves and supply their own cutlery if needed. Weather permitting pupils will eat outside in their zoned area or if wet in their classroom.

- The hall will have zones, walkways and markers to enable pupils to collect lunches safely and with social distancing measures in place.
- Lunchtimes will be staggered and tables and benches cleaned in between a new bubble using the same area as well touch points.

- Free School Meal (FSM) will be provided for eligible pupils who attend school, but the Government Voucher scheme will remain in place for those who are not attending school provision.
- The new lunch menu for a 2 week rota will be created and send out once it is ready. The usual menu may not be able to be followed depending on what supplies the caterers can access

Water bottles

Following on from this week and having water bottles kept in school, we have reviewed this and made the following change:

Water bottles can be bought in each day and taken home – many of our SEN children were really struggling with this change and it was causing them distress, hence the change. We are happy to refill water bottles throughout the day as needed.

Corridors

To reduce traffic in the corridors each class will have walkie-talkies to communicate with the office.

Fire Alarm

In the event of a fire pupils will leave from their nearest exit and congregate at the muster points. Fire Wardens are the last to leave the building and will remove the wedges holding doors open in the school to minimise the spread of the fire. Each class will practice the route and a Fire Drill will happen in term 6 to ensure everyone is aware of the amended emergency procedures.

First Aid/ Medical Needs

First aid packs and PPE will be available in each classroom and at least one first aider will be on site and contactable via walkie-talkie.

A pupil's medication as per Health Care Plans will be located in each classroom. The school is able to administer prescribed medication but a form must be completed as before. Please contact the office for a copy and to arrange a suitable time to return this.

Additional Cleaning

It is important to keep the site as clean as possible to ensure the health of our pupils and staff. Throughout the day there will be additional cleaning of high touch points such as door handles, banister, railings and classrooms, toilets and common areas. As usual, the school site will also be cleaned daily before the pupils arrive in school the following day. Any equipment that has been used that day will also be cleaned.

Toilets

The key worker children will have access to a separate set of toilets to the year 6 groups of children. This will also be cleaned during the day as well as afterschool. At break and lunch pupils will only be able to use their allocated toilets. Only one person to visit the toilet each time.

Curriculum

Pupils returning back in term 6 will be receiving taught sessions covering the primary curriculum including PSHE, resilience, relationships, mental health and wellbeing, online safety, English, maths, PE and cross curricular topics. Some of time will be spent in school will also be focussing of effective handwashing, behaviour expectations and social distance. Outside learning, weather permitting, will

also be encouraged. Pupils will have access to tablets which will be cleaned before and after use with alcohol wipes.

EYFS

Following Government guidance, Year R pupils will be receiving an early years provision so that pupils are able to continue their learning journey but with reduced resources.

Reading books

Unfortunately, we will be unable to send reading books home with the children as the guidance advises we should minimise transfer between home and school. We will use electronic reading resources in school when teaching and suggest you continue using online books such as Oxford Owl at home. Alternatively, with fluent readers you can choose a book online and check to see if it has an AR quiz by using AR book finder. The most important thing is to encourage your child to read for pleasure and read them stories, no matter what their age.

Any days your child is not in school

The timetable will be organised in a way that on any day that your child is not in school they will also be able to access the same learning as the rest of the children should you wish them to. The school will share the weekly timetable with parents through email but it will also be found on our website. This will be shared each week on a Friday in readiness for the following week.

Your child will receive a realistic morning timetable of learning that has been written by their teachers. It will include PowerPoints, hyperlinks to questions, websites, videos including but not limited to Oak National Academy and BBC Bitesize. Pupils will then be able to upload, share and celebrate their learning with their teacher through Purple Mash. These will not be formally marked by the teachers, but they will review the work and discuss this with your child when they are in school.

Contact with your class teacher

Class teachers will continue to have contact with their key worker pupils via Purple Mash. It is not possible to organise additional calls to the children from their class teacher where children are in school regularly due to the logistics of timetabling.

What should be brought in from home?

The school needs to limit the amount of items brought in from home to each bubble. Below is a list of items that **must** be brought to school

- Lunchbox (wipe clean)
- Mobile phone (ONLY IF Y6 and walking home)
- PE kit
- A named water bottle that can be bought to and from school each day
- A sun hat

Do **not** bring in

- Book bags or bags
- Toys
- Pencil cases
- Books

Uniform

Due to phased reopening we are asking that pupils wear uniform. We understand that pupils may have had a growth spurt and uniform no longer fits. We therefore ask that they wear:

- School uniform as far as possible
OR where something no longer fits
- Plain white t-shirt/polo shirt
- Dark coloured trousers/shorts/skirts/culottes

We ask that shoes are slip on or Velcro as we are unable to tie laces for pupils.

Pupils will **not** be permitted to wear football kits, branded/logoed clothing, jeans or tracksuits bottoms.

The clothes that the pupils do wear should be appropriate to the weather. Coats will be stored in the classroom not on their usual peg.

Behaviour

A new behaviour addendum will come in force from Monday 8th June. Children will be using a behaviour chart in class to be similar to the usual approach with rewards slightly adjusted. This will be uploaded to the Policy section of the Timu website should you wish to read this.

Sunscreen

As the weather has been glorious we wish to encourage pupils to protect themselves from the sun. We request that parents and carers protect their child with long lasting sunscreen **before** they arrive at school in the morning.

Absence

Covid -19 related

If your child has or a member of their household has develop Covid-19 symptoms your child must not attend school. Please inform school as soon as you have this information. Current guidance (27/5/2020) is that the person with symptoms should self-isolate for 7 days and the household for 14 days. Testing is also available.

Non Covid-19 related

As with usual absence please contact the school office to let us know of child's absence.

If your child is due to attend, and does not for any reason and we haven't heard from you, we will do our usual first day calling for safeguarding reasons.

Illness in School

Covid 19 related

If a pupil is showing symptoms of Covid-19 we will take them to a separate room to be isolated. The room will be well ventilated. At this point the person who is caring for the pupils will put PPE on and explain why to the pupil. You will be called to collect your child immediately. Current guidance (27/5/2020) is that the person with symptoms should self-isolate for 7 days and the house for 14 days. Testing is also available.

Government guidance is that the rest of the class do not need to be sent home until the result of a positive test which is currently 48 hours plus. We feel that it is the best interest of all pupils and staff that the **whole** Bubble will be sent home to await the outcome of the test. We will keep the children for the remainder of the school day and then notify you when you collect your child.

Negative Test

If the test is negative and they are better the pupil may return to school. The rooms in which they were will be deep cleaned following this Government guidance [Covid-19 decontamination in non-healthcare settings](#)

Positive Test Result

If the test for that pupil returns as positive, the whole Bubble, including staff, will need to self-isolate for 14 days. The household does not need to self-isolate unless the person concerned develops symptoms.

Non Covid- 19 related

If a pupil becomes unwell in school we will contact you to come and collect them, they will be cared for in an alternative room.

Please ensure that the school also have your current contact details in case of emergencies.

How to get tested (as of the 27th May 2020)

You are able to ask for a test to check if you have Covid-19 through the NHS. It states that you must have the test within the first 5 days of having symptoms but does say it can take up to 2 days to arrange these tests. <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

If you fall under the essential worker category you should apply for a test using the Government site <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested#self-referral>

Bereavement

It is with great sadness that we are aware that many families have been affected by Covid-19 and have lost loved ones. Please may we ask that you inform the school so that we are able to offer additional support. Our website has many links should they be of use to you at this time, including a parental guide which may provide support.

Parent Appointments

Unfortunately, we are unable to hold meetings with you within the Bubble classrooms. If you need to speak with your child's teacher/group leader could we ask that you phone ahead and make an appointment with the school office. If a face to face meeting is required then a suitable time will be arranged and a meeting will be held in a ventilated room and social distance must be adhered to.

Parent responsibilities

Please may we ask that you read and complete the Parental Agreement form regarding pupil returns to school.