

School hours & classes

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.

Year 6 will be in bubbles which are as follows:

Forest bubble 1: Squirrel class	Ocean bubble 1: Great white shark class
Forest bubble 2: Badger class	Ocean bubble 2: Hammerhead shark class
Forest bubble 3: Fox class	Ocean bubble 3: Tiger shark class
Bobbing bubble 1 (coming in through different entrances): Merlin & Excalibur classes	
Bobbing bubble 2: Camelot class	

See below section for drop off and pick up times.

Booking – children attending or thinking of attending

You must have booked your child via the Parents Evening system to start coming back to school.

If any parent with a year 6 child wishes to send their child back to school at a later date, you must use the booking system and call the school office to notify us. This is so that we have allocated each child into a bubble and will know if we need to open a third bubble as necessary.

Drop off and Collection times

The following times are in place:

Iwade

Bubble 1: Squirrel and Great white shark class arrive 8:55-9:05am – collection 3:10-3:20pm

Bubble 2: Badger and Hammerhead shark class arrive 9:15-9:25am – collection 3:30-3:40pm

Bubble 3: Fox and Tiger shark class arrive 9:35-9:45am – collection 3:50-4:00pm

Bobbing

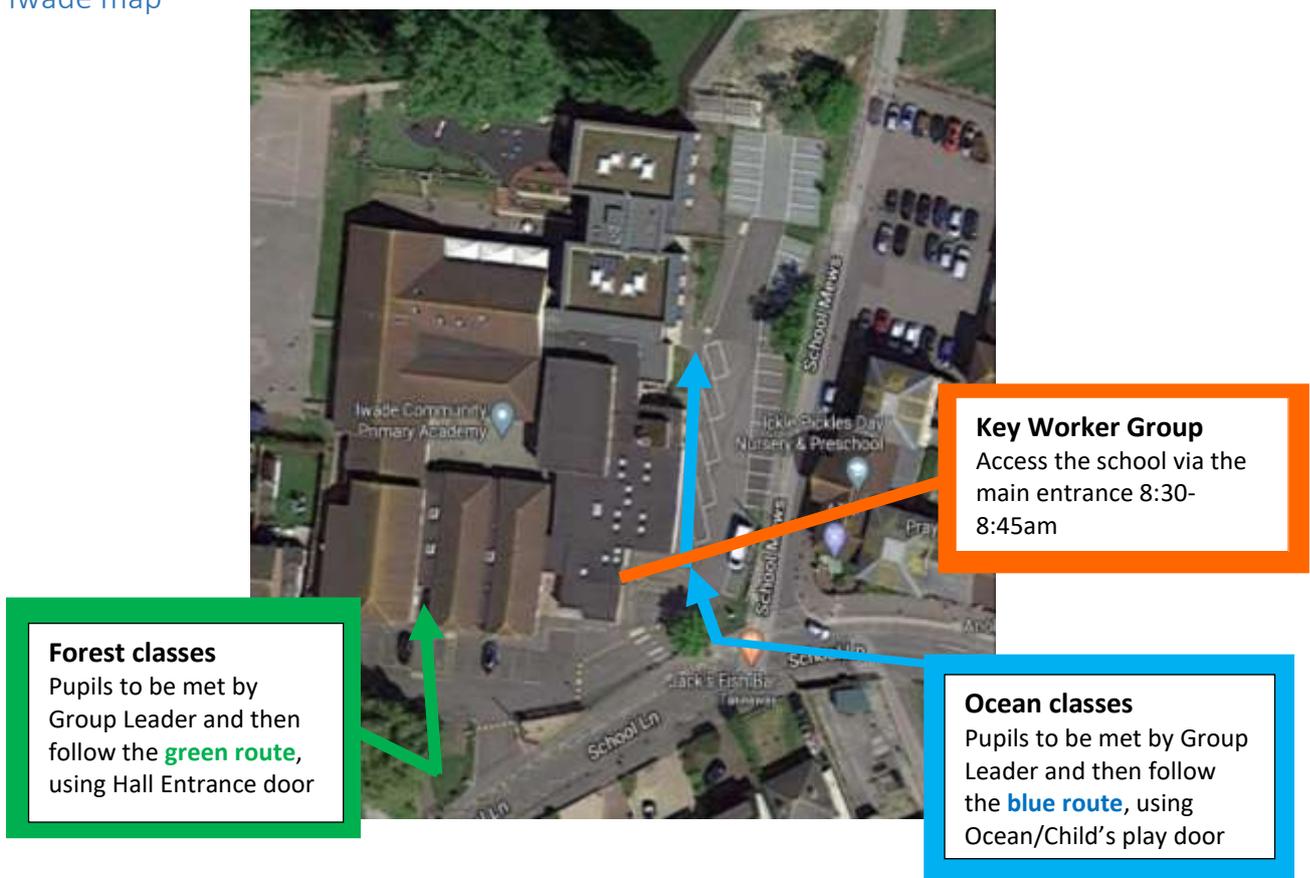
Bubble 1: Merlin & Excalibur class arrive 8:45-8:55am – collection 3:00-3:10pm

bubble 2: Camelot class arrive 9:05-9:15 – collection 3:20-3:40pm

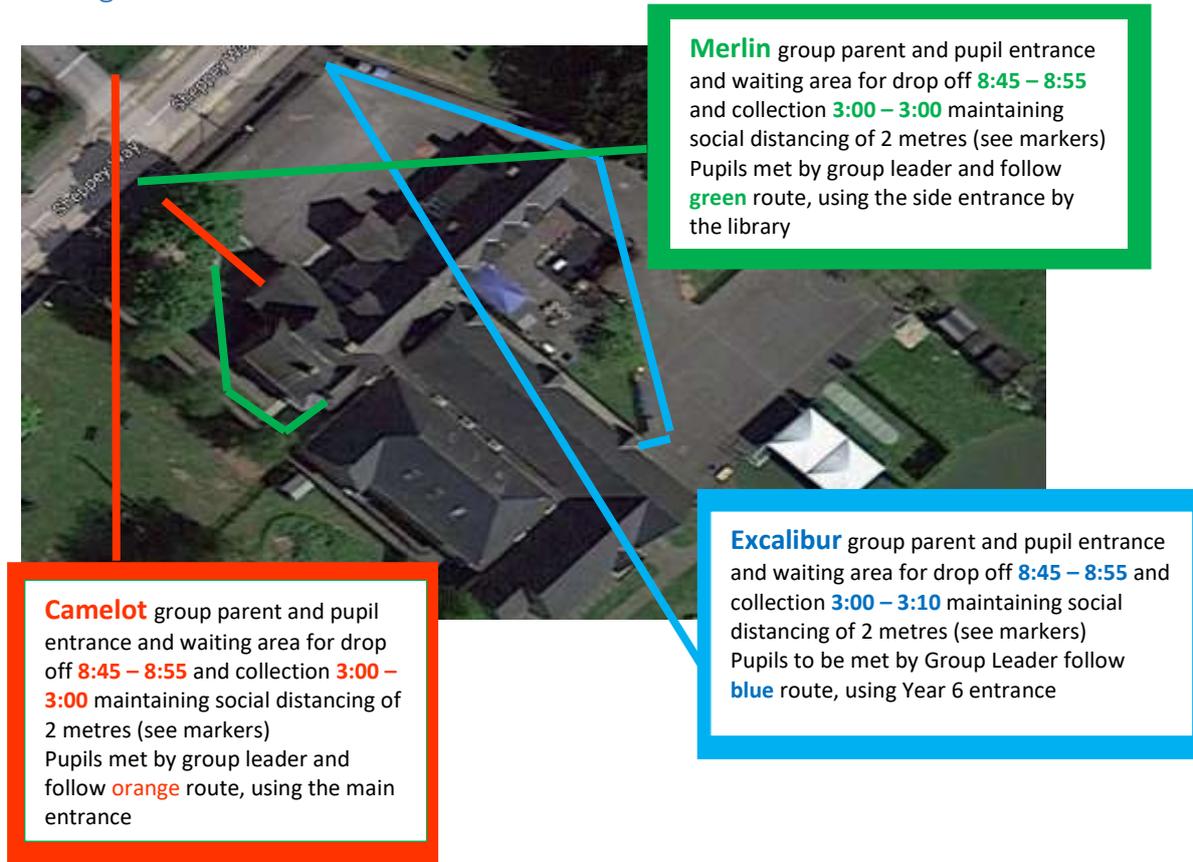
If your child is late, we may be unable to accept them since this may run into the timings for another group to arrive. If you are running late, please call us to let us know and we can let you know what time you can drop off but this may be later once all the year 6 children are all in to ensure we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

- 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 below**) 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.
- Please line up at the appropriate foot entrance gateway using social distancing markers and wait for the group leader for the class to arrive – they will collect the child from you at the gate and send the child along the route to enter the building
- Iwade: This route will be taped off across the car park to ensure their safety and adults will be out on duty to support – some staff may arrive during the drop off time but they have a set area of the car park inside the gate to use. The taped off gateways will ensure your children remain safe entering the school premises
- 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](#)

Iwade map



Bobbing



Collecting your children

Please use the same gate queuing system as the morning drop off and await your child's class being escorted out by their class team. Please continue to observe social distancing whilst you wait.

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.

Classrooms

- Each classroom will hold a maximum of 10 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 are organised to support social distancing and will be ready to welcome pupils back. Book corners will be zoned off and any soft furnishings have been removed. Pupils will be supplied with all the equipment they need to complete the learning.
- Coats and lunchboxes will be stored inside the classrooms
- Year 6 PE kits will either be on their coat pegs outside their classroom, or where this is not possible (Ocean) they will be in boxes outside the classroom to reduce any trip hazards in the class

Playground

- Playtimes will have staggered timings to minimise contact and congestion. The playground and field have been sectioned off for each year 6 group to reduce 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 3 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 sent 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

Water bottles can be bought in each day and taken home each night. 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 children will have access to a separate set of toilets for each class which are clearly marked. 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 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.

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; 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.

In class they will be able to choose a small selection of reading books which they will keep in their tray to use during the school day.

Contact with the Teacher

Class teachers have been in contact with you and your child via Zoom calls or voice calls. They will continue to maintain this contact with year 6 children who are not returning to school. Invitations will continue to be sent via the class email address.

Please do contact your teacher via this email address if you wish to speak to them about your child. Our risk assessment is to reduce face to face meetings as much as possible to protect our staff and families, so we will either offer voice or Zoom meetings in the first instance.

What should be bought 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.

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.

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.