



ASHGATE PRIMARY SCHOOL

Covid 19 – Re opening procedure and guidance for parents

Version 1 (updated July 13th 2020)

Note: Guidance is subject to change should updates be provided by Gov UK or the lockdown status is amended.

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What this document aims to do

This document is designed to support parents in understanding and supporting children reintegrating into full-time schooling and understanding how to make their contribution.

It is important that parents understand and support the following systems of control and support the school in doing likewise beyond the school setting:

System of controls

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual and ensure this is done before arrival to school
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach at home
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible, including off site.

The Government expectation

The government have stated that, “all pupils in all year groups will return to school full – time from the beginning of the Autumn term” (September).

Guidance has been made available to support schools meeting this expectation and this document reflects said guidance.

Specific guidance for parents at Ashgate Primary School

As is often the case, to support parents, I will attempt to frame the information in the format of parents already asked, or those anticipated.

When will school re open fully?

- Monday September 7th 2020 – school will reopen to pupils (see timings below)
- Staff will commence the term on September 2nd, 3rd, 4th when preparation time will be provided to support effective opening - including that required as a result of potential changes to guidance and or national circumstance.

Can you guarantee that the school is Covid 19 risk free?

As I have maintained through the partial opening, no establishment can be completely risk free and this is recognised by the government guidance. However, all reasonable and practical steps will be taken to ensure children's safety, reduce the risk of contamination and maintain a broad and balanced curriculum.

It is very important that the community recognises that the school is not an island, and we rely on many other factors when reducing risk. These include:

- The actions and behaviours of the school community when not on school site
- Parents adhering to the guidance given to them in this document on how to respond on school site
- The general guidance and related responses across the UK to the medical and scientific guidance given

In essence, we can do everything within the guidance but if one person is infected off site, for whatever reason, we cannot totally negate the impact of this in school. Risk assessment and actions in school are designed to reduce risk but cannot always eliminate it.

Do I have to send my child into school as of September?

Yes – attendance is compulsory. The government have now re instated full attendance legislation. Local Authorities (not schools, as is often reported) will issue penalty notices for all those not sending their child to school.

A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). If your child is unable to attend school for this reason, you should talk to school about what support is in place in terms of remote education.

Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means, that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

Some pupils no longer required to shield but who generally remain under the care of a *specialist health professional* may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).

Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalised.

Are face masks needed?

Government guidance (at point of issue) is that. If Public Health England does not recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

If parents or children wear facemasks en route (for example on public transport or in a taxi), they are to be removed on arrival.

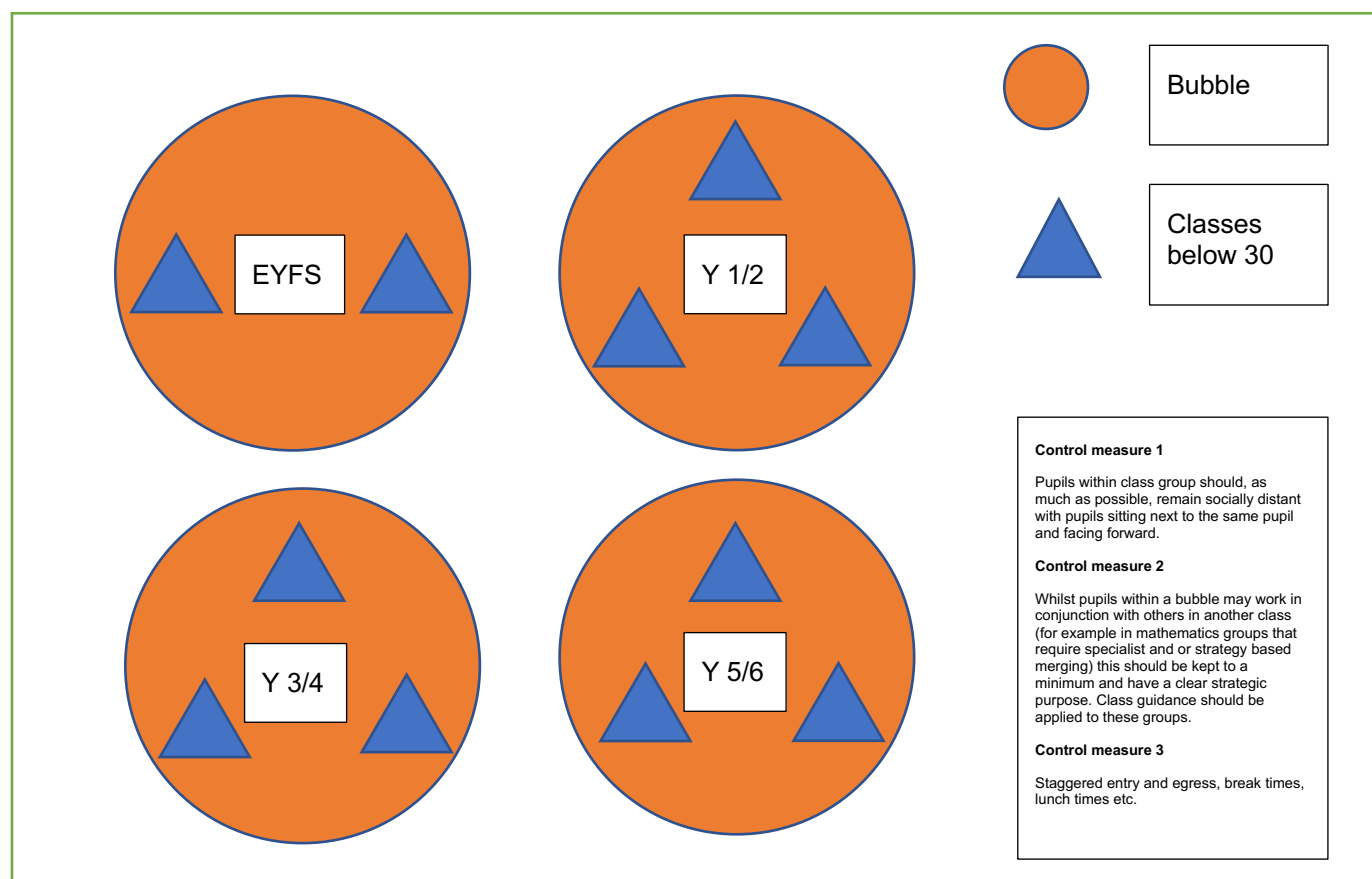
How will the school reduce the risk of contamination between groups in school? Will this be in the bubbles set up earlier in the year?

Guidance states that schools should 'as much as possible' take the steps to:

1. Keep groups together
2. Avoid contact between groups
3. Arrange classrooms with forward facing tables
4. Maintain staff distancing as 'much as possible'

Key here is the acknowledgement that schools it will not always be possible (especially with younger children) to keep all children apart– emphasised by the phrase 'as much as possible'.

The school will be implementing 4 year group based bubbles - each bubble containing no more than 3 classes.



Are you staggering start and end times?

Yes. However, recognising that families will be required to make and manage work arrangements, these have been kept as close together as possible.

Bubble	Start time	School end
EYFS	0830	1500
Years 1&2	0830	1500
Years 3&4	0845	1520
Years 5&6	0845	1520

Entry to the school

In order to comply with guidance recommendations, entry will be staggered into two phases and at two separate entry points.

0830 (EYFS Key Stage 1)

- **EYFS** will enter the school via the Ashbourne Road gate '(chicken gate)', as has been the practice during partial opening.
- **Year 1 and 2** will enter the school via the Frederick Street gate.

0845 (Key Stage 2)

- **Year 3 and 4** will enter the school via Frederick Street gate
- **Years 5 and 6** will enter the school via the 'chicken gate'.

VERY IMPORTANT: YOU MUST ADHERE TO THE TIMES AND ENTRANCES STATED

Parents must not bring their child onto school site earlier or later than that stated. Failing to meet this expectation will reduce the effectiveness of short gap staggering and result in the school needing to amend start and end times. This will impact on those with child care as well as reducing the impact of the steps put in place to reduce contamination.

Will I be able to bring children onto the playground?

Yes. The initial plan is that gates will be open and parents allowed onto the playground independently, without a queue. This is a result of the inherent risk of extended queues of children alongside roads, particularly Ashbourne Road.

Success of entry will require parents to be prompt and manage social distancing on the playground. Should this not be met, the alternative for parents to line up by the road will be reconsidered.

Will there be a one-way system?

No but this has been considered. A one-way system would require queuing in the region of 400+ meters from a single entry point. The risk of extensive queues of children on roadsides outweighs that of parents passing each other briefly at pinch points. Parents will be required to enter and exit from the same point as directed below.

Can I stand with my child as they may be nervous about coming into school after a long break?

No. Staff will be on the playground, stood by their class markers 10 minutes in advance of the designated start time. This way children can be asked to stand in their line where we know they are safe.

PARENTS MUST LEAVE THE PLAYGROUND STRAIGHT AWAY TO ALLOW OTHERS TO ARRIVE SAFELY.

What happens if I have children starting at different times?

Parents will use the entry point for the *youngest child*. If they have a sibling who starts at a different time, they will be required to wait on the playground with said child until their teacher appears and the line is open. This is partly why there is only a 15 minute slot between year groups.

Parents of children in Year 5 and 6 will not be permitted beyond the KS1 playground.

Will parents be allowed to bring in other children in push chairs and similar?

Yes, if there is no alternative; however, multiple adults arriving with a child is not permitted. Additional adults will be required to wait off site. We must keep numbers at a minimum.

Will markers be laid out to keep parents apart?

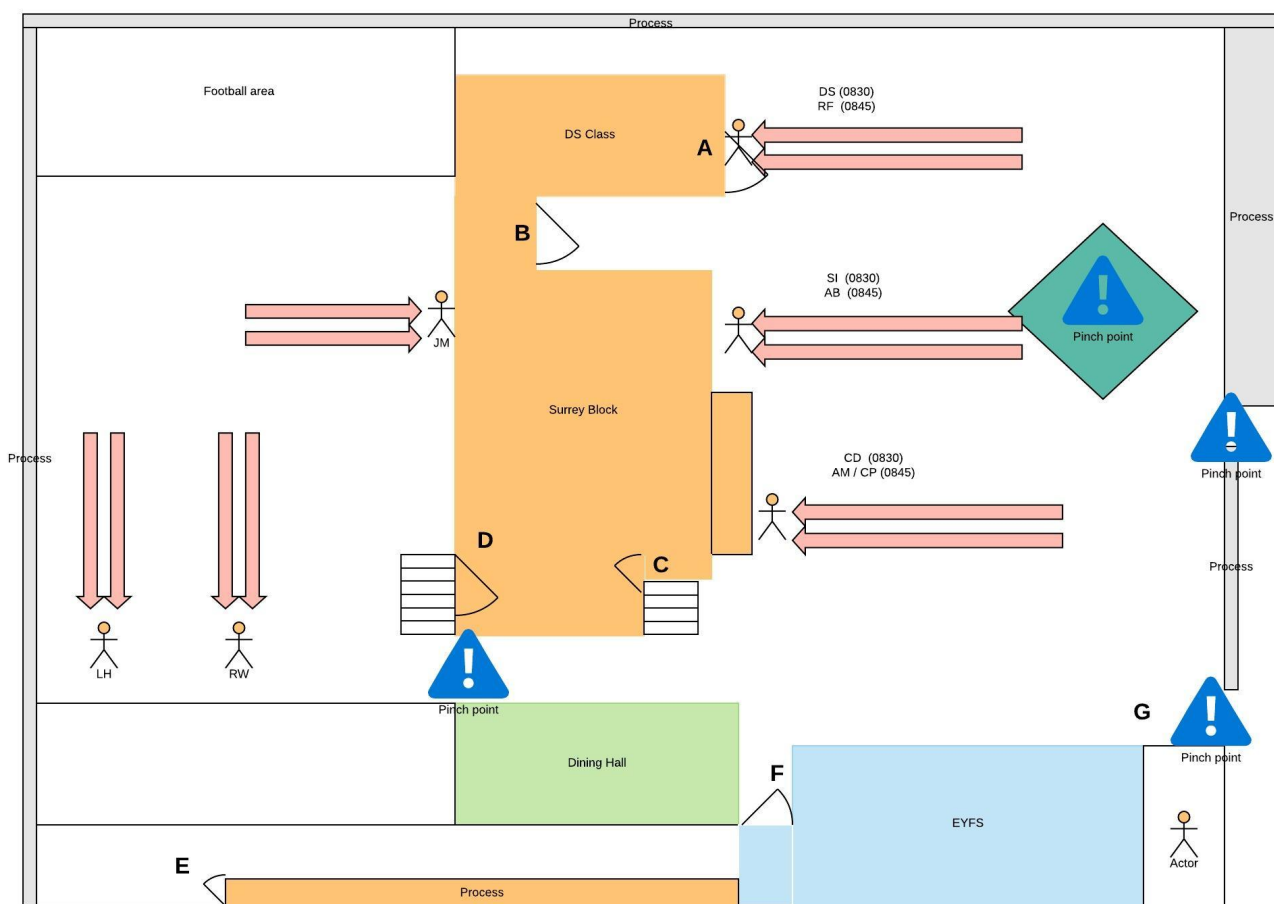
At this time, no, only class line and playground zone markers will be used. Remember, once your child is in their line, you are expected to leave immediately.

Everyone is now well aware of and well practiced in the expectation to remain 1m social distant and this will be reciprocated on school grounds. Too many markings on the school site will make matters confusing. Creating a 'pen' or similar for parents is not advisable as it will encourage close contact. Parents are expected to be socially distant and manage this with little or no reminders and leave once their child is in line.

Where will my child line up?

Your child's class teacher is named in the report envelope given out with this guidance and their line up point marked on the plan below. Once you are on the playground, take your child to their associated line and then leave promptly.

DON'T WORRY – Staff will be available to help you to find your child's line on the first day and help them settle!



Parents are requested not to loiter in the areas marked as pinch points.

The end of day exit points are marked on this map alphabetically.

Mrs Sahota	A
Mrs Smith / Ince / Francis/ Brooks	B
Miss Donnelly / Parker / Morey	C
Miss Hilton / Morris	E
Mrs Whitney	F
EYFS	G

Where will I collect my child from at the end of the day?

At the end of the school day for each group, children are to be brought to the school playground by a staff member in as small a group as possible. This may be dependent on what is practicable and staff availability. Children should be *encouraged* to be apart by 1 m in line. Children will leave via the exits marked on the plan. Please step back and remain socially distant. Children will not be released to parents until they have been seen and crowding exit points will not only restrict and delay exit, but also prevent social distancing.

PLEASE STICK TO THE TIMINGS GIVEN EARLIER IN THIS DOCUMENT FOR THE SAFETY OF ALL.

Please note, parents of children in Years 5 and 6 will not be allowed beyond the first playground and must wait on the first playground.

Will I be able to speak to the class teacher at the start and end of the school day?

This will not be permitted at the start of the day. Parents are advised that any 'chats' they want to have cannot take place at the start of the school day as staff will be preparing children for entry and their safety is paramount.

If the information is vital, you must pass this via telephone to the school office or, if non-urgent, wait until the end of the day when the teacher will seek to speak to parents who wait.

Staff are under clear direction to direct parents to the systems above as this is a safeguarding point.

Will I be able to visit the school office?

No. We hope this will not be for long.

1. All contact with the school office will be via telephone initially as the reception area is a small enclosed space and often busy.
2. If face-to-face contact is unavoidable, an appointment may be made via the office telephone. All alternatives should be explored.
3. If you have letters or payments for school dinners and similar, these must be given to the class teacher via your child in a sealed envelope displaying:

- NAME OF CHILD
- CLASS TEACHERS NAME
- TITLE (What is in the envelope)
- VALUE (State the value of any money contained)

Children will be asked to place these in a clear plastic envelope in their classroom. They will be reminded to do so, but parents should also remind them at the start of the day AND check that their bag is empty when they return home!

Please note, office staff will be directed to leave any envelopes for at least 48 hours to reduce the risk of cross contamination. Therefore, do not leave notes that are urgent. Please contact the office directly.

Will children be allowed to play at break times?

Yes. There will be a staggered timetable and set play areas for children to play. They will however be restricted to playing with those in their class.

Will children still get hot lunches?

Managing to get in the region of 320 children through the lunch break will be challenging and in order to maintain bubbles, not all will have access to a hot meal.

- Hot meals will only be offered for those entitled to universal free school meals (Early Years, Year 1 and 2).
- Parents may still send their child with a packed lunch.
- All other children (Years 3 to 6) will be required to bring a packed lunch and will dine with their classes in the assembly hall where an additional seating area is to be set up.
- If your child is in Years 3 to 6 and entitled to a free school meal, then we can make one for you. If you wish for the school to make a free school meal packed lunch, you must inform the office in advance of breaking up for the summer break. Alternatively, you can send your child with their own pack up.

What should my child bring to school?

- Attendance in clean school uniform is expected daily including school shoes.
- All other learning resources will be provided by the school including a personal stationary kit, which will be kept in school.
- All children must bring a water bottle, which will be returned home daily for cleaning.
- There will be a system for managing school library books, however, in the first few days it is unlikely there will be no books issued.

What will happen if there is a suspected case of Covid 19?

Parents will be contacted if it is believed that their child is displaying Covid 19 symptoms. They will then be required to book a test and report the finding to the school.

The outcome of this test informs next responses. If the test is negative, the child may return to school immediately. If the test is 'positive', track and trace actions will be enacted. A flow chart explaining this is included below.

Immediate actions on the suspicion that a child is demonstrating symptoms of Covid 19.

