



Parent / Carer Information

Key dates:

Monday 1st June – INSET day

Tuesday 2nd June – Key Workers in Year 2,3,4, and 5.

Wednesday 3rd June – Nursery

Monday 8th June – Reception

Wednesday 10th June - Year 1

Monday 15th June – Year 6 (including existing Year 6 Key worker children)

From their allocated start date, we will be unable to accommodate Key Worker children in Reception, Year 1 or Year 6 as they will need to remain in a ‘bubble’ with their allocated year group classes.

School day timings:

Key Worker children in Years 2, 3, 4 and 5: 9:00am -3.15pm (9:00- 12:30 on Wednesdays)

Nursery: 8:45 – 11:30

Reception: 9:00am – 2:45pm (9:00 – 11:45 on Wednesday)

Year 1: 9:30 – 3:15 (9:30 – 12:15 on Wednesday)

Year 6: 9:15 – 3:00 (9:15 – 12:00 on Wednesday)

Community Classroom: 9:00 – 3:15

School or class closure

- Due to the severity of the virus, the Academy reserves the right to shut individual bubbles, year groups or the whole school at a day's notice.
- Despite our best efforts, we do not have the capacity to arrange preparation, planning and assessment time for teachers during this current crisis. As a result of this, we will be **closing the Academy to all children, except Key Worker and Community Classroom children, on Wednesday afternoons.** See above for individual year group timings.

If I decide my child will attend school, will they be with their class teacher?

- Where possible, we will attempt to put children with their class teachers or a known teacher. However, the Government guidance states that classes may not exceed 15 children so for us to give sufficient capacity based on our survey results, we are currently planning to operate 2 small classes for each year group.
- Additional classes will be taken by teachers from year groups not included in the Government's plan to reopen schools.
- As more children return to school, they will be placed into the 'overflow' classes and will be mixed with children from their year group but not specific to their class.

Uniform

- Children will need wear school uniform- there is no need for them to wear ties or blazers. Freshly cleaned clothes should be worn each day.

Coming in at the beginning of the day

- We will be operating a staggered start to the school day to minimise contact for parents and children entering and exiting the premises, and request that parents adhere to social distancing measures as outlined by the Government.
- We will have to insist on one parent per child to minimise the number of people.
- Please drop your child at the **Nursery Avenue** entrance. Staff will open the gates at the time stated above. Parents will not be permitted onto the school site. To ensure the staggered start is effective, please be punctual – being early or late will cause issues around parking and social distancing.
- We ask you to be punctual. If you are late and the gate is closed, you will need to take your child to the office. Parents will not be granted access to the school office and you must leave your child at the gate once the receptionist has opened it.
- Children will be lined up in their groups, with the teacher of that group. They will then take the group to their classroom.
- As soon as children have been handed over, you must leave the entrance to make way for others. Please be considerate to our neighbours when parking.
- Please leave the site immediately, without congregating around the gate, adhering to social distancing measures as outlined by the Government.
- If you also have a child/children in other year groups who are returning to school you will need to return with them at their allocated start time.

Leaving at the end of the day

- We will be operating a staggered end to the school day to minimise contact for parents and children entering and exiting the premises, and request that parents adhere to social distancing measures as outlined by the Government.
- We will have to insist on one parent per child to minimise the number of people.
- Wait at the **Nursery Avenue** gate at the allocated finishing time.
- Children will be called by staff to join their parents at the gate.
- Please leave the site immediately, without congregating around the gate or in the Nursery Avenue area, adhering to social distancing measures as outlined by the Government.
- If you are late collecting your child, you will need to collect them from the front office. **Please note that parents will not be granted access to the office area and will be asked to wait outside whilst their child is collected.**

Hygiene in the classroom

- Prior to children starting school, all areas will have received an enhanced clean.
- Children will wash their hands when they arrive at school and before they leave school.
- Children will wash their hands before and after lunch and before and after break and at other regular points throughout the day.
- Paper towels will be available to dry hands.
- Children will be taught, or given a reminder, to cough and sneeze into their elbow if unable to access a tissue quickly. Lidded bins will be provided for disposal of used tissues.
- Classrooms will be ventilated with windows and doors left open during the day.
- Hand sanitisers, as recommended by Public Health England, will be available in all classrooms. If your child has a severe allergy or skin condition, you will need to let us know.
- Additional cleaning during the school day will ensure toilets, door handles and surfaces are cleaned regularly.
- Resources will be cleaned at the end of each day or when needed.

Toilets

- Children will be encouraged to use the toilets at break and lunch times. All children have been assigned specific toilets to use.
- We will attempt to control the flow of children using the toilets to the best of our ability. The toilets will be checked and cleaned frequently.

Classroom layout

- Some resources will be removed from classrooms because they are difficult to clean. In the Early Years this will include soft toys, cushions, “snug” areas, malleable materials, sand, role-play and dressing up clothes, and some small or intricate resources.
- When children work at tables, they will be suitably spaced apart.
- A limited range of resources will be provided to ensure that cleaning measures can be met at the end of each day.
- Children will be provided with their own set of resources which they will use on a daily basis and will not be shared with others (for example whiteboards and pens). Children should not bring any equipment from home into school.

Teaching and learning

- Handwashing, social distancing rehearsal, new routines and well-being will need to be the initial primary focus in the classroom.
- Where possible, we would like a clear structure of learning to be in place as quickly as is feasible alongside the continuation of hygiene practices.
- Our priority, when having children return, will be their wellbeing and understanding of how to keep themselves safe. When it is appropriate to do so, then we will begin teaching English and maths units.
- We will not be able to send home reading books until further notice. Please continue to read as frequently as possible with your child with any books you may have at home or using Active Learn where there are always books available at your child’s reading level.
- Reading will be a priority within all classes.
- Your class teacher will inform you of any days that they will be doing PE. Please send children into school wearing their PE kit for the day so they do not need to bring in a change of clothes.

Equipment

- Children **will not** be allowed to bring in items and equipment from home including book bags, toys, pencil cases, playing cards or fidget/comfort toys.
- Children **are** allowed to bring in: water bottles, sun hats and coats.
- Unfortunately, at the current time, we will not be able to send any work home at the end of the day.

Class equipment for play and lunch

- Each class will be given a set of equipment to use. This may include: a football, skipping ropes and hoops. Children will wash their hands before and after using their class equipment.
- This equipment will only be used by the 15 children in their class bubble.
- The adventure playground will be unavailable for use.

Moving around the school

- Moving around the school will be kept to an absolute minimum.
- When required, children will walk in-line with existing school policy of walking on the left-hand side.
- Signage will indicate walking on the left-hand side at all times.
- We will not be able to insist on a 2-metre distance between children, in corridors, should they pass each other, however staggered breaks and lunches will be used to ensure contact with other children or 'bubbles' is minimised as much as possible during transition times.

Lunchtime

- Children will be told to wash their hands before and after lunch and this will be supervised.
- There will not be any hot meals provided by the kitchen.
- Children will be asked to bring in a packed lunch in disposable containers or order a packed lunch from the kitchen.
- Those children who are eligible for Free School Meals or Universal Free School Meals will be able to order a packed lunch from the kitchen.
- Lunchtime staff will collect the ordered packed lunches from the hall and bring them to their classroom.
- Children will no longer eat in the dinner hall. They will remain with their class and eat their lunch in the classroom or outside in their designated outside space.
- From here, they will go out onto their designated playground in their groups and have a set period of play.
- Each group will have a set area of the playground or field, separate from other classes or 'bubbles' in their year.
- We will also be encouraging children not to touch one another as part of any game they play.
- Lunchtimes have been staggered to minimise contact with other groups of children and adults.
- The Senior Leadership Team will monitor these arrangements and will make changes if they are needed.

Rewards and Sanctions

- We will still have the same expectations around behaviour.
- Rewards will be given for good behaviour, work ethos and effort.
- We will attempt to give younger children as much leeway as we can as we understand they will be rehearsing behaviour routines and expectations.
- If needed, as a consequence, the child/children will be given time for reflection which may take place during part of their lunch.

Extreme instances of behaviour

- If there are extreme instances of behaviour or, behaviour which endangers the health and safety of children, or other staff, parents will be asked to come and collect their child, this is in line with our behaviour policy around exclusions.
- Examples of this may include: a child being physically aggressive to other children or staff, spitting, scratching, deliberately coughing in the face of adults or children, biting, kicking.
- A risk assessment will take place and the school will make a decision on whether the child can safely return to school.
- The school reserves the right to withdraw a child for the remainder of the academic year, if they feel that the child poses a danger to themselves or others. If this occurs, then a home learning pack will be provided.

First aid

- If first aid is required, then your child will be seen by a qualified First Aider.
- School will follow usual procedures notifying parents of injuries and logging on our system.
- When an adult is administering first aid, they will be required to wear PPE.
- If a child falls over and grazes their elbow or knees, the First aider will need to wear gloves and a mask to administer first aid.

Reporting of potential or confirmed cases of COVID-19

- If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members must self-isolate for 14 days. All staff and children over the age of 5 will have access to a test if they display symptoms of coronavirus.
- Parents of children sent home with symptoms are encouraged to get tested as soon as possible and no later than 5 days after the onset of symptoms. Any child not getting a test may not be able to return.
- Tests can be asked for online and you can choose between driving to the regional test site or getting a home test kit.
- Where a child tests negative, they can return to school/nursery and the fellow household members can end their self-isolation.
- Where the child tests positive, the rest of their bubble must be closed and everyone within the bubble will be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.
- As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Notifying the school if you wish to withdraw your child from school

- If you decide to withdraw your child/children, having indicated that you wish them to attend school for the rest of the academic year, please notify the school before doing so.

Notifying the school if you wish your child to return to school

- As stated by the Government, classes will be capped to 15 children. Any safety measures we put in place are dependent on this being manageable and being able to plan ahead. As such, we have to insist that you notify us before your child returns to school, as we will not be able to accommodate your child/children if we have not been notified. The **initial deadline has now passed** for children returning the week beginning the 1st June. If at any point, you intend for your child to return to school, we will need a week's notice. If you bring your child to school without speaking to school staff they will not be admitted as we must be able to follow government guidelines.
- If you intend to send your child/children back to school the week beginning **Monday 8th June**, you will need to notify the school by Monday 1st June. You can do this by e-mailing your child's teacher or by ringing the school office.

We hope that we have managed to address some of the questions you may have about what Tindal will look like once it has reopened. As we have said previously, we will reflect on what works and what doesn't and make changes where necessary.

If you have any further questions, please email the school or ring the school office from Monday 1st June. Email addresses can be found below:

info@arktindalprimary.org
T.Nursery@arktindalprimary.org
T.Reception1@arktindalprimary.org
T.Year1@arktindalprimary.org
T.Year2@arktindalprimary.org
T.Year3@arktindalprimary.org
T.Year4@arktindalprimary.org
T.Year5@arktindalprimary.org
T.Year6@arktindalprimary.org