

# Up-dated Parent/Carer Guidance

Nov 2020

## Social Distancing and Managing Risk

- We have updated the Risk Assessment in light of the new Government guidance which came in to effect from 5 November 2020.
- All existing measures to send children or staff home if they have symptoms remain
- Children continue to be in class bubbles. They will not be allowed contact with other classes
- There will continue to be no assemblies, community events or clubs run
- Children will not mix with other classes during break and lunch times
- In line with Government guidance, where possible, children will be seated at least 1m apart where facing another child
- We will avoid close face-to-face contact wherever possible
- Regular handwashing will continue on entry to school / after playtime and lunchtime / before lunchtimes / after each visit to the toilet
- Cloakrooms will remain out of use to stop children congregating in confined spaces
- Designated toilets for each bubble will continue to be managed for the same reason.
- Ongoing cleaning of 'high traffic surfaces' by staff in bubbles will continue such as door handles, light switches, tables
- We will maintain our key school messages with children around handwashing, 'catch it-kill it- bin it' for coughs and sneezes and maintaining the integrity of their bubble
- Pupils can continue to take reading books home with them. Book Bags are allowed but should **only contain a reading book, reading record, water bottle, spelling book and lunch where appropriate. Please note backpacks are not permitted, only a small book bag, as they will need to be stored in the classroom NO OTHER EQUIPMENT SHOULD BE BROUGHT IN TO SCHOOL**

## Morning drop of 8:30am & 8:40am

- One parent drops off wearing a face covering where possible please
- Arrive on time, late children will **NOT** be allowed to enter school through the office in the morning
- Maintain social distancing whilst waiting for the gates to open
- The gates will be opened at **8:30am** and **8:40am** and your child should enter the playground and go straight to their class teacher and line up – **parents do not enter the playground at drop off and cannot speak to an adult at that time.**
- Yr 3 and Yr 6 will be in the small playground: all other staff will be in the large playground. **PLEASE** use the gate that is most convenient
- Children in Reception can be brought by their parents to the entrance at the top of Norman Street
- Children in Nursery can be brought by their parents to the entrance on the corner of Norman Street/Mornington Road
- **Parents arriving for the second drop off, please stand away from the gates and DO NOT block the pavements and entrances for the parents arriving for first drop off.**

### **Sibling pick up 2:55pm One way system**

- One parent picks up wearing a face covering where possible please
- Arrive on time, we have nowhere for children to wait if parents are late collecting. They will have to go to after school care and you will be charged the usual fee of £1
- Maintain social distancing whilst waiting for the gates to open and please queue in both directions up and down the street
- The gates will be opened at **2:55pm** on Herbert Street
- Walk through the playground collecting your children from their class area and exit through the gate on Norman Street. Please do not congregate within the playground

**All children who are collected by a childminder will need to be collected at 2.55.**

**Please ensure you inform your childminder of the changes.**

As a school, we are very aware of the congestion outside the gates and along the pavements around school. Unfortunately, we cannot change the position of our building so we need **YOUR** help to make systems work.

We are going to trial opening up the extra gates to try to alleviate some of the issues around second pick up at **3:05pm**, but this will only work if **ALL** parents follow the guidelines. For those of you who are feeling particularly anxious: we completely understand. Please wait where you feel safe and approach the gates once the majority of parents have dispersed.

### **Second pick up 3:05pm**

**May we politely ask that parents do not arrive too early for the second pick up at 3:05 and DO NOT queue at the school gates until the first parents have all entered and exited the playground. Please use the church car park to wait or the pavements opposite school to avoid congestion at the gates and on the pavements directly outside the building.**

- One parent picks up wearing a face covering where possible please
- Arrive on time, we have nowhere for children to wait if parents are late collecting. They will have to go to after school care and you will be charged the usual fee of £1
- Maintain social distancing whilst waiting for the gates to open and please queue where the diagram shows (If you are unsure please ask)

**Reception:** The children will now exit through their gate onto Norman Street. Miss Hacking will stand at the gate and call the children as parents arrive. She will start to dismiss for the second pick up as soon as the sibling children have been collected. Please queue from the gate up the street.

**Year 1:** The children will exit through the single gate on Herbert Street. Please queue down Herbert Street from the gate.

**Year 2:** The children will exit through the front entrance. Please queue either side of the gap.

**Year 3:** The children will exit through the main gates on Norman Street. Please queue down Norman Street from the gate.

**Year 4:** The children will exit through the double gate on Herbert Street. Please queue up Herbert Street from the gate.

**Year 5:** The children will exit through the old blue door at the bottom of Herbert Street. Please queue from the gate down the street towards Mornington Road.

**Please note that for second pick up at 3:05pm parents do not need to enter the playground. The staff will call the children from the line as the parent gets to the gate.**

