

# **Information Booklet for Parents**

## **September 2021**

### **Howes Primary School**



**The information contained here is to help us  
to work together to ensure the safety of  
children, families and staff during the  
pandemic.**

All of the in this booklet will be under constant review but, it is anticipated, will initially be in place for the first three to four weeks in line with Government guidance.

## Attendance

- All children will be expected to attend full time. (Our Nursery and Reception children will complete a short staggered start in the first few weeks while they settle in.)
- School attendance will be mandatory so the usual rules on school attendance will apply.
- The Government reintroduced penalty fines for non-attendance last year.

## Absence from school

- If your child is not in school, please ensure that you contact us on the main school phone number 02476411711.
- If we do not receive a message from you then we will call you to find out where your child(ren) is/are.

## Contact details

- It is vital that you ensure that if any contact details have changed, that you provide these on the first day that your child returns.
- Staff will use the school phone number 02476411711. Please ensure that you answer these calls as it could be an emergency.

## Suspected case of COVID-19

- **Your child must be fit and well to attend school. If you suspect that they have symptoms of COVID-19, they must not attend school. If you suspect that they have COVID-19 symptoms, you must inform us straight away. We recommend that your child has a PCR test.**
- If it is reported to us that a child is not able to attend school as they have symptoms of COVID-19 we recommend that the child has a PCR test and if this is negative they are able to return to school. They **MUST NOT** attend school while waiting for a test result.
- If the result is positive they **MUST NOT** attend school and must self-isolate for 10 days.
- If one member of a household tests positive, we recommend that any other family members in the house also get PCR tested.
- Children and staff working in close proximity with the child with a suspected case may be asked to self-isolate and be PCR tested.
- If a child or member of staff within a group has suspected symptoms of COVID-19 then they will be removed from the classroom that they are working in immediately. Parents of the child will be contacted, please ensure we have the right details for you. The member of staff will be asked to go home.
- The child/member of staff will not be able to return to school until they have taken a PCR test and the results are negative. Once the result has been received please call the main office to inform us and we will confirm the date of your child returning to school.

## Handwashing

- Throughout the day the children will be asked to wash their hands on a regular basis. Staff will also do this to act as good role models and to protect themselves.
- Please ensure that you work with us by encouraging your child to learn good hand washing habits at home.
- Hand sanitiser will be available throughout the school. (If your child brings their own hand sanitiser to school this must be clearly named and is their responsibility to use.) Staff are not responsible for reminding your child to use their own hand sanitiser, they are responsible for ensuring that the children wash their hands regularly.

## Catch it, Bin it, Kill it

- We will continue with our current practice of catch it, bin it, kill it.
- Lidded bins are available in all classrooms.

## Face coverings

- Face coverings are a personal choice for both adults and children.
- We recommend that all parents continue to wear face coverings on the school site at the beginning and the end of the day unless exempt.
- Please wear a face covering (unless exempt) when talking to staff at classroom doors and at the main office.

## Use of toilets

- The children will have access to toilets throughout the day, however staff will ensure that they reduce the number of children using the toilets at any time.

## Social distancing

- Markings are still on the pathways and playground to allow you to wait safely.
- To help to reduce the number of families on the school site at any given time we have created a ten minute drop off period in the morning between 8:45am and 8:55am.
- After school Early Years and Key Stage One children can be collected at 3:15pm and KS2 at 3:20pm.
- Please take your children to their classes and then leave the site as soon as possible. Parents will not be able to stand in groups and chat at the beginning and end of the day.
- Younger children are unlikely to be able to maintain social distancing and it is acceptable for them not to distance within their class.
- Please be respectful of social distancing when you are speaking to members of staff.

## Entering and exiting school

- If your child is upset when they are due to enter the school, staff will work with you to do their best to get your child inside the building. The safety of staff is also essential at this time.
- To help to reduce the number of families on the school site at any given time we have created a ten minute drop off period in the morning between 8:45am and 8:55am.
  - Oak Class (Nursery and Reception) will enter and exit via the door onto the carpark.
  - Ash class (Years 1 and 2) will enter and exit by the cloakroom door on the playground.
  - Cedar and Maple classes (Years 3, 4 and 5) will enter and exit via their classroom doors on the playground.
  - Willow class (Year 6) will enter via the gate next to HIU from the carpark.
  - Fir class (HIU) will enter via the gate next to HIU from the carpark.
- After school:
  - Early Years and Key Stage One children can be collected at 3:15pm
  - Key Stage Two can be collected at 3:20pm.
- When entering via the main school gate please use the path way onto the playground. If you are leaving via the main gate, you will need to go through the Key Stage One/Early Years playground so as to avoid crossing over with families on the narrow pathway near the bike shed.
- If you are entering and exiting via the side gate please be mindful of other families using this to enter and exit the site and allow space for social distancing.
- Please do not drive up Palermo Avenue or pull up on any of the markings outside of school. This puts children's lives at risk.
- No cars are allowed into the carpark unless the driver holds a blue badge.
- Taxis will enter the carpark to drop children off for the HIU. Parents should not use this as an opportunity to follow them into the carpark as this could cause injury to families.

## Uniform/PE Kit

- Please ensure that your child wears their uniform to school in accordance with our policy.
- Black or grey trainers are part of our uniform to support with Active 15. Please **DO NOT** send your child in trainers of any other colour.
- The children must have a named PE kit with them. PE kits should be brought to school on a Monday and taken home on a Friday for washing.
- Jewellery should not be worn in school (exceptions are for religious reasons)
- Nail polish is **not allowed** to be worn by the children in school.

## Items from home

- All children in Nursery and Reception will need a change of clothes to keep on their pegs.
- A lunch box and water bottles are permissible.
- The children will need to use a book bag or a small bag to take their book and Home School Journal etc to and from school.
- All other equipment to be provided in school.
- Please do not send in any pencil cases etc from home as these will not be used.

## **Equipment**

- We will ensure that the children are given their own basic equipment to use.
- Classroom resources will be used in accordance with the DfE guidance and cleaned appropriately.
- The site staff will ensure that rooms are cleaned on a daily basis to help to stop the spread of infection.

## **First Aid and intimate care needs**

- Staff will use PPE to administer first aid at school.
- We understand that if a child has cut their knee we will have to reduce the suggested social distancing rule, however we would hope that parents support us in our duty of care to the children.
- Early Years parents will have any first aid reported by phone or email. Parents will be asked to email the school to confirm that they have been informed.
- All head bumps are sent home via email. Parents must reply to these emails to confirm that they have been received.
- Where a member of staff needs to support a child with intimate care needs, PPE will be worn to protect the member of staff.

## **Medication**

- If your child has any medication in school, such as inhalers, auto injectors etc these must be sent in with the children on the first day that they return.
- You must ensure that the medication is in date and that you have completed a form so that staff can administer the medication if needed. Forms are available for the main office. If the form is not completed we cannot administer any medication.

## **Staffing**

- All teachers and other staff can work across different classes and year groups as necessary.
- Staff and children from the Hearing Impaired Unit (HIU) will join their year groups in class for the afternoons
- If for any reason we do not have sufficient staff available to work in school, then we will contact our regular supply agencies.

## **Behaviour in school**

- We will expect all children and staff to follow our Positive Behaviour Policy.
- We will also remind the children regularly about the expectations of keeping everyone safe.

## **Curriculum**

- We will provide support for resilience, mental health and wellbeing including anxiety, bereavement for all children and staff.
- Our curriculum will remain broad and ambitious: all pupils will continue to be taught a wide range of subjects.
- We will assess all children as they start back to school and use this to help to plan to support the children.
- Sports coaching will continue with Mr Mhlanga during lesson times and outdoor sports will be prioritised where possible.

## **Additional Support**

- Some pupils with SEND may need some specific help to adapt to these changes to routine. If you feel that this will be the case for your child please contact the school on [Howes@howes.coventry.sch.uk](mailto:Howes@howes.coventry.sch.uk) so that we can pass your concerns onto Mrs Walters (Special Educational Needs Lead) and the class teachers and they will be able to support your family.

## Reminders in school and at home

- Staff will be regularly reminding the children of the necessary measures in place to keep them safe.
- Posters continue to be displayed around school to support the children and staff in staying safe.
- Please support us by reminding the children about what they need to do to remain safe and to ensure the safety of others around them.

## Playtime

- We will return to having playtimes together outside in the fresh air.
- If it is a wet playtime, the children will remain in their own classrooms.
- The school fruit scheme will begin in September and children in Nursery, Reception, Year 1 and Year 2 will be able to access fruit each day.
- Children in KS2 can bring their own healthy snack with them to eat at play time. All snacks must be **nut free**.
- All children will wash their hands before and after eating.

## Lunchtime

- If your child is eligible for Infant Free School Meals or Free School Meals then a school lunch can be provided for them.
- All children who opt in for a school lunch will have the choice of three options each day.
- The children will be returning to eat in the main hall. Classes will be seated separately and tables and chairs cleaned between each class.
- If the weather is nice then classes may opt to eat outside.
- Educaterers, our school catering provider, comply with guidance for food businesses on Coronavirus.

## Fire Drill

- As part of our Health and Safety measures in school we will continue to ensure that the children know how to leave the building in the case of a fire.

## Protection from the sun

- If we are lucky enough to have warmer weather in the Autumn term, we ask that the children come to school already wearing sun cream. Staff cannot apply sun cream to any child.
- It is recommended that they bring a sun hat with them.
- They must have a named water bottle with them each day.

## Additional Information

- External visitors will be kept to a minimum.
- We will not be utilising parent volunteers – this will be reviewed at half term.
- Breakfast club and after schools clubs will be running from Monday to Friday. If you would like your child to have a place please complete the booking form which is available from [Howes@howes.coventry.sch.uk](mailto:Howes@howes.coventry.sch.uk)

If you have any questions or queries, please contact school on 02476411711 or email [Howes@howes.coventry.sch.uk](mailto:Howes@howes.coventry.sch.uk)