

Information Booklet for Parents
Full School Return for September 2020

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 full
return to school.**

All of the below will be under constant review but, it is anticipated, will initially be in place until October half term In line with Government expectation we will be open for all of our children from Tuesday 1st September 2020.

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 are reintroducing penalty fines for non-attendance from September 2020.

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.**
- If it is reported to us that a child or member of staff is not able to attend school as they have symptoms of COVID-19 we will expect all members of the family to self-isolate for 7 days (14 if any other member of the family shows symptoms) and be tested.
- Unless children and staff working in close proximity with the child with a suspected case show their own symptoms they will not need to self-isolate or be 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 this has been discussed with Miss Cooke or Mrs Bolland.

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.
- To support your child learn good hand washing habits at home you can go to: <https://www.youtube.com/watch?v=aGJNspLRdrc>
- Hand sanitiser will be available throughout the school. (If your child brings their own hand sanitiser to school this must be clearly named. 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.

Social distancing

- The classrooms will be rearranged to ensure that we minimise face to face contact.
- Markings have been placed on the pathways and playground allow you to wait safely.
- To help to reduce the number of families on the school site at any given time we will have two start and finish time to the day:
 - Group 1 start at 8:45 and finish at 3pm (The gates will be open at 8:40am and closed at 8:50am. They will open again at 2:55pm and closed at 3:05pm)
 - Group 2 start at 9am and finish at 3:15pm (The gates will be open at 8:55am and closed at 9:05am. They will open again at 3:10pm and closed at 3:20pm)
- The information about which group your family is in is in the attached letter. Families must stick to these times for the safety of all families and staff.
- 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.
- The classes across the school will remain separate and will have staggered playtimes and lunchtimes to minimise the risk of the spread of infection.
- Younger children are unlikely to be able to maintain social distancing and it is acceptable for them not to distance within their class.
- We will not be having any large gatherings such as assemblies.

Entering and exiting school

- We ask that only one parent comes with the children. In order to minimise the risk of any infection spreading, parents will not be permitted inside the school building. 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.
- Both the main gate and the side gate will be open.
 - Group 1 start at 8:45 and finish at 3pm (The gates will be open at 8:40am and closed at 8:50am. They will open again at 2:55pm and closed at 3:05pm)
 - Group 2 start at 9am and finish at 3:15pm (The gates will be open at 8:55am and closed at 9:05am. They will open again at 3:10pm and closed 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 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.

Face coverings

- Face coverings, if worn, must be disposed of or placed in a sealed plastic bag on arrival.

Use of toilets

- The children will have access to toilets throughout the day, however in order to reduce the number of children using the toilets at any time we will be reducing the number of cubicles available in each of the toilet areas at any given time.

Uniform/PE Kit

- Please ensure that your child wears their uniform to school in accordance with our policy.
- The children's clothing does not need to be cleaned any more than usual.
- 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.

Items from home

- All children in Nursery and Reception will need a change of clothes to keep on their pegs.
- We will not be using the cloakrooms for children from Year 1 to Year 6 so a bare minimum of equipment should be brought into school.
- A lunch box and water bottles are permissible.
- Large school bags are not needed. The children will need to use a book bag or a small bag to take their book and Home School Journal to and from school.
- Coats etc. will need to go on the back of the children's chairs.
- 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 which will not be shared by anyone else.
- Classroom resources will be used in accordance with the DfE guidance and cleaned appropriately.
- Where iPads are used to support learning, they will be cleaned regularly.
- 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 2m 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.
- 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, epipens 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

- Adults will still adhere to the 'best endeavour' principle of social distancing where possible and appropriate.
- All teachers and other staff can operate across different classes and year groups should this be necessary but we will employ our 'best endeavour principles' to avoid any need for this.
- Staff and children from the Hearing Impaired Unit (HIU) will join their year groups in class for the afternoons and possibly for some of the morning lessons.
- If for any reason we do not have sufficient staff available to work in school, 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 social distancing and 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. No contact sports or games will be allowed.

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 (ren) please contact the school on Howes@howes.coventry.sch.uk so that we can pass your concerns onto Mrs Mair and the class teachers and they will be able to support your child (ren) in September.

Reminders in school and at home

- Staff will be regularly reminding the children of the necessary measures in place to keep them safe.
- Posters will 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

- The classes across the school will remain separate and will have staggered playtimes and lunchtimes to minimise the risk of the spread of infection.
- 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 snack with them to eat at play time. All snacks must be nut free.
- Snacks will be supervised by adults.
- 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.
- Details of the menu choices available will be emailed to families.
- Up until the October half term, the children will not be using the hall for lunchtimes. They will eat in classrooms or weather permitting outside. The use of the hall will be reviewed for after half term.
- Educaterers, our new school catering provider, comply with guidance for food businesses on Coronavirus.
- If your child is not taking a school lunch, please send a packed lunch from home in a disposable bag or lunch box with your child each day. Please ensure that your child brings with them items that they are able to open themselves as staff need to maintain a social distance where possible.
- The classes across the school will remain separate and will have staggered playtimes and lunchtimes to minimise the risk of the spread of infection.

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. We will aim to ensure that social distancing measures are in place during this drill by practicing socially distanced lines both inside and outside of the building.
- In the event of an actual fire, we will act with vigilance to ensure that saving lives takes precedence over maintaining a social distance.
- We will also ensure that the children know the procedures to follow should we need to all enter the building quickly, due to an event outside.

Protection from the sun

- As we have been lucky enough to enjoy some sunshine over the last few months we ask that the children come to school already wearing sun cream. Staff cannot apply sun cream to any child.
- It is recommended that the children bring a sun hat with them.
- The children must have a named water bottle with them each day.

Use of the outdoor equipment

- The outdoor equipment, including all benches, bridges, trim trail etc are out of use at this time.
- Please support us in ensuring that your children do not use the equipment when they are with you either in the morning or at the end of the 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.
- There will be no extracurricular clubs running for the first half term- this will be reviewed at half term.
- We are in discussions with Kidz Aloud about the before and after school care that they might be able to provide following Government guidelines. More information will be shared with you as soon as possible.
- Parents are advised to limit the number of different providers that your child access as far as possible.

If you have any questions or queries, please contact school on 02476411711 or email Howes@howes.coventry.sch.uk