

Plan of Action for Parents - Returning to School in March 2021

Please help us keep everyone safe in school by reading and following the guidelines carefully.

Below is a list of some of the measures we will be putting in place, along with staffing and layout structures, to prepare for a whole-school return of pupils on March 8th 2021.

Social distancing

- Children will return to being taught in their stipulated classes, as normal.
- Classrooms will be set up to socially distance full class of children in a practical manner.
- “Bubbles” to increase in line with the recommendation of 30 children. This means each class will maintain their own bubble.
- Different areas of the playground will be split up for each group. Play equipment will also be split. Any shared equipment will be on a rota basis (on separate days) and will be cleaned at the end of each day.
- Windows and doors to be open as much as possible.
- Outside learning when practicable.

Staffing

- Classes will have their key staff (teacher and TA) working with them. There will be some movement of staff between cohorts, however this will be minimized keeping in line with current guidelines.
- Additional staff will be allowed to join the school team during the day i.e. sporting, languages, music. This will be subject to suitable availability of space and being able to accommodate these groups safety.
- Staff will be social distancing between each other.

Class	Staff
Apple	Mrs Potter (Mon) Ms Astley (Tues – Fri)
Beech	Mrs Symonds (Mon & Tues) Mrs Potter (Wed-Fri)
Willow	Miss Brittain
Sycamore	Mr Locke
Muddy Boots	Natalie summers, Claire Taylor, Zoe Williams

Staggered start of day, play and lunch times.

- Staggered start and finish times as follows:

	Drop off	Pick up	Entrance and Exit
Apple	8.40	15.00	Through external classroom door.
Beech	8.45	15.05	Through side door by water fountains (blue door)
Willow	8.50	15.10	Fire exit door
Sycamore	8.55	15.15	Through front door
Muddy Boots	8.45	14:50 – 15.15	Muddy Boots entrance and exit.

NB: Please ensure you arrive at the specified times for drop off and pick up. If you are going to be late please ring ahead so that appropriate arrangements can be made for staff to meet your child. Lessons will start at the above times in each classroom.

- In the case of siblings who attend school, they must be dropped off in accordance with the earliest sibling’s drop-off. **Example: A family with a child in Apple Class and a child in Willow Class would both need to be dropped off at 8:40 as this is the earliest drop-off for those pupils.**
- They should be picked up in accordance with the latest sibling’s pick-up. **Example: A family with a child in Beech Class and a child in Sycamore Class, both children would need to be picked up at 15:15 as this is the latest pick-up for those pupils**
- Parents are to **drop and go**. No hanging around. Please wear a face mask at all times.

- Children in Sycamore Class can walk up the pathway unescorted.
- Please remember to socially distance.
- Staff to meet children and move directly into class.
- Hand sanitize on the way in.
- Lunches will be ate in the hall. Hot lunches will start from Monday 15th March. (Please see Parentmail for further information.)
- Play and lunch times will encourage the children to be socially distanced...but equally this can not be enforced.
- After school sports clubs will resume from March 8th.

PPE

- School will provide a hand sanitizer dispenser, which will be at all entrances and throughout the school building.
- Gloves and facemasks will be available. The guidance states that face masks will be unnecessary, however these will be used during first aid or if a suspected case needs care before being picked up.

Washing hands, cleaning etc

- Children will asked to wash their hands on entering the building in the morning.
- There is no set amount of times or situations when hands should be washed. Children to be sent throughout the day...particularly when moving between areas (lunch and play) or activities. Hand sanitizer can be used, although washing hands (observed) should be the primary way to clean hands.
- Cleaning of equipment to be done by staff throughout the day. Wipes and spray in each classroom and area. Cleaning down of handles and touch 'hot spots' regularly through the day also. This to be managed by the staff and classes.
- Additional handwashing facilities are available outside.

Breakfast and Afterschool clubs

- To operate as normal (pre Covid). Breakfast Club from 7.45 a.m. Afterschool club 15.15 – 17.30.
- This is the only time when groups have the potential to mix...therefore social distancing of the individuals is necessary.
- Separate tables for each group at which to eat or play.

Equipment

- No pencil cases to be brought in by children.
- Each child will be provided with their own personal equipment to be used.
- Book bags allowed. Reading books, reading records and homework books allowed.
- Homework items or project work not allowed into school. Work can be celebrated or sent digitally either in a picture or video clip.
- PE kitbags follow the normal routine.
- Only 1 other small bag per child to have lunch, drink, suncream and hat included.

Organisation of playgrounds, toilets etc

Class	Toilet	Playground
Apple	In classroom	Top playground
Beech	Main toilets - (Cleaned throughout the day)	Bottom playground
Willow	Main toilets	Bottom playground (carpark)
Sycamore	Girls - in classroom Boys- (toilets next to willow class)	Bottom playground (carpark) Cone into two sections; Willow & Sycamore
Muddy Boots	In preschool room.	Own play area

Key information regarding illness and symptoms

- Only children that are well can attend school. Children with any illness or symptoms should not be sent to school. They should not return to school until they have been free of symptoms for 48 hours (this does **not** apply to Covid 19 symptoms where the child and family must be tested).
- Parents will only be allowed onto the premises to collect a sick child.
- Parents should ensure that they and their children have thoroughly washed their hands before leaving home.

- Parents must inform the school immediately if any member of their family develops the symptoms of Covid 19.
 - If information needs to be given to a member of staff, then it should be done by email or phone.
 - We will use the current government guidelines and isolate children who are showing signs of Covid-19.
- Other medication:**
- If a child has a Critical Care Plan – medication will be administered according to the plan. Please ensure all medication is in date e.g. Epipens
 - Any self-administered medicines e.g. inhalers; to be sent in as normal. Please make sure they are clearly named.
 - If a child requires doses of antibiotics these should be timetabled to be given at home. In **extreme cases**, where this is not possible, please email for a medical form and return to admin with all requirements clearly stated.