



The Parkland Federation

Parent Handbook for Full Re-opening September 2020



Aim High, Work Hard, Dream BIG!

A HUGE WELCOME BACK!



Welcome back to you all! We have really missed having our whole school community together and are DELIGHTED to be opening fully from 7th September. This guidance has been put together in order to answer frequently asked questions as well as explain some of the new routines and protocols that we have in place to ensure that everybody is as safe as possible. We can't wait to get started!

School Uniform

All children will be expected to wear the appropriate school uniform every day. On your children's PE day/s, PE Kit should be worn to school instead of the usual uniform. This is to avoid moving around the classrooms in order to get changed. PE will be outside as much as possible so children should wear black/blue jogging bottoms, black trainers, the school PE T-shirt (blue) and bring their usual school jumper/fleece. Your teachers will let you know in the first few days which days PE will be. Please do make sure everything is named.

Staggered Starts and Arrival

You should have received a letter last month detailing which year groups will arrive at what time. During the morning arrival times, we will be operating a strict one way system where parents enter the site at the designated time and exit through the Brassey Avenue gate. We have made additional provision for those with siblings so that you do not need to wait at the start of the day. Please ensure that you are swift when dropping off and keep moving at all times. Plenty of adult staff will be on hand to direct you and a short video will be available from 4th September so that protocols for morning drop off are clear. Whilst waiting outside the school gates, please adhere to social distancing. If you or your child would like to wear a mask whilst waiting, please feel free to do so. Please also be mindful of our neighbours who may well need to leave for work during this time. We encourage everyone to walk/scoot/cycle to school to avoid congestion caused by cars. We also recommend that public transport is not used if there are alternative methods to get to school. It is essential that all parents and pupils are on time to avoid mixing Bubbles.

End of the Day Protocol

Your letter also detailed end of the day routines. Year groups will come out of the building with their designated adults and walk to either the front or back gates. Children will be dismissed one at a time. Please wait on the left hand side pavement and a teacher will call your child for you. Please exit on the right hand side swiftly to avoid congestion and remember to socially distance. We appreciate that some of you will need to wait for siblings, so please do so in an area away from the main gate to avoid congestion. No pupils will be permitted to walk to or from school without an adult. Please help us all by not congregating around the gates at any time.



Pods & Bubbles

On 7th September. We expect **ALL** pupils in Years 1 -6 back and ready to learn in their new classes. Children will work in their class **Pods** and Year Groups will form a **Bubble**. The bubbles will **not** interact with each other at any time. Some staff such as those delivering PPA, clubs or interventions may need to visit more than one bubble but they will have very specific guidelines to adhere to in order to do so with minimal risk.

What will each Class Pod look like?

Classroom Pods will have been deep cleaned and new displays put up so that the children feel safe and welcomed. The Junior classrooms have all undergone makeovers over the summer with freshly painted walls, new wipeable flooring and new blinds. Tables in the classroom Pods will all face forwards for Years 2 - 6. EYFS will continue to operate a bespoke free flow approach and Year 1 will start with this approach in order to ensure a smooth transition. Cleaners will be onsite throughout opening hours to wipe down handles, work surfaces and communal areas regularly. Each pupil will have a named pack/tray of learning resources that only they touch and that will stay on their desk. This will include all of the resources that they need. You do not need to provide any learning resources from home. Pods will be well ventilated throughout the day. All classes across both schools were fitted with state of the art interactive screens to enable interactive learning.

Children will all have a named peg to hang up their coats. Bags will be kept under the child's desk, including their lunch, water and snack. Please provide two bottles of fresh water each day if possible. Infant pupils will continue to have free fruit via the government scheme. Junior pupils can bring their own fruit for break time.





Reading Diaries and Certificates

Please continue to fill these out at home. Teachers will not be able to touch them but will have time in class to allow children to show them and highlight how many times they have read each week. We will continue to celebrate all of the wonderful achievements the children make in a Friday Celebration Assembly - delivered via a video link straight to each Class Pod.

Toilets

Each Bubble will have their own set of toilet cubicles. Although these will be used by boys and girls in Years 1-6, children will not go in groups and toilets will be monitored by school staff. EYFS toilets will continue to be separate.

Lunches

We will continue to provide school packed lunches for all infant pupils and those at the Junior School who are entitled to Free School Meals. **These MUST be booked in advance using ParentPay.** If you are not entitled to Free School Meals but would like to pay for a school packed lunch, please also book in advance via ParentPay. All other children should be provided with a packed lunch from home. Please do ensure that if you would like a meal from school, it is booked in advance. If you need help with this system, please telephone the school office who will be happy to explain the process. Children in EYFS will eat their lunches in the newly decorated Infant School Hall. All other year groups will eat in their Pods. We do hope that we will be able to start providing hot school food soon. More details will follow.

Breaktimes

All children in Years 1-6 will have a morning break in their Year Group Bubble. They will have a shorter break at lunchtime in their bubble also. Teachers will utilise the outside areas so that learning can take place outside if possible. EYFS will continue with access to their outside learning environment throughout the day. Please do not send in toys or footballs with the children. We will provide any play equipment needed and ensure it is thoroughly cleaned after each use.



PPE

A box of PPE will be available in each Class Pod at all times. This is to ensure adults have access to it should they need to administer First Aid or a pupil feels unwell. Teachers and other staff will not routinely wear it unless they have been advised to do so by a medical professional due to personal circumstances.

Behaviour Expectations

Our Rainbow Rules will continue to be followed. Please do remind the children before they return:

We are honest

We listen

We have good manners and walk sensibly around the school

We look after property

We are gentle and calm at all times

We are kind and helpful

We work hard

Any children not following the Rainbow Rules will be given a reminder of expectations. If behaviour continues to fall below our high expectations, Senior Leaders will be called to the Class Pod via a Walkie Talkie. We will then contact parents if we feel alternative provision will need to be made. This is so that we can keep everyone within our school community safe. Pupils will receive reminders of the expectations during the first week back and these will be promoted regularly.

Falling Ill at School and First Aid

If a pupil begins to feel unwell at school, the teacher will contact the office straight away. The Junior Foyer will be a designated COVID -19 Room for anyone displaying symptoms. This is so they can isolate but still be visible to the staff member stationed in the Junior Office. Parents will be called to collect the child and they will then be taken by an adult in PPE to the front gate to meet their parent. The room will then be deep cleaned.

If a child has displayed symptoms of COVID-19, they should get a test as soon as possible and self isolate until the results prove negative. These can be ordered online via the NHS. Once a negative test result has been viewed by the school, and if the child feels well enough, they can return to



school. There is no need for members of the same household to isolate unless there is a positive test result or they have symptoms - in which case they must also get a test.

If a child has a positive test result, they should remain at home for 7 days from the first day of feeling unwell. If a temperature remains after 7 days, they should continue to self isolate. All members of the household should isolate for 14 days.

If we have a confirmed positive case at school, we will contact the local health protection team for advice. They will also contact us to alert us of a positive test result in case we are unaware. They will then advise us if we need to send any other members of the school community home. Parents will be contacted as soon as the advice has been confirmed. If a child is isolating at home but feels well, we expect them to continue learning via our online provision. This will help us to close any gaps and ensure no further, unnecessary education is missed. Details of the learning expectations will be provided at the time we contact you regarding any need to isolate.

Minor first aid incidents at school will be treated by the adults in the Class Pod. All Pods are equipped with basic first aid kits and will have a trained First Aider.

Volunteers in School

We love the fantastic support that we get from our community and the support we have received from volunteers over recent years has been something to be proud of. We very much hope to be able to welcome volunteers back soon, so watch this space!

National Track and Trace

If a child tests positive, parents should follow the National Track and Trace system and provide details of everyone that they have been in contact with.

Pupil Absence

All children in Years 1 - 6 are expected to return on 7th September. Please follow the usual system if your child is too unwell to attend school. You must phone in on each day your child is absent before 9am, providing a reason for the absence. We will continue to record absences in the same way and contact you if we are concerned. The target for every pupil will be 97% attendance.

After School Club and Breakfast Clubs

We very much hope to get this provision up and running as soon as possible. We hope to be ready to start on Monday 14th September. Thank you to everyone who completed our recent survey. This was really helpful. We know it is a vital support for those of you who work outside of school

hours. We are analysing the data and looking at our space and staffing. More details will follow in a separate letter shortly.



Extra Curricular Sports Clubs

Again, we do hope to continue with these as soon as possible. Clubs are likely to be in Year Group Bubbles which means we will only be able to offer a limited selection to begin with. Our School Counsellors play a big part in ascertaining pupil voice when it comes to clubs so we will enlist them again in order to make sure pupil choice is represented.

Bringing Medicines to School

If your child requires medicine after 7th September, we will need a consent form from you. Please telephone the school office for advice. They will let you know our most up to date protocol and tell you next steps.

If your child requires an Epi-Pen or Inhaler, we will need this in school from Monday 7th September. Members of our Office Team will be outside the Infant School Office with consent forms ready to collect these from you at drop off time. Please ensure these are all named clearly with your child's class and full name in the original packaging. **(Please note, the Infant Office is now the only office for both schools.)**

Contacting the School

Please do not enter the school grounds other than for our one way entry system at dropping off time. If you would like to speak to a member of the school office, please do so by telephoning us on 01323 502620 (both schools) or emailing the office. Please only enter the office if you have telephoned and made an appointment so that staff know to expect you.

Communication with Teachers and School Staff

We love talking to you about your children and how proud they make us! We won't be able to offer the usual open door policy at the end of each day, but please do email the class teachers if you have any questions. We want to keep you up to date with everything that is going on in school, so keep an eye out for the fortnightly newsletter too. If you need to speak to the SENCo or a member of our Leadership Team, we can do this via Google Meet and will make an appointment for you.

Preparing Your Children for a Return to School



In order to help children with the transition back to school, please find below some top tips to help things run as smoothly as possible:

- ★ Get back into a **routine** as soon as possible. Studies show that the same bedtime routine and timings really supports children in feeling safe and relaxed. A warm bath, warm milk and storytime really sets the tone for a good night's sleep.
- ★ **Reassure** them that although there will be some changes, the adults in school are all here to support them in getting back on track with learning and with any worries they may have. Please let them know how much we have missed them!
- ★ Talk to them about the main changes so that they can start to process them:

Coming in and leaving will be different

They will need to wash their hands more regularly

They will stay mostly in their class but also mix with their Year Group

Lunch will be in class for Years 1-6

The toilet they use will be for their Year Group only

Tables in class will face forwards - they will be able to sit next to a friend

Assemblies will be in class rather than the hall

They will have a special pack of resources just for them that they will keep on their desk

- ★ Make an appointment with an **optician** - Data shows that more than 4 million eye tests were missed during lockdown. With such a big rise in screen time usage for home learning as well as social events, it's important that we are sure that children's eyes both give them optimum vision. This will ensure they can see all of their learning in the classroom and prevent headaches and confusion.
- ★ Try on their new **uniform** and tell them how smart they look.

We do hope that you have found this information helpful. Don't forget to look out for the brief video that details the new drop off routine.

We really can't wait to see you all again!