

Parental Guidance August 27th 2020

Contact with your child's Teacher

- Please do not approach the class teacher to discuss your child - if you wish to speak to the class teacher you must arrange this via email or phone call.
- If you have a concern please contact the school via phone or email and the message will be passed to the teacher.
- If you believe the school should have extra information about your child then please contact the school office to arrange an appointment or a phone call.
- Please follow the advice and guidance given by staff as you enter and leave the school.
- Children should bring a bottle of water
- Children should bring PE kit
- Children should not bring pencil cases from home.
- Children should bring their book bags on the designated days for book returns.
- If you are going to be late please contact the school and we will arrange a drop off or collection time.
- You should not turn up to the school outside of your allotted time as this will cause mixing of the year groups.
- It is very important for the whole community that we follow the procedures. Please work with the school to ensure we keep our children, our staff and our community as safe as possible.

Arrival and Departure At school

Arrival and Collection Times:

Year Three, Four, Five and Six

- Year Six should arrive at school between 9.00 and 9.05am and will leave school at 3.20 and 3.25pm. They should enter the school on Charnock Road and exit through the gate on Powell road.
- Year five should arrive at school between 8.40am and 8.50am will leave school between 3.00 and 3.10pm. They should enter the school on Charnock Road and exit through the gate on Powell Road.
- Year Four should arrive at school between 8.50 and 9.00am and will leave school between 3.10 and 3.20pm. They should enter the school on Charnock Road and exit through the gate on Powell Road.
- Year three should arrive at school between 8.30 and 8.40am and will leave school at 2.50 and 3.00pm. They should enter the school on Charnock Road and exit through the gate on Powell Road.

Reception, Year One and Year Two

- Year two should arrive at school between 8.30 and 8.40am and will leave school between 2.50 and 3.00pm. They should enter via the key stage one gate on Ferron Road and exit through the nursery gate on Ferron Road.
- Year One should arrive at school at 8.40 and 8.50am and will leave school at 3.00 and 3.10pm. They should enter via the key stage one gate on Ferron Road and exit through the nursery gate on Ferron Road.
- Reception Class should arrive at school between 8.50 and 9.00am and will leave school between 3.10 and 3.20pm. They should enter via the key stage one gate on Ferron Road and exit through the nursery gate on Ferron Road.

Nursery

- Nursery should arrive at 9.05am and leave at 11.35pm. They should enter the school through the nursery gate on Ferron road and exit through the nursery gate on Ferron Road. A provisional date of October 5th for return of nursery children is planned for.
- **There will be no full time nursery places available this academic year.**

Where to take your children

- You will be given a drop off time and pick up time for your children.
- Please do not gather outside the gate but follow the distance markers on the fence until the gate is open.
- Please follow the distance markers on the school playground.
- Follow the distance markers and direction of staff and enter the school grounds.
- Drop your child to their class teacher.
- You must then follow the markers and staff direction to exit the school grounds.
- Please do not stop to chat to your child's teacher. If you have concerns or wish to raise something please follow the new procedures as stipulated in this document.

Start of the day

- Parents will be told in advance of the time that you bring your child to school.
- Please come during the time given.
- Do not come before the time given.
- If you are late then please contact the school and we will give you another time to arrive.
- Please do not turn up to the school if you are late as other groups will be entering and we need to minimise contact between groups.
- You should bring your child to school within the time given to you.
- Only one adult should bring their child or children to school.
- Bikes and scooters will not be allowed to stay on the school premises
- If you have more than one child we will isolate the other child until it is their group's time to arrive.
- Follow the social distancing rules by standing by a marker.
- You will be called to the school gate and then should follow the one way system.
- A member of staff will be at the gate to assist you and clarify the new procedures.

End of the day

- At the end of the day please arrive during your collection time.
- Please do not be late as the times will be arranged to prevent adult and children from different groups meeting.
- When you arrive to collect your child please wait at an appropriate social distance following the markers on the school fence.
- Upon entry to the school please use the markers.
- You should follow the markers and staff directions for exit from the school.
- Please exit the school without congregating in the playground.

Changes to previous Processes

The School Office

- Parents will no longer be allowed to enter the premises without an appointment.
- To speak to the office staff please do this via phone or email.
- If you have to speak to office staff face to face you should call or email and they will give you a time to visit the school.
- If you need to speak to a member of staff contact the school office and they will contact that member of staff to arrange a suitably socially distanced appointment – this may be a virtual meeting.

Changes to the classroom Environment and procedures

- Classrooms will be contain as little extra furniture as possible.
- Children will place their coats over the seats
- Children will each have their own resources such as a pencil, ruler, calculator and other items they may require.
- Desks will be in rows in non-foundation stage (i.e. outside of reception class and nursery class).
- Children will keep their books at the table.
- Children will enter the class and wash their hands.
- Children will sit in an allocated place that will be their place.
- **Children should not bring pencil cases from home.**
- **Children should bring a bottle of water as communal fountains and communal water jugs will no longer be used.**
- **Children should bring book bags on designated days.**
- **Children should bring their PE kit**
- Children will have regular handwashing across the day.
- Lunchbreaks and playbreaks will be staggered to ensure classes to not mix.
- Communal resources will be sanitized before and after use.
- Large playground equipment will be cleaned regularly.
- The school will send home limited resources and these will be sanitised upon return.

Hygiene Procedures

- Touch points will be cleaned regularly across the day by staff
- Toilets will be cleaned across the day
- Children will wash hands regularly across the day
- Each class will have sanitiser
- During break touchpoints will be sanitized
- Doors will be kept open during the day where there are no safety concerns
- Windows will remain open for ventilation