

**GUIDANCE FOR PARENTS/CARERS DURING COVID-19
AUTUMN 2020**

1. The school day	
1.1 Start of the day	<ul style="list-style-type: none"> • School start and finish times are staggered to ensure all pupils can enter the school safely. • Pupils will have a ‘soft’ start time with an arrival slot of 15 minutes to avoid congestion. This must be adhered to at all times – do not arrive early or late. (Years 3/4 8:30-8:45; Years 5/6 8:45-9:00) • An additional temporary entrance has been created for Year 3 towards the vehicle gate, through the carpark. This will be signposted. Do not use the vehicular gate under any circumstances. • Year 4 – 6 will enter the playground using the pedestrian gate. • 2 metre social distancing must be maintained by all adults at all times. • A ‘drop and go’ system will be in place and parents will not be permitted into the school site. • Members of staff at the gate to guide pupils in to their classrooms. • Pupils in year 5 and 6 are encouraged to walk to school on their own, if possible, to reduce congestion at the gates. Parents will need to complete a permission form for this.
1.2 End of the day	<ul style="list-style-type: none"> • Staggered collection times are in place (Year 3/4 3:00pm; Year 5/6 3:15pm). • Year 3 pupils will be collected from the cordoned off area at the front of the school, via the temporary entrance. • A strict one-way system is in place for the collection of Year 3 pupils. Staff will be on duty at the gates to support. • The vehicular gate should not be used under any circumstances. • Year 4, Year 5 and Year 6 will be collected from the playground. Each class will have a designated area for collection. Parents should join the queue adhering to social distancing. • Do not attempt to hand anything over to staff. If you need to speak to a member of staff, please ring or email the school office. • Please leave the site as soon as possible, do not linger. • Keep to social distancing rules at all times on the school site.
1.3 Classrooms and lessons	<ul style="list-style-type: none"> • Pupils will be taught in their class groups. They will not mix with any other classes. • Desks have been rearranged in rows facing the front of the class. • Only essential furniture will remain in the classroom. All soft furnishings have been removed. Surfaces are kept clear. • Pupils will have their own individual equipment and books. • Some equipment may be shared between pupils within the class but NOT between different classes. • Shared equipment will be cleaned after each use.
1.4 Movement around school	<ul style="list-style-type: none"> • The movement of pupils around school will be minimised as much as possible. • One-way systems will be in operation. Pupils will be expected to follow a keep left procedure where one-way systems are not in place and keep to 2 metre social distancing where possible. • Reminder signs are in place throughout the school
1.5 Break time	<ul style="list-style-type: none"> • Break times will be staggered. Pupils will have break time with their class group only. The playground has been zoned. • Pupils will be reminded about social distancing as break times begin. Parents to reinforce this at home. • Social distancing signage is in place around the school and in key areas to support pupils. • Pupils will be encouraged to play games that allow for social distancing to take place.

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1.6 Lunchtime	<ul style="list-style-type: none"> • Lunch times will be staggered. • Pupils will be reminded about social distancing as lunch time begins. Parents to reinforce this at home. • All pupils will eat their lunch in their classroom, apart from Year 3 who will use the dining hall. • The Pantry, our new catering company, will be providing hot meals. ParentPay will still be used. • Packed lunch pupils can continue to bring a packed lunch from home, taking all their packaging home in their lunch boxes. • Due to the current situation we would prefer that your child sticks to school lunch or packed lunch rather than changing within the week.
1.7 Communication with teachers and staff	<ul style="list-style-type: none"> • Parents/carers will not be allowed to enter the school building except in exceptional circumstances and by appointment only. • All parents entering the school building will be asked to wear a face covering. • If you need to speak to a member of staff, please call or email the school office. • Parents will be kept up to date with information, guidance and the school's expectations on the newsletter, by text and the school website or by a pre-arranged appointment.
1.8 Equipment	<ul style="list-style-type: none"> • Water bottles to be provided from home and taken home each night to be washed. They must be labelled with your child's name. • Book bags are not needed. We will not be sending reading books home to begin with as these could pose cross contamination issues. • Pupils will only use their own equipment in their own school pencil case. • No toys or extra items to be brought into school. • Hand cream for your child (labelled clearly with child's name) can be brought to school, as we understand frequent handwashing can dry the skin.
1.9 Uniform	<ul style="list-style-type: none"> • All pupils are expected to return in September wearing their school uniform. The full school uniform list can be found on the Carterhatch website. • PE kit will need to be brought to school on PE days (TBC) and taken home the same day.
2. Cleaning and hygiene	
2.1 Hygiene and handwashing	<ul style="list-style-type: none"> • Parents/staff to discuss with pupils the importance of hand washing. • Pupils will be required to frequently wash their hands with soap and water for 20 seconds and dry thoroughly. • Pupils to clean their hands on arrival at school, before and after eating, after sneezing or coughing and after any transition i.e. break time. • Pupils will be encouraged not to touch their mouth, eyes and nose. • Pupils will use a tissue to cough or sneeze into and use bins for tissue waste ('catch it, bin it, kill it') • Help is available for pupils who may have trouble cleaning their hands independently
2.2 PPE/face coverings	<ul style="list-style-type: none"> • Current guidance says that staff and pupils in primary schools do not need to wear face coverings. • We will ask pupils to remove any face coverings they have used coming to school on public transport. • All adult visitors to the school building will be required to wear a face covering. • PPE will be used by staff in certain circumstances (e.g. when supervising a pupil who becomes unwell with symptoms of coronavirus or for routine intimate care needs).

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3. Testing and managing symptoms	
3.1 Before school	<ul style="list-style-type: none"> You must not send your child in if they are at all poorly or have any symptoms of COVID-19. We ask you to check with them verbally every morning to see how they are feeling. Please inform school by telephone if your child or any member of your household have symptoms. To access testing visit NHS.UK, or contact 119 via telephone if you do not have internet access. Contact the school to inform us of the results. Contact the school if anyone in your household has a confirmed case of COVID-19.
3.2 Symptoms in the school day	<ul style="list-style-type: none"> If your child develops symptoms of COVID-19, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. PPE will be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained. You will need to collect your child as quickly as you can as isolation and PPE are not pleasant and we do not want to expose any pupil to those circumstances for any length of time. Please ensure we have up to date telephone numbers for at least 2 people in your family. Your child and family members would need to be tested before they can return to school. To access testing visit NHS.UK, or contact 119 via telephone if you do not have internet access. Please let the school know the results. If there is a confirmed case of COVID-19 within the child's learning bubble, all pupils and adults who have had direct and close contact with the case will be sent home to self-isolate.
4. Pupil behaviour	
4.1 Social distancing	<ul style="list-style-type: none"> Behaviour Policy addendum on website. There will be clear messaging to pupils on the importance and reasons for social distancing. Please reinforce this at home. If a pupil persistently refuses to follow the Behaviour Policy and Guidelines parents/carers will be contacted.
4.2 Rewards and sanctions	<ul style="list-style-type: none"> Pupils will be briefed on the new home school agreement as part of induction back into school. Parents can access on our website. Staff to verbally praise and give examples of exemplary work and positive behaviour (demonstrating our school values etc) to SLT (no paper certificates or Always Stars).
5. Home Learning	
5.1 Home learning	<ul style="list-style-type: none"> We will be looking at ways to enhance our home and online learning in September. Home learning will be put in place for all pupils self-isolating and in case we are asked to close again. We will give you more information on this in September.
6. Breakfast and after school clubs	
6.1 Breakfast Club	<ul style="list-style-type: none"> Breakfast Club will re-open on Monday 14 September Registration forms are on the our website.
6.2 Suffolks Tea-time club	<ul style="list-style-type: none"> Suffolks tea-time club will re-open on Monday 7 September for pupils already registered. If you require a place, please contact Suffolks Primary School on 020 8804 1534
6.3 Extra-curricular	<ul style="list-style-type: none"> Initially, there will be no extra-curricular clubs running after school. We will keep you updated on our plans to re-introduce clubs.