

**GUIDANCE FOR PARENTS/CARERS DURING COVID-19**  
**MARCH 2021**

Links to further information are indicate by [blue underlined text](#)

<b>1. The school day</b>	
<b>1.1</b> Start of the day	<ul style="list-style-type: none"> <li>● School start and finish times are staggered to ensure all pupils can enter the school safely.</li> <li>● Pupils will have a ‘soft’ start time with an arrival slot of 5 minutes to help avoid congestion. This must be adhered to at all times – do not arrive early or late. (Years 3/4 8:35-8:40; Years 5/6 8:40-8:45). <b>Please avoid gathering at the school entrance.</b></li> <li>● An additional temporary entrance has been created for Year 3 towards the vehicle gate, through the carpark. This will be signposted. <b>Do not use the vehicular gate under any circumstances.</b></li> <li>● Year 4 – 6 will enter the playground using the pedestrian gate.</li> <li>● <b>2 metre social distancing must be maintained by all adults at all times.</b></li> <li>● A ‘<b>drop and go</b>’ system will be in place and parents will not be permitted into the school site.</li> <li>● Members of staff at the gate to guide pupils in to their classrooms.</li> <li>● 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 <a href="#">permission form</a> for this.</li> <li>● Please walk, cycle or scoot to school if it is possible and safe to do so.</li> <li>● If using public transport, please follow the Government <a href="#">safer travel guidance for passengers</a></li> </ul>
<b>1.2</b> End of the day	<ul style="list-style-type: none"> <li>● Staggered collection times are in place (Year 3/4 3:00pm; Year 5/6 3:05pm).</li> <li>● Year 3 pupils will be collected from the cordoned off area at the front of the school, via the temporary entrance.</li> <li>● A strict <b>one-way system</b> is in place for the collection of Year 3 pupils. Staff will be on duty at the gates to support.</li> <li>● <b>The vehicular gate should not be used under any circumstances.</b></li> <li>● 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 <b>adhering to social distancing.</b></li> <li>● 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.</li> <li>● Please leave the site as soon as possible, do not linger.</li> <li>● <b>Keep to social distancing rules at all times on the school site.</b> Please do not gather in groups or use pick up time for socialising.</li> </ul>
<b>1.3</b> Classrooms and lessons	<ul style="list-style-type: none"> <li>● Pupils will be taught in their class groups for most of the classroom time although some specialist teaching will necessitate mixing in the wider year group.</li> <li>● Staff have been timetabled and assigned to dedicated classes.</li> <li>● Where specialist teachers work across classes they will adhere to social distancing as much as possible.</li> <li>● Desks have been rearranged in rows facing the front of the class.</li> <li>● Only essential furniture will remain in the classroom. All soft furnishings have been removed. Surfaces are kept clear.</li> <li>● Pupils will have their own individual equipment and books.</li> <li>● Some equipment may be shared between pupils within the class but NOT between different classes.</li> <li>● Shared equipment will be cleaned after each use.</li> <li>● All areas of the school will be kept well ventilated.</li> </ul>

**GUIDANCE FOR PARENTS/CARERS DURING COVID-19**  
**MARCH 2021**

1.4 Movement around school	<ul style="list-style-type: none"> <li>● The movement of pupils around school will be minimised as much as possible.</li> <li>● One-way systems will be in operation. Pupils will be expected to follow a <b>keep left</b> procedure where one-way systems are not in place and keep to 2 metre social distancing where possible.</li> <li>● Separate entry and exit points for different classes have been assigned.</li> <li>● Reminder signs are in place throughout the school.</li> </ul>
1.5 Break time	<ul style="list-style-type: none"> <li>● Break times will be staggered. Pupils will have break time with their class group only. The playground has been zoned.</li> <li>● Pupils will be reminded about social distancing as break times begin. Parents to reinforce this at home.</li> <li>● Social distancing signage is in place around the school and in key areas to support pupils.</li> <li>● Pupils will be encouraged to play games that allow for social distancing to take place.</li> <li>● Each class will have dedicated play equipment.</li> </ul>
1.6 Lunchtime	<ul style="list-style-type: none"> <li>● Lunch times will be staggered.</li> <li>● Pupils will be reminded about social distancing as lunch time begins. Parents to reinforce this at home.</li> <li>● All pupils will eat their lunch in their classroom, apart from Year 3 and Year 6 who will use the dining hall at staggered times to allow for cleaning.</li> <li>● The Pantry, our new catering company, will be providing hot meals.</li> <li>● Packed lunch pupils can continue to bring a packed lunch from home, taking all their packaging home in their lunch boxes.</li> <li>● Due to the current situation we would prefer that your child sticks to school lunch or packed lunch rather than changing within the week.</li> </ul>
1.7 Communication with teachers and staff	<ul style="list-style-type: none"> <li>● Parents/carers will not be allowed to enter the school building except in exceptional circumstances and by appointment only.</li> <li>● All parents entering the school building will be asked to wear a face covering.</li> <li>● If you need to speak to a member of staff, please call or email the school office.</li> <li>● 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.</li> </ul>
1.8 Equipment	<ul style="list-style-type: none"> <li>● Chromebooks should be returned to school on 8 March (Chargers should remain at home).</li> <li>● Water bottles to be provided from home and taken home each night to be washed. They must be labelled with your child's name.</li> <li>● Pupils should limit what they bring to school to essential items. Bags can be used and will be stored in pupil lockers. No toys or extra items to be brought into school.</li> <li>● Books can be taken home and once returned will only be shared following 42 hour rotation.</li> <li>● Pupils will only use their own equipment in their own school pencil case.</li> <li>● 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.</li> </ul>
1.9 Uniform	<ul style="list-style-type: none"> <li>● All pupils are expected to return wearing their school uniform. The full school uniform list can be found on the Carterhatch Junior School website.</li> <li>● PE kit should be worn to school on PE days. Pupils will remain in their PE kit for the remainder of the day.</li> <li>● All classrooms will be ventilated so it is important children have adequate warm clothing.</li> </ul>
1.10 Attendance	<ul style="list-style-type: none"> <li>● School attendance is mandatory from 8 March 2021.</li> <li>● The usual rules on school attendance apply.</li> </ul>

**GUIDANCE FOR PARENTS/CARERS DURING COVID-19**  
**MARCH 2021**

<b>2. Cleaning and hygiene</b>	
2.1 Hygiene and handwashing	<ul style="list-style-type: none"><li>● Parents/staff to discuss with pupils the <b>importance of hand washing</b>.</li><li>● Pupils will be required to frequently wash their hands with soap and water for <b>20 seconds</b> and dry thoroughly.</li><li>● 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.</li><li>● Pupils will be encouraged not to touch their mouth, eyes and nose.</li><li>● Pupils will use a tissue to cough or sneeze into and use bins for tissue waste. (<b>'catch it, bin it, kill it'</b>)</li><li>● Help is available for pupils who may have trouble cleaning their hands independently.</li></ul>
2.2 PPE/face coverings	<ul style="list-style-type: none"><li>● Current public health guidance states that <b>children in primary schools do not need to wear face coverings</b>.</li><li>● Children arriving at school with a face covering will need to follow safe wearing and removal procedures. They will need a sealable plastic bag to safely store their face covering.</li><li>● All adult visitors to the school premises will be required to wear a face covering.</li><li>● Staff will wear face coverings when moving around the school in communal areas but not in classrooms.</li><li>● 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).</li></ul>
<b>3. Response to infection - symptoms, testing and self-isolating</b>	
3.1 At home	<ul style="list-style-type: none"><li>● It is important that we control the spread of coronavirus (COVID-19).</li><li>● You must not send your child in if they are at all poorly or have any symptoms of COVID-19 or if any other household members have symptoms of COVID-19. We ask you to check with them verbally every morning to see how they are feeling.</li><li>● The main symptoms are:<ul style="list-style-type: none"><li>○ a high temperature</li><li>○ a new continuous cough</li><li>○ a loss or change to sense of smell or taste</li></ul></li><li>● <a href="#">Book a test</a> on the internet if your child, or any member of your household, has symptoms or contact 119 via telephone if you do not have internet access.</li><li>● Contact the school to inform us of the results.</li><li>● Contact the school if anyone in your household has a confirmed case of COVID-19 (a positive test result).</li><li>● You/your child must <a href="#">Self-Isolate</a> immediately, follow the <a href="#">Stay at Home Guidance</a> and not come to school if you or they:<ul style="list-style-type: none"><li>○ develop symptoms</li><li>○ have been in close contact with someone who tests positive for COVID-19</li><li>○ anyone in the household or childcare or support bubble develops symptoms</li><li>○ are required to, having recently travelled from certain other countries</li><li>○ have been told to isolate by NHS test and trace or the school or the PHE local health protection team (this is a legal obligation)</li></ul></li><li>● You may be entitled to <a href="#">Test and Trace Support Payments</a> if you are told to self-isolate</li></ul>

**GUIDANCE FOR PARENTS/CARERS DURING COVID-19**  
**MARCH 2021**

3.2 Symptoms in the school day	<ul style="list-style-type: none"> <li>● If your child develops symptoms of COVID-19, they will be moved to a well ventilated room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required.</li> <li>● PPE will be worn by staff caring for the pupil while they await collection if a distance of 2 metres cannot be maintained.</li> <li>● 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.</li> <li>● Please ensure we have up to date telephone numbers for at least 2 people in your family.</li> <li>● You will need to book a test for your child (see 3.1 above) and self-isolate following the Stay at Home Guidance (see 3.1 above)</li> <li>● If there is a confirmed case of COVID-19 (where someone has tested positive) at school we will notify all parents.</li> <li>● All confirmed cases of COVID-19 in school will be reported to Public Health England (PHE) and we will work with them to plan our response.</li> <li>● Based on their advice we will send home pupils (and staff) who have been in close contact with the person who tested positive to self-isolate immediately and for the next full 10 days.</li> <li>● If your child is sent home to self-isolate because they are a contact the rest of your household do not need to self-isolate unless your child subsequently develops symptoms.</li> </ul>
3.3 Rapid Testing	<ul style="list-style-type: none"> <li>● Rapid testing has been implemented to help identify staff who are infectious but do not have any COVID-19 symptoms (asymptomatic).</li> <li>● Staff have access to Lateral Flow Device tests (LFD) and will conduct home testing twice a week on a voluntary basis.</li> <li>● Primary age pupils will not be tested with LFDs in school or with home test kits but can use the <a href="#">Enfield rapid testing facilities</a>.</li> </ul>
<b>4. Pupil behaviour</b>	
4.1 Social distancing	<ul style="list-style-type: none"> <li>● Behaviour Policy addendum on website.</li> <li>● There will be clear messaging to pupils on the importance and reasons for social distancing. Please reinforce this at home.</li> <li>● If a pupil persistently refuses to follow the Behaviour Policy and Guidelines, parents/carers will be contacted.</li> </ul>
4.2 Rewards and sanctions	<ul style="list-style-type: none"> <li>● Pupils will be briefed on the new home school agreement as part of induction back into school. Parents can access this on our website.</li> <li>● 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).</li> </ul>
<b>5. Remote Learning</b>	
5.1 Remote learning	<ul style="list-style-type: none"> <li>● Remote learning will be put in place for all pupils self-isolating and in case we are asked to close again.</li> <li>● Individual Chromebook will be provided for every pupil.</li> <li>● Information and support regarding remote learning can be accessed on our <a href="#">website</a>.</li> </ul>
<b>6. Breakfast and after school clubs</b>	
6.1 Breakfast Club	<ul style="list-style-type: none"> <li>● Breakfast Club will re-open on Monday 8 September for children already registered.</li> <li>● Registration forms are on our <a href="#">website</a>.</li> </ul>
6.2 Suffolks Tea-time club	<ul style="list-style-type: none"> <li>● Suffolks tea-time club will re-open on Monday 15 September for pupils already registered.</li> <li>● If you require a place, please contact Suffolks Primary School on 020 8804 1534.</li> </ul>
6.3 Extra-curricular	<ul style="list-style-type: none"> <li>● Initially, there will be no extra-curricular clubs running after school.</li> <li>● We will keep you updated on our plans to re-introduce clubs.</li> </ul>