



Madley Brook Primary School

Guidance for Parents and Carers
 September 2020
 Updated Sept 1st 2020

Attendance:

- All children are expected to attend to every day and attendance registers will be taken as normal.

Entry and Exit:

- Parents are not able to come on site unless by prior appointment.
- We are using four entrances and exits and each team has been allocated a specific gate.
- Parents must drop off and pick up at the allocate gates.
- The staggered starts and finish times are as follows:

Entry Time		8.25 – 8.30am	8.40 – 8.45am	8.50 – 8.55am
Exit Time		2.55pm	3.10pm	3.25pm
		Class	Class	Class
EYFS	Side Gates on path to Wood Green	Apple	Ash	Cherry
KS1	Back Gates	Birch	Beech	Maple
LKS2	Back Gates Coop end	Elder	Oak	Willow
UKS2	Main entrance and top of Red Playground down the Daily Mile	Pine	Lime	Elm
Parents – please be prompt for your window!				

- We appreciate there may be clashes here with siblings and that parents cannot be in two places at the same time. Please speak to the teachers involved who will be able to advise you.
- We also appreciate that there may be gaps between your children’s pick up and drop off times. It is impossible for us to coordinate this to suit every family and I am sorry if you find you have to wait around at the start and end of the day. I am asking you to please work with us and be patient as we are staggering the start and end times for everyone’s safety.
- Breakfast Club will operate but only by prior booking. Please do not turn up without booking.
- Little Treasures are operating after school club Mondays to Thursdays.

Bubbles:

- With the exception of Early Years, each class will form a bubble. Classes within the same team will use the same playground at the same time at break times and lunch times but mixing of class bubbles will be discouraged as much as possible. The EYFS will operate as a whole unit and will mix.

- Whilst children are able to mix staff will be expected to continue to socially distance themselves from each other and from children. Children requiring additional support will be supported by an adult who will sit away from them but still able to communicate.

Uniform:

- Children will be expected to wear full uniform every day.
- On PE days children will need to come to school in their PE kits. We would advise joggers and sweatshirts (school uniform sweatshirts preferably) to be worn over shorts and t-shirts with trainers suitable for outdoor PE.
- They may bring a small bag with them containing only what they need for that day.
- Children are not expected to wear face masks and we ask parents not to supply them for children as the management of them in a safe way can be overcomplicated for young children and can pose a greater risk if not administered correctly.

Curriculum:

- The vast majority of the curriculum will be resumed although there are some activities that will either have to be modified (e.g PE) or suspended temporarily (e.g swimming)

Lunches:

- Packed lunches may be brought in lunch boxes if a recyclable disposable alternative is not possible. We do not want to increase the carbon footprint of the school by requesting non-recyclable plastic bags. We would recommend lunch boxes to be made of hard plastic (e.g Tupperware) rather than material so that they can be easily and quickly sanitised each evening.
- Reception and Nursery children may order a hot school lunch and will eat in the hall. The rest of the school can order a packed lunch which they will eat in their classes and there is a new menu out available on our website. It is our aim to have Key Stage 1 back to hot meals before October half term.
- Cash or cheque can be used to pay for Breakfast Club and school lunches.

Hygiene:

- Good ventilation will be necessary in each classroom and we will keep doors and windows open as much as possible so please be mindful of this in terms of layers of clothing.
- There will be additional cleaners on site throughout the whole day and every room will be sanitised again at least once.

Classroom routines / organisation / equipment:

- Time will be taken up during the day for regular hand washing and / or sanitising.
- Reading books may go to and from school and we will have measures in place to sanitise these before they are put back into circulation.
- Every child in Key Stages 1 and 2 will have their own stationery pack.
- There will be no Tuck Shop to begin with.
- The school fruit and vegetable scheme for EYFS and Key Stage 1 will resume next week.
- We are not able to operate school based clubs at the start although we hope to resume something at a later date within bubbles.
- If you need to pass a message onto your child's teacher please do so via Class Dojo, Tapestry (EYFS) or email rather than verbally at the gate in the morning.

School Measures:

The DfE has stated the following essential measures must be in place which we have adhered to:

- *a requirement that people who are ill stay at home*
- *robust hand and respiratory hygiene*
- *enhanced cleaning arrangements*
- *active engagement with NHS Test and Trace*
- *formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable*

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- *grouping children together*
- *avoiding contact between groups*
- *arranging classrooms with forward facing desks*
- *staff maintaining distance from pupils and other staff as much as possible*

Covid-19 Symptoms and Illness in general:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Children who demonstrate symptoms of Covid-19 in school will be taken to the isolation room and parents contacted. Parents will be asked to collect their child and take them for a test. This can be arranged by contacting the NHS directly on 119. The school will be receiving a small number of home testing kits later this week for any family that is unable to get to a test centre.

If the test is negative children may return to school.

If the test is positive parent must contact the school as a matter of urgency. The infected person has to isolate for 10 days and members of the household for 14 days.

If someone has tested positive whilst not experiencing symptoms but develops symptoms during the isolation period, they should restart their 10-day isolation period from the day they develop symptoms.

Children can return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

The school then has to contact Public Health for further advice. At the moment it is **not** automatic that the bubble is closed and members of that bubble isolate. PHE will advise on a case by case basis and the school will inform parents in turn.

As the winter season approaches there are going to be the inevitable colds and flu. The school will take a sensible and pragmatic approach when dealing with these signs and symptoms. Our aim is to keep children in school as much as possible and will only contact parents if they show either signs of Covid-19 or appear too unwell to be at school for any other reason.

If the school and / or a bubble has to close, education will return to home-schooling. We will be using a new platform called Google Classroom this term where work will be posted to children on a daily basis.

I appreciate that some children and parents will be anxious about returning to school especially if they did not return in the summer, and this is understandable. Communication between parents and school staff is essential

for a child's well-being and I would like to encourage you to do that with your child's teacher if you feel the need to. Teachers can be contacted via Class Dojo, email or you can request a phone call via the school office.

Katherine Spencer
September 1st 2020