



# Lane Green First School

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## Parent Guidance

On 2<sup>nd</sup> July, the DFE issued their guidance for the full opening of schools in the new academic year. The following information will inform you of the arrangements for September and procedures that the school will follow in the case of a localised Coronavirus outbreak. Please take your time to familiarise yourself with the following information to help ensure your children's start to the new school year is as smooth as possible.

### Organisation

- As of September 2020, all year groups will be attending school. Each year group will be in a separate bubble with designated staff.
- Each bubble has been assigned staff members and a classroom. Bubbles will not come into contact with other bubbles at any time during the day.
- Careful planning has gone into keeping children, parents and staff as safe as possible while on the school site. Please support us by following these procedures:

### Drop-off and collection times

- Bubbles will have 'windows' during which children can be dropped off or collected by **one** parent/carer. These times must be adhered to. Due to the risk of contact with children and staff from other bubbles, children who arrive late will not be admitted to the school building before 9:20am.
- Parents will wait at the 'waiting area' and children will be called to enter the school building from their designated entry location.
- Year 3 and Year 4 children will walk around the side of the school to their classroom door. No parents will be allowed to accompany them.

Group	Location	Drop-off	Collection
Before School Club	Front door	8:00-8:05	
After School Club	Front door		4:30 or 5:30
Morning Nursery	Front door	8:55-9:05	12:00-12:10
Afternoon Nursery	Front door	12:20-12:25	3:20-3:25
Reception A - H	Classroom door	8:55-9:00	3:20-3:25 (Top playground)
Reception J - W	Classroom door	9:05-9:10	3:30-3:35 (Reception classroom door)
Year 1	Front door	8:50-8:55	3:15-3:20
Year 2	Front door	8:40-8:45	3:05-3:10
Year 3	Classroom door	8:50-8:55	3:15-3:20 (Red canopy)
Year 4	Classroom door	8:40-8:45	3:05-3:10 (Blue canopy)

### **Before school**

- Is your child displaying or complaining of a continuous cough, a high temperature, or a loss of smell or taste? If so, please do not send them to school as they will not be able to enter the school building. Please have them tested promptly according to government guidance.
- Please ensure your child wears clean school uniform each day.

### **Entering school**

- Only one parent/carer may bring a child onto the school site. You may bring pushchairs and other children with you if alternative arrangements cannot be made.
- Please use the school path to enter the site.
- Maintain a social distance from others as you and your child walk down the path.
- Make your way to the clearly marked zone at the end of the path, keeping a social distance from others.
- A staff member will call your child to enter the school building from the appropriate entrance.
- Children will have their hands gelled as they enter the school building.
- Please use the school drive to exit the site, without congregating with other parents/carers.

### **During the day**

- Children must follow social distancing and behaviour rules at all times, as set out in the school behaviour policy (at the end of this document).

### **In the classroom**

- Classroom doors and windows will remain open as much as possible.
- Years 2, 3 and 4 will have their own identified workstations in their classroom. They will stay at these as much as is reasonably possible.
- A hygiene station is available in each classroom. This includes tissues, hand gel, disinfectant spray, paper towels and a lidded bin.
- Children will use their own pack of stationery to complete any written work.
- Children can bring their own water bottles and lunchboxes with them into school.

### **Breaktimes**

- Children will clean their hands before and after break.
- All children in Key Stage 2 can bring to school with them up to two healthy snacks to eat in the morning and afternoon.
- Bubbles will have breaktimes at different times and on different playgrounds, to ensure they do not come into contact with other bubbles.
- Staff will wipe surfaces with disinfectant before children re-enter the classroom.

### **PE Kits**

- On your child's PE day, they can come to school in their PE kits. We suggest the following items are worn:
  - Black shorts or tracksuit bottoms depending on the weather.
  - Trainers.
  - A white T Shirt or white polo top.
  - A suitable top for warmth (hooded top ideally).

### **Lunchtimes**

- Children will wash their hands at the start and end of lunchtime.
- Those eligible for free school meals and children in Reception, Year 1 and Year 2 have access to a picnic-style lunch, including a sandwich and fruit. They will eat this in their classroom.
- Year 3 and 4 children choosing school dinners will also receive a picnic style lunch, including a sandwich and fruit.
- Children can bring food in a **named** lunchbox. Please could items within lunchboxes be ones that children are able to open themselves.

- Bubbles will have lunchtimes at different times and on different playgrounds, to ensure they do not come into contact with other bubbles.
- Staff will wipe classroom tables with disinfectant at the start and end of lunchtime.

### **Symptomatic children**

- During the day, if a member of staff notices symptoms, or if a child complains of any of the symptoms of COVID-19, the following will occur:
  - A phonecall will be made to parents/carers immediately, requiring **one** parent/carer to collect the child promptly.
  - The pupil concerned will be escorted from class to the isolation room by a staff member from the bubble. The staff member will be wearing PPE (including facemask, gloves and apron) and the child will be issued a facemask.
  - The isolation room door will be closed and remain closed. The member of staff will stay in the isolation room with the pupil as appropriate.
  - Parents/carers should immediately arrange for their child to be tested.
  - Children must remain at home while waiting for the results of their test.
  - Test results should be reported to school promptly. Children will not be able to return to school until their test results are known and any isolation period has finished.
  - If the child tests positive for COVID-19, they must self-isolate for 7 days. Their household must self-isolate for 14 days.
  - If the child tests positive, all other children and all staff from that bubble will immediately be required to self-isolate for 14 days, according to government guidelines. Their households are not required to self-isolate.
  - If the child tests negative, they may return to school at the earliest opportunity.

### **Leaving school**

- Parents must ensure they are at the school building within their collection window (please see table above).
- Please **do not** enter the site until two minutes before your child's collection window opens. This is **vital** in ensuring that bubbles do not mix.
- Only one parent/carer may come onto the school site to collect a child. You may bring pushchairs and other children with you if alternative arrangements cannot be made.
- Please use the school path to enter the site.
- Maintain a social distance from others as you enter the site.
- Make your way to your child's collection area, keeping a social distance from others.
- Children will have cleaned their hands before leaving the school building.
- One staff member of the bubble will call the pupils' names and release them to you.
- When your child has been released to you, please leave the site immediately using the school drive. Please ensure you maintain social distancing and do not congregate with other parents/carers as you leave.

### **Breakfast Club**

- This will take place in the school hall. Children will be separated into their year groups so that bubbles can be maintained.
- At this point we are unable to provide breakfast for children, however this will be reviewed as soon as possible.

### **After School Club**

- This will take place in the school hall and outside, weather permitting. Children will be separated into their year groups so that bubbles can be maintained.
- Children may bring their own snack.

### **After School**

- The school building will be cleaned thoroughly at the end of each school day.

### **What if I have children in different year groups?**

- We understand how this situation could cause difficulties, with different year groups having staggered starts and ends to the day. Therefore, all children from a family bubble must be dropped off at the later child's time. All family children must be collected at the earlier child's time. This will stop the need for multiple pick-ups and drop offs for a parent.

### **What does my child need to bring to school?**

- A **named** water bottle.
- Children in KS2 can bring up to two healthy snacks (one for morning and one for afternoon).
- Lunch in a wipeable lunchbox, if they choose to have sandwiches.
- An outdoor coat and sun hat (**named** please).
- A small bag if they need to carry anything.
- Named wellington boots (we will be doing as much outdoor learning as possible).

### **Contact**

- Please do not visit the school office for any reason. Email should be used as the primary form of communication with the office if and when matters arise ([office@lanegreen.staffs.sch.uk](mailto:office@lanegreen.staffs.sch.uk)).

### **Behaviour policy**

- The school behaviour policy can be found [on the school website](#) and applies at all times. Please find below an appendix regarding behaviour at school during the COVID-19 outbreak:

#### **Appendix – COVID-19 additions**

- Children will enter and exit school through their designated door and when in school follow the one-way system, keeping 2 metres apart.
- Children will be expected to wash their hands with soap and water at regular intervals throughout the day.
- Children must stay in their new bubble at all times during the school day.
- Children must follow the 'catch it, bin it, kill it' message.
- Children will be allocated equipment in the classroom and they must not share this with anybody else.
- During playtimes and lunchtimes, children must stay 2 metres apart from each other. The use of the trim trail is not allowed.
- Children will be rewarded for following the social distancing rules using the behaviour charts in class.
- Sanctions for not following the rules.
  - First occasion, child reminded of the rules.
  - Second occasion, parents informed.
  - Consistently not following the rules, sent home.
  - If a child intentionally coughs or spits at others, they will be sent home.

### **Finally**

We can't wait to have all of our children return to Lane Green First School. Please be assured that we will be doing all we can to ensure your children's education remains as exciting and engaging as always. We know what a big thing it is for you to be leaving your children with us after so long at home and we will be going that extra mile to make our learners feel safe and secure at our school.

**Have a wonderful summer and we will see you soon!**

**The Lane Green Team**

**For any further questions please contact**

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