

AUTUMN 2020

COVID-19 Parent/Carer Guide

These are subject to change. Revisions will be shared with you on an ongoing basis.



System of controls

We want everyone in school to be as safe as possible. We have worked within the DfE/PHE guidelines to ensure we follow the required action. These are set out below:

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

- All the time
- Implement measures to suit our school
- Applies in specific circumstances

• Response to any infection:

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice





Wellbeing

We recognise for everyone, the last few months may well have been a challenging time. Although the pupils who have returned have settled in very well indeed, we understand this may not be the case for everyone, especially following the summer break. Please rest assured that the focus for the first week back will be settling children in to their class and the new routines. Alongside this, our priority will be wider aspects of emotional/social well-being and identifying children who may struggle and need further support.

Please support this work by letting us know in September if you feel your child is struggling with the return to school and we will endeavour to support them through this next phase.

Attendance



- From September the DfE have stated attendance will once again be statutory. Therefore parents are expected to ensure their child attends school each day as usual and if well.
- Parents must inform the office of absence promptly and the reason for this.
- Absences linked to self-isolation whilst awaiting a Covid-19 test will be awarded a new code 'X' which will not impact your child's attendance record.
- Our Attendance Policy will continue to apply including use of Fixed Penalty Notices.



School Uniform

From September we will return to school in our usual uniform:

White polo shirt or blouse, with or without the school logo

Royal blue jumper or cardigan with or without the school logo

Plain grey trousers, smart shorts or skirts (jogging pants, sports shorts and leggings are not acceptable)

Blue and white small checked summer dress

Sensible black or brown shoes, not trainers or boots

For P.E. children should have the following kit in a P.E. bag clearly marked with the child's name.

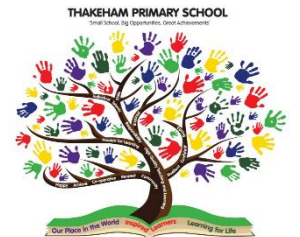
Blue or Black shorts

White crew neck T-shirt (with or without logo)

Plimsolls or trainers

Uniform available from ABC Embroidery

<https://abcembroidery.co.uk/product-category/clubs-groups-companies/thakeham-primary-school/>



Classroom Organisation

- Each class will form their own bubble.
- Adults can move between class bubbles during the day, though staffing has been organized to minimize this.
- Children should not move between class bubbles during the school day.
- Assemblies, breaks and lunches are in Key Stage bubbles but the children are separate in each class (exception for clubs, but groups ideally will be class based).
- There will not be more than 2 classes in the hall at the same time or on the playground. They will be separate and distanced.
- Tables will be arranged so children are facing forwards and sat side by side.
- Traffic will be minimised around the school as children will supervised around the school (apart from going to the toilet).
- Only adults will collect resources / photocopying from around the school.
- Children will have their own stationary.
- Tissues and hand sanitiser will be available in the classroom.
- Each class has a sink, soap and paper towels.
- Internal class doors will be kept open to reduce touch points.
- Wherever possible we will keep windows open and our external doors.



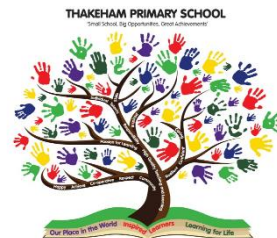


Behaviour Policy



Our Behaviour Policy has been updated in full to reflect C19 restrictions—please see our website. In summary we will:

- resume use of housepoints, adult in class to update (wash hands before/after)
- resume use of hard copy Super Learning Hero certificates (with hand hygiene in place)
- hold Celebration Assemblies in key stages in the hall on different days, rather than whole school (Mon: KS1; Tues: KS2); each class to be separated and be forward facing.
- amend our Learning Ladder (both in class and at play); adult to move pegs/up/down, wash hands before/after if different adults doing this. No time out to partner class.
- Discuss with you if your child has been sent to the (Assistant) Head and if your child is regularly being disruptive and a pattern of time out has been require across a week.



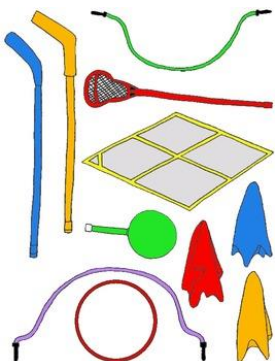


Curriculum 2020-21



- Our curriculum plans have been adapted to take account of any known impact caused by COVID-19 closure so far.
- Our curriculum expectations remain and our work on our priorities will continue as usual from September. We will continue to deliver our broad and balanced curriculum based on our School Values and Curriculum Drivers.
- Relationship and Health Education becomes statutory from September and will be the focus of our initial INSET.
- Week Beg 7th Sept: Well-being/Mental health focus, routines and settling in.
- 14th -25th Sept (and beyond for younger pupils) : We will identify children's learning gaps and use formatively to support next steps in planning, teaching and learning. Our curriculum plans will be adapted accordingly.
- Acorn Class (Reception) will be part of a national pilot to trial the new EYFS curriculum.
- Offsite visits (trips) have not been planned for the autumn term that require public/private transport. Visitors to the school to support curriculum work will still go ahead subject to our internal control measures.
- No residential visits are planned this academic year.





P.E.



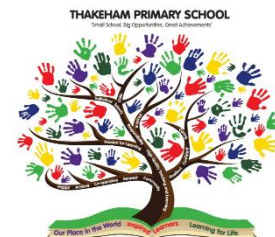
- PE will continue to be led by Steyning Grammar School Staff alongside our own teachers.
- As much as possible PE will take place outdoors (luckily we have a large hall when we do need to use indoor space)
- Contact sports must be avoided.
- PE equipment will be cleaned in between bubble use.
- At the moment there will not be STARS tasters and tournaments, though a schedule is planned for when it is safe to do so.

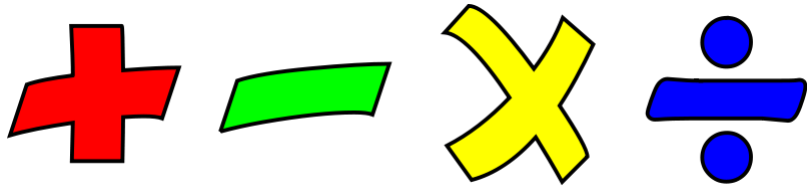




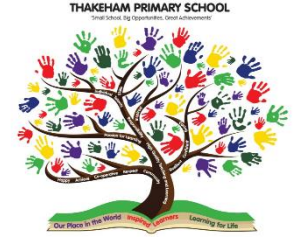
Music

- DfE advises there may be an additional risk of infection in environments where others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance
- In the case of such activities, group size must be no greater than 15, children should be spaced 2 metres apart. Pupils will be placed either back-to-back or side-to-side. We will avoid sharing of instruments, and ensuring good ventilation.
- Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies.





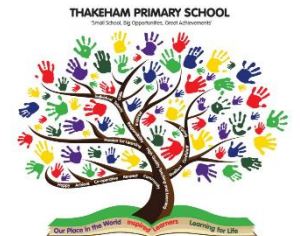
Assessment



- The DfE have planned that statutory primary assessments will take place in summer 2021. The early years foundation stage profile, and all existing statutory key stage 1 and 2 assessments, should return in 2020 to 2021 in accordance with their usual timetables. This includes:
 - the phonics screening check
 - key stage 1 tests and teacher assessment
 - the year 4 multiplication tables check
 - key stage 2 tests and teacher assessment
 - statutory trialling
- In addition, the DfE require that Year 2 pupils take the Year 1 Phonics test in the Autumn term that they missed during lockdown.

Catch Up Fund

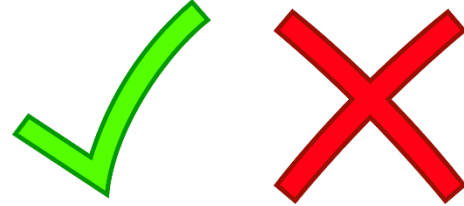
Information has been provided by the DfE on this during the summer holidays. Following assessments early in the autumn term, once the children have settled, we will be implementing support as needed and will contact you if this affects your child.



2020: Autumn Term



Preparing for School



What to bring.....

- Coat/hat/gloves (weather dependent)
- Sunhat & sun cream (weather dependent)
- Water bottle
- Lunchbox (if applicable)
- PE kit



What not to bring.....

- Toys
- Cards
- Large bags

*Children may bring in hand cream

*Everything must be named!

Toilets

Acorn

Own class toilets (3 at a time, end washbasins)

Oak, Maple & Elder.

- Main boys and girls toilets.
- Quoit system
- Each class has a boys (blue) quoit and girls (red) quoit not to be touched by hands (can be moved by foot).
- 3 children in the toilets at one time from 1 class bubble.
- When a child asks to go to the toilet during lesson time, quoit is moved into view in the corridor by foot! Other classes will then see if another class is using the toilet).
- Children to be reminded to wash their hands thoroughly for 20s
- Quoit moved back in classroom (by foot) once children return.



Hand washing



All staff/visitors and children to wash hands:

- on entering the building at the start of the day
 - before and after eating a snack or lunch
 - at end of break/lunch
 - after sneezing or blowing of nose
 - after going toilet
 - After sport
 - before leaving the building at the end of the day.
-
- Children encouraged when sneezing to 'Catch it, bin it.'
 - Pedal bins in place in each class
-
- *KS2 pupils will use hand sanitizer at the start/end of the day and coming in from lunch to relieve congestion in toilets if needed. If visible dirt will need to wash hands first.



[illegible]

- Staggered start to the day (Playground gate opened at 8:35am for Maple)**
Morning: No parents on the playground except Acorn at drop off
Maple: 8.40am. CT & TA collect from playground. Children to come straight onto playground and line up in usual line. Enter via 100 square door.
Elder: 8.40am. CT to collect from green gate (side of the building). Children walk along red path in staff car park alongside stream, accompanied by the CT.
Acorn: 8.50am CT (& TA) collect from playground. Children to come straight onto playground and line up in usual line at Acorn gate with 1 parent.

Oak: 8.45am. Children to come straight onto playground and line up in separate Y1 and Y2 line. CT to collect with TA. Children enter via 100 square door. TA at rear.

Y2: Enter through school front door. CT at front door and wait in corridor before moving into the cookery room.

Once your child has gone on to the playground please leave the site swiftly to make way for the next class of parents.



Start of the Day

(Maple line up independently at 8:40am in usual place on playground, closest to hall)



8:50am Acorn line up with parent on playground



8:45am Oak line up on playground independently



8:40am Elder line up at green gate, wait for teacher



8:40am Elder walk along red path down side of building. Must be accompanied by staff.

End of the Day

- No parents in the school building at drop off/pick up times.
- *Parents to supervise children and keep them with them at all times, not playing in car park/up trees/on bikes or scooters etc.*
- *Please maintain social distancing.*

- **Acorn: 3.15pm**
Children exit through main school door accompanied.
- **Acorn parents wait outside playground along the fence where they can be seen easily by teacher dismissing from main school front door.**



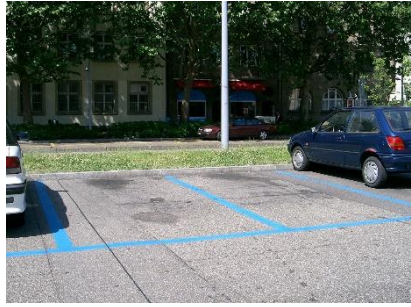
Staggered end to the day (Gate opened at 3:05 for Maple parents)

- **Elder: 3:10pm** children leave classroom via external door accompanied by CT along side of the building.
- **Elder Parents if collecting, to wait on path outside green fence alongside the car park where they can be seen easily by teacher dismissing.**
- **Maple: 3.10pm** children leave classroom via internal door and exit building over 100 square accompanied by CT.
- **Maple parents wait on playground, socially distanced at blue canopy end of playground (last 1/3 of playground) for child to be dismissed and leave straight away (last 1/3 of playground).**
- **Oak: 3.15pm** Children leave building accompanied by CT through external classroom door and around the hall.
- **Once Maple parents have left the playground, Oak parents to enter the playground, socially distanced at blue canopy end of playground (last 1/3 of playground) for child to be dismissed and leave straight away.**

Please leave the site promptly once you have collected your child



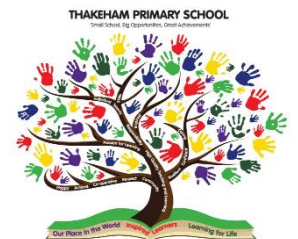
Autumn 2020



Travel/Parking



- SGS Rock road will be open for use – please park sensibly and respect social distancing when entering/leaving your car.
- Parents can use available spaces in our car park and in SGS car park.
- **Please do not park in the coach bay.** This will be restricted to **Y5/6 drop off only** and only on the left hand side as SGS coaches and traffic will resume. Times will be tight between drop off/pick up for both schools.
- Please arrive at your allocated time – if you arrive too early you will prevent others due to start school earlier, from being able to park.
- Everyone will be encouraged to walk/cycle/scoot to and from school wherever possible.
- Bike/scooter pod will continue to be available.





Social Distancing in School/PPE



DfE guidance states:

- Ideally, adults should maintain 2 metre distance from each other, and from children.
- For younger children, adults should do this where circumstances allow.
- Adults should avoid close face to face contact and minimise time spent within 1 metre of anyone (this may not be possible with children who have complex needs/need close contact care)
- For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible

During this time we will aim to avoid physical contact with children unless needed to maintain their own/others' safety/wellbeing. This is a tough one for us, but we want to keep everyone safe.

Staff have access to PPE in the case of a suspected case of C19.

They have also been given access to masks/visors/ should they choose to wear these.

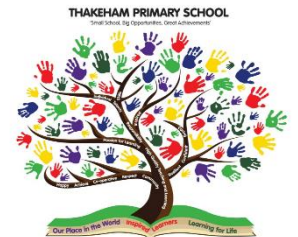
Gloves are provided for cleaning.

DfE advice currently does not require staff to wear PPE and children should not wear PPE.

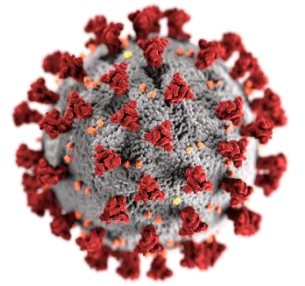


First Aid

- Wherever possible First Aid will be administered in class bubbles by our trained First Aiders.
- Children's inhalers/epi pens to be kept in class bubble.
- If there is no First Aider in class, all staff can administer First Aid if minor graze etc. If more significant First Aid is needed we have First Aider trained staff available from the office
- All equipment will be cleaned before and after use.



Suspected case of COVID-19



Symptoms – any of the following:

- **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 high temperature (we do not need to measure the temperature though this would be 37.8c or above). This would be hot to the touch on their back/front.**
- **a loss of, or change in, your normal sense of taste or smell** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If anyone displays symptoms in school:

- Your child will move to the excess hall accompanied by a First Aider.
- The Office will contact you to collect you child immediately. **Please ensure you collect your child promptly.**
- The First Aider with your child will wear full emergency PPE.
- Surfaces be cleaned after use and hands washed thoroughly.
- You will be asked to book a COVID-19 test <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> and to inform the Headteacher of the result.
- Your child will be asked to self-isolate for 10 days or until the test results are back and are shown to be negative. The child's whole family will need to self-isolate for 14 days or until the test shows negative. If the result is positive, then the family and those with whom they have had contact will need to self-isolate for 14 days to watch for symptoms and keep the school informed.
- Others are able to attend in school whilst awaiting test result, unless they too show signs of C19.
- Office/Headteacher to inform parents, staff, and WSCC of possible case and outcome of test results
- Please make the Headteacher aware of any symptoms you/someone in your household/with whom you have had contact, is e symptoms. Self-isolation and testing should be undertaken as above.

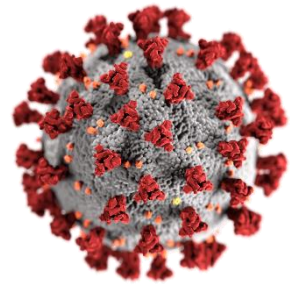
Travel



- Anyone returning from a country identified by the government requiring quarantine must do so for 14 days. If you or your child has travelled to such a country you must not attend school during the 14 day period. It is important you inform with us if you are affected by this.
- For an up to date list of such countries that are exempt from quarantine please see <https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>



Confirmed Case of COVID-19

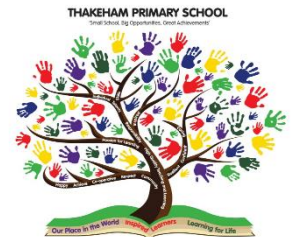


- If someone tests positive, they should follow the ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#) and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste.
- 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.
- Please inform us and we will inform DfE.
- DfE will advise of next steps and provide definitive advice on who must be sent home.
- We will communicate with staff/parents/governors.

Cleaning – classrooms/other rooms



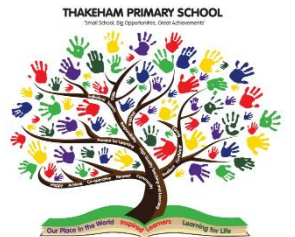
- During break and at the end of lunch all staff in school clean touch points in their designated area.
- All key touch points across the school are therefore cleaned twice a day during the school day.
- Shared resources within a class bubble are cleaned/disinfected.
- Whole school resources such as PE equipment are cleaned between bubble use.
- At the end of the day the whole building is cleaned by our contracted cleaning company





Parent (Communication)

- With tight staggered start/finish times it will be difficult for parents to have a chat/give messages at drop off/pick up. **Parents must call/email the office.**
- If you would like to speak to a classteacher/Mrs Norton, please contact the school office for an appointment. This is likely to be a phone call, but if possible we will be able to see you socially distanced outside after the children have left.
- Most of our communication to you will be by email/phone and we will keep transfer of paper to a minimum.



Other Professionals

- Other professionals such as WSCC staff/advisers, social workers, Speech and Language Therapists, Play Therapists, School Nurse Team, contractors etc may be admitted to school with a prior agreed appointment.
- Schools are able to use Supply Teachers. Wherever possible we will use staff in-house to cover lessons. NB Adults are able to move between bubbles, though we have planned for this to be minimized.
- Visitors to school must follow our onsite protocols
- Peripatetic music lessons will take place remotely (SAMS)
- West Sussex Music Service lessons cannot take place onsite during autumn 1 due to the window renovation work.

Assemblies

- Assemblies either organised in Key Stage bubbles or as class assemblies.
- 2 classes in hall with a gap between, sitting side by side facing forwards as usual.
- Focus for autumn term on well-being, equality and our Super Learning Heroes.
- No singing, music can be used and prayer can still be used.
- We will not be able to welcome parents back into Celebration Assemblies yet.

Break time

No equipment to be used, children to be taught a variety of games, review after 2 weeks (same at lunchtime). If weather is fine at lunch the field can be used.

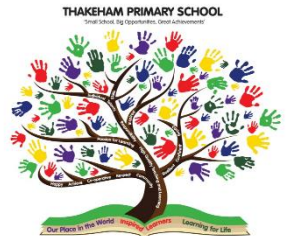
Trim trail and seating out of use at the moment.

Acorn & Oak

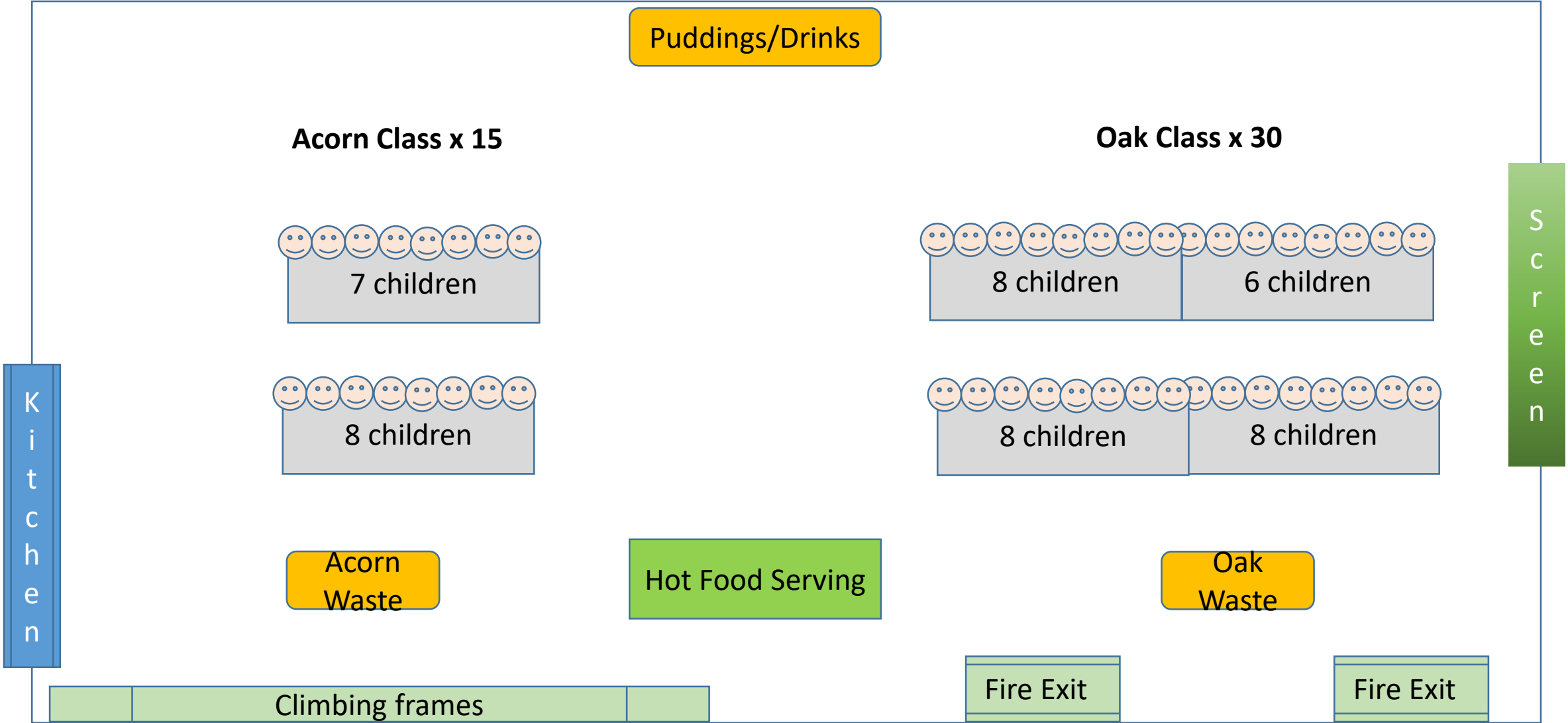
10.45-11:00am Acorn use their area & 1st 1/3 of playground, 100 square area. Oak use top playground and last 2/3 of playground.

Maple & Elder

10.30 – 10.45am. Maple use top playground and last 1/3 of playground. Elder use 1st 2/3 of playground

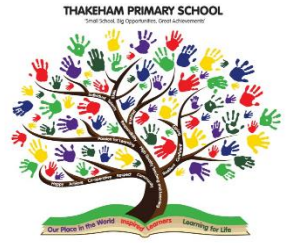


Lunchtime: Key Stage 1





Dining Hall/Lunchtime Arrangements



2020: Autumn Term

- Children to take water bottle to lunch with them and outside.

Acorn Class 12 – 12.25 Food; 12:25-12:50 play

- Acorn to enter hall first, accompanied, sit on tables nearest to kitchen (wash hands first).
- Children sit on 1 side of the tables next to each other facing fire exit doors and serving area.
- Hot lunch pupils sit at table and wait to be called up 4 at a time
- At 12:25 they are collected by the teacher, wash their hands and exit via classroom to the playground.
- At 12:50 return to class with TA via external classroom door (wash hands) – calm activities

Oak Class 12 – 12.25 Food 12:25-12:50 play

- Oak enter hall after Acorn, accompanied and walk calmly down edge of hall, sit on tables nearest the screen.
- Hot lunch pupils sit at table and wait to be called up 4 at a time
- At 12:25 they leave the hall accompanied by TA (after Acorn), sanitise hands and exit via 100 square door.
- At 12:50 return to class with TA, wash hands – calm activities, ensure corridor area clear, wait under 100 square.

Lunchtime Key Stage 2

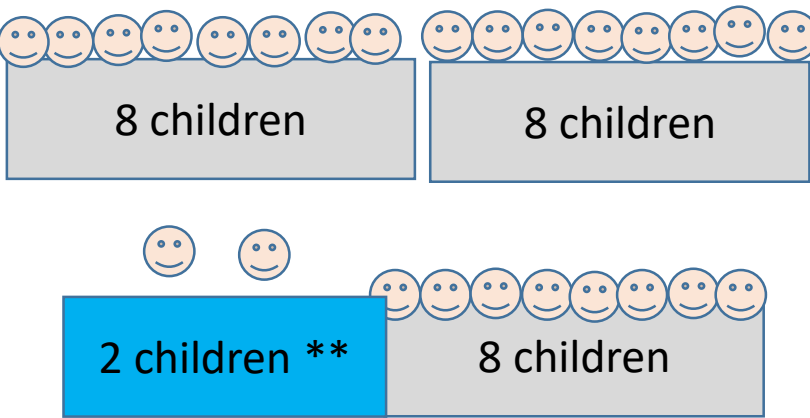
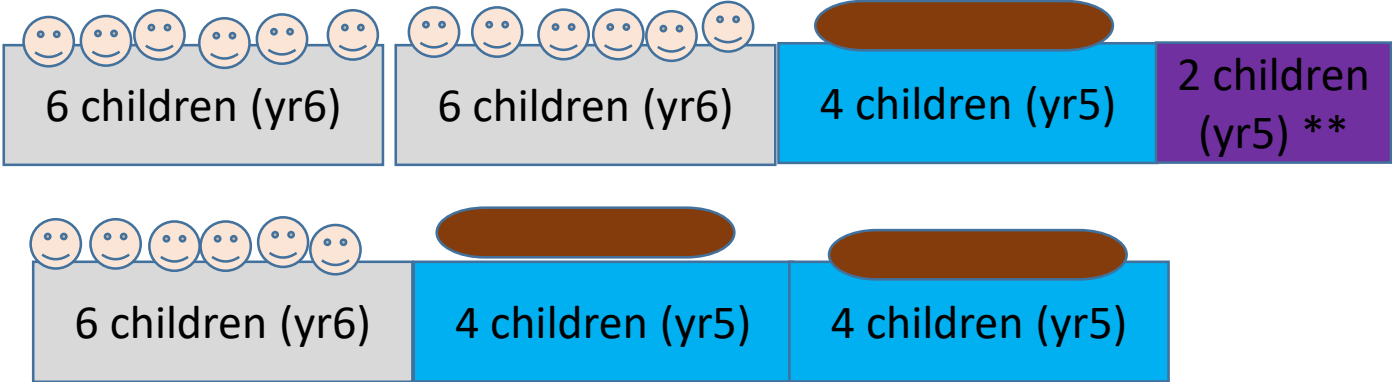
** named chairs stored in hall

Puddings/Drinks

Elder Class x 32

Maple Class x 26

Kitchen



Screen

Maple Coat trolley
Maple Lunchbox Trolley

Elder Coat trolley
Elder Lunchbox Trolley

Elder Waste

Hot Food Serving

Maple Waste

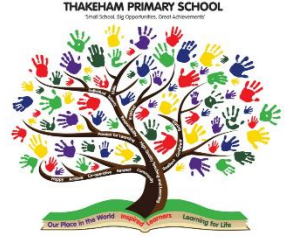
Climbing frames

Fire Exit

Fire Exit



Dining Hall/Lunchtime Arrangements



2020: Autumn Term

Maple Class 12:00-12:25 Play 12:25 -12:50 Food

- **For lunch play:** exit external classroom round side of hall after Elder to top playground/top 1/3 of lower playground.
- Maple line up at 1st fire exit door after Elder have lined up at 2nd fire door.
- MMS to administer hand sanitizer as they enter.
- Coats hung on coat trolley.
- Children collect lunchbox from trolley and sit at tables nearest screen, next to each other facing fire exit doors and serving area.
- Hot lunch pupils sit at table and wait to be called up 4 at a time
- Collected by teacher/TA and leave hall via internal corridor to classroom (wash hands/sanitiser) 2nd – calm activities back in class/garden area on rota (with TA)

Elder Class 12:00-12:25 Play 12:25 -12:50 Food

- **For lunch play:** Elder out 1st playing on 1st 2/3 of the playground/100 square.
- Elder line up 1st at 2nd fire exit door to hall.
- TA to administer hand sanitizer as they enter.
- Coats hung on coat trolley.
- Children collect lunchbox from separate trolley and sit at tables nearest kitchen, next to each other facing fire exit doors and serving area.
- Hot lunch pupils sit at table and wait to be called up 4 at a time.
- Leave hall via internal corridor to classroom 1st – (wash hands/sanitizer) calm activities back in class/garden area on rota (with TA)



Library

- Children able to choose books in small groups (no more than ½ class at a time)
- Wash hands before and after using the library.
- Children reminded not to touch their face if possible and to use tissue to catch sneezes and bin it, use hand sanitizer afterwards
- No soft furnishings in library.
- Plastic/vinyl seating and tables wiped with antibac spray before/after.
- Books returned need to be boxed and left for 72 hours.
- Adult to use scanner/computer (use hand sanitizer)
- Rotate use of Library fortnightly: **Week 1 –Acorn:** Tuesday; **Oak:** Thursday. **Week 2: Elder –Tuesday; Maple:** Thursday
- Children to be supervised by an adult at all times.

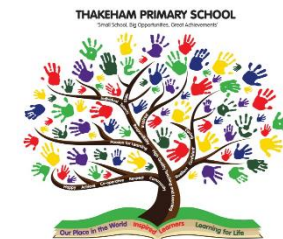




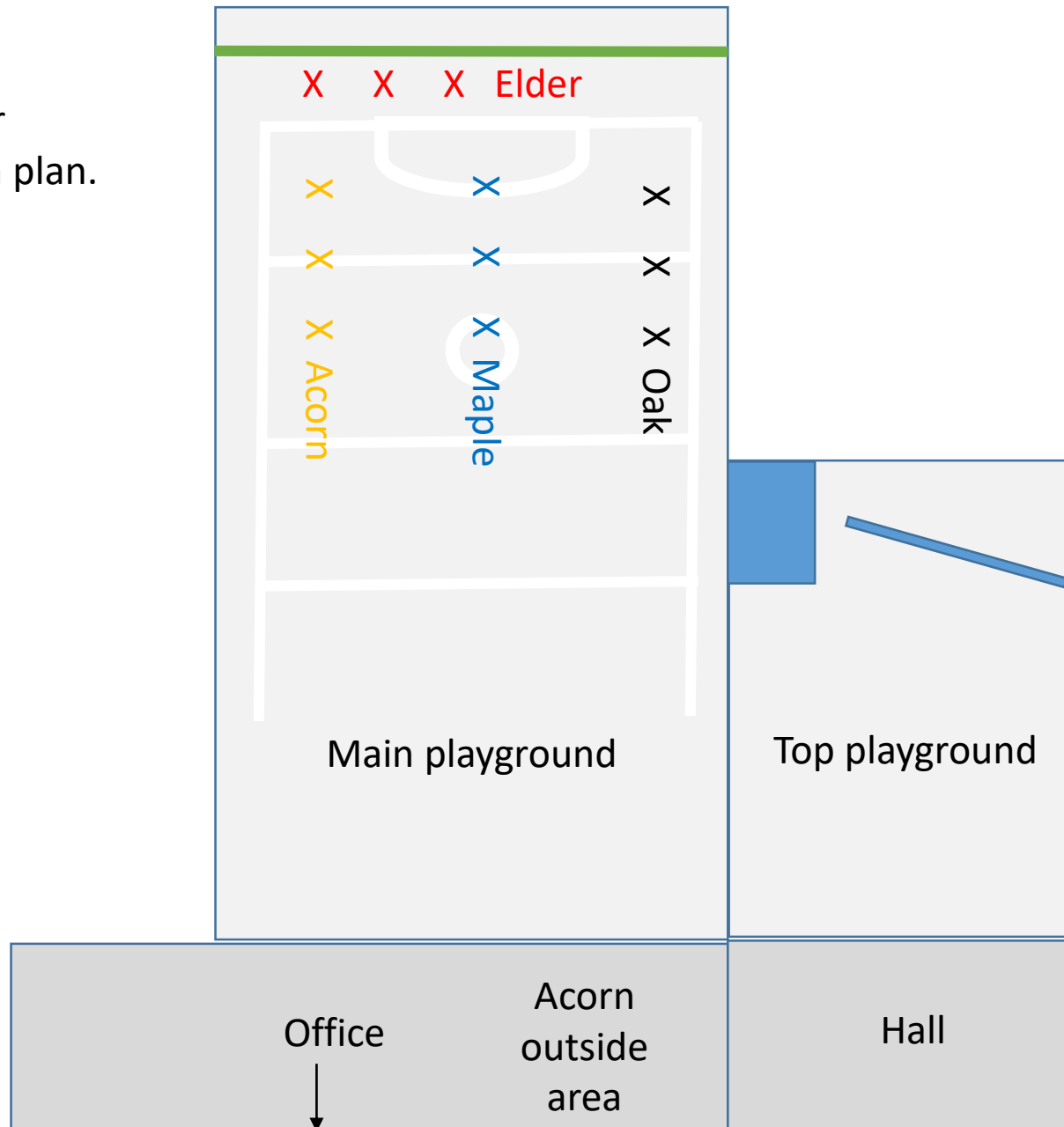
Clubs



- Clubs split by key stage (KS1/KS2 in line with class bubbles).
- Max 15 children.
- Clubs will alternate key stages each half term ideally but may be led by demand.
- KS1 clubs start at 3.20pm.
- KS2 clubs start at 3.15pm.
- KS2 Morning clubs 7.55- 8:35am (At end of club Maple and Elder to line up at internal class doors; club leader to supervise).
- All club leaders must produce robust risk assessment in line with DfE requirements and to fit with school procedures.
- Please book clubs before the end of term.
- Risk assessments must be checked and authorized by Headteacher.



We will return to our usual fire evacuation plan.



Fire Drills

Elder

Exit hall through end fire door, walk down slope to meeting place .

Maple

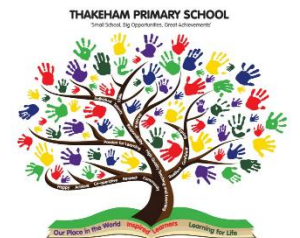
Exit though outside classroom door as per usual. Walk down slope by the shed to meeting place.

Oak

Exit though internal classroom door and out through double doors to side of building. Walk down ramp to the meeting place.

Acorn

Exit through classroom door as per usual.



2020: Autumn term

Lockdown Contingency Plans – DfE Expectations

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, and that is linked
- to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, we expect schools to:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding
- plan a programme that is of equivalent length to the core teaching pupils would receive in school.

In the event of a Lockdown we will:

- Communicate our plans to you following identification of available staff and DfE/WSCC advice.
- Identify any shielding staff/families.
- Identify children expected to attend/that we are able to have on site.
- Ensure all contact details are up to date for families and staff.
- Identify families who struggle with IT access. Prioritise Pupil Premium families for laptop loans.
- Ensure access for all, including new pupils to SeeSaw/Tapestry.
- Ensure access for those who require it to online subscriptions.
- Provide a quality and broad home learning offer.
- Email weekly home learning schedules.
- Print resources for those that cannot be accessed online and for families who may need this (younger children).
- Keep in touch with those at home, especially those with SEND/EHCPs/Pupil Premium/other vulnerable.
- Be available by email and via SeeSaw/Tapestry during school hours wherever possible and ensure we respond to your child's work promptly.
- Try to be available for any phone calls at a mutually agreeable time.
- Revise lunch arrangements
- Cancel visits/visitors/clubs as required.
- Send medicines home (unless child remaining on site).
- Make necessary physical adaptations to building.
- Update protocols and risk assessment

How Can you Help?

- Read and discuss with your child, the arrangements in place for September. We will also spend time in the first week back discussing and walking things through.
- Listen to any questions/anxieties and try to reassure your child. Some things are the same, even if some are different.
- Let us know via the office email if you have any questions.
- Please let us know in September if your child is struggling in any way so we can help and support as quickly as possible.
- Ensure your child is prepared with correct uniform and comes with the correct items each day. It will really help the office if we can avoid items being brought in later during the day.
- Arrive on time to drop off/collect your child and ensure you are clear about which entrance your child is to go through/come out of.
- Please park responsibly and wait in the correct area, socially distanced, your child with you at all times. Please do not allow your child to run/cycle/scoot around the car park or climb the trees.