



PARENT GUIDE

SEPTEMBER 2021

We are delighted that government guidance now allows us to reduce and remove some of our control measures around COVID-19.

It is important that you read this document fully, in order to understand the changes in school and support your child as they return.

Changes in government guidance - bubbles

The government no longer recommend that it is necessary to keep children in consistent groups ('bubbles'). This means we can have more flexibility in curriculum delivery, and can reduce the stringent arrangements to avoid year groups mixing at all.

Accordingly, we have removed staggered start and end times, which make it difficult to run school without lessons being disrupted. However, we have kept the use of 4 different entrances and exits on both sides of school, and we have made the decision to keep some separation of year groups through timings and playground zones at break and lunch times, as well as in assemblies, for the foreseeable future.

In addition to a current COVID-19 risk assessment, schools are required to have outbreak management (contingency) plans covering positive cases within school and/or high community transmission. Should we have positive cases, there will be a sliding Red-Amber-Green scale of restrictive measures taken depending on the number of cases and how likely it is that transmission has occurred within school. **Please be aware that it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups, if we have a high number of positive cases in school and/or high infection rates in the local community. Therefore, we may need to return at short notice to the staggered start and end times used in 2020-21.** Any decision to recommend the reintroduction of 'bubbles' would not be taken lightly and would take account of the detrimental impact they can have on the delivery of education and inconvenience to families.

Uniform Policy

In September, we expect children to come to school in full school uniform each day.

- White school polo shirt (plain or with school logo)
- Purple school sweatshirt or cardigan (plain or with school logo)
- Grey skirt, pinafore or smart grey trousers/shorts
- Lilac gingham dress for summer/early autumn
- Plain white or grey socks; grey tights may be worn during colder weather
- Black shoes – if laced, please ensure your child can fasten them independently

- Optional purple reversible fleece/jackets and purple reversible storm proof jacket (both with school logo) are available

Long hair must be tied back for safety and hygiene, and children should not attend school with their hair dyed or sprayed with colour.

If children have pierced ears, they may wear stud earrings only, which they must be able to remove and put back in again **independently** on PE days. No other jewelry except a watch should be worn. No smartwatches, please.

Physical Education (PE) kit

As it has proved popular with parents and ensured fully-active lessons, your child can come to school wearing their P.E kit for the whole day. This will minimize the bags around school, loss of kit, and also save lesson time. Teachers will be delivering all PE lessons outside whenever possible. In the event of this not being possible, the Main Hall will be used, with a deep clean of the floor and any equipment used after each use. Each class will also have their own box of small equipment e.g. balls, beanbags, small cones.

PE kit consists of:

- Black or dark grey shorts, joggers or leggings (plain – no branding)
- White polo shirt or t-shirt (plain or with school logo)
- Purple school sweatshirt or cardigan (plain or with school logo)
- Black or white trainers (as plain as possible and no bright colours) - if laced, please ensure your child can fasten them independently

PE kit is part of our uniform and **must** be adhered to. Parents will be informed on the first occasion if what their child is wearing does not meet our policy. On the second or subsequent occasion, parents will be contacted and asked to bring appropriate uniform to school for the child to change into. Failing this, the child will be required to change into spare uniform in school for the whole day.

What to bring to school

- Children may bring in a school bag with their reading book as well as other personal items, such as their own tissues and hand sanitiser.
- Children in Years 3-6 may bring in a pencil case, but larger cases that don't fit into trays will need to be kept in lockers or taken home at the end of each day.
- A water bottle – to be taken home and thoroughly washed in soapy water each day.
- A snack for morning break time. Free fruit is always available for children in Reception and Key Stage 1, and snacks can be ordered daily from the school kitchen.
- Packed lunch, or buy a school packed lunch. Hot or cold school lunches will be available (a menu can be found in this guide). Please ensure that your child can open items in their packed lunch by themselves.
- A coat, if needed.
- Please apply sun cream before coming to school and provide a hat, if the weather is sunny. Your child can bring in sun cream but will need to be able to apply it themselves.

Arrival and Exit Times

We are no longer required in government guidance to stagger our arrival and exit times to keep bubbles separate. Although staggered times have worked very well to reduce congestion on Green Lane, they created significant difficulties in school with timetabling (e.g. assembly times falling in the middle of lessons for some classes) as well as disrupting tuition and interventions.

As we have done prior to the pandemic, we will open our doors and take children into school on a filtered basis from 8:50am to 9am, and home time will be at 3:15pm.

However, we will continue to use both sides of school and multiple entry and exit points so that children crossing each other on the corridors is minimised and there is no crowding at the entrances.

Please also note that staggered timings may be introduced at short notice if we have an 'Amber' or 'Red' situation (e.g. 5 or more positive cases in a 10-day period or high community transmission) according to our Outbreak Management Plan.

Entering School

Please **do not** bring your child to school if they are showing any symptoms of Covid19

- a new, continuous dry cough
- a high temperature
- loss of taste or smell.

School has the right to refuse entry if we have reason to believe that your child is showing signs of Covid19.

If your child is feeling unwell, they should also stay at home.

We request that only one adult brings your child/ren to school. Please be mindful of other families dropping off their children as the pavements outside school are narrow and, although there is no longer a legal requirement, we do ask adults to please consider continuing to wear face coverings at drop-off and pick-up for this reason.

To support with avoiding congestion, parents are asked not to gather in groups at the entrance gates, or to enter the building unless you have a pre-arranged appointment.

We have 2 entrance points onto school grounds: the main gates (double and single) at the front of school and the staff car park gate.

- **Reception, Year 2, Year 4, Year 5 and Year 6 children will enter the school grounds through the main gates at the front of school**

We will open both gates, as previously, to support easy flow and social distancing.

Parents of Reception children will walk them around the back of the building to enter through their outdoor area.

Y2 and Y4 will be entering the building through the main entrance door (for the school office). Y5 and Y6 will be entering at the top door facing the gate.



Please ensure that if you arrive and no staff are on the gate or in the playground, you remain to supervise your child.

From 8:40am, there will be a member of staff to supervise and guide children to the far playground where they can line up in their classes, while waiting for their door to open. Year 2, 4, 5 and 6 parents will be able to come onto the playground and walk their child over to this area but are asked to then leave promptly.

At 8:50am, any children waiting will be taken into school by a member of staff and then the doors will be staffed until 9am so children can enter as they arrive.

- **Year 1 and Year 3 will enter through the car park gate and doors to arrive on their side of school and enter through the side door**

The car park will be closed to ALL vehicles from 8:35am to 9:10am. We regret that we cannot accommodate privilege parking for vehicles with disability badges in the staff car park at this time, as children's safety is of paramount importance.



Please ensure that if you arrive and no staff are on the gate or by the side door, you remain to supervise your child.

From 8:40am, there will be a member of staff to supervise and guide children to the areas where they can line up in their classes, while waiting for their door to open. Parents will be able to walk their child over to this area but are asked to then leave promptly. At 8:50am, any children waiting will be taken into school by a member of staff and then the door will be staffed until 9am so children can enter as they arrive.

If you have more than one child in our school at different sides and arrive very early while the car park is still open to cars, you are welcome to wait with your children in a socially-distanced space on the playground. We will not be taking siblings in earlier, as we did last year.

Children arriving after 9am will need to go in through the main entrance via the school office.

We can accommodate bikes and scooters whichever gate your child uses and we encourage children to safely use these or walk to school, whenever possible.

Exiting School

At the end of the school day at 3:15pm, the children will exit through the same doors with their class teacher. If your child is exiting onto the school playground, we ask that you come onto the school grounds to avoid congestion on the pavements, please maintain your distancing while you wait for your child. To avoid children crowding near doorways and gates, they will have their allocated area to wait for collection by parents:

- far playground for Years 2, 4, 5 and 6,
- Reception outdoor area for Reception,
- car park for Years 1 and 3.

Key Stage 1 children MUST be collected from their line by a responsible adult.

As usual, if parents wish Upper Key Stage 2 children to walk home by themselves, please let their teacher know they have your permission for this.

The car park will again be out of use to vehicles to allow children and parents to move out of school safely. This will apply from 15:05pm to 15:30pm.

Hand Washing and Hygiene

- Children will be asked to wash their hands at a hand sanitiser station on entering and exiting the building.
- Children will be expected to wash their hands or hand sanitise before and after break, before and after lunch and after every toilet visit.
- Children will also be expected to practice good respiratory hygiene – catching coughs and sneezes in tissues and disposing of them in a lined, lidded pedal bin, and then washing their hands.
- Children will be asked to avoid touching their mouth, nose and eyes with their hands or equipment. There will be verbal and visual prompts to remind them.
- Children must not share drinking bottles or food.

- Children are to tell an adult if they are experiencing symptoms of coronavirus.
- Equipment shared between year groups will be cleaned or left for a period of 72 hours.
- Where toilets are shared between year groups, a further enhanced cleaning regime will be established.
- There will be pump hand sanitisers and additional, wall-mounted, automatic hand sanitisers around school for staff and children to use. Children may bring their own hand wash and/or hand sanitiser (with name label) and keep it in class if their hands become irritated by what is provided.

Social Distancing

Social distancing restrictions between children have been lifted, but it is still important that we retain some enhanced measures. For this reason:

- Each class will be allocated its own room and, where possible, their own set of toilets (Reception, Year 2, Year 5), which will be cleaned at least twice daily. Some classes (Year 1, Year 3, Year 4 and Year 6) may share toilets with another class and these will have further enhanced cleaning.
- Our academic mentor will have her own room and will use anti-viral spray for furniture and equipment in use between different groups of children.
- In PE, they will be playing non-contact games. Equipment can be shared within a class but will be cleaned or left for 48 hours after use.
- Children will use cloakrooms no more than 2 at a time to avoid crowding.

In Class

We are now able to return to seating children in groups around tables. This flexibility will enable staff to ensure that children receive any additional adult support required during lessons. However, staff may continue to sit children in rows if they find this the most effective use of space; they may also allocate set places as the best way to maintain focus during lesson input, according to their professional judgement.

Equipment can be shared freely between children in a class, but children will be provided with their own equipment such as pencils, pens and books to avoid sharing equipment unnecessarily. Laptops and iPads will be cleaned after use. Reading books, games and other resources will be shared within the class but will be wiped/washed more regularly, or will remain untouched for 72 hours.

Reception outdoor equipment will be sprayed regularly.

If equipment must be shared with other classes, it will be thoroughly washed in soapy water between uses. If this is not possible, it will be sprayed with a disinfectant spray or thoroughly wiped with a disinfectant wipe. Foundation subject resources will be allocated to classes as needed. These can then remain untouched for 72 hours (5 days for plastics) or thoroughly cleaned before being used by another class.

Weather permitting, we will be spending more time learning outdoors, especially for PE.

We will be following an enhanced cleaning regime with tables, chairs, rails, door handles, light switches, toilet flushes, sinks, taps, toilet door locks all cleaned at least twice daily, to make the school as safe as possible for children and staff. If the alert level is raised to Amber or Red, further enhanced cleaning will be carried out.

We have lidded bins available in each classroom for used tissues, hand towels and antibacterial wipes.

We will continue to minimise adults moving between groups of children, except where this has clear educational benefit, e.g. specialist teachers, and anyone moving between groups on any particular day will strive to maintain social distancing in the classroom.

- Specialist music teachers in Key Stage 2 work with one year group only at a time.
- Specialist dance and PE lessons will be delivered outdoors whenever possible and with one class only at a time.
- Specialist art lessons will mainly be with one year group a week, or a maximum of two.
- Our French teacher will move between all classes in Key Stage 2 but teach from the front of the classroom, with any direct support for the children being provided by classroom staff.
- Our academic mentor will take focus groups for catch-up, keeping these as consistent as possible.

Ventilation

All rooms and corridors in school will be kept well ventilated at all times by keeping windows fully open in mild weather and partially open in cold weather (as a marked difference between internal and external temperature naturally increases the air flow). Where possible, allowing for fire safety and security, doors will also be kept open.

As per the government announcement, we expect to receive carbon dioxide monitors later in this term to support with ensuring adequate ventilation while also keeping children and staff comfortable in colder weather.

Face Coverings

Masks will be worn by staff in the event of administering First Aid, where close, personal contact is taking place; or if dealing with a symptomatic individual.

Staff may choose to wear a mask in communal areas where it may be difficult to socially distance e.g. the corridor. Staff may also choose to wear face coverings if working in more than one class, if they are unable to socially distance from the other adults or children. This also applies if they are visiting the class for monitoring purposes. These masks will be stored in a sealed plastic bag when not in use and replaced when damp.

Face coverings cannot be insisted upon but will be strongly encouraged for any external agency staff visiting school e.g. school nurses, speech therapists, external supply teachers.

In line with Government guidance, children in primary education are not required to wear face coverings of any description, and will not be doing so in school. If you choose for your child to wear a mask to come to school, they will need to remove it safely once inside school, store it inside a plastic bag in their school bag, then wash their hands carefully.

We ask parents and carers to please consider continuing to wear a face covering when they are at the school gates due to possible difficulty with social distancing.

If an issue arises that cannot be discussed or resolved by Seesaw message or a phone call, and you need a face-to-face meeting with your child's class teacher or another member of school staff, we will ask you to kindly consider wearing a face covering while inside the building. Should the alert level be Amber or Red, we may require that a face covering is worn, unless you are exempt.

Infection control

Children must not attend the school if they display any coronavirus symptoms. In this situation, the school will only allow the child to return if they either have a negative PCR test or have self-isolated for 10 days.

It is the duty of the parent/carer to inform school about symptoms and test results of the child, so that we can dynamically risk assess infection risk in school.

Close contacts of positive cases will now be identified via NHS Test and Trace; schools are no longer expected to do this. Individuals from a school will only be traced where the positive case specifically identifies them with NHS Test and Trace as close contacts. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. In exceptional cases, school may still be contacted to help with identifying close contacts.

Since 16th August, you are **not** required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:

- you are fully vaccinated with an MHRA-approved vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons (i.e. instructed not to do so by a medical professional, NOT personal choice)

Children under the age of 18 years old are no longer automatically required to self-isolate if they are contacted by NHS Test and Trace as a close contact of a positive COVID-19 case and/or live in the same household as them. NHS Test and Trace will check whether they

are legally required to self-isolate. If not, parents will be advised to arrange a PCR test for them as soon as possible.

We strongly encourage all individuals to take a PCR test if advised to do so, to avoid potential outbreaks. (The exception to this is anyone who has already had a positive result in the previous 90 days, unless they develop new symptoms of COVID-19. This is because it is possible to test positive on a PCR for some time after having COVID-19)

Schools will continue to have a role in working with health protection teams in the case of a local outbreak. If there is an outbreak of several cases or more within 14 days in school, or if central government offers the area an enhanced response package, a director of public health might advise school to temporarily reintroduce more stringent control measures.

What happens if there is a confirmed case of coronavirus in the school?

If an adult or child develops symptoms of coronavirus while they are in school, they will be sent home and advised to self-isolate and access a test as soon as possible. In the event of their test being positive, the individual must self-isolate for 10 days from the date the symptoms started or the date of the test.

If we are notified that an individual develops symptoms outside of school, our policy will be that the individual must not attend school until they have taken a PCR test and received a negative result.

The rest of the class remains in school. Hard surfaces possibly touched by the individual will be disinfected and their belongings double-bagged and removed. Their classroom will be 'fogged' with disinfectant mist as soon as possible; this quick, thorough and safe process only requires the children to be out of their classroom for a maximum of 30 minutes.

Should a symptomatic individual test negative, they can then return to school and any identified close contacts no longer need to have a PCR test.

~~All parents in school will be alerted of a confirmed case within school but do not need to take any action other than to monitor their child for any symptoms.~~

The school may take the temperature of a child if they have concerns about their health.

If your child feels unwell, with or without symptoms of COVID19, they will be sent home. This is in accordance with government and Public Health England guidance.

While the 3 main symptoms still apply, it is clear that other symptoms of general illness are showing with the Delta variant:

- Fatigue
- Muscle aches and joint pains
- Headache
- Runny/stuffy nose
- Sore throat
- Nausea/ vomiting
- Diarrhoea
- Rashes

We **strongly** advise a PCR test if in any doubt.

Additional information is available at https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection?utm_source=26%20February%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

This page also links to further useful guidance, including how to make a one-off financial claim if you cannot work due to your child needing to self-isolate.

The Curriculum

As the children are entering a new year group after a year of being very restricted to their own class, it will be especially important to ensure that the children have opportunity to settle and get to know their new environment and class staff through a range of transition activities. Once this has been achieved, we will be looking to swiftly address gaps in learning identified in the summer assessments for core subjects. This may be as a class if it has been identified as an area that many of the children have struggled with, or it may be more targeted with small group and individual support and intervention.

Reception will have their baseline assessment in the first half term, once they are happily settled into school. During all times, the new EYFS curriculum will be delivered as fully as possible.

- Foundation subjects, apart from PE, Music and French, will continue to be blocked on timetables so that resources are not going in-between classes during the week. This means, for example, that your child may cover their Science learning for the half term in multiple lessons over two weeks, then do a week of multiple RE lessons, rather than a lesson on each foundation subject each week. The continuity has worked well last year in supporting the children's recall of key facts and understanding of the topics covered.
- Years 3, 5 and 6 will have weekly music lessons delivered by a specialist teacher, socially distant.
- Mr Corcoran will be delivering Art in blocked full days or half days to Years 1-6. This avoids him having contact with more than 2 classes on the same day. Each class will come off timetable for an Art day (or 2 half days) every 6-7 weeks of term time.
- We are excited to fully launch our new Relationships, Social and Health Education curriculum during this Autumn term.
- After reviewing French in the summer term, we have made the decision to only deliver this subject to Key Stage 2. This is in line with what we are required to do as a school and allows for them to have lessons lasting 1 hour instead of only 30 minutes, as previously when the teacher covered all 7 classes. Our view is that Key Stage 2 children will have enhanced opportunities to develop their language knowledge and skills in different ways, leading to improved outcomes. It will also allow for more time on reading and phonics for Reception and Key Stage 1 children.

Assemblies will be in separate Key Stages, or virtual, depending on the alert level on the Outbreak management Plan.

Homework

It is vitally important that your child reads daily at home from their school reading book, books you have at home, and/or Reading Eggs or Reading Plus. Reading is an incredibly important life skill to master, and one which makes a huge difference to life outcomes.

Additional homework will mainly be electronic, with resources provided and marked automatically by the application (TTRockstars, Mathletics, EdShed and spag.com) or through SeeSaw by the class teacher. **Please contact us if you do not have access to the internet or a device to access homework other than a mobile phone.** We may be able to loan a device.

Break Time and Lunch Time

Key Stage 1 and Key Stage 2 will have separate morning break times. The playground will be zoned to separate Upper and Lower Key Stage 2 and we will continue to zone the playground at lunchtimes so that not all the children are mixing.

At lunchtimes, children can now sit at either side of the table and we can have more than two year groups in the hall, but children will be sat exclusively with their own class. We have adequate tables to allow slower-eating children to remain in the hall until they finish their food.

	Morning Break Time	Lunch Time Hall	Lunch Time Playground	Return to class for toilet and handwashing
Reception	10:15-10:30am	11:50-12:10pm	12:10-12:40pm	12:40-12:50pm
Year 1	10:15-10:30am	11:50-12:10pm	12:10-12:40pm	12:40-12:50pm
Year 2	10:15-10:30am	11:50-12:10pm	12:10-12:40pm	12:40-12:50pm
Year 3	10:35-10:50am	12:20pm-12:40pm	12:40-1:10pm	1:10-1:20pm
Year 4	10:35-10:50am	12:20pm-12:40pm	12:40-1:10pm	1:10-1:20pm
Year 5	10:35-10:50am	12:45-1:05pm	12:15 -12:45pm	1:05-1:15pm
Year 6	10:35-10:50am	12:45-1:05pm	12:15 -12:45pm	1:05-1:15pm

- Different entrances/exits will be used to avoid all year groups mixing
- Outdoor play equipment will be used on a rota basis.
- We are continuing to provide two sports coaches who will work in different areas of the playground space over lunch times so that all classes will have active games organised for them. Two Midday Assistants (MDAs) will also aim to deliver games.
- In the hall, there will be 20 tables and 40 benches with a minimum 2m space between year groups.
- Windows and doors in the hall will be open to allow for full ventilation.
- Thorough cleaning practices will be adhered to in the hall, with all tables and benches being sprayed and wiped with an anti-viral spray between groups of children using them.

Lunches

AUTUMN 2021 MENU

	Week 1	Week 2	Week 3
Monday	Macaroni cheese	Margarita pizza, with herby diced potatoes and sweetcorn	Tomato pasta bake with seasonal vegetables
	Vegetarian sausage roll with savoury potatoes, baked beans or garden peas	Baked jacket potato with a selection of fillings	Crumb-coated Quorn with herby diced potatoes and baked beans
	Vanilla ice cream	Vanilla ice cream	Vanilla ice cream Rice pudding
Tuesday	Roast gammon with sage and onion stuffing, creamed and roast potatoes, carrots, broccoli and gravy	Roast turkey with sage and onion stuffing, creamed and roast potatoes, carrots, broccoli and gravy	Roast chicken with sage and onion stuffing, creamed and roast potatoes, carrots, broccoli and gravy
	Cajun chicken with tomato penne, carrots and broccoli	Tomato and mascarpone pasta bake	Cheese and potato pie with carrots and broccoli
	Fresh fruit or yoghurt	Fresh fruit or yoghurt	Fresh fruit or yoghurt
Wednesday	Chilli beef served with 50/50 rice (vegetarian available)	Minced beef and onion pie with creamed potatoes and seasonal vegetables (vegetarian available)	Chicken tikka masala with 50/50 rice
	Blueberry cake	Jelly and fruit	Flapjack
Thursday	Fish stars or crumb coated chicken, with chunky chips, peas or baked beans	Battered salmon or chicken poppers, with chunky chips, peas or baked beans	Seasoned chicken fillet or battered fish, with chunky chips, peas or baked beans
	Shortbread biscuit	Cookie	Toffee date cake or chocolate cake with orange
Friday	Spaghetti bolognaise	Italian chicken, with sauté potatoes and seasonal vegetables	Pork meatballs in tomato and basil sauce, with wholemeal pasta and peas
	Cheese flan with wedge potatoes, peas or baked beans	Tuna and cheese puffs, with sauté potatoes and seasonal vegetables	Jacket potato with a selection of fillings
	Jelly and fruit	Fruit crumble and custard	Jelly and fruit

Free school hot and cold lunches on a 3-week rota will be available to all Reception, Year 1 and Year 2 children (under the Universal Free School Meals scheme) and to any children eligible for free school meals.

School hot and cold packed lunches will also be available to buy via ParentPay.

As usual, we can be flexible and allow for children to choose whether to have a school dinner and what option they would prefer, on a daily basis.

School meals will be provided with milk or water.

Sandwiches and filled jacket potatoes are available daily as an alternative to the main meals below.

Attendance requirements

All children are expected to attend school full time from Thursday 2nd September. We will be recording attendance in line with government policy and our own Attendance Policy.

- Absences will be recorded and we will ask for a reason for your child's absence.
- If your child is unwell, please call the school as soon as possible to inform us of their absence and if they have any symptoms of COVID19.
- Where a pupil is unable to attend school because they have been assessed by a medical professional as too clinically vulnerable, or are following Public Health advice to self-isolate, remote education will be offered through online programs and the application 'SeeSaw'.
- A child/young person who lives with someone who is clinically vulnerable or extremely clinically vulnerable, including those who are pregnant, can and should attend school.
- A high level of absence leading to attendance below 96% will be reported to parents and, if persistent, will be flagged to Warrington Borough Council Attendance Service. Persistent lateness will also be flagged due to the disruption this causes to the child's education and that of others. If there is failure to improve, further measures may be taken, up to and including prosecution.

Behaviour

We understand that there will need to be an adjustment period when children return to school, for them to understand the further changes in the school environment. After the long holiday, they also may need some reminders of our rules about keeping themselves and others safe. We will support them with this and provide visual and verbal prompts. Accidental transgressions will not generally be subject to sanctions, particularly with very young children. However, deliberate transgressions putting others at increased risk of infection will be taken seriously, particularly deliberate coughing or spitting at someone. These will be subject to a scale of sanctions up to and including exclusion.

Please see the school Behaviour policy on our website for more detailed information.

Contacting School

The majority of contact with the school, including with teachers, is likely to be by Seesaw, phone or e-mail to the school office, or speaking to your child's teacher at drop-off or pick-up times. There is a contact facility on our website for you to directly email the head teacher, the special needs and disabilities coordinator (SENDCO), or the office manager directly.

If there is a serious or sensitive matter to discuss, face-to-face contact inside the school building will be facilitated to support privacy.

Due to the main entrance being used by two year groups at drop-off and pick-up times, we strongly suggest that parents and carers only come to the school office outside of these times, by prior arrangement and if strictly necessary. As the foyer by the office is a small space, we ask that only one adult go into it at any one time. Please consider the health and wellbeing of office staff by maintaining social distancing and wearing a face covering.

Supply

The school will aim to minimise using external agency supply teachers at this time to cover any short-term staff absence. This is to reduce the risk of cross-infection from other education settings and households and this may mean that, for example, a teaching assistant would temporarily manage a part or whole lesson planned by the teacher, if the teacher needed to attend an appointment. Teachers' planning time (PPA) will be covered by our regular supply teachers, or in-house, where possible. Our HLTA, Mrs Bond, is qualified to take a class and is also Forest School trained.

Mental Health

During our first partial closure, all staff received training from an experienced play therapist provider on supporting children's mental health. We will encourage children to use some strategies to cope if they are experiencing difficult emotions on their return. We are conscious that some children may have suffered a bereavement or other very challenging circumstance and we would ask that you alert us to this confidentially so that we can be mindful of the additional support they may need. Also, we have access to support from mental health care professionals, who can advise staff and parents if anxieties continue or if other mental health issues need addressing. This year, we are also fortunate to have a trainee play therapist on Fridays, who can support identified children meeting criteria.

We have included some tips and resources which you may find helpful to allay anxiety, especially as the children are transitioning into a new year group and, due to whole year groups self-isolating towards the end of the summer term, we were not able to have our usual sessions for meeting their new teacher and being taught in their new classroom.

Tips for parents to ease child anxiety at returning to school

- A few days before school, start preparing children for the upcoming transition by getting back to school routines such as a realistic bedtime and selecting tomorrow's clothes, getting them up early in the mornings etc.
- Arrange play dates with one or more familiar peers before school starts. Research shows that the presence of a familiar peer during school transitions can improve children's academic and emotional adjustment. If this is not possible, show them class photos or talk to them about who they will meet again when back in school.
- Talk children through the morning routine and school drop-off; children are less fearful if they know what to expect. Talk to children about what to expect when they go in to school. Highlight the fun as well as what they might find challenging.
- Come up with a prize or a rewarding activity that the child could earn for separating positively from parents to attend school.
- Validate the child's worry by acknowledging that, like any new activity, re-starting school can be hard but soon becomes easy and fun.
- Reassure children that school is a safe place and explain what they can do to keep themselves safe (i.e. when sneezing 'catch it, bin it and kill it' by washing their hands). Explain what you as a parent will do to keep yourself safe while you are at home or in work, as they may be anxious for your safety while they are apart from you.
- Parents should try and manage their own anxieties in front of their children, model a sense of calm and confidence.

For anxious older children who do not want to attend school, explain to them:

How avoiding school maintains their anxiety levels and eventually causes their comfort zone to decrease even further. Facing our fears may increase our anxiety temporarily at first and cause discomfort, but eventually the anxiety reduces.

The body symptoms that we experience when we're anxious (i.e. fast beating heart, sweaty palms, fast breathing etc.) can be alarming but they are our body's natural response to a perceived danger, and we can learn ways to self-calm.

Videos for children that explain anxiety

- ♣ Fight Flight Freeze – A guide to Anxiety for Key Stage 2 primary school children:

https://www.youtube.com/watch?v=FfSbWc3O_5M

- ♣ Fight Flight Freeze – A guide to Anxiety for secondary school children:

<https://www.youtube.com/watch?v=rpolpKTWRp4>

- ♣ The owl and guard dog brain – For Key Stage 2 primary school children:

<https://www.youtube.com/watch?v=so8QN9an3t8>

The best way to reduce anxiety is by calming our body symptoms. We can do this by practicing techniques such as muscle relaxation, breathing, grounding exercises. Below are some ideas on how children can relax their bodies.

- ♣ Kids muscle relaxation: <https://www.youtube.com/watch?v=cDKyRpW-Yuc>
- ♣ Relax like a cat: <http://www.moodcafe.co.uk/media/26930/Relaxleaflet.pdf>
- ♣ Calming anxiety: <https://copingskillsforkids.com/calming-anxiety>

Resources on school transitions

- <https://www.annafreud.org/media/5103/all-change-parents-back-to-school-guide.pdf>
- <https://childhood101.com/starting-school-12-tips-for-easing-separation-anxiety/>

Information on school refusal

- https://mindedforfamilies.org.uk/Content/refusal_to_go_to_school/#/id/59faef4f768f5e9649724d03