



**COVID-19 Childcare Arrangements: Reopening to more children Guidance**

**ESPRIT MULTI ACADEMY TRUST**

**HAMILTON ACADEMY**

**Our provision will be *continually assessed* due to:**

1. **Local** and national Government directives
2. Numbers of children that we need to provide childcare for
3. The health of our team

As many of you are aware we have been offering daily provision (including wrap around care) for 'critical' key worker children throughout the lockdown period. This provision will continue. Therefore, this handbook will share with you arrangements for both 'critical' key worker children and children who are accessing the school following the phased reopening.

<b>Entrance to school</b>	<p>The entrance will be the STAFF CAR PARK and the exit will be the MAIN ENTRANCE</p> <p>There will be two drop off points for children once you are on site:</p> <ol style="list-style-type: none"> <li>1. The outdoor classroom on the Key Stage 1 classroom</li> <li>2. The Nursery entrance</li> </ol> <p>When dropping of and collecting your child we are asking parents/carers to follow a one-way system so that social distancing measure can be put into place.</p>
---------------------------	---

IN



OUT

**TIMETABLE & ARRANGEMENTS**

<b>Groupings</b>	<ul style="list-style-type: none"> <li>Children will be split into 'bubbles'.</li> <li>Each bubble will have 2 staff.</li> <li><b>BUBBLES WILL BE CLOSED ON FRIDAYS. (Bubble 8 will be CLOSED on Tuesday &amp; Friday's).</b></li> </ul>
<b>BASC</b>	<ul style="list-style-type: none"> <li>Before and After school provision (BASC) can be pre-booked at a cost for '<b>critical</b>' key worker children <b>ONLY</b> from the hours of 8.00am until 5pm. These will be offered on a first come first serve basis as numbers are capped at 6.</li> <li>Places must be booked and paid for via ParentPay, one week in advance. There will be a charge - £3 for the morning session, £6 for the afternoon session</li> </ul>


	Location in school	Pupils	Number of pupils	Teachers	Entrance / Exit	Time of entry	Time of exit
<b>BUBBLE 1</b>	Nursery classroom	EYFS	Max 7	Miss Shingler / Mrs Bromage	Enter through staff car park, Drop off at nursery main door, Exit main pedestrian entrance	9:00	2:50
<b>BUBBLE 2</b>	Nursery classroom	EYFS	Max 7	Mrs Wood / Miss Delves	Enter through staff car park, Drop off at nursery main door, Exit main pedestrian entrance	9:05	1:10 / 3:00
<b>BUBBLE 3</b>	Reception classroom	MIXED  (Including BASC children)	Max 6	Mrs Giles / Mrs Glover	Enter through staff car park, Drop off Reception main entrance, Exit main pedestrian entrance	8:55	2:55
<b>BUBBLE 4</b>	Year 1 classroom (Miss Bailey's room)	EYFS	Max 8	Miss Bailey / Mrs Whitehead	Enter through staff car park, Drop off KS1 outdoor classroom, Exit main pedestrian entrance	9:05	3:05
<b>BUBBLE 5</b>	Year 1 classroom (Miss Salmon's room)	Rec / Year 1	Max 6	Miss Salmon / Mrs Evenson	Enter through staff car park, Drop off KS1 outdoor	8:55	2:55

HAMILTON ACADEMY REOPENING ARRANGEMENTS

					classroom, Exit main pedestrian entrance		
<b>BUBBLE 6</b>	Year 2 classroom (Miss Lewis' room)	Rec / Year 1	Max 8	Miss Lewis / Mrs Keeling	Enter through staff car park, Drop off in KS1 outdoor classroom, Exit main pedestrian entrance	8:50	2:50
<b>BUBBLE 7</b>	Year 2 classroom (Miss Grocott' s room)	KS1	Max 8	Miss Grocott / Mrs Robertson	Enter through staff car park, Drop off in KS1 outdoor classroom, Exit main pedestrian entrance	9:00	3:00
<b>BUBBLE 8 3 DAYS ONLY – MON, WED &amp; THURS</b>	Reception classroom NC	Rec/Year 1	Max 6	Mrs Coore / Miss Potts	Enter through staff car park, Drop off Reception main entrance, Exit main pedestrian entrance	8:50	3:05
<b>BASC PROVISION</b>	BASC room	Key workers	Max number: 8	Mrs Walters / Mrs Glover	BASC main gate	7:45-Opening	Closing-5:00

BUBBLE 1	BUBBLE 2	BUBBLE 3 (inc BASC)	BUBBLE 4	BUBBLE 5	BUBBLE 6	BUBBLE 7	BUBBLE 8
Harry M Bethany M Tommy L Felicity H Emily P Lexi H Alexandra N	Reggie K Heidi K Nancy S Maria T (AM ONLY) Poppie R (AM ONLY) Isabella K (AM ONLY) Lincoln TB (AM ONLY)	Sophie H Ted F Evie PG Jaxon DE Brett B Elijah B	Parker S Xach M Aida DS Aaron A Elijah T Louie C Dawson TW Emily M	Pippa D Eva-Grace H Joshua P Amber P Livie K Sophie C	Lleyton D Nikolas G Kathleen J Esme L Reggie F Dumitrita Karus A Darcie CP	Leighton B Kai S Harry A Adam A Ellie C Maddox P Ronnie Sh Kai AB	Roman W Ruby M Reuben H Heath S Chloe P Keigan PA

**WHAT YOU NEED TO KNOW**

<b>Clothing</b>	<ul style="list-style-type: none"> <li>• Pupils to wear sports clothes and trainers</li> <li>• Clothes to be clean on every day</li> <li>• Children must not wear earrings to school</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• All visits to the toilets supervised by an adult</li> <li>• Regular handwashing</li> <li>• Enhanced cleaning of resources and environment</li> <li>• <b>Please provide your child with their own pack of tissues.</b></li> </ul> 
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Parents and carers to communicate via email or phone calls, the academy office is not open</li> </ul>
<b>Lunch and snacks</b>	<ul style="list-style-type: none"> <li>• All children eligible for a Universal Free School Meal or a Free School Meal will have a school meal delivered to their bubble location from 15.06.20.</li> <li>• Non eligible children will need to purchase a meal (paid via ParentPay, one week in advance) or to bring a packed lunch from home (including an ice pack) which will be stored in the child's designated box</li> <li>• Healthy snacks and a sports lidded reusable water bottle, need to be brought to school daily</li> <li>• Please include ALL cutlery needed e.g. a spoon for yoghurts if you are providing your child with a packed lunch.</li> </ul>



**No Uniform**



**PE clothes**



**Trainers**

 <p><b>Snacks</b></p>	 <p><b>Lunch &amp; Ice Pack</b></p>	 <p><b>Sun hats</b></p>
 <p><b>Sun cream</b></p>	 <p><b>Sports water bottle</b></p>	 <p><b>Coat</b></p>

**PARENT/CARER AGREEMENT: A response **MUST** be provided on class dojo before your child attends school.**

**I AGREE THAT FOR MY CHILD TO ATTEND HAMILTON ACADEMY I **MUST** FOLLOW THE GUIDANCE BELOW:**

- Update school immediately if a member of my household becomes ill and immediately follow the self-isolation expectations of 7 days for the infected member of my household and 14 days for all other members of the household.

- Should my child become unwell, with or without Coronavirus symptoms, I will obtain a test via 111 or 119, keep my child at home whilst I await the results and inform the school as soon as possible of the test result. If I do not get my child tested, I will self-isolate my child for 7 days before bring them back to school.
- Explain clearly to my child what social distancing is and why it is important for it to take place at school. Pre discuss with my child that things may be different to what they remember and that they may be working with new teachers in new classrooms.
- Ensure my child arrives promptly and is collected promptly at the times identified above. (Late arrival will not be permitted as gates/doors will be locked)
- Allow my child's temperature to be taken with a thermometer if they begin to show any signs of Coronavirus.
- Ensure my child wears their PE kit or casual sports wear which MUST be fresh on each day – we recommend putting clothes straight in the washing machine once returning home from school to minimise and control the spread of infection.
- Children to have a shower or a bath as soon as they return home from school, again to minimise and control the spread of infection.
- Ensure my child wears trainers every day.
- Ensure that my child does not wear earrings to school
- Ensure my child brings a sun hat and sun cream OR coats and wellies, so they can access outdoors in all weathers.
- Ensure my child brings their inhaler and any other prescription medication/creams daily if required. (Only medication or cream prescribed from a doctor will be applied).
- Ensure up to date contact details for family members are available within school and emergency contact details should children become poorly/exhibit symptoms of contracting coronavirus.
- Ensure the school is kept up to date with any decisions regarding withdrawing your child from school.
- Treat staff with respect at all times.
- Ensure I observe the social distancing markers during arrival and dismissal.
- Ensure I do not gather with other parents/carers on the school gate.
- Ensure I do not enter the school building without a pre-arranged appointment. Communication with the school will be via telephone 01782 234420 (between 9:30 – 2:30) and email [hamilton@espritmat.org](mailto:hamilton@espritmat.org) ONLY.
- Ensure my child brings their own packed lunch and snacks every day (if they are not eligible for a universal free school meal or free school meal), in a clearly labelled lunch box and include an ICE PACK to keep the lunch cool.
- Ensure I adhere to all of the expectations outlined in this document.

***A message from senior leaders***

*Hamilton Academy is 'open' again and although it looks extremely different, it still feels the same. Our staff have welcomed the children back with open 'social distanced' arms. Greeting them with warmth, love and laughter 😊 and we hope that this has helped you to feel reassured that your children are happy and safe.*

*Thank you so much for your comments of thanks. This means a lot to us.*

*To those parents of the children starting in our new bubbles, please be reassured that we have robust plans in place to keep the children safe and we are sure that your children will become just as happy and settled in their new routines too.*

*Let's continue to navigate this new 'normal' together.*

*Stay safe and well – your support is immensely appreciated*

*Mrs Moran, Mrs Glaister and Mrs Robinson xxx*



**Hamilton Academy Behaviour policy – Covid-19 Addendum**

**Government guidelines recommend that pupils are taught the following behaviours in order to keep themselves and others safe whilst they are in school. At Esprit Academy we plan to teach the children the following behaviours which will then be our 'keeping safe rules'. This document will be added as an appendix to our current behaviour policy.**

**The children will be taught:**

- What 2 metres looks like and how to keep this distance between others
- How to thoroughly wash their hands
- What feeling unwell means
- The reasons and importance for not bringing into school items from home or taking items home from school
- The reason and importance of why they can only use their own equipment in their packs
- The reasons and importance of why they are not able to mix with children in different bubbles when in school
- The importance of asking an adult when they wish to use the toilet
- What is meant by the catch it- kill it rule
- Why they will not be allowed back in to school if they do not apply the rules

**Hamilton Academy Bubble Rules:**

- I will stay 2 metres away from others including my teachers
- I will regularly wash my hands throughout the day for 20 seconds
- I will tell an adult if I feel unwell
- I will not bring items into school from home, or take items home from school
- I will only use the equipment in my pack
- I will not mix with children in a different bubble in school
- I will ask an adult when I need to use the toilet, so they can keep me safe
- I will use the catch it- kill it rules (coughing and sneezing into my elbow or tissue)
- I will follow these rules at all times so that I do not get sent home and are unable to come back to school

**Recognition Boards:**

Each Bubble will have a recognition board in their classroom and the above behaviours will be displayed so that staff members and pupils who are recognised as demonstrating the above behaviours will have their name added to the board in recognition of that behaviour – The aim is for all children to have their names up there on the board. Both adults and pupils can nominate a person in their bubble to go on to the recognition board.

**Meet and Greet:**

We recognise that this is a difficult time for our pupils arriving back in to school and the changes are going to be difficult for them to adapt to, we therefore we will implement a meet and greet system for every single pupil daily from all staff, so that they can very quickly start to get back to feeling part of the Hamilton family and start the day feeling welcome and wanted.