



ESPRIT MULTI ACADEMY TRUST - HAMILTON ACADEMY

PARENT HANDBOOK 21-22

Reviewed arrangements

Our thorough whole school risk assessment has been reviewed in line with the latest Schools COVID 19 Operational Guidance. This risk assessment also details the contingency plan that Hamilton Academy may be asked to put into place as a result of an outbreak of the virus.

WHAT YOU NEED TO KNOW

Entrance/exit to school	<ul style="list-style-type: none"> • The entrance will be the MAIN ENTRANCE and the exit will be the STAFF CAR PARK. • ALL children will be dropped off at the main entrance and children will walk along the path by themselves. • We ask that parents line up along the alleyways or along the pathways at their allocated entrance time. <ul style="list-style-type: none"> ○ Nursery Fantasia 8.40am or 11.40am: Down the alleyway ○ Reception Dalmatians 8.40am: On the pathway (right hand side looking at the school) ○ Year 1 Dinosaurs: 8.45am: On the pathway (left hand side looking at the school) ○ Year ½ Monsters Inc & Year 2 Incredibles 8.45am: Up the alleyway • Collection points at the end of the day for children will be: <ul style="list-style-type: none"> ○ Nursery Fantasia 11.40am or 2.40pm: Parents/carers will queue down the alleyway, collect children from the nursery door, leave through the staff access gate and head out through the staff car park. ○ Reception Dalmatians 2.45pm: Parents/carers will queue on the pathway (right hand side looking at the school), collect children from the reception door, leave through the staff access gate and head out through the staff car park. ○ Year 1 Dinosaurs: 2.50pm: Parents/carers will queue on the pathway (left hand side looking at the school), collect child from the playground (waiting within the football pitch markers) and head out through the staff car park. ○ Year ½ Monsters Inc & Year 2 Incredibles 2.55pm: Parents/carers will queue up the alleyway, collect child from the playground (waiting within the football pitch markers) and head out through the staff car park. • When dropping of and collecting your child we are asking parents/carers to follow a one-way system. • <u>ONLY ONE</u> responsible person (recommended over 16) must accompany their child to and from school. • We actively encourage parents, staff and pupils to walk or cycle to school if at all possible. • Pupils will not be granted access back into school grounds if something is left behind at the end of the school day.
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IN



OUT

BASC

- BASC will be offered to all children who have completed and returned their BASC agreements (available on the website or from the academy office).
- **The children will enter using the community room entrance, please use the intercom system.**
- Parents/carers will book and pay for provision on-line via ParentPay, 7 days in advance of provision being accessed.
- Parents/carers will be offered staggered collection times, each with a different cost, to ensure that children are collected at the earliest opportunity.

Breakfast Club

- 7:30am – start of school day £4.00


After School Club

- End of school day – 4:00pm £7.00
- End of school day – 5:45pm £10.00

- **The NEW contact number for BASC is 07508548221**

TIMETABLE & ARRANGEMENTS

	Nursery	Reception	Key Stage 1
Arrival	8.40am-8.45am	8.40am-8.45am	8.45am-8.50am Dinosaurs 8.45am-8.50am Monsters Inc/ Incredibles
Location	Main entrance – children to walk along the path to the Nursery door	Main entrance – children to walk along the path	Main entrance – children to walk along the path
Parent line	Down the alleyway	On the street (right hand side looking at the school)	Dinosaurs: On the street (left hand side looking at the school) Monsters Inc/Incredibles: Up the alleyway
Play time			10.45 – 11.00
Lunch time	11.45am – 12.15pm	12.00pm - 12.30pm	12.15pm / 12.25pm / 12.35pm – one class at a time
Outdoor wellbeing	12.15pm - 12.45pm	12.30pm - 1.00pm	12.15pm – 1.15pm
PE days	Tuesday am	Wednesday pm	Y1 Dinosaurs – Friday pm Y1/2 Monsters Inc – Tuesday pm Y2 Incredibles – Thursday pm
Forest schools	Flexible – clothes to stay in school	Flexible – clothes to stay in school	
Computers			Y1 NG/LR – Thursday Y1/2 MB – Wednesday Y2 CL – Monday
Dismissal	11.40am part time children / 2.40pm full time children	2.45pm	2.50pm Dinosaurs 2.55 pm Monsters Inc / Incredibles
Location	Enter through main gate, collect from nursery door. Exit through staff car park.	Enter through main gate, collect from reception door. Exit through staff car park.	Enter through main gate, collect from KS1 playground. Exit through staff car park.

Clothing & Belongings	<ul style="list-style-type: none"> • Children are expected to wear full school uniform (our policy can be found on the school website). • Children are asked to bring a book bag (no backpacks) to school. • Children will require a PE kit in Reception, Year 1 and Year 2. Nursery will require PE pumps. • Year 1 and 2 pupils will come to school dressed in their PE kit. Nursery and Reception children will change into their PE kits. • Children must not wear earrings to school. • Children must have suitable outdoor clothing including wellies and waterproof's and sun hats / suncream.
Lunch and snacks 	<ul style="list-style-type: none"> • All children eligible for a Universal Free School Meal or a Free School Meal will have a school meal in school. • 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 classroom box. • Please include ALL cutlery needed e.g. a spoon for yoghurts if you are providing your child with a packed lunch. • We are a NUT FREE school. Please do not send your child to school with nut based products. • Fruit will be provided to all pupils and milk will be provided to all eligible pupils. • Water bottles, for both staff and children, must be a sports bottle with a spout or straw.



School uniform



School shoes



PE kits for Key stage 1 children



PE kits for Reception children



Sports water bottle



Wellies



Coat




Lunch & Ice Pack



Sun cream



Sun hats

Hygiene	<ul style="list-style-type: none"> • Regular handwashing will take place. • Children will also use hand sanitiser, provided by the school, on entry. • Enhanced cleaning of resources and the environment will take place. • Please provide your child with their own pack of tissues. 
Communication	<ul style="list-style-type: none"> • Class dojo will be the main platform for communication with parents. • Appointments with staff will be made by request.
Behaviour Policy	<ul style="list-style-type: none"> • Please check our school website for our behaviour policy. • Children will follow the school rules, 'Be ready, Be respectful, Be safe' at all times. • Staff will praise children for following the school rules.
Coronavirus	<ul style="list-style-type: none"> • In cases where staff need to self-isolate, it may be necessary for us to close a bubble at very short notice. This is out of our control, and we will communicate this with parents/carers as soon as we become aware this may happen. In this case, online learning will be provided for pupils and they are expected to complete this, every day. • We will work with the local Health Protection Team and follow their guidance for any confirmed cases of coronavirus to ensure we act quickly to prevent further spread • Please inform the academy office IMMEDIATELY if your child has COVID symptoms or tests positive for COVID, this includes positive results over weekends or holidays. • NEW GUIDANCE NEEDED HERE: In line with revised Government guidance, if a child tests positive for Coronavirus, their household and any close contacts should access a PCR test as soon as possible, but DO NOT need to isolate unless the test is positive, or they develop symptoms. HOWEVER, as an additional measure at Hamilton Academy, we are asking that children do not attend our academy whilst they are awaiting a PCR result. If a positive result is received, the child should continue to self-isolate as per Government guidance. However, if a negative result is received, the child may return to school but is advised to have a second test 4/5 days later but DO NOT need to isolate unless the test is positive, or they develop symptoms. This is in line with Public Health England advice locally. Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk) • Schools are no longer required to track and trace close contacts, and we are not required to close bubbles of close contacts. • Please refer to the chart below for further clarification of the procedure to follow if children or their families develop symptoms of Coronavirus.

What to do if...	Action needed	Register Code	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Get a PCR test • Contact school daily • Self-isolate pending testing results • Inform school immediately about test result 	X	...the test result comes back negative and you now feel well. Remain at home if symptoms persist or if test is positive.
...my child tests positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for at least 5 days- you can stop self isolating after rapid lateral flow tests on both days 5 & 6 and both are negative (providing they have been taken 24 hours apart) and you do not have a high temperature. • If your rapid lateral flow test result still shows positive on days 5 & 6 continue to self isolate until you have 2 consecutive tests • Inform school immediately about test result 	I	<p>...the 10 days has expired and the child feels better. They can return to school after 10 days even if they have a cough or loss of smell/taste as these symptoms can last for several weeks once the infection is gone.</p> <p>OR... following negative LFT results on Days 5 & 6 and they have no temperature or feel unwell.</p>

...somebody in my house has coronavirus symptoms	<ul style="list-style-type: none"> Household member to get a PCR test 	X	... strongly advised to have daily rapid lateral flow tests received AND the child has no symptoms
...somebody in my household has tested positive for coronavirus	Anyone aged 5 years and over, who has been identified as a contact of someone with COVID-19 and who is not legally required to self-isolate, is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive they should self-isolate in order to protect other people.	X	... a negative test result is received AND the child has no symptoms
...NHS test and trace have identified my child as 'close contact' of somebody with symptoms or confirmed coronavirus	Follow the Government Guidance included in the Close Contact message	X	...the child has a negative test result

...we/my child has travelled and has to isolate as part of a period of quarantine	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time • Consider quarantine requirements and FCO advice when booking travel • Provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 10 days from date of return to UK 	X	...the quarantine period of 10 days has been completed
...we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> • Do not come to school • Contact school as required by the admin team • Shield until you are informed that restrictions linked to shielding is paused again 	X	...you are informed that restrictions have been lifted and your child can return to school again
...my child is unwell with symptoms NOT related to coronavirus	<p>Follow the usual procedures as per the attendance policy</p> <ul style="list-style-type: none"> • Contact the school daily 	I (unless medical evidence requested)	...the child feels better again

...you have previously tested positive to Covid 19 PCR test result	Should not be re-tested within 90 days of that test, unless you develop any new symptoms of COVID-19		...the child feels better again. Or if new symptom PCR test and wait results and follow guidance.
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PARENT/CARER AGREEMENT: A response MUST be provided on class dojo.

I AGREE THAT I WILL FOLLOW THE GUIDANCE BELOW:

- Should my child become unwell, with Coronavirus symptoms, I will obtain a test via 119, keep my child (and any siblings) 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 (along with any siblings) for 10 days before I bring them back to school.
- Allow my child's temperature to be taken with a thermometer if they begin to show any signs of Coronavirus.
- Ensure my child arrives promptly and is collected promptly at the times identified above. (I understand that staff will follow their attendance processes and may discuss my child's absence and punctuality with me).
- Ensure my child wears their school uniform and school shoes each day.
- Ensure that my child does not wear earrings to school.
- Ensure my child brings coats and wellies OR a sun hat and sun cream, so they can access outdoors in all weathers.
- Ensure my child brings their inhaler (which will be kept in school) 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 my child become poorly/exhibit symptoms of contracting coronavirus.
- Treat staff with respect at all times.
- Ensure I communicate with class teachers through Class Dojo.
- Ensure my child brings their own packed lunch (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 and any cutlery needed.
- Ensure I adhere to all of the expectations outlined in this document.

A message from Hamilton Academy staff

Please be assured that we have worked hard on all of the arrangements, in line with the updated Government guidance, to ensure everyone is kept safe. We will continue to deliver the very best education to your children both in school and remotely (if self-isolating).

As always, should you have any questions, recommendations or solutions we would love to hear from you.

Mrs Glaister, Mrs Robinson and all the Hamilton staff xxx