



COVID-19 Arrangements: September opening

ESPRIT MULTI ACADEMY TRUST

HAMILTON ACADEMY

Reviewed arrangements

It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. To support with this, a thorough risk assessment has been written which includes 5 key sections:

1. Prevention and response
2. Operation of schools
3. Curriculum, behaviour and pastoral support
4. Assessment and accountability
5. Contingency planning for outbreaks

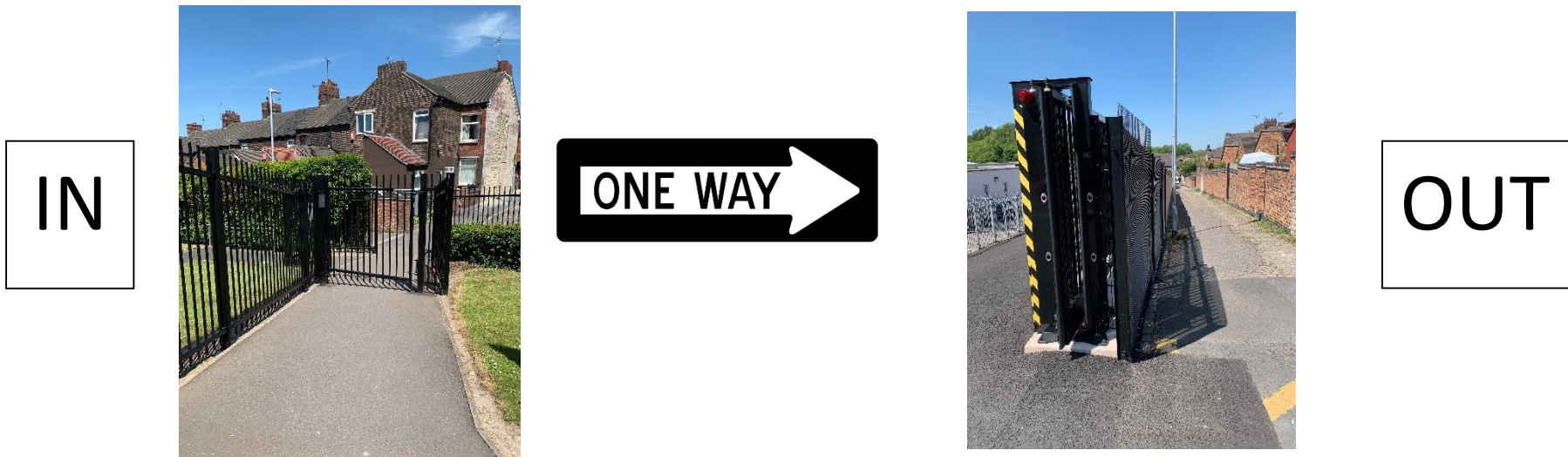
All stakeholders must adhere to the guidance written within all 5 sections of the risk assessment.

This parent handbook provides additional information to support parents with the implementation of the risk assessment.

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 Reception to Year 2 children will be dropped off at the main entrance and children will walk along the path by themselves. • Nursery children’s parents will drop them off outside the Nursery door. • Strict social distancing will be in place for all parents and we ask that parents line up along the alleyway at their allocated entrance time. • Staff will wear PPE gloves when supporting children into school (only if children are not within that staff members bubble) and staff will remove gloves if contact with a child is made. • Collection points at the end of the day for children will be: <ul style="list-style-type: none"> ○ The Key Stage 1 playground. Children will line up on the playground and parents will wait within the markers of the football pitch. Parents/carers will leave through the staff car park. ○ The Reception path door. Children will line up on the Nursery playground and teachers will call children through the door. Parents/carers will leave through the staff access gate and head out through the staff car park. ○ The Nursery entrance. Children will sit on the top carpet area. Parents/carers will collect children from the door and leave through the staff access gate and head out through the staff car park.
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	<ul style="list-style-type: none"> • When dropping of and collecting your child we are asking parents/carers to follow a one-way system so that social distancing measures can be put into place. • Gathering at the school gates and otherwise coming onto the site without an appointment is not allowed. • ONLY ONE 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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Groupings	<ul style="list-style-type: none"> • Children will be split into 'year group bubbles' • Children will be taught within classes and small groups (within their year group bubbles).
BASC	<ul style="list-style-type: none"> • BASC will be offered from September to all children who have completed and returned their BASC agreements (available on the website or from the academy office). • Where possible, the children accessing BASC provision will remain in their bubble within the school hall. • Parents/carers will book and pay for provision on-line via ParentPay, 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.

	<p>Breakfast Club</p> <ul style="list-style-type: none"> • 7:45am – start of school day £3.00 <p>After School Club</p> <ul style="list-style-type: none"> • End of school day – 4:00pm £6.00 • End of school day – 5:45pm £9.00
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TIMETABLE & ARRANGEMENTS

	Nursery	Reception RG	Reception NC/OS	Year 1 MB	Year 1 EH	Year 2 CL	Year 2 NG
Arrival	8.45am (following induction)	8.50am		8.55am		9.00am	
Location	Main entrance – parents to drop children off at the Nursery door	Main entrance – children to walk along the path		Main entrance – children to walk along the path		Main entrance – children to walk along the path	
Play time				10.00 - 10.15		10.15 - 10.30	
Lunch time	11.15-11.45	11.45-12.15		12.15-12.45		12.45-1.15	
Structured play (PE)	11.45-12.15	12.15 -12.45		12.45 – 1.15		12.15-12.45	
Forest school	Flexible – clothes to stay in school	Mon pm	Wed pm				
Dismissal	11.45am – part time 2.45pm – full time	2.10pm		2.15pm		2.20pm	
Location	Enter through main gate, collect from nursery door. Exit through staff car park.	Enter through main gate, collect from reception outside path door Exit through staff car park.		Enter through main gate, collect from KS1 playground. Exit through staff car park.		Enter through main gate, collect from KS1 playground. Exit through staff car park.	
After school clubs – commence in Spring term							

<p>Clothing & Belongings</p>	<ul style="list-style-type: none"> • We will return to our expectations for full school uniform in the autumn term (our policy can be found on the school website). • We ask that uniform is clean on every day and if clothes appear unclean we will contact home. • Children are asked not to bring a bag to school. • Children will not require a PE kit for the Autumn term. • Children must not wear earrings to school. • Children must have suitable outdoor clothing including wellies and waterproof's and sun hats / suncream.
<p>Lunch and snacks</p> 	<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 by school for 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



No PE kits for Autumn term

 <p>Lunch & Ice Pack</p>	 <p>Sun cream</p>	 <p>Sun hats</p>
 <p>Sports water bottle</p>	 <p>Wellies</p>	 <p>Coat</p>

<p>Hygiene</p>	<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. • Following, Public Health England advice, face coverings will not be worn in school. Children will be asked to remove face coverings before entering school. These are to be taken home by parents/carers. 	
<p>Communication</p>	<ul style="list-style-type: none"> • The academy office is accessible via appointment only. • Class dojo will be the main platform for communication with parents. • Staff and parents must not communicate at length during drop off and collection. 	
<p>Behaviour Policy</p>	<ul style="list-style-type: none"> • Please check our school website for our new behaviour policy. 	

	<ul style="list-style-type: none"> • Children will follow the school rules, 'Be ready, Be respectful, Be safe' at all times. • Staff will praise children for following the school rules.
Test and Trace	<ul style="list-style-type: none"> • As you are aware, the Government has implemented the Test and Trace scheme. If any of our staff are contacted through this service and told 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 you as soon as we become aware this may happen.
Online learning	<ul style="list-style-type: none"> • In the event of a child/bubble-self isolating or due to a local/national lockdown, in line with Government guidance children will be expected to work at home. More information will be provided.

PARENT/CARER AGREEMENT: A response MUST be provided on class dojo.

I AGREE THAT I WILL FOLLOW THE GUIDANCE BELOW:

- Update school immediately if a member of my household becomes ill and immediately follow the self-isolation expectations of 10 days for the infected member of my household and 14 days for all other members of the household.
- Should my child become unwell, with Coronavirus symptoms, I will obtain a test via 111 or 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 for 10 days (14 days for any siblings) before I 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 (where possible). Pre discuss with my child that things may be different to what they remember.
- 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). If I miss my child's entry time, I know I will need to wait until the end of the allocated times for all bubbles.
- 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 clean school uniform and school shoes each 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 (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 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.
- 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 senior leaders

We know that the journey ahead of us is full of many unknowns, but we hope that the plans we have put into place for September (and throughout the pandemic) reassure you that we always have yours, the children and the staffs' best interests at heart. There will be many changes for us all to navigate, as we get used to this new way of working but we know that we will continue to work together and support each other. We will continue to provide the very best education for your children.

Our staff will welcome the children back with open 'social distanced' arms. Greeting them with warmth, love and laughter ☺ and we hope that this will reassure you that your children are happy and safe. Let's navigate this new 'normal' together.

Stay safe and well – your support is immensely appreciated.

Mrs Moran, Mrs Glaister and Mrs Robinson xxx



Coronavirus related absences- quick reference guide (06.08.2020)

What to do it...	Action needed	Register Code	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate • Get a test • Inform school immediately about test result 	X	...the test result comes back negative
...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 10 days • Inform school immediately about test result 	I	...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.
...somebody in my house has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self isolate • Household member to get tested • Inform school immediately of test result 	X	...the household member test is negative
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days 	X	...the child has completed 14 days of self-isolation

<p>...NHS test and trace have identified my child as 'close contact' of somebody with symptoms or confirmed coronavirus</p>	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days 	<p>X</p>	<p>...the child has completed 14 days of self-isolation</p>
<p>...we/my child has travelled and has to isolate as part of a period of quarantine</p>	<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 14 days 	<p>X</p>	<p>...the quarantine period of 14 days has been completed</p>
<p>...we have received medical advice that my child must resume shielding</p>	<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 	<p>X</p>	<p>...you are informed that restrictions have been lifted and your child can return to school again</p>
<p>...my child is unwell with symptoms NOT related to coronavirus</p>	<p>Follow the usual procedures as per the attendance policy</p> <ul style="list-style-type: none"> • Contact the school daily 	<p>I (unless medical evidence requested)</p>	<p>...the child feels better again</p>