

Concern	Information
Arrival at school	<p>8:45 - Nursery, Reception and KS1 9:00 – KS2</p> <p>All children are expected to be in school by the above times.</p> <p>Please continue to use the one way system currently in place. For this reason, the car park will remain closed to all. Where possible, please cycle or walk and only one parent should bring their child to school to reduce numbers on site. Blue badge holders may use the disabled space at the front entrance of the school.</p> <p>We have new play equipment on KS1 Playground. Children are not permitted to play on the equipment which will have been cleaned. It is parents’ responsibility to ensure children stay with them at all times.</p>
Actions on arrival to school	<p>KS1 - Please do not arrive on the playground until 8:45. Staff will open doors and let children in.</p> <p>KS2 – Children should walk to their classroom from the KS1 playground on their own. Parents should arrive no earlier than 8:55 and can bring children onto the playground only. Older children can continue to arrive at school on their own.</p> <p>Parents are to vacate school as quickly as possible.</p>
Communication	<p>Parents/carers to let class teachers know of any issues through Dojo. Teachers will not be able to talk first thing in the morning. This is necessary to ensure all children arrive in class socially distanced.</p> <p>If you need to speak with the office, please email in the first instance (admin@cloverfields.org.uk) or telephone (01472 500217) rather than visit. Any written correspondence can be placed in the secure letterbox, located in the conservatory entrance.</p> <p>Please ensure the school office has your current address, telephone number and email address for all future correspondence. Class Dojo (and Tapestry in Early Years) will continue to be highly utilised so a current email address is vital.</p>
Hygiene	<p>Children will cleanse their hands on arrival at school and regularly throughout the school day.</p>
Classroom arrangements	<p>Older children will be sat at their table with one child sat next to them facing the front. They will have personal resources provided by school and not shared with others. Group work can still take place as staff will ensure children stay side by side or speak across groups, adhering to DfE guidance.</p> <p>Younger children will have dedicated carpet spots to encourage social distancing and resources will be cleaned regularly between uses. Outdoor learning will take place, where possible.</p>
Lunchtimes	<p>Children will eat lunch with their class bubble. This will be in the hall, separated from other bubbles, if they have a hot lunch and possibly in the classroom if they have packed lunch.</p> <p>Hot lunches will be available for all children in Reception-Y6, subject to the normal booking procedures on ParentPay. The office staff will no longer be able to book any lunches.</p>
Break times	<p>The school grounds have been divided into play areas and each bubble will use one of the areas for a full week, Equipment will be cleaned after that work and ready for the next group of pupils. If children use the field, bubbles will be supervised and will remain intact.</p>
Reading books	<p>Children will be able to have a home reading book. Once returned, the books will be stored separately and then put back into circulation, as per DfE guidance.</p>
PE	<p>PE lessons will take place and so children need NAMED kit in school at all time. We have limited corridor space so children should bring the smallest bag that will fit everything in. No PE kit can be borrowed so it is vital ALL children have plimsolls or trainers, shorts and a clean T-shirt. A tracksuit will be required for the colder weather as PE will take place outside in the MUGA. Children who do not have kit will have to complete learning with either the Principal or Vice Principal so that bubbles remain intact.</p>
Book bags	<p>Children who join nursery and Reception will be given a book bag free of charge. If older children require a new book bag, please order one through ParentPay and your child will be given it during school time to bring home. You do not need to visit the office.</p>
Cloverfields Kids Club	<p>Kids club will be open from 4th September. Children must be pre-booked on to their session through ParentPay. Regrettably, we are unable to accept entry to anyone who has not booked in and you will be turned away. Registers must be accurate to comply with Track and Trace systems. Please cancel any sessions you do not require at the earliest opportunity. This can be done by ringing the office.</p>

Own equipment	Other than PE kits, book bags, reading books, drinks and packed lunches, no other personal items are permitted on site e.g. pencil cases, pens, small toys etc. This is in accordance to DfE guidance. Children often wish to share awards, medals and certificates etc. Please take a photo and these can be shared with the class through Dojo.
Home time	3:15 - Nursery, Reception and KS1 3:30 – KS2 As per the morning routine, the car park will remain closed to allow social distancing. Please collect children promptly and vacate the site as quickly as possible to maintain social distancing. Older children may be collected early if they have siblings in school. Children who are not collected on time will be taken to Kids club and charged for the session. Children are not permitted to play on the play equipment after school.