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| **Concern** | **Information** |
| Arrival at school | 8:45am - Nursery, Reception and KS1 ( Nursery and Reception start Monday 7th Sept – further details below)  9:00 – KS2  All children are expected to be in school by the above times. Due to school building alterations there is no entry to site via Humberston Academy until the works are complete. This will be only temporary, changes will be communicated. Please walk children through St Thomas gate. Please do not arrive more than 5 minutes before if at all possible in order to prevent large groups forming.  Access to site is on foot at all times. No cars except Blue badge holders may use the disabled spaces at the front entrance of the school otherwise no parent cars on site.  Older pupils can arrive on foot or cycle (dismounting at the gate)  We have new play equipment on KS1 Playground. Children are not permitted to play on the  equipment which will have been cleaned for use by classes on a rota system. It is parents’ responsibility to ensure children stay with them at all times. |
| Cloverfields club | Cloverfields club will be open from 3rd 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 sorted by ringing the office.  Until the Early Years building is complete the children will be in the school hall. If you arrive early you may drive in but after 8.30 am staff will have filled the car park as there is no parking at the back of the school until the Early Years building is complete. Humberston Park school will be fully operational and their staff will only allow parents with a Blue Badge, that are on their list, enter the site. You will need to leave sufficient time to walk your child into school. It is vital we keep to these rules as all pupils and parents will be entering the site through ST Thomas close. Children will be met at the entrance, please give staff a pick-up time. |
| Actions on arrival to school | **Thurs 3rd September**  8.45 am Miss Kophazy, Mr Griffin and Miss Whittleton- children and parents enter St Thomas gate and keeping social distance continue up the path to the top playground. Teachers will be outside to greet pupils as they arrive and direct them into class where TAS will supervise handwash and settle them in.  9.00 am Mrs Atkin, Mrs Giles, Mr Yates- children will enter St Thomas gate and keeping social distancing either on their own or with parents continue up the path to the top playground. Teachers will be outside to greet pupils as they arrive and direct them into class where TAS will supervise handwash and settle them in.  9.00am Mrs Claassen, Miss Harris and Mrs Jennings- will be at the front of the school to direct children as they come into school, the children with Mrs Claassen will enter by the carpark door, those with Miss Harris will go through the playground gate and enter the class firedoor. Finally the children in Mrs Jennings class will go through the playground gate walk across the playground to the fire door. No parents will be allowed into the playground  Adults must social distance at all times. Parents are to vacate school as quickly as possible. |
| Nursery and Reception | Unfortunately the New building is unlikely to be completed by Monday 7th Sept but we have made changes in school to allow all pupils to return on the 7thSept  Mon 7th 8.45 am **Reception** ( children in Mrs Chidwick and Mrs Watson’s classes that are Reception age) will enter St Thomas gate and walk to the top playground teachers will be out to greet them.  Mon 7th Sept 8.45 am **Nursery-** all nursery children willbe taught in the Cloverfields club building- please enter St Thomas close on foot and staff will meet you at the club building. |
| End of the day | It is really important that when you collect your child you keep social distanced around the edge of the playground and do not gather in groups, and please leave the site as soon as possible.  Nursery 3.15 pm (those children who are part time- parents walk in and wait, socially distanced on the path and staff will bring your child to you)  Reception, Y1 and Y2 parents walk up to the top playground and wait, socially distanced, your child will be sent to you.  Y3/4 Parents can enter the playground gate and socially distance around the playground.  Y5/6 We expect many of the older pupils to walk/cycle home but if you are collecting then please keep social distance and wait at the edge of the playground.  Club  Please socially distance outside- staff will bring your child out at the time you agreed in the morning. |
| Communication | Dojo will continue to be used for the reward points, for homework tasks and to share examples of children’s learning. It is also used as a means for school to reach you with general information. Dojo should not be used for any important or urgent messages- please email in the first instance ([admin@cloverfields.org.uk](mailto:admin@cloverfields.org.uk)) or telephone (01472 500217) rather than visit. Absence needs to be telephoned through to the office. Letters can be left in the postbox in the conservatory but please be mindful of social distancing- only one adult at a time.  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  Utilized as a means of general communication so a current email address is vital. Teachers will not be able to talk /arrange meetings first thing in the morning but will respond to any messages when not teaching. |
| Hygiene | Children will cleanse their hands on arrival at school and regularly throughout the school day. Surfaces will be regularly cleaned. |
| Uniform | Full school uniform will be warn including black school shoes. See PE below |
| Classroom arrangements | 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.  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. |
| Lunchtimes | 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. 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. |
| Break times | 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. Reminder- no children to play on the equipment before or after school as this will then require cleaning so will not be available for the class the next day. |
| Reading books | 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. |
| PE | 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. |
| Book bags | 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 the bag during school time to bring home. You do not need to visit the office. |

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| 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. |