



KIRKHAM & WESHAM PRIMARY SCHOOL

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Guidance for Returning to School for Parents

As promised, I am sending more detailed guidance in relation to our plans for the management of risks in relation to COVID-19. School will look and feel different when we return and probably for sometime to come (though hopefully not too long). There will be new rules and routines to get used to but these will be shared and explained in the guidance below and in our continued communication.

Please be reassured that the children who returned to school last term, adapted quickly and well to the new routines in place and this was in a large part down to our parents who were so supportive of school and the enforced changes we had to make. Thank you so much for this.

The procedures described are based on the latest Government Guidance (which was published at 11.00pm on Friday 28th August) <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> and the LEA Risk Assessment. We have also taken into account all that we learnt last term during our partial re-opening.

As we are opening to all our pupils for the first time, situations may arise that we haven't foreseen. Therefore, we will continue to re-evaluate and modify our procedures and risk assessment as required.

Rest assured that we will do all that we can to minimise risks for our pupils, their families and our staff. We have also given careful consideration as to how we can minimise disruption to our parents' working day whilst still following the Government guidance.

Please take the time to read the following information carefully and feel free to get in touch head@kirkhamwesham.lancs.sch.uk if you are uncertain about anything.

Thank you in anticipation of your continued support.

Rhiannon Jones

Government guidance requires schools to make sure that staff and parents understand that they need to be ready and willing to:

- Book a test if they or their child are displaying symptoms.
<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
Staff and pupils must not come into school if they have symptoms and must be sent home to self-isolate if they develop symptoms in school.
- Provide details of anyone they or their child have been in close contact with if they were to test positive for COVID-19 or if asked by the NHS Test and Trace.
- Self - isolate. if they have been in close contact with someone who tests positive for COVID-19, or if anyone in their household develops symptoms of COVID-19.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Government guidance states that schools must take the following set of actions.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) where recommended , use of face coverings in school
- 3) clean hands thoroughly more often than usual
- 4) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 5) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 6) minimise contact between individuals and maintain social distancing wherever possible
- 7) where necessary, wear appropriate personal protective equipment (PPE)

Minimise contact with individuals who are unwell

As a school we will ensure that we address all the actions detailed above. However, **Action 1** also relies on you as parents to ensure that you **do not send your child to school if they are unwell or if they or any member of their family have symptoms of COVID- 19 which include:**

- A new and persistent cough
- A high temperature
- A loss of, or change in, their normal sense of taste or smell

If you are unsure whether your child is poorly you should err on the side of caution and not send them in.

If you think it could be COVID-19 then you should take your child to be tested and if it is positive school should be informed as soon as possible.

Bubbles

In line with Government guidelines children will be in their year group bubbles throughout the day for all teaching and playtimes.

Classrooms have been re-organised to ensure the maximum space for all children to be seated safely.

Playtimes and lunchtimes will be staggered to minimise opportunities for contact between pupils outside of their bubble.

We will also endeavour to keep the bubbles separate during after-school club. However, this cannot be guaranteed and the Government guidance recognises that bubbles may not be able to remain in place during wrap around care.

Staggered start

To keep bubbles separate and minimise congestion in the morning we are required to organise staggered start and collection times. These times were emailed on Thursday but are included again below. Please could you ensure that you enter and exit through the designated gate for your child's year group.

Class	Drop off Time	Entry Gate /Playground	Entry Door	Collection time
Reception	From 8.45am	Infant gate into the infant playground	Green area into Reception classroom	3.15pm
Year 1	8.45am	Double gate into the activity playground	Hall door (B&A Club exit)	3.15pm
Year 2	9.00am	Infant Gate into the Infant playground	Infant doors	3.30pm
Year 3	8.45am	Junior gate into the Junior Playground	Junior doors	3.15pm
Year 4	9.00am	Junior gate into the Junior playground	Junior doors	3.30pm
Year 5	8.45am	Double gates into the front of school	Y4 fire exit	3.15pm
Year 6	9.00am	Double gate into the activity playground	Hall door (B&A Club exit)	3.30pm

Please do not enter the playground earlier than the designated drop off time.

Children and staff are encouraged not to use public transport for travelling to school. Anybody who does use public transport should refer to <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>.

To avoid congestion in the playground we ask that parents of Years 5 and 6 pupils remain outside the school gates.

Pupils/parents in the playground should remain socially distanced at all times. In most playgrounds there are footprints on the floor to help guide the pupils.

Please note **only one adult** may accompany a child into the playground.

The classteacher will be there to meet your child and the children will be asked one at a time to sanitise their hands and come into school.

If children travel to school wearing a re-usable mask, they should bring a small sealable plastic bag to keep their mask in which should be stowed in their tray until home time.

Pupils wearing a disposable mask will be given a plastic bag to dispose of them and this bag should be placed in a lidded bin as they enter the classroom.

Pupils will be reminded not to touch the front of their mask when removing it on arrival at school and will sanitise their hands before and after removing their mask

We are asked to remind parents not to congregate or stand and chat at the school gates once you have dropped your child off.

At home time R- Y4 parents may come into the playground to wait for their child, again please don't arrive before your designated time.

Please ensure that you maintain social distance from other parents and staff at all times.

Unfortunately, we are unable to operate our usual system of passing on messages at the entrance doors as staff have to remain socially distant from parents. However, you can ring or email the office bursar@kirkhamwesham.lancs.sch.uk if you need to pass on a message or email your child's classteacher if you have a query or concern.

As stated in Government guidance, parents are requested not to enter the school unless absolutely necessary and this should be by appointment only.

School Uniform and What Your Child Should Bring to School

The children should wear full school uniform and on cold days they should bring a coat. If the weather is hot and sunny, please put **sun cream on your child, prior to them coming to school** and send a hat into school to protect them when they are outside.

Your child will need to bring a **filled, named water bottle** each day. We will provide new lids to any children with a school water bottle. They may also bring a packed lunch if not on school dinners and a healthy snack. The infants will receive the free Government fruit daily and milk (free to Reception pupils and those in receipt of free school meals in Year 1 to Year 2) and for a £10 cost payable via ParentPay for the other pupils in Years 1 and 2.

Please could you also send in your child's PE kit. As PE sessions, where possible, need to take place outside you may wish to put a pair of old leggings or tracksuit bottoms into the PE kit too. This PE kit will remain in school until half-term.

As was the case last term during our partial re-opening, children should not bring anything else into school this includes bags, stationery or mobile phones.

Promoting Hand Hygiene and Respiratory Hygiene

Your child will wash their hands on a regular basis including on entry to school, after break times and before eating. Each classroom has access to a sink as we have purchased additional potable sinks.

On the first day back we will revise how to wash hands thoroughly and will continue to give regular reminders. You may wish to share this video with your child. <https://www.youtube.com/watch?v=S9VjeIWLnEg>

There is also hand sanitiser available in every classroom. The only time the children will be required to use the hand sanitiser is before entry to the building in the morning. However, they can use it as an additional precaution during the day.

Children will be taught health and safety measures especially the 'catch it, bin it, kill it' message for sneezes. Tissues will be readily available in every classroom and there is a lidded bin for tissues. All children will wash their hands after sneezing.

Bins will be emptied at least twice a day.

Children will be reminded to avoid touching their faces

Resources

All children will be provided with their own pack of essential stationery including pencils, glue sticks, sharpeners, rubbers, colouring pencils etc to minimise the sharing of resources.

Any resources that do need to be shared will be wiped down with disinfectant or placed in Milton overnight.

Where possible we will avoid sharing resources across a bubble. If they have to be shared they will be wiped down thoroughly or 72 hours will be left between use.

All classrooms have cleaning equipment for staff to clean frequently touched surfaces and resources as required during the day.

Lunch

School dinners will be available. These will be in a packed lunch form but there will be a choice of a hot packed lunch eg fishfinger wrap, tuna melt panini or cold sandwiches in addition to the salad and pudding. If your child is having school dinners please can you ensure that you have chosen their options even if you don't pay for them.

The children will sit in the hall for lunch in their year group bubble. Only one side of the tables will be used, in line with Government Guidance and the tables disinfected between sittings.

Curriculum

We recognise that many of our children will have been out of school for 5 months and whilst some may well be looking forward to coming back, others may be more nervous. Therefore, during the first few weeks back we will be focussing on settling back into the routine of school life and supporting your child's emotional well being. During our annual Health Week we will be exploring how we can keep our minds healthy as well as our bodies.

As I mentioned last term, we recognise that home learning was impacted by a range of factors and therefore some children will have had the opportunity to complete more than others. Please do not worry about this. Over the coming weeks, the classteachers will complete informal assessments to identify any gaps in learning which may need addressing and they will use the results of this to plan appropriate intervention as required.

Before and After School Club

Before and After School Club will be running from Monday 7th September, as we recognise that we have parents who need this facility to enable them to return to work. We will endeavour to keep the children within their bubbles however, this will be dependent on the number booked in. Therefore, we ask that you only book your child in if you need to use B&A Club for childcare. Bookings should be made as usual via Parent Pay.

Please drop off and collect your child from the usual door at the far side of the hall. However, we do need to ask you to remain outside and socially distant from other parents.

In the morning, please queue with your child on the red footprints. A member of staff will then ask a child at a time to sanitise their hands and come into hall.

Dealing with illness

Please remember the Government's main strategy for preventing the transmission of COVID-19 in schools is by ensuring pupils and staff with symptoms do not attend school.

- If you or your child or anyone in your family is unwell, do not bring them into school, inform the school as soon as possible and arrange a Covid-19 test immediately.
- If you discover you have come into contact with someone who has been diagnosed with Covid-19, you and your family need to self isolate and arrange for a COVID-19 test.
- If your child becomes ill during the day, they will be isolated in a separate Isolation Bubble supervised by a staff member whilst you are contacted. You must come and collect them immediately. Please ensure that we have an up to date contact number for you.
- If there are apparent COVID-19 symptoms you will be required to self-isolate, child for 10 days and family for 14 days. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
You will also be advised to take your child for a test. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- The Government guidance states that parents have a duty to inform school as soon as possible of the results of the test. If the pupil's test result is negative and they no longer feel unwell they can return to school and the rest of the family no longer needs to self – isolate.
- If the pupil's test is positive, they should remain at home for 10 days and the remainder of the household self – isolate for 14 days.

Thank you for taking the time to read this and share the children's advice with your child. Even though we cannot guarantee complete protection from Covid-19, please be assured we have done everything in our power to minimise risk to staff, children and parents when returning to school.

It is essential that that you agree to follow the above guidelines especially in relation to illness. If you suspect that your child or any family member has possible COVID symptoms you must not bring them into school. You are able to access a test for them <https://www.nhs.uk/ask-for-a-coronavirus-test> and we advise that you do this.

Please feel free to contact me via head@kirkhamwesham.lancs.sch.uk if you require clarification on any of the above points.

We look forward to seeing your child on Wednesday 2nd September.