

## Guidance for Parents and Pupils – Full Reopening

The purpose of this document is to summarise the routines and protocols we have developed to support the full reopening of Mayfield School from September 2020. This guidance is based on the latest Government advice which is subject to change at short notice.

**The first day back for all pupils in Years 1 to 11 is Tuesday 8<sup>th</sup> September.**

Children in Year R start on Tuesday 8<sup>th</sup> September **except:**

- girls born on or after 1<sup>st</sup> January;
- boys born on or after the 1<sup>st</sup> April;

who start on Wednesday 9<sup>th</sup> September.

If you are unclear when your reception aged child is due to start, then please contact Mrs. Jo Buck, Head of Infants, on:

[buckj@mayfield.portsmouth.sch.uk](mailto:buckj@mayfield.portsmouth.sch.uk)

### Entrances, exits and dedicated spaces

The designated entrances, exits, social time, toilet and wet play areas are shown below:

Bubble	Entrance/Exit/Waiting	Break/Lunch	Toilet	Wet Break
Year R	Mayfield Road - Bike Gate	Decking /classrooms	Classrooms	Classrooms
Year 1 and 2	Mayfield Road West Green Gate	KS1 playground/Year 7 canteen/canteen	Classrooms	Classrooms
Year 3 and 4	Mayfield Road East Green Gate	KS2 playground /canteen	Classrooms/ Junior	Classrooms
Year 5 and 6	Mayfield Road Junior Gate	Library quad /canteen /classrooms	Junior	Classrooms
Year 7	Hewett Road – West West Field and patio area	Patio and West Field and Year 7 canteen	Infant	Year 7 canteen
Year 8	Hewett Road – East North Playground	North Playground Main Canteen	Sunbeams	Main canteen
Year 9	Hewett Road – East North Playground	North Playground Main Canteen	Sunbeams	Main canteen and corridor
Year 10	Hewett Road – East West Quad	West Quad and Tranquilo	Unisex	Drama and main canteen corridor
Year 11	Hewett Road – West West Field and patio area	West Quad and Tranquilo	Unisex	Year 7 canteen and drama corridor

The arrival and dismissal times are as follows:

Bubble	Arrival from	Gates close*	End of School/Extra-Curricular
Year R	8:30am	8:45am	3:30pm or 4:30pm
Year 1 and 2	8:30am	8:45am	3:30pm or 4:30pm
Year 3 and 4	8:30am	8:45am	3:30pm or 4:30pm
Year 5 and 6	8:30am	8:45am	3:30pm or 4:30pm
Year 7	7:45am	8:10am	3:00pm or 4:15pm
Year 8	7:45am	8:10am	3:00pm or 4:15pm
Year 9	8:10am	8:40am	3:00pm or 4:15pm
Year 10	8:10am	8:40am	3:00pm or 4:15pm
Year 11	8:10am	8:40am	3:00pm or 4:15pm

\*This is the **VERY latest time** that pupils should arrive to the school gate. Note that pupils cannot enter the school site before their allocated arrival time unless they are Primary Section children booked into the breakfast club.

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For Primary Section children we will operate a drop off system along Mayfield Road similar to 'bubble school'. We do not encourage parents or carers to come onto the school site unless by prior appointment.

We will make every effort to get children onto the site as quickly as possible and staff will be available to help direct the flow of pupils. Drop offs and pick up may be a little slower than usual – so please leave extra time, particularly on the first few days.

### **Uniform and equipment**

All pupils should arrive in their full school uniform including a blazer and tie.

Primary Section children (Years R to 6) will be provided, free of charge, with a stationary pack so that they do not have to share equipment.

Pupils in our Senior Section (Years 7 to 11) must have the following essential equipment, in a pencil case or 'zip lock' bag, which will be checked every morning on arrival as they walk through their designated gate:

- Black pen and pencil plus spares;
- Purple pen for feedback;
- Glue stick;
- 30cm Ruler and an eraser;
- CASIO Fx Series calculator.

To make life easier, we have put together stationary packs containing the above which can be ordered using the school's Scopay system. Packs cost £9.30 - unfortunately, we cannot handle cash. If you are having any difficulties accessing the Scopay system, please email Mr. Danny Backhouse, Finance Officer, on:

[BackhouseD@mayfield.portsmouth.sch.uk](mailto:BackhouseD@mayfield.portsmouth.sch.uk)

We strongly advise that all items of uniform and equipment, particularly calculators, are clearly labelled with your child's name.

### **Face coverings and respiratory hygiene**

Following the recent guidance from the World Health Organisation and the UK Government. We believe that it is a sensible, additional, precaution to require all Senior Section pupils to wear a face covering when:

- arriving to, or leaving, the school site;
- walking in corridors during changeovers between lessons/break and lunch.

Pupils may choose to wear a face covering at other times such as in lessons or during their social times – but this is not compulsory since pupils will be in their 'year bubbles'.

This requirement does not apply to Primary Section children.

Face coverings can be of any style including 'snoods'. Importantly they should cover both the nose and mouth.

Ideally, face coverings should be a single plain colour or subtly patterned. Where this is not possible, then we ask that they do not contain images that members of our school community, particularly the youngest, may find shocking such as:

- Skulls/teeth or horror;
- 'Scream' or Halloween styles;
- 'Joker' or 'clown' style smiles.

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We recognise that some pupils will not be able to wear a face covering for health or welfare reasons. In these cases, please alert Mrs. Erika Anders, SENCO, on

[AndersE@mayfield.portsmouth.sch.uk](mailto:AndersE@mayfield.portsmouth.sch.uk)

We continue to recommend that pupils bring a pack of tissues to school and observe the “catch it, bin it, kill it” approach.

### **Year 7 and 8 Resilience**

Every pupil in Year 7 and 8 will be required to bring an age appropriate reading book which will be checked every morning alongside their essential equipment.

### **Food and free school meals**

In Year R, 1 and 2 children must take the school’s hot meal, and this will be served in their classrooms.

For other year groups, pupils can bring in a packed lunch. For children in Years 3 to 6, this will be eaten in their classroom and we ask that, where possible, items in lunch boxes are in easy open packets and they must comply with the packed lunch policy which can be found here:

<https://mayfield.portsmouth.sch.uk/Primary/lunch-arrangements>

All hot meals for Years 3 to 11 will be served in the school canteens which will operate a restricted menu with enhanced hygiene routines in place.

We will provide all Primary Section children with a water bottle free of charge on the first day. We ask that the bottle is sanitised daily and returned with drinking water only – no juice, ‘fizzy’ or similar.

**For pupils in the Senior Section, we ask that they bring in their own water bottles.** These can be replenished during break and lunch times ONLY. To minimise risk to all members of the community we will no longer be providing disposable cups.

‘Fizzy’ drinks are not allowed for any pupil, unless this is part of an agreed approach to controlling blood sugar levels.

### **Supporting families – financially and emotionally**

If your family is facing financial or emotional strain and you would like support. Please email Mrs. Erika Anders on the address above for confidential and discrete help.

Equally, Mrs. Anders is our ‘Special Educational Needs Coordinator’ or SENCO and our ‘Designated Safeguarding Lead’ or DSL and can help with any questions about:

- in class support;
- screening tests for dyslexia, dyscalculia etc;
- alternative provisions;
- health and welfare concerns;
- safeguarding issues.

### **Primary Timetable and corridor movement**

Children in our Primary Section will spend the majority of their time in their classroom working alongside their classmates. The rooms will have less furniture and desks will be in rows facing forwards. When moving about the site they will generally walk with their classmates and always within their ‘bubble’. Assemblies we still take place, but these will be recorded and shared digitally in the classroom.

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Play times will usually be outside and again, always within the ‘bubble’. If your child needs comforting, then staff will offer all the usual reassurance that you would expect. On top of the additional, invitation only, ‘catch up’ sessions which have been planned to run between 3:30pm and 4:30pm we have also invested in four additional teachers to support both the Infant and Junior Sections of the school. We have also extended the school day so that parents can now drop off Primary Section children between 8:30am and 9:45am.

### Senior Section Timetable and corridor movement

In order to offer all pupils a ‘full and balanced’ curriculum, we intend for Senior Section pupils to follow their normal timetable with a staggered break and lunch as follows:

Bubble	7	8	9	10	11
8:10 to 8:45	Resilience	Resilience			
8:45 to 9:45	Period 1	Period 1	Period 1	Period 1	Period 1
9:45 to 10:45	Period 2	Period 2	Period 2	Period 2	Period 2
10:45 to 11:10	Break	Break	Tutor	Break	Tutor
11:10 to 11:35	Tutor	Tutor	Break	Tutor	Break
11:35 to 12:35	Period 3	Period 3	Period 3	Period 3	Period 3
12:35 to 13:00	Lunch	Lunch	Period 4	Lunch	Period 4
13:00 to 13:35	Period 4	Period 4		Lunch	
13:35 to 14:00					
14:00 to 15:00	Period 5	Period 5	Period 5	Period 5	Period 5

When Senior Section pupils are moving between lessons, break or lunch and are in the corridors they must:

- Observe all usual behaviour standards and walk directly to their lesson or social area;
- Always walk on the left;
- Wear a compliant face covering;
- Avoid contact with others;
- Maintain, where possible, a social distance;
- Not eat food, drink, or share items;

To minimise the time pupils are in corridors, staff have been asked not to line them up outside the classroom. Pupils should instead enter the room when their teacher is there to welcome them, place their essential equipment on the desk in front of them and stand behind their chair.

Temporarily, we have reorganised our pastoral system so that there are two house tutor groups per year e.g. Year 7 will have eight tutor groups, two from each of Discovery, Intrepid, Victory and Endeavour Houses. For parents and carers of pupils in our Senior Section, the tutor will be the main point of contact and for the Primary Section, the class teacher.

As with the Primary Section, desks will be reorganised, and space freed up by removing some furniture.

A full list of tutors and class teachers will be published on our website by Friday 11<sup>th</sup> September.

### Hand hygiene and sanitisers

A key aspect of our approach to keeping children safe is through hand hygiene. Every pupil should expect to wash their hands with soap and water when they arrive to school each day. In addition to this, pupils will be encouraged to use hand sanitiser when they:

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- arrive to lessons;
- access the canteens;
- leave their designated toilets.

If pupils in our Senior Section wish to bring in their own hand sanitiser, this is acceptable, as long as the alcohol content is greater than 60%. The school has installed a number of hand sanitation points for pupils to use throughout the day and these are topped up regularly.

### **Enhanced cleaning**

Please be aware that we have employed a number of extra full time cleaners who will be undertaking systematic cleaning of the school site throughout the day. They will focus on ‘high touch’ surfaces such as door handles, computer keyboards and mice, toilets and canteen spaces. Classrooms will also be subject to continuous cleaning to minimise the risk of cross contamination between ‘bubbles’.

### **Out of class passes and medication**

To further support the reduction in corridor movements, **we intend to reset all previously issued out of class passes for pupils in our Senior Section**. If your child needs a pass to be regularly out of lessons, then please email Mrs. Erika Anders on the address above to discuss the issue and for a pass to be produced.

If your child needs to take any medication during the school day OR you wish to give us permission for them to use a school inhaler due to Asthma. Then please complete the form below:

<https://forms.office.com/Pages/ResponsePage.aspx?id=17eMxmGmGkarCHowINbkEaHjIq47r0VGrz2BEQDkaAhUQ0pZVjYxT0o3OURaNzJBR0xUQ004NjFQMi4u>

If you have any questions about how we manage medication or support children with underlying health issues or immunisations, please contact Mrs. Sally Rowntree, Health and Welfare Officer, on:

[healthandwelfare@mayfield.portsmouth.sch.uk](mailto:healthandwelfare@mayfield.portsmouth.sch.uk)

### **Extra-curricular and wrap around care**

Our normal extensive extra-curricular programme will continue to run, albeit based on ‘bubbles’. These can be booked via the online booking system. Beyond this we offer the following provisions for Primary Section children only:

7:45am to 8:45am	Breakfast Club (£4.50 includes breakfast)
3:30pm to 4:30pm	Early Tea Time Club (£9.00 includes tea)
4:30pm to 6:00pm	Tea Time Club (£8.00 includes tea)

These can be booked using the Scopay system.

### **Bikes and scooters**

We strongly encourage families to consider walking, bike riding, or scooting to school. To support this, we will be reopening our storage facilities. Please remember that if your child is riding a bike to school, then to access the on-site facilities they should be **wearing a helmet and have working front and rear bike lights. This applies to ALL sections of the school.**

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### **Main Authorised Person Form**

If you are the parent or carer of a Primary Section child, then it is important we have an up to date 'Main Authorised Person' form or MAP form. This document provides key information about who can pick up your child at the end of the day. You can update this digitally by sending an email to Mrs. Helen Patis, SIMS Manager, on:

[Patis@mayfield.portsmouth.sch.uk](mailto:Patis@mayfield.portsmouth.sch.uk)

Alternatively, during the first week of each half term, paper copies are available from the staff on the school gates.

### **Year 6 walking home**

If you are the parent or carer of a child in Year 6 and you wish them to be able to leave the school site on their own at the end of the day, then you must indicate this on the MAP form. Again, to update this, please contact Mrs. Helen Patis on the email address above.

### **SIMS Parent App**

We are rolling out SIMS Parent App for all parents and carers of pupils at Mayfield School. This app will provide real time information on your child's:

- Timetable;
- Attendance to school and lessons;
- Achievement points and rewards;
- Behaviour points and sanctions – including detentions issued.

Parents and carers will also be able to update their child's personal details to ensure we always have the most up to date information. We expect that this app will become our main means to communicate with families and therefore it is important that if you have not already downloaded and activated the app, you do so now. The steps are:

1. On Thursday 3<sup>rd</sup> September we will send a registration email from [noreply@sims.co.uk](mailto:noreply@sims.co.uk) containing a unique invitation code which can be used to set up your SIMS online Services Account. Please be aware that sometimes this initial email ends up in the 'junk' or 'spam' folder, so please check there if your invite does not arrive;
2. If you don't get an invite (and have not yet activated the app) then email, Mrs. Helen Patis, SIMS Manager, on the email address above;
3. Follow the link in the email to be directed to the registration page. Please note you will need one of the following accounts to register: Microsoft, Office 365, Google, Facebook or Twitter;
4. Click the button indicating your preferred account and you will be directed to sign in;
5. Follow the on-screen registration process and log in using the SIMS parent app which can be downloaded via Play Store or iTunes.

### **Other questions?**

If you have a specific question you would like to ask, then please email:

[general@mayfield.portsmouth.sch.uk](mailto:general@mayfield.portsmouth.sch.uk)

**We are very much looking forward to welcoming back all of our pupils!**