



**COVID-19 Childcare Arrangements: Reopening to more children Guidance**

**ESPRIT MULTI ACADEMY TRUST**

**Our provision will be *continually assessed* due to:**

1. Local and national Government directives
2. Numbers of children that we need to provide childcare for
3. The health of our team

As many of you are aware we have been offering daily provision (including wrap around care) for 'critical' key worker children throughout the lockdown period. This provision will continue. Therefore, this handbook will share with you arrangements for both 'critical' key worker children and children who are accessing the school following the phased reopening. **Please beware by accepting a place parents are agreeing to abide by all expectations outlined below. This must first be confirmed via Class Dojo.**

<b>Entrance to school</b>	<p>Your child will be allocated an entrance, which will be either:</p> <ul style="list-style-type: none"><li>○ Northwood Park road <b>dropped off</b> at the <b>main black gate</b></li><li>○ Northwood Park road <b>dropped off</b> at the <b>lower black gate</b></li></ul> <ul style="list-style-type: none"><li>• The map below details of the entrances</li><li>• We ask that parents / carers drop their child off and leave <b>immediately</b> to allow for social distancing measures.</li><li>• Strictly <b>one parent / carer only</b> MUST accompany their child to and from school, no siblings unless absolutely necessary (if siblings accompany they must remain alongside the adult)</li><li>• Children will only be dismissed to their parent / carer. School will not dismiss children to parents of peers.</li><li>• Parents / carers to socially distance whilst they wait on the pavement outside school</li><li>• Staff from each bubble will guide children directly to their bubble classroom</li><li>• If children arrive late they <b>WILL NOT</b> be admitted.</li></ul>
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## NORTHWOOD ACADEMY REOPENING ARRANGEMENTS

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#### TIMETABLE & ARRANGEMENTS

<b>Groupings</b>	<ul style="list-style-type: none"> <li>Children will be split into 'bubble' groups.</li> <li>Children will stay in that bubble group for the whole day, not mixing with any other bubble.</li> <li>Each bubble group will have 2 members of staff who will stay with the children in that bubble at all times.</li> <li>Children will access outdoor provision as much as possible.</li> </ul>
<b>BASC</b>	<ul style="list-style-type: none"> <li>Before and After school provision (BASC) can be pre-booked at a cost for '<b>critical</b>' <b>key worker children ONLY</b> from the hours of 7.45am until 5pm. These will be offered on a first come first serve basis as numbers are capped at 6 children.</li> <li>Places must be requested and paid via Parent Pay one week in advance. If this can be accommodated, there will be a charge - £3 for the morning session, £6 for the afternoon session.</li> </ul>

	Location in school	Staffing	Entrance / Exit	Time of entry	Time of exit
<b>BUBBLE 1</b>	Nursery classroom	Mrs Twyford / Mrs Kennedy / Mrs O'Malley	Dropped off at the <b>main black gate</b>	9:00am	3:00pm
<b>BUBBLE 2</b>	BASC room	Mrs Ridley / Mrs Phillips	Dropped off at the <b>main black gate</b>	9:00am	12.45pm
<b>BUBBLE 3</b>	Reception Classroom (Miss Slinn's room)	Miss Slinn/ Miss Horton	Dropped off at the <b>lower black gate</b>	9:00am	3:00pm
<b>BUBBLE 4</b>	Year 2 classroom (Miss Clewlow's room)	Miss Clewlow / Mrs Lewis	Dropped off at the <b>main black gate</b>	9:00am	3:00pm
<b>BUBBLE 4B Mon/Tues</b>	Year 2 classroom (Miss Stubbs' room)	Miss Stubbs / Miss Hussain	Dropped off at the <b>main black gate</b>	9:00am	3:00pm
<b>BUBBLE 4C Wed/Thurs</b>	Grass/Hall	Year 2 staff	Dropped off at the <b>lower black gate</b>	9:30am	11:30am
<b>BUBBLE 5 (Y1)</b>	Tiggers room	Miss Critchley / Mrs Powell	Dropped off at the <b>lower black gate</b>	9:05 am	2:40pm



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<b>BASC PROVISION</b>	BASC room	Mrs Leonard / Mrs Baker	Hall	7.45am	5:00pm
<b>Touch point cleaning of communal areas.</b>	Toilets / staffroom / corridors / office	Miss Dawson / Miss Meredith	--	--	--

### WHAT YOU NEED TO KNOW

<b>Clothing</b>	<ul style="list-style-type: none"> <li>Children wear comfortable clothes and trainers</li> <li>Clothes to be clean on every day</li> <li>Children must not access school wearing earrings</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Children must bring a water bottle every day, CLEARLY LABELLED with their name.</li> <li>Children must bring a box of tissues into school to be kept in their tray for their use only.</li> <li>If needed, sun cream to be applied BEFORE attending school, then to be reapplied by child as needed during the day.</li> <li>If your child uses an inhaler, this must be brought to school every day with them.</li> <li>Children are asked <b>not</b> to bring a bag to school.</li> </ul>
<b>Lunch</b>	<ul style="list-style-type: none"> <li>All children eligible for a Universal Free School Meal or a Free School Meal will have a meal delivered to their bubble location.</li> <li>Non eligible children to purchase a meal or to bring a healthy packed lunch from home which will be stored in the child's designated box.</li> <li>Lunches and snacks to be eaten in bubble classrooms.</li> <li>Children who are eligible for a Free School Meal will receive a packed lunch for the days they are not expected in school. This packed lunch <b>MUST</b> be kept in the fridge and eaten by lunch time the following day.</li> <li>Pupils will not be permitted to share any food, snacks brought from home with other pupils, this includes treats brought in for birthdays</li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>All visits to the toilets supervised by an adult</li> <li>Regular handwashing modelled and observed by staff</li> <li>Enhanced cleaning of resources and environment, deep clean on a Friday</li> <li>PPE equipment will be used by staff when necessary</li> </ul>



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	<ul style="list-style-type: none"> <li>If a child falls ill, they will be placed in isolation (and supervised from a safe distance). As a result of a child displaying symptoms their household should self-isolate for 14 days and the child for 7 days.</li> </ul>
<b>Test and Trace</b>	<ul style="list-style-type: none"> <li>As you are aware, the Government are implementing 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 <b>very</b> short notice. This is out of our control, and we will communicate this with parents as soon as we become aware this may happen.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Parents and carers to communicate via email or phone calls. The academy office is not open</li> <li>If a child becomes ill at school, they must be collected immediately and school will agree next steps</li> <li>Parents are asked to ensure that they are signed up to Class Dojo before their child comes back to school</li> </ul>

<p><b>No Uniform</b></p> 	 <p><b>PE clothes and Trainers</b></p>	 <p><b>No bag</b></p>
 <p><b>Snacks</b></p>	 <p><b>Healthy Lunch &amp; Ice Pack <u>if needed</u></b></p>	<p><b>Sun hats</b></p> 

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 <p><b>Sun cream</b></p>	 <p><b>Sports water bottle</b></p>	 <p><b>Waterproof coat</b></p>
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**PARENT AGREEMENT:**

**I AGREE THAT FOR MY CHILD TO ATTEND NORTHWOOD ACADEMY I **MUST** FOLLOW THE GUIDANCE BELOW:**

- Sign up to class Dojo before my child comes back to school.
- Update school immediately if a member of my household becomes ill and follow the self-isolation expectations of 7 days for the infected member of my household and 14 days for all other members of the household.
- Explain clearly to my child what social distancing is and why it is important for it to take place.
- Talk to my child to explain that school may look and feel very different to what they remember and that they may be working with new teachers in new classrooms. You could share the photos below.
- Ensure my child arrives promptly and is collected promptly at the times identified above. (Late arrival will not be permitted as gates/doors will be locked)
- If my child is upset and not willing to enter school independently, I will take my child home. I understand that staff cannot comfort my child due to social distancing measures.
- Allow my child's temperature to be taken on entry using a thermometer.



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- Ensure my child wears their PE kit or casual wear which MUST be fresh on each day – we recommend putting clothes straight in the washing machine once returning home from school to minimise and control the spread of infection.
- Ensure my child has a shower or a bath as soon as they return home from school, again to minimise and control the spread of infection.
- Ensure my child wears trainers every day.
- Ensure that my child does not wear earrings.
- Ensure my child brings a clearly labelled sun hat and sun cream OR coats and wellies, so they can access outdoors in all weathers.
- Ensure up to date contact details for family members are available within school and emergency contact details should children become poorly/exhibit symptoms of contracting coronavirus.
- Ensure the school is kept up to date with any decisions regarding withdrawing my child from school.
- Treat staff with respect at all times.
- Ensure I observe the ~~one-way system~~ and social distancing markers during arrival and dismissal
- Ensure I do not gather with other parents at the school gate.
- Ensure I do not enter the school premises without a pre-arranged appointment.
- Ensure my child brings their own packed lunch (if needed) and snacks every day, in a clearly labelled lunch box and include an ICE PACK to keep the lunch cool.
- Ensure I adhere to all of the expectations outlined in this document.

***A message from Northwood Broom staff***

*Your children are precious to you and to us. The current situation we are living in has tested and will continue to test us all. As we enter this next phase of opening our school to more children, we know it will continue to be one of the most uncharted times of our personal and professional lives. Remember in the words of Winnie the Pooh "You are braver than you believe, stronger than you seem, smarter than you think and loved more than you know." Let the journey continue!*



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*Stay safe and well – your support is immensely appreciated*

*All staff at Northwood Broom xxx*

**PHOTOGRAPHS TO USE WHEN TALKING TO YOUR CHILD**



Each classroom has been cleared of any soft furnishings and tables have been set out so each child can sit at their own table with their own 'bag of tricks'. Each child will have their own tray to put their belongings in each morning when they arrive.





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This includes the Nursery where all play equipment including the home corner, loose parts area and sand and water play have been placed into storage.



All displays have been removed from the corridors along with any soft furnishes, posters, name pegs and bag storage units.

This will be very different to the school your child knows and remembers. Therefore, please share these photographs so they have an understanding of what to expect when they arrive at school.



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**Northwood Broom Academy Behaviour policy – Covid-19 Addendum**

Government guidelines recommend that pupils are taught the following behaviours in order to keep themselves and others safe whilst they are in school. At Esprit Academy we plan to teach the children the following behaviours which will then be our 'keeping safe rules'. This document will be added as an appendix to our current behaviour policy.

**The children will be taught:**

- What 2 metres looks like and how to keep this distance between others
- How to thoroughly wash their hands
- What feeling unwell means
- The reasons and importance for not bringing into school items from home or taking items home from school
- The reason and importance of why they can only use their own equipment in their packs
- The reasons and importance of why they are not able to mix with children in different bubbles when in school
- The importance of asking an adult when they wish to use the toilet
- What is meant by the catch it- kill it rule
- Why they will not be allowed back in to school if they do not apply the rules

**Northwood Broom Academy Bubble Rules:**

- I will stay 2 metres away from others including my teachers
- I will regularly wash my hands throughout the day for 20 seconds
- I will tell an adult if I feel unwell
- I will not bring items into school from home, or take items home from school
- I will only use the equipment in my pack
- I will not mix with children in a different bubble in school
- I will ask an adult when I need to use the toilet, so they can keep me safe
- I will use the catch it- kill it rules (coughing and sneezing into my elbow or tissue)
- I will follow these rules at all times so that I do not get sent home and are unable to come back to school



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**Recognition Boards:**

Each Bubble will have a recognition board in their classroom and the above behaviours will be displayed so that staff members and children who are recognised as demonstrating the above behaviours will have their name added to the board in recognition of that behaviour – The aim is for all children to have their names up there on the board. Both adults and children can nominate a person in their bubble to go on to the recognition board.

**Meet and Greet:**

We recognise that this is a difficult time for our children arriving back in to school and the changes are going to be difficult for them to adapt to, we therefore we will implement a meet and greet system for every single children daily from all staff, so that they can very quickly start to get back to feeling part of the Northwood Broom family and start the day feeling welcome and wanted.