



# Stalmine Primary School

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Head Teacher  
Miss Hannah Binns



We're working  
towards Artsmark  
Awarded by Arts  
Council England

## Parent's Information Pack

**Please note these plans may change based upon guidance  
from the Department of Education**

Please find included within this pack

- Organisation of classes
- Home / School agreement
- FAQ

This may seem slightly different to the Stalmine that you are used to, but I want to assure you that our core values remain unchanged.

Within the FAQ section – I have outlined some of the ways in which we are still able to ensure that our children are still able to benefit from their experience of school in spite of the pandemic. Our children will be allowed to be exactly that – children.

Although we will have strict social distancing measures for parents – that does not mean we want you at arms length! We have always had an open school policy, we have just changed how we are open – we will still be at the end of a phone, answering Dojo messages and there to help in any way that we can.

Again, I cannot use the term 'safe' but we have tried to mitigate risks as much as we are able.

Within this pack is a home school agreement, you will need to sign and return this by Monday 20<sup>th</sup> July (the Transition Day) or Wednesday 3<sup>rd</sup> September.



**Organisation of Classes**

<b>Class</b>	<b>Adults</b>	<b>Year Group</b>	<b>Classroom</b>
<b>Class 1</b>	Miss Clarke and Ms Pozzi	Nursery and Reception	Class 1 Classroom
<b>Class 2</b>	Ms Townsend and Ms Holland	Year 1 and Year 2	Move to Class 4 classroom
<b>Class 3</b>	Mrs Parkinson	Year 3 and Year 4	Class 3 classroom
<b>Class 4</b>	Mr McShane and Mrs Scott	Year 5 and Year 6	Move to Class 2 classroom

Your family drop off time will be \_\_\_\_\_

Your family pick up time will be \_\_\_\_\_

### Pick up and Drop off protocol

- Ensuring safety of parents and pupils.
- Ensuring social distancing of parents and pupils.
- Ensuring safety of staff
- Ensuring social distancing between staff and parents.

<u>Stalmine 'Bubbles'</u>	<u>Bubble 1</u>		<u>Bubble 2</u>		<u>Bubble 4</u>
	Class 1		Class 4		Class 2
	Nursery / Reception		Year 5 and 6		Year 1 and 2
<b>Lead adult</b>	Miss Clarke		Mr McShane		Mrs Parkinson
<b>Pupil arrival</b>	Playground		Front		Front
<b>Pupil pick up</b>	Playground		Front		Playground
<b>Parent pick up point</b>	A		C		B



### General protocols for all:

- Designated drop off and pick up times to minimise number of people on the playground.
- Parents not permitted to enter school building unless by appointment
- One-way walk around system with 2m intervals clearly marked.
- No pupil will be allowed to walk home alone unless a risk assessment has been signed and returned.
- Parents/carers, only to drop off and pick up. Only exception is members of the same household. (This will be kept under review in light of 'bubbles' and guidance.
- Only 1 adult/carer to drop off pupils
- Exception made for those parents with prams and no-one else at home to take care of the younger child.
- Siblings from other schools not permitted to be on school property
- No parent interaction with teachers – any worries or concerns to be passed on to Miss Binns who will be on the playground at Point D, she will pass them on. If you need to meet with teachers, this must be done by appointment only.
- The yellow path is a bottle neck unable to allow for social distancing of 2 meters. Therefore it will be a 'one in – one out'. Miss Binns to stand at point D to supervise this.
- Point D is the optimum place to stand to ensure that all protocols are safely adhered to and to ensure 'safe passage' through the yellow path.
- Pupils upset or anxious may enter school at the main office where Mrs Gooding will get the designated adult who will be able to support the child into school.
- No loitering on the school premises.

### Drop off and pick up specific to each class.

- **Class 1**  
Adult not permitted beyond point A.  
Adult not permitted down to side gate.

Miss Clarke will be at the side gate and will allow pupils to walk up the side path from/to their parents when they see them.



- **Class 2**

Drop off - use the front entrance of school, parents simply walk up the drive and children walk straight in, parents then walk back down the drive.

Adult not permitted beyond point C

Pick up – Ms Townsend will bring the children to the outside area in front of what was Class 4.

Children will then be dismissed to parents.

Parents are not permitted down the stairs at any time.

Any children not collected by 3:25pm will need to return to the classroom to allow space for Class 3.

- **Class 3**

Drop off - use the front entrance of school, parents simply walk up the drive and children walk straight in, parents then walk back down the drive.

Adult not permitted beyond point C

Pick up – Mrs Parkinson will bring the children to the outside area in front of what was Class 4.

Children will then be dismissed to parents.

Parents are not permitted down the stairs at any time.

Any children not collected by 3:35pm to be taken to the front office.

- **Class 4**

Drop off - use the front entrance of school, parents simply walk up the drive and children walk straight in, parents then walk back down the drive.

Adult not permitted beyond point C

Pick up – use the front entrance of school, parents simply come up the drive and wait at point C and children walk straight to them, parents then walk back down the drive.

Adult not permitted beyond point C



## Home School Agreement

### School will ensure:

- **Safeguarding protocols remain exactly the same**
- **Staff must engage fully with NHS test and trace**
- **Results of any test must be shared with school, whether positive or negative.**
- **Where a test is positive, staff must adhere to current NHS and PHE guidance**
- Understand that as part of test and trace you may be asked to
  - [book a test](#) if you are displaying symptoms. You must not come into the school if you have symptoms, and **will** be sent home to self-isolate if you develop them in school.
  - provide details of anyone you have been in close contact with if you were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
  - [self-isolate](#) if you have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- **Must remain home if ill**
- **Must have robust hand and respiratory hygiene**
- **Current social distancing guidance is expected to be maintained both in school and at home.**
- **Staff MUST wear face covering if using public transport**
- Where public transport has been used, you must not touch the front of your face covering during use or when removing them. You must wash your hands immediately on arrival (as is the case for all staff), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag which you can take home, and then wash their hands again before heading to your classroom.
- Smart casual clothes such as jeans or sports clothes are encouraged due to increased amount of cleaning required in school
- Contact with the HT and office will be maintained through Microsoft Teams. This will prevent the need for sending any pupils to the office.
- No resources, marking or work to be taken home under any circumstances. Marking must be done in school.
- No resources to be brought to school, unless thoroughly cleaned on arrival.
- Fresh clothes to be worn each day
- Follow hand hygiene guidance
- Respect others safety and ensure to keep 2m distance from other adults in school at all times, including within the same classroom.
- Teachers must minimise the amount of time spent 1:1 time at desks, avoiding face to face contact, social distancing is expected to be maintained at all times (this is direct from DfE guidance)
- In Early Years and for Year 1 support groups– no more than 2 pupils and 1 teacher at a group desk at any one time, avoiding face to face contact.
- Adhere to the cleaning guidance





- Support pupils in adhering to social distancing and rigorous hand hygiene.
- Staff must stick to the guidance and not mix class groups under any circumstances.
- Staff must stick to the clear timetables and not deviate from them under any circumstances.
- Staff must ensure when outside they follow the timetable for outdoor use.

### Pupils will:

- **Have robust hand and respiratory hygiene**
- **Pupils MUST wear face masks if using public transport**
- Social distancing guidance is expected to be maintained both in school and at home.
- Uniform to be worn
- Uniform must be clean and freshly washed each day
- All pupils to be picked up from school by an adult unless a risk assessment has been completed, signed and returned for Y6 pupils.
- All children will need to bring their own, already filled, water bottle to school.
- Y6 may bring a phone ONLY if they walk home.
- No personal items to be brought to school
- Only bring small bags to school which may only contain a school reading book, packed lunch and their water bottle
- No stationary to be brought from home
- Only reading books, lunch boxes and water bottles permitted to be brought to school
- Pupils must adhere to the social distancing guidelines set out by teachers
- Pupils must adhere to the rigorous hand hygiene protocols
- Long hair must be tied back.
- Older pupils will be informed whether they need PE kit. On those days pupils will come to school in their kit to avoid the need for changing.
- Follow our rules of Ready, Respectful and Safe

### Parents will

- **Parents and pupils must engage fully with NHS test and trace, failure to do so will result in your child needing to remain home for 7 to 14 days.**
- **Results of any test must be shared with school, whether positive or negative**
- **Where test is positive, parents must adhere to current NHS and PHE guidance**
- **Parents MUST wear masks if using public transport**
- Where public transport has been used, parents must remove their child's face covering before coming onto school property, disposing of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag which you can take home. Where public transport has been used, you and your child must not touch the front of your face



covering during use or when removing them. Children must wash their hands immediately on arrival (as is the case for all pupils).

- Understand that as part of test and trace you may be asked to
  - [book a test](#) if you or your child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
  - provide details of anyone you have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
  - [self-isolate](#) if you or your child have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- **Children must remain home if ill**
- **Current social distancing guidance is expected to be maintained both in school and at home, failure to do so may result in your child being asked to stay home for 7 to 14 days.**
- Adhere to the school timetable for pick up and drop offs
- Parents/carers, only to drop off and pick up. Only exception is members of the same household. (This will be kept under review in light of 'bubbles' and guidance.
- Notify school if anyone in your household currently has symptoms of COVID-19.
- Collect your child from school immediately, should your child display any symptoms of COVID-19 whilst in school.

Signed: *Miss Binns*

(on behalf of all Stalmine School staff)

Signed \_\_\_\_\_ (parent/ carer)

Signed \_\_\_\_\_ (pupil if Class 3 or 4)

Name of pupil \_\_\_\_\_ (if class 1 or 2)





## **Frequently Asked Questions**

Please note these plans may change based upon guidance from the Department of Education

### **Does my child have to return to school?**

*Yes, attendance regulations have been reinstated by the DfE. Failure to ensure your child attends school may result in fixed penalty notices*

### **With social distancing measures, will my child still be able to play?**

*Absolutely! Whilst we had key worker pupils in school, we have taught the children to 'play in their own spaces'. This doesn't mean that they can't still talk to one another, or interact with one another. This hasn't been perfect, children will be children and at times they do gravitate towards each other. This is one reason we are unable to guarantee complete social distancing at all times. A gentle reminder is given to remind them where needed.*

### **What does social distancing mean at Stalmine school?**

- *Social distancing will not look the same across school, depending upon the age and needs of the children.*
- *Children will socially distance from adults in school*
- *Adults will socially distance from one another*
- *The classes will 'socially distance' themselves from the other classes in school*
- *We will do what we can to limit close contact interactions without having a detrimental effect on wellbeing*
- *Limiting the number of pupils on equipment at any one time*
- *Limiting the number of pupils playing with toys at any one time.*
- *Each child will have their own stationary 'pack' with own pen; pencil; rubber; pencil crayons; pencil sharpener*
- *Each child will have their own box in which to put their belongings.*
- *Small 1:2 teaching group time with the teacher*
- *In Class 1, children may have their 'spot' to sit on during carpet time distanced apart from one another (NOT like those horrendous crosses we've seen on social media!)*
- *Increased time outside*

### **Will Nursery and Reception be sat at individual desks with no play?**

*Absolutely not! Play is still an incredibly important part of learning within Early Years, and that is not stopping due to the pandemic. Pupils will have less 'toys' to play with and*



*anything soft is being removed from the room. But they will still have all the equipment in the outdoor area, the construction equipment and the small world toys. Anything that can be thoroughly cleaned and disinfected at the end of each day, is remaining.*

**If all the children are playing with all of the toys, how are you minimising the risk of transmissions?**

*Toys and equipment are being washed at the end of each day, using detergents and anti-viral spray. Hand washing will take place before and after children are outside. Hand washing will take place before and after any eating.*

**Will my children be able to mix with other children?**

*Children may only mix with those in their own bubble.*

*Children may not play with any children from other groups*

*Children in KS2 must ensure social distancing adhered to*

*Children in Class 1 and Class 2 must ensure they 'play in their own spaces' as much as is possible*

*All playground games must be non contact*

*Group games such as football are not permitted*

**I have children in different year groups, should they be together in one class?**

*No. It is far more beneficial for your child to be with their friends in their own class, accessing the appropriate curriculum.*

**Will my child see other staff members in school?**

*Yes, Mrs Scott will continue to cover PPA, SENCo and Management time.*

*They will have the same teacher each day they are in school.*

**What will it be like in a classroom?**

- *Each child will have their own equipment to avoid mixing. This pack will be kept in their own labelled box in the classroom.*
- *In Class 2, 3 and 4 tables will face forward. Year 4-6 are already used to this as it was how we set up our classrooms already.*
- *Children can bring in their own water bottles and lunches into school*
- *Children may bring a small bag with their reading book in, but it must be small enough to fit in their boxes.*
- *Children in KS1 are expected to keep a good social distance in school*
- *Children in KS2 are expected to keep a 2m social distance as they move around school*



- Children in KS2 are expected to keep a 2m social distance from staff
- Children in KS2 are expected to continue to play non-contact games at breaks and playtimes. However, we have bought a range of playtime equipment to help with this and to ensure that they remain active throughout.
- Children in Class 1 and 2 are expected to stay in 'their own zones' in their classroom and around school as much as is practical and possible
- Children will put their coats in their own boxes to avoid contact in classrooms.
- Classrooms will have doors and windows open to ensure the best ventilation

### **What personal hygiene will be followed?**

- Children will use hand sanitiser on their arrival at school before they enter the classroom.
- Children will wash their hands after each activity
- Children will use hand sanitiser before they come home
- Children will wash their hands before and after eating
- Children will use tissues to 'catch it' 'kill it' 'bin it'
- Children will 'close, flush, wash and dry' after using the toilet
- Children will do vampire cough and sneezing

### **My child has a reaction to hand sanitiser, can they bring in their own?**

No. If you let us know in advance, we have soap for sensitive skin that your child can use. If your child has prescribed soap or cream due to eczema or a dermatological condition, please let us know.

### **What do I do if my child needs medication?**

To maintain social distancing, if your child needs medication you would need to come to school to administer the medication yourself.

### **My child is vulnerable or clinically vulnerable and I am concerned about them returning to school. Do I need to be worried?**

Government guidance states that all children are able to return to school, but if you have any queries we would always recommend speaking to a medical professional, such as your GP or consultant. A risk assessment may need to be completed for your child. For those with asthma, you MUST ensure that your child has an in date inhaler with them at all times. We can arrange a meeting with the school nurse to update or discuss an Asthma Plan, should you so wish.

### **My child was shielding or a member of my family is shielding. Do I have to send them to school?**

Shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means,



that the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. See the [guidance on shielding and protecting people defined on medical grounds as extremely vulnerable](#) for the current advice. If you have any queries we would always recommend speaking to a medical professional, such as your GP or consultant. Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment). A risk assessment may need to be completed for your child. If your child has been told by a health professional not to return to school, we will ask for evidence of this. Home learning will continue to be provided.

Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalised.

### **What happens if my child needs first aid?**

*First aid will be provided by staff wearing gloves and a face mask*

### **Will the behaviour policy be in force?**

*Yes, including our rules of Ready, Respectful and Safe. Safe also includes the ability to adhere to hygiene and social distancing, failure to adhere to these rules may result in consequences such as missed breaks or a phone call home. Any breaking of social distancing will be seen as a danger to others. It may be where pupils are wilfully and purposely not adhering to hygiene or social distancing rules, they may be asked to stay home for the safety of others in school.*

### **Will pupils still be given fruit as a snack?**

*No. If pupils want a mid day snack, they will have to bring it to school with them. Please remember we are a sugar free school.*

### **Will infant school meals still be available?**

*Yes. Our kitchen will still be open. Universal free school meals will still be available. However, as our kitchen staff have their own LCC social distancing guidelines to follow, they will only be preparing school packed lunches which we can take to each child's classroom on a trolley. These may include a hot sandwich as one of the options on some days.*

### **Will my KS2 pupil be able to buy a school meal?**

*Yes. School will be providing packed lunches for those who want to purchase them. They will come with either a hot or cold sandwich.*





**My child is currently receiving FSM vouchers or a food pack each week – will this be continuing?**

*No. As children are now in school and school dinners are being provided, school vouchers and school packs will no longer continue for your child.*

**How do I hand in school dinner money?**

*There is a red safety deposit box in the school entrance. Any monies need to be put into an envelope, noting on the front, the amount of money, what the money is for and which child it is for.*

**Does my child have to wear school uniform?**

*Yes. But this must be **FRESHLY LAUNDERED** as often as is possible. Children who arrive in school in soiled or dirty uniform, may be isolated and asked to be collected in order that they change their clothes. On the days children have PE or are in Forest School – they are to come to school in their PE kit/own clothes. We will notify you of those days via Dojo.*

**I am apprehensive about a return and how emotional my child may be on the first day back. What advice do you have?**

*Talk through the return to school and look out for the picture booklet that will be made available to them prior to their return on School Story. Explain that whilst some things will be very different, a lot will be exactly the same and that it is OK to be worried.*

*Attending the Transition Session on Monday 20<sup>th</sup> July will be incredibly helpful, just to get over that first step onto the school premises. That's the biggest thing. On a daily walk, if possible – walk past school (if no-one is around, walk up the drive). I am aware that some children have not left the house for anything other than daily walks. It will be a big change to come back to a school, which will seem very 'busy'. Our teachers know this and are preparing activities to help the children cope and manage that change. We also know that there will be some who will express their emotions in a very different way – who will be extremely excited to be back and to be with their friends and may have to be compassionately and kindly reminded to still keep their distance where they can. We have discussed this as a staff and are prepared for a whole range of emotions – many of them from just ourselves!! We are VERY excited to be getting our full school community back!!*

*Our first few days are not going to be to curriculum heavy, instead there will be a lot of work about acclimatising to being back in school; learning the new social distance rules as well as re-learning and reinforcing the school hygiene routines.*

*The teachers will be at the door to greet the children – the children will have a familiar face from the moment they enter school.*



**Will there be school trips?**

*No. Due to limitations with public transport there will be no school trips at this time. This will remain under review.*

**Will there still be music lessons?**

*Mr Squires-Evans will still be delivering brass lessons. These will be in the hall, our largest room which will be fully ventilated. Lessons will be conducted side by side with 2m social distancing. Hand sanitiser will be available throughout. LCC have been offering virtual lessons, and as far as school is aware, will continue to do so.*

**Will there be swimming lessons this year?**

*School is not in a position to offer swimming lessons at this time. This will be under constant review. Swimming remains an important part of the Stalmine curriculum.*

**Will there be before school and after school clubs?**

*At this moment in time, we don't have any after school clubs planned. We don't have a traditional after school club, with staff members or dedicated child care workers providing the care. Our after school clubs are exactly that – clubs. This means that we have coaches in school who deliver different activities. We are currently working with local providers to see if they are able to provide something that minimises risk, meets the DfE requirements and keeps the number of adults in school at a minimum. Any provision will not be in place until late September at the earliest.*

**Can anyone pick my child up?**

*No. Your child must be picked up by a household member ie a parent or adult sibling. However, guidance may yet change with regards to wider family members becoming part of a 'bubble' by September, if it does – then we will adjust accordingly.*

**Will the school have extra cleaning?**

*All classes will have a deep clean at the end of each day and will have enhanced cleaning prior to the start of the day. Throughout the day, tables will be wiped clean before and after breaks, dinner and crafting or science activities. Additional cleaning will be undertaken in the toilets and communal areas such as the staff room and school office.*

*Class 4 pupils may be asked to help by wiping down their tables with an antibacterial wipe at the end of each day.*

**Will we be notified if there is a suspected case in school?**

*Yes. We have always maintained transparency with you – this will not change.*

**Will school be shut where there is a suspected case?**



*The guidance has changed considerably as the government's understanding of the virus has grown. Currently schools are advised that we are able to remain open where the case is only suspected. School will always seek the advice of Public Health, the Local Authority and the DfE in this matter. We will close if advised to do so.*

**Will we be notified if there is a confirmed case in school?**

*Yes. We have always maintained transparency with you – this will not change.*

**Will school be closed if there is a confirmed case in school?**

*We will seek advice from Public Health England and the Local Authority – they will advise us on what measures and steps to take in this worst case scenario.*

**I am unsure about the NHS test and trace – do I have to get my child tested?**

*In order for us to be able to ensure the safety of our school community, we all have our part to play. By getting tested, we will be able to act quickly and swiftly to either contain the virus in the case of a positive result or to move forward in the case of a negative one. If you do not take the test, then your child will need to remain off school for 14 days after their symptoms disappear. Home learning will be provided for your child if they are able to work.*

**What will happen if there is a localised lockdown?**

*Plans have already been put in place to resume home learning if school is required to close. We would continue to provide this through school Dojo and home learning packs would be given to those without access to online learning.*

**I am a key worker, if there is a localised lockdown will my child still be able to come to school?**

*In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission, they will recommend whether it will be a full or partial closure of schools.*

I have no doubt you may have other questions. If you do, please contact school or Dojo.

