

Kents Hill Park Primary – March 2021 Parent and Pupil Handbook - Foundation

This handbook contains information to support children returning to school in March. Please read this information carefully and share it with your child.

The Department for Education Guidance for the March opening of schools can be found here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-1-public-health-advice-to-minimise-coronavirus-covid-19-risks>

The details below explain how Kents Hill Park School (Primary) intend to respond to the guidance within the context of our community and cohorts of pupils. The following details are based on information known as of March 2021 and may be subject to change.

Start and Finish times

Each year group has a set queuing / entrance / exit point and entry / exit time. It is vital that these are adhered to so that parents / carers and children from separate class bubbles do not mix. Please do not join the queue unless it is your year group's timing.

Parents are to remain with their child until they reach the front of the queue. Children are not to queue on their own.

Parents should arrive no more than 10 minutes prior to the end of the school day for their child. This is to ensure we are able to manage the flow of traffic and pupils leaving.

Foundation

Start Time	8.45am
Finish Time – Mon - Fri	3.10pm

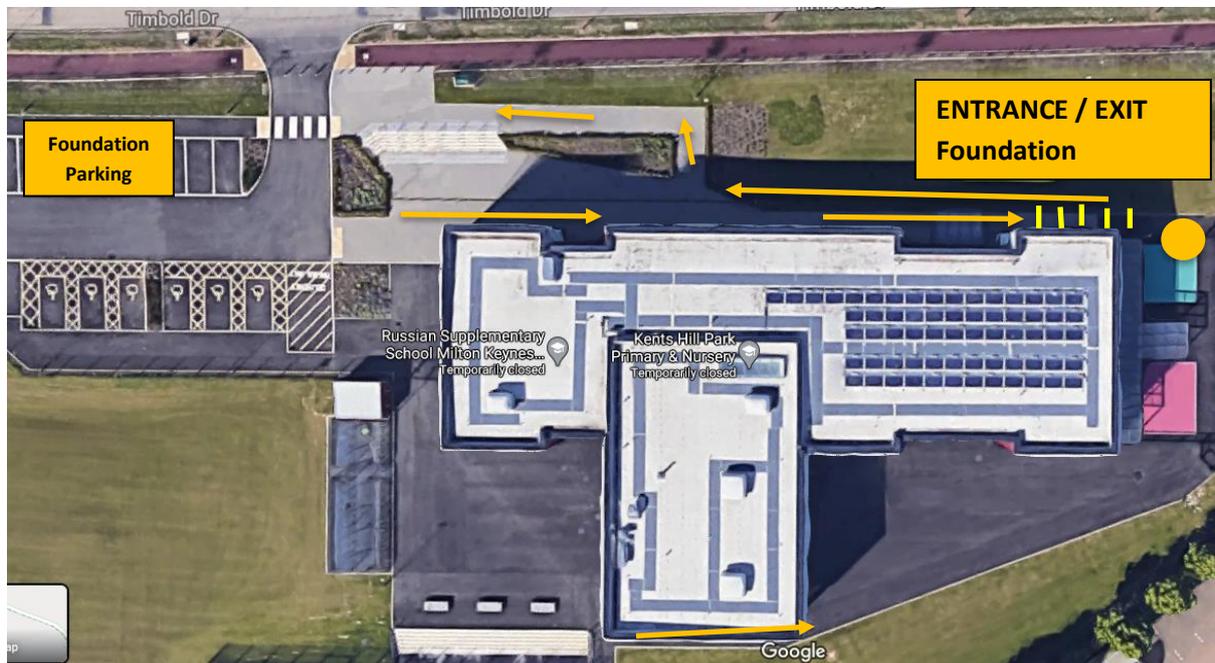
Entry and Exit – Foundation

Diagram 1 - Foundation Entry and Exit Point

Please watch the videos for further information:

Adult View – <https://youtu.be/wQ29o1RE4ds>

Child View - <https://youtu.be/XRIFxKNO6ss>



ENTRY – Outdoor Area Side Gate (front of school)

- Please park on the **road side** of the carpark.

- Children and parents are to follow one way system and walk along pavement on road side of carpark.

- Children and parents to walk past front entrance of the school and form queue behind floor markings leading up to side gate of the Foundation outdoor area. Parents will be invited into the outdoor area, one at a time, to drop off their child at the door of the classroom. We ask that parents do not enter the classroom.

Children to hang up items on their peg and then wash their hands. Adults will be on hand in the classroom / outdoor area to support this.

- Parents are to leave outdoor area and follow the one way system back to carpark (arrows marked on floor). Please do not gather in front of the school or in the carpark.

EXIT – Home Time

- Parents to follow the same procedure at home time.

Please watch the video for further information:

Adult View – <https://youtu.be/wQ29o1RE4ds>

Important Note

Parents are to remain with their child until they reach the front of the queue. Children are not to queue on their own.

LATE DROP OFF

- All parents and carers should aim to get their child to school on time so that they can follow the routines for their year group.
- If a child is late, they are to be accompanied by the parent / carer to the main reception, following the one way system.
- The child will enter the school and will be signed in by the member of staff in the office.
- The parent / carer is not to enter the school building.
- The child will then sanitise their hands and will be taken to their classroom.

Travel To and From School

Research suggests that the transmission of COVID 19 is much lower outside. Milton Keynes has an excellent network of Redways and we encourage you to walk or cycle to school. The school car park should only be used if you have no other method of getting your child to and from school. If you do use the car park you must follow the instructions and signage and park in the marked bays. Do not park in the disabled bays unless you are entitled to use them.

Pupil safety is paramount, so please be very cautious and conscientious when using the car park and follow the instructions of the site team.

If pupils are using public transport, please follow the guidance of the individual travel companies.

Returning home from school

We would encourage all pupils to wash their hands immediately after returning from school and to have their uniform washed regularly. If your child/ren presents with any COVID 19 symptoms they should immediately tell an adult within the household and get tested. You should then inform the school.

Illness – suspected symptoms

Pupils and staff will not be allowed to attend school if they are displaying symptoms and will be asked to self-isolate until tested. Please refer to the Coronavirus Related Scenarios below for further guidance:

What to do if...	Action needed	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate • Get a test 	...the test comes back negative
...my child tests positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 10 days 	<p>...they feel better.</p> <p>They can return to school after 10 days even if they display symptoms. Symptoms can last for several weeks once the infection is gone. They cannot be brought to school by anyone who is self-isolating in the family household. All family members in the household must all self-isolate for 10 days.</p>
...somebody in my household has coronavirus symptoms	<ul style="list-style-type: none"> • Household member is to self-isolate and get a test • Other household members may still leave the house 	<p>...(if the test is positive) household members have completed their period of self-isolation (10 days from onset of positive household member's symptoms)</p> <p>If other members of the household develop symptoms, they are to book a test and follow guidance.</p>
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 10 days 	...the household has completed 10 days of isolation.
...NHS test and trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 10 days 	...the child has completed 10 days of self-isolation.
We/my child has travelled and has to self-isolate as part of a period of quarantine	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time • Consider quarantine requirements and FCO advice when booking travel • Provide information to the school as per attendance policy 	...the quarantine period of 10 days has been completed.

	<p><u>Returning from a destination where quarantine is required:</u></p> <ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 10 days 	
...we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> • Do not come to school • Contact school through the pastoral team • Shield until you are informed that restrictions are lifted and shielding is paused again 	...you are informed that restrictions have been lifted and your child can return to school again.

Government Guidance

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms do not attend school.

Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature (37.8°C or above), or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic person first had symptoms.

If anyone develops symptoms, they should be tested.

Awaiting Collection – Isolation

Government Guidance

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Further information can be found by clicking the following links:

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children/>
<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

School Procedure

- An isolation room and toilet area has been set up near to the school office. This will be used following the above guidance. Pupils from different year groups will be distanced.
- If a pupil displays symptoms they will be removed from the classroom.
- If there is a confirmed case we will contact the Health Protection Team to carry out a risk assessment before advising staff, parents and pupils about next steps.
- The school will actively engage with NHS Test and Trace.
- If a class bubble is required to self-isolate at home then we will provide online learning for them based on their classwork. Individual isolation cases will have recommended online resources shared with them – this will not be via Tapestry.

- Schools do not need to request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Before you come to school

- Make sure your child has breakfast.
- If you are able to, take your child's temperature. If it is high (37.8°C or above), they are not to come into school. Please contact the school office, following the usual absence procedures.
- Check for symptoms outlined in section above.
- Pupils will not be allowed to attend school if they are displaying symptoms and will be asked to self-isolate until tested.

Attendance

The Government has indicated that all children, except those who have been specifically asked to shield, should return to school. As such, normal attendance processes will be in place. We appreciate that this may cause some anxiousness for pupils and families, and so we have asked that class teachers contact pupils over the next week to discuss any aspects. Similarly, please feel free to contact class teachers if there any aspects you wish to discuss.

If your child is absent, please contact the school absence line by 9.00am to report the absence by phoning **01908 533290** and selecting the absence line option. Please leave your child's name, class and reason for absence.

What your child will need

- Full school uniform (to be labelled clearly with child's name)
- Lunch – either packed lunch or pre-ordered lunch via the Innovate app
- Water bottle (to be labelled clearly with child's name) – sports cap, water only
- Pupils in Foundation will receive daily vegetables or a piece of fruit through the 'School Fruit and Vegetable Scheme' or they can bring in their own healthy snack.
- Book bag (to be labelled clearly with child's name) and reading diary
- Coat (to be labelled clearly with child's name)
- PE Kit (to be labelled clearly with child's name)

What your child will not need

- Pencil case
- Please can we ask that parents / children do not to bring in things from home to hand out e.g. birthday treats, cookery for homework.

Face Coverings

The Government has indicated that face coverings are not mandatory for primary pupils, although we would strongly advise that they wear them if they are comfortable doing so. Primary staff will wear them when social distancing cannot be maintained.

We encourage families to consider the type of face covering that their child wears so that they are suitable for school (no brands or offensive images/patterns). We would also encourage pupils to wear fabric coverings instead of disposable products where possible.

We ask that parents and carers also wear face coverings when on the school site.

Lunches

- Lunches can be pre-ordered via the Innovate app for w/c Monday 8th March.
- Orders must be placed by Saturday 6th March.

Visitors

- Visitors will be able to access the site so long as strict social distancing guidelines are followed.
- Specialists, therapists, clinicians and other support staff for pupils with SEND can provide interventions as usual. Parental permission will be sought for any face-to-face meetings.
- Parents should communicate with the school via email and telephone as far as possible. Emails should be sent to the school office address – primary@kentshillpark.school
- Where visits can happen outside of school hours, they should.
- A record will be kept of all visitors.

Communication

We will continue to communicate with parents on a regular basis via email and newsletters generally, and on an individual basis via telephone. We will be pro-active in contacting home with any issues to do with pastoral care and academic progress.

The school will continue to follow the latest government guidance. This is a very fluid situation and the school reserves the right to make changes to any of the plans outlined in this document. With any changes we make we will try to communicate these with parents, pupils and staff as quickly as possible.

If you wish to speak with your child's class teacher or a member of the office team please either call the school office on **01908 533290** and select the primary option or email primary@kentshillpark.school.

In-School Organisation and Routines

Hand Washing

A handwashing timetable is in place for each class.

The children will wash their hands with soap for twenty seconds:

- upon entering school
- before and after break time
- before and after lunch time
- before and after PE lessons

The children will dry their hands with paper towels. Hand dryers will not be in use.

Hand Sanitiser

- Available in all classrooms and exit / entry points around school.
- If children are to move around the school, they will sanitise their hands exiting and entering their bubble classroom. This will be via the class teacher administering sanitiser via a hand-held pump or via the classroom dispenser.
- If a child coughs or sneezes into their arm / hands / tissue, they are to dispose of the tissue, if used, in the classroom lidded bin and then use the classroom sanitiser before returning to their seat.

Reading Books

Children will be issued with books each week as long as all books are completed and this is recorded in their reading diary (please see inside of diary for further information on home reading and book changing).

Assemblies

Assemblies will be conducted remotely via Teams into classroom bases.

PE Lessons

- Outdoor activities will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils.
- Children will wash their hands before and after PE lessons.

Break Time

- Class bubbles will play on designated areas of the playgrounds. These will be rotated.
- Children can play games within their bubbles and share a set of equipment, which will be cleaned regularly.
- The school field will be used if conditions are dry and grass is not slippery / muddy.

- Children will wash their hands before and after break.

Lunch Time

- Children will eat lunch in the small hall.
- Children will wash their hands before and after lunch time.
- Children will have time to play outside either before or after they have eaten. This will be in a designated area of the playground in their class bubble.

Wet Play

- Class bubbles will eat their lunch in the hall as usual following the lunch timetable.
- Time on the playground will be replaced with free time in their classroom.

School Environment

Hygiene

- Every classroom will have a cleaning kit - anti-bac spray/wipes, sanitiser, gloves and white roll.
- Every classroom and regularly used room, e.g. hall, entrances / exits, have hand sanitiser dispensers.
- Tables and surface areas will be cleaned down as often as possible.
- Children will be encouraged to frequently wash their hands with soap and water for 20 secs and dry thoroughly (handwashing timetable). This will happen on arrival at the setting, before and after eating and after being outside at play.
- Hand sanitiser is available in all classrooms and exit / entry points around school.
- If children are to move around the school, they will sanitise their hands exiting and entering their bubble classroom. This will be via the class teacher administering sanitiser via a hand-held pump or via the classroom dispenser.
- If a child coughs or sneezes into their arm / hands / tissue, they are to dispose of the tissue, if used, in the classroom lidded bin ('catch it, bin it, kill it') and then use the classroom sanitiser before returning to their seat.
- Tissues will be available in every classroom.
- Classroom windows and doors should be open where possible.
- No use of standing fans.
- Classrooms, toilets and regularly touched surfaces will be cleaned during and at the end of every day.
- Contact between individuals will be minimised and social distancing maintained wherever possible.
- Staff should avoid close face to face contact with children and minimise time spent within 1 metre of anyone.

Signage

Handwashing posters will be in classrooms and toilets, 'sanitise your hands' notices will be at all entry points to the building / classrooms by the hand sanitisers, 'use your own equipment' posters in classrooms. These will be supported with verbal reminders.

Classroom Layout and Equipment

- All of the children's learning will take place in their classroom and outdoor area (except PE).
- There will be 30 pupils in each class bubble.
- Children can share learning resources. These will be cleaned regularly and will not be shared between bubbles.
- Less-frequently used resources, such as sports, art and science equipment, will be cleaned frequently and meticulously when shared between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.
- Bubble outdoor playground equipment will be cleaned more frequently.
- Pegs will be used for coats, book bags and PE kits.
- The library will be used by class bubbles on different days.
- It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

Timetable and Lessons

- Pupils will follow their normal timetable for the vast majority of the day. They will receive a broad and balanced curriculum.
- Lessons will mainly be delivered by your child's class teacher.
- The same expectations of behaviour and standards will be in place from September and the induction process will focus on ethos and culture to help re-establish routines.
- No Secondary staff will come to the primary site to deliver lessons and vice versa.
- Music and PE lessons will be led by external teachers. These members of staff will strictly follow the school's risk assessment and procedures when conducting their lessons.

Intervention strategies and support

High quality teaching is the first step to support all children. Children will have had very differing experiences of learning at home and there will inevitably be gaps in children's education depending on levels of access and parental support. Teaching Assistants will be working within year group bubbles, but will still need to maintain social distancing.

SEND

The SEND team will assess children's learning on their return to school and implement interventions according to need. In order to maintain social distancing guidelines, interventions cannot take place on a one-to-one basis. Instead, they are likely to be small group interventions led by a teaching assistant.

Pastoral support

In addition to normal pastoral support on returning, we will discuss with pupils how people have been affected in different ways by lockdown and provide them with means to discuss any elements in confidence should they wish. We will also fully induct pupils to ensure all new, existing and adapted procedures are communicated and understood by all.

Homework

- **Year 3, 4 and 5** - weekly homework will be set for pupils. This will include regular home reading, times tables and spellings. We will continue to set half-termly projects linked to each class' topic and this will be sent home in purple Homework Logs.
- **Foundation** - the children will be expected to read at home regularly and will also have tasks linked to their phonics and maths sent home to complete.

Home Learning

- Remote home learning will be made available if school is to close / a class bubble is asked to isolate. Where staff are able to, activities will be shared via Tapestry.
- Resources will be printed and posted home by the school office where required.
- Where pupils are isolating on an individual basis, they will be directed to the Home Learning page of the school website:
<https://www.kentshillpark.school/primary/primary-home-learning/>
This page includes a year group learning overview, class timetable and a variety of suggested online learning resources. These will support pupils to continue their learning during their self-isolation period.
- Home learning will reflect the learning that would have taken place in school during that time period, offering a broad and balanced curriculum offer.
- Teachers will continue to differentiate for SEND pupils within their planning and support their learning at home.

Extra-Curricular Activities

Initially, there will be no after school clubs.

Wrap Around Care at Oakgrove Primary School

We are unable to offer wrap around care initially. This will be reviewed over the coming months.

Injuries / First Aid

- If a child injures themselves and requires first aid, appropriate PPE will be worn by the staff member if they are nearer than 2m to a child. The child is also to wear a mask.
- Gloves and masks and first aid supplies will be kept in each bubble's room.
- All medication will be kept in the bubble classroom or in a nearby fridge if required.
- If a child requires their inhaler, adults will follow usual procedures.
- Medical Tracker will continue to be used. Email notifications will be sent home to notify parents of any first aid administered.

Emergency evacuation

Emergency evacuations are regularly practised throughout the year, but to reduce the number of contacts this will be adapted. Rather than a full practice evacuation, individual year groups will be evacuated and the procedure will be completed in this manner. If a real evacuation occurred normal procedures would be followed as year groups are registered and stood separately.

Behaviour & Expectations

The high standards of behaviour that are expected of all KHP pupils will be maintained. The Addendum to the whole school behaviour policy sets out how we will respond to any issues of behaviour and can be found on the school website. The Behaviour Policy explains that pupils can be sanctioned, up to and including exclusion, if they wilfully refuse to adhere to arrangements for social distancing and/or deliberately cough or spit at pupils, thereby putting them at risk.

We have the highest expectations of behaviour at Kents Hill Park School and a pupil's behaviour should be impeccable at all times. With all the changes and amendments to the school's routines we expect pupils to take responsibility and act maturely; there will be no tolerance for poor behaviour choices.

Staff

Staff need to conform to strict social distancing. Pupils will not be able to approach within two metres of a staff member. If they do, they will politely be asked to step back. Please refer to the behaviour and standards expectations.

Staff Absence

We will constantly be reviewing the numbers of staff and pupils on site; should the numbers of staff fall below a minimum level we will look to restrict the numbers of pupils on site. This may involve year groups or part year groups being required to attend on a part time basis. These pupils will then move into remote learning whilst they are not at school.

All-through learning

Whilst we cannot move children and staff between the primary and secondary sites, we will continue to host joint events, learning and celebrations remotely so that we maintain the ethos and culture of our all-through education.