



Back to School Plan

Information for parents

September 2020

Dear Parents/Carers

Since 23rd March our school has only been open for children of our critical keyworkers and vulnerable pupils, and we have been planning to welcome all of our children back to Parkland in line with the government guidance. We are looking forward to seeing them all again and getting to know our new starters. There will be some changes to how school was previously, and we are adjusting to a 'new normal'.

For some children September will be the first time back to school for many weeks and we do not underestimate how their mental health and wellbeing has and continues to be affected by this pandemic. We will support you and them to allow them to adjust to being back in school full time. Returning to school is vital for children's education and their wellbeing.

As a Trust and a school, we are committed to following the government guidance closely not only to create a safe environment for our children, families and staff but also a nurturing one. Your child will have time and support to readjust to school life - we will be considering their needs every step of the way. We have worked with our Educational Psychology team (EPIC) to help plan and enhance our curriculum to support children at this time.

We are expecting that it will take some children time to become comfortable with leaving their parents at the school gate and coming back into school. We need you and your child to feel safe and happy and this is something that we cannot compromise on. They will need to get to know their teacher and the adults they will be working with, understand some new systems and routines and take things one day at a time. Some things will be different, and some will have stayed the same.

In this booklet you will find all the information that you need to know about our plan to keep your child(ren) safe while they are at Parkland Primary School.

We care about your child(ren) and we will do everything possible to look after them when you leave them at our door. Thank you for your continued support during these very challenging times.

Mrs Andrews

Introduction

This booklet aims to set out Parkland Primary's plans to ensure that all children can return to school following the following Government Guidance: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In an attempt to reduce the transmission of coronavirus (COVID-19), Parkland Primary are looking to reduce the amount of cash we receive at the school. We would be most grateful if all payments can now be made using our secure online cashless system ParentPay, as this is a much more convenient way to pay for wrap around school care, school dinners (Years 3-6), trips etc.

When will your child return to school?

We will open school for all children on Tuesday 1st September 2020. This will ensure we have time to prepare fully for school opening with the level of care and attention to detail required. The safety of pupils, staff and all their families **is our highest priority** and we are determined to do the right thing in the right way.

Attendance:

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

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 (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#)

We look forward to welcoming all pupils back to school and will support families to ensure the transition is a positive one. We understand that some of you may be feeling anxious about the return to school, we want to reassure you and ensure every child attends school fully.

For our new starters we will need to make sure they have time for transition and get to know their new school and adults. Below is the timetable for their start to school:

New to EYFS		
Stay and Play sessions:		
<i>These are for you and your child to spend time together in the Foundation Stage unit. You will be able to explore the outside environment and ask questions about the school day.</i>		
Thursday 27 th August 2020	From 9.00 to 4.15 (groups of 10) Ash/Oak class (each child with one adult)	<i>Times to be given to parents individually.</i>
Friday 28 th August 2020	From 9.00 to 12.15 (groups of 10) Beech class (each child with one adult)	
Week beginning Tuesday 1 st September 2020:	All pupils in morning only (no lunch) Start at 8.50 (gates open at 8.35am) Finish at 11.30am	
Week beginning Monday 7 th September 2020:	All pupils in morning only (including lunch) Start at 8.50 (gates open at 8.35am) Finish at 12.30pm	
Week beginning Monday 14 th September 2020:	All pupils in full time: Start at 8.50 (gates open at 8.35am) Finish at 3.00pm	

All year groups - Systems of control in place to minimise risk:

Each year group will be a 'bubble' to reduce the number of contacts between children and staff whilst delivering a broad and balanced curriculum. The government has made it clear that it is recognised that younger children will not be able to maintain social distancing. By keeping year groups separate we will be able to reduce the risk of transmission. We will keep the number of resources to a minimum and ensure that we have an enhanced cleaning schedule in place. Children and staff will be expected to clean hands thoroughly throughout the day. Each group will have an allocated playground zone to use to avoid mixing with the other groups when outside.

What will the drop-off and collection arrangements be?

If you or your child are displaying any COVID relating symptoms you must not enter the school grounds and must follow the 'stay at home' guidance: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

To adhere to government guidance, we kindly ask that **only one parent** drops-off and collects your child from school. We also ask that all visitors to the site follow social distancing guidelines including not gathering at the school gate. Signs will be in place to remind parents and carers of expectations. When your child enters the school grounds, they will be able to go straight into their class to avoid anyone gathering on the playground. An adult will be in class to greet your child in the morning. Upon arrival and departure, children will be asked to wash their hands or use a hand sanitizer.

If you are happy for your child to enter the school grounds (from the gate) without an adult (upper KS2 pupils) then this will limit the number of people on school grounds at any one time. We do not expect children to walk alone to and from school and we understand there will be parents waiting to collect at the end of the day. Please maintain a 2m distance from each other.

If you are happy for your child to leave school **without** an adult, please ensure you have completed the online form to give permission for them to do so.

If pupils arrive at school with a face covering, they will be asked to remove them when entering the premises. Pupils will be instructed not to touch the front of their face covering during use or when removing it. They must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom. Guidance on [safe working in education, childcare and children's social care](#) provides more advice.

Please note the staggered start and finish times. (If you have more than one child then your children may enter school at the earlier time)

	Start Time	Drop off (to avoid gathering on the playground children to enter classrooms as soon as they arrive.	Finish Time	Collection
Preschool	9.15am	Preschool main entrance. Arrive with one parent only. Line up 2m apart on the playground.	3.15pm	Collection by 1 parent only. Children brought out to parents outside preschool.
EYFS	Oak: 8.45am Ash: 9.00am Beech:9.15am	Arrive and leave through KS1 playground gate (see map below). EYFS playground Arrive with one parent only. Drop off at class door.	3.00pm	Arrive and leave through KS1 playground gate (see map below). Collection by 1 parent only. Parents line up on EYFS playground following signs. Children are released to parents.

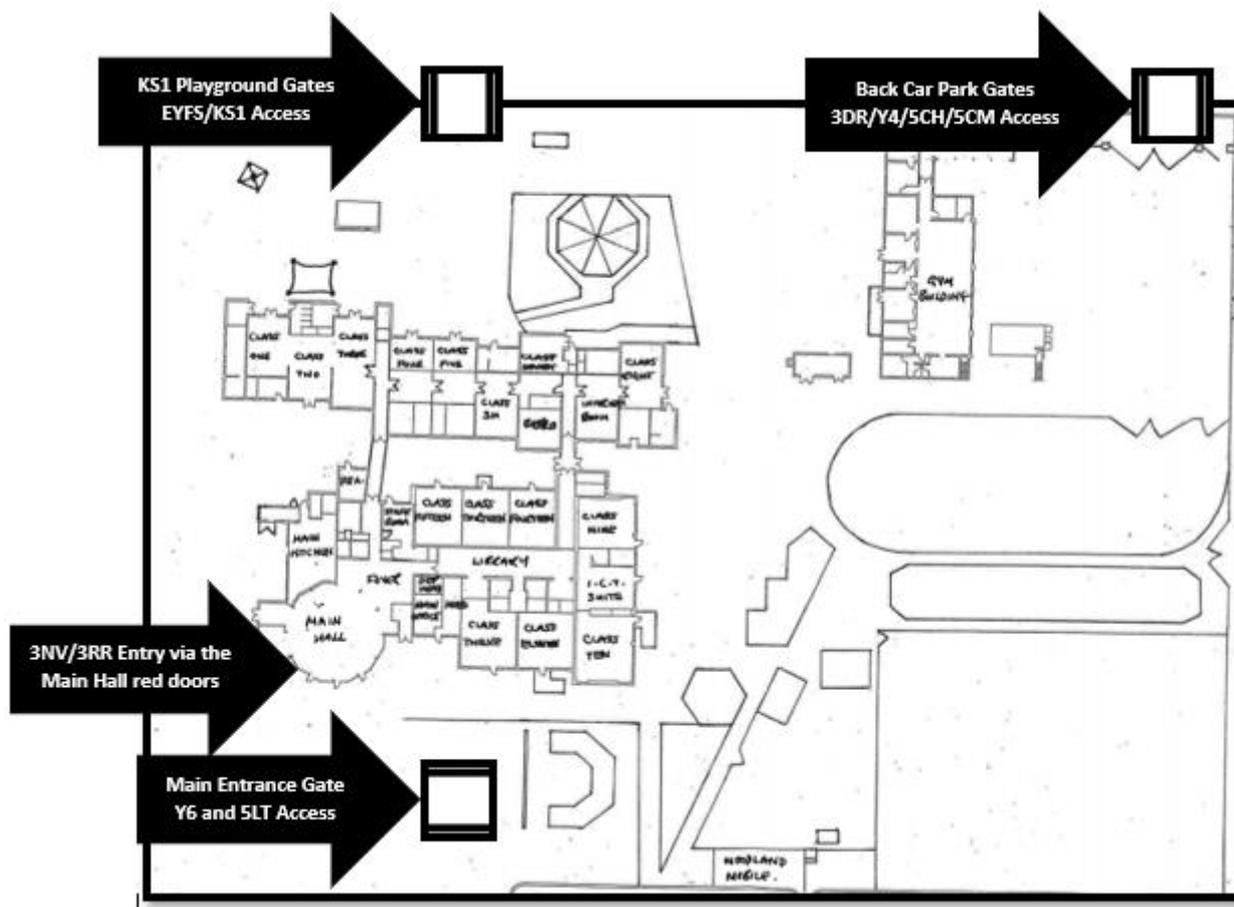
Year 1	8.50am	Arrive and leave through KS1 playground gate (see map below). Arrive with one parent only. Drop off at class door.	3.10pm	Arrive and leave through KS1 playground gate (see map below). Collection by 1 parent only. Parents line up on Key Stage 1 playground following signs. Children are released to parents.
Year 2	2RD 8.40am 2PW 8.40am 2MS 8.50am	Arrive and leave through KS1 playground gate (see map below). Arrive with one parent only. Drop off at class door.	2RD/2MS 3.00pm 2PW 3.10pm	Arrive and leave through KS1 playground gate (see map below). Parents to socially distance if collecting. Arrive/leave through back gate. 2RD line up outside class door via Jack's Place. 2PW & 2MS line up outside 2MS (follow signs).
Year 3	3DR 8.50am	Arrive and leave via back car park gate (see map below). Arrive with one parent only. 3DR drop off at class door.	3DR 3.10pm	Arrive and leave via back car park gate (see map below). Collection by 1 parent only. Children brought to the door and let out 1 child at a time observing distancing. 3DR to leave through their classroom door.
	3RR 8.50am 3NV 8.50am	Drop off at main hall (enter from the front of school).	3RR 3.10pm 3NV 3.10pm	Collect from main hall (enter from the front of school).
Year 4	8.40am	Arrive and leave via back car park gate (see map below). Arrive with one parent only. Drop off at class door.	4VE/4ZC 3.10pm	Collection by 1 parent only. Parents to socially distance if collecting. Parents line up on Key Stage 2 playground following signs. Children are released to parents. 4VE/4HO arrive and leave through back gate.
			4HO 3pm	4ZC Arrive and leave through Year 4 building back door (via car park). End of day only.
Year 5	8.40am	Arrive and leave via back car park gate (see map below). 5LT arrive through main entrance gate (see map below). Where possible, enter school grounds independently. If not, arrive with one parent only. Drop off at class door.	3.10pm	Leave independently where possible. Where this is not possible: Parents to socially distance if collecting. Parents line up on Key Stage 2 playground following signs. Children are released to parents. 5CH/5CM arrive and leave through Key Stage 2 playground gate. 5LT arrive and leave through side gate (to the side of main entrance).
Year 6	8.40am	Arrive and leave through main entrance gate (see map below). Where possible, enter school grounds independently. If not, arrive with one parent only. Drop off at class door.	3.10pm	Leave independently where possible. Where this is not possible: Parents to socially distance if collecting. Parents line up outside class doors following signs. Children are released to parents. Leave through side gate (to the side of main entrance).

If your child becomes distressed at drop-off, we may ask you to remain with them until they are calm in order for us to maintain distancing where possible. With younger children distancing may not always be possible and we want to ensure your child enters school.

Gates will open at 8.35am and your child will be able to go straight into class to minimise gatherings in the playground. Due to the size of the site we have allocated different gates to minimise groups. Please follow the one-way signs to allow for social distancing.

At the end of the day please queue 2m apart to collect your child from the allocated door. This may take more time than usual in order to maintain a distance. Please be patient so we can be as safe as possible.

Gates for drop off and collection:



If you need to contact the school



Entry to the school will be by appointment only

What your child will need

What should your child wear?

All children are asked to wear their school uniform during their time at school. On the days that your child has PE they will be able to come to school in suitable PE uniform which will avoid the need for changing within school. Please ensure your child wears suitable warm clothing and has layers if possible.

We will be keeping the school building well ventilated with doors and windows open. Please make sure your child has a jumper/fleece with them.

What else do they need to bring?

All children must have a **labelled water bottle** with them. We will not be able to provide cups as we need to avoid any sharing.

If they are bringing their own packed lunch, this must be in a named bag.

They **MUST NOT** bring in any toys or any unnecessary resources.

If pupils bring a scooter or bike to school **this must be stored in the bike shed** and must be locked up during the day with a secure lock.

Pupils will need to bring a book bag and will be taking home school reading books.

General organisation

Movement Around School

- Children will only move around the school when needed: movement around the school will be avoided where possible.
- Children will be reminded as part of their daily routine that they are not to move around the school unless directed.
- Some areas of the school will be marked with the appropriate signage.
- To the best of our ability, 'bubbles' of children will not mix.
- Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles.

Classrooms

- Where possible, adults will support the children by maintaining a 2 metre distance.
- If a pupil requires close medical or intimate care, PPE will be worn by staff.
- Classrooms will be well ventilated with doors and windows left open.
- Classroom furniture will be laid out so that older children can socially distance and children will sit in the same seat throughout the day.
- Children will have access to their own resources, drawers, pencil cases and stationery.
- All unnecessary furniture and soft furnishings will be removed from the classrooms.
- Each group will have its own allocated toilets.

Break and Lunchtime Organisation

Break and lunch times will be staggered where necessary and children will play in their groups within a zoned area of the school grounds. We are very lucky to have a lot of outdoor space to allow the children to have plenty of room to play, have fun and relax whilst remaining in their groups.

- Children will all wash their hands before and after lunch.
- Children in Year 1 and Year 2 will eat lunch in the hall. Times will be staggered to allow for distancing.
- Children in EYFS and Year 3 to 6 will eat lunch in their allocated classroom with their key adult and group. Children having a school lunch will be provided with a 'grab bag' lunch which will be brought to them in their classroom.
- Tables will be cleaned with disinfectant before and after lunch and children will sit in their allocated spaces.
- After eating lunch, children will go outside to their designated area with the lunchtime supervisors.

What will a typical day look like?

- We will be providing a full curriculum with some changes to lessons such as non-contact games in PE in line with the most up-to-date government guidance.
- Resources used in lessons will be chosen to support helping keep children and staff safe. For example, resources that can be easily and frequently washed and disinfected.
- Teachers will be checking children's learning carefully and ensuring children catch up on any lost learning due to school closure. Additional support and intervention will be put in place to support children's learning.
- Bounce Back activities will be delivered through our assemblies (these are designed to help support your child's wellbeing during these strange times). Assemblies will be via Teams to avoid any large groups of children in school.
- New rules and routines will be shared and reinforced regularly throughout the day (children will be expected to follow these rules and routines to ensure the safety of others).
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Our New Rules!

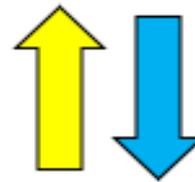
**Wash our hands
regularly**



**Try to keep apart
from other children
and staff**



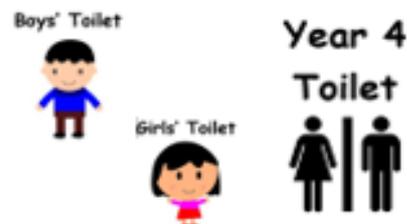
**Walking on the
left...**



**Greet people in new
ways!**



**Using our group
toilets**



There will be timetabled toilet and handwashing breaks throughout the day which all children will be encouraged and supported to follow.

We have updated our school Behaviour Policy in line with the expectations we will have at school to ensure the safety of our pupils and staff. This will be available on our school website for you to refer to.

Actions if a pupil or staff member shows COVID-19 symptoms

A person with symptoms

If anyone becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), **then** they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus infection](#)', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus.

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

If a person becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), **then other members of their household (including any siblings)** should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a person with symptoms **tests negative** and if they feel well and no longer have symptoms similar to coronavirus (COVID-19), **then they** can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better.

Other members of their household can stop self-isolating.

If a person with symptoms **tests positive**, **then they** should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste - this is because a cough or anosmia can last for several weeks once the infection has gone. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

Other members of their household should continue self-isolating for the full 14 days.

We have allocated our First Aid room as the isolation room. Your child will be taken there if they show any symptoms during the school day and will stay there until you arrive to collect them and take them home.

A person who is sent home because they have been in contact with someone with who has tested positive:

If a person has been in close contact with someone who has tested positive and is sent home to self-isolate for 14 days, **then their household** does not need to self-isolate, unless the person who is self-isolating subsequently develops symptoms.

If a person who has been in contact with someone who has tested positive subsequently *develops symptoms themselves* within their 14-day isolation period, **then** they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' - stay at home and get a test.

If the test delivers a **negative result**, **then** they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

If the test delivers a **positive result**, **then they** (or their parent in the case of a child) should inform the school immediately and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period).

If the test delivers a **negative result**, **then their household** can stop self-isolating if they do not have symptoms

If the test delivers a **positive result**, **then their household** should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'



Thanks in advance for your support with these arrangements.

If you have any questions or queries, please contact school by telephone or via email.

Telephone number: 0116 2782142

Email: admin@dsatparkland.org