



## INFORMATION SHEET - VERSION 2

4<sup>th</sup> September 2020

While aiming to be comprehensive, this Information Sheet is not exhaustive. If you do not find the answer you are looking for please telephone or email us so we can help you with your enquiry.

1.	<b>Opening of school in September</b> All children will return to school full –time on Monday 7 <sup>th</sup> September.							
2.	<b>Classes</b> Each year group has been given a colour: <table border="1"><tr><td>Foundation Stage - White</td></tr><tr><td>Year 1 - Green</td></tr><tr><td>Year 2 - Orange</td></tr><tr><td>Year 3 - Red</td></tr><tr><td>Year 4 - Blue</td></tr><tr><td>Year 5 - Yellow</td></tr><tr><td>Year 6 - Pink</td></tr></table>	Foundation Stage - White	Year 1 - Green	Year 2 - Orange	Year 3 - Red	Year 4 - Blue	Year 5 - Yellow	Year 6 - Pink
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3.	<b>Staffing</b> <table border="1"><tr><td>Foundation Stage – Mrs Page</td></tr><tr><td>Year 1 – Miss Saunders</td></tr><tr><td>Year 2 – Mrs Prescott</td></tr><tr><td>Year 3 – Mr Branch</td></tr><tr><td>Year 4 – Mrs Cowling</td></tr><tr><td>Year 5 – Miss Ramsden covering Mrs Watt’s maternity leave</td></tr><tr><td>Year 6 – Miss Murray</td></tr></table>	Foundation Stage – Mrs Page	Year 1 – Miss Saunders	Year 2 – Mrs Prescott	Year 3 – Mr Branch	Year 4 – Mrs Cowling	Year 5 – Miss Ramsden covering Mrs Watt’s maternity leave	Year 6 – Miss Murray
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4.	<b>Attendance</b> <ul style="list-style-type: none"><li>• It is vital that children to return to school in order to minimise the longer-term impact of the pandemic on the children’s education, wellbeing and wider development.</li><li>• Full-time school attendance is mandatory and the rules on school attendance will apply including fixed penalty notices.</li><li>• Shielding advice paused on 1<sup>st</sup> August. This means that children on the shielded patient list can return to school, as can those who have family members who are shielding.</li><li>• Any children who are unable to attend as they are following clinical and/or public health advice will not be penalised.</li><li>• If you feel worried about your child or family’s safety, please talk to us in the first instance.</li></ul>							

5.

### Drop off and pick up guidelines

- Please do **NOT** park in the Bus Bay.
- The Bus Bay will be used as the children’s pedestrian Drop Off and Pick-Up Point.
- Parking along Kiln Lane will be limited and we would encourage all children to walk or cycle to school where possible.
- If you have to drive, we have arranged for parents to use the Church car park and the public car park in front of the Church House Inn public house and walk to school. Please do **NOT** use the Church House Inn car park directly in front of the Church.
- If your child is eligible to come to school by bus please use the school bus to alleviate traffic congestion outside school.
- Parents are not allowed on school site without an appointment.
- Only one parent per family to drop off and pick up. Please observe the social distancing guidelines.
- We will operate staggered arrival and departure times (see below).
- Please be punctual and please do not loiter around the Bus Bay as gathering at the school gates is not permitted.
- If you think you may be late dropping off or picking up please inform the school by telephone; children arriving late will need to access the school using the pedestrian gate.

6.

### Drop off and pick up times

**To enable us to stagger the drop off and pick up times whilst ensuring children receive their full day of education we will need to start the day earlier.**

These times may be subject to change depending on Tally Ho’s Bus Schedule for September.

#### Drop off

8.30 am	Year 5 & 6
8.40 am	Year 3 & 4
8.50 am	Foundation Stage, Year 1 and Year 2
9.00 am	Bus Children
9.05 am	Stokenham Pre-school and siblings
9.10 am	Siblings
9.20 am	Merry Go Round Pre-school & siblings

#### Pick up

3.00 pm	Stokenham Pre-school & siblings
3.10 pm	Foundation Stage, Year 1 and Year 2
3.20 pm	Bus Children & Merry Go Round Pre-school & siblings
3.30 pm	Siblings
3.40 pm	Years 3, 4, 5 and 6

**Please know your Class Colour as children will need to stand in their colour queue in the morning and parents will need to stand in that queue in the afternoon.**

7.	<p><b>Our school site</b></p> <ul style="list-style-type: none"> <li>• We attach a map of the school.</li> <li>• By introducing a coloured route map for each year group we can ensure each year enters and exits the school building without mixing with another year group. We currently use this system and it works well.</li> <li>• Outdoor play equipment will not be available to limit potential transmission of the virus. We will review this decision once we are confident all risks have been minimised.</li> <li>• Timetabling will be organised to ensure year groups are kept apart as far as possible.</li> </ul>
8.	<p><b>Measures within the classroom</b></p> <ul style="list-style-type: none"> <li>• Children in Years 1 – 6 will be seated at desks side by side and facing forward rather than face to face or side on. We know that this is not always possible, particularly working with younger children in Foundation Stage.</li> <li>• For children who are considered old enough they will be supported to maintain distance and not touch staff and peers where possible.</li> <li>• Ideally adults should maintain a 2 metre distance from each other and from children. For the youngest children in Foundation Stage we know that this is not always possible.</li> <li>• For children with complex needs the staff will try to maintain a 2 metre distance where they can, as even doing this some of the time will help.</li> </ul>
9.	<p><b>PE lessons</b></p> <ul style="list-style-type: none"> <li>• Sports lessons will continue, however, contact sports will be avoided.</li> <li>• Sports equipment will be cleaned between each use by the different year groups.</li> </ul>
10.	<p><b>Peripatetic teachers and volunteers</b></p> <ul style="list-style-type: none"> <li>• Peripatetic Teachers are allowed in school. We will want to minimise the number of visitors to school where possible and they will be expected to comply with our arrangements taking particular care to maintain distance from other staff and children.</li> <li>• Volunteers are allowed in school. Volunteers will also be expected to comply with our arrangements taking particular care to maintain distance from other staff and children.</li> </ul>
11.	<p><b>After School Clubs</b></p> <ul style="list-style-type: none"> <li>• In the first instance we will not be offering After School Clubs because of our staggered pick up times and our inability to mix year groups.</li> </ul>
12.	<p><b>Remote learning &amp; Seesaw</b></p> <ul style="list-style-type: none"> <li>• We will continue to use Seesaw to support the children’s learning (eg homework).</li> <li>• When a group, or even a small number of children, needs to self-isolate we will provide remote education that will be aligned to our school curriculum expectation and will be uploaded onto Seesaw.</li> </ul>

13.	<p><b>Break and lunch times</b></p> <ul style="list-style-type: none"> <li>• Break times and lunch times will be staggered to ensure classes do not mix.</li> <li>• Classes will not be able to use the same playgrounds at the same time.</li> <li>• The School Field will be zoned.</li> </ul>
14.	<p><b>What to wear to school</b></p> <ul style="list-style-type: none"> <li>• Children are required to wear school uniform. Uniforms do not need to be cleaned any more often than usual.</li> <li>• <b>IMPORTANT:</b> On the day your child has PE they should come to school dressed in their PE kit.</li> <li>• <b>IMPORTANT:</b> On the day your child has Forest Schools they should come to school dressed in their Forest School clothes, they will need to wear normal shoes and bring their waterproofs and wellington boots in a separate bag.</li> <li>• Children should not wear face coverings in school and will be asked to remove them before they enter the school gates. If they have to remove their face covering they must not touch the front of their face when removing it. If it is a temporary face covering they will need to dispose of it in a covered bin. If it is a re-useable face covering they will need to place it in a plastic bag they can take home with them.</li> </ul>
15.	<p><b>What to bring to school</b></p> <ul style="list-style-type: none"> <li>• Book Bag.</li> <li>• Coat.</li> <li>• Named water bottle &amp; packed lunch if your child is having a packed lunch.</li> <li>• Years 3 – 6 will need a healthy mid-morning snack (fruit) for your child. Key Stage 1 are provided with a snack.</li> <li>• All items will remain with the children in their classroom.</li> </ul>
16.	<p><b>Drinks</b></p> <ul style="list-style-type: none"> <li>• The water fountains around school will <b>NOT</b> be available for use.</li> <li>• Your child will be able to refill their water bottles in class.</li> </ul>
17.	<p><b>Lunches</b></p> <ul style="list-style-type: none"> <li>• We expect that our kitchen will be fully open from the Autumn Term.</li> <li>• If you child requires a lunch you will need to order your lunches in advance.</li> <li>• <b><u>Each week on a Thursday your child will be given an Order Form. This will need to be returned with them on Friday Morning.</u></b></li> <li>• Please find attached our Autumn Half Term Menu and Order Form.</li> <li>• We will be serving schools meals in the Hall; however, we will be segregating the Hall to ensure the year groups do not mix.</li> <li>• Staff involved with lunch service will be wearing face coverings and gloves.</li> </ul>

18.	<p><b>Hygiene in school</b></p> <p>We will ensure all adults and children:</p> <ul style="list-style-type: none"> <li>• Administer hand sanitiser on arrival.</li> <li>• <b><u>Frequently wash their hands with soap and water more thoroughly and more often than normal.</u></b></li> <li>• Are encouraged not to touch their mouth, eyes and nose.</li> <li>• Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').</li> </ul> <p>We will also:</p> <ul style="list-style-type: none"> <li>• Ensure help is available for children who have trouble cleaning their hands independently.</li> <li>• consider how to encourage young children to learn and practise these habits through games, songs and repetition.</li> <li>• ensure that bins for tissues are emptied throughout the day.</li> <li>• where possible, all spaces will be well ventilated using natural ventilation (opening windows).</li> <li>• prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.</li> </ul>
19.	<p><b>Cleaning in school</b></p> <ul style="list-style-type: none"> <li>• The cleaning staff have put in place a schedule to ensure cleaning is enhanced.</li> <li>• Different year groups don't need to be allocated their own toilet block. Toilets will be cleaned regularly. Children will be encouraged to clean their hands thoroughly after using the toilet.</li> </ul>
20.	<p><b>What if my child becomes poorly at school?</b></p> <p>We have set up an Isolation Area at school. If your child becomes poorly they will be directed to the Isolation Room and you will be contacted immediately so you can take them home.</p>
21.	<p><b>Personal Protective Equipment (PPE) &amp; First Aid</b></p> <ul style="list-style-type: none"> <li>• Staff will not be wearing face coverings in schools unless a child becomes unwell or requires First Aid and during lunch service. If contact with the child is necessary for example to administer First Aid, then disposable gloves, a disposable apron and a fluid-resistant surgical face covering will be worn by the supervising adult.</li> <li>• PPE is only needed if a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home.</li> </ul>
22.	<p><b>Engage with the NHS Test and Trace Process</b></p> <p>Everyone will need to be ready and willing to engage with the NHS Test and Trace Process.</p> <ul style="list-style-type: none"> <li>• Children must not come to school if they have coronavirus symptoms.</li> <li>• Children should self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive for coronavirus.</li> </ul>

- If your child develops symptoms at school they will be sent home to self-isolate.
- You must book a test if your child is displaying symptoms.
- YOU MUST INFORM SCHOOL IMMEDIATELY OF THE RESULTS OF A TEST.
- If your child tests negative, if they feel well and no longer have symptoms they can stop self-isolating.
- If your child tests positive they should follow the “stay at home guidance”. They must self-isolate for at least 10 days (updated by Public Health England on 13.08.20 from 7 days) from the onset of their symptoms. They can only return to school if they do not have symptoms other than cough or loss of smell/taste. Other members of their household should continue self-isolating for the full 14 days.
- The school will take swift action when we become aware that someone who has attended school has tested positive. We will contact Devon County Council’s Health Protection Team who will carry out a rapid risk assessment to confirm who has been in close contact with the child during the period that they were infectious and ensure they are asked to self-isolate for 14 days.
- If your child is sent home because another child in their class has developed symptoms you and other household members do not need to self-isolate unless your child develops symptoms.
- If your child is sent home because another child in their class has developed symptoms and your child starts to develop symptoms within the 14 day isolation period they should follow the “stay at home guidance” and get a test. If the test is negative they should remain in isolation for the 14 days. If the test is positive they should inform the school immediately and must isolate for at least 10 days from the onset of their symptoms and your household should self-isolate for at least 14 days.
- If school has two or more confirmed cases within 14 days we will work with the Health Protection Team at Devon County Council.