

INFORMATION SHEET

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.	<p>Phased reopening of school</p> <p>We intend to have a phased return to school:</p> <ul style="list-style-type: none"> • Foundation Stage return to school on Monday 1st June. • Year 1 return to school on Wednesday 3rd June. • Year 6 return to school on Monday 8th June. • School will not be open for children in Years 2 – 5 unless you are a key worker or have vulnerable children with an EHCP, your child may have been attending school for some time and they will be able to continue to do so as they do now.
2.	<p>Classes</p> <ul style="list-style-type: none"> • Each year group has been split in half with no more than 15 pupils per group with a teaching lead and an additional adult. • Children of key workers in other year groups will be in an additional class (Key Worker Class). Critical workers who can access schools or educational settings • Each class group has been given a colour. • Mrs Lewis will email you under separate cover to let you know what class group your child is in. • These class groups cannot not be changed. <p>Foundation Stage A - Grey</p> <p>Foundation Stage B - Green</p> <p>Year 1 A – Blue</p> <p>Year 1 B – Red</p> <p>Year 6 A – Pink</p> <p>Year 6 B – Yellow</p> <p>Key Worker Class – Orange</p>
3.	<p>Staffing</p> <p>Foundation Stage A: Mrs Page & Miss Ramsden (Student Teacher Trainee)</p> <p>Foundation Stage B: Mrs Newman & Mrs Darvell</p> <p>Year 1 A Miss Saunders & Mrs Widger</p> <p>Year 1 B Mrs Jeffery & Mrs Hannaford</p> <p>Year 6 A Mr Fisher & Mrs Lansdale/Mrs Cross</p> <p>Year 6 B Miss Murray & Mrs Prescott (Mon & Tues)/Mrs Cowling & Mrs Goodman (Wed, Thur & Fri)</p> <p>Key Worker Class Mrs Moore (Mon-Thurs) /Miss Burner (Fri) & Ms Hinder</p>

4.	<p>Attendance</p> <ul style="list-style-type: none"> • Full time attendance is encouraged. We do not encourage part-time attendance. • No action will be taken (such as a penalty notice) if you decide it is not safe to send your child to school. • If you feel worried about your child or family’s safety, please talk to us in the first instance. • Do not send your child to school if they have any coronavirus symptoms. 										
5.	<p>Shielded and clinically vulnerable children</p> <ul style="list-style-type: none"> • Clinically vulnerable or shielded children will not be expected to attend school. • Children who live with someone who is medically certified as clinically extremely vulnerable should only attend if stringent social distancing can be adhered to. As it is not possible to follow stringent social distancing at all times we do not expect those children to attend. 										
6.	<p>Living with a shielded or clinically vulnerable person</p> <p>Children who live with someone who is clinically vulnerable (but not clinically extremely vulnerable), may attend school.</p>										
7.	<p>Transport to School - <u>IMPORTANT</u></p> <p>Please tell us if you intend to come to school by bus as we need to co-ordinate transport for you.</p>										
8.	<p>Drop off and pick up guidelines</p> <ul style="list-style-type: none"> • Please park on the road - do not park in the Bus Bay. • The Bus Bay will be used as the Parent Drop Off & Pick Up Point. • Please do not enter the school site. Please wait behind the double gates and not the small side entrance gate (Pre School only access). • Please queue according to your child’s class group colour and observe the social distancing guidelines. • Only one parent should accompany their child to school to minimise adult to adult contact. • There are staggered arrival and departure times (see below). • Please be punctual, if you are coming to school by car and arrive early please do not get out of your car until your allotted time slot. • We will not be able to physically assist (ie hold their hand) your child into school. • If you think you may be late please inform the school by telephone. 										
9.	<p>Drop off and pick up times</p> <p>Drop off</p> <table data-bbox="279 1848 1436 2027"> <tr> <td>9.00am</td> <td>Key Worker Class</td> </tr> <tr> <td>9.15am</td> <td>Any children with siblings (in FS/Yr 1 & Yr 6) and children coming to school by bus</td> </tr> <tr> <td>9.30am</td> <td>Year 6</td> </tr> <tr> <td>9.45am</td> <td>Year 1</td> </tr> <tr> <td>10.00am</td> <td>Foundation Stage</td> </tr> </table>	9.00am	Key Worker Class	9.15am	Any children with siblings (in FS/Yr 1 & Yr 6) and children coming to school by bus	9.30am	Year 6	9.45am	Year 1	10.00am	Foundation Stage
9.00am	Key Worker Class										
9.15am	Any children with siblings (in FS/Yr 1 & Yr 6) and children coming to school by bus										
9.30am	Year 6										
9.45am	Year 1										
10.00am	Foundation Stage										

	<p>Pick up</p> <p>2.30pm Foundation Stage</p> <p>2.40pm Any children with siblings (in FS/Yr 1 & Yr 6) and children coming to school by bus</p> <p>2.50pm Year 1</p> <p>3.00pm Year 6</p> <p>3.10pm Key Worker Group</p>
10.	<p>Our school site</p> <ul style="list-style-type: none"> • We attach a map of the school. • By introducing a coloured route map for each class grouping we can ensure each class group enters and exits the school building without mixing with another class grouping. • Each class group will remain in their own classroom. • Each child will be assigned the same desk each day and desks are spaced as far apart as possible. • The communal areas such as the Hall are out of bounds. • Each class group has been assigned their own toilets. They will be unisex toilets, but only one child will be allowed in the toilet at any one time. • Outdoor play equipment will not be available to limit transmission and more easily allow distance between children. • The use of the staffroom will be staggered to limit occupancy.
11.	<p>What will my child learn in school?</p> <ul style="list-style-type: none"> • The focus of the learning for Foundation Stage and Year 1 will be Phonics, English (reading and writing) Maths and PSHE. • The focus for learning for Year 6 will be transitional activities in preparation for their transfer to secondary school in September. • The emphasis will be on self-marking, as teachers are not able to take in exercise books for marking.
12.	<p>Home learning for children in Foundation Stage, Year 1 and Year 6 who are unable to attend school</p> <ul style="list-style-type: none"> • As the teachers will be teaching face to face lessons they will not be posting learning on Seesaw or giving feedback to those children not in school. • Home Learning packs will be accessible for children via the website following the broad themes teachers are using to teach the children in school. These will not be as detailed as those previously uploaded onto Seesaw.
13	<p>Home learning for children in Years 2, 3, 4 and 5</p> <ul style="list-style-type: none"> • Teachers will continue to load home learning onto Seesaw and provide the home learning packs via the website. • Teachers will be involved in continuing to plan learning for their classes, responding to work uploaded by their classes, giving feedback and monitoring access.
14.	<p>Break and lunch times</p> <ul style="list-style-type: none"> • Foundation Stage and Year 1 will have 3 breaks per day (mid-morning, lunch and afternoon). • Year 6 will have 2 breaks per day (mid-morning & lunch). • Break times and lunch times will be staggered to ensure each coloured group does not mix.

	<ul style="list-style-type: none"> • Class groups will not be able to use the same playgrounds at the same time. • The School Field will also be zoned.
15.	<p>What to wear to school</p> <ul style="list-style-type: none"> • As all children will need to ensure they wear a clean set of clothes each day they are not required to wear school uniform. • Please ensure your child wears sensible shoes to school and does not wear open toed shoes. • Please make sure your child comes to school with a coat. • Please make sure your child comes to school with a sun hat and you have applied sun cream before they come to school.
16.	<p>What <u>not</u> to bring to school</p> <ul style="list-style-type: none"> • Your child does not need to bring anything to school with them (apart from a coat and sun hat). • Please do not bring your child's PE kit or Book Bag to school. • All resources will be provided in school. We will issue children their own stationery to prevent the sharing of equipment where possible. • Children will not be bringing anything home with them either.
17.	<p>Lunches</p> <ul style="list-style-type: none"> • Year 6s should bring their own packed lunch to school each day. • We can provide packed lunches for Foundation Stage and Year 1 and those children eligible for Free School Meals. • If your child requires a packed lunch you will need to order your packed lunches in advance. • Please find attached our Packed Lunch Menu and Order Form. • <u>Please email your Packed Lunch Order Form to Mrs Lewis by the previous Thursday of each week.</u> clewis@southhamsfederation.org.uk • To ensure class groups are kept apart as much as possible the packed lunches will be brought to their classrooms.
18.	<p>Drinks and Snacks</p> <ul style="list-style-type: none"> • Please ensure your child brings a named water bottle to school each day. • The water fountains around school will not be available for use. • Your child will be able to refill their water bottles in class. • Please pack a healthy mid-morning snack (fruit) for your child.
19.	<p>Behaviour in school</p> <p>In light of the need for children to behave differently when they return to school and new systems have been put in place to support that, we have made changes to our Behaviour Policy. Please find attached our new Behaviour Policy.</p>
20.	<p>Hygiene in school</p> <p>We will ensure all adults and children:</p> <ul style="list-style-type: none"> • Administer hand sanitiser on arrival.

	<ul style="list-style-type: none"> • Frequently wash their hands with soap and water for 20 seconds and dry thoroughly. • Are encouraged not to touch their mouth, eyes and nose. • Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). <p>We will also:</p> <ul style="list-style-type: none"> • Ensure help is available for children who have trouble cleaning their hands independently. • consider how to encourage young children to learn and practise these habits through games, songs and repetition. • ensure that bins for tissues are emptied throughout the day. • where possible, all spaces will be well ventilated using natural ventilation (opening windows). • prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
21.	<p>Hygiene at home</p> <p>At the end of the school day all clothes worn by children will need to be removed and washed with clean clothes worn the following day.</p>
22.	<p>What if my child becomes poorly at school?</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. If your child develops Coronavirus symptoms at home you must inform school so their class can be sent home and families can be advised to self-isolate for 14 days.</p>
23.	<p>Personal Protective Equipment (PPE) & First Aid</p> <ul style="list-style-type: none"> • Staff will not be wearing face covering or face mask in schools except if a child becomes unwell or requires First Aid. 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 mask will be worn by the supervising adult. • PPE is only needed if a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained.
24.	<p>Cleaning in school</p> <ul style="list-style-type: none"> • We have removed soft furnishings, soft toys and toys that are hard to clean from the classrooms. • The teaching lead and additional adult will be responsible for cleaning their class at the end of day as they will know what resources have been used. • The toilets will be cleaned every hour by the additional adult in each class. • The cleaning staff will be responsible for deep cleaning the communal areas every day.