

Covid-19 Parent Handbook
1st September 2020
REVISED ready for 8th March 2021



The aim of this document is to inform parents of what we are putting into place to keep your children as safe as we can. We have used the Government and Local Authority guidance and have full support from the Inclusive Schools Trust.

Start times

Full opening from 8th March 2021 for all children

All children are expected to return to school on 8th March. There will be some flexibility for children with serious health conditions and these can be talked about 1:1 with parents. Staff and pupils at increased risk of contracting or being seriously ill from COVID-19 have been identified and assessed. If you feel your child is at an increased risk please inform the school as soon as you can, if you haven't done so already. We will make sure we have an individual plan of support for your child.

Reporting absences

If your child cannot attend school because they are unwell please contact school at the start of each day and leave a message on the school answer machine.

If your child is unwell

To help us keep the school safe and open, please do not send your child into school if they are feeling ill and especially if they have even just one of the symptoms listed below. If students are poorly and show any of these symptoms, we will contact their parents/carers to come into school to collect them. . If in any doubt, please look after your child at home. The main symptoms of Covid-19 are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Children who show any of the main symptoms of Covid-19 must be tested for the virus. The school office will give you a letter if we have to send your child home because they are symptomatic. Children who are symptomatic will not be allowed back into school until they have been tested for Covid-19 and school has been able to verify the result of the test.

Attendance

If you are worried about your child coming back to school and you feel you would like support, we really can help you. We do understand and we know that for some families this time will not be easy. Please contact the school office and we will do all we can.

Organisation of school day

Travelling to school

Please be mindful of government guidance regarding who can travel together in a car. We would also advise you walk where possible and with members of your own family. If your child cycles to school then they can store their bike under the cover. Mr Tame has made a new bike rack, so storage is easier and more bikes can fit in. One child at a time please.

Staggered start and end times to the day

This is to reduce the number of families on the playground at one time. Please keep to your time and don't arrive to school more than 5 minutes before your given time. Please keep socialising on the playground to a minimum. When you bring your child to school, at the given time, they can say goodbye to you on the playground and your child will be welcomed into school by a member of the class staff. There will be no queuing on the playground. At the end of the day your child will be sent out to you one at a time. Please leave the school premises as soon as you can. The field will not be open to play on before and after school as this can't be monitored by staff at all times.

If you have more than one child in school , with different start times, then please bring your child to school at the earlier time. We can be flexible with the timings if the time given causes a problem with child care or your work but please ring/email the school office so we know.

We ask you to be on time, as late arrivals will be difficult to manage whilst following all of our procedures to keep children and staff safe.

We would appreciate it if only one parent comes into the school playground when bringing your children to school.

There are staggered break and lunch times too so there are as few children on the playground as possible.

Class Bubble	Year	Timing of day
Barn Owl	2	8.50am – 3pm
Raven	2	8.35am – 2.45pm
Kestrel	2	8.50am – 3pm
Skylark	1	8.50am – 3pm
Swift	1	8.35am – 2.45pm
Swallow	1	8.50am – 3pm
Greenfinch	R	8.35am – 2.45pm
Goldfinch	R	8.35am – 2.45pm
Chaffinch	R	8.35am – 2.45pm
Kingfisher	N	Normal times for sessions. 8.30 and 12.

Kingfisher Class (Nursery) will continue to use the gate across the field. This really helps ease congestion and gives all children and adults more space.

Bubbles (groups)

Bubbles of children have been worked out linked to where the classes are situated in school. Children will not mix with children from other bubbles but can mix with any child from the

bubble they are in. Bubbles are 2 or 3 classes See table above which is colour coded. Staff can move between bubbles if needed to cover a class.

Playground Equipment

The playground climbing equipment **will not be in use**, before school, after school and during the school day. We will put barrier tape around it to indicate this. This is because the guidance around play equipment is complex and we want to eliminate the risk of transmission of Covid-19 as much as possible.

Parents in school

Unfortunately we are not allowing parents to come into school, apart from the entrance lobby. This goes against our usual way of working but I am sure you can understand why. We need to have as few people in the building as possible. If there is a medical emergency then of course the child's parent can come in with their child.

What can my child bring to school?

Your child can bring their school bag or book bag, lunchbox and water bottle. If your child is bringing their own lunchbox it must be taken into the classroom with your child, not put in the dinner hall as before.

Uniform

Children will be expected to wear school uniform. This does not need to be washed every day but a high standard of personal hygiene will be expected to ensure we keep everyone as safe as we can.

Lunchtimes

We will be able to offer a hot dinner or a cold packed lunch from school. The menu will be limited but will still be lovely food and some choice. Your child can bring a packed lunch if they prefer.

Staff Structure

Teachers and Teaching Assistants will be working with one class mainly. There are a few times in the week when a member of staff works in a different class to cover a teacher. Class numbers are lower than previous years. We have a good ratio of children to adult and more space in the classrooms because of lower numbers.

Parent Support Advisor – Mrs Derer

Our PSA, Mrs Derer, who also works at George White Junior School, works 2 days at each school. She works at Mousehold on a Monday and Tuesday.

Senior Leaders and Designated Safeguarding Leads

The Headteacher and Deputy Headteacher continue to have no class responsibility. There will always be a senior leader present on the playground before and after school.

Mrs Westall – Headteacher

Mr Tolson – Deputy Headteacher and SENCO

Miss Wood – EYFS lead and Nursery teacher.

Safeguarding

Safeguarding children

Safeguarding arrangements in school will remain the same with a few heightened responsibilities to meet the demands of the current situation. The 3 Designated Safeguarding Leads are Mrs Westall, Mr Tolson and Miss Wood.

Behaviour Policy

In order to keep all children and staff safe we have added an appendix to our Behaviour Policy. This can be found on our school website: www.mouseholdinfants.com. It remains largely unchanged **but where children's actions are deemed to increase the risk of transmission of coronavirus, the SLT will ask for the child to be sent home immediately.**

High Five Letters (part of our Behaviour Policy)

It is important that children receive praise for their efforts at home and at school. High Five letters will be written and these will be e mailed to parents on the same day, a copy put in the folder, and one given to child to keep in school 72 hours before taking home.

Curriculum

We will continue to offer a broad and balanced curriculum for all children. Outdoor learning will be a priority. We are fortunate with such a lot of space in school and outside. There will be some differences to the curriculum but we will still teach all subjects in a creative way as usual.

Assembly

No assemblies together in the school hall.

Trips

There are no trips planned. Trips can take place but will be carefully thought through and risk assessed.

PE

PE will be outside where possible, or in the dinner hall. Contact sports are not allowed. Capoeira in Year 1 will still happen. **Children will need to come to school in PE kit on the days they are doing PE**, so parents will be reminded of these days. This will ease congestion in the cloakroom with PE bags and will ensure children aren't spreading themselves and their clothes out when changing.

Reading

We will continue to use real books and our online 'Rising Stars' reading resource. More information will follow from your child's class teacher.

Music

A maximum of 15 children can sing together. This is smaller than a class size. Music is such a big part of Mousehold so we will ensure that children can sing safely in small groups.

Whole class teaching of ukulele in Year 1 and Samba drumming in Year 2 will still take place safely.

Supporting children's mental health.

A big part of our curriculum will be supporting children's mental health. This will be planned on a week by week basis and will involve lots of outdoor and fun activities.

Reading and Maths Cafes

These won't take place until guidance changes. We will make sure we support you and inform you of how we teach phonics and calculations.

VLE (Virtual Learning Environment)

The VLE has been used well for home learning throughout the school closure period. In case of another school closure we need to keep the VLE alive. This will be used to support with any home work and communication with parents – but not solely used. We understand that not all parents can access this at home.

Health and wellbeing for staff and children.

Cleaning

Staff have been fully informed and guided on how to clean effectively and according to the guidance. Thorough cleaning is built into each day's schedule.

How can the children and families help to reduce the risks?

- 'Catch it, bin it, kill it' message reinforced.
- Excellent personal hygiene.
- Handwashing at transition times.
- Understanding the symptoms and what to do if they feel unwell

Social distancing

The staff will lead by example. They will stay 2m apart where possible and model it for the children. Children are not expected to stay 2m apart but awareness of space will be essential and reminders will be given to children.

We ask parents to social distance on the school playground.

Desks will mostly be forward facing in KS1. Class staff will work next to a child, with some distance, rather than face to face. In EYFS the tables have carefully been set up for learning to take place around the room. Children don't sit at desks all at the same time.

Limited, well spaced resources will be set out in the classrooms and the spacing of children will be monitored

In KS1 children will use only the stationery provided in their tray on their workstation.

Face Coverings

Staff, if able to, are expected to wear face coverings beyond their classroom. Some staff wear face coverings in classrooms for personal reasons.

Before and After School Provision

Early Club 8am onwards

Parents can bring their child to the normal entrance but wait outside, with one family in the entrance lobby at a time. Places need to be booked in advance on ParentMail, There will be no handling of cash and payments need to be made on ParentMail.

There will be 4 spaces used in 2 areas to ensure children are spaced out and with children they are with during the day.

Acorns after school club: normal arrangements of booking.

After school clubs - No after school clubs to start with and then we will review.

Payments to school

Please note that we operate a cashless office. Any payments that need to be made to school should be done via Parentmail or BACS transfer. Any items being invoiced to you will be set up for Parentmail payment, including Nursery fees (lunch supervision or non-funded sessions). If you have any queries please don't hesitate to contact Mrs Rayner in the school office.