

Parent and Carer Handbook

1<sup>st</sup> September 2021

Written by Rebecca Westall



**Mousehold**  
Infant and Nursery School

### **Introduction:**

Even though most covid restrictions have been lifted nationally, it is still important that we do our best to remain vigilant in a school setting.

### **Context**

When children return to school in September most will only be familiar with a bubble system and with limited areas of the school. Some children will be new to our school. From September there will be no bubble system. We will help children settle back into school by focusing on developing relationships and helping them to become familiar with the different areas of school; ensuring the children are in the best place to learn.

This will look like:

- Daily PSHE style activities, including circle time.
- Enjoyment of stories as a class and small groups.
- Time for children to express themselves through Art and Music.
- Plenty of outdoor learning.

### **Timings of day**

Main school: 8.50am – 3pm.

Nursery – AM session: 8.30 – 11.30am PM session: 12-3pm

No staggered start times. Class Teacher opens doors at 8.50am and children can come straight into school. Parents and carers say goodbye to their children at the door.

Day ends at 3pm for all children.

### **Lunch times**

All hot dinners and packed lunches will be in dinner hall.

Sitting 1	Chaffinch, Goldfinch, Greenfinch	11.50am in dinner hall. Play outside after.	Lunch hour 11.50 – 12.50pm
Sitting 2	Swift, Skylark	12.15pm in dinner hall. Play outside after.	Lunch hour 12.15 – 1.15pm
Sitting 3	Robin, Barn Owl, Raven	12.40pm in dinner hall. Play outside first.	Lunch hour 12.15 – 1.15pm

### **Outdoor Playground Equipment**

This can be used at playtimes and lunchtimes. Not before and after school please.

### **Safe travel to school**

With no staggered start times, this will lead to more traffic outside school. Please be very mindful of small children on the pavements. Please do not mount the kerb when parking. The road calming measures outside school with the give way system directly outside school need to be adhered to and with patience. Be aware of language and behaviour when driving and waiting for other cars to pass. Please walk or cycle to school if you can. This will ease the traffic outside school.

If you are using public transport please wear a face covering if you are able to do so.

### **Senior Leaders**

Rebecca Westall – Headteacher

Ian Tolson – Deputy Headteacher and SENCO

Dhinasha Balachandre – Assistant Head and Year 2 teacher.

There will always be a Senior Leader present on the playground before and after school.

### **Parent Support Advisor – Mrs Derer**

Our PSA is Mrs Derer. She also works at George White Junior School. She works at Mousehold on a Monday and Tuesday. She can support parents and carers with many different matters, such as:

- Advice on routines at home.
- Financial advice
- Housing advice
- Behaviour support
- A supportive listening ear
- Therapeutic work with children 1:1

If you'd like to speak with Mrs Derer, please make an appointment through the school office.

### **Mental Health Champions**

Susie Abeyta – Teacher

Verity Graham – Teacher

Tracy Desouky – Teaching Assistant.

You will see updates on some newsletters from these members of staff. They are able to support staff and families in aspects of mental health.

### **Designated Safeguarding Leads**

Designated Safeguarding Lead – Rebecca Westall

Deputy Safeguarding Leads – Ian Tolson, Zoe Wood, Dhinasha Balachandre.

If you have a concern about a child please talk to one of our safeguarding leads. We can also support with struggles you may have at home. It's always worth talking to us.

## **Trips**

There are no trips planned. Before any trips are planned we will work through a risk assessment as a team of staff and inform you of exactly what the plans are.

## **PE**

Children will continue to come to school in PE kit on the days they are doing PE. **Parents will be informed of their children's PE days.**

## **Open Classrooms**

This will start in **October** on a Friday after school. Parents and carers can come into school on a Friday straight after school, look at the classroom environment and their children's books.

## **Learning Cafes**

We hope to be able to invite parents into school soon for Reading, Maths and Phonics Cafes. This will be a chance for you to hear about how we teach different aspects of the curriculum, as well as seeing your children learning in their classroom.

## **High Five Letters**

### **Our High Five:**

#### **Respect, Help, Learn, Enjoy, Achieve.**

If children demonstrate one of these words at home or at school then they will receive a personalised High Five letter from the Headteacher or Deputy Headteacher. A copy goes in our 'High Five folder' and the child stands up and is clapped in a Friday assembly. So please do let us know of any achievements outside school. Some examples have been:

- Riding a bike without stabilisers for the first time.
- Helping a family member
- Showing respect to nature or the environment.

## **Covid related measures:**

The cleaning schedule will be the same as last academic year. This means it will be thorough and all staff play a part in some aspect of cleaning each day.

Each room and corridor will be well ventilated. Please make sure your children wear warm clothes on cold days. If it is really cold then the windows won't be fully open throughout a lesson.

Staff will not be meeting in large groups. Some larger staff meetings will be via zoom.

Children will be expected to wash their hands at regular intervals throughout the school day.

Face coverings don't need to be worn on school premises, however staff and parents can wear one if that is their preference.

## **Children with Covid Symptoms at school**

The child will wait to be collected in a safe space in school with a member of staff. We ask that when the child gets home the parents organise a test and inform school of the result.

### **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, please do not send your child into school if they have one of the symptoms listed below. 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. 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.

We expect children to be in school when they are well and we expect them to be on time. If we have concerns about a child's attendance we will contact parents and carers and offer support where we can. Good attendance is important in helping the child settle into good routines and habits, make and keep friendships and good attendance enables children to learn well and make good progress.

### **Before and After School Provision**

**Early Club** - Daily. 8am-8.45am Reception – Year 2. Please enquire at the school office.

**Acorns Club after school:** Daily. Children are collected by staff from GWJS. Please enquire at the school office.

**After school clubs** – To be arranged to start at the end of September.

### **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.

### **Communication with parents and carers**

A weekly newsletter from the Headteacher will be sent to all parents and carers via ParentMail on a Friday. Please read this as it contains important information.

Fortnightly learning letters will be sent to all parents and carers via ParentMail from your child's class teacher.

We have a school Facebook Page called, 'Mousehold Infant & Nursery School.' We share celebrations, news and reminders of school events.

Our school website was relaunched last year and is a good reference point for school policies and information. It also has a virtual tour of our EYFS and some interviews with staff.

[www.mouseholdinfants.com](http://www.mouseholdinfants.com)

### **Contingency Planning**

There is a detailed contingency plan for all school arrangements and we will communicate this with you when and if different situations arise:

Examples:

We would love to be able to hold Face to Face parent/teacher meetings in the Autumn Term – our contingency plan will be to meet with you via Zoom or telephone.

We would like to invite parents in for Learning Cafes. Our contingency plan will be to do Zoom sessions explaining how we teach different concepts in Maths and English.

We are hoping that we don't have to go back to the bubble system. If we do, then our contingency plan is for classes to be in a bubble with the class next to them and who they share toilets with.

We are really hoping there are no further school closures. If there are then we will be well prepared for online learning and support for all.