



## Return to School Handbook for All Year Groups – September 2020

### Who is expected to return to school in September?

- Government guidance is that all pupils are expected to attend school from September and attendance is compulsory. It is essential that pupils return to classrooms as normal to recover any potential lost learning that may have occurred over the lockdown period and reconnect with their peers and teachers.

### What will the first week look like?

The table below shows when each year group will return:

Date	Year Groups
Monday 7 September	INSET – Staff only
Tuesday 8 September	INSET – Staff only
Wednesday 9 September	Years 1-6
Monday 14 September	Reception

### How do we ensure safety at the start and end of the school day?

- We have staggered the start and finish times of each day to allow for a continuous flow of pupils, parents and carers into and out of the school grounds. Social distancing measures will be in place and staff will be visible to support you and your children at each point. If there are children in your household from multiple year groups (for example, year 2 and 4) you can drop them off together at the start time for the pupil in the youngest year group. In this example both children would start at 8.45am. The same arrangements will be in place for picking children up at the end of the school day; they would be collected at 3.00pm. It is critical that you stick to the start and end times highlighted below to avoid congestion at the school gates and on route through the school yard.

**Please note that the start time indicated is when lessons will begin in the morning.** It is therefore anticipated that children will be dropped off in good time, so their day can start smoothly, and they are not registered as being late. Children from families who are key workers will follow the revised start and finish times indicated below, *wherever possible*.

Year Group	Start Time	Finish Time
Reception, Years 1 and 2	8.45am	3.00pm
Years 3 and 4	9.00am	3.15pm
Years 5 and 6	9.15am	3.30pm

**Reception** – please refer to the separate communication regarding the arrangements for the week commencing 14 September.

## Entering and leaving the school for all pupils

- All pupils will enter and leave the premises via the same one-way route planned around the school building. Only one parent/carer will be allowed to drop off and/or pick up their children. If other family members are supporting parents/carers with drop off or collection, please let the school office know.
- Parents/carers can only enter the school to drop off and pick up their children through the caretaker's gate (Moxon Close side), **this will be labelled Gate A**. Staff will be present to guide you to the classroom doors where all pupils will be required to sanitise their hands prior to entering their classroom.
- Once your child has been dropped off/picked up you will leave the school via the Lyon Road exit, **this will be labelled Gate B**. A one-way system is in place. Social distancing markers are present throughout the route and we ask that you adhere to social distancing requirements at all times and to enter and leave the premises as quickly as you can.

## How will we ensure guidance is followed in reducing social contact?

### Classrooms

- Classrooms will return to full capacity from 9 September. Pupils will be arranged in year group 'protective bubbles' to minimise the potential spread of infection between social groups. Movement will still be restricted around school, but it is envisaged that school life, in general, will return to normal.

### Breaks and Lunches

- Breaks and lunches will be staggered to ensure 'social groups' are maintained in classes and within key stages. Each class will have a designated area assigned to them in the playground to socialise and play. In the first instance, we intend to serve school lunches in the classroom. This will ensure that children from different social groups do not mix unnecessarily. Pupils will be allowed to bring in their own lunchbox and water bottles. We ask that parents/carers fill water bottles before they drop their children off in the morning. The school does have a limited supply of bottled water for children that require additional water throughout the day.

### Breakfast Clubs and Afterschool Clubs

- We are currently planning to reopen our Breakfast and Afterschool Clubs as soon as possible. As always, we will keep families informed of any proposed changes.
- Children eligible for FSM will still be offered toast in the morning.

### Educational Trips and Visits

- No educational trips or visits have been planned for the first term back to school. Once the first term is over (23<sup>rd</sup> October) the school will review its position. All future trips and visits, as you would expect, will be robustly risk assessed.

## Equipment

- The school will provide all necessary classroom equipment for pupils including pencil cases, pencils, rulers, pens, copy books and reading books. It is still recommended that children limit the amount of equipment they take into school each day, to essentials such as a school bag, lunch box, hats, coats, reading book and water bottles.

## Do pupils have to wear a face mask in school?

You will be aware that guidance has recently been released regarding the use of face masks in secondary schools. Currently, they are not compulsory in primary education and therefore:

- There is no expectation for pupils to wear face masks in school.
- There is no expectation that pupils will wear face masks in classrooms and whilst outdoors at school. However, face masks and face shields can be worn by pupils at the discretion and wishes of individual parents/carers.

## What are the expectations regarding uniform?

- There is an expectation that school uniform should be worn as normal for all children. Teachers will inform parents and carers the days PE lessons will occur as part of the normal school timetable. On these days, and until further notice, pupils will only have to bring trainers into school with them which can be stored in the cloakroom area.
- Further details can be found at - <https://carletonpark.patrust.org.uk/school-uniform/>

## Can parents/carers visit the school?

- Only visitors with a prior arranged appointment will be allowed on the school site. Where possible, appointments will be conducted via telephone/virtually. This will also be the case for any outside agencies. Where there is no option other than for a visitor to be on the school site, social distancing measures will be in place.

### How are we ensuring classrooms are safe learning environments with good hygiene?

Good sanitisation practice and the avoidance of unnecessary contact with others are essential features of preventing the spread of any virus. The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low. Pupils will be asked to wash their hands and use sanitiser at regular intervals throughout the day. Younger pupils will be fully supported to wash their hands effectively and safely by staff members.

In addition:

- Pupils will stay in their own classroom to minimise movement throughout school. Within that classroom, each pupil will have their own desk, their own equipment and their own exercise books to ensure that they do not need to unnecessarily move or borrow equipment. Equipment and exercise books should be left on the pupil's desk at the end of the day and not taken home.
- All pupil desks are set up in a way that are front-facing meaning pupils will not directly face each other during lessons.
- Teachers will remain, wherever possible, socially distanced from pupils at the front of the classroom.
- Hand sanitiser is available in each classroom and the classroom will be cleaned prior to learning taking place and at the end of each day.
- All doors will be kept open using door wedges to prevent pupils having to touch handles to open and close doors.
- All IT facilities in each classroom, such as keyboards and iPads will be cleaned and sanitised prior to the start of each lesson.
- Staff are very aware of the symptoms of Coronavirus and pupils will be encouraged to tell an adult if they feel unwell.

### What happens if my child displays COVID-19 symptoms at home?

If your child displays COVID-19 symptoms at home i.e. a new continuous cough, a high temperature, or a loss of/change in their normal sense of taste or smell, they must self-isolate for at least 10 days from when the symptoms started. If this is the case, please contact the school office immediately using the contact details below.

**Telephone: 01977 722615**

**Email: [admin@carletonpark.patrust.org.uk](mailto:admin@carletonpark.patrust.org.uk)**

You should arrange to have a test as soon as possible to see if your child has COVID-19 and contact the school with the result at the earliest opportunity. If there is another sibling in the household that attends school, they must also self-isolate for 14 days. Individual cases will be discussed with parents/carers to ascertain return dates for pupils. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.



### **What happens if my child displays COVID-19 symptoms at school?**

The school will follow government guidance if any pupil displays symptoms. They will be taken to a designated COVID-19 room to ensure isolation from other pupils and staff. We will then arrange for parents/carers to collect their child.

Any pupil sent home would be expected to self-isolate for at least 10 days and any siblings who attend the school would also be sent home to self-isolate for 14 days. You should arrange to have a test as soon as possible to see if your child has COVID-19 and contact the school with the result at the earliest opportunity. If the result is positive, parents/carers will be advised to follow the Government's '*stay at home guidance for households with possible or confirmed cases of COVID 19*'. Please see the link to this document below.

<https://www.gov.uk/government/publications/COVID-19-stay-at-home-guidance>

### **Behaviour for Learning**

The school will operate under its normal Behaviour for Learning Policy. The staff at Carleton Park will continue to use positive restorative behaviour strategies to ensure the wellbeing and safety of all our pupils. The staff and pupils at Carleton Park have excellent relationships with each other and most incidents of poor behaviour are quickly and effectively dealt with. It is important to note however that any pupil who commits serious or persistent breaches of the adapted expectations regarding behaviour may be sanctioned by the Headteacher using the full range of sanctions available, up to and including permanent exclusion in extreme cases. Spitting at staff, or peers, as well as continually breaking social distancing etiquette will not be tolerated in any circumstance. Our Behaviour for Learning policy can be found using the link below.

<https://carletonpark.patrust.org.uk/policies/>

### **How will I be kept informed of what is happening at school?**

Parents/carers will be informed of any updates via ClassDojo, text or letter. All communications via letter will be emailed to parents/carers and will be available under the communications tab on the school website. Please can all parents/carers ensure that the school has your up to date contact details.