



Return to School Handbook for All Year Groups – March 2021

Who is expected to return to school from 8th March 2021?

- Government guidance is that all pupils are expected to return to school from 8th March 2021. Attendance is compulsory and will be tracked daily by senior leaders. It is essential that pupils return to classrooms as normal to reconnect with their peers and teachers.

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

- We will continue to stagger 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.

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

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 is 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 is 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 8th March. Pupils will be arranged in year group 'protective social groups' to minimise the potential spread of infection. Movement will still be restricted around school, but it is envisaged that school life, in general, will return to normal. Pupils will be sat in forward facing tables in well ventilated classrooms which will be sanitised on multiple occasions throughout the school day.

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. We still 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. For children that require additional water throughout the day, this will be provided.

Breakfast Clubs / Extended After School Club and Afterschool Clubs

- Breakfast club will run as normal for those parents that have reserved places for their children. Pupils will be seated with their 'social group' peers and will be served directly at their table. Extended After School Club (EASC) will resume from Monday 8th March at the revised time of 3:30pm – 4:30pm. Children will be based in the hall at year group tables. Afterschool clubs will be slowly phased back in over the course of the academic year. Further details will be sent to parents in due course about these clubs.

Educational Trips and Visits

- No educational trips or visits have been planned for the immediate future. Once this situation changes we will inform parents/carers.

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, personal items, lunch box, hats, coats, books and water bottles.



Do pupils have to wear a face mask in school?

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 can wear their PE kit into school. If the weather is very poor outdoor PE will not proceed.
- Further details can be found at - <https://carletonpark.patrust.org.uk/school-uniform/>

Can parents/carers visit the school?

- Where possible all appointments will occur virtually or via telephone. 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 and face coverings must be worn. Appointments must be made through the school office and only when all other options are not available.
- When parents/carers are dropping off and picking up their children face coverings are advised but not compulsory. The school staff will encourage parents/carers to maintain social distancing and move through the one-way systems as quickly as possible to limit social contact. Parents/carers are asked not to congregate at any point within the school grounds for conversation.

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, where ever 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

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. 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.

The school will be providing remote education to all pupils isolating at home due to Covid. Individual families will be supplied with the relevant details of how this will work once the necessity arises.

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. Their siblings would also be sent home to isolate. 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 email, 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.