



Revised Edition
February 2021

Returning to School Keeping your child safe



Perseverance Enjoyment Awe & Wonder Compassion Excellence



The process of your child's transition starting school and returning back to school may be quite difficult for children. It is our aim to try and make this process as thoughtful and as smooth as possible, not just for the children but for parents as well. By working together it is hoped that we can reduce any anxieties you or your child may have.

In line with the Government Strategy, the focus is now aimed towards minimising risk. Below are the measures in place for our school environment to minimise risk:

Safety measures for your child's return

in conjunction to those found on our risk assessment, which are in line with the latest Government Guidelines;

Holidays, Absence and Illness

- If you are returning from a foreign holiday, the need to isolate will be in line with the Governments advice at the time.
- Children will be sent home immediately if they are unwell and particularly if they have symptoms of COVID-19. Children will moved to a designated isolation area whilst they are awaiting pick up. We would ask that whilst we are going through this COVID-transitional time, if your child is feeling under the weather, please keep your child at home.
- Pupils sent home with suspected symptoms will not be allowed in school until a negative test result has been presented, and if appropriate a **10 day isolation** has taken place.

- You must inform the school immediately if your child or a family member has any COVID-19 symptoms or has contracted the Coronavirus.
- As per the current guidance, schools are set to be issued with a small quantity of COVID-19 home test kits, however it is suggested that should you need a test, you visit the following website for registering to be tested: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/>
- Children with underlying health conditions, previously identified under the 'shielding' category (now referred to as *clinically extremely vulnerable*) are required to contact the school to make them aware. All children are expected to be in school as normal. As a school we will do all we can to keep your child safe, through a care plan or an individual risk assessment where it is deemed appropriate by the Local Authority.
- With regards to potential school closures, school will take advice from the Department for Education in the event of a positive test result concerning somebody from our school community. We may close the school for some or all children for 10 days as a precaution if advised.
- In the event of a suspected case, in line with the guidance, we will await official confirmation of a positive test result before making a public announcement to parents.



Arrival and pick-up time

- Each bubble will have a designated entrance/exit and time for arrival/pick up each day (staggered with other bubbles). Any late children may have to wait until any other 'bubbles' have safely cleared the school outside area before being handed over.

- **EYFS and KS1 (Reception, Year 1 and Year 2)**

Entry via pedestrian gate on Elmslea Avenue

Start time: 8:45 a.m.

Finish time: 3:05 p.m.

- **KS2 (Years 3, 4, 5 and 6)**

Entry via pedestrian gate on Elmslea Avenue

Start time: 9:00 a.m.

Finish time: 3:20 p.m.

- The pedestrian gate on Elmslea Avenue will be opened 5 minutes before your child's scheduled start / finish time.
- Only 1 adult per family will be allowed on site when dropping off / picking up their child(ren). They should also wear a face mask.
- In a morning, parents should drop their child (ren) off, who will then go straight onto the school yard to line up. Parents should leave site immediately via the main external green gates. Only children being dropped off will be permitted onto the playground during this COVID-19 period.
- We know that lots of children liked to arrive early to school to take part in the Morning Mile. Whilst we have the staggered start and finish times, the morning mile will be incorporated into the school day instead of being at the start of the day.
- At the end of the day, the parent collecting their child(ren) are asked to wait at the 'parent point', situated between the external green gates and the internal blue gates, where your child(ren) will be brought to you. Please remember social distancing.
- No children will be allowed into school via the main reception area unless special approval has been given in unforeseen circumstances.
- Secondary school children from Year 7 upwards should not come on to the school site or wait outside the main schools gates.



Hygiene and containing the spread



- Handwashing regularly throughout the day.
- Alcohol hand gel to be used regularly, particularly on arrival and after breaks.
- All children in a bubble to have their own personalised stationery bag and tray.
- Each bubble will have their own separate resources.
- Separate toilets for each bubble; Key Stage 1 and Key Stage 2.
- All children will have the option to order a hot school lunch or bring in sandwiches from home as normal.
- Children will not cross their bubble by going into classrooms outside of their key Stage.
- To ensure bubbles are kept separate, there will also be staggered morning breaks and lunch times. During lunchtimes, there will be a seating plan arrangement in place.
- **EYFS and KS1 (Reception, Year 1 and Year 2)**
Morning break: 10:10 a.m.
Lunch break: 12:00 - 1:00pm (eating at 12 noon)
- **KS2 (Years 3, 4, 5 and 6)**
Morning break: 10:30 a.m.
Lunch break: 12:00 - 1:00p.m. (eating at 12:30p.m.)
- Collective worship and rewards assemblies will be carried out remotely from each class room, via Microsoft TEAMS.
- Staff will change their clothes in the staff toilets before entering school.
- Resources will be sterilised regularly at the end of each day. Anti bacterial wiping of surfaces will be done by staff after each session
- Reading books will go home as normal, however, once your child



has finished with their book, it will be placed in a basket for 72 hours before being cleaned / sanitised ready for the next reader.

- Staff members assigned to one bubble only, this includes support staff and coaches.
- Some classrooms, where it allows and where it isn't against the spirit of the curriculum for the age group, children will sit in rows all facing the same way. There will be a strict seating plan in place to 'trace' close contact.

Items from home

- Children will be required to wear their full school uniform when returning, included appropriate outdoorwear dependant upon the weather.
- Items that will be permitted into school from home are as follows:



- PE Kit
- School Bag
- Water Bottle
- Lunch box if necessary
(preference is for children to have a school lunch to minimise risk)
- No pencil cases

- Where practically possible, we would ask that pupils arrive in freshly laundered uniform each day. If this is not possible, school uniform should be washed at least once a week as a bare minimum.

Visitors to school (including parents)

- There will be no visitors received at reception unless prior agreement is made with the Headteacher or Deputy Headteacher.
- We would ask that if parents have any queries, rather than visit

**SORRY,
NO
VISITORS**

the school office in person, please phone or email the school office instead, details are as follows:



01283 761361



schooloffice@coton-in-the-elms.derbyshire.sch.uk

- For pre-arranged visitors, they will be required to sanitise on arrival and sign-in electronically, as part of this process they will be asked to complete a range of COVID-19 related questions. This will include the registering of personal contact details for the purpose of track and trace only.
- To avoid touching the screen, visitors can also sign in using their smart phones by scanning the QR code on the screen. They can also book out using the same method.
- As in normal times, we would ask all parents and visitors to please park courteously outside of our school. Please avoid parking over driveways and on the corner of junctions.
- Please allow plenty of time to arrive for drop off and pick up at school - finding space to park may be tricky.



Keeping it safe

- Headteacher & governors to do a regular learning walk, checking safety measures being applied.

The safety of our pupils and the Coton-in-the-Elms Primary School community are incredibly important to us.

Please help us to help you, by working with and supporting the measures we have put in place.

Thank you.

