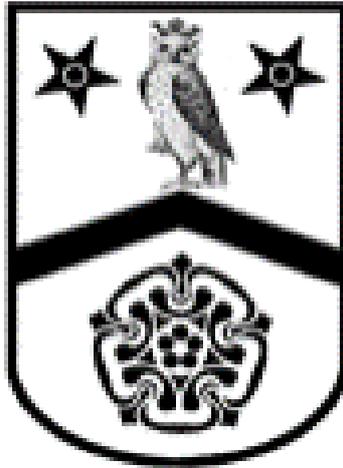


Pudsey Bolton Royd Primary School



Parent/Carer Information Handbook

Interim School Routines During 2020 COVID-19 Outbreak

Updated Fri 27/3/2020

Amendments (highlighted in red for ease of identification)

take effect from Monday 30/3/2020

and apply until further notice

Please note: information is liable to change at short notice as we manage the current situation from day to day – any changes to the routines outlined in this document will be communicated to families via the school's usual information channels, as set out on p2 of this document.

1. School contact details

To contact us:

Telephone: 0113 3862560

School phone lines will be manned between 8:00am and 4:00pm, Mon to Fri.

Outside these hours, you can leave an answerphone message.

School email: info@pudseyboltonroyd.org

This account will be monitored regularly.

For us contacting you:

We will ensure we have up to date contact details for you at the point of registration, in order to contact individual parent/carers.

We will notify parents/carers of any urgent messages by text.

We will also post updated information for all parents and specific groups, using the 'Latest News' and/or 'Letters' sections of the school website at

www.pudseyboltonroyd.org

2. Notification of changing circumstances

School is hosting a number of children, including those of workers deemed 'critical to the response against COVID-19'. We recognise that the definitions of critical workers may be subject to revision, or that the circumstances for families whose children are attending school, and/or those who have not yet taken up the offer of a place under the critical worker criteria, may also change. **We are expecting children who were allocated school places, whose families are finishing 14-day isolation periods, or where childcare arrangements for the children of critical workers have changed, to begin taking up their offer of a school place.**

YOU MUST CONTACT SCHOOL IN ADVANCE TO REQUEST A NEW PLACE FOR A CHILD. This is so that we can ensure we have sufficient, safe staffing levels to supervise the children expected in school on any given day, and give us time to prepare registration documents that we need to complete with parents on the first morning they bring their child to school.

Parents and children arriving at the door *without having made prior arrangements* should expect to be turned away for that day.

3. Your child's first day under school's new arrangements

Before we admit your child, we will need to complete a re-registration process, both to check our existing records, but also to get up-to-date information regarding critical worker status, emergency contact details in case your child falls ill, new passwords etc.

Please report to the school office from 8:30am on your child's first day, to allow time for us to process this information. All parents who have been offered a place under the 'critical worker' definition should bring i.d. and proof or confirmation

from their employer that they are classified as having 'critical/key worker' status to this initial registration meeting.

4. Safety and security measures, including access to school site

In order to maintain the safety of all children and staff attending school, we are implementing stepped up security measures as recommended by the government from its social distancing and shielding guidance. School's pedestrian gates will be locked during the day – except for the following times: drop-off/pick-up of children/collection of free school meal packed lunches.

If you need to access school and the gate is locked, please use the intercom next to the vehicle gate on the school driveway to talk to a member of staff in the school office.

All visitors to school will be asked to confirm that they (and all members of their household) are well and free of coronavirus symptoms, before they will be allowed to enter the school. All visitors (including staff and children) will have their temperature taken before being allowed inside the school itself.

5. School uniform

I would like children to attend in their usual school clothes (uniform for all children above nursery age) during term-time.

Please note: we will be working outside in the fresh air for much longer than usual. Please make sure that the children are more warmly dressed than usual. Although the sun is shining and the forecast currently good, it is colder than it looks and the last thing we need is children coming down with colds! Please bring them with lots of extra layers, so that they can guarantee to keep warm and can adjust their layers to be comfortable whatever the conditions on the day.

6. Dropping off/collecting children

School hours remain as normal – 8:50am - 3:15pm for the majority of pupils (8:50 – 12 o'clock for Nursery children).

If you are a critical worker and will have problems adhering to these times, you must contact school to discuss arrangements, in advance.

Daily drop-off and collection: Parents/carers and their children should line up outside the Small Hall door (please follow the 2m 'social distancing' rules by each family group standing next to one of the cones we've set out) from 8:50 to 9:00am to drop-off, and from 3:10 to 3:15pm to collect. As we need to screen the health of children attending, we ask that a parent/carer accompany the children every morning, so that we can run through the questions with them (unless we have made specific arrangements with a parent/carer to conduct this by 'phone).

[Note: all Nursery children admitted will need to attend morning sessions – drop off at the Small Hall door from 8:50am and collect from the Nursery gate at 12:00]

Collection:

Children should be collected from the following locations by 3:15pm:

HALL DOORS:

Year 5 and 6 pupils: blue double-doors nearest the kitchen

Year 3 and 4 pupils: middle, blue double-doors

Early Years and Year 1 and 2 pupils: Small Hall door

7. Collection Routines

As part of re-registering children, we will ask you to create a **new password** for the collection system. This is in case you need to arrange for a different responsible adult from the three on school's existing trusted adults list, to collect your child at the end of a day or in an emergency.

Please note that it may not be your child's usual teacher who dismisses the children at the end of the school day, hence why we need to re-establish new passwords with you.

It is up to you as parents/carers to pass the new passwords on to your trusted adult that collects (please don't ask anyone in the 'at-risk' groups - such as grandparents over-70 or family members with underlying health conditions, to collect).

Year 5 and 6 children may be given permission by parents/carers to walk home on their own.

8. Emergency contacts

We will also register new emergency contacts in case your child has an accident at school or falls ill during the school day.

9. If your child starts to display symptoms of coronavirus at school

We will care for your child in the following way:

- a) They will be taken to 4EH classroom with a familiar member of staff that has been working with them, and a first aider.
- b) 4EH is effectively to be used as an isolation room and will be permanently kept well ventilated.
- c) At least one member of staff will remain (at a safe distance) in the room with your child, to offer support and re-assurance for them.
- d) The agreed emergency contact will be called and asked to arrange for the child's collection from school as soon as possible.
- e) The emergency collecting adult should report to school reception via the main/office entrance and be prepared to give the password.
- f) School staff will then accompany the collecting adult around the side gate to collect the child from 4EH class fire-door.

Once you have checked with the NHS 111 service, please inform school of their advice and whether you are required to self-isolate or not.

10. Medicines/Allergies

Please keep us fully informed if your child has any new medication or medical conditions (including allergies). If your child has eczema and their skin is struggling with the extra hand-washing and contact with soap, you can provide them with emollient cream or their own soap dispenser to use – please let us know about it and ensure wherever possible that it is in its box, with your child's name on it and the product information inside. The office will complete medication forms as normal.

Inhalers and Epipens

We must have at least one inhaler/epipen, in date and full working order, in order to admit any child that has them prescribed into school. Two of each is vastly safer and therefore preferable.

It is best if these go home each evening and come back into school each day, in case there is an overnight change of circumstances, either for you (eg forced self-isolation) or school (ie total closure is ordered).

Allergies

It is the responsibility of parents/carers to make us fully aware of any allergies.

Children already identified in school as having food allergies, will continue to wear their lanyards, informing the catering staff of their dietary needs, at lunchtime.

11. Dinners

The kitchen will continue to run a full lunchtime service, so hot dinners will be available as normal. Dinners should be paid for in the usual way, via ParentPay. Children who normally bring packed lunches may continue to do so. School dinner and packed lunch children will sit together (suitably spaced) in the dinner hall. Children who are entitled to receive Free School Meals will continue to receive them in the normal way.

12. Attendance

We continue to monitor attendance in the usual way.

Once you have had a place at school confirmed by us and your child has been registered, they are expected to attend every day - as long as they continue to be well and as long as no new cases within the family force you to self-isolate.

If your child will not be attending, you must let us know by speaking to the office from 8:15am or leaving a recorded message on the office phone number.

If your child is not present for registration and we haven't heard from you, we will initiate 'first-day absence' phone calls as a matter of urgency, following our normal safeguarding policy and procedure.

Parents/carers must make us aware of changes in family circumstances which may affect your child attending. If your child is too ill to attend, please inform us of the nature of the illness – we will be coding ‘normal’ illness (eg colds, tummy bugs etc) differently from coronavirus related absence. **If you have been advised by NHS 111 to self-isolate, you must inform us, telling us the reasons why – eg whether the child, or another family member, has symptoms or not and where relevant, the date on which your self-isolation period will end. Confirmed cases of COVID-19 within your household must also be made known to school.**

13. Staffing

School has to maintain a suitable level of staff on site at all times that children are present – this includes qualified first aiders, Designated Safeguarding Lead practitioners, Senior Leadership Team members, Administrative staff, Catering and Site Supervisory staff, lunchtime supervision and 1:1 support for children attending who have Education Health & Care Plans that specify this level of supervision. At this moment in time, we should be well covered for adequate numbers of such staff to be on site.

We will contact you if staff shortages threaten our ability to safely supervise the children – be aware that we may have to call in supply staff or re-deploy staff from other schools in the authority to cover where necessary. The worst-case scenario is that we may have to close the school to pupils. We will endeavour to give you as much notice of this as we possibly can.

14. Curriculum and Educational Offer

The government have made it clear that schools cannot be expected to deliver the National Curriculum programmes of study in these exceptional circumstances. Instead, they have described what they expect schools to deliver as a ‘childcare service’.

We hope to go beyond this for your children however and will try our utmost to deliver a breadth of activities which are fun, active, engaging and will encourage children to want to attend. To that end, while the fine weather looks set to last, we are having a theme of ‘Our Natural World’ for all the age-groups and will focus on as much ‘hands-on’, outdoor learning as we can. I am expecting the rest of the children who will be home-learning to notice some massive improvements to the natural environments and garden spaces around school by the time they return!

Please ensure your child always has a full P.E. kit in school, every day from Monday through to Friday. Note that we will not be allowing access to shared, spare P.E. kit.

There will not be any swimming or after-school clubs until further notice.

As part of the curriculum, we will be teaching the children about managing their own healthcare and to understand what we mean by 'social distancing' and why it is important at this time. We will explain why they will be expected to stay further apart than they would do normally (at least 2 metres) – although be aware that this will be extremely difficult for very young children to understand and remember. We will keep a close eye on all the children's mental health and well-being – please speak to us if you feel your child is more anxious or emotional than normal and may need some extra support.

As advised last week, **please ensure your child brings their own, named, water bottle** to re-fill from the drinking fountains and use throughout the school day. Your child will also be able to change their reading/library books in the usual way once they finish them.

15. Other

In all other respects, school continues to follow its policies and procedures as normal – especially with regard to safeguarding and child protection, health and safety and first aid recording (accident/bumped head notes etc).

If you have any other queries or concerns, please contact us via the communication channels mentioned in point 1 above.

Mr K Buck – Headteacher – 22/3/2020