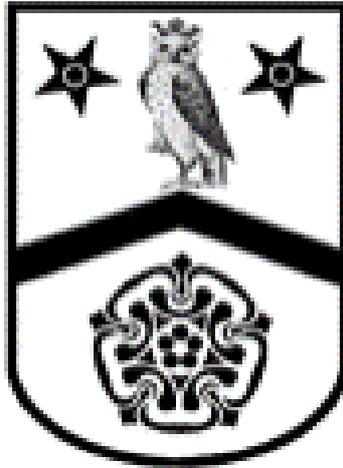


Pudsey Bolton Royd Primary School



Parent/Carer Information Handbook

2020/21

**Routines for the re-opening of school to all pupils in September 2020
following the COVID-19 pandemic**

Version 1: August 2020

**Any updates or amendments to this information will be highlighted in red for
ease of identification and will take effect from this date.**

**Please note: information is liable to change as we manage the ongoing
situation while the pandemic plays out – 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 4:30pm, Mon to Fri from 8th Sept. 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 be checking that we have correct and up to date contact details for you at the start of term in order for us to be able to contact individual parent/carers.

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

We will also alert you to updated information in the 'Latest News' at the bottom of the homepage of the school website:

www.pudseyboltonroyd.org

Longer documents and policies (such as this one) will go into a 'September 2020' folder in the 'Parent Information' tab at the top of the website's homepage.

We will shortly be introducing a new app to further improve our communication with families.

2. Welcome back!

We very much look forward to welcoming all the children and parents/carers back to school and hope that you have not been too badly affected by the effects of the coronavirus pandemic. In particular, our thoughts, condolences and best wishes go out to all members of the school community who have lost loved ones or suffered ill health as a result.

I'm sure we are all in agreement that it is in the best interests of the children to move on – returning to the social contact with friends, routines and learning that being back at school will deliver.

This document sets out how school is organising and managing the safest possible return to schooling for all our children and outlines the control measures we are putting in place to ensure that the people most at risk (ie all the adults!) are kept as safe as possible.

3. Risks and dangers of Covid-19 transmission

The risk to primary age children from coronavirus is extremely low. Primary age children who have contracted the virus seem to only display one symptom very mildly - the overwhelming majority recover completely from it with no ill effects. Children are far less likely to contract the virus in the first place and this informs our approach to risk management: **the adults are the ones most in danger!**

This means putting control measures in place to protect staff and parents/carers (as these will also protect the children) at all times on the school site, which will in turn reduce the risk of passing on the virus to at-risk elderly relatives at home.

As explained in more detail later, these will include:

- No access to school site for anyone with symptoms of Covid-19
- One-way systems for adults and children to move around the site
- Social distancing (especially for adults)
- Hand hygiene and regular washing/sanitising throughout the day
- Use of appropriate face coverings
- Staggered start/finish times to reduce congestion
- Altered lunchtime/breaktime arrangements to stop groups of children mixing
- 'Bubbles' to minimise the number of people coming into close contact

4. Start dates

Monday 7th September is a training day for staff, so **no children are to attend.**

For children in Early Years

Parents/carers were given individual start dates during the summer term. We will be staggering the children's return to school in order to help settle them into routines within smaller groups, so that they can have more adult help and support to get used to their Nursery or Reception setting. School will send reminders of these start dates to families.

For children in Years 1 to 6 (KS1 and KS2)

Tues 8th September: All children in **Red and Yellow house only** to attend

Weds 9th September: All children in **Blue and Green house only** to attend

Thurs 10th September onwards: **All KS1 and KS2 children** attend every day

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

Please inform your child's class teacher **at the door when dropping off your child in the morning** of any changes to your emergency contact details (required in case your child has an accident or falls ill), the adult collecting your child at the end of the day or any new collection passwords etc.

We will distribute **data collection sheets** for you to check and update the records we hold for you, during the first week of term. **It is vital that these are checked thoroughly and returned to us promptly in school with any errors clearly corrected.**

6. Staggered start and finish times

From now until further notice, every day:

Children in RED & YELLOW house:

8:45 – 9:00am drop off at school

3:00 – 3:10pm pick up

Children in BLUE & GREEN house:

9:00 – 9:15am drop off at school

3:15 – 3:25pm pick up

We will be staggering start and finish times to make the school site as safe for parents/carers as possible by spreading out their arrival and collection times. Once these routines are established, we will shorten the morning drop-off times slightly.

7. Access to school site

As mentioned above, **NO-ONE CAN ENTER SCHOOL GROUNDS IF THEY HAVE SYMPTOMS OF CORONAVIRUS OR HAVE BEEN TOLD TO SELF-ISOLATE BY 'TEST & TRACE' OR 111.**

Please arrive between the times given above. The playground gates and the Chatsworth Road gate will not be opened until 8:45am or 3:00pm. The main pedestrian gate from school's drive will be open for morning drop off and afternoon collection – please don't congregate on the school drive or in Moorland Grove – you can come into school grounds and wait on the footpath leading around Early Years, which will have social distancing markers to remind different family/household groups to stay 2m apart. People using the Chatsworth Road path/entrance can also line up along the footpath until the playground gate is opened.

School's pedestrian gates will be locked during most of the day. If you need to access school and the gate is locked, please buzz the intercom next to the vehicle gate on the school driveway to talk to a member of staff in the school office.

8. One-way system

Please follow the one-way system as shown by the signs, tape and cones, around the site. This is here to prevent bottlenecks or adults having to pass one another face-to-face. I know this may make dropping off the children a little slower, but this is for the safety of everyone in the school community, so please be patient and allow a little extra time.

9. Family/household groups must stay together

Please keep all your children with you at all times when dropping off or collecting – don't let children run on ahead or mix with other households. You can allow older or more trustworthy children (eg in KS2) to join their class line at drop off time, as long as they maintain social distancing properly. The one-way system runs around from Early Years towards KS1 then KS2, so please collect children in this order.

10. Face coverings

As I write, the government advice to schools in England over face masks is changing. However, they remain clear that there is no need for children to wear them in primary schools when all other safety measures are in place. Unlike secondary schools, we will be keeping use of corridors to an absolute minimum and ensuring that phase groups won't mix or pass one another, so masks will not be needed in school during the day for pupils.

School is happy for parents/carers and their children to wear face masks for the journey to/from school if they wish (especially if your journey includes using public transport or taxis). We ask parents/carers to remove their child's face mask at the classroom door and keep it safe for them until pick-up time. Children bringing masks into classrooms will lead to loss/mixing up of face masks, which would pose a far greater risk than not having one at all!

Note that some school staff will be using face coverings (not masks, but transparent visors) – for example, if they will have prolonged, close, face-to-face contact with children in different groups, or to do medical or first aid care.

11. Hand hygiene and washing on arrival

On arrival outside your child's class, line up (leaving 2m spacing) and wait for a member of staff to direct your child to wash their hands with soap and water before entering the class. One child at a time will enter, so please be patient.

To speed this up, we will alternate between children using the cloakroom sinks and children hand washing outside (don't be surprised if staff are using watering cans for this!) This means all children enter the classroom with clean hands.

Children will clean their hands regularly throughout the day (with thorough handwashing before lunchtime and PE lessons).

12. Hand sanitiser

Children and staff will alternate between handwashing with soap and water and using hand sanitiser at regular intervals through the day. Note that we are using 70% alcohol hand sanitiser within school (as this is the only effective type against coronavirus).

IF YOU DO NOT GIVE PERMISSION FOR YOUR CHILD TO USE ALCOHOL-BASED HAND SANITISER, YOU MUST LET SCHOOL KNOW.

Please inform your child's class teacher/teaching assistant verbally on the first day, and then fill-in and return an opt-out form sent home during the first week back.

13. School uniform and bags

Children should attend in their usual school clothes (uniform for all children above nursery age).

Please note: we will be working outside in the fresh air as much as we can, as this is a safer environment. Please make sure that the children are warmly dressed, ideally with lots of layers that they can adjust to be comfortable whatever the weather conditions on the day.

PE kits: These should be brought to school on Mondays in a bag that your child can hang on a cloakroom peg for the week. As cloakroom space is limited, no massive rucksacks please! Include clothes your child can change into (eg in the event they get wet working outside). Kits should be taken home every Friday for washing.

We would advise that you get your children to change out of their school uniform as soon as they get home, so that uniform is only used in school and the potential for any transmission of infection (coronavirus or otherwise) to your household is reduced. Extra/more regular washing of school clothing is also recommended.

14. Collection Routines

We will return to the system of passwords and trusted adults (or over 16s) who will be allowed to collect your child at the end of a school day. Please check with your child's teacher if you have forgotten these!

For new pupils, or families who need to make any changes to these details, please inform either your child's class teacher, or the office.

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

Please note – only ONE ADULT per family/household is to drop off or collect children, please do not bring secondary school children onto our site at this time.

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

The Reception and playground gates will be opened at 3:00pm to allow the parents/carers of children in Red/Yellow house to collect their children in age order (from youngest to oldest) moving around the one-way system. All Red/Yellow house children in Reception to Y6 should be collected from their classroom door by 3:10pm.

Families whose children are in Blue/Green house can follow on in the same direction, from 3:15pm. All Blue/Green house children in Reception to Y6 should be collected from their classroom door by 3:25pm.

Please note, for families with children in afternoon Nursery and other year groups; collect your older children first, then follow the one-way system which will lead you to the line for collecting your Nursery child last (as their session finishes latest).

15. If your child starts to display symptoms of Covid-19 at school

We will care for your child in the following way:

- a) They will be taken out of their classroom with a familiar member of staff that has been working with them, and a first aider, who will stay with them in an isolation room which will be kept well ventilated.
- b) At least one member of staff will remain in the room with your child (at a safe distance and wearing PPE), to offer support and re-assurance for them.
- c) A parent/carer will be called and asked to collect their child from school immediately.
- d) The collecting parent/carer should report to school reception via the intercom and come to the main/office entrance and be prepared to give the password.

- e) School staff will then accompany the collecting adult around the side gate outside, to meet the child at the external door of the isolation room.
- f) If school has testing kits, we may ask you to administer the test with your child there and then (our first aid staff can help you with this). We can then help you to complete the information and send off the test. We will also make sure you have any relevant information about test and trace and self-isolation guidance. **[Note that we will never administer a test to a child without a parent/carer being present and giving their consent].**
- g) If we don't have tests available, we will give you the latest information we have to enable you to get an immediate test for your child from the nearest testing centre.
- h) Please note that the test result will be sent to your home address (not to school) – so it will be up to you to let school know as soon as you find out (by phone or email) whether the test outcome was positive or negative.

16. Coronavirus vs cold/flu symptoms

As we come to the cooler weather and the usual autumn coughs and colds, it will become more difficult to tell whether a poorly child has coronavirus or simply a seasonal bug. Children tend to get only one of the many symptoms of coronavirus, but one useful piece of information that might help is this:

A runny nose is NOT a symptom of coronavirus.

If in doubt, get a test.

School has a date already booked in for the 'flu vaccine in November. Increased uptake of this will really help protect the NHS and your family this winter and we would strongly encourage parents/carers to sign up their child this year.

17. 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 the class teacher know about it and ensure that it is in its box, with your child's name on it and the product information inside. We will complete medication forms and health care plans as normal.

Inhalers and Epipens

School must have at least one inhaler and two epipens, in date and full working order, for any child that has them prescribed.

It is best if these can stay in school each day. Please let us know if the shortage of epipens makes this a problem – two are required in case the first doesn't work or doesn't give a sufficient dose.

In case there is an overnight change of circumstances, either for you (eg forced self-isolation) or school (eg a positive case is confirmed and we have to close a 'bubble') you will need to make sure you have enough spares at home.

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.

18. Dinners

Lunchtimes will be strictly timetabled to avoid crowding or mixing of different 'bubbles'. Children will spend half an hour in the Hall eating, talking with friends (school dinner and packed lunch children in the same year group can sit - suitably spaced - together) and helping staff to clean and tidy up their tables, and will have half an hour's playtime (in either order).

The kitchen will run a full lunchtime service, with hot dinners available. However, given that we cannot mix up different phase groups in the Hall, need to space out the tables more and clean the furniture in between different groups eating, we won't have time for all year groups to eat in the Hall every lunchtime. We will make sure Reception, Years 1 and 2 (who all receive free Universal Infant Free School Meals) get their lunch in the Hall every day.

KS2 year-groups will operate on a rota basis, alternating between eating in the Hall as normal and eating in their classrooms (as the children attending last half-term did). Those school dinner children eating in classrooms for the week will have a hot 'grab-bag' delivered – it won't be cold sandwiches. Weekly menus will be available on the school website from the start of term.

Dinners should be paid for in the usual way, via ParentPay.

Children who normally bring packed lunches may continue to do so.

KS2 children who are entitled to receive Free School Meals will continue to get them in the normal way. Please be sure to let school know if you believe your child is now entitled to a free school meal (whatever year group your child is in) or if you wish to change the type of dinner your child has.

Please note, as some children may have to wait slightly longer to get their dinner than they have been used to in the past, we would encourage parents to send their child to school with one piece of fruit in case they get hungry. For hygiene reasons, we will not be able to have tuck-shop fruit in the playground. However, free school fruit/veg and school milk is set to resume for those children who order, or are entitled to it.

19. Organisation of groups – ‘bubbles’ and ‘phases’

The guiding principle in re-opening schools safely to all pupils, will be to limit the numbers of people each individual comes into contact with. The emphasis now that we have access to test and trace, is around knowing all the people who have been in contact with one another during the days before any positive test result, so we know who to send home to self-isolate in order to minimise the spread of infection.

If a child or adult tests positive for Covid-19, everyone who has been in close, regular contact with that person for 15 minutes or more (ie every child and adult based in that class/year/phase) would be sent home to self-isolate for 14 days (school will follow advice from the local health protection teams). Note that no-one needs to self-isolate if someone goes home experiencing symptoms – it is only necessary following a positive test result.

As a two-form entry school, the most practical way to organise discreet groups (or ‘bubbles’) is in academic years. Many children have friends in the parallel class who they will want to play with at break/lunchtime; we also share staff (to run interventions or support SEND pupils for example) across both classes. However, in order to comply with legal obligations to give teachers PPA time, we also have cover teachers who will need to work across two year-groups (what we call a ‘phase’ in school) over the course of a week.

This means that the four ‘phases’ (the groups who will remain completely separate from one another throughout their entire time in school for the foreseeable future) will be:

Phases:

- 1) **Early Years** – comprising all Nursery options and Reception classes
- 2) **Key Stage 1** – comprising Year 1 and Year 2 classes
- 3) **Lower Key Stage 2** – comprising Year 3 and Year 4 classes
- 4) **Upper Key Stage 2** – comprising Year 5 and Year 6 classes

Some members of staff will cover teachers across both the year groups in their phase, so if they were to test positive, the worst case would be that the whole phase (four classes) may be required to self-isolate at home. However, if they have only covered one year-group (in the first half of a week for example), it may be that we can just collapse that year-group as a ‘bubble’ and not have to send the entire ‘phase’ home. No staff will work across more than one phase.

Note that children sent home to self-isolate will still be able to (and will be expected to – so long as they remain well enough) continue with their education. We will share how we will deliver remote/home learning as a school with you in a separate document.

20. Before school club/after school settings

We are re-opening what was 'Breakfast Club' to those children who attended before lockdown. It should now be called 'Before School Club' though – as we won't be offering food to begin with. Children who are on the register can be dropped off at the Hall doors from 8:30am in the usual way. Once inside, they will be organised into different zones (which will correspond to the phase the child is in). If families who are already on the register have younger siblings who are now starting school, please contact the office if you want a place for them.

No after-school clubs will be running in the first few weeks back. Please note the government advice to parents to limit the number of wrap-around care settings your child attends, so that the number of people they come into contact with is as small as possible.

21. Attendance

We are required to monitor attendance in the usual way from September.

All school age children are expected to attend every day - as long as they continue to be well and as long as no new cases identified by test and trace within the family force them to self-isolate.

If your child will not be attending, you must let us know by speaking to a member of the office staff 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 (eg self-isolation).

If you have been advised by Test & Trace or 111 to self-isolate, you must inform us, telling 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 from September.

22. 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 staff, Senior Leadership Team members, Administrative staff, Catering and Site Supervisory staff, lunchtime supervision and 1:1 support for children who have Education Health & Care Plans that specify this level of supervision.

At this moment in time, we are well covered for adequate numbers of such staff to be on site.

23. Curriculum and Educational Offer

We will move back to delivering the National Curriculum over the first term of the 2020-21 school year. We will start with a 'recovery curriculum' focusing on the needs of the children in re-establishing friendship groups and social skills, calming their worries or anxieties, teaching them the importance of following the new rules and routines to keep everyone safe and building up their mental health, resilience, confidence and readiness to learn.

As part of the curriculum, we will be teaching the children about managing their own healthcare to include hand hygiene, social distancing and why they are important at this time. We will explain why they will be expected to stay further apart than they would do normally – 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 well-being – please speak to us if you feel your child is more anxious or emotional than normal and may need some extra support.

Please ensure your child brings their own, named, water bottle to use and re-fill throughout the school day. The drinking fountains in classes will not be used. Your child will be able to take home and change their **reading books** once again – although there will be new routines around this to ensure that books are kept in quarantine for 72 hours between being used by different children.

24. Behaviour Policy

We will share the amendments to the behaviour policy in light of Covid-19 with the whole school community. In particular, there will be new rules related to encouraging children to follow safety measures like social distancing and hand hygiene expectations. Everyone needs to be aware of Covid-related safety rules such as: no chewing gum/sweets, no spitting or deliberate coughing on or towards another person – these will be added to the list of straight 'red card' offences for pupils and will be treated very seriously for anyone caught doing them (as seriously as fighting, swearing, vandalism etc).

Red Zone will be organised within phases, so the frequency of this will change. Class teachers may need to keep children in at playtimes to discuss extreme poor behaviour, in the absence of daily Red Zone.

25. Home/School Agreement

In the first week, the children will bring home a 'Home/School Agreement' for signing. This will have been explained to the children by their class teacher, they will have had the chance to sign it in school, and you will be able to read, check and sign it at home, before returning it to your child's class teacher. This will outline expectations of staff, pupils and parents/carers in light of the new arrangements and organisation in school.

26. Office access

If you have any queries for the office staff, please contact them by telephone or email - using the contact details in section 1 above.

No-one should try to come to the office in person in the morning – Nursery parents only will be using that path at the start of the school day.

If you need to make an urgent face-to-face enquiry with office staff, you may make an appointment to visit the office from 2:45pm onwards. Please note, only two people will be allowed in the entrance area at any time.

27. Risk Assessment

The school's latest full risk assessment (written in conjunction with Leeds City Council's Health & Safety Team) will be available on the school website for anyone to check, following ratification by school's governors.

28. Other

In all other respects, school continues to follow its existing policies and procedures – 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 school via the communication channels mentioned in point 1 above.

29. Government and Leeds City Council guidance

Parents/carers are encouraged to visit [gov.uk/backtoschool](https://www.gov.uk/backtoschool) for information and practical guidance to help them plan for their children's return to school. This includes the latest update to the [guidance for parents and carers on what they need to know about early years providers, schools and colleges in the autumn term](#) – although I notice that the date of this was before they changed their minds over face masks in secondary schools.....

We will also add the latest Leeds City Council guidance and useful documents to our website – check in the 'Parent Information – September 2020' section.

Mr K Buck – Headteacher – 28/8/2020