Phased Re-Opening Procedures for Parents/Carers and Children

Please familiarise yourself with these procedures so that we can all help to minimize any risks for our children, staff and families. It is vital that all families stick to the arrangements outlined below which coincide with our risk assessments in place. Thank you for your continued support with this.

All children who are returning to school have been placed in to a group. Each group will have their own room and specified toilets that are only used by this group. This group will remain the same unless you are notified.

Key Point	Information	Notes for Parents/Carers
Group	**Reception Group – Ladybirds**	Children will stay with this group unless you are notified by staff
Room	**Reception Classroom**	This will be your child's base for learning and will only be used by their group (maximum of 15 children) and their allocated adults
Drop off and Pick up arrangements	**DROP OFF TIME FROM 8:50 – 9:05AM** Enter school grounds via the main school entrance at the front of school Parents to socially distance - wave children up the path. Where they will be greeted by staff. **Your child should enter through the main school entrance** Please leave the school grounds the way you came in. **PICK UP TIME FROM 3:00 - 3:15PM** Enter school grounds via the main school entrance at the front of school Parents to socially distance - Your child will be dismissed by staff from the main school entrance. When it is your turn, please stand back at the steps and be patient waiting for your child. Please leave the school grounds the way you came in.	• Only 1 adult to drop off child/ren wherever possible • PLEASE stick to your drop off/pick up time and place • PLEASE maintain social distance from other families dropping off • PLEASE DO NOT congregate or stand in groups whilst on school grounds • PLEASE leave the premises immediately after drop off and pick up **If you have more than 1 child to drop off or collect, please drop the youngest off first and then make your way to the second drop off point. Please leave school grounds the way you came in.**
Uniform	All children should wear washed/clean uniform each day. **All children need an extra, clean change of clothes in case they need to be changed.**	We have some washed preloved/worn uniform available in school. Please contact the school office via phone/email if you would like to enquire about sizes.
P.E. Kit	Your child does not need their P.E. kit in school for the first weeks of our return. They will undertake PE and outdoor activities in their uniform. Children will need suitable footwear for outdoor play and sports.	We want the children to be outdoors and active as much as possible. PLEASE help by ensuring they have suitable footwear – Children do not need to wear school shoes for the end of this term.
Lunch	All children are entitled to Universal Free School Meals and we would like all children to take this option unless absolutely necessary E.g. they have very specific dietary/medical needs.	As numbers of children in school increase, we would like to limit the amount of things coming in to school from different households. **Please support us by ensuring your child takes a school lunch.**
Book Bags	Book bags may still be brought to school. They will be stored outside the school building under the canopy along with the book bags of the rest of their key group. Children should take out their reading book and bring it in to the classroom, leaving the book bag in the box.	Book bags will come in to contact with those from other households while in the storage box. You may wish to keep it in a garage or allocated space when you get home.

Messages, Letters and Money etc	**All communication from parents/carers should be via phone or via email wherever possible. This includes letters and permission etc – we will send as much as we can via ParentMail emails and ParentMail forms.** Where this is not possible and a parent/carer needs to come to the office for any reason e.g. handing over medicines or medical forms etc. they should use the hand sanitiser available on entry. Parents should place any items on table; communicate with office staff from a safe distance (2m). Office staff will then collect and check information handed over.	**Children should only be in school if they are 100% well.** Medicines as described here are those for known medical conditions such as inhalers for asthma or epi pens/antihistamine for allergies etc.
Resources in School	**Classrooms have been de-cluttered and surfaces cleared etc. as much as possible.** **All children within the group will have access to the resources needed for learning – pencils, pens, rubbers, books, counters, glue sticks etc.** **These resources will only be accessible to the children and staff working in their group (max 15 children). All children will be encouraged to wash their hands regularly and have access to foam hand sanitiser.**	• As we are sure you understand, young children they will touch the same surfaces and equipment etc. For a class to function effectively and for children to engage in effective learning, we need to be together. • Tables will not be split and divided but with less pupils children will be spread out and will use the same table space each lesson. • Where children sit together on the carpet they will be side by side not face to face and this will be minimal and for short periods of time. • Teachers will not plan activities which require children to touch (hand holding circle games etc) • Physical contact will be discouraged.
Cleaning	Tables / equipment will be wiped down between sessions or in the event of a child coughing or sneezing on a surface. Door handles / taps / soap dispensers and regularly accessed areas will be wiped down through the day (not just at the end of the day).	
Respiratory and hand hygiene	A supply of tissues is readily available in the classrooms and children will be encouraged to carry a tissue. Catch it – Bin it – Kill it strategy will be reinforced and used with children. Where coughs and sneezes are not 'caught' in tissues surfaces will be wiped. Sanitiser foam will be available as well as handwashing.	• Please show your children how to wash their hands properly and reinforce at home the importance. • Please send a labelled hand cream to stay in school if your child suffers from dry skin or you are concerned the excess washing may make their hands sore. • Please reinforce the Catch it - Bin it - Kill it strategy: • Catch a cough or sneeze in a tissue / put the tissue in a waste bin / wash hands.
Playtimes and Lunchtimes	The children will stay in their group during lunchtime and playtimes. They will not be allowed to mix with children from other groups within 2m. They will have staggered playtimes and lunchtimes. There will be a rota for where the children can play at playtime and lunchtime. The large equipment on the field will be out of use at playtimes and will be on a rota at lunchtimes. The children will have use of the playground, field and secret garden. Staff will be able to take the children outdoors during curriculum time too. **Reception children will still have access to outdoor learning opportunities throughout the day.**	**We are a school, and our children are young and sociable. They will be able to talk to children in other groups and wave from a safe distance etc. when outside.** **There will be marked zones for the group to make sure we are following the guidelines we have been asked to aim to maintain and keep everybody as safe as possible.** **Common touch points on the large equipment on the field will be cleaned at the end of each day.**