



## Arrangements for September 2020

Dear Parents /Carers,

First, we would once again just like to say a big thank you for the overwhelming support the school has had, from our community, since the lockdown began on March 23<sup>rd</sup>.

In September, we will be re-opening for ALL children following the Government announcements. In order to ensure everyone's safety the school has been working hard, consulting the guidance, and looking at our own context to see how we can make this work best for everyone. We recognise the importance of education and the fundamental principles that no child should fall behind or be disadvantaged in any way.

If there is any change to the guidelines, we will contact you as soon as possible, but as it stands, returning to school will be compulsory for everyone.

### **Please find below information that may help you and your children when returning in September**

To date, we have agreed the following updates to our risk assessments (which can be found on our website) and re-opening plans for September:

- Children are allowed to be in year group bubbles. They will work in their class groups with their class teacher. At break and lunchtimes, they will spend time in their year group bubbles.
- For children old enough, they will be supported to maintain distance and not touch staff and peers, where possible.
- Visitors to school will be kept to an absolute minimum.
- Where possible, if parents would like to see a member of staff or the principal please make an appointment through the main office.
- Drop off, collection, break and lunchtimes will all be staggered (please see further details below for each class),

***We would like to stress that our plans will be routinely and regularly reviewed following Public Health England, Department for Education and Government Guidance.***



## School Hours for your child

In order to stagger start and finish times your child will be able to come to school on the following times:

| Year Group | Start time | End time           |
|------------|------------|--------------------|
| Nursery    | 8:30       | Usual pick up time |
| Reception  | 8:45       | 3:10               |
| Year 1     | 8:45       | 3:10               |
| Year 2     | 8:40       | 3:15               |
| Year 3     | 8:35       | 3:10               |
| Year 4     | 8:40       | 3:15               |
| Year 5     | 8:45       | 3:10               |
| Year 6     | 8:45       | 3:15               |

Please note: If you have more than one child, you will only be able to **drop off** all children at the earliest time. This enables us to ensure social distancing as you walk through the one-way system.

## Where your child should enter the school

### Drop off and collection of your child

In order to ensure everyone's safety, specific times and drop off and pick up areas have been designated across the school. ***It is very important that everyone in the school community sticks to these arrangements in order to minimise the risks for everyone. All Gates will be opened at 8.30am in the morning and 3.00pm to ensure that nobody needs to be waiting on the school playgrounds.***

### Nursery

Parents and children should enter through the **Year 6 Gate** and make their way to the Nursery building. Parents should exit through the **Nursery Gate**. Pick up will follow the same route.

### Reception

Parents and children should enter through the **Year 6 Gate** and make their way to the Reception building. Parents should exit through the **Nursery Gate**. Pick up will follow the same route.

Please note that when Reception children are coming into school in the first 2 weeks of September, pick up should be from the **Hall exit door**,



### **Year One**

Parents and children should enter through the **Year 6 Gate** and make their way down the playground to Year 1 using the one-way system. Parents should exit through the **carpark Gate**. Pick up will follow the same route.

### **Year Two**

Parents and children should enter through the **Year 6 Gate** and make their way down the playground to Year 2 using the one-way system. Parents should exit through the **carpark Gate**. Pick up will follow the same route.

### **Year Three**

Parents and children should enter through the **Year 6 Gate** and make their way around the playgrounds to Year 3 using the one-way system. Parents should exit through the **carpark Gate**. Pick up will follow the same route.

### **Year Four**

Parents and children should enter through the **Year 6 Gate** and make their way around the playgrounds to Year 4 using the one-way system. Parents should exit through the **carpark Gate**. Pick up will follow the same route.

### **Year Five**

Parents and children should enter through the **Year 6 Gate** and enter school through the Year 5 cloakroom. Parents should exit through the **carpark Gate**. Pick up will follow the same route.

### **Year Six**

Parents and children should enter through the **Year 6 Gate** and enter school through the Year 6 classroom. Parents should exit through the **carpark Gate**. Pick up will follow the same route.



The plan will continue until further Government guidelines are provided. We will keep you informed of any changes as promptly as we can.

| <b>Coming into School</b>  |   |  |  |
|--|---|--|--|
| <b>Nursery</b>   | <b>Reception</b>  | <b>Year 1</b>  | <b>Year 2</b>  |
| <b>8:30</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Nursery Gate<br><br>(one-way system for parents)   | <b>8:45</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Nursery Gate<br><br>(one-way system for parents)                                | <b>8:45</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents) | <b>8:40</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents) |
| <b>Year 3</b>  | <b>Year 4</b>   | <b>Year 5</b>  | <b>Year 6</b>  |
| <b>8:35</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents)   | <b>8:40</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents)                                | <b>8:45</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents) | <b>8:45</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents) |
| <b>Picking up from school</b>  |   |  |  |
| <b>Nursery</b>   | <b>Reception</b>  | <b>Year 1</b>  | <b>Year 2</b>  |
| <b>Usual pick up time</b><br><b>Entrance:</b> Year 6 Gate.<br>Nursery Gate if before 3.00pm<br><b>Exit:</b> Nursery Gate<br><br>(one-way system for parents) | <b>3.10</b><br><b>Entrance:</b> Year 6 Gate.<br>Hall door if before 3.00pm<br><b>Exit:</b> Nursery Gate<br><br>(one-way system for parents) | <b>3:10</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents) | <b>3:15</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents) |
| <b>Year 3</b>  | <b>Year 4</b>   | <b>Year 5</b>  | <b>Year 6</b>  |
| <b>3:10</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents)   | <b>3:15</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents)                                | <b>3:10</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents) | <b>3:15</b><br><b>Entrance:</b> Year 6 Gate<br><b>Exit:</b> Carpark Gate<br><br>(one-way system for parents) |



## **Important information**

### **Attendance**

The Government has made it clear that school attendance will become compulsory again, and that they expect every child to return to school. Exceptions to this would be for pupils who are shielding due to medical conditions.

### **School lunches**

Our kitchen will be open and able to provide meals for pupils. The school kitchen will provide cold deli grab bags at the start of term in September. Once we are settled back in, we will review when we can move to hot meals.

It is our ambition that we move to hot meals as soon as possible.

### **Emergency Medication and Care Plans**

Please can you ensure that your child has an up to date EpiPen or inhaler which will be kept in their classroom in a secure cupboard. Any care plans relating to medical conditions will also be stored within your child's classroom.

### **How will we keep the risk of infection down?**

We will continue to follow a number of safety precautions in school to keep the children safe, including:

- Every child will wash their hands at key points throughout the day. The school has plenty of soap and younger children will be supervised whilst doing this.
- Where possible, children will remain in their Year Group Bubbles throughout the day. This will include break and lunchtimes.
- Any child who becomes unwell during the day will be immediately assessed and sent home if necessary.
- Areas of the school in use will be deep cleaned at the end of every day and equipment in use will be wiped down. There will be some additional cleaning during the day.
- There will be no whole school assemblies or gatherings.

### **What your child should bring with them to school?**

- You child should bring their lunchtime box and a water bottle. All children will be provided with a pencil case which will be kept in school. They should not bring any other equipment from home.
- Children should wear their PE kit on the day of their PE lesson. PE lessons will take place outside.
- Children will need to wear full school uniform and school shoes.



### **How can you support your child before they come into school?**

- Please spend some time talking to your child about their return to school. Discuss any worries you or they may have and go through the procedures for drop off and pick up, including the gates into the school grounds this will involve.
- If your child or children are worried or anxious about returning to school, you can contact us by email or phoning the office on Tuesday 1<sup>st</sup> and Wednesday 2<sup>nd</sup> September so we can discuss this further and offer support.

### **Mental Wellbeing Support**

The mental wellbeing of all people in school is always central to what we do, and this has never been more important.

We will be planning specific PSHE work for children to return to, but all staff are aware that mental wellbeing is a key focus during every part of every school day. Where children have specific needs, we have in-school support available and we can also refer to external expertise where we need to.

### **What measures are in place in the school grounds and for parents dropping off and picking up?**

- Please make sure that you and your child have **washed your hands for at least 20 seconds before you leave home.**
- Please only use the gates and markings as previously advised. Staff will be on hand to help you with this.
- Please **DO NOT** stop to chat to other parents as this will prevent a flow of people through the site and potentially stop year groups from remaining apart.
- If you need to speak to the school office, wherever possible do this by phone or please use the normal entrance and exit procedure.

## **When Displaying Symptoms**

### **When adults or children are symptomatic outside of school what should they do?**

- Anybody displaying symptoms must follow the government guidelines available here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidancefor-households-with-possible-coronavirus-covid-19-infection>
- They will need to be ready and willing to book a test if they are displaying symptoms.
- They must not come to school if they have symptoms.
- They should be aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms clinically vulnerable and clinically extremely vulnerable should these apply.
- They should let school know when they have booked a test and results when available.
- All parents must make sure they are familiar with up to date guidance. If school becomes aware that guidance is not being followed, we will be in touch.



### **When adults or children are symptomatic at school what will happen?**

- If a staff member displays symptoms in school, they will leave the site as soon as possible.
- If a child displays symptoms, they will be isolated within school as quickly as possible. Parents will be contacted and must come and collect their child as a matter of utmost urgency because of the risks to others. The child will be looked after by an adult but at a safe (2 metre distance) and the adult will be required to wear PPE.
- Thorough cleaning of areas that a symptomatic person has been in will take place before that space is used again.

### **Testing**

Testing is available to all staff, children, and members of their households. We can provide support with this if required. We would ask all members of the community to comply with the testing guidelines as outlined below: -

- Know that all children can be tested including children under 5.
- Be willing to provide details of anyone they have been in close contact with if they test positive for COVID-19, or if they are asked to by NHS Test and Trace
- Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or with someone who does test positive.
- Know that tests can be booked online through NHS Test and Trace or ordered by telephone by NHS 119.
- Inform school immediately of the results of a test.
- If a test is negative, the pupil or staff member can return to school when they feel well enough to do so and other members of their household can stop self-isolating.
- If a test is positive, they should follow the stay at home guidance and self-isolate for at least 7 days from the onset of their symptoms and then return to school so long as they do not still have a high temperature (they can return if they still have a cough and/or loss of smell and taste)

### **Confirmed and unconfirmed cases**

- There is a Public Health hotline (Public Health England health protection team) for us to contact where we have suspected cases and we would follow their advice and guidance in such an eventuality.
- Until a case has been confirmed, any associated adults and children (within their group) will remain in school as normal. If a case is confirmed, self-isolation measures will be brought into place and we will communicate as quickly as possible with all parties affected.
- If we are particularly concerned about a particular case (even whilst still unconfirmed) or have multiple (more than two) unconfirmed symptomatic cases within the same group in school, we will seek guidance from Public Health services and the Local Authority.



### **Outbreak planning**

As part of this planning, Coventry has a city-wide approach for COVID-19 and this includes a clear plan for what happens if an individual child is showing COVID-19 symptoms, or is tested positive, and what happens if more than one pupil in our school has COVID-19 symptoms or is tested as positive.

This planning also sets out specific steps of what would happen if there was an outbreak within a geographical area of Coventry or if there was a wider outbreak across Coventry. The commitment from all Coventry schools and from Coventry City Council is that if these circumstances were to arise, that there would be clear communication with you about your child's attendance at school.

This is available on the following website [www.romeromac.com/COVIDRiskassessments](http://www.romeromac.com/COVIDRiskassessments)

## **Care Club Arrangements**

Breakfast and After School Clubs will resume the week beginning 14<sup>th</sup> September. The children will be kept on separate 'year group bubble' tables. They will have their own equipment and activities. Further information will follow in the first week of September.