



# ECCLESFIELD PRIMARY SCHOOL

Parent Booklet for Wider  
Opening of School  
to F2, Y1 and Y6 pupils



J. Eagleton

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## Preparing for the wider opening - Welcoming you back!

School is intending to welcome back and increase the number of children from the 15th June at the earliest.

Governors have agreed to alter the school timetable in order to facilitate the wider opening of school for Y6, FS and Y1.

Therefore school will be open on Monday, Tuesday, Thursday and Friday all day and Wednesday morning only. **School will be closed from 1.00pm each Wednesday** (except for the children of critical workers). This is our plan currently, subject to change, and will be reviewed following further Government guidance.

**When taking this decision, the following has been considered:**

Due to the need for smaller teaching groups, there will be an increased demand for teaching staff capacity. Unfortunately, due to staff shielding issues, **our capacity is much reduced.**

The consequence of this is teachers will need to:

- teach face to face those children who are attending school and stay with this bubble as much as possible. It is important to reduce contact between staff and children. Therefore, protective bubbles have been created so pupils and staff only mix within their bubble.
- plan and prepare remote home learning for the children who are not returning to school (including pupils in Y2,3,4,5)
- continue to make phone calls to the children who have not returned to check on their well being
- plan and prepare lessons for children who are accessing learning in school

This time will also ensure we continue with a rigorous cleaning regime and allow us to deep clean the school thoroughly. This is additional to the comprehensive cleaning schedule which is currently in place.

## 1. Induction on the First Day Back

We will start school as we finished! We will have a fun day, non-uniform and we will quickly assess children's mood.

Hygiene procedures will be reinforced, practised, demonstrated and reiterated many times.

Movement in and around school will be practised.

Mental health and wellbeing interventions will be an integral part of the school day.

Given the need to socially distance, other classroom bases will be used. This minimises class sizes and promotes social distancing guidelines.

The purpose of this booklet is to help you help your child to understand the changes that we have inevitably had to make to keep everyone safe!

**PLEASE SHARE THIS INFORMATION WITH RELEVANT PARENTS, CARERS AND CHILDMINDERS.**

Normal lessons will resume the second day back.



We have tried to answer questions raised in the May survey which was sent to Y6, Y1 and YR parents.

Please do not hesitate to get in touch via telephone or email if you have further questions.

**Mrs Binns, Mrs Travers and Mrs Stevenson**

## 2. Travelling to School

Please follow recommendations on transport to and from school, including avoiding peak times. Further information can be found using the link below:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Children should be encouraged to walk or cycle to school where possible.

When pupils use public transport, they must maintain social distancing at all times and avoid contact with hard surfaces where possible.

Pupils should be discouraged from eating and drinking when using public transport to reduce the risk of contamination by touching their mouth and face.

When getting in or out of a car, passengers at the roadside and at school sites should ensure social distancing measures are maintained wherever possible.

Parents are advised not to travel with members of **another household** so please do not walk together or travel to school in a shared car.

When the children arrive at school, they must wash their hands for at least 20 seconds with warm, soapy water upon entering any of the classrooms or teaching areas.

### 3. Arrangements for Entry and Exit into School by Parents, Carers and Children

#### Signage to Support Entry, Exit and Social Distancing

Signs around school will show children and their parents how, where and when they can enter and leave school.

Please adhere to the allocated drop off and collection times to minimise adult contact/collection at entrances.



A range of signs including spots and feet around school will remind children to follow the social distancing guidelines.



#### Entry into School for Parents and Pupils

**One parent only** will be able to accompany their child to the year group allocated drop off point. This minimises congestion and helps to maintain social distancing. Please ensure that you line up outside your designated drop off / collection point, adhering to the social distancing guidelines where possible. When leaving school, we advise you to **cross to the other side of the High Street** to avoid congestion.

For the time being, parents will not be able to enter school buildings. Communication with school will be via email and telephone. Virtual meetings can be arranged by Zoom – just ask as we are all experts now!

During drop off, children will be greeted at the drop off point by a member of staff who will direct them to their classroom.

When you come to collect your child, please line up outside your designated collection point and your child will be sent to you. A member of staff will be at the pick-up points to assist with this.

Please do not gather at entrance gates or doors, or attempt to enter the school site. You will be politely reminded to move, should this occur.

### Staggered Entry and Exit into and out of School for Returning Year Groups (F2, Y1 and Y6)

Please note these dates and staggered times are subject to change depending on the number of children returning.

If you have indicated that your child will be returning to school, teachers will assign your child to a bubble. Your child's class teacher will contact you and let you know which bubble your child is in.

Group	Entrance Time	Exit Time	Drop-off Point	Collection Point
Critical Worker Group	8.00am- 8.30am	2.30pm- 3.00pm	Critical worker children will continue to enter via Well Lane ( <b>Entrance One</b> ) and be dropped off near the school office where they will be collected by a member of staff.	Critical worker children will be escorted out onto the car park near the front of the school office on the right handside ( <b>Exit One</b> ) where they will be collected by a parent/carer.

Y6	<p>Staggered times: 8.45am-8.55am</p> <p>9.00am-9.10am</p>	<p>Staggered times: 3.00pm-3.10pm</p> <p>3.15pm-3.25pm</p> <p>Wednesday staggered times: 12.40pm - 12.50pm</p> <p>12.50pm - 1.00pm</p>	<p>Y6 pupils will enter via Well Lane (<b>Entrance One</b>) lining up 2 metres apart and keeping to the right hand side. A member of staff will be waiting for them at the collection point. They will then be escorted to their classrooms.</p>	<p>Y6 will exit via Well Lane (<b>Exit One</b>) keeping 2 metres apart and sticking to the right hand side. Those with permission to walk home will do so. Those parents collecting should wait behind the gate on Well Lane 2 metres apart, keeping right. A member of staff will call the pupil using a walkie talkie system.</p>
F2	8.45am-8.55am	<p>2.50pm-3.00pm</p> <p>Wednesday staggered times: 12.50pm - 1.00pm</p>	<p>F2 will enter via Hanwell Close (<b>Entrance Two</b>) keeping to the right hand side (with a parent or carer), drop off at the designated collection point where your child will be escorted to their classroom.</p>	<p>F2 pupils will wait in their classroom until a parent/carer comes to the collection point where your child will be escorted to meet you. Parents and pupils will then leave via Hanwell Close (<b>Exit Two</b>)</p>
Y1	9.00am-9.10am	<p>3.00pm-3.10pm</p> <p>Wednesday staggered times: 12.50pm - 1.00pm</p>	<p>Y1 will enter via Hanwell Close (<b>Entrance Two</b>) keeping to the right hand side (with a parent or carer), drop off at the designated collection point where your child will be escorted to their classroom.</p>	<p>Y1 pupils will wait in their classroom until a parent/carer comes to the collection point where your child will be escorted to meet you. (<b>Exit Two</b>)</p>
<p><b>Y6/FS/Y1:</b> If your child is currently attending school as you are a critical worker, they can still come to school between 8.00 - 8.30am, they will then be escorted by a member of staff to their year group bubble at the appropriate time.</p>				

## Y6 Children Drop Off and Collection Point Entrance/Exit One - Well Lane

A member of staff will be waiting for them at the collection point. They will then be escorted to their classrooms.



## Critical Worker Children Drop Off and Collection Point and Route into School

Critical worker children will continue to enter via Well Lane (Entrance One) and be dropped off outside the school office where they will be collected by a member of staff.



## Y1 and F2 Drop Off and Collection Point and Route into School Entrance/Exit Two Hanwell Close



## Messages and Communication for Teachers

Given the necessary entry procedures now in place teachers will no longer be able to take messages/communication at drop off/collection times. Please telephone the school office between

9.30am and 12.00pm to leave messages with the office staff who will ensure that teachers receive any messages.

Please refer to [Appendix A: Remote Communications Information](#)

### [Teacher Supervision into and out of School](#)

When children are welcomed back, a member of staff will greet them, observing social distancing protocols and direct them to their allocated classrooms.

At the end of the day, children in F2 and Y1 will be dismissed one by one when the parent is seen by a member of staff at the allocated collection point. Y6 will also be dismissed one by one. Those with permission to walk home will do so. Those parents collecting should wait behind the gate on Well Lane, observing social distancing protocols and keeping right. Children will be reminded that if a parent is not at the collection point, they need to alert a member of staff on duty.

### [Entry to School for Pupils who are Late](#)

#### [For YR and Y1 Pupils](#)

Due to planned staggered entry and social distancing regulations, it is important that you arrive on time. If you are late you **will not** be able to bring your child into the school building without contacting school first. You **MUST** telephone school who will assign you a time to bring your child into school, in order to comply with social distancing.

#### [For Y6 Pupils](#)

For Y6 pupils who have come to school without an adult and arrive **after** their allotted time, they will have to wait with the member of staff on duty at the Y6 drop off point. Another member of staff will be asked to collect and take the Y6 child to the classroom maintaining social distancing protocols.

## 4. Attendance

If my child is eligible, is it compulsory for them to attend school?

We strongly encourage children in the eligible year groups and priority groups (such as children of critical workers) to attend, as requested by school, unless they are self-isolating or there are other reasons for absence, such as shielding due to health conditions.

If you have indicated that your child will be returning to school, teachers will assign your child to a bubble. We will let you know the grouping the week before your child's planned return when the teacher contacts you.

Once your Y6, F2, Y1 child has returned to school, we will expect them to be in school unless they are unwell.

### Non-attendance at this time

No action will be taken at the moment.

Children who have parents who are critical workers or who are classed as vulnerable and are not in years F2, Y1 and Y6

These children will continue to be offered places as they remain in a priority group. Where possible these children will be integrated into the returning classes.

### When will other children (Y2, Y3, Y4 and Y5) be back?

Currently, other than the F2, Y1 and Y6 year groups, no further dates have been set for other groups to return to school.

## What if my child is eligible but has siblings who are not?

F2, Y1 and Y6 are the only year groups who can return to schools from 15th June at the earliest, unless those siblings are the children of critical workers.

### Pupils who are not able to attend

If you have indicated that your child will be attending and then they are ill, please telephone school by 9.00am as you would do normally, indicating the reason for the absence. ParentMail also provides a useful absence reporting tool which enables you to electronically message school to report your child's absence. If your child has suspected COVID-19 and has a test, please let us know what the results say.

### Parents who decide to delay the start date of their child until after 15th June for Y6

Please give school at least 48 hours' notice as to the planned start date of your child in order for school to make suitable provision in a safe way for your child. Staffing and classroom occupancy to support social distancing is a factor that needs to be assessed each time another child returns.

## 5. Class Bubbles

It is important to reduce contact between pupils as much as possible, and we can achieve that and reduce the transmission risk by ensuring children and staff where possible, only mix in a small, consistent group and that small group stays away from other pupils and groups. Hence the children will be put into groups that will remain constant. Staff will sort "Bubble" groups based on a range of factors-friendship, ability and vulnerabilities.

## 6. Class Sizes and Class Arrangements

Occupancy based on 2 metre social distancing has been calculated for each classroom.

Currently, class sizes of less than 12 pupils have been organised. A seating plan will be agreed and used daily following the return of pupils to school. Members of staff will remain with their bubble during the school day. Children will be asked to sit in the same seat where possible in the classroom and in the ICT suite. Given the need to have very small classes, the children may have a different member of staff to the one that they had in March. However, we will ensure the children get to know the member of staff they are working with.

Children will be given their own stationery pack of pens, pencils, rubbers, whiteboard pens, etc. Children should not bring their own pencil cases or stationery to school.

Furniture has been removed to increase free flow and minimise contact with other children and staff.

Limiting class sizes will also ensure that toilets do not become crowded. We will be operating a “one in one out” policy. This approach operates in general so this is familiar to the children already.

Some children may require social stories to support them in understanding how to follow rules and these children are identified in our class risk register.



## 7. COVID 19 Education and Your Child

Please remind your child about these three important points before they return

1. Remind children, using the correct format, that it is not safe to hug, kiss or be in close contact with other children.
2. Handwashing regimes need to be used daily (see hygiene for pupils' section)
3. Social distancing rules will be modelled and discussed frequently.

## 8. Teaching and Learning Use of Equipment

- For PE, only plastic equipment will be used which will allow for ease of cleaning.
- Smaller toys with nooks and crannies (e.g. Lego) will be removed.

As we have been doing with our current cohort of children, teachers will plan activities which allow the outdoor spaces to be used as much as possible. Maths and English can be taught just as well outside as inside.

## 9. Timetabling for Staggered Playtimes, Lunchtimes, PE Sessions and ICT Sessions

There will be timetables for the use of the following areas so that classes will use these areas in their allotted groups.

- F2 playground
- KS1 Playground
- KS2 Playground
- Y6 Playground
- Field
- Halls
- Dining Room

Children will enter and exit these areas in a one-way system, thus reducing contact with other children.

Play times and lunch times will all be staggered for the different bubbles throughout the day.

### Staggered Playtimes

Children will be provided with some equipment which will be washed after use before the next group uses it.

Contact sports are not allowed currently. **This includes football.** Please do not send your child to school with 'play time' equipment. The trim trails are also now out of bounds. They are made of wood and therefore difficult to clean. Bubbles will not mix even though they may share the same playtime. The "Bubbles" will be playing in different areas.

## 10. Staggered Lunchtimes from 15th June 2020

### All Meals - Food First Week: A Cold Food Provision

It is vital that social distancing and a safe service occurs for pupils as well as all staff working on site. In the first instance, there will need to be fewer catering personnel working in kitchens in order to minimise crowding. Therefore, for the first week back in school, there will be a 'cold meal' provision.

Each pupil will have their own pack of cold food items in a 'grab bag' style of service. This will be available in the first week where required in line with school re-opening. A small bottle of water will be included as well as fruit to help hydration and to cut down on the use and handling of jugs and beakers. A modest range of medical diet provision can be incorporated and controlled effectively through this approach, but schools will need to assist if any medical diets are

required. The dining hall will be used and children will have a staggered lunchtime and lunch time play.

### All Meals - Food Second Week Onwards: A Cold and Hot Food Provision

A cold food option and a hot food provision will be provided as reintegration of more pupils occur. This will **not** be the usual and agreed full choice menu, but it will be focussed on what we know children like and what fills them up. Taylor Shaw will adapt the menus in this first phase of re-opening.

### Benefit Based Free School Meals

Both of the cold and hot options are for any pupils who want a school lunch. If, however, children eligible for benefit based free meals are staying away from school, currently EDENRED food vouchers will continue to be sent until the DFE change the system.

Edenred food vouchers are not available for universal infant free school meals as this approach is aimed at supporting the most vulnerable children across the city, many of whom rely on a meal at school every day.

The children will have a designated time for eating in the hall and will also have time to play outside. All tables and chairs will be thoroughly cleaned between each serving. When possible, the children will be encouraged to eat outside maintaining social distance.

### Packed Lunches from Home

Children are welcome to bring in a packed lunch from home. Ensure that the lunchbox has been labelled on the **outside** with the name of your child. Pupils will need to be able to open all items in their lunch box themselves. **Please do not send your child with anything that requires adult assistance e.g. squeeze yoghurts.** Please send your child with cutlery if this is necessary

for them to eat the packed lunch that you have prepared for them.

If you are providing a packed lunch for your child, please ensure you send them with an additional water bottle in their lunch box.

## 11. Continued Provision for Remote Learning

As children in the F2, Y1 and Y6 year groups return to school and more children of critical workers return, teachers will be teaching their classes in their newly formed bubbles. Therefore, another teacher or teaching assistant may take on the home contact duties and setting of work for children who remain at home. We will also try to develop more online provision, technology permitting.

## 12. Teacher Parent Meetings

Meetings with your child's teacher, head teacher or SENCO can be arranged by telephone or Zoom for longer meetings. Please telephone the school office between 9.30am and 12.00pm to arrange this. The office staff have additional attendance procedures to follow now which takes much longer than before. Hence, phone calls after 9.30am would be appreciated by the office staff.

Reports will be sent to all parents during the week beginning 29th June 2020. If you wish to discuss the report, then please arrange a meeting as above.

## 13. Pupil Belongings and Uniform Requirements

Here is a list of items that should not be brought into school. Please be reminded, cloakroom facilities will not be in use.

Please bring into school	Please do not bring into school
PE ready clothing (e.g. tracksuits, clothes that the children can move freely in) - clean clothes should be worn <b>every day</b>	<b>NO UNIFORM IS NEEDED</b>  Reading books or reading folders
Velcro footwear if your child finds tying shoelaces independently a challenge.	Pencil cases (we have all you need!)
2 x bottles of water labelled with the child's name (water dispenser will no longer be used to avoid transmission ).	Watches and jewellery
Labelling on the outside lunch box	Reading folders and reading books
Coat	PE bag (as you should already be dressed for PE!)
Y6 - If you feel your child needs their mobile phones it must be turned off as the children enter the school grounds. Upon entry to school they will go onto a space in the classroom stock cupboard and it will stay in there until the end of the day. Children will not be able to access their phones during the school day. At the end of the day, children will collect their phone to take home.	Toys including fidget toys. (If your child has a particular need for a fidget toy please speak to your child's class teacher prior to returning)
FS/Y1 - a change of clothes (this can be left in school).	Paper based homework and notebooks
A hat and sunscreen if required. Please ensure these are labelled.	

Children are allowed to bring sunscreen into school but must be able to apply it themselves. Staff will not be able to assist them. We advise applying all day sunscreen to younger children before arriving at school.

## 14. Medical Issues

### Care Plans

If your child is due to return to school and has a care plan, then Mrs Shaw will contact you the week before your child's return to update it with you. (See Remote Communication section in the appendix)

The week before your child is due back a member of teaching staff will ring you to gather updated information. If you now feel that a care plan is necessary, then please discuss this with the teacher. Mrs Shaw will then ring you to complete a care plan via telephone the week before your child returns.

### Inhalers

Please contact the office team to release an asthma permission form via your sQuid account. Those who have had an inhaler in school this school year will not be required to complete the sQuid form as the original form they completed lasts all school year. It is only new inhalers that need a form.

Please bring a LABELLED inhaler to school on the first day of return. It will be placed in a clean envelope upon arriving at the school gate, a name written on the front and transferred to your child's classroom setting. A log of usage will be kept alongside the inhaler completed by the child wherever possible.

### Hay fever Medication

Hay fever remedies should be taken prior to arriving at school, unless a severe allergy necessitates additional medication as advised by a GP. Please contact the office and they will release the offer on sQuid entitled Medicine Administration.

## Administering First Aid

Staff will wear CATEGORY 2 PPE (facemask and gloves) whilst administering first aid if social distancing cannot be maintained.

## Administering Medication

Staff will wear CATEGORY 2 PPE (facemask and gloves) whilst administering medicine if social distancing cannot be maintained. Please see remote communications information as to when school should be asked to administer medicine.

## Providing Intimate Care

Where staff have to change pupils e.g. toileting accident, vomiting then CATEGORY 3 PPE will be used (disposable gloves, disposable apron, facemask and possible eye protection).

## 15. If a Child is Showing Symptoms of Covid-19

Guidance which Ecclesfield Primary School will follow taken from Implementing Protective Measures in Education and Childcare Settings Gov.UK.

If anyone becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed

door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

### What Happens if there is a Confirmed Case of Coronavirus in our School?

When a child or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

**THE ISOLATION AREA FOR ECCLESFIELD PRIMARY SCHOOL  
IS THE SNUG ROOM ON THE FS/KSI CORRIDOR.  
THIS IS POSITIONED NEXT TO THE TOILETS.**

## 16. Hygiene for children

Sufficient handwashing facilities are available in all class bases.

Cleaning products as well as a range of different hand sanitisers are available (alcoholic and non-alcoholic).

The following will be available for all the children to use

- Liquid soap in dispensers
- Hand sanitiser non-alcoholic

- Hand sanitiser alcoholic
- Paper towels

Children will be reminded to wash their hands several times a day

- On entering school
- Playtime
- Before lunch time
- After Lunch time
- Before home time
- After “messier” activities
- After sneezing, coughing or blowing their nose

Various hygiene procedures will be revisited and should be familiar to the children

- Hand washing procedures
- Coughing or sneezing into elbows
- *Catch it Bin it Kill it* rhyme will be revisited

Where possible spaces will be well ventilated by opening windows and propping open doors, weather permitting!



### **REF COVID 19 Implementing Protective Measures in education and childcare settings**

Public Health England (PHE) is clear that if early years' settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning

measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

## Hygiene - Cleaning Products

Due to Covid 19, our premises staff are using the products listed below.

### **VERSAN Viricidal BROAD SPECTRUM**

**SURFACE DISINFECTANT** is a bactericide, fungicide, viricide and sporicide which kills 99.999% of bacteria and is effective against C-Diff, norovirus, HIV/aids, tuberculosis, SARS, hepatitis, herpes, influenza and MRSA.

**Sulphamic acid based toilet cleaner.** Dissolves organic matter and neutralises foul odours.

**BLUE STAR** - all purpose cleaner.

**Byotrol 4 in 1 Multi-Purpose Cleaner & Disinfectant Concentrate,** with Stain & Odour Remover, protects surfaces for 24 hours and keeps surfaces cleaner for longer.

## Cleaning Schedules

For staggered lunch breaks, a 10-minute sanitisation period in between each sitting, will be used to clean the tables and seating.

Toilets will be cleaned three times a day: morning, after lunchtime and at the end of the day.

Bins will be double bagged and emptied daily.

Surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, will be regularly cleaned, at least 3 times while pupils are in school. Early morning, lunchtime and afternoon. Soft furnishings that are hard to clean have been removed from class bases.

Any equipment that the children use will be cleaned after each bubble use.

All children will also have their own stationery pack.

## 17. Change in Details (Address, Telephone numbers and Email Addresses)

Please complete the offer entitled 'Change of Contact Details' on your sQuid account.

## 18. sQuid and Payments

School staff cannot handle any money. We are a cashless school. Please use sQuid to pay for any school related costs.

## 19. After School Clubs

For the foreseeable future schools have been advised to cancel any after school clubs including music lessons, PE, art and craft activities.

## 20. Family Members who are Shielding (Refer to the Appendix C)

Should I keep my child at home if they have an underlying health condition or live with someone in a clinically vulnerable group?

Children and young people who are considered extremely clinically vulnerable and shielding should continue to shield and should not be expected to attend.

Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this

category, and parents should follow medical advice if their child is in this category.

Children and young people who live in a household with someone who is extremely clinically vulnerable and shielding should only attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions.

Children and young people who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance and including those who are pregnant, can attend.

Source: [Opening Schools and educational settings to more pupils from 1 June](#)

## 21. Use of PPE

### Two main occasions when PPE be used in school.

According to government guidelines wearing a face mask or covering in schools is not recommended.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including:

Children, whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.

If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

## APPENDICES

### A. Remote Communications Information

In order to protect our children and adhere to strict social distancing regulations, parents and carers will not be permitted on the school site. Consequently, this will necessitate ALL adults to engage in remote communication with school for the foreseeable future. This will be reviewed in light of future Government guidance.

General Communication	
Additional Needs	
I would like to discuss concerns I have regarding my child (social, emotional, communication, language, learning, physical). Who should I contact?	Please telephone the office (between the hours of 9.30am and 12.00pm) who will arrange a call back for you from Mrs Binns or Mrs Stevenson in the first instance.
My child has a recent diagnosis / has updated information from external professionals. Who should I contact?	Please telephone the office (between the hours of 9.30am and 12.00pm) who will arrange a call back for you from Mrs Stevenson (SENCO)

<p>How will my child's additional needs be reviewed termly?</p>	<p>Reviews will be arranged to take place virtually at a mutually convenient time</p>
<p><b>Clubs and Trips</b></p>	
<p>What visits will my child take part in?</p>	<p>Currently, there are no planned educational visits. This will be reviewed in September.</p>
<p>What after school clubs are available for my child?</p>	<p>Currently, we are unable to provide any after school care due to staffing and social distancing regulations. This will be reviewed in September.</p>
<p>My child needs a place at breakfast club. What should I do?</p>	<p>Currently, we are able to provide a breakfast club from 8.00am chargeable at £4.50 per child per session. To adhere to social distancing regulations, breakfast will be delivered to the pupil's classroom setting. This will be reviewed in September. New users of the breakfast club will need to register their child, please telephone the school office for details. A booking form will be made available to you via sQuid. Bookings and payments need to be made in advance. Although we will try and accommodate all requests, places at the club are significantly restricted.</p>
<p><b>Communicating with staff</b></p>	

<p>What if I need to speak to a specific member of staff?</p>	<p>Telephone or email (between the hours of 9.30am and 12.00pm) the school office with a brief outline of your query. We will then arrange a call back for you. We use Class DoJos to promote pupils achievements, subject information and generic educational information only. If you wish to communicate for any other reason, please contact school via telephone (0114 2467396) or email (<a href="mailto:enquiries@ecclesfield-pri.sheffield.sch.uk">enquiries@ecclesfield-pri.sheffield.sch.uk</a>).</p>
<p>How do I communicate what learning my child has done at home?</p>	<p>Home learning messages can be communicated via Google Classroom. Alternatively, you can share learning via class dojo or use the school email to upload samples of work.</p>
<p>Can I ask for advice on home learning?</p>	<p>For advice you can either use the private message function on Google Classroom, message teachers via class dojo or email or telephone the school office (between the hours of 9.30am and 12.00pm) who will arrange a call back for you.</p>
<p>What if someone else is picking my child up from school and I need to alert the teacher?</p>	<p>If you have not communicated this already it is best to telephone the school office so we can notify the teacher straight away. Do not message the teacher via class dojo regarding this as they may not pick up the message in time.</p>

What if I need to talk to the teacher during drop off and pick up?

There will be very little time to discuss messages due to the tight and planned staggered entry / exit times. As above, please telephone the school office and arrange a telephone meeting with your teacher. If urgent, messages can be passed by telephoning the school office and letting them know between 9.30am-12.00pm.

### Contact Details

How do I let school know if I have changed my contact details, phone number, email address or home address?

Please complete the form entitled 'Change of Contact Details' on your sQuid account.

### Drop-off and Collection

What are the drop off arrangements?

Drop off arrangements will be very strictly controlled in staggered times so that 'bubbles' (school groups) do not mix on entry to the school. Only ONE parent should bring and collect their child. There will be signs clearly indicating where to go.

Currently, Y6 pupils will enter via Well Lane lining up 2 metres apart and keeping to the right hand side. A member of staff will be waiting for them at the collection point. They will then be escorted to their classrooms. F2 and Y1 will enter via Hanwell Close keeping to the right hand side (with a parent or carer), drop off at the designated

	<p>collection point where your child will be escorted to their classroom. Critical worker children will continue to be dropped off near the school office where they will be collected by a member of staff.</p>
<p>What are the pick-up arrangements?</p>	<p>Pick arrangements will be very strictly controlled in staggered times so that 'bubbles' (school groups) do not mix on exit from the school. Only ONE parent should collect their child.</p> <p>Y6 will exit via Well Lane keeping 2 metres apart and sticking to the right hand side. Those with permission to walk home will do so. Those parents collecting should wait behind the gate on Well Lane 2 metres apart, keeping right. A member of staff will call the pupil using a walkie talkie system.</p> <p>F2 and Y1 pupils should wait in the car park via Hanwell Close (2 metres apart and keeping to the right hand side) and a member of staff will bring your child to you. Critical worker children will be escorted out in front of the school office where they will be collected by a parent/carer.</p>

*\*Please telephone the office to discuss any disability access arrangements*

What if I bring my child to school late?

Due to planned staggered entry and social distancing regulations it is important that you arrive on time. *If you are late you will not be able to bring your child into the school building without contacting school first. You MUST call school who will assign you a time to bring your child in order to comply with social distancing. If you are a year 6 pupil who has been unaccompanied please alert a member of staff/marshall and you will be escorted to your classroom.*

What if I am late to collect my child?

Due to social distancing measures put in place it is imperative to collect your child on time. If there is an occasion upon which you are late, your child will be kept in their classroom setting until you arrive. Please ensure you phone school to let them know you are late.

### Food and Drink

How do I apply for income based free school meals (not Universal Free School Meals)?

Use this link to find out if you are eligible and to apply: <https://www.sheffield.gov.uk/home/school-s-childcare/school-meals>

<p>How do I order and pay for school milk?</p>	<p>Using your sQuid account.</p> <p>New Starters: Once your child has started in September, you need to set up your account following the guidance in your pack. Reminders will be sent for payment once your child reaches their 5th birthday.</p>
<p>How do I order school milk if I am in receipt of income based free school meals (not universal free school meals) or if my child is under 5?</p>	<p>You still need to order milk on sQuid. No payment will be necessary if you qualify for Free School Meals.</p>
<p>Can my child bring a packed lunch?</p>	<p>Yes, a packed lunch can be brought to school. However, it is imperative that children can open any item/ package by themselves that is included. Grapes should be cut in half to avoid possible choking. For the first week (week commencing 15th June 2020) grab bags will be available to order. The second week onwards hot meals will be available to order.</p>
<p><b>Lost Property</b></p>	
<p>What if I need to check lost property?</p>	<p>Please ensure ALL garments are labelled with your child's name in order that they can be returned if lost. There will be a sweep of the school and classrooms on a daily basis. Named items will be returned to children. <i>There will be no opportunity for parents to</i></p>

	<i>come into school and look for lost property.</i>
My child has left something at home / at school. What can I do?	Staff will only retrieve items which are medically urgent. Please call school before your arrival to arrange how this can be managed safely. <b>Staff will not accept late items.</b> All named items will be returned to individual drawers within class. Ensure all garments are labelled with your child's name.
<b>Uniform</b>	
Does my child need to wear a school uniform?	There will not be a requirement to wear school uniform. You are, however, asked to send children in a clean set of clothes each day.
How do I order and pay for uniform?	Uniform is not recommended at this time. When uniform becomes part of the school routine you can order and pay for this online via the school website.
<b>Medical</b>	
My child has a new, ongoing medical issue. What should I do?	Telephone school by phone to organise a virtual meeting with regard to a Care Plan.

<p>How will my child's current Care Plan be reviewed?</p>	<p>The plan will be sent password protected and can be confirmed via return email or updates discussed via telephone meeting or a telephone conversation.</p>
<p>My child needs to take new, ongoing medication. What should I do?</p>	<p>Contact school by phone to discuss and fill in the appropriate form on Squid. This needs to be prescribed medicine. A Care Plan will be formulated or updated via a virtual meeting if applicable.</p>
<p>Where should I drop off and collect my child's medicine daily?</p>	<p>Medication will only be overseen if the dosage is 4 times per day. Medication should be put into a new envelope in the medicine box which will be with the member of SLT on duty at the gate. The permission form should be completed via your sQuid account</p>
<p>My child needs to have an inhaler in school. What should I do?</p>	<p>Complete the <b>sQuid offer</b> and bring the inhaler to school on the first day of return. It will be placed in a clean envelope upon arriving at the school gate, a name written on the front and transferred to your child's classroom setting. Those who have had an inhaler in school this school year will not be required to complete the sQuid form as the original form they completed lasts all school year. It's only new inhalers that need a form. And then all users complete a new form in Sept 2020 for the year.</p>

What if I need to collect my child for a medical appointment?

Please inform the office of the day and time via telephone between 9:30am and 12pm or via email. When you arrive at the office, please ring the intercom and a member of staff will send your child out to you. Where you can, please provide evidence of the appointment via email. Alternatively, let us know which surgery you will be attending and the name of the doctor/dentist.

## B. Critical Worker List of Jobs

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

## C. Clinically Vulnerable People

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus. You are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household.

Clinically vulnerable people are those who are:

- aged 70 or older (regardless of medical conditions)
- under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):
- chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis

- chronic heart disease, such as heart failure
- chronic kidney disease
- chronic liver disease, such as hepatitis
- chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
- diabetes
- a weakened immune system as the result of certain conditions, treatments like chemotherapy, or medicines such as steroid tablets
- being seriously overweight (a body mass index (BMI) of 40 or above)
- pregnant women

As above, there is a further category of people with serious underlying health conditions who are clinically extremely vulnerable, meaning they are at very high risk of severe illness from coronavirus. You, your family and carers should be aware of the guidance on shielding which provides information on how to protect yourself still further should you wish to.

**Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.**

1. Solid organ transplant recipients.
2. People with specific cancers:
  - people with cancer who are undergoing active chemotherapy
  - people with lung cancer who are undergoing radical radiotherapy
  - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
  - people having immunotherapy or other continuing antibody treatments for cancer
  - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors

- people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
  4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
  5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
  6. Women who are pregnant with significant heart disease, congenital or acquired.

People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.

#### D. Free School Meal Provision

[https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm\\_source=0d90a5c2-b768-4d23-b394-36381f3301ab&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/covid-19-free-school-meals-guidance?utm_source=0d90a5c2-b768-4d23-b394-36381f3301ab&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

#### E. Opening Schools and Educational Settings to more Pupils from 1 June Guidance for Parents and Carers

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

#### F. What Parents and Carers need to know about Schools, Colleges and other Education Settings during the Coronavirus Outbreak

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/closure-of-educational-settings-information-for-parents-and-carers>