



ECCLESFIELD PRIMARY SCHOOL

Parent Booklet for
welcoming all pupils back
to school

Updated July 2020



J. Eagleton

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1. Induction on the First Day Back

TUESDAY 1ST SEPTEMBER 2020

We will start school as we finished! We will have a fun day 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.

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.



We have tried to answer questions raised by families over the last few months.

Please do not hesitate to get in touch via telephone (0114 2467396) or email (enquiries@ecclesfield-pri.sheffield.sch.uk) 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:

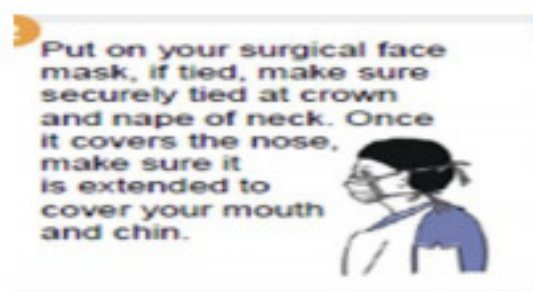
<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

You can help control coronavirus and travel safely by:

- considering all other forms of transport, such as cycling and walking, before using public transport
- keeping your distance when you travel, where possible
- washing or sanitising your hands regularly
- use a face covering (face coverings are required at all times on public transport for children over the age of 11)
- avoid touching your face
- cover your mouth and nose with a tissue or the inside of your elbow when coughing or sneezing
- travel side by side or behind other people, rather than facing them, where seating arrangements allow
- touch as few surfaces as possible
- minimise the time spent close to other people, where possible
- avoid loud talking, shouting or singing
- dispose of waste safely, including items such as used disposable face coverings

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

School has a process for removing face coverings when pupils and staff who use them arrive at school and there are posters at entrances and exits showing how to remove a face covering safely. There will be a lidded bin at each entrance to discard temporary face coverings and we ask that children bring a plastic bag to store their reusable face covering during the day.



When the children arrive at school, they must clean their hands for at least 20 seconds with warm, soapy water before entering any of the classrooms / teaching area

Travelling to school by car

When embarking/disembarking, passengers at the road side and at school sites, please ensure social distancing measures are maintained wherever possible. Parents are advised not to travel with members of another household either by walking or travelling to school in a shared car.

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 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 keep everyone safe. 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

These times are in place in order to ensure that year group bubbles do not mix. Consequently, timings should be strictly adhered to please

Please note these dates and staggered times are subject to change.

| Group | Entrance Time | Exit Time | Drop-off Point | Collection Point |
|-------|---------------|-----------|----------------|------------------|
| FS | 8.40-8.50 | 3.00-3.10 | Hanwell Close | Hanwell Close |
| Y1 | 8.30-8.40 | 3.10-3.20 | Hanwell Close | Hanwell Close |
| Y2 | 8.20-8.30 | 2.50-3.00 | Hanwell Close | Hanwell Close |
| Y3 | 8.25-8.30 | 3.00-3.05 | Well Lane | Well Lane |
| Y4 | 8.30-8.35 | 3.05-3.10 | Well Lane | Well Lane |
| Y5 | 8.35-8.40 | 3.10-3.15 | Well Lane | Well Lane |
| Y6 | 8.40-8.45 | 3.20-3.25 | Well lane | Well Lane |

From 1st September we are opening school to all pupils and therefore parents who work as critical workers will be unable to bring their child into school any earlier than the above times, unless they choose to book into the paid breakfast club.

PLEASE NOTE: If you have more than one child in school with siblings in different classes and the staggered start and finish times are significantly different, then a member of staff will contact you to discuss this further. We will aim to be as accommodating as possible during this difficult time.

If your child is collected by a child minder who collects children from different year groups. Please contact school so we can discuss this further.

KS2 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.



FS and KSI Drop Off and Collection Point and Route into School

Entrance/Exit Two Hanwell Close



Teacher Supervision into and out of School

A member of staff will greet the children, observing social distancing protocols and direct them to their allocated classrooms.

At the end of the day, all children will be dismissed one by one when the parent is seen by a member of staff at the allocated collection point unless you have given your permission for your child to walk home or meet you elsewhere. Please ensure the class teacher is aware of this. Those parents collecting should wait behind the gate, 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

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 those 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 KS2 drop off point. Another member of staff will be asked to collect and take the child to the classroom maintaining social distancing protocols.

Messages and Communication for Teachers

Given the necessary entry procedures now in place, teachers will no longer be able to take messages at drop off and 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](#)

4. Attendance

Government Guidance

It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age.
- schools' responsibilities to record attendance and follow up absence.
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

Please ensure that your child does not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. Please inform school if this you or your child has coronavirus symptoms or have been tested.

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 9.30am as you would do normally, indicating the reason for the absence.

If a child has suspected Covid-19 and has a test please let us know whether the results are positive, negative or inconclusive. PHE (Public Health England) recommends that school should record and keep a minimum dataset. This includes, reason for absence, date of onset of symptoms, symptoms and class.

Symptoms for children who are ill will be logged. Symptoms such as a high temperature ≥ 37.8 , cough, diarrhoea, vomiting,

headache, nausea and loss to smell or taste or other will be recorded.

The reason for recording the above is that in the event of a COVID-19 outbreak, this information will ensure that important information is recorded in one place and is easily accessible. Any child that comes to school and is subsequently sent home will also have their data recorded.

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 consistent group and that small group stays away from other pupils and groups. Pupils in Y1 – Y6 will be in class bubbles and pupils in Foundation Stage will be in year group bubbles.

Bubbles will be kept apart from other groups where possible and older children should be encouraged to keep their distance within groups. We have taken steps to limit interaction, sharing of rooms and social spaces between groups as much as possible.

Maintaining distinct “class bubbles” that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible

6. Class Sizes and Class Arrangements

To adhere to government guidelines, we have made adaptations to our classrooms to support distancing where possible. Pupils will be seated side by side and facing forwards, rather than face to face or side on.

A seating plan will be agreed and used daily following the return of pupils to school. Children will be asked to sit in the same seat where possible in the classroom and in the ICT suite.

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.

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. Behaviour Expectations

We have carried out a review of our behaviour policy which will be published on our website by 1st September 2020.

When the children return, we will work with them to ensure that behaviour expectations are clearly understood and consistently supported, taking account of individual needs.

8. 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.

9. 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 cleaned regularly.
- Soft furnishing have been 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.

Reading books:

FS/KSI/Y3:

We will be sending one reading book weekly instead of two. Books will be issued every Monday and collected in every THURSDAY to allow 72 hours isolation period (Fri-Sun).

Y4 - Y6:

Children will be issued with a home reading book which they keep at home until they have completed it. When they have read the book, they can bring it in and change it. The book will be put in isolation for 72 hours.

Please note, reading books DO NOT need to be brought in every day, nor do book bags.

Maths equipment/Art equipment/Science equipment etc will be used where it can be easily cleaned at the end of a session.

Books are given to children and the children are expected to look after their own book and not share. When the books are read or the teacher has completed a session with a particular book the books will be quarantined for 72 hours in a class quarantine box

10. 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. Bubbles will not mix even though they may share the same playtime. The "Bubbles" will be playing in different areas.

II. Staggered Lunchtimes

Both of the cold and hot options are for any pupils who want a school lunch.

The children will have a designated time for eating 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. squeezzy 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.

Assemblies

Whole school assemblies are still not allowed. Class assemblies only will be held in the classrooms or hall.

Music

Schools may continue with music lessons providing the following measures are in place:-

- Each pupil has their own individual instrument, the instrument is wiped down before and after use with an approved product / wipe
- The instrument is stored securely in a case with the pupil's name on
- Pupils are regularly reminded not to use other pupil's instruments
- Small groups of children can partake in a music lesson - but they must remain in their protective bubbles
 - The lessons can be provided by zoom / online conference call
- If the music teacher visits the School - he/she must maintain social distancing at all times and adhere to all hygiene protocols that the School has in place
- School will consider how to reduce the risk, particularly when pupils are singing in small groups such as in music lessons by, for example, physical distancing, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation.

Singing will not take place in larger groups such as school choirs or school assemblies. This is because there may be an additional risk of infection in environments where children or others are singing, chanting or shouting. This applies even if individuals are at a distance.

Parent Workshops/Assemblies

Unfortunately, parents are still not permitted in school. So for now family assemblies may well take the form of a Zoom assembly. There will be no parent workshops for the time being.

Continued Provision for Remote Learning

Children who remain medically unwell to attend school will have work set home/or uploaded. All other children are expected back at school. Please do not hesitate to contact school if this is a worry for you.

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.

Our usual Autumn Parent evenings will be earlier this year given the disruption to the children's education this year. We will have completed a series of assessments and observations on the children by the end of September and will be able to share known gaps. If we have any serious concerns, we will of course be in touch with you straightaway. Please do not hesitate if you have concerns to contact us

13. Pupil Belongings and Uniform Requirements

For the first 4 weeks children can come into school in casual fitness/ sport clothes as we will be doing PE regularly. From 28th September 2020, school uniform will be expected. On PE days, children should come into school in their PE kits. These days will be communicated to you in September.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools.

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 |
|--|
| PE ready clothing should be worn until 25th September 2020 (e.g. tracksuits, clothes that the children can move freely in) - clean clothes should be worn every day From 28.9.20 children should come to school in uniform, except on PE days when they need to come to school in PE kits. These days will be communicated to you in September. |
| Velcro footwear if your child finds tying shoelaces independently a challenge. |
| 2 x bottles of water labelled with the child's name (water dispenser will no longer be used to avoid transmission). |
| Lunch box with labelling of name on the outside |
| Coat |
| Y6 - If you feel your child needs their mobile phone it must be turned off as the child enters 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. |
| FS/Y1 - a change of clothes, labelled with your child's name (this can be left in school). |

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.**

Please do not bring into school

NO UNIFORM IS NEEDED - Until 28th September 2020

Pencil cases (we have all you need!)

Watches and jewellery

Reading books:

ES/KSI/Y3:

We will be sending one reading book weekly instead of two. Books will be issued every Monday and collected in every THURSDAY to allow 72 hours isolation period (Fri-Sun).

Y4 - Y6:

Children will be issued with a home reading book which they keep at home until they have completed it. When they have read the book, they can bring it in and change it. The book will be put in isolation for 72 hours.

Please note, reading books DO NOT need to be brought in every day, nor do book bags.

PE bag (as you should already be dressed for PE!) until 25.09.20

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)

Paper based homework and notebooks

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

If your child requires an inhaler in school, please complete the £0.00 sQuid offer entitled "Asthma Medication Permission" prior to 1st September 2020.

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.

If medication is required in school, please complete the £0.00 sQuid offer 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.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

If anyone in the school 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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

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 and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will be moved 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 will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE must 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). More information on PPE use can be found in the safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) guidance.

As is usual practice, in an emergency, call 999 if someone is seriously ill or injured or their life is at risk. Anyone with coronavirus (COVID-19) symptoms should not visit the GP, pharmacy, urgent care centre or a hospital.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do

not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

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.

PLEASE DO ALERT US IF ANYONE IN YOUR HOUSEHOLD IS SHOWING COVID 19 SYMTOMS or IF THEY HAVE HAD A POSITIVE TEST. Swift action will reduce transmission and prevent more children and staff being sent home.

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 5-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, 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

We are currently not planning any extra curricular clubs, however, we will keep reviewing the situation and keep you updated.

We will be providing a breakfast club and an after school club commencing Tuesday 1st September for Y1-Y6 pupils. These clubs will be available for F2 pupils once their transition into school has been completed.

The Breakfast Club will open at 7.30am and the After School Club will close at 5.45pm.

20 Educational Visits

We are hoping to re start our educational visits programme in Spring 2021. This will of course depend on the pandemic status.

21. Shielding (Refer to the Appendix C)

Shielding advice for children will pause on 1st August, subject to a continued decline in rates of community transmission of Corona Virus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school as can those who have family members who are shielding. (link to advice on shielding)

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, it is expected that schools will be able to immediately offer them access to remote education. Schools should monitor engagement with this activity

Where children are not able to attend school, as parents are following clinical and/or public health advice, absence will not be penalised.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

22. 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.

REF COVID 19 Implementing Protective Measures in education and childcare settings

APPENDICES

A. Remote Communications Information

In order to protect our children and adhere to 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 | |
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| Additional Needs | |
| I would like to discuss concerns I have regarding my child | Please telephone the office (between the hours of 9.30am and 12.00pm) who will arrange a call back for you from Mrs |

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| (social, emotional, communication, language, learning, physical). Who should I contact? | 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) |
| How will my child's additional needs be reviewed termly? | Reviews will be arranged to take place virtually at a mutually convenient time |
| Clubs and Trips | |
| What visits will my child take part in? | Currently, there are no planned educational visits. This will be reviewed during the first term. |
| What after school clubs are available for my child? | <p>We will be providing a paid breakfast and after school club from Tuesday 1st September for Y1-Y6 pupils. These clubs will be available for F2 pupils once their transition into school has been completed.</p> <p>We are currently not planning any extra curricular clubs, however, we will keep reviewing the situation and keep you updated.</p> |

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| <p>My child needs a place at breakfast club.</p> <p>What should I do?</p> | <p>We will be providing a breakfast and after school club.</p> <p>The Breakfast Club will open at 7.30am and the After School Club will close at 5.45pm.</p> |
| <p>Communicating with staff</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 (enquiries@ecclesfield-pri.sheffield.sch.uk).</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> |

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| What if someone else is picking my child up from school and I need to alert the teacher? | 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. |
| 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 | |

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| <p>What are the drop off arrangements?</p> | <p>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.</p> <p>Currently, KS2 pupils will enter via Well Lane lining up 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 KS1 will enter via Hanwell Close 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>What are the pick-up arrangements?</p> | <p>Pick up 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>KS2 will exit via Well Lane 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 keeping apart and keeping right.</p> <p>F2 and KS1 pupils should wait in the car park via Hanwell Close (keeping apart and keeping to the right hand side) and a member of staff will bring your child to you.</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.*

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 going to be 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/schools-childcare/school-meals>

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| How do I order and pay for school milk? | <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> |
| 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? | You still need to order milk on sQuid. No payment will be necessary if you qualify for Free School Meals. |
| Can my child bring a packed lunch? | 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. |
| Lost Property | |
| What if I need to check lost property? | <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 come into school and look for lost property.</i></p> |

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| 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. Staff will not accept late items. All named items will be returned to individual drawers within class. Ensure all garments are labelled with your child's name. |
| Uniform | |
| Does my child need to wear a school uniform? | For the first 4 weeks children can come into school in casual fitness/ sport clothes as we will be doing PE regularly. From 28.9.20 School uniform will be expected. On PE days, children should come into school in their PE kits. These days will be communicated to you in September. |
| How do I order and pay for uniform? | You can order and pay for this online |
| Medical | |
| 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. |
| How will my child's current Care Plan be reviewed? | The plan will be sent password protected and can be confirmed via return email |

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| | or updates discussed via telephone meeting or a telephone conversation. |
| My child needs to take new, ongoing medication. What should I do? | 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. |
| Where should I drop off and collect my child's medicine daily? | 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 staff on duty at the gate. The permission form should be completed via your sQuid account |
| My child needs to have an inhaler in school. What should I do? | Complete the sQuid offer 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. |
| 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 |

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| | 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. |
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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/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

From 1st August, the government will pause shielding unless the transmission of COVID-19 in the community starts to rise significantly.

This means:

- the government will no longer be advising you to shield
- the support from the National Shielding Service of free food parcels, medicine deliveries and care will stop
- NHS Volunteer Responders will carry on delivering the food you buy, prescriptions and essential items to you if you need it
- you will still be eligible for priority supermarket slots (if you have registered by 17th July)

You may still be at risk of severe illness if you catch coronavirus, so stay at home as much as you can and continue to take precautions when you do go out. You can do this by washing your hands regularly, avoiding touching your face and keeping 2 metres away from people outside of your household or bubble wherever possible.

From 1st August, you'll be advised you could go out to more places and see more people, for example, the advice is:

you can go to work, as long as the workplace is COVID-secure - but carry on working from home if you can

children who are clinically extremely vulnerable can go back to school (when the rest of their class goes back)

you can go outside to buy food, to places of worship and for exercise - keeping 2 metres away wherever possible

This guidance will be updated with these changes on 1st August.

Clinically extremely vulnerable children and young people (0 to 18)

Specialists in paediatric medicine have reviewed the evidence on the level of risk posed to children and young people from COVID-19. The latest evidence indicates that the risk of serious illness for most children and young people is low.

Children and young people who are cared for just by their GP are very unlikely to need to continue to shield in the future. This includes children with conditions including asthma, diabetes, epilepsy and kidney disease. A small group of children who receive specialist care in hospitals may still be considered clinically extremely vulnerable following a consultation with their doctor. This includes those receiving cancer care or those at risk of severe infection due to an immunodeficiency.

All children and young people currently identified as Clinically Extremely Vulnerable, and advised to shield, should continue to do so until 31st July, when the government will pause shielding for everyone.

All decisions on whether children and young people should be removed from the shielded patient list (and therefore will not be advised to shield again in future if transmission starts to increase significantly) should be based on a consultation with your paediatric specialist or your GP who will be best placed to determine the most appropriate care. Your paediatric specialist or your GP will be in touch over the summer to have these discussions.

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

E. Fully Opening Schools and Educational Settings

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

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>