

Kessingland Church of England Primary Academy



**Back to School in March 2021
Parent / Carer Information Handbook**

Dear Parents and Carers,

It is wonderful to, at last, be able to look forward to welcoming all of our children and families back to school on the 8th March 2021.

The Government has issued guidance to allow all of our children to return. It states that all schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools have been asked to thoroughly review their health and safety risk assessments and draw up plans for the spring term that address the risks. As I have shared through Class Dojo, we were extremely happy with the way the school was operating before Christmas and although the risk assessment has some changes to reflect the latest guidance, many of the systems in place will remain the same.

I hope that this booklet will help you to remember the key information about your child's return to school. Please do not worry if you can't take it all in at once; there is a large amount of information to share.

Thank you to all of you for your kind words, support, patience, biscuits and cakes over the past few months!

We are looking forward to seeing you all soon.

Kind regards,

A handwritten signature in black ink, appearing to read 'A Crossland'.

Mr Crossland
Headteacher

Does my child have to attend school?

Yes - school attendance will again be **mandatory** from the 8th March 2021. For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply.

It is vital that children and young people return to school:

- For their educational progress;
- For their wellbeing;
- For their wider development.

A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). If your child is unable to attend school for this reason, please contact the school office as soon as possible so that remote education can be discussed.

Some pupils no longer required to shield but who generally remain under the care of a specialist health professional, may need to discuss their care with their health professional before returning to school.

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

If you have concerns about your child returning to school because you consider they may have other risk factors, you should discuss this with us further.

How can I help to make the school as safe as possible?

Pupils, staff and other adults must not come into the school if:

- they have one or more coronavirus (COVID-19) symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are required to [quarantine having recently visited countries outside the Common Travel Area](#)
- they have had a positive test

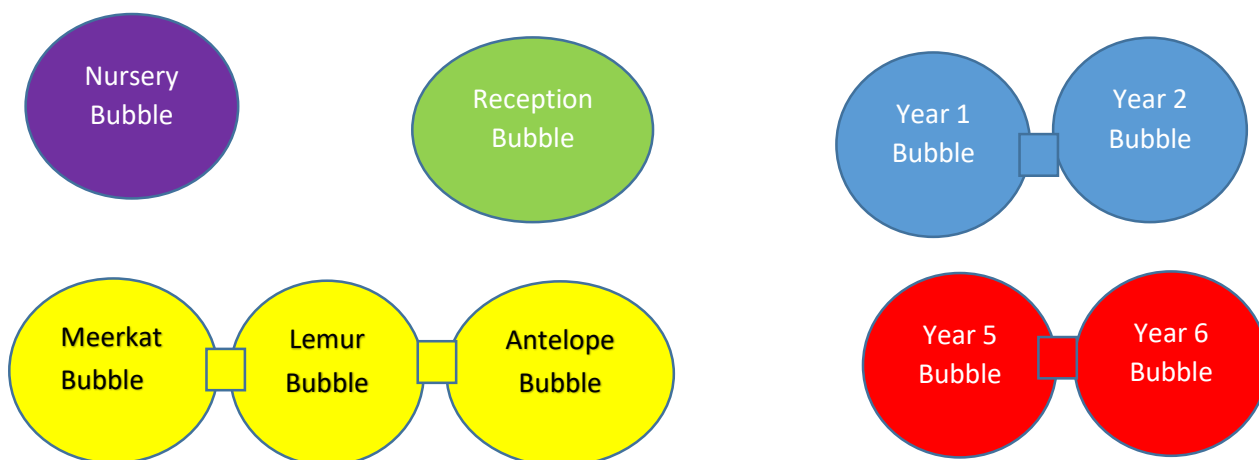
They must immediately cease to attend and not attend for at least 10 days from the day after:

- the start of their symptoms
- the test date if they did not have any symptoms but have had a positive test (whether this was a [Lateral Flow Device \(LFD\)](#) or [Polymerase Chain Reaction \(PCR\) test](#))
- they have been told to isolate by NHS Test and Trace or by their public health protection team has a legal obligation to self-isolate.

What will the school be doing to keep the children as safe as possible?

- Manage confirmed cases of coronavirus (COVID-19) in the school, in line with current public health guidance - this means your child may be asked to self-isolate for 10 days (based on advice from the local health protection team) if they have been in close, face-to-face contact with someone who has tested positive for the virus.
- Ensuring everyone at the school **cleans their hands** more often than usual, including when they arrive at school, when they return from breaks, and before and after eating - this can be done with soap and running water or hand sanitiser.
- Ensuring good respiratory hygiene, by promoting the '**catch it, bin it, kill it**' approach.
- **Enhanced cleaning**, including cleaning frequently touched surfaces more often.
- **Minimising contact and maintaining distance, as far as possible** - this will involve asking children to stay within specified separate groups (or bubbles), and through maintaining distance between individuals. The government's guidance to schools recognises that younger children may not be able to maintain social distancing so it is likely that for younger children the emphasis will be on separating groups, and for older children, it will be on distancing.

How will the school be organised?



- The school will be organised into bubbles (see diagram above).
- Each bubble will have their own break/lunch time area.
- Your child will be taught by the same team of staff for most of the time. However, different staff may be timetabled to teach across linked bubbles, small group intervention or cover absence.
- Children will not be allowed to mix with children from other bubbles.
- The majority of children will be seated facing the front and have their own equipment (not Nursery or Reception). The government guidance now recognises that social distancing cannot be guaranteed and is difficult with young children. Pupils will be expected to try and maintain social distancing from adults. We will model and encourage this as best practise.
- Each bubble will have allocated toilets although these may be shared with linked bubble.
- On PE days, children should attend school in their PE kit. This should include sports trousers and a training top.

How will I drop-off/ collect my child? (This is exactly the same as before Christmas)

To avoid large crowds, we have allocated two different drop-off and collection points, staggered the times and allocated a drop-off window instead of a specific time. This will allow parents and carers with children using the two different entrances, enough time to move between the two.

Children in Nursery, Reception and Year 1 will be entering the school playground through the gate nearest the bike sheds and leaving the school through the gate closest to the Nursery. This will be a one-way system and we will be using the same system in the morning and afternoon. Bikes can be left at the bike sheds on the way to the classrooms.

Children in Year 2–Year 6 will be entering the school through the same entrance we are currently using at the front of the school, by the Year 6 Quad. Adults will need to say goodbye at the entrance.

	Drop off window	Start Time	Finish Time	Gate to use
Nursery	8:45am - 8:55am	8:45am - 8:55am	11:45am – 11:55am	Drop off - The gate closest to the bike sheds Collection - The Nursery entrance
Reception - Year 1	8:45am - 8:55am	8:55am	Please only arrive between 3:00pm -3:10pm (The gate will not be open earlier)	The gate closest to the bike sheds
Year 2 – Year 6	8:55am - 9:05am	9:05am	Please only arrive between 3:10pm -3:20pm (The gate will not be open earlier)	The gate at the front of the school

Important Information

It is absolutely essential that we adhere to these times. Please do not arrive early as it puts additional pressure on the system. If you are anxious, please arrive at the end of the window as it is a lot less crowded and really helps the school.

Please continue to wear face masks when collecting and dropping off (please let us know if you are exempt and you have not already let the school office know).

Only Year 5 and Year 6 children will be allowed to arrive and leave school unaccompanied. The school must receive permission in writing before this can begin.

Please note that dogs are not allowed on the school site. This includes the front car park area. Parents and carers are expected to be able to make appropriate arrangements to collect their children safely and to be accompanied from the exits.

Please be mindful of the number of adults supporting your child/children on the school premises.

Additional Guidelines



- Maintain **safer distancing** during drop-off and collection at the end of the school day.
- Avoid large crowds at all times.
- Be patient with the staff.
- Keep your children close and walk together as a family.
- Children and parents are encouraged to walk or cycle where possible and avoid public transport at peak times.
- Please do not stay for a chat in or around the school premises at the end of drop-off or collection.
- If your child is absent from school, please ring the school to report this in the usual way.
- Where you have children using different entrances, please ensure you maintain a social distance when moving between areas.

What should my child bring to school?

We want to try and limit the number of items brought in from home, so we will be providing each child with all of the learning equipment that they need. Please **do not** send your child in with anything other than the items listed (do not send your child in with pencil cases or toys).

Items to bring into school every day:

- A plastic wipeable lunchbox (if they are having a home packed-lunch)
- Named water bottle
- Coat
- Sun hat / sun cream (if it is a sunny day!)
- School bag.

Does my child have to wear school uniform?

Please ensure that your child is in the correct school uniform. If you need any support with subsidising your child's school uniform, we do have a small fund to help families. Please contact the SaFS team if you would like to discuss this further.

Will my child be able to have a hot school dinner?

Our school kitchen will be fully open but the hot meals will be served in grab bags. This was the same in the autumn term. Grab bags will still take into account the full range of dietary requirements and these will be eaten in the bubbles. More information regarding the menu can be found on Class Dojo.

Can I visit the school?

The school office is not to be accessed by parents, unless through prior arrangement via a telephone call or email. The office will not be open for parents to visit. However, parents can obviously still call and receive support over the telephone or via email.

Please only come to the school for the following reasons:

- To drop-off and collect your child using the designated areas;
- To collect your child if they, or any family member is unwell;
- For safeguarding reasons;
- For pre-arranged meetings.

Face-to-face meetings will be avoided where possible. If you need to contact the school, please telephone on 01502 740223 or email office@kessingland.dneat.org. If you would like to speak to the class teacher for learning support and advice, the teachers can still be contacted using Class Dojo. You will also be able to book a telephone appointment with the Student and Family Support Team by calling the school office or by emailing safs@kessingland.dneat.org. Please be aware that urgent messages should go to the school office as Class Dojo will be **NOT** be monitored by class teachers during the school day (as they will be teaching). These will only be checked once a day, Monday – Friday.

Will breakfast club and after school clubs be operating?

As a school we want to get back to normal as soon as possible and offer the same opportunities as we usually do, including our wonderful wrap-around care. As we need to maintain our bubble structure, it makes running our wrap-around care much more complicated. With this in mind, we plan on starting our breakfast club after Easter. This will give the school an opportunity to secure and embed a safe return to school first, before expanding our provision.

We also plan to restart after-school clubs following the Easter break but this will continue to be reviewed and more information will be shared at a later date.

Can my child wear PPE?

Children will not be allowed to wear PPE / face coverings during the school day. This is in line with current government guidance.

Any non-disposable face coverings that children are wearing when they arrive at the school, must be removed by the child and placed into a plastic bag, that the child has brought with them. Disposable face coverings must be placed in a lidded bin. The wearer must then clean their hands.

When will staff wear PPE?



- Staff will wear PPE if a child is unwell and showing signs of COVID 19.
- Staff will wear PPE to administer First Aid or respond to behaviour that requires close contact.
- Staff will wear PPE if they need to carry out intimate care.
- All staff will be wearing face coverings in communal areas and some staff will wear face masks or shields within their designated bubbles.

Behaviour

Children will be expected to behave and follow the rules at all times. The behaviour policy is available on the school website for parents to read.

Children will be expected to follow the social distancing rules set by their teacher at all times. Children who break these rules deliberately will be isolated from other children.

Further Government Guidance

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

What about if I have a question?

You can contact us in a number of ways:

- Telephone: 01502 740223
- Email: office@kessingland.dneat.org



- Please make sure that the office has your most up-to-date contact details. This includes landline, mobile and email address.
- Please make sure that your emergency contact details are up-to-date.