



## Parent Handbook - March 2021

### Our approach

All pupils will be returning to school on 8th March along with all staff. The aim of this document is to provide as much detail about how this return to school will look. Lots of this information is the same as it was in September.



#### What if I don't want my child to return to school?

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

**We are expecting all children, in the nursery and in Years R to 6, to return to school full time on Monday 8th March** unless they are unwell.



#### How can I drop off and pick up safely?

We will return to our December 2020 arrangements - the doors will open at 8:30 and close at 9:00 to allow a good time frame in which children can arrive. At the end of the school day we will allow you to collect your child any time between 2:45 and 3:05. **If your child walks home on their own they will not be released until 3:05.**

You are requested to leave your child at the gate wherever possible, to reduce the numbers of people on-site. Children should be collected from their classroom door as usual.

Parents and carers must observe at least a 2m social distancing protocol, and should avoid gathering in groups on or near the school site. Adults are requested to wear a mask while on site, even outdoors.

Children may be brought to school or collected by **one parent or carer** observing social distancing protocol. No parents or carers are allowed into the school building unless by prior appointment.

The car park will be closed from 8.30am - 9.15am and again 2:30pm until 3:15pm. No vehicles **including transport for children with SEND** will be allowed in or out. Please do not park in front of the gates.



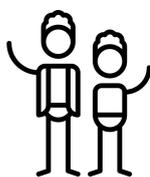
## When can my child return to school?

All children are expected back full time from Monday 8th March 2021. Arrival is between 8:30 and 9:00, collection is between 2:45 and 3:05.



## Does my child have to attend every day?

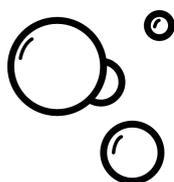
Yes your child should attend Monday to Friday. Please contact us in the usual way if your child is unable to attend for any reason.



## Where should I go to drop my child off each day?

If your child is confident to do so, they may be dropped at the school gate and permitted to walk around to the classroom on their own. There is always school staff around in the morning who can assist your child to walk to the classroom if needed.

If you, or your child prefers, you can both walk round to the classroom door as normal.



## How will the 'bubbles' be organised?

Bubbles will mostly exist as classes. This means that children from the same class will sit together in their classroom. Children may be mixed for a short period of time if, for example, they are in an intervention or phonics group together. We will keep a record of these groups in the event that we need to track close contacts of a person who tests positive for the virus.

Children in the Nursery, Year R and Year 1 will be in a year group bubble so as to allow all children to experience the best possible provision for their education.

Children will mix with their year group when outside for playtime and lunchtime. They will be allowed to do this as the playtime is outside where the risk of aerosol transfer is low.

Where it is age appropriate, classrooms have been adapted to support distancing where possible. Where tables are used, they will face the front and children will sit side-by-side, not facing one another.

Children in classes are not expected to maintain social distancing from one another.

Adults in the class, and around the school, are expected to maintain social distance from other adults. Not all adults will keep socially distanced from children - this depends on the circumstances and in all cases except emergencies, will have been risk assessed.

Staff will care for children within their bubble as they normally would. For example, if we see a child crying we will comfort them as normal.

Year groups and classes will have a mixture of support and teaching staff as normal. Adults are permitted to work across different bubbles to meet the operational needs of the school. Our staff are well-versed in Covid-Safe behaviours, such as regular hand washing, wearing face coverings and maintaining social distance from children and adults.

Adults working in school have been asked to undertake twice weekly lateral flow tests to help break the chains of transmission in asymptomatic cases, though these are not statutory.



## My child is feeling anxious. What can I do to ease the anxiety?

Explain that this will be like when the children returned to school in September but reassure them that this time they already know their class and the adults in their class.

Try to regulate your own anxieties, if you have them, and try not to discuss them in front of your child. Try to express positivity about the children coming back to school and remind them of the fun things they will get to do while they are here.

Our Welfare Team are on hand to talk to you about how to support your child through the transition from home into school. Please contact us if you need help.



## What if I need to speak to my child's class teacher?

**Staff may not be available to speak to you at the start and end of the day.** Teachers must commit their time to ensuring that all children safely leave their care and may have key messages to pass on to parents before they leave the school site.

Parents can contact teachers through a phone call or email to the office if they have queries about the day or they can call to make a phone appointment.

**Parents should not go into the classrooms. Parents should not go into the main reception without a prior appointment.**

**Please note you should wear a mask if you do come into the building.**



## How will break, PE and lunchtimes be arranged?

### Break and Sports

Please make sure your child has their own PE kit in school, this will be kept on their peg and sent home at the end of the term. We will continue to deliver PE lessons to children across the school. Wherever possible these will take place outside.

Any equipment used is either quarantined or is cleaned thoroughly before being used by another bubble.

### First Aid

To minimise children walking the corridors, we will relocate inhalers and epipens into each class' first aid pouch. The pouches will be stored securely. First aid will be provided by in-class staff. Staff have completed basic first aid training, or are a qualified first aider.

Drinking fountains are out of use. Please make sure your child has a water bottle with them, and speak to your child about how important it is that they stay hydrated. Children are allowed to refill their water bottles at school, please encourage your child to ask an adult in the class if this is required.

### Lunchtimes

- Children will remain within their year group at lunchtime. There will be no sitting together of children from different year groups.
- Some children will be going to the main hall for their lunch. Year groups will be kept apart, socially distanced, and tables will be thoroughly cleaned between year groups using them.
- Some children will be eating their lunch in their classroom.
- Children eligible for universal infant free school meals (Children in R, 1 and 2) or those eligible for benefits related free school meals will receive a school meal.
- Children can either bring in a packed lunch or order a school lunch from Pabulum via ParentPay.
- There will be hot meal options available. Please note that there may be changes to the menu to start with.



## What are the expectations during the school day?

### Reducing Physical Contact

- Adults are expected to maintain social distancing from other adults.

- All staff, and any visitors, are required to wear a face covering when in communal areas.
- Staff are permitted, should they choose, to wear a face covering in class.
- Children are not required to wear a face covering in Primary Schools. If parents wish their child to wear a face covering they should ensure they have been shown how to correctly wear one.
  - Please also provide a sealable plastic bag for the mask to be placed in between wearings (while the child is eating, for example).
  - The child must wash or anti-bac their hands before putting the face covering on, and then wash again before taking it off.
  - Masks should be worn over the nose and mouth.
  - It would be sensible to provide a second mask.
- Numbers of pupils visiting the toilets at one time will be limited and where possible/appropriate should be escorted by an adult
- Pupils should have an allocated table/chair/equipment pack as appropriate
- Wash hands after marking books or handling resources.
- Transitional times in the routine are staggered so children do not all line up together/congregate in a larger group.

### Preparing to welcome children in each day

- Adults and children are to wash or anti-bac their hands on the following occasions:
  - Entry to school
  - Before/after break times
  - Before lunch
  - When they change rooms
  - Before leaving school
  - Anytime that they visit the toilet or cough/sneeze into their hands
  - Before starting an activity and before moving onto another (in Nursery, Year R and 1 for messy play also).

Rooms used should be well ventilated with windows and doors open where possible.

Please do not send your child in with antibacterial gel or moisturiser. We will provide both.

### What does my child need to bring to school?

- A PE kit which can be left on their peg for the term
- A named water bottle
- Lunch box (if required)
- A small bag to transport reading books and letters
- Waterproof coat with a hood, sunhat etc (if required).
- Nursery, EYFS and Year 1 - a bag of spare clothes
- Forest School kit if attending Forest School

Children do not need to bring pens, pencils etc, these will all be provided by school.



## How will you be teaching & what will my child be learning?

### Teaching and Learning

We will apply our Spring Term planned curriculum model - a resumed curriculum in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to 'catch-up'.

We will, however, have a period of adjustment in March that will include summative as well as formative assessments. Our curriculum will not be narrowed, or backward-looking, it will become more agile and more responsive. We will also implement outdoor learning, where possible and weather permitting. This includes Forest School.

We will retain the use of Google Classroom so that children are comfortable with the content and format in readiness to revert to that way of working should local lockdowns or a national lockdown be imposed.

Children in Nursery, Reception and Year 1 can undertake messy play. The materials will be replaced or cleaned regularly, and certainly before use by a group of children outside of the 'Bubble'.

The Relationship and Sex Education element of our new curriculum has been planned and will continue.

Ultimately, your child's wellbeing will be our priority.

### **Music**

Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing activities should be carefully managed.

This includes:

- 2 metre social distance between children in different bubbles
- singing/playing woodwind instruments in larger, well ventilated spaces only
- children need to be side-by-side (or back to back) and not facing one another.

This has implications for our music curriculum and adjustments will need to be made. These regulations mean that there will be no singing assemblies or class based singing lessons. School choirs can now recommence, considering the above measures, and with only one year group bubble singing in the school hall at one time.



## Will you have assemblies?

Every class has a webcam and all staff are well-versed in utilising the tools that Google Classroom offers. This will allow us to hold assemblies over webcam along with other collaborative working without mixing pupils. We can also continue to pre-record content as we have been over January and February.

For now, we will not be able to invite parents and carers in to join us for our assemblies.



## What about SEND and Inclusion?

Inclusive practice remains central to what we do. EHCP targets are statutory and we will continue to work towards children's targets. Staff in classes will liaise with our Senco to ensure appropriate provision is in place for SEND pupils.



## What are the behaviour rules and expectations?

Staff will continue to follow the existing behaviour policy with regards to positive behaviour reinforcement.

Low level behaviours will be dealt with within the classroom where appropriate. For example reflection time will be given within the classroom. If these become persistent, a Senior Leader or Welfare Team Member will contact you.

In addition to the behaviour policy, in order to keep the children safe, all children will be strongly encouraged to:

- Keep a reasonable distance at all times.
- Children can only access the toilet allocated to their class or year group.
- Wash hands at regular intervals throughout the day.
- Children are encouraged to not put any items in their mouths.
- Children stay within their year group, under direction from the teacher and TA.
- Children stay within their Year Group allocated space during learning and playtimes.

As always, child and staff safety will be the priority, so if some behaviours displayed by a child show disregard for the safety of any member of our school community, the following procedure will take place:

- 1) The child will be asked to refrain from the dangerous behaviour. I.e running out of the classroom or touching other children, or taking items not assigned to them.
- 2) If they do not comply, a warning will be given.
- 3) If they continue the behaviour, a member of SLT will be called for assistance.

4) If the behaviour continues after additional adult intervention, parents will be called to put in place a Risk Assessment and other early intervention strategies.



## Toileting and Handwashing

Staff will ensure social distancing, particularly where visiting the toilets requires the child to enter into a circulation space. Each 'bubble' will be allocated a toilet. Toilets will be cleaned at regular intervals and monitored by a member of staff throughout the day. Additional hand sanitiser dispensers have been fitted around the school.



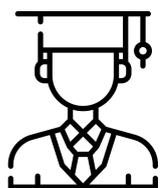
## Breakfast Club/After School Club Provision

Breakfast Club will be available to those who require it. Children are seated with other children from their year group.

Children can be dropped off from 8am. There is a cost to this childcare provision to cover staff costs: £2 per day per child. If you fall behind in making payments to cover the cost of the childcare provision we may withdraw our offer of a place.

Please contact Becky directly to make arrangements for your child to attend Breakfast Club. **Call Becky on 07940481759 to discuss Breakfast Club and make a booking.**

After School clubs will begin resume from Term 5. More details to follow.



## What should my child wear to school?

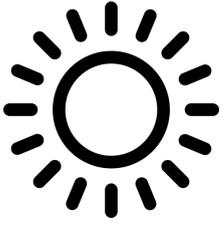
Children should wear their full Beaver Green school uniform, complete with new logo and green jumpers and cardigans. Children will need to have their PE kit in school.



## How can I contact the school office?

Please communicate with us by email [BGPOffice@swale.at](mailto:BGPOffice@swale.at) or phone **01233 621989**.

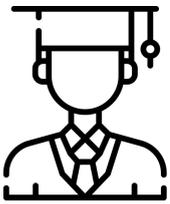
The school office is not to be accessed by parents unless through prior arrangement via a call or email. If you do attend for an appointment please ensure you wear a face covering inside the building.



## Sun safe advice

In line with guidance, we plan to make the best use of our school field. Please ensure that your child comes into school prepared for warmer weather including labelled sun hats when the weather is warm.

We would also encourage you to provide some additional protection by applying sunscreen before sending your child into school. School staff are not able to supply or apply sun cream.



## BAME advice

In line with guidance, we will choose carefully where BAME children will sit within the classroom, so as to support with social distancing. We would encourage our BAME families to have regular testing and take vitamin D supplements, alongside social distancing and regular handwashing



## Beaver Green has been increasing the number of trips and experiences for children. Will there be any?

There will be no offsite trips in Term 3 or 4. This is government advice at present. We will look at this again when the guidance changes.



## Unwell children with Symptoms

If a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate until they get a test:

<https://www.gov.uk/get-coronavirus-test> Click here to get a Coronavirus test for you or your child. Alternatively you can call 119.

You should let us know as soon as possible if your child has a positive test result so that we can take steps to support Test and trace. We may need to close a bubble as a result of a positive test.



## Useful Links

<https://www.gov.uk/get-coronavirus-test> Click here to get a Coronavirus test for you or your child. Alternatively you can call 119.

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/> Who should isolate? How long for? Click here for information.

<https://www.gov.uk/test-and-trace-support-payment> If you have been told by Test and Trace to self-isolate you could be eligible for a £500 grant. Click the link for more details.

