



Our School Day

Our normal school activities will resume during the day however we are required to take additional precautions to keep groups apart and not to mix between groups. We will be operating staggered start and pick up times, staggered lunch/play times and there will be no assemblies.

Our classrooms will look continue to look different in KS1, and will be set up using the guidance of side by side tables facing the front. This is different to our usual circular table set up. Teachers will teach from the front of the classroom and where possible are required to maintain social distancing.

In Reception, children will have carpet spaces and will continue to receive EYFS framework curriculum and continuous provision.

Activities in the Day

Children will be taught the usual curriculum when they return in September. Reading and library books will be exchanged in the week. Returned books will be placed in quarantine before they are put back into our circulation.

Mr Clark will come into school for a weekly PE session every Tuesday.

Children will sit at their own table where they will keep their belongings for the day. The children will remain in their groups throughout the day.

Markings on the floor will help the children when moving around the school safely.

Drop Off and Pick Up Times

Our school day will consist of staggered start/pick up times:

	In to school	Break time	Lunchtime	Home time
Y2	8:45am	10:30 - 10:45am	12:30 with a half hour play from 12:00	3:15pm
Y1	9:00am	10:00am	12:00 with a half hour play after lunch until 1:00pm	3:00pm
YR From Monday 14 th September	9.15am	Continuous Provision	11:30 with play until 12:30 in EY play area 12.30pm	2.45pm



Drop Off and Pick Up for Siblings

We understand that there could be two drop off and pick up times where parents have siblings in different classes. You are welcome to drop off and collect siblings separately at the specific time for your child's class or together.

If you prefer to drop off and collect together we ask that you follow the staggered timing for your older child. For example, if you have children in YR and Y2, please drop them off together at the earlier time (8.45am) and pick them up together at the later time (3.15pm); if you have children in YR and Y1, please drop off at the earlier time (9.00am) and pick up at the later time (3.00pm).

The youngest of the siblings will be kept safely in their classroom where the teacher will release them to you.

If you wish to drop off and collect together please notify us by email.

YR Settling in Sessions and part-time for the first week of school.

All new YR children should attend. Full-time school will start from Monday 14th September.

Thursday 3 rd September	Morning Sessions	Last Names A-K	In school for : 9.30am Home time : 11.30am
Friday 4 th September	Afternoon Sessions	Last Names L-Z	In school for : 12.45pm Home time : 2.45pm
Monday 7 th September to Thursday 10 th September	All children to attend		In School for: 9.15am Home time: 11.45am
Friday 11 th September	All children to attend and stay for lunch.		In school for: 9.15am Home time: 12.30pm

Unfortunately, we are unable to permit parents into school in the usual way at this time.

Drop off for Y1 and Y2 parents, please take your child to the school gate where a member of staff will open the gate and welcome them in. Please do not touch the gate as a member of staff will do this for you.

Drop off for YR parents, a member of staff will open the school gate for you and please bring your child around to the YR outside play area.



Our staggered start is to keep your waiting time to a minimum. For yours and other's safety please respect social distancing; there will be cones and a stop sign to guide you. Please queue along the school side of Woodways and Churchway. To minimise the numbers of people outside school please ensure one parent per family comes to drop off and pick up. Please also avoid bringing other children/siblings with you to drop off if at all possible and leave them at home.

There will only be staff on the premises who can open the gate at these times. We are unable to man the gate outside of your time slot and no child will be admitted after these times.

If a child is unsure/upset staff will give support and encourage a child to come in to school.

Pick up for all year groups, at pick up times, children will be waiting at the gate at the designated time slot for your class bubble. Once again, a member of staff will open the gate for you. Please can we ask that you line up alphabetically (last name) which will help us to release your child to you in a quick and efficient way. There will be signs displayed along the fence to help you.

Attendance

The expectation is that all children will return to school unless they are extremely clinically vulnerable and have been advised by a specialist not to do so. These children will be offered online learning and support. We will be expecting to see all other children return into their bubble group.

Registration and Absence

Registration will be taken in your child's classroom in the usual way. In the event of absence if your child is unwell or not able to attend please let us know as soon as possible via the office email. If your child exhibits any COVID-19 symptoms please notify us, but do not send your child to school.

If your child becomes unwell in school with COVID-19 symptoms, they will be moved to the First Aid Area, which will be used as a designated place for those children or staff that show signs or symptoms of COVID-19. The windows will be open for air to flow. If this is required, you will be telephoned and asked to collect your child immediately. It is therefore crucial that we have accurate contact details for you on that day so please ensure you provide these to us.

If a child or adult in a bubble group tests positive Coronavirus, the whole bubble will close for all children and staff responsible for those children for 14 days, in order to comply with DfE guidelines.



What children should wear?

Children will not be required to wear school uniform for the first month of the Autumn term. From Monday 5th October children will be required to come to school in full uniform.

Each class will have a weekly PE session taught at a social distance by Mr Clark. Please bring your child to school already dressed in their kit on the day they will have PE. They will remain in their sports kit for the day. No PE bags should be brought into school. We will notify you of the day your child will have PE.

If your child will be participating in other activities that does not require them to wear school uniform you will be given notice and a letter sent home to you.

The Government has said that children should not wear masks and so please keep these at home. Thank you.

What Should Children Bring to School?

Children can bring in their book bag, water bottle and packed lunch if they have chosen to bring their own in.

Children should not bring to school any other personal belongings.

If the weather continues to be warm and sunny please send your child in with a sun hat and apply sunscreen before you leave home. They will be unable to bring sunscreen into school.

Please keep PE kits at home for the time being. Please bring your child to school already dressed in their kit on the day they will have PE. They will remain in their sports kit for the day. No PE bags should be brought into school.

School Lunch

Our lunch provider will supply a packed lunch from September. The children will have choice of sandwich fillings which are tuna mayonnaise, grated cheddar cheese, ham or they can bring their own lunch in from home. They must not share their lunch with others. Please ensure their lunch consists of items they are able to manage to open and eat independently and is nut free as per our school policy.

The aim is for hot lunches to be resumed after half term which is subject to review.

The children will stay together in their class 'bubble' groups for staggered lunch in the hall and play time outside. Tables will be wiped down and the hall cleaned between sittings.



Family Travel Plans

Please notify us if you are planning to travel abroad for a holiday so we can make arrangements if you are required to quarantine upon your return. In this instance arrangements will be put in place for home learning. A separate email with a form enclosed will be sent to you separately.

Please remember to notify us if any members of your family, or anyone you have travelled with has any Covid-19 symptoms.

Hygiene and Cleaning

Children and staff will be washing their hands regularly throughout the day with soap and water or using hand sanitising gel. Staff and children will be responsible for cleaning their own bubble throughout the school day and the whole school premises will be deep cleaned ready for the next day. Every Friday, the whole school premises will undergo a thorough deep clean ready for the next week.

Staff will accompany children at all times around the building and there will be markings around school to direct children when moving through the building.

Children will be taken to the toilets in their class groups throughout the day. Staff are required to clean toilets and bathroom fittings after each group's use. They will need to wipe down tables, chairs, clean floors and door handles twice a day.

Resources and equipment will be kept in class 'bubble' groups as much as possible. Where these need to be shared they will be wiped down after every use or stored for up to 72 hours to allow any traces of the virus to disappear.

Posters will display ways to maintain good hygiene.

If a child is unwell staff have PPE equipment to wear for their safety whilst supporting the child. Staff may also be wearing masks and gloves when teaching.

If a child is unwell in the day they will be taken to a separate area away from others. A member of staff will sit with them and will wear PPE.

School Office

The school office will remain closed to parents and visitors from September without prior appointment. Please use the telephone and email for contact.

Haddenham Junior School

We have worked with Haddenham Junior School to co-ordinate drop off and pick times to try to negate disruption for parents.



WASPS Wraparound Care

Our plan at the moment is for WASPS to open. We are consulting with staff and governors on how we can organise our wrap around care and will send out details as soon as these are confirmed. Full details will follow.

Medicines

A child's emergency medication will be stored in a safe manner with their group. If this medication has been newly prescribed you will need to complete our medicines authorisation form. Please notify us via the office email if your child has newly prescribed medicine, for example an inhaler, Epipen.

Behaviour Policy

Our Behaviour Policy has been amended in accordance with the current situation with an additional section. All children are expected to follow the expectations, in order to ensure the safety of everyone in school. These will be posted online in our COVID information section. Any behaviour that does not adhere to these expectations and poses a risk (such as spitting, biting, hitting and wilful refusal to comply with social distancing) will result in a telephone call home and for you to collect your child immediately from school. By sending your child to school you are agreeing to these expectations.

I understand this is a lot of information to take in once again and we hope that you understand we have put these measures in place to reassure you. The Governors and I would like to thank you for all of your support over the past few months and your continued work with your children.

Best wishes,
Lucy McNeil
Headteacher