

## Ledgate Primary School

### Parent/Carer Protocols

We are looking forward to starting to welcome some of our children back into school. The information below is tightly linked to risk assessments and is aimed to support all staff and children in school and minimise the risk as far as possible. We recognise some of these measures are very different to how we normally work but we need to ensure everyone in school is safe.

We are keen that school still has some semblance of normality for our children and working in this way should help to support this. It is recognised primary age children particularly younger children will struggle to socially distance hence some of the measures we have put in place to support their interaction in the safest possible way in the current circumstances.

- Children in reception and year 1 and Year 6 are being welcomed back into school in a phased and structured way to minimise risks to them and staff. We will have a number of staggered phases.
- Children will be taught in groups ranging from 2 – 10 dependent on classroom sizes /children's age group.
- All classrooms have been measured to support social distancing.
- Children will be allocated to a group and this group (bubble) will remain together at all times across the day they will not mix with anyone else in school and will have the same teacher/teaching assistant across the week. They may not be in their normal classrooms and we cannot swap children or guarantee staff or other children in the 'Bubble'. Your child may not be with their friends due to numbers involved.
- Children do not need to wear school uniform but do need to wear clean washed clothes daily as the virus is known to sit on clothing and paper for a period of time.
- Please adhere to strict social distancing at drop off points and only arrive at school in time to drop off and collect your child, 1 adult per child maximum. Arriving or staying close to school outside of this time could put other staff, parents/carers and pupils at risk.
- The office is closed and parents are not allowed to come into school unless by a prior arranged appointment and social distancing rules will be adhered to and where the conversation cannot be conducted over the telephone or via video conference.
- Information or concerns can be passed through the office via telephone or email. Mr Watson can be contacted via either school or the school mobile.
- Please ensure you are aware of your child's pick up and drop off times and stick rigidly to these times to help the day run smoothly – Your child's 'Bubble' adult will collect children from the gate and they will be escorted into school to wash hands immediately. If you are late you must ring the office to arrange an alternative drop off.
- Your child's 'Bubble' adult will also bring them down to you at the gate at the end of the day. We ask you stand on the paths outside and opposite socially distanced and children we will called out to you to collect.
- Children should not bring anything from home into school except for a sun hat on days where it is forecast to be warm and sunny. We already provide water bottles which will be washed and sterilized daily. Please ensure that you have put sun cream on your child at the start of the school day as they will be going outside wherever possible and this will protect them.
- All children returning in Reception & Year 1 are eligible for universal free school meals and we request parents take this up to avoid the need to bring pack lunches into school and avoid cross contamination. We are trying to reduce the opportunity for any bacteria or virus to spread.

- School will look different due to the measures in place e.g. marked playgrounds, distanced desks etc. however reception will still access provision appropriate to them as best we can.
- All children will be given their own bank of resources to include all stationery etc. they will need.
- Staff may wear PPE to administer first aid or intimate care but where possible, children will be encouraged to support themselves with this independently.
- For safety and timing purposes at the end of the school day, staff will not be able to liaise with you about your child that day. If there is anything that needs to be communicated to you directly, you will receive a telephone call. First Aid slips will not be passed home because of the potential transmission on paper, but please rest assured that all relevant documentation will be completed in school and you will be notified of any treatment given.
- If your child has any toileting issues, please ensure that they have a change of clothes with them. If they do not have anything in school and they have an accident, you will be called to collect your child as we cannot provide clothing from spares in school. Children can be taken home changed and brought back to school if appropriate
- You must be on hand at all times if your child falls ill - we expect you to collect immediately and they will be taken to a room to isolate under the supervision of a member of staff until you arrive.
- **School will be closed all day Friday to support remote learning, welfare calls, support vulnerable groups and allow for deep cleaning.**
- We will continue to set home learning for those children not in school and offer bi-weekly welfare call on the Friday / we will also make provision for Class Dojo to those parents wishing to maintain contact with the class teacher and receive messages directly (this is an opt in)
- If you choose to send your child into school, we ask that you continue to maintain social distancing at home to ensure everyone is protected within their 'Bubble'. We need to be aware that for every social contact you make you could come into contact with the virus so we need to minimize these risks to protect children and staff. **YOU MUST MAINTAIN SOCIAL DISTANCING AT ALL TIMES.** If social distancing is not maintained outside of school we may withdraw an offer of a place for your child due to the increased risks to other children and staff. All government social distancing guidance must be followed.