

Guidance for Families on returning to school during Covid-19

As you know plans are in place to welcome all children back into school full time from Monday 8th March 2021. Attendance in an educational setting will once again become compulsory.

Initially your child/children will stay in their registration group bubble throughout the day although they may share some outside areas and lunch at the same time as other bubbles they will remain with their group. The same group of adults will also be working with them throughout the week.

We will continue to limit parents or visitors entering school so all correspondence will need to be via email or through telephone calls. Parents will not be able to stop and talk to teachers at the door, as we have always been used to.

On occasions where it is essential for parents to enter school for pre-arranged activities they will enter via the designated registration group door rather than the office.

Arrival to school

It is important that we keep traffic, people and cars moving during the start and end of day to minimise the number of people on site so there will be a one-way system around the school grounds for arrival and pickup.

- Arrival times will continue to be staggered and at the same times as they were during the Autumn term. If you have children with different start times, please select either the earliest or latest time to drop them off.
- Entrance will be through the main Colleton Drive gate and via Verey Close gate.
 - Younger team families – will enter via younger team arrows, dropping off and exiting via the corner Colleton gate drive on that playground.
 - Foundation, Middle team and Older team families will be directed by arrows on the playground to a walk around the outside of the school in a clockwise direction to exit from the corner Colleton Drive gate beyond Foundation.
- All gates will be open to minimise touch points.
- DO NOT enter the box outside the door in which your child has to enter. Please say goodbye to your child/children there and immediately continue around the school to the exit via the gate on YT playground.
- The drop-off for cars will be open for all families and we encourage you to use it where possible.

Please note that the drop-off is a one-way system, the children must not embark from the car until you reach the designated layby which will be manned. Thank you.

- Unfortunately, staff can't physically comfort your child if they are upset on arrival to school. Please use the materials that we are going to send to you over this week to try and prepare them for return to school next week.

Times for arrival

Please see table below for times to drop off and pick up your children. If you have children in two or more years you may drop your children off at the relevant doors as you walk round. The gates will close at 9.30 but it is important that you stick to the timeslots to avoid any congestion in the playground.

Early drop-off and after-school club will be offered from 8th March.

Please do not send your child if they have any illness at all. Please phone the office if you are unsure. Details for if your child becomes ill whilst at school can be found later in this guidance.

Organisation in school

Registration group	Staff	Enter via	Drop off	Pick up
Foundation	Mrs Rowland Mrs Wills	Foundation door	8.50-9	3.05 – 3.15
LE Year 1/2	Miss Earl	Middle YT door	8.50-9	3.05 – 3.15
KH Year 1/2	Miss Hills	Furthest YT door	8.35 – 8.45	3.00 -3.10
SJ/CD Year 1/2	Ms Dobson/Mrs Black	First YT door	8.35- 8.45	3.00 – 3.10
JP Year 3/4	Mrs Phipps	MT JP reg door	8.45-8.55	3.10-3.20
GTF Year 3/4	Mrs Trinh-Frost	MT double doors	8.30-8.40	2.55-3.05
CS/ZC Year 3/4	Miss Conisbee/Mrs Sparrow	ZC/CS reg door middle team	8.30-8.40	2.55-3.05
MR Year 3/4	Mr Rumble	MT double doors	8.45-8.55	3.10-3.20
LH Year5/6	Mrs Hogarth	LH reg door	8.30-8.40	2.55-3.05
LP/HE Year 5/6	Mrs Platt/ Mrs Estrada	OT double doors	8.45-8.55	3.10-3.20
JRH Year 5/6	Miss Harrison	EDO/ ASC doors	8.30-8.40	2.55-3.05
CT Year 5/6	Mrs Thomas	CT Fire exit door	8.45-8.55	3.10-3.20

Classroom Organisation

- Each child will be assigned to a 'bubble' registration group in mixed year groups who they will stay with throughout the day.
- Each bubble will have a teacher, teaching assistant and lunchtime supervisor assigned to work within that bubble.
- The bubble group will enter and exit the building via their designated entrance
- They will be asked to wash their hands before taking their seats.
- Every child will be given a sitting place at a desk next to another child where they will work whilst in the classroom. Where possible they will sit side by side facing forwards.
- Children will have a named transparent pack provided with all the equipment they will need to complete their learning (pencil, ruler, rubber, glue stick, etc) which will stay in their tray or on their desk.
- The only equipment that children need to bring are a named water bottle, coats, a change of outdoor shoes and other essential equipment (glasses, inhalers, other medication all taken to your bubble please).
- Bookbags may be used to transport books to and from home.
- No PE kits or toys from home should be brought into school.
- If children bring a lunchbox it will stay with them at their desk area.
- Cloakrooms and lockers will be used under close supervision.
- Each bubble will have designated toilets which they use and may be shared with others bubble. Within these male and female toilets will be assigned. Boys and girls will be sent separately.
- Frequent reminders regarding social distancing and handwashing hygiene will be given to the children.

Learning and curriculum

- It will be important to re-establish clear expectations about arrangements in school and expectations for behaviour after not being in school for some time. You can support your children by talking to them about this before they come back into school.
- We aim to offer a broad and balanced curriculum teaching all subjects however there will also be an emphasis on consolidating and reinforcing key literacy and numeracy skills.
- Personal social health and emotional (PSHE) will also be a strong focus to reconnect our community and share our experiences of being away from school.
- Learning will take place outside as much as possible.
- Inside learning will be broken into small time chunks with regular out-door and brain breaks
- Children will not change for outdoor PE lessons apart from shoes but will be expected to come to school dressed in appropriate kit on PE days.

- Teachers will support children’s learning verbally from a ‘social distance’ and where possible resources such as whiteboards and visualisers will reinforce learning.
- Self-marking will take place where possible.
- Children will be able to take reading books home but these will be held for a period of 48-72 hours in a return box before cleaning and redistribution when they are returned.

After school

End of day will have staggered pick up times – Please see the table above

The children will be ready so you will be able to pick up and go.

- Please observe the one- way system and social distancing whilst on the school site
- If you have children in more than one bubble you may pick both up at either the earlier or later pick up time to prevent you having to stay on site unnecessarily

There will be no extra curricular activities offered for the remainder of the Spring term. We hope to offer these during the Summer term.

Break time & Lunchtime arrangements

Break time

At The Colleton we are used to staggered break times, each bubble will continue to have appropriate breaks. What will be different is the number of children outside. We are really lucky to have so much outside space so we do not foresee a problem;

- A maximum of three bubble groups on each playground in separate areas
- Only equipment that can be washed will be used
- Non-contact games will continue
- We will talk to the children about which areas their bubble can use under supervision.

Lunchtime

- A full hot menu will be offered (see our website)
- will be staggered and will either be eaten in the main hall, small hall or outside. There will be no more than 3 bubbles in the hall at any one time and all areas will be cleaned before use by another group
- Hot meals will be provided by the kitchen or your child/children may bring their own packed lunches
- Lunches bought from the kitchen will be taken to your child at their table in the hall by their lunchtime helper to minimize movement.
- Lunch time will be 1 hour long.

Medical

Asthma and Allergy Action Plans

If your child requires an inhaler in school or is anaphylactic and has an auto injector, the relevant form, available from our website, needs to be fully completed and brought into school with the inhaler or auto injector. These need to be taken to your child's registration group where they will be kept. Please ensure ALL medication is in date.

Prescribed Medication

Should your child be prescribed medication by a doctor (i.e antibiotics) that need to be taken during the school day, you will need to complete the 'parental agreement for school to administer prescribed medicine' form which is also available on our website. This needs to be given to the class teacher with the medication in its original packaging.

Other Guidance

- From 8th March attendance in full time education is compulsory and the usual attendance rules will resume.
- Please **do not** send your child into school with masks or gloves. We will ensure that they are regularly reminded to maintain a social distance and wash their hands (supervising where necessary).
- You **MUST** wear a mask to enter the school site whilst dropping your children off and picking up.
- Please ensure you observe social distancing rules if it becomes necessary for you to wait on the playground whilst picking up or dropping off.
- We will of course administer first aid in school and the appropriate PPE will be worn.
- If you have any concerns or questions please email the office at admin@colleton.wokingham.sch.uk.

