

Parent Information – September 2020

Covid-19



# Information for Parents

Dear Parents/carers,

This pack will provide you with information on our operating procedure from September 2020, in light of the guidance with respect to school return following the national lockdown as a direct result of C-19.

Should you wish to ask any questions, please email the school on [admin@mpsplymouth.net](mailto:admin@mpsplymouth.net)

As always, keeping everyone safe is our priority at school. To help keep everyone in school as safe as possible, please read the points below:

A few things to make sure of:

- You do not send your child to school if your child, or anyone in your household, shows symptoms of COVID-19.
- If your child is clinically or extremely vulnerable, please follow medical advice.
- If anyone in your household develops symptoms of Covid-19, you inform the school and your child self-isolates until the test result is known – please see COVID-19 protocol.
- Should you receive a call from school with respect to suspected COVID you will need to arrange a test, with results being confirmed and reported to school, before a return can take place.
- We are operating in year group bubbles.
- You are aware that school cannot guarantee that children will remain socially distanced or that every surface and object that they touch will have been wiped clean.
- If you provide a packed lunch from home, it is important that your child is able to independently open packages, peel their fruit and open lids etc. An adult in school will not be able to do this.
- School Meals will be available, but the menu will be limited – more information on this to follow.
- Your child is wearing appropriate school uniform when we return in September (this includes footwear).
- If your child has laced shoes, please make sure they can tie their own laces. If they cannot please provide a suitable alternative.
- Your child/children will wear their PE kit to school on their allocated PE days – each year group will inform you of these days.
- If your child is wearing a coat, it's important that they are able to do their zip independently. If they can't, please provide a suitable alternative.
- When needed, please make sure your child is wearing sun cream that has been applied before school. You can also provide your child with a sun hat.
- You provide a bottle of drink (water) every day for your child.
- You socially distance yourself on the playground and outside of school.
- That your child does not bring in any items from home – these include pencil cases, toys and bags.
- Breakfast Club will be running. These places need to be booked through the office and the usual payment of £2.50 per session will be charged.
- If you wish to contact a member of staff, please use class email address or phone/email the office. Do not come to the office with your query. This is so that we can keep the number of people within the building at a minimum.
- Your child **does not need** to bring book bag or rucksack to school.

### Drop off and pick up

We have adjusted the structure of the day to reduce the potential footfall on our school site at any one time. We have detailed below the timetable that will come into effect from September 2020:

A-G Surname	8:30 start	15:00 finish
H-Q Surname	8:40 start	15:10 finish
R-Z Surname	8:50 start	15:20 finish

Please arrive at the time that correlates with their surname and not before - the school gates will be open from 8:20 each morning and 14:50 each afternoon.

Children from Years 5 and 6 have the option to walk home without an adult but we will need consent for this to take place – a letter will be sent out in September. If you have multiple children on the site, we will work with you to enable the staggered picks up to work.

Please see the attached map for entry and exit points.

### Transition Week - commencing 7<sup>th</sup> September

It is our intention for the week commencing 7<sup>th</sup> September to act as a transition from the 2019.20 year groups to the 2020.21 year group allocation. For your information

- From Monday 7<sup>th</sup> September through to and including the morning of Thursday 10<sup>th</sup> September. Drop off and pick up of children will be from the year group they were in prior to 'lock down' from the entrance and exit shown on the attached map.
- From Thursday 10<sup>th</sup> September in the afternoon and all day on Friday 11<sup>th</sup> September, pick up and drop off will be from the new year group – please see map below for details.

### NHS number

It has been brought to our attention by local health partners that to support the rapid turnaround and accuracy of COVID-19 tests it is essential that NHS numbers are known. We have been advised that it would be helpful for all staff and families to know their NHS number.

### Points to remember.

- Maintain social distancing
- Not to group or gather around the school gate
- Only one parent to drop or collect children
- Not to enter the school building unless to attend a pre-arranged meeting
- Children will wear school uniform when we return in September (this includes footwear).
- Your child/children will wear their PE kit to school on their allocated PE days

Please go through the school rules and the year group bubble transition booklet with your child before coming back to school.

## COVID19 Protocol:

If any child displays symptoms, a high temperature, a new continuous cough and/or a loss or change to sense of smell or taste we will ask for you to collect your child and get them tested. Public Health England advise the following:

1. ***For suspected cases:*** *The child or staff member isolates at home for 8 days (day of onset plus 7 days)*
2. ***If negative:*** *They can return to school once well.*
3. ***If positive:*** *They must stay at home for 8 days. The rest of the household needs to isolate for 14 days.*
  - *A positive test is likely to result in the rest of the **year group bubble** being sent home and advised to self-isolate for 14 days. The household of that wider group do not need to isolate unless the contact subsequently develops symptoms.*

It is of critical importance that all parents and carers contact the school as soon as test results are received. If two or more cases are confirmed, Public Health may advise that a larger group of children self-isolate. 'School closure' is a last resort and will only happen if advised to do so by Public Health.

At Montpelier Primary School children will:

1. Be Safe
2. Be Respectful
3. Be Responsible

These rules will be shared with the children upon their return in September.

# School Rules



## *Be Safe*

- Make sure you wash your hands regularly throughout the day with soap and water or hand sanitiser for 20 seconds
  - Before you enter school
  - Before you leave school
  - Before and after break and lunch
  - After using the toilet – using both soap then hand sanitiser
  - Any time you cough or sneeze
- Where possible, remain 2 metres away from another person. We call this social distancing. Sometimes it will be tricky but we will all remind one another.
- Put up your hand up if you wish to speak to an adult. Do not walk up to them.
- Try not to touch your face.
- Keep your hands and feet to yourself

## *Be Respectful*

- Be kind
- Do not touch anybody else's belongings
- Follow instructions the first time
- Respect everyone's right to learn and be safe
- Listen to the opinion of others
- Active Listening
- Use appropriate voice level
- Follow adult directions

## *Be Responsible*

- Follow the rules
- Be ready
- Use a tissue when you cough and/or sneeze.
- Put used tissues in the bin and then wash your hands.
- Tell an adult if you begin to feel poorly.
- Take care of our school
- Look after yourself

# Keeping Safe at Montpelier Primary School



School will..	Parents/carers will...	Children will...
<ul style="list-style-type: none"> <li>• Continue to be a happy place for children.</li> <li>• Provide an environment which has been risk assessed in response to the COVID-19 infection.</li> <li>• Adhere to the social distancing rules as set out by the government as much as we reasonably can.</li> <li>• Contact parents/carers if your child displays symptoms of COVID-19.</li> <li>• Inform you if staff or children in your child's 'year group bubble' test positive for COVID-19 as this could mean your child will need to self-isolate for 14 days.</li> <li>• Communicate between home and school through Facebook, letters, text, email and the school website.</li> <li>• Ensure that we follow our school Risk Assessment to minimise the risk of the contraction or spreading of the virus.</li> </ul>	<ul style="list-style-type: none"> <li>• Not send their child to school if their child, or anyone in their household, shows symptoms of COVID-19. Arrange a test, with results being confirmed and reported to school, before returning. If positive please refer to COVID-19 protocol.</li> <li>• Collect their child from school immediately if the school communicates that a person in the year group bubble has tested positive for Covid-19.</li> <li>• Adhere to the social distancing rules on their commute, when dropping their child off and picking them up.</li> <li>• Adhere to current government guidance on staying alert.</li> <li>• Stick to the school timings for their child when dropping off and picking up.</li> <li>• Remind their child about social distancing rules and to use good respiratory and hand hygiene.</li> <li>• Not be allowed into the school without a pre- arranged appointment – make appointments via telephone or email.</li> <li>• Need to inform the school immediately of any changes to parents/carers and emergency contacts details.</li> </ul>	<ul style="list-style-type: none"> <li>• Be kind.</li> <li>• Wash their hands regularly and use the 'Catch it, bin it, kill it' approach to coughs and sneezes.</li> <li>• Keep their social distance in school and outside of school.</li> <li>• When in the classroom, only touch things in their area.</li> <li>• Put their hand up and ask an adult before they move around the classroom.</li> <li>• Stay in their year group bubble.</li> <li>• Tell an adult straight away if they feel unwell.</li> <li>• Not bring in anything from home that they do not need to.</li> <li>• Follow our school rules.</li> </ul>

# Primary School Map of Entrances and Exits



Please note the colour of the access points on the map. For example, if your child is in 1M, you would note the colour of the 1M classroom box and then the entrance/exit box. This matches the gate you should enter and exit.

