

WELTON PRIMARY SCHOOL

PARENT HANDBOOK



FULL OPENING OF SCHOOL FOR YEAR 3

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The school day timings:

- Please note the school start and end times are staggered for Year 3. Your child must enter the school site via the **main gate**.

Class Teacher	Arrive (Main Gate)	Leave (Main Gate)
Miss Green	8:50am	3:20pm
Miss Burgin	8:50am	3:20pm

INTRODUCTION

We know that you may be feeling anxious about bringing your child back to school, and we want to alleviate your concerns. It will, however, not be 'normal' and your child will need to be prepared for the changes.

There has been a lot of planning put in place to make the school as safe as possible for your child, but this will only work if you follow the strict procedures and routines that we have put in place.

It is, therefore, important that you read and follow this latest handbook to ensure the safety of your child, other children in school, and the staff.

Your child will be allocated to a 'bubble' which will consist of children within their own year group and staff. You will hear this word at various times during the handbook.

Social distancing must be adhered to at all times, therefore please talk to your child so they know what this will look like in school.

If, after reading this handbook, you do not understand something or have any questions at all, please do not hesitate to contact the school either by telephone (01482 667222) or by email (office@weltonprimaryschool.com).

Kind Regards

Mrs Pidgeon and Mrs Saleh

SPREAD OF VIRUS FROM HOME TO SCHOOL AND VICE VERSA

1. Do not bring your child to school if they are unwell.
2. Minimise contact with anyone who is unwell.
3. Do not bring your child to school if they or another member of your household has Coronavirus symptoms.
4. If your child will not be attending school, you must ring the school office on 01482 667222 and explain the reason why. We may have to inform other members of your child's 'bubble' if it could affect them.
5. You must let the school know immediately if your child or another member of your household has symptoms of or is tested positive for COVID-19.
6. If your child or another member of the 'bubble' show symptoms of COVID-19, they must self-isolate and engage with the NHS track and Trace system where a test can be booked. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.
7. A child or another member of the 'bubble' must not come into school if they are displaying symptoms. They must self-isolate until the results of the NHS tracking test have been received. The results of tests **must** be shared with the school. If a result returns as negative, and when the symptoms have ceased, they can stop self-isolating and return to school.
8. If a child or another member of the 'bubble' tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

BRINGING MY CHILD TO SCHOOL

1. We hope to re-introduce the out of school club gradually over the autumn term.
2. All year groups have been given allocated, staggered timings and specific areas to enter and leave the school site. These timings must be adhered to, to ensure the health and safety of the children, parents and staff at Welton Primary is paramount.
3. **Year 3 children must enter the school site via the main gate** and follow the path onto the playground where their teacher will be waiting for them. For further details, please see the map at the end of this booklet for confirmation of location points and timings.
4. To ensure each year group maintains distance with all other year groups and to limit the large gathering of adults outside the school gate, year 3 children must be dropped off at the allocated times by **one parent / adult only and parents must not enter the school site**. Only the parents of EYFS and Year 1 will be permitted onto parts of the school site.
5. Parents and/or children must not congregate around the school gate or doors. Two metres social distancing must be adhered to at all times whilst waiting to drop off / pick up your child.
6. Walking to and from school is recommended. If walking, the Government recommends that safe routes are considered to help maintain social distancing.
7. Scooters and bicycles must remain at home.
8. To protect the safety and wellbeing of our children, families, staff along with the wider Welton community, could you please ensure you do not mix with other year groups and bubbles (except for siblings) whilst entering and exiting the school, as this form of mixing goes against all the hard work, we are doing in school to limit risks for you and your families. Thank you for your understanding on this matter.

9. Parents are not permitted to enter the school building.
10. The school foyer area or school office is **closed** to all parents and visitors between **8:30am and 9:50am** and also between **2:45pm and 4pm** whilst children are being dropped off and picked up from school.
11. If for any reason your child misses their allocated time slot, they must be brought to school at **9:45am** where they will be allowed to enter school via the main reception entrance. Please ensure you social distance from any other people at the entrance whilst awaiting your turn to enter the school. **Any child attending school late will be recorded as late on the school register.**
12. It might be that your child is unsettled for the first few days. We will do everything we can to support them. We are able to hold their hand to walk into school but if they refuse to leave their parent, they may need to return home and after additional strategies are offered by the school, try again on another day.

WHAT SHOULD MY CHILD BRING TO SCHOOL?



1. Children should wear school uniform to come to school. Coats are only required if necessary. We will be keeping the doors and windows open so it may feel a bit cooler in the classroom. Your child will need a plain navy or blue full zipped school fleece, additional to their school uniform, to wear when they feel cold in the classroom. No hoodies allowed. A plain, zipped fleece with no logos can be ordered from the school office.



2. Children should wear plain black or dark coloured trainers to school, so they are not having to change their shoes when they arrive at school. This will be reviewed at half-term. They do not need to bring their PE kit to school until further notice.
3. Children should bring their own water bottle filled with plain water, clearly marked with their name, and they will keep this on their own desk in a box. This must go home each evening to be washed and refilled.
4. There is no hot school meal service but there is a sandwich packed lunch choice. This will be reviewed at October Half Term. Children may bring a packed lunch from home if they wish. Packed lunches must be within a

plastic lunch box. Fabric lunch bags / boxes are not permitted. Children must choose either a school sandwich meal or home packed lunch for the full half term. They must choose one option for the whole half term. This will be reviewed at October half term.

5. Children may bring one whole piece of fruit for a snack at break time. Prepared / chopped fruit within boxes or containers is not permitted.
6. No other items must be brought from home other than their water bottle, fruit and packed lunch. Children should not bring anything else to school – no book bags, ruck sacks, toys etc. This will reduce the chance of cross contamination to and from home and school. Any unnecessary items will be returned to parents during the drop off handover.
7. There will be no reading books going home from school until October half – term. Teachers will be setting work using online book resources such as Oxford Owls, Bug Club etc...

What can I bring to school?

To help keep everyone safe you will only bring a few things to school. Your parents can disinfect them every night.

<p>This is what you can bring to school.</p> 	<p>These will stay at home</p> 
  <p>Whole piece of fruit</p>  <p>Plastic lunch box</p>  	<p>No PE kit or indoor shoes until we ask for them</p>    <p>No chopped fruit, bags or containers please</p>    <p>Fabric lunch bag</p>  

WHAT WILL MY CHILD'S CLASS LOOK LIKE?

1. Your child will be one of approximately 50 children within their 'year group bubble'.
2. Each 'year group bubble' will have at least 2 members of staff. This may be teachers and teaching assistants.
3. Children in a 'year group bubble' will not be in contact with any other 'bubbles'.
4. They will be allocated a classroom and outdoor area, and these places will be their permanent bases for the near future.
5. Their classroom will not look like it normally does. Tables have been placed so that they face the front of the classroom and children will be seated side by side so that children are not facing each other, as per Government guidelines. All unnecessary furniture, soft furnishings, soft toys, toys and equipment that are difficult to clean etc. have been removed from the classroom.
6. Your child will have an allocated seat within the classroom.
7. Movement around the school will be limited and via the outside of the school where possible.
8. Doors and windows will be open all of the time to increase ventilation, and outdoor lessons will be taking place as much as possible.
9. Children will be expected to socially distance whilst in school and it is important that you talk to them about this.

Break time and Lunch time

10. They will be allocated an area to play for break and lunch time which they will share with their year group.

11.They will be provided with a box of outdoor toys for their ‘bubble’ to use that can be cleaned and disinfected after use.

12.Social distancing will still be expected to be observed and there will be no contact sports.

Lunch

13.The children will eat their lunches in the classroom.

14.They have a choice of either a school packed lunch or you may wish to provide a packed lunch from home. If you choose to bring in a packed lunch from home, please note this must be in a plastic lunchbox (which must be disinfected every night). Fabric boxes / bags are not permitted within school. Please ensure you provide a healthy packed lunch for your child. No confectionery must be included.

E.g.



15.The school sandwich option is available for all children. Within a school packed lunch, they will be given some fruit, a piece of cake and a drink as well as a sandwich. These meals will be at the normal daily meal charge of **£2.40 per day**. Children can choose between ranges of different sandwich options which can be selected from the lunch order form. You will need to decide on a weekly sandwich option pattern which will be repeated each week for the half term period. We are unable to change these requests once they have been selected and submitted. **Your child must have either a school sandwich meal or a home packed lunch for the full half term.**

INFECTION CONTROL

1. There will be access to handwashing facilities and hand sanitiser in every classroom.
2. Handwashing will be carried out more than usual. Where possible, this will be with soap and water but if not, hand sanitiser will be used.
3. Children will be asked to wash their hands upon arrival at school, before and after eating, after sneezing or coughing and at other frequent times during the day.
4. Tissues will be available in the classroom.
5. Tissues must be used to catch droplets from sneezes or coughs. There will be a bin in the classroom for used tissues.
6. Stationery will not be shared. Children will be provided with their own pencil case and writing equipment. They will also have their own storage box to keep their individual resources in.
7. Tables, door handles etc will be cleaned regularly during the school day.

THE END OF THE SCHOOL DAY

1. You will be asked to collect your child at a specific time at the end of the school day. These timings must be adhered to, to ensure the safety of our children, staff and parents. **Your allocated pick up place is from the main gate and your allocated time is 3:20pm. The teachers will bring your child to the school gate.** Please ensure you are on time and socially distancing whilst waiting to ensure our staggered bubble system remains protected.
2. No parents / adults may enter the school site to collect children from Year 3. Please wait outside the main gate area.
3. Parents and/or children must not congregate around the school gate. Could we ask that you are mindful of mixing with other year groups and bubbles before and after school within the parks and green spaces as this kind of mixing will undo all the work we are doing in school to protect your children, staff, the Welton families and our community.
4. Two metres social distancing must be adhered to at all times while waiting to collect your child, and when leaving the school surrounding area.
6. Scooters and bicycles must remain at home.
7. Parents are not permitted to enter the building for any reason. All communication with teachers must be done via email or telephone.
8. All your child's work, reading books etc.. will remain at school.
9. Please ensure your child brings home their water bottle to be washed and refilled ready for the next school day.

WHAT IF MY CHILD IS TAKEN ILL WITH COVID-19 SYMPTOMS DURING THE SCHOOL DAY?

1. A member of staff in the classroom will put on some recommended PPE of gloves, apron, face mask, eye protection.
2. Your child will be taken to the Sensory Room (or a safe place that is situation 2 metres from others), where they will be isolated with the member of staff supervising and reassuring them.
3. The Sensory Room windows will be open for ventilation.
4. You will be called immediately to come and collect your child, therefore if you know that you have changed your telephone number, or can add some more emergency contact information to what the school already holds, please email office@weltonprimaryschool.com and we will amend your records.
5. You will then need to engage with NHS Test and Trace and arrange a test for your child.

If your child is not willing to take a test, they must self-isolate for 7 days from the on-set of symptoms; the household must self-isolate for 14 days from the on-set of symptoms.

If your child takes a test which results in a negative result, they may return to school as soon as their symptoms have gone and as long as no other family members is symptomatic.

Headteachers have the right to refuse access to the school site for any individual who has been symptomatic but has declined a test until they are symptom free

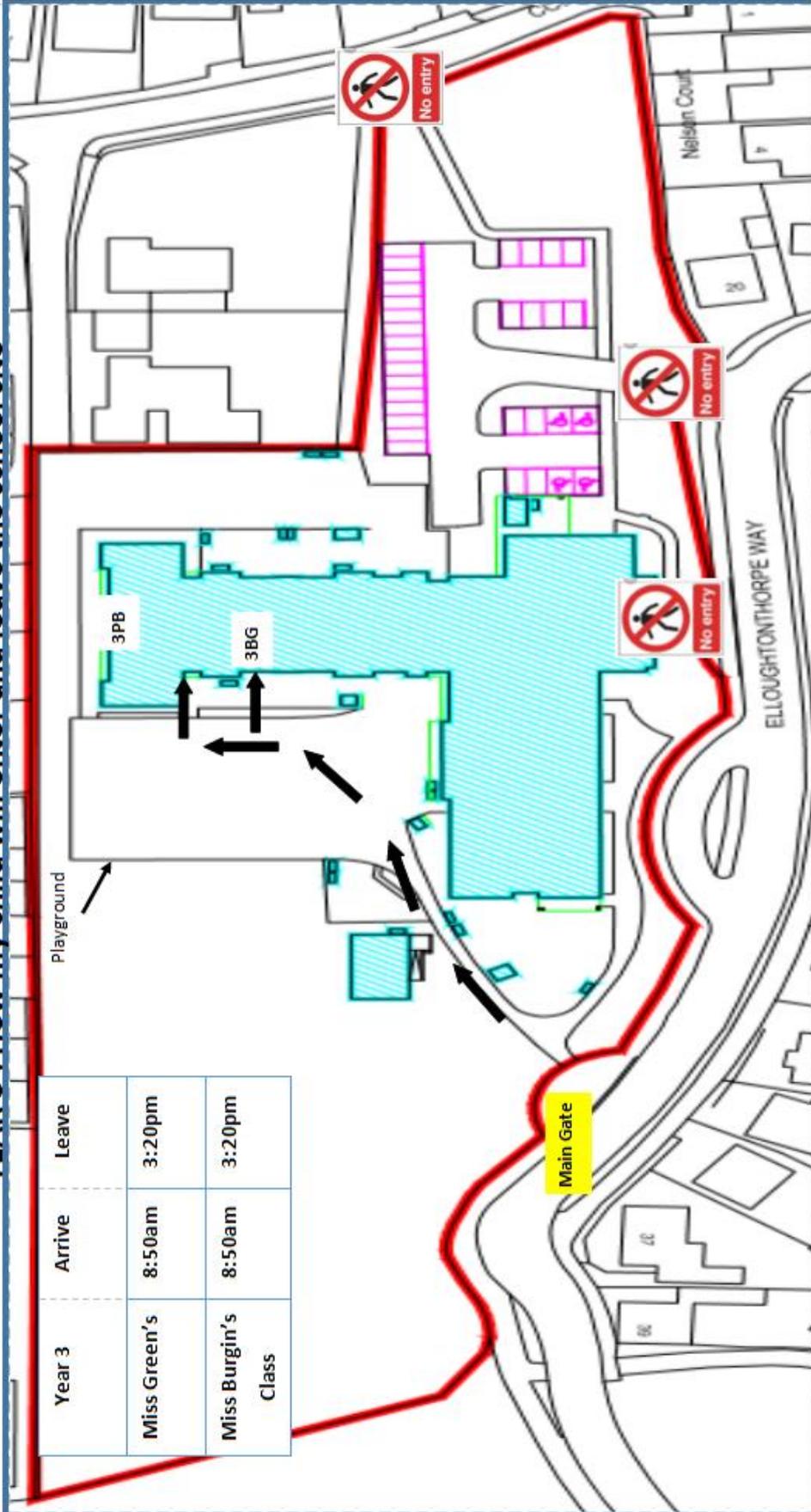
6. In the event of a positive result for Covid-19, Public Health England will advise the school to the extent of self-isolating required by other members of the group, bubble or school.

COMMUNICATION

1. All communication with the school must be via telephone (01482 667222) or by email office@weltonprimaryschool.com Staff are unable to accept paper communication.
2. The school foyer area or school office is closed to all parents and visitors between **8:30am and 9:50am** and also between **2:45pm and 4pm** whilst children are being dropped off and picked up from school.
3. Please do not go to the main office to give messages etc, only go if it is an emergency or you cannot call or email.
4. If you are required to pay some money, it must be paid using parentpay.

YEAR 3 : How my child will enter and leave the school site

Year 3	Arrive	Leave
Miss Green's	8:50am	3:20pm
Miss Burgin's Class	8:50am	3:20pm



Your child will enter the school site via the usual main gate entrance. Adults are not permitted onto the school site for Key stage 2 classes (Years 3 to 6) No other entry points must be used. To ensure the safety of your child and their year group 'bubble' you must ensure you come to school at the allocated times to drop off and collect your child. Please follow the guidance provided by the staff member at the gate to ensure the safety of all our children, staff and parents. **Please note:** children will not be able to enter the site once their timed slot has passed and will need to come into school at 9:45am using the main school entrance.