



COVID-19

September 2020 Wider Opening at Mendlesham School

A Guide for Parents / Carers



To reduce risk

Attendance for all school age children is compulsory in the Autumn term 2020, however;

- ✓ It is extremely important that parents/carers do not send any child to school if they are ill, or if a member of your family is ill, whether this relates to COVID-19 or not.



To reduce risk

Please bring in...

- ✓ Water bottle with your name on.
- ✓ Coat if needed.
- ✓ School reading book



Please do not bring in...

- ✗ Any items that are not necessary.

If it looks like it will be sunny...

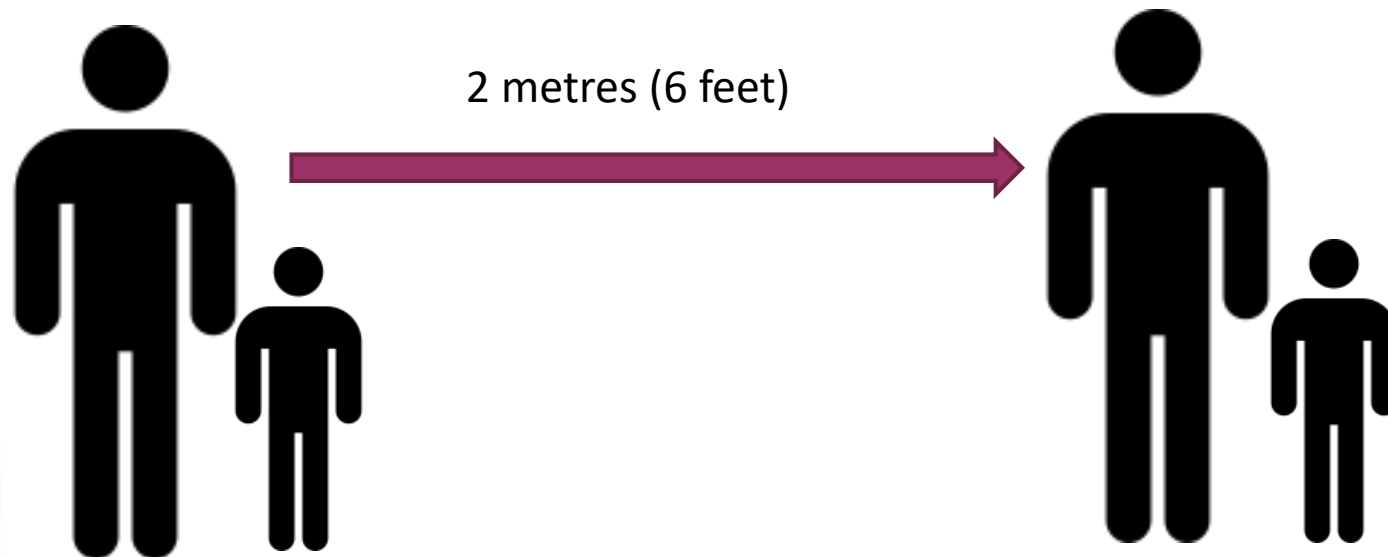
- ✓ Please ensure your child has sun cream on before the school day starts. We cannot put this on for your child.
- ✓ Ensure your child has a hat and appropriate clothing.
- ✓ Remember a named water bottle.



To reduce risk

When coming into the school

- ✓ **Only arrive** during the **allocated time** provided to you, please say goodbye to your child at the gate (or outside area for Willow Class).
- ✓ **Space yourselves out at least 2m** from other families – this guidance is under review, please follow government guidance.
- ✓ **Only 1 adult** accompanies each child(ren).
- ✓ **Very quickly** drop off to reduce gatherings of parents/carers/different family groups



To reduce risk

When coming into the school

As Parents/Carers you will:

- ✓ Not engage in lengthy conversations.
- ✓ Phone the office if you wish to make an appointment.
- ✓ Use the specified entrance/exit gates.
- ✓ Children will enter the grounds on their own.
- ✓ Be aware of the latest guidelines for travelling safely:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

We will ensure that all adults and children:

- ✓ **frequently wash their hands with soap and water** for 20 seconds and dry thoroughly.
- ✓ clean their hands **on arrival at the setting, before and after eating, and after sneezing or coughing.**
- ✓ are **encouraged not to touch their mouth, eyes and nose.**
- ✓ **use a tissue or elbow** to cough or sneeze and use bins for tissue waste '**catch it, bin it, kill it**'.

To reduce risk

When in school

Your child **will stay in their class group** throughout the day.

This is because we are **reducing contacts as much as possible**.

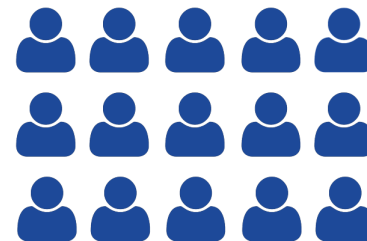
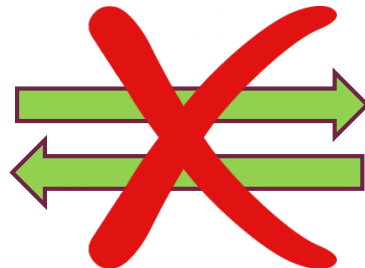
Classes will operate as a 'bubble' and children will not mix with those from other classes.



To reduce risk

In classrooms

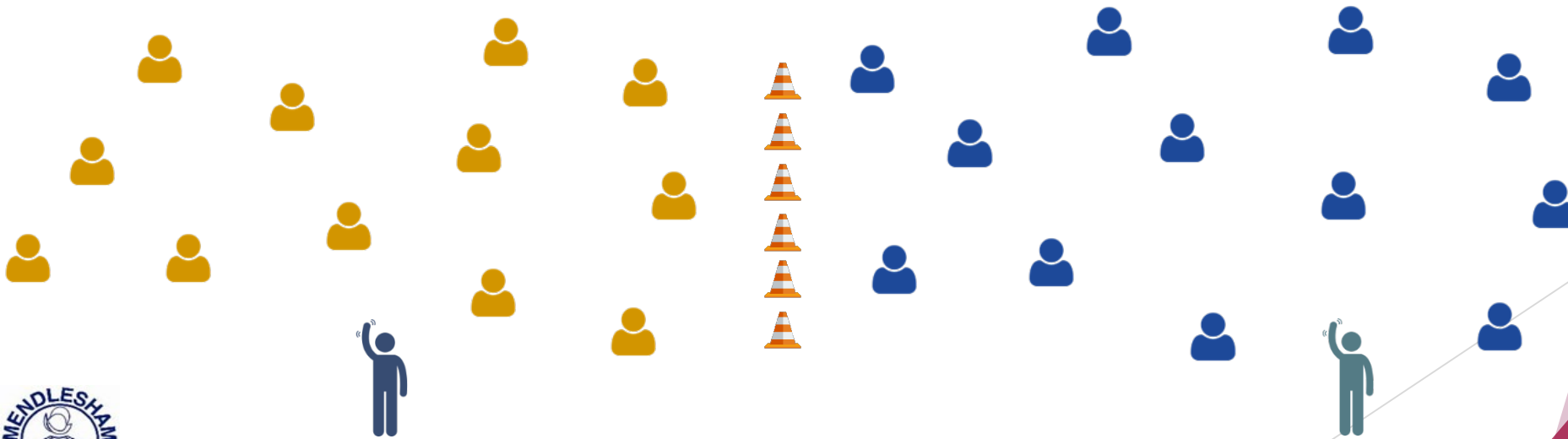
- ✓ There is a separate first aid kit for the group.
- ✓ There is a separate PPE / cleaning kit for each classroom.
- ✓ PPE is available to staff who need to give first aid.
- ✓ Your child will **only learn and play with the children in their group** – this will reduce the risk.
- ✓ Children are seated facing forwards.
- ✓ Children will be **given their own equipment and packs to use – they will not need equipment from home.**



To reduce risk

At break and lunch times

- ✓ Class groups will eat together in their own area in the hall.
- ✓ They will not be mixing with others in different groups.
- ✓ Lunch times are staggered to allow groups to remain separate and ensure adequate distancing in the hall.
- ✓ Classes will have their own area for playtimes.



To reduce risk

If someone is showing symptoms of COVID-19 – they should not come to school, if a child falls ill at school

- ✓ We will call all listed adults until contact is made – **please ensure your phone number is up to date and available.**
- ✓ We have a **separate room for isolation with an adult.**
- ✓ **We will use PPE** if we need to be within 2m to help your child.
- ✓ There will be **separate toilet facilities** for a child who is showing symptoms.
- ✓ As a school community, we all need to **engage with the NHS track and trace** system to keep each other safe <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>



→
2 m (6 ft)





To reduce risk

Drop off and collection times

	Willow (R)	Elm (Y1)	Hazel (Y2)	Oak (Y3/4)	Chestnut (5/6)
Where	Willow Class	Elm Class	Hazel Class	Oak Class	Chestnut Class
Who	Mrs Gridley/Mrs Dawson	Mrs Owen	Miss Sutton	Miss Churchill	Mr Singleton
Entrance and exit	Willow Class garden gate (by main entrance)	Field and through pedestrian gate	Large gates from field, across playground to rear of class	Field and through pedestrian gate	Large gates from field, across playground to rear of class
Start time	8.50 – 8:55am	8:55 – 9.00am	8.55 – 9.00am	8:45 – 8:50	8:45 – 8:50
Finish time	3pm	3.15pm	3.10pm	3.10pm	3:15pm



To reduce risk

Wrap around care - breakfast and after school club

PLEASE BOOK IN ADVANCE

- ✓ Class bubbles are preserved by using the hall space and having a table per class
- ✓ Each table is distanced a minimum of 2m from the next
- ✓ Children will wash their hands before starting activities
- ✓ Activities will not be shared between tables before being cleaned

To reduce risk

Contact and Communication with School Staff:

- ▶ We are unable to accommodate parents or carers on site at the present time – even at pick up and drop off times
- ▶ Please ring the school – 01449 766224 to speak to the office or to make an appointment for a member of staff to call you back
- ▶ Continue to use your class e-mail addresses to communicate with your class teacher
- ▶ Please post anything you might usually hand in at the office through the post box
- ▶ We are unable to accept cash payments at the moment, we can accept cheques. We will contact you shortly with details of a new parent pay APP

Addendum to Behaviour Policy

Children will be expected to follow their usual class rules and to following the Golden Rules;

- We are gentle
- We are kind and helpful
- We listen
- We are honest
- We work hard
- We look after property

In addition, we will be promoting and actively teaching the following rules to promote the safety of our school and wider community;

- ✓ Telling someone if you feel unwell
- ✓ Arrival and departure through allocated entrance/exit (parents informed, and are requested to ring the school if they are unsure)
- ✓ Hygiene expectations
 - ✓ Coughing/sneezing into tissue/elbow
 - ✓ Binning used tissues
 - ✓ Washing hands

- ✓ Handwashing rules to be followed
 - ✓ On arrival at school
 - ✓ Before and after play and lunch time
 - ✓ Before and after PE
 - ✓ On leaving school
- ✓ Avoiding unnecessary social contact and using best endeavours for social distancing

Rules for break and lunchtimes

- ✓ Staying to allocated play areas
- ✓ Using their class play equipment
- ✓ Returning to the class to wash hands when signalled
- ✓ Avoiding games with excessive contact
- ✓ Children only using their allocated class pack of equipment and not sharing
- ✓ Not bringing unnecessary belongings to school from home
- ✓ As usual - asking permission to use the toilet and carefully washing hands

- ✓ Children will be praised and rewarded for remembering to follow these steps. A champion or champions will be chosen in class each week to recall the rules and support the class in reminders. They may make up rhymes or songs to help their friends to remember or make posters.

However, children may be sanctioned in an age appropriate way for consistently and/or deliberately breaking rules; the following (not exhaustive list) could result in fixed term exclusions in order to keep the school and wider community safe;

- ✘ Deliberately spitting
- ✘ Deliberately coughing in someone's face/direction
- ✘ Threatening to cough, spit, lick or otherwise endanger another person

Thank you for your support in keeping our school community safe.