

School Closure Jan 2021

(open for critical workers and vulnerable children)

Mendlesham Primary School

A Guide for Parents / Carers



Critical Worker Bubble Information

- To reduce risk of transmission, critical worker children **should only attend school on the days that their critical worker parent is working, or resting in preparation for or recovering from a night shift.**
- For critical workers working from home, it is strongly advised that you keep your child/ren at home wherever possible
- Critical workers may need to provide evidence of being a critical worker from their employer
- Critical workers – please advise of attendance 48 hours in advance via admin@mendleshamschool.org.uk (not via class email addresses please)

Key Worker Bubble Information



Key Worker/Vulnerable Learner:

If you are registered to attend at the school. Please arrive at the main hall door and ring the bell.

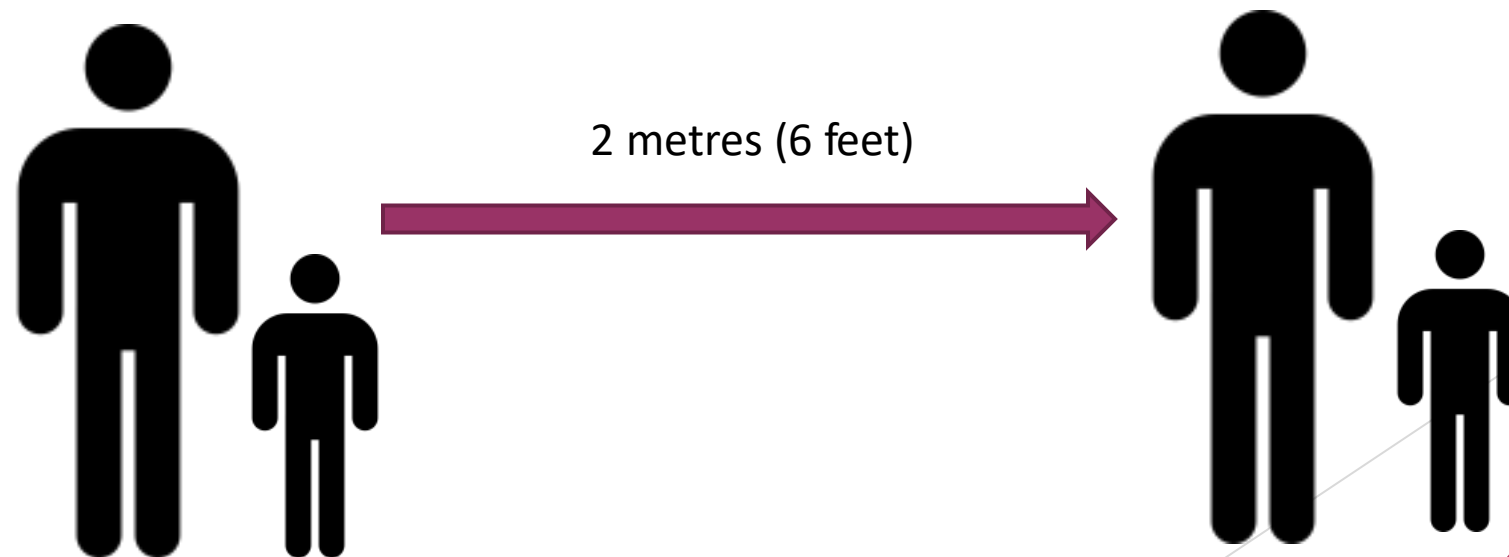
Please ensure social distancing at drop off/pick up

PLEASE DO NOT ATTEND IF UNWELL IN ANY WAY

To reduce risk

When coming to the school

- ✓ **Only arrive** during the **allocated time** provided to you, please say goodbye to your child at their entrance point or gate (age dependant) and then leave the area promptly.
- ✓ **Space yourselves out at least 2m** from other families – this guidance is under review, please follow government guidance.
- ✓ **Only 1 adult** to accompany each child(ren).
- ✓ **Very quickly** drop off to reduce gatherings of parents/carers/different family groups
- ✓ **Please wear a mask around the school during these times and ensure 2 metres social distancing**



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 a mutually convenient appointment for a member of staff to call you back
- ▶ Continue to use your class email addresses or Office365 accounts to communicate with your class teacher
- ▶ Please post anything you might usually hand in at the office through the post box

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 a mutually convenient appointment to speak to a member of staff.
- ✓ use the specified entrance/exit gates and **stick to new timings.**
- ✓ children will enter the grounds (age dependent)/school on their own.
- ✓ be aware of, and follow, latest government guidelines
- ✓ **not bring your child to school if they are unwell in any way**

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**'.
- ✓ Have adequate ventilation in all work spaces
- ✓ do not attend if unwell in any way

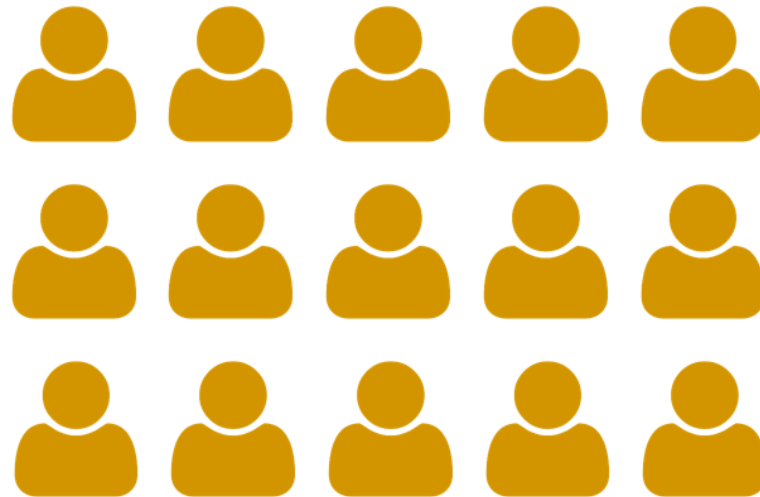
To reduce risk

When in school

Your child **will stay in their bubble** throughout the day.

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

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

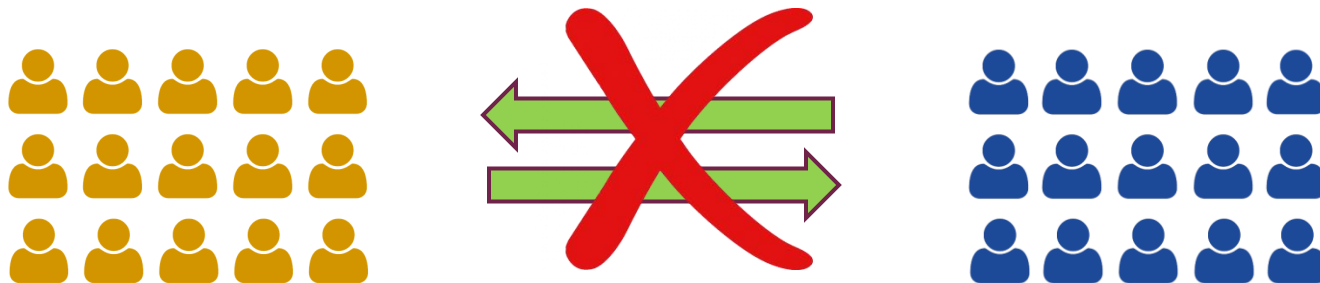


To reduce risk

In classrooms



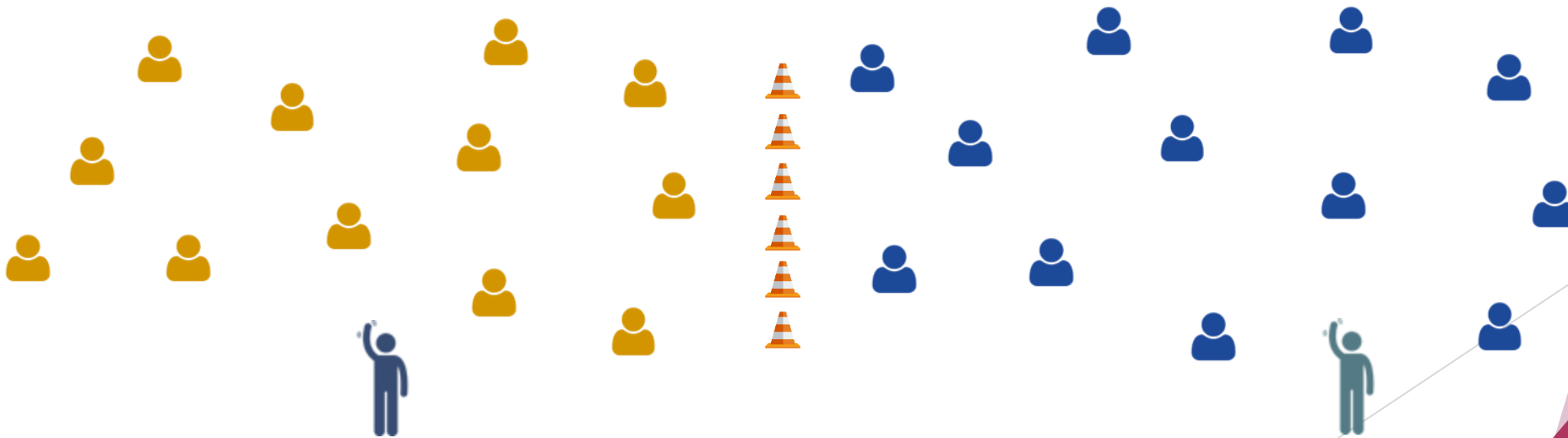
- ✓ There is a separate first aid kit for the group.
- ✓ There is a separate PPE / cleaning kit for each group.
- ✓ PPE is available to staff who need to give first aid.
- ✓ Your child will **only learn and play with the children in their group** – this will reduce the risk.
- ✓ Children are seated with social distancing wherever possible for their age.
- ✓ Children will be **given their own equipment and packs to use** – they will not need equipment from home.
- ✓ Rooms will be adequately ventilated
- ✓ We have an on-site cleaner sanitising toilets, tables and frequently touched areas (such as door handles) throughout the day
- ✓ Children are encouraged to use the hand sanitising unit outside each room before entering or exiting



To reduce risk

At break and lunch times

- ✓ Each bubble will eat together in their own areas
- ✓ They will not be mixing with others in different groups.
- ✓ Groups will have their own area for playtimes.
- ✓ Children can bring in a packed lunch or have a school dinner.



To reduce risk

Please bring in...

- ✓ Water bottle with your name on.
- ✓ Coat
- ✓ School reading book
- ✓ Trainers for PE



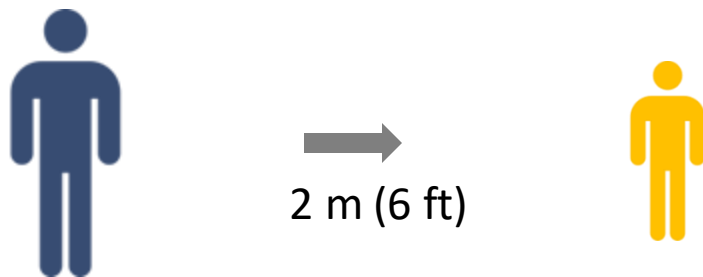
Please do not bring in...

- ✗ Any items that are not necessary.
- ✗ Own pencil cases or stationery (this will be provided)

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**
- ✓ **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/>



Behaviour Policy

- We aim to provide a nurturing learning environment for the small groups on site. Our expectations regarding behaviour remain unchanged. We will contact you if we have any concerns regarding your child's behaviour or emotional well-being while in school.

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 group play equipment
- ✓ Returning 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 for remembering to follow these steps.

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
- ✘ Refusing to follow adult direction which is designed to keep the school community safe

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

Home-Learning Offer

- ✓ Each week, parents will be emailed their child's home-learning pack which will include tasks and links to online learning
- ✓ Teachers will also provide **some live/recorded online learning**, including some modelling of work, checking for understanding, providing feedback and connecting with their classes.
- ✓ Arrangements and timings for online learning will be stated in the learning pack each week and children will be expected to be present on their Microsoft Teams accounts during the times stated.
- ✓ For parents that have **no access to a printer, please make the school office aware that you require a paper home-learning pack.**
- ✓ Children can **use their Office365 accounts** to submit work/photos of work for feedback from their teacher or deliver to school.
- ✓ For children in Reception, online learning will be delivered via Tapestry