

# **Templemoor Infant and Nursery School**



## **Arrangements for Reception Pupils in School**

### **Further Information for Parents and Carers**

**June 2020**

## INTRODUCTION

This document explains the arrangements in place in school from **Wednesday 10<sup>th</sup> June 2020**. It should be read in conjunction with the new Home School Agreement, which has been sent out with this document, as well as the Parent Guide and Risk Assessment which were sent out separately to all parents last week. These documents can also be found on our school website. If we make any changes to these arrangements we will notify you straight away, and with as much notice as possible. We hope that you will feel reassured by all of the measures we have planned. Most of these have already been in place and working well over the last few weeks, with some new additions to support the increase in numbers next half term. As with everything we do, we have tried to produce a plan which will help us to create a safe, supportive and happy environment for the children and staff. If after reading this document you have any further questions, then please feel free to email us at:

[admin@templemoor.trafford.sch.uk](mailto:admin@templemoor.trafford.sch.uk)

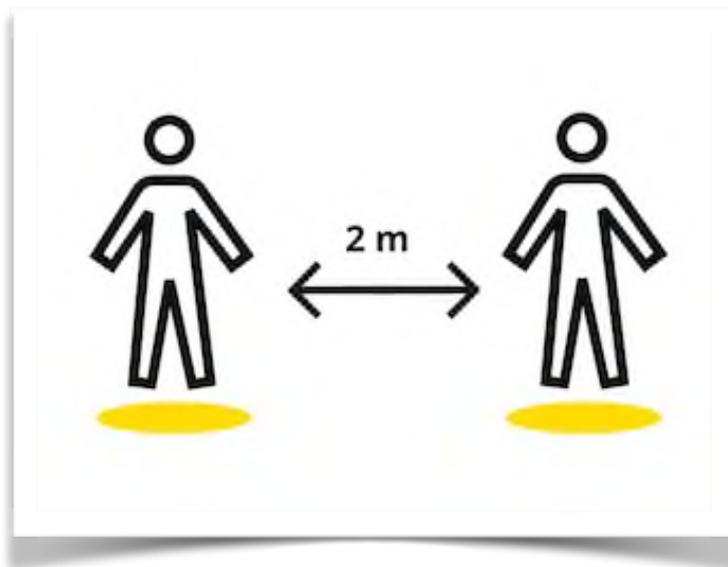
We will be producing a video for the children, starring the one and only Healthy Henry, so that they know what to do in school and what to expect when they return next week. This video will be available before the 10th June. In the meantime below is a link to an excellent story called 'Coming Back to School in a Bubble'. It has been specifically written for infant children and is honestly really good!

<https://www.youtube.com/watch?v=XUXDX0WFyno>



## SOCIAL DISTANCING IN SCHOOL

Infant children **cannot** be expected to remain 2 metres apart from each other and staff. It is important to be honest and open here: whilst we will do everything we can to encourage the children to social distance and wash their hands regularly, they are young children and so they will certainly touch each other, play with each other, share things and forget to keep their distance. We have to be realistic. We also think it is important for the children's emotional well-being that they have others to interact and play with whilst with us. We will of course do our best, but we **cannot guarantee** they will not come into contact with others, or where others have touched, during the school day. It is your job as parents to assess the risk for your children and make your own decisions about whether they will come into school.



## HOME/ SCHOOL AGREEMENT

We have produced a new Home School Agreement which will be sent out to you to complete and return to us. This agreement outlines our commitment to you and our expectations of you during the COVID 19 restrictions to help us to keep everyone in our school community safe. In order to ensure this we are asking that all staff and families of children attending adhere to government guidance, including where they can and can't go and with whom, at all times.

## PARENTS AND CARERS ON THE SCHOOL SITE

To reduce the numbers of parents and carers on the site at any one time we are asking that only **one adult** from each family enters the site with their child/children. We ask that you **'drop and go'**. Children should be taken to the designated classroom highlighted in the grid below. Please keep moving and do not stop to chat in the playground or outside the gates. We are also staggering the start and finish times.

- Surnames A-G arrive at 8:45am, collect at 2:45pm.
- Surnames H - O arrive at 9am, collect at 3:00pm.
- Surnames P - Z arrive at 9:15am, collect at 3:15pm.

We ask that you are on time and stick to your time for the staggered start and end to the school day. **We cannot accept children who are late.**

Please enter the site via Nursery Close, using the usual school entrance (see photograph below).



Please ensure you maintain social distancing on your way into school. Please also leave the school as soon as you have dropped off or collected your child.

You can exit the school via the large car park gates (see photograph below) or via the exit in the Reception Playground.



Please do not allow your children to play on the climbing equipment whilst you are here.

Other than staff and pupils attending school the only other people allowed in any of the buildings at this current time are contractors carrying out emergency repairs. The school office will be staffed between the hours of 8.30am and 4pm. Parents and carers can keep in contact with us by ringing 0161 969 1622 during these hours or by email - [admin@templemoor.trafford.sch.uk](mailto:admin@templemoor.trafford.sch.uk).

## **PUPIL NUMBERS AND THE ENVIRONMENT**

In consultation with staff, governors and the Local Authority we have agreed to limit class sizes to 11 whilst maintaining all the measures listed in our Risk Management Plan. The children and staff will be organised into 'bubbles'. Each 'bubble' will have an area of the indoor site allocated to them as their permanent base for the duration of this plan.

To help with the new routines and to give the children a sense of identity each bubble will have a colour assigned to them, with the idea that we can all work

together as a team to create a **rainbow** of bubbles! These colours will be placed in the classroom window to help children know where to go.



Please see the grid below which shows the groups, group name, the classroom that has been allocated to the group and the key staff who will be teaching your children. Individual start and finish times, who will be teaching your child and which room your child will be based in will be sent out separately.

<b>YEAR GROUP</b>	<b>BUBBLE NAME</b>	<b>BUBBLE CLASSROOM</b>	<b>TEACHING STAFF</b>
Reception	<b>RED</b>	Ladybirds	Mrs Leigh/ Mrs Rowland Miss Ogiliev
Reception	<b>YELLOW</b>	Bees	Mrs Cundick Miss Reynolds
Reception	<b>GREEN</b>	Class 4	Mrs Berry Mrs Frost

## **SCHOOL MEALS**

Mellor's catering will be providing a packed lunch for all the children, as we want to limit what the children bring in from home. The kitchen prepared packed lunches will be taken to the children in their classrooms by the same allocated Midday Assistants. Children will not access the school hall at any time.

## **BRINGING THINGS IN TO SCHOOL FROM HOME**

Children may bring in a mid morning snack to eat, their own soap if needed (if they have a skin allergy), a labelled water bottle, sun hat and suncream (if necessary). On hot days please put plenty of sun cream on your child before they come in to school too. **These objects will remain in school.** Book bags will not be allowed to be brought in to school. Reading books will not be sent home at this time.

## **SCHOOL UNIFORM**

**School uniform will not be worn.** As part of our risk management plan we ask that no staff or children wear the same clothes more than once before washing. We ask that children wear comfortable PE style clothes and sensible trainer style footwear for multipurpose activities. This means that there will be no need to change during the day for outdoor activities and prevents the need for PE kits (extra bags) in school. PE kits must not be brought to school.

## **CLEANING AND HYGIENE**

All areas of the school in use are being cleaned thoroughly by our cleaning team every day. The children and staff toilets are being deep cleaned every day. High use surfaces such as door handles, sinks and paper towel dispensers will be cleaned regularly throughout the day.

The children are regularly reminded about how to keep germs at bay. We use videos to help with this and have posters up around their areas and by the sinks.

All staff and children are asked to frequently wash their hands with soap and water for 20 seconds and dry them thoroughly using paper towels. They must all use hand sanitiser and then wash their hands on arrival. They must wash

their hands before and after eating, after playing outside and after sneezing or coughing.



To help with this we are adding some outdoor hand washing stations (we are hoping that these will be available from 12th June) for the children to use throughout the day. The outdoor sinks can also be used as extra sinks for handwashing when the children are playing outside. Please note - these are for pupils' and staff use only and children need to leave plenty of space between them and the next person when waiting to use these.

Adults and children are instructed to avoid touching their mouth, eyes and nose.

Boxes of tissues are available around all areas of the school. Adults and children are asked to use a tissue (or their elbow if they don't have one to hand), to catch a cough or sneeze and use the double bagged pedal bins in their areas to dispose of tissues.

## **DURING THE SCHOOL DAY**

### **FAMILIAR STAFF**

We know that positive relationships between staff and children and good routines help the children to feel safe and happy. Where possible we have tried to keep children with staff they already know. Unless we have to change the

staffing structure due to staff absence, the staff will be keeping to the same groups every week. Our Midday Assistants will be available at lunchtimes. Again, we have the same Midday staff assigned to the same groups every week and we have tried to keep to these members of staff working with the children they already know.

## **INDOORS**

Indoors the children will only be using the classroom area and toilets assigned to them. Staff will be keeping the rooms well ventilated at all times. The cloakrooms are not being used for keeping coats and belongings at this time.

The children all have their own learning station where they can place their coats and sit for activities. Children keep to the same tables and chairs. These are cleaned daily as part of the cleaning routine.

We have provided all of the children with their own tray, as well as a set of pencils, colours, glue sticks and scissors to use for activities and these are just for them to use and are kept in a zip wallet. All children will have access to a selection of books from the book areas and library. Bubbles will be given sets of plastic resources such as small world and construction to play with. These will be washed or wiped regularly.

No soft toys/ dressing up clothes are being used in school during this period and we have removed play food and utensils as children tend to put these in their mouths. We have also removed the sand and play dough areas for the time being too.

Although they will all have their own space indoors, there may be a small number of activities where children use the same space or resources indoors, such as using the same paint pots but different brushes or sharing a sellotape dispenser for craft. These situations will be kept to a minimum and the children will only do these at the same time as other children in their own bubble. Staff will clean shared resources regularly and the children will be instructed to wash their hands before and after these activities.

## **OUTDOORS**

At Templemoor Infants we are so very lucky to have a great deal of outdoor space at our disposal. We know that the safest place to be at the moment is outside so, weather permitting, we aim to have the children outdoors for most

of the day! Children will be permitted to play with children in their Bubbles whenever they are outside.

## **USE OF PPE**

We know that limiting contact with others and regular, thorough handwashing is an effective way of reducing the risk of spreading the virus. Wearing protective gloves over a period of time for different activities isn't. We also know that wearing a facemask can encourage people to touch their face more often than usual.

PPE will only be used for supervising a child who is showing symptoms of Covid 19 until they leave the site. PPE includes face masks, plastic face screens, aprons and gloves.

You may also find this YouTube clip created by staff at one of the Children's Centres useful to share with your child (again, it is an excellent resource):

<https://www.youtube.com/watch?feature=youtu.be&v=pZvHWMLaOXM&app=desktop>

## **SYMPTOMS OF CORONAVIRUS AND HOW WE RESPOND TO THESE**

### **SYMPTOMS**

- high temperature - this means if a person feels hot to touch on their chest or back
- new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- loss or change to your sense of smell or taste - this means a person has noticed they cannot smell or taste anything, or things smell or taste different to normal

### **ACTION TO TAKE IF YOUR CHILD OR A MEMBER OF YOUR HOUSEHOLD BECOMES UNWELL**

### **ALL AGES**

If your child, or any of your household displays any of these symptoms then your child **must not** be brought into school.

## **CHILDREN AGED 5 AND OVER**

You should use the online 111 online corona virus service (link below) and apply for a test.

<https://111.nhs.uk/covid-19/>

The child will self-isolate for 7 days, with the rest of the household isolating for 14 days. Where a child tests **negative**, they can return to school providing they are fit and well enough, and the fellow household members can end their self-isolation. **Under no circumstance must staff or children return to school if they are still feeling unwell.**

Where the test is **positive**, the rest of the 'bubble' will be sent home and advised to self-isolate for 14 days. Household members of the bubble do not need to self-isolate unless a member subsequently develops symptoms. If this happens then school should be notified.

## **BABIES AND UNDER 5's**

Call 111 or your GP's surgery if you're worried about a baby or child under 5. If your child seems very unwell, is getting worse or you think there's something seriously wrong, call 999.

Do not delay getting help if you're worried. Trust your instincts.

In particular, you should call 111 or your GP if your child:-

- is under 3 months old and has a temperature of 38C or higher, or you think they have a fever
- is 3 to 6 months old and has a temperature of 39C or higher, or you think they have a fever
- has other signs of illness, such as a rash, as well as a high temperature (fever)
- has a high temperature that's lasted for 5 days or more
- does not want to eat, or is not their usual self and you're worried
- has a high temperature that does not come down with paracetamol
- is dehydrated - for example, nappies are not very wet, sunken eyes, and no tears when they're crying

**Please also refer to the NHS website for advice and information about Corona Virus in children**

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

### **ACTION IF YOUR CHILD BECOMES UNWELL IN SCHOOL AND IS SHOWING SYMPTOMS OF COVID 19.**

A member of staff will stay with your child. They will take a PPE grab bag and direct your child away from other children and staff and to the nearest pick up point, which is outside by the girls' outdoor toilets. This is so that they can be collected easily and have some fresh air while they are waiting.

Another member of staff will call the office to ask them to contact you to collect your child. The office staff will call you immediately. When you arrive the office will contact the member of staff looking after your child who will then bring your child round to the side gate for you to collect them.

If your child is five or over you will need to use the 111 online corona virus service to see if you can get your child tested. If your child is tested please ensure you inform us of the results as soon as you have them.

A child cannot return to school until either :-

- they have been tested and the result is negative (providing that they feel well enough to return to school)
- all members of the household have self-isolated at home for 14 days, (although the person with symptoms only needs to self-isolate for 7 days, the adults in the household will not be able to bring them to school until they have self-isolated for 14 days).

### **If a member of staff shows symptoms of Corona Virus in school**

The member of staff will inform their colleagues and leave school immediately. They will use the online service to request a test and must inform us of the results as soon as they have them.

A member of staff cannot return to school until either:-

- they have been tested and the result is negative, providing that they feel well enough to return to school

-they have self-isolated for 7 days and have been instructed by the Headteacher that they are able to return

### **If a child or member of staff tests positive for Corona Virus**

Where a child or staff member tests positive, the other members of their household must self-isolate for 14 days.

The rest of the children and staff in the same bubble will be sent home and advised to self-isolate for 14 days. Other members of these households do not need to self-isolate unless someone in their household subsequently develops symptoms. If this happens, school should be notified.

All areas the group has been using will have a deep clean as well as any shared staff areas.

As part of the national test and trace programme, if other cases are detected within the group or in any other group in the school, Public Health England's local health protection teams will conduct a rapid investigation and will advise the school on the most appropriate action to take. In some cases a larger number of other children and staff may be asked to self-isolate at home as a precautionary measure - this may be just the groups from the same building or the whole site.