PRIMARY - PHASED RE-OPENING

PARENT HANDBOOK

JUNE-SEPTEMBER 2020
Dear parents/carers,

As a result of the huge national efforts everyone has made over the past months, the transmission rate of coronavirus (COVID-19) has decreased. Due to this progress, the government have asked schools to welcome back our Year 1 and Reception children. The aim of this handbook is to inform our parents and carers of our provisional plans, communicating the range of protective measures to create safe, positive environments for the children and members of the school community.

In the government advice to schools they have identified a number of key areas that we have focused on to reduce transmission of COVID-19. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or college
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them or use sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach, when dealing with coughs or sneezes
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

The government has provided advice to parents and carers, which is available on the following link: https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june?utm_medium=email&utm_source=govdelivery

Re-opening dates
It is our intention to stagger the return of pupils and staff in the following way:

- 1st and 2nd June 2020: Staff to return to school for training
- 3rd June 2020: Year 1 children and those who are attending Community Classrooms to return to school
- 4th June 2020: Reception children to return to school, alongside Year 1 and Community Classroom children

School will be open to Reception and Year 1 children five days a week. Although, school will close for these children around 12pm on Fridays (times will be staggered), so that teachers can spend time planning for the following week, and also provide home learning for those children not attending school.
22nd May 2020

Class sizes and organisation
Classes will be organised into pods. There will be a maximum of 15 pupils in a pod and the same staff will stay with the pod throughout the day. If, for example, we were to receive 20 pupils in a year group, a pod of 15 would be put together first and the remaining 5 pupils would be put into a new pod, allowing this pod to fill as the weeks go on. We will be able to grow to a maximum of 6 pods for Year 1 and 6 pods for Reception. Your child may not be with their child’s usual class teacher, but will be placed with peers of the same year group.

Adults and children assigned to a pod will not mix with others from different pods. Risk assessments, measures and protocols have been put in place to ensure this does not happen. For example, various one-way systems and staggered timetables have been organised.

Community Classrooms
We will continue to run our Community Classroom provision from 3rd June. Community Classrooms will be available for children Monday to Friday from 8:30am to 3:30pm. This provision is for children in Years 2, 3, 4 or 5, who have critical worker parents, and vulnerable pupils. If you feel you meet this criteria and would like to request a space, please contact Ms Chaggar or Ms Begum on 0208 911 6666.

Pod rooms
All existing classrooms, which will be used by our Year 1, Reception and Community Classrooms, have been remodelled into ‘pod rooms’. Soft furnishings including bug rugs have been removed and tables and chairs appropriately spread throughout the rooms. Children’s resources have been carefully considered and those that will be difficult to clean have also been removed. Each child will have equipment allocated to themselves for their sole use (e.g. pencil, pen, scissors, glue sticks etc.) Classrooms will be well ventilated.

Cleaning
All rooms, areas and procedures have been risk assessed, and as a result, detailed cleaning protocols have been designed to minimise contamination. All resources and high touch-point surfaces will be cleaned daily, and in some cases, even more frequently, as outlined in the staff’s cleaning checklist. Bins will be emptied throughout the day, and shared resources (e.g. counters, Lego, handle bars on scooters etc.) will be disinfected after use.

Staggered timetable
In order to minimise children and adults congregating and coming into close contact, we have staggered a range of times throughout the day. Depending on the pod your child has been allocated, you will be given a specific time slot to arrive at school and collect at the end of the day. Also, break and lunch times will be staggered and children given specific clearly marked zones when playing and learning outdoors, in which they must solely remain alongside their pod classmates. Children will sit and eat lunch with their pod. They will not mix with other pods. School staff, including members of the senior leadership team will make sure children remain in their allocated zones and reinforce rules.
Below are the timings and arrangements for each pod. Also, here are some maps to outline how this has been organised:

### Start of Day Timings and Arrangements

<table>
<thead>
<tr>
<th>Time</th>
<th>Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 – 8:40</td>
<td>Community Classrooms pods arrive at school gate, sanitise, then walk up to their pod room</td>
</tr>
<tr>
<td>8:30 – 8:40</td>
<td>Pods A, B and C to arrive at school gate, sanitise, then walk up to their pod room</td>
</tr>
<tr>
<td>8:45 – 8:55</td>
<td>Pods 1, 2 and 3 to arrive at school gate, sanitise, then walk to their pod room</td>
</tr>
<tr>
<td>9:00 – 9:10</td>
<td>Pods D, E and F to arrive at school gate, sanitise, then walk up to their pod room</td>
</tr>
<tr>
<td>9:15 – 9:25</td>
<td>Pods 4, 5 and 6 to arrive at school gate, sanitise, then walk to their pod room</td>
</tr>
</tbody>
</table>

### Start of School Day – Collection Arrangements

- One parent/carer escorts child to school and says goodbye at the school gate, during their allocated time slot.
- Children enter the playground alone and head towards a hand sanitising station.
- Once hands are sanitised, children are to walk directly to their pod classrooms.
End of Day Timings and Arrangements (Monday to Thursday)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 – 3:10</td>
<td>Pods A, B and C walk to playground to dismiss pupils</td>
</tr>
<tr>
<td>3:15 – 3:25</td>
<td>Pods 1, 2 and 3 walk to playground to dismiss pupils</td>
</tr>
<tr>
<td>3:30 – 3:40</td>
<td>Pods D, E and F walk to playground to dismiss pupils</td>
</tr>
<tr>
<td>3:45 – 3:55</td>
<td>Pods 4, 5 and 6 walk to playground to dismiss pupils</td>
</tr>
<tr>
<td>3:30 – 3:40</td>
<td>Community Classroom pods to walk to playground to dismiss pupils</td>
</tr>
</tbody>
</table>

End of Day Timings and Arrangements (Fridays only)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:45 – 11:55</td>
<td>Pods A, B and C walk to playground to dismiss pupils</td>
</tr>
<tr>
<td>12:00 – 12:10</td>
<td>Pods 1, 2 and 3 walk to playground to dismiss pupils</td>
</tr>
<tr>
<td>12:15 – 12:25</td>
<td>Pods D, E and F walk to playground to dismiss pupils</td>
</tr>
<tr>
<td>12:30 – 12:40</td>
<td>Pods 4, 5 and 6 walk to playground to dismiss pupils</td>
</tr>
<tr>
<td>3:30</td>
<td>Community Classrooms to walk to playground to dismiss pupils</td>
</tr>
</tbody>
</table>

End of School Day – Collection Arrangements:
- One parent/carer of each child to enter the playground on the left side of the gate at their allocated time.
- Follow the one-way system to the relevant ‘parent line’.
- Observe social distancing measures when queuing.
- Wait until the teacher dismisses your child, then follow the one-way system to exit the playground.

INA PRIMARY PLAYGROUND

- Children's line
- Class pick up point
- Parent's line

MUGA

MEZZANINE

Gate
Punctuality
It is absolutely essential that your child arrives or is dismissed at their allocated time, in order to reduce crowds forming. Parents/carers are not permitted on school grounds at the start of the school day. For the end of the day, parents/carers are to follow the one-way system in the playground to collect their child as indicated on the map and must adhere to social distancing measures. Signs will be displayed in the playground to help with this.

If your child arrives early, before their allocated time slot, then we will ask you to wait, observing social distancing rules outside and away from the playground gate. The same will apply to parents arriving early to collect their child.

In the mornings, if you arrive later than your given time, then we will ask you to escort your child to the front of the building and wait for your child to be admitted and signed in via the entrance on Ilford High Road.

If you are late in collecting your child at the end of the school day, then you must not enter the playground. Instead, head to the main office at the front of the building and wait outside along Ilford High Road, observing social distance measures. Parents/carers will not be permitted to enter the building at this time, even into the office reception area.

When communicating with staff, please ensure you maintain two metres distance. We insist that all parents/carers adhere to social distancing regulations outlined here.

Travelling to and from school
When travelling to and from school, we ask that only one parent/carer escorts your child. If possible, we advise that you walk to school. If you need to travel by car, please ensure that only members of your household travel in your car. Only park your car in marked bays, so that members of the public are able to safely use the pavement area and socially distance from each other.

Travelling to school by public transport is not advised. However, if this is your only means, then please ensure a face covering is worn as advised by government guidance. Please also allow ample timing to travel to school in the morning, due to timetable changes on public transport.

If your child comes to school in a coat/jacket and/or face covering, we will ask you to take it home and not to enter the playground wearing these items. On the child’s first day of school, we ask that all parents provide their child with a coat/jacket and sun hat (clearly named) that they will leave in school and wear only on the school premises. Please do not send your child to school with a bag. There will be no transference of resources between home and school. Therefore, items such as home learning, reading books, pens/pencils, a school bag and water bottles are not permitted to be brought in from home. We will provide children with disposable cups and jugs of water throughout the school day.
Uniform

Children will be expected to attend school in their usual school uniform. The government guidance advises that all school uniform is washed following a day in school. Uniform that cannot be machine washed should be avoided, therefore during this time blazers should not be worn to school. The government do not recommend face coverings to be worn by staff or pupils in schools. Further government information on protective measures can be found here: https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings#personal-protective-equipment-ppe-including-face-coverings-and-face-masks

Pod provision

In order for children to learn well, they need to feel comfortable and confident in their environment, which is why our priority within each pod room is focused on developing pupils’ positive well-being. Within each pod, speaking, listening and collaborative learning will still feature (albeit at an increased distance), and we will be using practical resources, which will be thoroughly cleaned after use. In Reception, children will still have access to the outdoor learning environment daily, and again, these larger resources will be cleaned after use.

During the school day, there will be timetabled slots given to handwashing, daily lessons to support pupils’ well-being and promotion of safe and healthy life-styles with explicit teaching of hygiene practices. There will be daily physical activity with structured PE lessons, and alongside all this, pupils will have daily English, phonics, reading and maths lessons. Year 1 will also have topic lessons linked to their curriculum and Reception will continue to have exploration learning. This will provide opportunities to support children’s early years’ development.

Daily outdoor learning will also be a feature of our Year 1 and Community Classrooms. The playground has been zoned into four coloured sections, with a further two zones on the upstairs outdoor area (the Primary Multi Use Games Area - MUGA). These coloured zones have been timetabled, so that only one pod can use them at a time. Children will be supervised by their pod teacher during learning times and break times and by their assigned midday supervisor at lunchtimes. A senior leadership team member will also be present during break and lunchtimes. Along with the usual pastoral care the staff would offer, it is expected for them to ensure that pupils remain in their own zones and socially distance from all those not in their pods. We have updated our behaviour policy to take into account these measures.

PE

Year 1 will have PE on Tuesdays and Thursdays. Reception will have PE on Wednesdays. All children in Year 1 and Reception will need to arrive in their PE kits on these days. PE kits need to be washed following a day at school.

Breakfast Club, After School Club and Enrichment

At this time, we will not be able to offer provision for Breakfast Club, After School Club or our Enrichment programme.
Vulnerable children or living with someone who is clinically vulnerable or clinically extremely vulnerable

If a child is classed as clinically vulnerable or clinically extremely vulnerable, as set out in the government guidance, then the child should not attend school.

If a child lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school. If a child lives in a household with someone who is extremely clinically vulnerable, as set out in the guidance, we would recommend that they do not attend school.


Attendance

If your child is in Year 1 or Reception and you choose for your child to remain at home, then you should continue to access the online home learning daily. You will not need to phone the school daily to inform us of your absence. You will not be fined by the council for non-attendance at this time. As the Year 1 teachers will be in school, they will not have the capacity to phone and contact yourselves and your child, as they have done during the lockdown months. If you change your mind and wish for your child to attend school during the months of June or July, then please get in touch with the school by phoning 0208 911 6666 or email primary@isaacnewtonacademy.org.

For those choosing to attend school after half-term, and your child wakes up in the morning unwell, then they should not attend school. If your child or anyone in your household develops a new, continuous cough, a high temperature, or if there is a loss of or change in their normal sense of smell or taste, then all members of their household must self-isolate according to current guidelines, unless the symptomatic individual receives a negative test result. Please phone the school by 8am to inform the school of the child’s non-attendance.

What happens if a child becomes unwell at school?

If your child becomes unwell in school, they will be isolated and you will be contacted to pick them up as soon as possible. It is imperative that you arrange for your child to be tested and report the outcome of the test to the school. If a child in a pod tests positive for COVID-19, then all parents of that group will be informed and the pod will be closed for 7 days, whilst children and staff go into self-isolation.

What should I explain to my child before attending school?

It is essential that parents prepare their child for the return to school, it will be important to talk to them about the following things, as some of these are difficult messages but are important for their own health and that of others:

- They will not be in the normal class and may not be with their class teacher
- They might not be in a class with some of their friends or be able to have contact with them during the school day.
- They should not touch or hug any other student or adult
- It is essential they follow the new school rules and routines to keep them safe

If you need support with this, please discuss with your class teacher, who may be able to talk to your child over the phone.
Home learning
The teachers will continue to put home learning activities on the school website for those children in Year 1 and Reception not attending school.

Free school meals
If your child is attending school, then children will be provided with lunch in school. No food or drink is to be brought onto the school premises. Children in Year 1 and Reception not attending school, will continue to receive vouchers if they are eligible for free school meals. Those attending Community Classrooms in Years 2 will receive free school meals in school. Those attending Community Classrooms in Years 3, 4 and 5 who are eligible for free school meals will not be charged for lunches. However, if your child is in Years 3, 4 or 5, attending Community Classrooms and is not eligible for free school meals then the usual payments on WisePay need to be made.

Medication
If your child is returning to INA and needs regular medication whilst at school, including those with asthma, please can you contact Ms Chaggar or Ms Begum on 0208 911 6666 on either 1st or 2nd June.

Visitors
If you would like to contact the school, phone 0208 911 6666 or email primary@isaacnewtonacademy.org in the first instance. Parents can only come to the school office when strictly necessary and by appointment only.

We have already contacted you to confirm if your child will be attending school after half-term. If after reviewing this information you change your mind, please do get in touch.

I would like to thank you in advance for your support with implementing the above guidance. If you have any questions or would like to discuss your thoughts, then please do send an email to primary@isaacnewtonacademy.org or contact the school on 0208 911 6666.