



## Arrangements for Chadwell St. Mary Primary School

March 2021

### Parent and Carers' Information Sheet

We have worked carefully to ensure that we balance the absolute need to follow the DfE's guidance published on 22<sup>nd</sup> February and the vital importance to ensure that children have a positive experience when they return. The need for safety must sit alongside a feeling of normality for our pupils.

#### The First Day

We have continued with the stringent plans in place so children can return to school; however, if Government advice and guidance changes these plans are subject to last minute changes.

**Reception, Year One and Year Two** children will return on **Monday 8<sup>th</sup> March at 8.30 am** via the main pedestrian gate

**Year Three and Year Four** children will return on **Monday 8<sup>th</sup> March at 8.45am** via the main pedestrian gate

**Year Five and Year Six** children will return on **Monday 8<sup>th</sup> March at 8.30am** via the emergency gate on Riverview

**We ask that you arrive at your allocated time and not before. This will ensure that our parents and children can only mix with their bubbles which ensures everyone's safety.**

Children will need to wear school uniform and will need to bring a clearly labelled water bottle and will not be admitted without one, due to us not being allowed to use the water fountains or sharing cups. Children will have the opportunity to order a hot meal or a jacket potato at the usual cost of £2.20. If you wish to send your child in with a home packed lunch, this must be clearly labelled and in a sealed lunchbox or container. They should not need to bring any equipment or their school bag and no toys or other items are to be brought in.

In order to try to maintain distancing of parents and carers, only one parent can drop off/ pick up. Children will go straight to their classroom and wash their hands along with any members of staff they are working with. No groups of adults should gather outside the school, in the playground or on the surrounding public footpaths please.

Please help us by ensuring that the "goodbye and go" is speedy at the gate and that you explain to your child in advance that they will be dropped off at the gate above. There will be staff on hand to assist children in getting to their classrooms.

The Local Authority have done some road works near the school and there are now bollards on the pavement. The school car park gates will be shut during drop off and collection as usual and there is now very limited parking near the school site. Please can we encourage any families who could walk to do so to keep the area safe for all travelling.

## School Organisation

The following describes the requirements set out in the latest Government guidance.

Children will be organised in bubbles across their phases and will not mix with children outside of their bubble.

Bubble A will be **Years Reception, One and Two**

Bubble B will be **Years Three and Four**

Bubble C will be **Years Five and Six**

All the classroom tables will face forward with children sitting in pairs side-by-side.

Reading books and homework will be sent home to be used as usual in line with the new guidance.

Cleaning stations are set up in each classroom.

When children enter or leave the classroom, they will use the hand sanitiser placed outside of each room.

Tables will be cleaned throughout the day, especially at key times (during break time and lunchtimes).

Children will remain in their seats unless their adult tells them otherwise.

Children will be given their own labelled, frequently used equipment eg. pen, pencil, ruler but other resources will be shared as needed.

Children must bring a labelled water bottle everyday they attend school and will not be admitted without one, this is due to the fact that we are unable to offer cups or the fountain to drink from.

If the weather warms up:  
Children must bring a sunhat.

Sun cream should be applied before children come to school until the weather cools. Children will be spending more time outside and it is vital that parents ensure that children are protected as above from potential sunburn.

## Drop Off and Collection

	Arrival	Drop off gate/entrance	Home Time	Collection Point
Reception	8:30am	Main gate	2:45pm	Classroom
Year 1	8.30am	Main gate	2.45pm	Classroom
Year 2	8.30am	Main gate	2.45pm	Playground
Year 3	8.45am	Main gate	3pm	Playground
Year 4	8.45am	Main gate	3pm	Playground
Year 5	8.30am	Emergency gate on Riverview	3pm	Emergency gate on Riverview
Year 6	8.30am	Emergency gate on Riverview	3pm	Emergency gate on Riverview

The times and venues above will allow for safe drop off and collection. We appreciate that where families have more than one child, there may be a little wait for the next child but we cannot avoid this and thank you for your understanding.

*Only one adult to collect children from each household and please ensure you are socially distancing where possible. We are advising all parents/carers to wear face masks when entering school premises, unless they are exempted.*

There will be staggered break times for each year group. **There will not be any mixing between the phased bubbles at any time.** All children will have access to the playground either before or after they have eaten their lunch.

## Lunchtimes

Years Reception, One and Two will be eating in the dining hall on specific year group tables. They are, due to being a bubble, allowed to share the use of the hall together.

All other bubbles will be eating their lunch in the classrooms as the guidance suggests that we should avoid the use of sharing common areas where we can.

All children will wash their hands before and after they have eaten.

Children have the choice of either ordering a hot meal or bring in a packed lunch. Hot meals cost £2.20 and these meals are still free for pupils in EYFS, Key Stage One and any pupils who are eligible for Free School Meals.

If you wish to send your child in with a packed lunch, it must be in a sealed lunchbox and clearly labelled with your child's name.

Once on the playground, children will only mix with their bubble.

<b>Attendance</b>	In line with Government information, parents are reminded that they are required to send children to school unless they themselves have been told to shield by the NHS, they are ill or have a medical appointment. Please telephone the school in the morning if your child will not be attending on any given day. State the child's name, class and reason for absence. Where absence isn't authorised, the Local Authority may impose fines.
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<b>Behaviour</b>	Any child who does not follow school expectations and the behaviour policy (Behaviour Appendix A on website) and puts others at risk due to their behaviour will be removed from class and exclusion may be necessary as our pastoral support provision is limited at this time due to the need for bubbles, social distancing and minimising mixing of adults and children.
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### **Other School Activities**

<b>Curriculum</b>	When children return, we will be ensuring that we focus on the core skills of English, maths and science as a priority. Mental-wellbeing, PSHE and PE will also be focused on. We will be returning to a full-curriculum as soon as possible.
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<b>SEN Interventions</b>	Due to the current Government guidance, we will be changing the way that we deliver our interventions to children. This will mean that we will have Teaching Assistants providing support within 'bubble groups' therefore interventions might not be as frequent as we have previously delivered. Once the guidance allows, we of course will change our provision accordingly. Please know that we will do our best to deliver what the children need but it might be in a slightly different way for now.
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<b>Home Learning</b>	Where children are self-isolating under Government direction due to medical conditions, exposure to a positive case or being positive themselves, parents will be signposted and supported to access Oak Academy learning resources. If a whole class or bubble is self-isolating then online learning will be provided via Google Classrooms.
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<b>Uniform</b>	<p>Children attending school will be expected to wear their school uniform.</p> <p>Children will have outdoor PE lessons so will need their PE kits in a clearly labelled bag. We would strongly recommend that PE kits are taken home on Fridays to be washed for the next week.</p> <p>All uniform needs to be clearly labelled. There will be no lost property. Any items not labelled will be disposed of.</p>
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<b>Toilets</b>	<p>Children will be encouraged to use the toilet before/ after break and lunch to avoid children having unsupervised access.</p> <p>Children will be allowed to access the toilets throughout the day.</p> <p>Hand washing reminders will be given to children regularly throughout the day.</p>
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<b>Peripatetic and other educational and health professionals</b>	<p>In line with the guidance, where possible, professionals needing to work with children will be offered the option of video calling if this is practical. Where direct work is required, this will take place in school with hygiene and distancing in place.</p> <p>A record of all visitors will be kept with contact details in case of a positive test following a visit.</p> <p>We will also be providing visitors working directly with children with a LFT test beforehand.</p>
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<b>Cleaning Schedules</b>	<p>A thorough cleaning of all areas children will be accessing will be done before or after school. Tables will be cleaned during break and lunch times.</p> <p>PE and shared equipment will be subject to a schedule of regular cleaning.</p> <p>If there is a suspected case of Coronavirus a deep clean of the spaces used will be undertaken.</p>
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<b>Parental Visits</b>	Parents and carers will not be permitted to enter the building beyond the main reception area unless an appointment has been made. Meeting rooms will be well-ventilated and cleaned after use.
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<b>Office</b>	<p>The school office will be open but please, if you can email or telephone, please do so in order to help us to keep you and the office staff safe.</p> <p>We will be asking that only one parent enter the school office area at any one time. If you need to speak to the office, a queue should be formed outside of the main doors.</p> <p>We will not allow parents to wait inside the school office area for the start or end the school day.</p> <p>From Monday 8<sup>th</sup> March, the year group email accounts will no longer be operational. Parents and carers must use the usual school admin email from this time.</p> <p><a href="mailto:admin@csm.swecet.org">admin@csm.swecet.org</a></p>
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<b>Clubs</b>	<p>We will be offering breakfast club as usual.</p> <p>The breakfast club will be attended by children from across all bubbles so strict social distancing will be in place and children will be asked to wash their hands on entry and when leaving.</p>
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<b>First Aid</b>	<p>Where possible, children will be treated by an adult in their bubble, this will avoid the child mixing with anyone else.</p> <p>Any child showing Covid -19 symptoms will be sent to the identified Covid First Aid room immediately where they will be isolated until parents collect them. Government guidance must be followed regarding self- isolation for that household and we ask that you seek a test to confirm the infection. School must be notified immediately of the result.</p> <p>If a case of Coronavirus is confirmed within a bubble (adult or child) all those within the bubble will be sent home and all will be required to isolate for 14 days. This decision will be taken in conjunction with Public Health Thurrock.</p> <p><b>Staff Illness</b></p> <p>Any adults showing any symptoms of any illness will be sent home, however mild. This is to protect the group as a whole. A replacement teacher will be used to cover that member of staff.</p>
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<b>Social Distancing Measures</b>	All children will be advised upon their return to school about social distancing. They will be reminded what will be required of them whilst they are in school. However, our school is not insisting on social distancing as we know that children cannot maintain this as they are young and naturally wired to mix with their peers especially when outside playing.
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<b>Staffing</b>	<p>There will be a Designated Safeguarding Lead in school every day.</p> <p>Teachers and teaching support staff will only mix with their bubble as far as is practicable. Senior, pastoral and staff who have roles across the whole school will need to have contact with more than one bubble but will ensure they follow the Government guidance regarding working safely.</p> <p>Catering staff will prepare the food, which will be collected and delivered to classes. This is with the exception of years reception, one and two who will all be eating in the dinner hall on separate year group tables.</p>
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**We are trying very hard to offer a safe environment balanced with the crucial requirement to ensure children return to school happy, confident and settled in an environment which is not unrecognisable. Please follow the guidance above and help us to provide a school which is safe of all members of our community.**