



**Early Years class space**

# Parent Handbook

Taking you step-by-step through starting at school following Covid-19



**MELDRETH**  
Primary School

# Key Information

## What are our school times?

Year Group	School sessions
Reception	8:45 – 2:30pm (12:45pm on Friday)
Year 1	9am – 2:45pm (1pm on Friday)
Year 6	9:15 – 3:15pm (1:15pm on Friday)
Key Workers	8:40 – 3:00pm – hall door

## Arrivals and departures

Drop off is at different **times** for different pupil groups but directly to their outside classroom door **not in the cloakrooms**.

**To support staff with planning time we will close after lunchtime on Fridays.**

Children can be walked through our now **one way system (at the front of school)** dropped off at the gate, with parents leaving through the carpark pedestrian gate. One-way traffic through our external site will avoid face-to-face passing and will be clearly marked.

**Unfortunately, we cannot arrange safe access for parents to the school site and to school office.**

School contact will remain as telephone & email only. The school gates will be open longer than usual due to staggered drop off and collection times. Gates will be supervised at all times and staff will be aware that the entrance to the playground will be open at the start and end of the day and will be locked at other times. Classroom doors and windows will be held open and will remain open throughout the day where possible.

## School Organisation- Puffin & Swift class

As we know that children will find social distancing difficult we are supporting them by placing children in discrete groups or **'bubbles', of no more than 12 children**.

To support this your child will be taught in discrete friendship group in their year and **may not be taught by their class teacher**, but another trained teacher and a teaching assistant. **Staff, teaching your child will not teach elsewhere in school.**

Outside areas will be zoned so 'class' bubbles will remain separate from one another. Our amazing

outdoor space will be used as much as possible with each bubble using the same space each day.

**Lunches will be eaten in the classrooms.**

Please **only send your child with a water bottle** and packed lunch (if necessary). **We will not be permitting any other equipment, including bags in school.** All books can be returned to school at the school gate and will not be recirculated until after a quarantine period. New books will be sent home by hand.

**All children in Puffin and Swift classes are entitled to a free school meal cooked on the premises.**



## Safety: arriving late

In the interests of safety, whilst the gate will be open longer than previously, the gate will be locked after the last group arrive, shortly after 9.15am. We advise you to arrive promptly. **We do not expect children to leave the premises during school hours.**

## School Organisation- Hawk class

Our older children will also be placed in discrete groups or **'bubbles', of no more than 12 children**. We aim to use Kestrel & Kite classrooms for our Y6 pupils with fewer desks, and children seated apart. Children should NOT use the cloakroom but should keep coats on their chair and any lunchboxes under their desk.

Children **do not need a bulky rucksack or pencil case** as we cannot store these and all stationery will be provided in an individual pack

## School Meal Vouchers

**Free-school Meal vouchers will continue** for all children not accessing a hot meal in school.

## School Attendance

We will keep a daily register for each group but **parents deciding not to send their pupils to school will not be penalised by the Local Authority this term.** Further guidance about who should consider not coming to school (children have an underlying health condition and are in the 'extremely vulnerable' category) can be found at [Gov.Uk](https://www.gov.uk)

To support us in planning our provision we ask that parents book their children in by contacting school. **Unexpected children may be turned away due to staffing shortages.**

## Uniform

Children should wear school uniform where possible. We understand that it is challenging replacing uniform currently. **Children MUST wear PE kit on PE days** as advised by the class teacher. **No other personal belongings are allowed in school.**

## Key Worker Children

Year 2, Year 3, Year 4 and Year 5 children are not expected in school yet unless they are in critical worker families or are have been deemed 'vulnerable' by school staff.

For all other children, **the current system of signpost home learning will continue** but teachers will correspond with your child less frequently due to their daily teaching commitment. **Please continue to send in completed home learning.**

## Food in school

Lunch time is from 12:00 noon - 1:00pm. Children may bring a packed lunch or have a school meal cooked on the premises.

During the lunch break the children are closely **supervised by staff assigned to their bubble.** School lunch is healthy and tasty; we have vegetarian options and can cater for special dietary requirements. Our on-line cashless system on My Child At School (MCAS) website will continue to operate and **meals will be eaten in classrooms.**

## First Aid

We aim to provide high quality first aid but this is difficult to provide without closer contact. To limit contact as much as possible, each 'bubble' will have a first aider and will have a supply of first aid kit. We may ask older children to rinse, dry and then dress a wound under instruction.

Only adults linked to the group will administer first aid. Ice packs will be provided in each classroom and we

will wash ice pack holders after every use. We will use our usual PPE (gloves) for routine first aid.

**If a child is showing symptoms of COVID 19 we will isolate them from other children until they can be collected and supervised by office staff.**

We will phone parents to collect their children in order to reduce risk of any infection.

**If a child becomes ill and Covid-19 is confirmed then parents MUST contact the school.** We would need to ask their 'bubble' and associated staff to self-isolate. Staff may use PPE including facemasks if they feel this is necessary but we will try to offer care at a distance.

## Helping your child in school

It will be important for all children to respond to instructions and to stay apart but we acknowledge that for small children that may be a challenge! If children struggle to respond to us and our instructions we will need to ask you as parents for your help.

**At this stage, it would be helpful please to talk through these changes with your children.**

There will be changes in available play equipment, and less contact play with each other, football tackling will not be possible. Instead, we can offer structured games where children will be encouraged to stay apart – developing dribbling skills or goal shooting for example.

## Lookout Club

Lookout club may be restarting for Key Worker children, where there is need. Children will remain in their class bases where extended childcare is necessary from our wraparound staff.

## Hand Washing

Children will be asked to sanitise their hands at the gate and wash their hands on arrival and then frequently during the day with soap and running water. Classrooms have a suitable supply of soap and access to warm water for washing hands.

Appropriate controls are in place to ensure the suitable cleaning of children's hands

- after outside play
- before meals, and
- following the use of toilets.

Sanitiser is available around the school but should not be used instead of running water and soap!

Classroom sinks are available for children who need additional monitoring or on coming into school from play.

## Cleaning

School staff and our site team will follow the latest information on [cleaning in non-healthcare settings for Covid19](#) as advised by the Government.

## Parent/Carer Partnership

The most important partnership that we have is with parents. We believe that children make maximum progress when home and school work closely together. Reading and home learning is an important part of this partnership.

**After half term, parents of children in Year 1 and 2** will now be offered the online platform **Tapestry to enable easier communication** between home and school.

**Parents of children in Year 3 and 4** will be offered **Google Classroom** accounts, where work will be set, children will be able to communicate on their class stream and photos and videos uploaded for teachers to see. Children will use this virtual classroom in Year 5 & 6 independently. Both platforms have an APP, which should make contact more straightforward. Phone 01763 260432 (option 2) for more support.

We will continue to provide regular contact with families. Our policy is to keep a virtual open door for parents at all times.

## School Attendance and absence

If your child is ill or shows any symptoms that they are unwell, such as a high temperature or cough, please ensure that you:

- **inform the school on the first day of absence by 8:30am**
- **keep us informed of test results**
- **Continue to follow the Government's [self-isolation advice](#)**

## School Curriculum

Our home learning provides children with a home-adapted balanced curriculum. Where possible much of the face-to-face learning will mirror home learning provision as this is the learning that we feel best supports the children. However, our daily act of worship will only take place in each class bubble.

## Residential & class visits

No class or residential visits are planned until Government advice changes.

## Jewellery

For safety reasons we request that **only small studs are worn in pierced ears** and that these are **covered with medical micro pore tape during PE**. In addition to this we do not recommend the wearing of rings or necklaces. **Watches can NOT now** be worn in Key Stage 2 classes.

## Special Educational Needs

Mrs Samways is the lead teacher for Special Education Needs and Disabilities in our school. Her role is to support staff in ensuring that additional support is given to a child who requires it in accordance with our policy and guidelines. **Where possible children with an EHCP plan will have their usual support staff working with them** and we will let you know if this has to change due to staffing availability. We continue to work to the Code of Practice for Special Educational Needs (DFE).

## Medicines

A medical form must be completed if children change to their medication for schools to administer this. Let school know if you wish to update your child's details.

If your child is asthmatic and requires medication during the day, then an inhaler **should be kept at school**. Please make sure your child's teacher is aware of any inhalers used. The inhaler should be labelled.

## Communication

A weekly newsletter is emailed to all parents/carers and placed on the school website.

Our MCAS  site enables us to continue to email parents any important information. **Please keep your MCAS account up to date with any changes to your email address or contact numbers.**

