



Parent Handbook

Taking you step-by-step through
Reopening school after Lockdown 2.0



MELDRETH
Primary School

This guide explains how we will be reopening school from 8th March

We would like to thank you for the huge effort that you have put in to provide remote education for your child during national restrictions and are pleased to announce that school and Lookout club will be open to all pupils from 8th March and school attendance is compulsory.

Since January, our staff have been using twice weekly asymptomatic testing as an additional measure to protect those children who have continued to access education in school.

All changes that we make to our provision aim to reduce any spread of the COVID-19 virus, keep your family safe and to ensure that we do not have to close school and restart our home learning provision.

Arrivals and departures

Drop off is at different times for different pupil groups **for you and your families safety**. Children will be **collected by their teacher at the gate** and will enter classrooms directly from outside classroom doors **not using cloakrooms**. It is important that you do not line up before your child's entrance time.

What are our school times?

Year Group	Drop off at	Collection at
Puffin Class	8:30 am	3pm
Swift & Osprey Classes	8:40 am	3:10pm
Wren & Kestrel Classes	8:50 am	3:20pm
Kite & Hawk Classes	9 am	3:30pm

Children can be dropped off through our **one way system at the front of school** with parents leaving through the car park pedestrian gate. One-way traffic through our external site is planned to avoid face-to-face passing. **Please be prompt and avoid remaining on school site between drop off time for your families safety.**

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.

Unfortunately, we cannot arrange safe access for parents to the school site and to school office. School contact will remain as telephone & email only. No items can be dropped off late for pupils.

School Organisation

Children will be placed in **discrete 'bubbles', with the same staff each week**. Wherever possible, staff, teaching your child will only teach across two classes in school.

Outside areas have been zoned so that 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.

What to bring with your child

- Clean school uniform or PE kit each day
- Warm and waterproof clothing
- PE Kit can be worn on PE days
- Packed lunch
- Water bottles can be brought and left in school; they will be cleaned and refilled daily.
- All books can be returned to school at the school gate and will not be recirculated until after a quarantine period.
- All children in Puffin, Swift & Wren classes are entitled to a free school meal cooked on the premises.

Classroom doors and windows will be held open and will remain open throughout the day where possible. Children will keep coats and any lunchboxes in their classrooms. They do not need a rucksack and all stationery will be provided in an individual pack.



School Attendance

We will keep a daily register and **parents deciding not to send their pupils to school will be penalised by the Local Authority.**

In the interests of safety, the gate will be locked after the last group arrive, shortly after 9am. We advise you to arrive promptly. **We do not expect children to leave the premises during school hours.**

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](#)

Food in school

Children may bring a packed lunch or have a school meal cooked on the premises. Our school lunches are healthy and tasty; we have vegetarian options and can cater for special dietary requirements.

Children will be eating in their classrooms. A piece of fruit can be brought in for children in Key Stage 2. During the lunch break, in order to support children's emotional needs at this time, children are closely **supervised by staff assigned to their bubble** and each class will be taking breaks including lunch breaks flexibly with one other class.

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 class first aider 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 are available 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 will be collected and supervised by office staff. We will phone parents to collect their children in order to reduce risk of any infection. Staff may use PPE including facemasks if they feel this is necessary but we will try to offer care at a distance.

If a child becomes ill at any time parents MUST contact the school [letting us know the reason your child will not be in school.](#) If a case of Covid-19 is confirmed then we would need to ask their 'class bubble' and associated staff to self-isolate for 10 days. **During any**

school closure, home learning will restart. Where a whole class needs to isolate, live lessons will take place.

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.

Please 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 will offer structured games where children will be encouraged to stay apart – developing dribbling skills or goal shooting for example.

Breakfast & After School Club

Lookout club will be restarting from Monday 8th March where there is need – please let us know if you may need this support at all during the term. Children will remain in their class groups. See our [separate guidance](#).



School Curriculum

Our school and home learning provides children with a broad and balanced curriculum. However, assemblies will now take place in each class bubble and all PE sessions and some music sessions will take place outside.

Residential & class visits

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

Hand Washing

Children are asked to sanitise their hands at the gate and wash their hands on arrival in class 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. Sanitiser will not be used instead of running water and soap!

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.

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

Children make maximum progress when home and school work closely together. Reading and home learning is an important part of this partnership.

Staff will continue to communicate regularly with parents of children in **Pre-school, Puffin, Swift & Wren classes** using the Tapestry platform.

Parents & staff of children in **Osprey, Kite, Kestrel & Hawk classes** will continue to use Google Classroom accounts, where learning at home and school will be shared and children will be able to communicate on their class stream. Children 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.

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**.

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 staff availability. We continue to work to the Code of Practice for Special Educational Needs (DFE).

Medicines

If there is a change to your child's medication please complete [this form](#) in order that schools can administer this.

If your child is asthmatic and requires medication during the day, then a labelled inhaler should be sent in on their first day kept at school. **Please make sure school office is aware of any inhalers used and has created an Asthma plan for your child.**

Communication

Our 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.**



GETTING BACK TO SCHOOL

The safety and wellbeing of our children and young people will always be our number one priority

Our schools will be safe spaces.

Cambridgeshire County Council PETERBOROUGH CITY COUNCIL

'We can't wait to see you all back in school again'

The staff at Meldreth Primary School