



A Learning Ladder for Life

# South Borough Primary School

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Friday 17th July 2020

Dear Parents and Carers,

It's been quite a journey! We are really looking forward to having all of our pupils back at school on **Thursday 3rd September**. The DfE have produced guidelines to support us in opening our school safely. The guide below goes through some of the changes which we will be putting in place in order to keep you and your child safe.

Although this is a lengthy document, we are asking that you take the time to read it carefully not only for reassurance but to ensure that **your child is at school on time** and is able to follow the systems and procedures we have put in place to keep all safe.

**No parents will be allowed on site**, we will ask parents to drop your child/ren off and **say goodbye at the gate**.

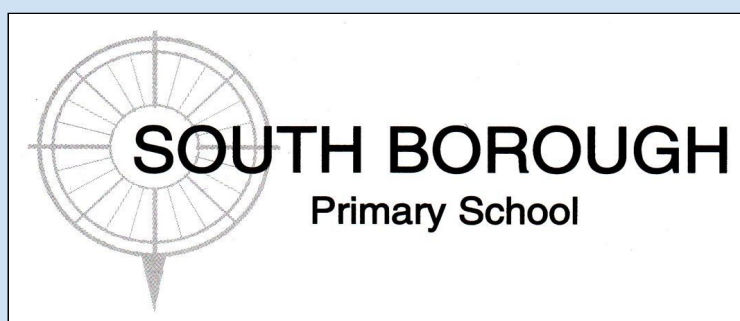
Start Date	Year Group	Drop off Time	Collection Time
Thursday 3rd September & Friday 4th September	Reception: Phone calls/video calls to parents		
Monday 7th September Tuesday 8th September	Reception: Phone calls/video calls to Early Years Settings		
Wednesday 9th September Thursday 10th September Friday 11th September	Reception Stay and Play	Group 1 - 09.30 Group 2 - 13.15	11.30 15.15
Wb 14th September	Reception (all children)	09.00	11.30
Wb 21st September	Reception (all children)	09.00	12.30
Wb 28th September	Reception (all children)	08.50	15.05
Thursday 3rd September	<b>Group A &amp; B</b> All children with siblings at SB Years 1 - 6	08.40	15.10
Thursday 3rd September	<b>Group C &amp; D</b> All children who do not have siblings at SB	08.50	15.20

Kind regards,

**Mrs J Olivier**  
Executive Headteacher

**Mrs T Oakley**  
Head of School

# **Return to School Parents Handbook**



## **September 2020**

# Actions taken to minimise coronavirus (COVID-19)

## 1. Clean hands thoroughly more often than usual

- a. Children on entry wash their hands- before school, after break, after lunch, after PE and other outdoor activities.
- b. Hand sanitiser stations around school to be used by all staff and children
- c. Children and adults wash hands every hour- build routines into school culture, supported by behaviour expectations and helping younger children and those with complex needs understand the need to follow them.

## 2. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- a. Tissues and bins provided for each classroom
- b. Younger children will be given support to do this.
- c. Children who deliberately cough or breath heavily on their peers and/or staff will not be tolerated. Parents/carers will be contacted and an immediate meeting will be held to discuss a way forward.
- d. Classroom windows will be open at all times to ensure good ventilation.

## 3. Introduce enhanced cleaning

- a. Additional cleaner employed during the day between 10:00-13:00 every day to clean 'high touch' areas.
- b. Regular cleaning of tables in the classroom

## 4. Minimise contact between children

- a. Children and staff will be placed in group 'bubbles'. They will remain in these 'bubbles' and not mix.
- b. Children do not need to socially distance. It is acceptable for them to not distance within their group
- c. Maintaining distinct groups or 'bubbles' that don't mix makes it quicker and easier in the event of a positive case - this ensures the safety of children and staff when engaging with NHS Test and Trace.
- d. There will be a one way system around school which will be used by all staff and children.

## 5. Measures within the classroom

- a. Seating- children, where possible, should be seated forward facing
- b. Reduce face to face contact
- c. Ideally adults should maintain 2 metre distance from one another, and from children.
- d. Minimise the time they are within 1 metre of someone
- e. For children who are old enough, they will be supported to maintain distance and not touch staff. Children in KS2 will be supported to do this, but it may not always be possible for those with complex needs.



## NHS Test and Trace

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. All children and adults are eligible for a test (including children under 5 years of age).

- The school will ensure that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the school day is sent home.
- Children who become unwell with coronavirus (COVID-19) symptoms will be taken to an isolation room. A member of staff, from the child's bubble, will look after your child.
- Parents will be contacted immediately- children should be collected within a reasonable timescale (as soon as possible).
- Parents/carers must then engage with NHS Test and Trace. Children should be taken for a COVID-19 test and self-isolate.
- If the parent refuses to have their child tested, their child/ren will not be able to attend school for 14 days.
- Children who test negative will be able to return to school
- If a test comes back positive, all children and adults working in the 'bubble' will be asked not to attend school and self isolate for 14 days following Government guidelines.
- If children develop symptoms within the 14 day period (including the 14th day) they should be tested and engage with NHS Test and Trace. [testing and tracing for coronavirus website](#)



## Dropping off and picking up my child

**Timings will be very important. Please do not arrive early or late!** This will enable us to avoid congestion on the playground and around the school site. In order to keep everyone safe, the leadership team has decided to divide the school population into two separate groups- Group A and Group B.

**Group A & B** will be families of all **children who have siblings** that attend South Borough Primary School.

**Group C & D** will be children **who do not have siblings** that attend the South Borough Primary School.

For children in reception and nursery, all children in these year groups will be dropped off at gate 1. These children should not be dropped off at any other gate.

### “Drop Off”

Group	Drop off time	Gate Number	Where to say goodbye to your child/ren
<b>Any children who walk to school</b>	08:40-08:55	Gate 4	You will need to say goodbye at the gate. You are not allowed to come on to the school site.
<b>Group A</b> All children with siblings at SB Years 1, 2 and 3	08.40-8:50	Gate 3	To avoid overcrowding on the playground you will need to say goodbye to your child/ren at the gate.  This applies to all children in nursery, reception, year 1, 2, 3, 4, 5 and 6.  If you feel that your child is not ready to say goodbye when you reach the front of the line, please take your child to the back of the line, reset, and try again. There is no rush and we understand that sometimes saying goodbye may take more than one attempt. This is normal, so please do not worry.
<b>Group B</b> All children with siblings at SB Years 4, 5 and 6	08.40-8:50	Gate 2	
<b>Group C</b> All children who do not have siblings at SB Years 1, 2 and 3	08.50	Gate 3	
<b>Group D</b> All children who do not have siblings at SB Years 4, 5 and 6	08.50	Gate 2	
Nursery and Reception	See separate information	Gate 1	





### “Pick Up”

Group	Pick up time	Enter via Gate	Exit via Gate
Reception	15.05	Gate 1	Gate 1
<b>Group A &amp; B</b> All children with siblings at SB Years 1, 2, 3, 4, 5 and 6	15.10-15.15	Gate 2	Gate 3
<b>Group C &amp; D</b> All children who do not have siblings at SB Years 1, 2, 3, 4, 5 and 6	15.20	Gate 2	Gate 3
Nursery	11.40 & 15.40	Gate 1	Gate 1



# Where should I go to pick up/drop my child off each day?

Gate plan of school site.

	<b>Gate 1</b>		<b>Gate 3</b>
	<b>Gate 2</b>		<b>Gate 4</b>

Parents and carers should respect all signage and maintain a safe distance from the supervising adults.

In order to keep children safe, parents and carers should pick up and drop their child off at the specified times above. If parents and carers arrive with their children before their allotted time, they will be asked to rejoin the queue where they will be able to access the site at the specified time.

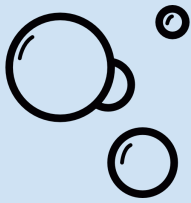
This will avoid overcrowding around the school premises and keep everyone safe.

“We are all in this together” - all of us have a responsibility to ensure ourselves, our families and colleagues at school can be kept safe by observing the strict timings and instructions above.

## Attendance



It is **vital for all children to return to school** to minimise, as far as possible, the longer-term impact of the pandemic on the children’s education, wellbeing and wider development. **We are expecting all children to return to school in September** unless they are unwell. Attendance will be tracked from day one for all children.



## I've heard that the children will be organised into bubbles. What are 'Bubbles'?

Bubbles are year groups of pupils. The purpose of remaining in groups ('bubbles') is to minimise contacts and mixing between others. Following Government guidelines, the school has done all it can to minimise contacts and mixing of children and staff while planning to deliver a broad and balanced curriculum.

'Bubbles' will have playtime and lunchtime together and will be kept apart from other 'bubbles' whilst at school. This enables thorough and rigorous contact tracing within the school.

Staff will care for children within their bubble as they normally would. For example, if a child was upset or injured then we will comfort them as normal. All pastoral Bubbles will have a mixture of support and teaching staff.

Classrooms have been adapted to support distancing where possible. Where tables are used, they will face the front where possible and children will sit side-by-side, not facing one another.

Example of how a classroom layout may look:



## What if I need to speak to my child's class teacher?

**Staff will not be available to speak to you at drop off or pick up,** unless your child's class teacher initiates the contact. Teachers must commit their time to ensuring all children are safe at all times without distraction. Parents can contact teachers through a phone call or email to the office if they have queries about the day or they can call to make a phone appointment.



## How can I contact the school office?

Children should arrive at their designated time. Parents will only be allowed onto the site if there is an emergency. Please communicate with us by email [office@sbps.kent.sch.uk](mailto:office@sbps.kent.sch.uk) or phone 01622 752161. The school office is not to be accessed by parents unless through prior arrangement via a call or email.



## Will the children have assemblies?

Every class has a clever touch device to facilitate assemblies online. There will be no assemblies in the hall.



## What are the behaviour rules and expectations?

Staff will continue to follow the existing behaviour policy with regards to positive behaviour reinforcement.

Any child not following the behaviour policy will need a risk assessment completed to ensure they are safe and their peers and staff are safe too.



## Breakfast Club and After-School Club

Children may resume their Breakfast Club and Afterschool Club provision located on our site from **Monday 7th September.**

## How will this work alongside 'bubbles' in reducing the risk of coronavirus (COVID-19)?

Some groups of children will be allowed to mix into wider groups eg breakfast club. Children who mix in these groups will be tracked and recorded rigorously so that, if any child tests positive within these groups, or any other groups they belong to, school staff will be able to alert parents/carers immediately.

If any children test positive, the same procedures will apply in accordance with testing and self-isolation.

## How much will Breakfast Club and After-School Club cost?

**Breakfast Club** £2.50

**After-School Club** £10.00

## Timings

Breakfast Club (please note new start time and places must be booked in advance)

**Starts:** 07.30 (Entrance gate 2- **Last entry will be 08:00**)

**Ends:** 08.40

After-School Club

**Starts:** 15.15

**Ends:** 18.00 promptly (Exit gate 2)



## What should my child wear to school?

Children should wear their full South Borough school uniform. Children in Year 3 joining KS2 will be expected to wear a formal shirt and a South Borough tie. Children will need to have their PE kit in school (except for EYFS) and should not wear PPE in school.