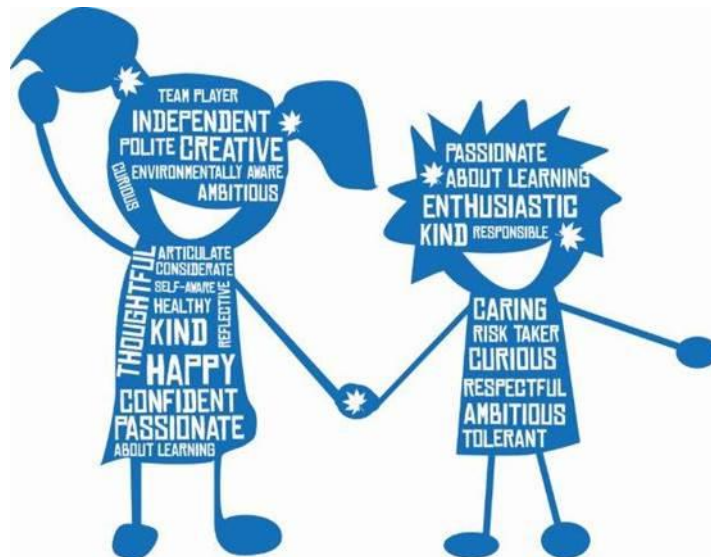


Myatt Garden Primary School



Coronavirus (COVID-19)

School Opening

September 2020

Handbook for Parents/Carers

Introduction

The government has announced that educational settings can open to all pupils in September, provided that additional safety measures are put in place to minimise the risk of coronavirus transmission. In line with the government's direction, and following a robust risk assessment process, we are welcoming back all pupils from **Friday 4th September 2020**.

We are so pleased to welcome you back and to thank you all for your support and understanding during the coronavirus (COVID-19) pandemic. We are all excited that everyone is coming back to school. To help everyone stay safe, and give us the very best chance to remain open, it is vital we work together to ensure all of the measures we have in place work well. We have put together this handbook to provide you with details of the measures that are being put in place to ensure the safety of our school community as we fully open. We hope this will address any of your concerns and reassure you that we have taken all the necessary precautions in preparing to welcome all our pupils back to school.

Alongside some organisational changes, we have taken great care to provide a specific curriculum to support children as they return. This will prioritise the holistic needs of our children, by providing them with time to talk about their experiences and to look forward to times ahead, as well as reinforcing good hygiene habits, etc. in a child-friendly way. Most importantly, we will be focusing on making school a fun place to be and learn!

Please feel free to email us at admin@myattgarden.lewisham.sch.uk or call the office on 020 8691 0611, if you have queries. Please note that you will not be permitted to come onto the school site without prior agreement with the school.

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In order to keep our school safe, the most important things you can do are

- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms or if any members of the household develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Help your child understand the importance of infection control, good hygiene, and social distancing
- Strictly adhere to your child's pick-up and drop-off times / location – ensuring you leave the school site promptly, maintaining social distancing with staff and other adults.
- Communicate with the school via telephone or email.

All this guidance is current, but things are changing daily. If there is a spike in cases, we may have to go into a local lockdown and different controls may be implemented.

We will endeavour to keep you updated with any changes as soon as we can.

1. Risk Assessment

The school has undertaken a robust risk assessment to identify all the risks and we have implemented control measures in line with the Government Guidance.

Once it has been agreed by governors and union representatives, you will be able to find the latest summary version on the school website.

2. Symptoms

If anyone in your household becomes unwell with

- a new and persistent cough or
- a high temperature, or
- has a loss of, or change in, their normal sense of taste or smell (anosmia),

you must stay at home and not come to the school. You should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which states that you should self-isolate for at least 10 days and should [arrange to have a test](#) to see if you have coronavirus (COVID-19).

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school.

3. Testing

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child, or anyone in the family, is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

You can also call NHS 119

Where possible, we will provide a home testing kit for you to ensure that your child and other members of your household can easily access a test.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period.

You should inform the school immediately of test results.

You will also need to engage with the NHS Test and Trace programme, meaning that you need to be ready to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Ensure your child self-isolates if they have been in close contact with someone who develops coronavirus symptoms or who has tested positive.

4. Procedure for Pupil Displaying Symptoms of Covid-19

It is extremely important that all parents and pupils remain vigilant regarding preventing, identifying and minimising the spread of coronavirus.

We ask, therefore, that you do not send your child to school if they have any of the following symptoms.

- **A high temperature – this means they feel hot to touch on their chest or back**
- **A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)**
- **A loss of, or change in, their normal sense of smell or taste – this means they cannot smell or taste anything, or things smell or taste different to normal**

It is also important that you do not send your child to school if somebody in your household has tested positive for, or has symptoms of, coronavirus.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school within a designated area.
- Your child will be supervised while awaiting collection.
- You will be asked to come to collect your child as soon as possible.
- We will ask you to have your child tested for coronavirus.
- You will be asked to engage with the NHS Test and Trace programme.

If an individual in your child's class tests positive for coronavirus, the school will send the individual's close contacts home to self-isolate for 14 days.

Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.

- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if this is the case and ask that you pick your child up from school as soon as possible.

All parents will also be informed that a positive case has been identified. It will be clear that your child has not been a close contact of the identified case.

5. Social Distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

We have:

- Arranged desks and chairs in classrooms to avoid face-to-face contact
- Staggered lunch and break times
- Assigned toilets to "bubbles"
- Provided signage and floor markings to encourage social distancing
- Arranged a one-way system where needed

6. Arrangements

Children will work in their individual classes, but will be in year groups when they are outside in the playground.

- We will endeavour to ensure that individuals within a bubble do not mix with members of another bubble.
- Some staff may have to move between bubbles to deliver a full curriculum, assist classroom staff, deal with an emergency situation, to provide cover etc. These staff will ensure social distancing is maintained and undertake robust hand washing procedures.
- Each year group will have a designated outdoor area and resources for break and lunch times.
- Desks and chairs will be forward facing from Year 2 and as far apart as possible. Furniture has been removed from certain classes to provide extra space.
- Year 1-6 will be issued with their own stationery sets and will not be shared.
- Staff will always try to maintain 2m distance from the children – this will mean that they will spend more time teaching from the front. They will still be providing feedback and support to individual children. This will be done side-to-side or from behind the child.
- All classrooms will be well-ventilated.
- Adults may be wearing masks / visors at certain times.
- Any equipment or resources that are shared with other bubbles will be thoroughly cleaned or taken out of use (for 72 hours) before being used by another bubble.
- We request that pupils do not bring in non-essential items from home e.g. pencil cases, scarves, toys, jewellery etc.
- Pupils will be able to take home books and resources from their class to aid with their education. When returned they will be taken out of circulation for 72 hours before they can be used by others in the bubble.

- Each bubble will be allocated specific toilets which will be cleaned regularly during the day.
- Tissues and hand sanitisers will be available in each class.
- Contact points and surfaces will be cleaned and sanitised regularly during the school day.

We request that your child only brings into school:

- A named water bottle which can be refilled in school (Cups will not be provided and water fountains have been removed)
- Packed lunches (if required)
- Essential medication / medical equipment
- Coats and other essential outdoor wear
- Book bag only on their book changing day
- Homework to be returned on Tuesdays in their folder

7. Travelling to School

Pupils should walk to school wherever possible or be dropped off by only 1 member of their household. At this point we are unable to store bikes and scooters on the site.

Public transport should be avoided; however, if you need to use public transport to get to school, you should follow guidelines on social distancing and wearing protective clothing, e.g. face masks / face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

8. Face Coverings / Masks

Public Health England does not (based on current evidence) recommend the use of face coverings in primary schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

If your child wears a mask / face covering to school, you will need to provide them with a labelled re-sealable plastic sandwich bag that they can seal their mask in when they arrive at school until the end of the day.

9. Drop off and Pick Up

Drop off and pick up times will be staggered in order for us to adhere to social distancing guidelines as much as possible. We ask that pupils are dropped off or picked up by only one accompanying adult.

Parents / Carers will not be permitted to enter the school building or gather in groups outside of the school premises. We ask that you follow the one-way system which we have set up and 'drop, cross the road and go' so as to maintain social distancing. Whilst we normally love a chat, it will be important that we are all limiting contact with other adults at the gate – this will be one of the most vulnerable parts of our day when different families could be in contact if we don't take care.

Please note each year group has been allocated a ten minute slot for arrival at school at a set gate. Teaching assistants from each class will be at the gate to greet you and ensure social distancing. At the end of the day each class teacher will be releasing their class at a set time from the same gate.

If you are running late, you will now need to phone the school and arrange an alternative time to drop off your child. You will not be able to just arrive at a later time with your child.

The table below outlines class start and finish times, as well as the gate that you will need to use.

		ARRIVAL Each Year group has a 10 minute slot for arrival	GATE	HOME TIME Each class will need to be collected promptly
Reception	Ms Mushtaq	9.00-9.10 am	STAIRS (Upper Brockley Rd between Year 1 classes)	3.00 pm
	Ms Fenton			3.10 pm
Year 1	Ms Love	9.15-9.25 am	STAIRS (Upper Brockley Rd between Year 1 classes)	3.25 pm
	Ms Corker			3.35 pm
Year 2	Ms Morkus / Mahardy	9.15-9.25 am	HOUSE (Upper Brockley Rd by blue tiled house)	3.20 pm
	Ms Smith			3.30 pm
Year 3	Ms Whelan / Kerr	9.15-9.25 am	TOP (Upper Brockley Rd by boat)	3.35 pm
	Ms Rolland			3.40 pm
Year 4	Ms Morgan	9.00-9.10 am	TOP (Upper Brockley Rd by boat)	3.20 pm
	Ms O'Brien			3.25 pm
Year 5	Ms Damant	9.05-9.15 am	POND (Rokeby Rd)	3.30 pm
	Ms Pons			3.35 pm
Year 6	Ms Morgan / Brocklebank	8.50-9.00 am	POND (Rokeby Rd)	3.15 pm
	Ms Tracey			3.20pm

Any children that are collected late will wait with a senior teacher for collection. They will discuss future arrangements with you.

10. **Infection Control**

Strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in our school.

Staff will work with all pupils to ensure they understand the need for these procedures and positively reinforce good infection control behaviour where necessary.

Pupils will be asked to wash / sanitise their hands at various times during the day including

- On arrival
- After removal of their face mask / covering.
- Before and after playtime
- Before and after lunch
- After using the toilet
- After coughing or sneezing
- Before choosing books

- If they have reason to change rooms

Pupils will wash their hands for at least 20 seconds using soap and water or use the provided sanitiser. Young pupils and pupils with educational needs will be supervised when doing this.

We have also enhanced our cleaning regime to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc.). Staff and visitors will also be required to follow stringent infection control measures.

We have disconnected all our water fountains. However, pupils will have access to drinking water in their classrooms using their own named bottle.

11. Food and Drink

Hot school dinners will be available to all of the children.

Arrangements have been put in place to ensure mixing between bubbles is avoided during lunchtime. These include

- Staggering the times for lunch break across the school
- Re-arranging furniture in the lunch hall
- Year 6 having their lunch in their classroom
- Cleaning of the hall space between sittings
- Separate cutlery, jugs, cups and serving utensils for each sitting

12. Visitors

Visitors will not be permitted to come onto our school site without a prior appointment or unless it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil.

Parents that need to come into school will need to make an appointment first. Please call the school office on 020 8691 0611 if you wish to meet with a member of staff.

Meetings will only be held where absolutely necessary and ensuring social distancing.

13. Breakfast and After School Clubs

We hope to re-establish both our breakfast and after-school provision by 21st September.

More information will be available soon.

14. First Aid / Intimate Care

There have been significant changes to our first aid and intimate care procedures to ensure we have effective hygiene controls in place whilst we care for children.

Additional personal protective equipment has been issued to staff and where possible social distancing will be maintained.

The accident / incident reporting procedure will remain unchanged.

If you are called to collect your child after an accident you will need to come to the main entrance on Rokeby Road and you will be asked to wait under the canopy where we will hand over your child.

15. School Trips

The government has advised that residential school trips should not go ahead until further notice.

We are not currently planning or arranging any school trips that involve public transport.

16. Assemblies / Gatherings / Events

The government have advised schools not to hold full school assemblies at this time.

We will be providing a programme of virtual assemblies each week to ensure that we maintain a sense of community.

We will not be organising any events or gatherings for the foreseeable future; this includes any Friends of Myatt Garden events.

17. Curriculum

It is important that as a school we maintain our focus on supporting as we help them get back into school life successfully.

We will:

- Be teaching a full curriculum.
- Sending reading books home. These will only be able to be returned / collected once a week on their book changing day.
- Sending homework (where appropriate) home once a week as usual.
- Increasing the amount of outdoor learning, where possible.
- Continuing our PE lessons with Sam – these will involve non-contact sport and only involve children from their bubble. Children should wear PE kit to school on the days they have PE to avoid bringing additional clothes into school.
- Resuming music teaching – Sertac will be providing classes with music lessons. Instruments will be thoroughly cleaned before they are used with other classes.
- IT – laptops and iPads will be thoroughly cleaned between use by other classes.

18. Playground

Children from each year group will be allocated set zones and equipment in the playground and will only be able to play in that area. These will be varied on a regular basis.

Sadly, the children will not be able to play football, contact games or with children who are in different year groups.

19. Behaviour

For our school to remain safe for pupils and staff to return, we have implemented additional rules with regards to social distancing and infection control.

Pupils will be expected to follow these rules, although we understand that they may be difficult for our youngest pupils or those with additional educational / behavioural needs, so each situation will be considered individually.

We will expect pupils to:

- Engage in additional hand washing
- Behave in a way that does not put others at risk
- Maintain social distancing wherever possible
- Not mix with other pupils from different bubbles
- Adhere to all the classroom / bubble hygiene rules

20. Clinically Vulnerable

If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are **now** able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, e.g. wearing a face covering, please contact the head teacher via the school office.