



# Parent and Carer COVID 19

## Information Booklet and Summary of School Risk Assessment

Updates as of 11.09.2020 in red

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## Introduction

Dear parents and carers,

The Coronavirus Covid-19 pandemic continues to affect all aspects of the lives of all people across the whole planet and will potentially continue to do so for a long time to come.

The staff and governors at Stivichall Primary School have a clear, shared understanding of the importance of school and education to children's lives. It is our aim to continue to provide the very best educational experience that we can, as safely as we can, and in following the Government guidelines for all children to return to school from September, as we prepare to start the new 2020/21 academic year.

The aim of the Parent and Carer Information booklet is to:

- Provide information about the plans and measures we have in place to make this happen
- Explain what we need you to do, as parents and carers, to help make this happen

As previously for the gradual reopening in June 2020, we have tried to create an Information Booklet which is comprehensive but also accessible. If you feel more information is needed from us, please do ask. The handbook may need to be updated as time progresses and we will inform you if and when this happens.

## Core Principles

We have three core principles as follows:

1. Creating an environment that is as safe as possible for all
2. Focusing on the wellbeing of all
3. Providing the best quality of education we can for all pupils

### **1 Creating an environment that is as safe as possible for all**

All of our plans and all of the measures we have in place for September 2020 are designed to reduce risk of Covid-19 infection as much as possible. This risk cannot be eliminated completely.

Government guidance gives us a hierarchy of the basic safety guidelines that we will follow:

- Contact to be avoided with anyone with Coronavirus COVID-19 symptoms
- Frequent hand cleaning and good hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing as much as possible and with the understanding that all children will be back in school

We will have practices in place to work to everything in the above list. This will include guidelines for children and staff on how to work together as safely as possible. Organising how to minimise social contact and mixing is challenging but we know that initially it will involve:

- Children in their own classroom groups and in their own classroom space
- Limited mixing between these groups as much as possible (there are time-limited periods when this is not possible, as outlined below)
- Limiting adults mixing between these groups and spaces as much as possible

### **2 Focusing on the wellbeing of all**

This means mental health and wellbeing as well as physical wellbeing. We all need to be aware that adults and children alike will be dealing with a range of issues with many of us will find challenging:

- Anxiety over becoming ill (self and others)
- Still getting used to some differences in the 'school' experience, and of course, different again to the small group provision through the Summer term of 2020
- Getting used to a set of reviewed rules and guidelines
- Still working and learning in slightly different ways to 'normal'
- Potentially dealing with bereavement

We have in school and out of school support available for children and adults and PSHE / Wellbeing will continue to be at the core of our curriculum approach when we return in September. More than this, it is really important that we continue to keep looking out for and looking after one another.

### **3 Providing the best quality of education we can for all pupils**

Children will have a broad and varied range of experiences during the months since lockdown and it is important that our approach to the curriculum reflects this.

We will resume with teaching the broad and wide Stivichall curriculum that covers the requirements of the National Curriculum, and we will continue to focus on wellbeing – social, emotional and personal learning.

The remainder of this Parent and Carer Information Booklet deals with a range of significant topics one at a time. Many of the sections link and they are not presented in any particular order. We would encourage you to read the whole document carefully to understand how each element fits into the broader picture.

#### **Safeguarding**

Safeguarding continues to be at the core of all we do. Our Child Protection Policy is still in place and we are guided by Keeping Children Safe in Education. The school's four Designated Safeguarding Leads (Mrs Ferguson, Mr O'Hara, Mrs Fuller and Mrs Whitehouse) continue to fulfil their roles and Safeguarding is a priority for **all** staff throughout school. If you have any concerns, please ask to speak to a DSL.

#### **Handwashing and Hygiene**

Handwashing remains a key tool in the fight to reduce the risk of infection. All adults and pupils on site will wash hands regularly (on entry to the classroom and at regular intervals throughout the day) with soap and water for a minimum of 20 seconds. Signs around school will serve as a regular reminder and guide for this. We have ensured stocks of soap are high. Paper towels will be available in all toilets to supplement hand driers to ensure all school users can dry their hands thoroughly.

Any child who experiences dry, chapped or uncomfortable skin from frequent washing is advised to seek medical guidance and will be supported by school if they are advised to use alternative soaps etc.

The "Catch it, Bin it, Kill it" message will be a key message in school to support respiratory hygiene and we have plenty of tissues in school with each classroom now having a foot-operated lidded bin.

Children must be encouraged to keep their hands away from their face and to avoid putting fingers or objects in their mouths. We ask that this is reinforced at home.

Anybody displaying any of the symptoms is asked not to enter the school site and to seek medical assistance and to follow the guidance below for 'if you have symptoms'. Please do not put others at risk.

## Hand Sanitiser

We have supplies of hand sanitiser in school to supplement handwashing practices. Children can bring their own hand sanitiser if you would like them to but we would ask you to talk to them about how this should be used sensibly. Any hand sanitiser provided by parents needs to be clearly named and must not be shared between children. There will be hand sanitising stations outside each classroom and entrance point to the school building.

## Personal Protective Equipment (PPE)

We are following government guidance on the use of Personal Protective Equipment in school.

Staff will not typically wear PPE during the course of their normal activities in schools but may need to do for certain activities. Teachers will show children masks and other PPE so that they understand what it is and what it is for in case they do see anyone using it, in or out of school.

The following regarding face masks is taken from the Guidance for full opening of schools updated on 7<sup>th</sup> August 2020:

*Public Health England does not (based on current evidence) recommend the use of face coverings in 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. There may also be negative effects on communication and thus education. Face coverings are required at all times on public transport (except children under the age of 11), when attending a hospital as a visitor or outpatient, or when in a shop or a supermarket.*

Face masks are therefore not needed or encouraged currently for children and staff at Stivichall.

The position of Coventry Local Authority, is that the wearing of face coverings in primary schools is a personal choice – for parents and staff – and therefore they *can* be worn if this is the parent or staff member preference. If face coverings are worn, they should not generally be worn in classrooms, only for communal areas and moving around. The Department for Education has stated that wearing face masks in class will affect speaking and listening, behaviour and engagement in learning. If face coverings *are* worn, this must be done so following a strict procedure to minimise transmission - Public Health England guidance for putting on and taking off face masks and safe storage is as follows:

- Do not to touch the front of the face covering during use or when removing it
- Wash hands immediately upon arrival in school
- Dispose of temporary face covering in a lidded bin, OR place re-useable face covering in a plastic bag that can be kept with possessions and taken home
- Wash hands again before heading to learning/working space

Please note, the recently published guidance on Face Coverings in Education (26<sup>th</sup> August 2020) *currently* applies to children in Year 7 and above only.

**Coventry Local Authority have advised schools to request parents and carers to wear a face covering for drop off and pick up as shared out to parents in the newsletter of Friday 11<sup>th</sup> September 2020.**

## Emergency Medication and Care Plans

Any child with an Epipen or inhaler will have this in their classroom in a secure cupboard. If their medication has to be stored in a fridge, this will be the nearest possible fridge available. Any care plans relating to medical conditions will also be stored within a child's classroom base.

## Medicines

School is not obliged to administer medicines to children (e.g. antibiotics or Calpol). However, we typically do because this enables children to attend school when otherwise they may not. Our intention is to continue with this practice.

Forms must be completed to enable us to administer medicine and can be found on the school website ([click here](#) – Page 18 of the Supporting Children with Medical Conditions policy document) and can be completed and emailed into school. If this not possible, parents must visit the school office (following all appropriate guidance) to drop off medicine and complete a form. Any medicine should be clearly named.

**It should be clearly noted that any child with any Covid-19 symptoms should not be attempting to use medication to keep them in school.**

## First Aid

We always have enough first aid trained staff on site.

Most first aid will, where possible, be dealt with by staff within classroom groups. Should more significant first aid be required, a suitably qualified first aider will come to the classroom to collect the child and take them to an appropriate area to be treated or looked after. PPE will be available for first aiders to use should they need it and this will depend on each situation as it arises. First aiders will be mindful of the need to minimise physical contact but this may be an inevitable part of care and treatment.

**Where any staff member suspects a child may have Covid-19 symptoms, we will remove them from their group, ensure they are supported and cared for safely in a designated and prepared space and contact parents immediately.**

Children in Reception have to have any first aid reported to (and signed off by) their parents. We still need to follow this guidance. Parents will not be able to sign the book physically so, in each case, we will get in touch to advise you of the incident and ask for acknowledgement by email (a phone call is not enough).

We will contact parents of any age where we have given them first aid that involves a head injury or where we feel you would want to be aware for another reason.

## Public transport

Everyone is being asked to avoid using public transport wherever possible at present. Where this is unavoidable, the government has provided guidelines to make this as safe as possible:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

- Pupils, parents and staff are

## When adults or children are symptomatic outside of school

Anybody displaying symptoms must follow the government guidelines available here...

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

- They will need to be ready and willing to book a test if they are displaying symptoms

- They must not come to school if they have symptoms
- They should be aware of what steps to take if they, or any member of their household, display symptoms. This includes an understanding of the definitions and mitigating actions to take in relation to the terms **clinically vulnerable** and **clinically extremely vulnerable** should these apply.
- They should let school know when they have booked a test and results when available.

All parents must make sure they are familiar with up to date guidance. **If school becomes aware that guidance is not being followed, we will be in touch.**

### When adults or children are symptomatic at school

If a staff member displays symptoms in school, they will leave the site as soon as possible.

If a child displays symptoms, they will be isolated within school as quickly as possible. Parents will be contacted and must come and collect their child as a matter of utmost urgency because of the risks to others. The child will be looked after by an adult but at a safe (2 metre distance) and the adult may be required to wear PPE if the safe distance of at least 2m cannot be maintained. This will be assessed by the adult on a case by case basis as necessary.

Thorough cleaning of areas that a symptomatic person has been in will take place before that space is used again.

### Testing

Testing is available to all staff, children and members of their households. We can provide support with this if required. We would ask all members of the community to comply with the testing guidelines as outlined below:

- Know that all children can be tested including children under 5
- Be willing to provide details of anyone they have been in close contact with if they test positive for COVID-19, or if they are asked to by NHS Test and Trace
- Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or with someone who does test positive
- Know that tests can be booked online through NHS Test and Trace or ordered by telephone by NHS 119
- Inform school immediately of the results of a test
- If a test is negative, the pupil or staff member can return to school when they feel well enough to do so and other members of their household can stop self-isolating
- If a test is positive, they should follow the stay at home guidance and self-isolate for at least **10 days** from the onset of their symptoms and then return to school so long as they do not still have a high temperature (they can return if they still have a cough and/or loss of smell and taste). Please see this link to [NHS Guidance on self-isolation and when to end it.](#)

### Confirmed and unconfirmed cases

There is a Public Health hotline ([Public Health England health protection team](#)) for us to contact where we have suspected cases and we would follow their advice and guidance in such an eventuality.



Until a case has been confirmed, any associated adults and children (within their group) will remain in school as normal. If a case is confirmed, self-isolation measures will be brought into place and we will communicate as quickly as possible with all parties affected.

If we are particularly concerned about a particular case (even whilst still unconfirmed) or have multiple (more than two) unconfirmed symptomatic cases within the same group in school, we will seek guidance from Public Health services and the Local Authority.

### Outbreak planning

As part of this planning, Coventry has a city-wide approach for COVID-19 and this includes a clear plan for what happens if an individual child is showing COVID-19 symptoms, or is tested positive, and what happens if more than one pupil in our school has COVID-19 symptoms or is tested as positive.

This planning also sets out specific steps of what would happen if there was an outbreak within a geographical area of Coventry or if there was a wider outbreak across Coventry. The commitment from all Coventry schools and from Coventry City Council is that if these circumstances were to arise, that there would be clear communication with you about your child's attendance at school.

### Cleaning

Our Cleaning Regime follows government guidance. It takes into account the way that the building (and different rooms) are used. Cleaning will be more frequent throughout each school day. All classroom spaces (and other key areas) will have cleaning materials available such that all staff can contribute to regular cleaning of the spaces used.

The Cleaning Regime includes a clear checklist of expectations, including key contact areas to be focused on (e.g. surfaces that are likely to be touched on a regular basis such as table tops, door handles, taps, toilet flushes and light switches).

Additional cleaning throughout the school day has been built into our schedule with our cleaning contractors.

### Mental Wellbeing Support

The mental wellbeing of all people in school is always central to what we do and this has never been more important.

We will be planning specific PSHE work for children to return to but all staff are aware that mental wellbeing is a key focus during every part of every school day. Where children have specific needs, we have in-school support available and we can also refer to external expertise where we need to.

### Bereavement

We are keenly aware that many families and their networks may have been directly or indirectly affected by bereavement during this period. This could be directly COVID-19 related or otherwise (where the usual process of bereavement will have been affected by social distancing).

Where a child has been affected by bereavement, we would ask parents and carers to please let us know. We can provide and signpost support where this is needed.

## Group sizes and organisation

Children will be in full class groups and will be in year group bubbles of up to 90 children (mixed classes will be grouped alongside the year group they are planning with). Class groups will be maintained as much as is practicably possible, but for outdoor lunchtimes and break times, children will be able to socialise with others in their year group whilst maintaining 1m+ distance and good hygiene.

Some adults will have to move between groups at times. When we do this, we are doing so in the interests of meeting children's educational and pastoral needs and in the knowledge that adults will be better at maintaining social distancing and handwashing / hygiene rules and therefore less likely to transmit infection.

## Staggering the day and Drop-off and collection

Arrangements for our return to school are based on minimising the risk of transmission through having too many people arriving and departing at the same time and the associated logistics for families with siblings in multiple year groups. Staggered start and finish times will remain for the foreseeable future, but clearly, parents will struggle to drop off and collect siblings at different times. For that reason, we have opted for a different solution which involves dividing the children across Year 1 to 6 into three surname groups; this allows families to start and finish school at the same time; reduces congestion on the school site and in the surrounding neighbourhood. Reception children will all start and finish at the same time.

### Arrival and departure Arrangements

A one-way system remains with children and one accompanying adult arriving through Coat of Arms Bridge Road gate and leaving through Green Lane

### Reception classes

**Reception will have a phased return (see Reception Parent information) with the following arrangements from Monday 14<sup>th</sup> September**

**Start 8.45** Access through Coat of Arms Bridge Rd gate, walk to Reception playground along the pathway adjacent to the library (as per green arrows in the diagram below), drop off at classroom door, continue across playground and exit via Green Lane. If dropping off older children at a later time, reenter the site at Coat of Arms Bridge Rd at the correct time. **Finish 2.45** same process as at drop off in the morning.

### Year 1-6 Full Return from Wednesday 2<sup>nd</sup> September

Access through Coat of Arms Bridge Rd gate, walk to main playground (as per yellow arrows in the diagram below), drop off opposite classroom door for Y1-4, **along the side path around the library for Year 6** and by Upper Phase doors for Year 5, parents to continue across playground without stopping and exit via Green Lane. The same system is in place at pick up, **with Year 6 waiting in the area just after the Japanese Garden**. Please note that only one parent or carer should enter the school site, parents are asked to stay on the playground and not to cross the flower beds and to exit the site as promptly as possible.

### IMPORTANT INFORMATION ABOUT START AND FINISH TIMES

Pupils with surnames beginning A-Go Start 9.00 and finish 3.00pm

Pupils with surnames beginning Gr-M Start 9.10 and finish 3.10pm

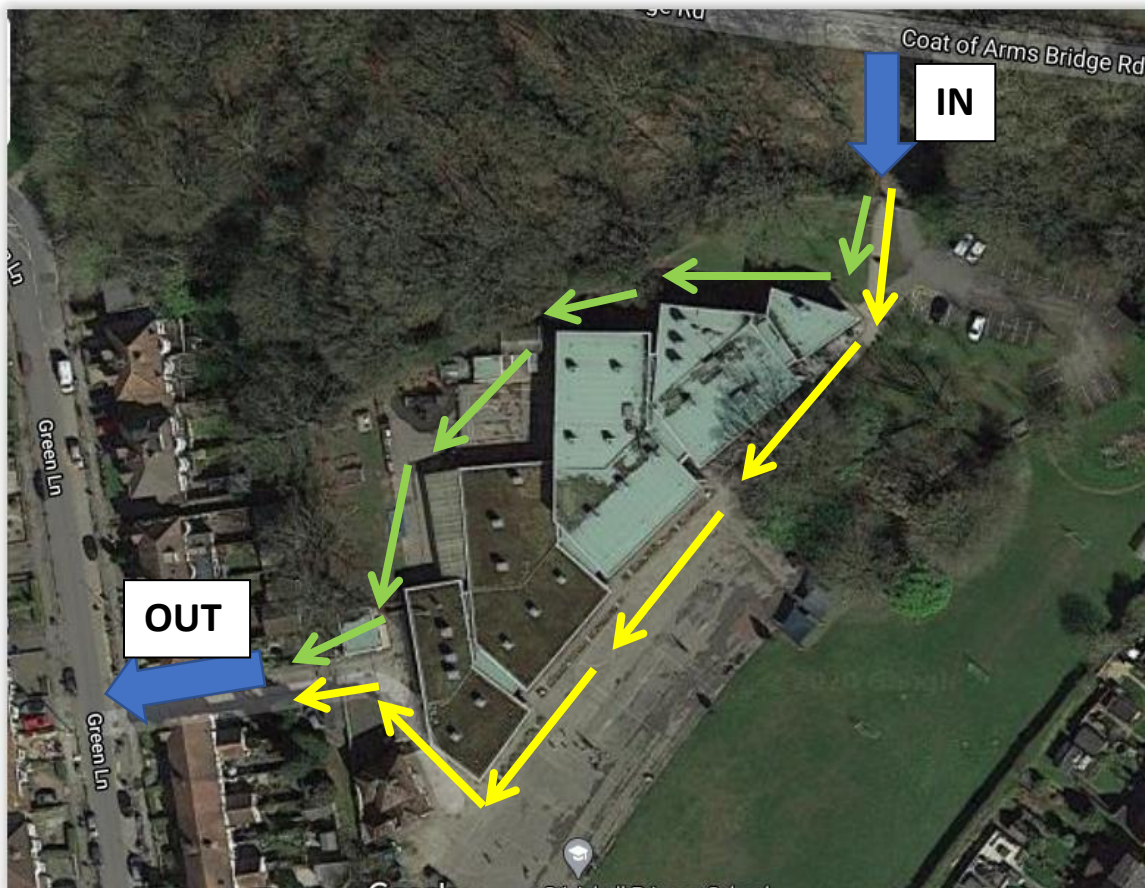
Pupils with surnames beginning N-Z Start 9.20 and finish 3.20pm

For families with different surnames or for childminders who drop off multiple children, we are happy to agree a time. Please let us know if this applies to you. We are grateful to Fun Club for adapting their start and finish times to support families for whom these changes will be challenging. It is necessary to limit the

families entering and exiting the school site at one time and so we thank you for your ongoing understanding and support. **Punctuality is essential to allow this to work.**

We will continue to have a one-way system whereby all parents and carers, without exception, will walk in through the Coat of Arms Bridge gate and out of the Green Lane gate following a path of marked arrows (see routes below). We appreciate that this may mean that parents and carers will need to allow more time, but we would ask that you understand the reasons for this inconvenience. At pick-up time, parents will need to wait well away from the school building on marked spots on the large playground with children sent to them when teachers can see they are waiting.

Children may be 'dropped off' at the Coat of Arms Bridge Gate if parents feel they are sensible and old enough to make their way to their correct entry to the building. At pick up however, unless parents have informed school that their child can walk home on their own (only in Y5 and Y6), the adult picking them up must come onto the school site. There will always be a member of staff on both gates.



*Diagram showing strict one-way system in place for both drop-off and collection. Yellow arrows are for Years 1 – 6 and green arrows are for Reception.*

Staff will be on hand each morning to direct children to the correct drop-off points and to encourage parents to keep moving to exit the site promptly.

Where children are old enough to walk to and from school independently, this will be allowed and those children will enter and exit in the same ways. Staff and parents / carers should talk to them to ensure they there are aware of appropriate social distancing behaviour both on and off the school site.

Only one parent/carer will be allowed per family for drop off and pick up and we ask that, wherever possible, this is the same person every day. Parents and carers have significant responsibilities in terms of making this work well:

Please make sure:

- **You wear a face covering for drop off and pick up as advised by the Coventry Local Authority and shared out to parents in the newsletter of Friday 11<sup>th</sup> September 2020**
- You follow the set route
- You make your best efforts to maintain a 2 metre distance from other people both on the school site and on your way to school
- You avoid stopping and talking to friends along the route and on or near pavements near the school gates (this will cause issues with pedestrian traffic and social distancing)
- You arrive on-time and move promptly around the school site but are also patient with other parents and carers, children and staff

- You do not approach the school building to try to talk to teachers (social distancing needs to be maintained and they should be focused on safely helping children to enter/exit the building)
- You begin to say goodbye and prepare your child for leaving you as you come through the gate

Where children arrive on bikes or scooters, their parent/carer should take these and lock them in the bike shed just before they exit the site on the one-way system. Where children arrive on their own with a bike or scooter, staff will help them to store this somewhere appropriate.

### Wrap-around care – Fun Club

Arrangements for Fun Club wrap around care from September 2020, including their online booking via Magic Booking system which opens on Friday 17th July 2020, can be found through visiting their page on the school website:

<https://www.stivichallprimary.org/page/?title=Fun+Club&pid=19>

We are grateful to Fun Club for adapting their start and finish times to support families for whom the changes to start and finish times will be challenging.

### Social distancing in school

The government have stated that the national advice of 2 metre social distancing will not apply inside schools. However, we will have consistent guidelines (displayed clearly on posters around school and talked through and discussed frequently with children) in place that help children to understand how to reduce contact with people within their own class group and year group bubble (outdoor at play times and lunch times).

Adherence to social distancing will be maintained as far as practicably possible in all classroom and school environments (2m wherever possible or 1m+ when 2m is not possible), in particular avoiding face-to-face contact and minimising time spent within 1m.

Tables and activities within classrooms will be as physically distant as possible and children will be encouraged to stay in a fixed area and let an adult move to them if they need them. Actual physical contact is to be avoided but cannot be eliminated, especially with younger children.

Minimising contact with the people within each group of children has a role to play in terms of reducing risk but it is important to remember that the key measure of keeping these groups apart from other groups is also in place.

Children will need introducing again to these guidelines and will be given frequent reminders. Staff are all aware that this will still be new learning for them and, whilst we do need to reinforce the guidelines, where children forget them or find them hard to stick to, this will be done with patience and in a style appropriate to the age of the children.

### Physical layout and use of classrooms

There will be a distance of 2m at the front of the classroom between the teacher and any children's desks. As much as possible in KS2, child desks will be front facing and in rows, allowing children to sit side on and facing forward. In EYFS and KS1, classrooms will be arranged to support distancing as much as possible while offering a broad and age-appropriate curriculum.

Most children will have an allocated seat and tray that will be their base for a large majority of the time. This is where they will work and where they will store any items that are theirs to use when they are in school.

Movement around the room will be minimised. This will depend to an extent on the age of the children and movement breaks are recommended in all classes (e.g. because younger pupils in particular are not used to sitting still working for period longer than 30 minutes). Some children may need more frequent movement breaks but this should always be considerate of social distancing guidelines.

### Reception classrooms

Children in Reception will not be expected to sit at desks for extended periods of time – this is not a reasonable or educationally valid way of working.

Our approach in Reception classrooms includes:

- A mix of play-based and more formal activity
- Toys and activities split across teaching spaces such that equipment is not shared between groups
- Children rotating between activities with limited numbers at each activity
- Adults talking to them about social distancing but in a way and with expectations suitable for the age group
- Gathering on the carpet, but sitting on spots that are distanced apart as much as possible
- An agreed schedule of cleaning or quarantine as most appropriate for learning/play materials (e.g. shared play-dough or sand, soft toys and equipment with intricate parts)
- Access to outdoor provision but within their year group bubble.

Parents and carers of children in Reception need to understand that we will be doing our best to reduce contact between children within each class group in line with the social distancing guidelines mentioned above. However, the age of the children and the style of learning will make controlling distancing and minimising contact more challenging – parents and carers need to be mindful of this.

### Toilets for children

When children go the toilet, it will one be of the few times they will access part of the building that is not their classroom. The numbers of children able to go to the toilet at any one time will be limited with clear and strict queuing systems in place. We will be encouraging children to go to the toilet frequently, but only a limited number at a time from each class, to avoid situations where they are “desperate”, especially when they are outside.

### Outdoor Space

Use of the outdoor space will be encouraged as this is advised in the government guidance. We will continue to ensure space can be used effectively whilst minimising the risk of social contact between class groups. For break and lunchtimes, we will split the outdoor space into defined areas which year group bubbles will use in rotation. We will carefully consider what equipment will be available and ensure that cleaning routines are maintained for this - children will not be using the clamber stack and trim trail until further notice.

Break and lunch times will be staggered to reduce the number of children outside at any given point.

### Behaviour Policy

The general principles of the school’s Behaviour Policy remain the same but there are some practical changes that are different.

If children’s behaviour is inappropriate, we will continue to use our usual systems of warnings and consequences including contacting you as parents and carers.

If children's behaviour puts others at risk, we will talk to their parents/carers about putting additional measures into place so that they can continue to attend school in a way that is as safe as possible for them and others.

### Uniform

Children must return to school in September in school uniform and new guidance indicates that this does not now need to be washed any more frequently than usual.

Children can come into school on their PE day/s in PE kit suitable for the weather. They can wear jogging bottoms over shorts if for example they have gymnastics or dance and it is a cold day. If they are doing outdoor PE then they will need school shoes to change into so that mud isn't spread around the school. If children have pumps instead of trainers these may not be supportive enough for a full day's wear and particularly for lunchtimes therefore school shoes may be sent in to change into. Any spare shoes brought in must be in a small carrier bag that can fit neatly into the child's individual tray. House colour PE hoodies are allowed or school jumpers/cardigans can be worn over the top to keep warm but no other hoodies please. Children have been informed what day their PE lessons take place.

For some younger children, a PE bag with a different set of clothes (in case of any mishaps or accidents) may be a good idea.

### Stationery and other resources

School will provide a set of stationery for each child and this will be kept in their tray beneath their desk. They will not share stationery. They should not bring stationery in from home.

No equipment will be shared between class groups without appropriate cleaning in between and we will also minimise the use of equipment between children within the same class group.

### Home / School transfer of items

Very few items should pass between home and school. These include:

- Lunchboxes (or bags)
- A named water bottle (children will need to be explicitly told and reminded not to share water bottles)
- Hand sanitizer for child's own use (if parents wish to send this). This will need to be clearly named and it cannot be shared with other children.
- In the event of hot weather, hats and sunglasses. 12-hour sun cream should be applied at home where needed
- A water proof coat in wet weather
- School reading books when being brought in to be changed.

### Library and reading books

The school library will remain closed, but class teachers will be able to borrow a set of age-appropriate books for children from their class to sign out. Reading books will be issued. When returned, they will be kept in an identified box in each classroom for a minimum of 48 hours before going back into circulation. Staff will monitor this closely and reinforce expectations. Children should only bring their reading books back to school when they are ready to change them and for the books to go into the 48 hour quarantine system in the classroom.

## Lunchtime supervision

Lunchtime Supervisor will supervise packed lunches and hot dinners being eaten in classroom spaces (Reception only will use the dining room).

They will organise the children in keeping to the hygiene arrangements of thorough hand washing, eating their lunch and then, when they are all finished, taking them to their year group designated outdoor area for a break (in the event of rain, they will look after them in classrooms).

Handwashing and cleaning of key surfaces will take place before and after lunch is eaten.

## Catering provision

We will be changing the way in which you order your child's lunch in September.

Hot and cold lunches will be available to order in September. Government advice confirms that school kitchens can continue to operate; the kitchen will comply with guidance for food businesses on coronavirus (COVID-19). These will be free for children who are eligible (Free School Meals and children in Reception, Year 1 and Year 2) and charged at £2.20 per day for others.

Due to the current situation and the continuing pressures on Food Banks across Coventry and Warwickshire, parents will now be required to choose what their child will eat on each day of the week. This new procedure will help with eliminating food wastage as well as time taken with children selecting food at lunchtime. The lunchtime period will stretch over a two-hour period to facilitate the number of pupils and adults on the playground at any one time and to allow for the serving of food prepared on site. All meals, hot, cold or packed lunches from home will be ate in the child's classroom with the exception of Reception classes. All meals prepared on site will be served direct to the classrooms in disposable trays/bags and all cutlery will be disinfected and washed in the dishwasher afterwards.

## Order through ParentPay

It is important to note, that meals will need to be chosen and ordered by midnight on the Thursday prior to the week they are to be taken. Parents will need to log on to their ParentPay account, select view menu and choices, then choose the meal items for each day your child will need a meal prepared in school and then confirm bookings. When you confirm you booking, any payment due to cover these meals must be paid within 2 hours. Failure to do so will result in meal bookings being cancelled. It is advisable for parents to keep their account in credit at all times.

Please note, school will no longer be responsible for booking school lunches for your child unless in very exceptional circumstances. Children who are entitled to universal free school meals (Reception, Year 1 and 2) or benefit-related free school meals, will still need to order their child's lunch in the same way as above. When you start to add items to order, a total will be created but once you click on confirm this will revert to £0. ParentPay will automatically be set to recognise when a child is entitled to free school meals.

Alternatively, children will be able to bring their own packed lunch in a lunchbox or disposable bag which will stay with them (in their drawer tray beneath their desks) throughout the day. Please avoid sending items which children cannot open for themselves or manage on their own.

Children will be able to bring some fruit for a break-time snack if they wish to. Please note that snacks and lunches should follow our healthy eating policy and should be not contain nuts as we remain a nut free school. The school kitchen will not be providing snacks on return to school but the Reception and Key Stage 1 national fruit scheme is expected to restart.



## Equality of opportunity

The Single Equality Plan remains in place during this period. We are committed to the equality of opportunity for all and we need to ensure that our response to the current situation reflects this.

We are aware that the impact of Coronavirus COVID-19 has been higher for people from a BAME background than for other groups. If anybody has any concerns regarding this, we are happy to talk them through.

## Communication methods

Email, phone and texting will remain the central communication methods with information also shared via the website and Twitter. If parents have specific queries, they will need to email or ring about these as we are aiming to reduce social contact.

Unfortunately, parents and carers will not be able to talk to teachers at the door at drop-off and pick-up. Parents will not be able to enter any part of the school building apart from the entrance lobby but this will be strictly one at a time and should only be done if absolutely necessary.

## Curriculum

The full, broad and balanced curriculum offered by Stivichall that follows the National Curriculum will continue from September with due regard and consideration made to ensure that activities comply with the approved school risk assessment for full opening.

Homework will be set following the normal homework policy although we will make as much use of Seesaw as possible to maintain the positive momentum gained during the last few months.

In the event of a school or local outbreak or when individuals are needing to self-isolate but are not unwell, individuals, groups of children or the whole school may need to revert to remote learning. This would be by using the Seesaw online learning platform which has already been used successfully since March 2020. Daily feedback to children would be provided by an available member of staff.

## SEND (Special Educational Needs and Disabilities)

- All children with SEND will return full-time to school in September 2020 and receive their full entitlement to support
- Small children and children with complex needs will continue to be helped to wash their hands properly
- Vulnerable children risk assessments have been completed for children with additional needs who are unable to regulate their behaviour using the Local Authority vulnerable children risk assessment template
- External specialists will resume direct contact in schools for assessment, training, advice and support purposes observing the schools visitors policy and mirroring expectations on staffing behaviours in terms of hygiene and social distancing
- Teaching assistants and specialist staff will be deployed to ensure that appropriate support is made available. This will include working with pupils in different classes or year groups and may involve support through catch up provision and/or targeted interventions.
- In the event of a local lockdown or outbreak, flexibility around EHCP provision will need to be considered – school to seek advice as necessary.

## Attendance

**All children will be expected to return to school fulltime from September 2020. School attendance will be mandatory and so the School Attendance Policy will be reinstated.**

**All parents need to be clear that they must self-isolate if their child or any member of their household has symptoms and that this must be reported to school.**

## Bags

With cloakrooms not in use and children needing to keep all of their possessions, school equipment and books in their drawer trays, either on their table or beneath their seat, there is not room for children to bring in 'structured' ruck sacks or back packs of any size. It was noticed very early on this week that such bags were presenting a trip hazard to children and staff and making it more challenging for the children to manage their trays. Most days, children should be able to carry in their lunch box, drinks bottle and reading diary. On days when they have PE, they may bring in a spare pair of shoes in a plastic bag i.e. a bag for life. Other than this, only bags that can lie flat in their drawer tray can be brought in. The red school book bags were designed for this purpose - if you still have yours, this would ideal. Other solutions could include reusable carrier bags, bags for life, foldable bags or small drawstring bags as long as they are able to lie flat and within the child's plastic drawer tray. Please do not overfill these by sending in unnecessary items such as pencil cases.

## Mobile Phones

Children in Year 5 or 6 for whom we have received permission from parents to walk home without parents are still able to bring a mobile phone in to school, but it can no longer be kept in the locked cabinet in the school office. Instead, any phone brought to school must be kept in the child's tray that is beneath their seat. School accepts no liability for any damage, loss or theft of any phone and the same rules for phones remaining switched off whilst they are on the school site remain.

## Monitoring and review

School leaders (including governors) will be regularly monitoring and reviewing the arrangements and measures we have in place to evaluate their suitability.

As information is updated and modified, we will endeavor to keep you as up to date as possible.