



COALWAY COMMUNITY INFANT SCHOOL

Tel: 01594 833457

Email: admin@coalway-inf.gloucs.sch.uk

September 2020

School Arrangements and Procedures from September 2020: Information for Parents

Classes 3, 4, 5 and 6 will return to school on Thursday 3rd September and Classes 1 and 2 on Monday 7th September. The children in Classes 3-6 will attend full time from the start of term, with our new intake children following our usual part-time induction process.

All classes will be taught and stay in their **class 'bubbles'**, with their class teacher and teaching assistant(s), for most of the school day. Classes will stay in their classrooms or work outside within these **consistent class bubbles with the same adults** – this is just as we normally arrange our school day.

Classes will not mix with other bubbles during the day or week except for at break times and lunch times. The classes will mix in **year group bubbles at play times and lunchtimes** to enable appropriate supervision levels. Classes 1 and 2 may mix together at these times, Classes 3 and 4 together and Classes 5 and 6 together. No more than 2 classes will mix during these social times. Class teachers and teaching assistants will remain within their year group bubbles with mid-day supervisors allocated to each year group for lunchtime support.

Social distancing: Reducing the number of contacts (through our bubbles) and closeness of that contact is key to breaking transmission of the virus between households and to keep the spread of the virus under control. The following will be in place:

- **Staff** will seek to maintain social distancing of 2 metres between themselves in school wherever possible, and in day-to-day contacts with parents. The DfE does not expect schools to maintain this with young children, but we will endeavour to do so wherever possible. It will be important for the children's well-being that staff are able to take their hand or give them a reassuring touch or cuddle if required and we will do this as required, however, staff will aim to keep this close contact to a minimum and any contact of this sort will be brief. Face to face contact will be minimised.
- The **children** will not be expected to socially distance when in their classrooms or at playtimes, as directed by the DfE. They may play more closely together than currently, touch briefly and mix more closely, which will be essential for their well-being and mental health. However, staff will carefully monitor the children's interactions to minimise risks of germs spreading either via touch or droplets and take relevant hygiene action accordingly. Face to face contact will be minimised.
- Activities and **movement around school** will be staggered to promote social distancing and reduce possible contact.
- To minimise contacts with other adults and families parents will be given **staggered start and finish times** to drop off or collect their child from school. This is to reduce contacts across the site and reduce pressure on school entrances and exits and particular 'pinch

points' on site. Parents must stick to these designated times to ensure a steady flow of people on site and to avoid congestion.

- **Parents of children in Classes 1, 3 and 5 will drop off their child between 8.45-8.55 a.m. and collect them between 2.45-2.55 p.m.**
- **Parents of children in Classes 2, 4 and 6 will drop off between 9.00-9.10 a.m. and collect between 3.00-3.10 p.m.**
- Each class will use its **own external doorway/gate** as the drop off/collection point. Parents should wait with their child at these designated points, socially distancing at all times. The children should stand with their parents whilst waiting and not run around/play/mix on pathways. If possible, only one adult should drop off/collect their child to avoid unnecessary congestion.
- Movement around the school site will be via a **one-way system**. **Parents should enter via the Coalway Road gate and exit via the Holcot Road gate**. This system applies to all children and parents on site from all providers.

Hygiene & Cleaning: Most importantly, strict hygiene and cleanliness practices will be in place to ensure everyone's safety and to minimise any possible spread of the virus, including:

- Regular, thorough hand washing for a minimum of 20 seconds
- Washing hands on entry to school, at least every hour, before lunch, after lunch and before going home.
- Catching coughs and sneezes in tissues and washing hands afterwards: 'Catch it, bin it, kill it.
- Ensuring that everyone keeps their hands away from their faces/mouths/eyes.
- Ensuring that staff supervise hand hygiene and social distancing measures at all times, reminding and correcting the children as appropriate, and providing a positive, consistent role model.
- Minimising the mixing of children in any one classroom, cloakroom, toilet or space.
- Limiting sharing of resources and cleaning those used regularly. Providing individual resources for some activities. (Children will use their own individual resources sometimes and equipment as a group at other times. When groups use items, staff will clean items between use by different groups).
- Cleaning touch points/regularly touched objects and surfaces frequently. Additional, deeper cleaning and more frequent disinfecting of 'high touch' areas will take place by cleaning staff as well as school staff.
- Disinfecting tables before and after activities and eating.
- Ensuring plentiful supplies of soap, tissues, hand gel and paper towels and access to these.
- Ensuring consistency in following these measures.

Procedures for Parents:

- Parents are required to follow all Government and NHS directives should they or their child feel unwell, develop coronavirus symptoms or need to follow self-isolation or NHS Test and Trace guidelines. Parents or family members should not be on site if they present with any symptoms. Parents should ensure that anyone with symptoms accesses testing as soon as possible. Parents should keep the school informed of any illness/absence/test results regarding their child or within their family, by telephoning the School Office.

- Parents must not enter the school building. Instead, we would ask that parents continue to telephone with messages or enquiries to ensure contact is minimised. Parents should arrange appointments with staff via telephone calls to the School Office; drop-in appointments cannot be accommodated.
- In communication with staff at changeover times, parents should maintain a 2m distance.
- Site entrance gates will remain closed during the day and only opened at designated times. Entry times to the school site for drop off/collection will be staggered (as detailed above). Staggered times have been arranged in liaison with Coalway Early Years and the Junior School to ensure that site entrances and pedestrian pathways do not become congested and compromise safety.
- Parents should avoid arriving on the school site too early to ensure that contact with others is limited. Parents will be provided with allocated spaces to wait, and should space themselves to ensure appropriate social distancing between themselves and others.
- Parents should not gather outside the gates before drop off/collection times. Arriving too early may cause unnecessary congestion and compromise the safety of others on site.
- Children should not play together whilst waiting for doors to open or after collection.
- If possible, the children should be dropped off or collected by only one adult. Where siblings need to accompany parents, they should be closely supervised by parents and kept away from other children and adults who are waiting at designated points. Social distancing should be observed at all times.
- Parents should drop off their child and leave site promptly; they should not stop and chat in groups or when passing others on pedestrian paths.
- Parents will not be able to drive onto site unless in an emergency. No car access is permitted, no exceptions. (Visitors to site will be limited to essential visits only for those with a pre-agreed appointment).

School dinners:

- Lunches will be **served in the children's classrooms** in their consistent bubbles to minimise any possible risk of transmission.
- Caterlink will provide all children attending school with a free mid-day meal. This will be a **packed lunch** (baguette) option only in the first instance. *Lunch provision will be reviewed during Term 1 once all the children are in school and settled, with the hope of providing a hot meal option within time.*
- Children may bring a packed lunch from home if they would prefer.

Items to/from home:

- We will not be sending any returnable items home – this includes reading books and home learning. The children will be using reading books in school and we will be extending our Bug Club subscription to enable the children to continue to read with you at home online.
- Children must not bring in items from home to avoid any possible transmission. The only exceptions are **packed lunches and water bottles, coats or sunhats**.
- No bags, book bags or PE bags will be required in Term 1. The children will do lots of physical activity but no PE kits will be required. This will be reviewed for Term 2.

PPE/Face masks:

- At the moment, in accordance with Government guidelines we are not permitting masks to be worn, either by the children or in front of the children, except in emergency medical situations, i.e. staff having to attend to a child in close contact when bodily fluids are present. We will keep you updated regarding this should guidance for schools change.

School will largely appear to be the same to the children as it was pre-lockdown. However, the staff will be constantly putting safety measures in place, often without the children being aware. As a staff team we have worked throughout the lockdown period and as a result all of the hygiene, organisational and social distancing measures detailed above have become embedded in our daily practice. The main difference in September will be in the numbers of children we are caring for. We are confident that we can do this well, so please trust us – we will do our very best as always to make sure your child's time in school is a safe, happy and enjoyable one!