



Parent Information Guide

**Procedures and guidance for parents
during Partial School Closures
(including Nursery and Pre School)**

Updated 6th January 2021

Children, parents, carers, staff or any visitors, such as suppliers, must not enter the school site if they are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection).

The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- **a new continuous cough.**
- **a high temperature.**
- **a loss of, or change in, your normal sense of taste or smell (anosmia).**

For most people, coronavirus (COVID-19) will be a mild illness. However, if you or your child have any of the symptoms above you should self-isolate at home and MUST NOT ATTEND SCHOOL.

Class groups:

Children eligible for a school place (Children of Critical workers or Vulnerable Children) will remain in their class or protective group 'bubbles' and will be reminded to stay 2 metres away from each other and from staff. While in general, groups should be kept apart, brief, transitory contact, such as passing in a corridor, is low risk. Where desks are used in classrooms, they will be spaced as far apart as possible (2m).

School day - start and finish times:

Class start and finish times will be slightly staggered to enable social distancing around school and to reduce the risk of infection and transmission. Please see APPENDIX A for details of each class / group start and finish times:

Please note that class / group start and finish times are staggered to reduce the number of people on the school site in the interest of infection control. It will not be possible, therefore, for parents to gather in the playground, enter the school site (unless a parent has a pre-arranged appointment, which will be conducted safely) or for parents to gather at the school gates to talk to other parents.

We kindly ask that parents adhere to our drop off and pick up protocols.

Drop off and pick up routines:

For eligible Critical Worker children and those children identified as being vulnerable, plus Nursery and Pre School children:

- A member of staff will be stationed at the drop off or collection point.
(Main school entrance gates for all Main School children and Nursery & Pre School Children)
(Parents and children will need to arrive promptly at the allotted drop off or pick up time for their class / group (see APPENDIX A).
- Parents and children must wait outside of the gates, using physical distancing of 2m apart. Queuing should be along the school boundary wall, following the 2m distancing markers. Staff will admit / dismiss children one by one, during the allotted class/group time. Parents should wear a face covering, unless exempt.
- On entering and exiting the school site, staff will supervise and support children to use a hand sanitisation station or wash hands immediately on entry.
- Children will be escorted to / from their class/group base by staff (routines for parents and children will be the same on wet days)
- Children in a class / group bubble will be kept together throughout the day, as far as possible.
- Discussions with school staff will not happen at the school entrance to minimise contact – if you need to speak to school staff this would need to be done over the telephone or by email.
- Signage will be available at entrance and exit points to guide parents about where and when to drop off and pick up their children.

Late arrivals to school:

Whilst we would urge parents and children to be on time for drop off and collection at their class / bubble group allotted start time, we do understand that there may be an occasion where you are late. If parents and children are late for their class / bubble group allotted start time, they must wait until the end of the next class / bubble group's start time before staff will be able to admit a child. This is so that groups are not mixed and an overlap of group start times is not caused. If at all possible, parents should telephone the school office to alert us of the late arrival.

Parents late for pick up:

If a parent is going to be late for picking up their child at the allotted class / bubble group finish time, where possible, they should telephone the school office to alert staff of the issue and for alternative arrangements to be made for your child.

Wraparound care:

Before School Club is available **from 8am** for all eligible children attending school during the partial closures.

After School club is available **from 3pm / 3.30pm until 5pm**. Late collections for any children (including in Nursery & Pre School wraparound) will incur an additional surcharge.

The routines and procedures for dropping off at Before School club and collecting from After school club will continue as the Autumn term arrangements.

Extra-curricular clubs will not be available, at this time. We will inform parents when it will be safe and practicable to offer these services in the future.

Attendance:

Staff will be taking attendance registers in the normal way for vulnerable children and those children of Critical Workers attending school. Parents should contact school to report an absence in the normal way.

Getting to and from school:

To reduce contact between different groups, parents, carers, staff and children are encouraged, where possible, to avoid travel on buses, coaches or public transport, for example by walking or cycling to school.

Uniform:

The government guidance suggests that there is no need for anything other than normal personal hygiene and washing of clothes following a day in school. However, some items of uniform are not easily machine washed, therefore children should not wear school blazers or school hats, otherwise, normal school uniform should be worn, along with a waterproof coat.

Breaks and lunchtimes:

Breaks and lunchtimes will be staggered so that ideally only one class or bubble group (with a maximum of 15 children) will use the same play area at any one time. Staff will also remain at a safe distance from each other at lunchtimes and during breaks.

During lunches and breaks, children will not mix with children from other groups. Each class / bubble group will eat lunch in their classroom base or in a designated outdoor space.

Children will require a healthy snack for break time, however lunches will be provided in school, as normal.

Children must bring their named water bottle to school.

Assemblies:

Any assemblies will only take place within class / bubble groups in their allocated classroom spaces.

School routines and expected behaviours:

In light of the need for children to behave appropriately when they return to school, and to be able to understand any new routines that will be in place, staff will take time to make sure that these are communicated clearly and, in an age, appropriate manner to all groups.

This will consist of the following areas and will be included as updates to the school's behaviour policy:

- following any altered routines for arrival or departure.
- following school instructions on hygiene, such as handwashing and sanitising.
- following instructions on who pupils can socialise with at school.
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing).
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands.
- tell an adult if you are experiencing symptoms of coronavirus.
- rules about sharing any equipment or other items including drinking bottles.
- amended expectations about breaks or play times, including where children may or may not play.
- use of toilets.
- clear rules about coughing or spitting at or towards any other person.
- clear rules for pupils at home about conduct in relation to remote education.
- our school rewards and sanction system where appropriate.

Staff will proactively teach and support children to understand the expected behaviours and routines by regularly and consistently reinforcing behaviour throughout every day. Age appropriate posters will be displayed around school to remind and encourage children to follow any new routines.

Staff will explicitly teach and supervise hygiene and health arrangements such as handwashing, tissue disposal and toilet flushing.

Taking books home: (Main School)

The number of shared resources (such as books) that children will take home will be very limited and exchange of such resources will therefore also be limited. It is

recommended that hands and surfaces should be washed before and after handling any children's books. Children who are not attending school every day, should ensure that they bring their workbooks / packs, as provided by Form Teachers, back and forth to school on the days required. These will also be used during any remote learning sessions.

Learning environments:

- All unnecessary items will be removed from classrooms and other learning environments where there is space to store it elsewhere.
- Soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) will also be removed.
- Where desks are used in classrooms, they will be spaced as far apart as possible (2m). Children will use the same desk and chair each session and in simultaneous sessions, where at all possible.
- Where possible, classroom doors and windows will be open for air flow and ventilation.
- Children will not share equipment and resources such as stationery. A pack of stationery will be provided for each child and this will only be used by that child, where at all possible.
- Frequently touched surfaces will be cleaned regularly throughout the day and at the end of each day / session.
- Classroom displays and posters will encourage children to follow the rules on hand cleaning, not touching their faces and the 'catch it, bin it, kill it' procedure.
- Sanitisation stations will be placed in every classroom and at entrance and exit points around school.
- Some areas of classrooms or the school site may be cordoned off from children's use. Where this is the case, staff will explain to children and supervise accordingly.
- Non-essential items must not be brought into school from home. This includes toys and all soft, cuddly toys.

Visitors:

External visitors to the school will be strictly limited during school hours. Parents should come into school buildings only when strictly necessary, by appointment, and ideally only one. Any such meetings should take place at a safe distance.

Managing children's wellbeing and mental health:

The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. School staff will also consider how to support:

- those who have developed anxieties related to the virus.

- those about whom there are safeguarding concerns.
- those who may make safeguarding disclosures in school.

Some children may also have experienced bereavements in their family or wider circle of friends or had increased / new caring responsibilities.

Staff will prepare and plan to provide:

- opportunities for children to talk about their experiences
- opportunities for one-to-one conversations with trusted adults where this may be supportive.
- some r sessions on relevant topics, for example, mental wellbeing or staying safe and exploring feelings and emotions.
- pastoral activities, such as positive opportunities to renew and develop friendships and peer groups.
- other enriching developmental activities.

The different experiences all pupils will have had at home will naturally play a large part in how easily they adapt to attending school during a partial closure and its routines. Staff will plan to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing whilst also identifying and taking time to address explicitly, any individual concerns.

Teaching and learning:

Nursery and Pre School children will access the Early Years Foundation Stage Curriculum as normal, subject to COVID-19 restrictions or guidance.

Children attending main school during the partial closure period will also access as much of the full curriculum as possible, subject to staffing. Children will participate in 3 daily online learning sessions that will also be accessed by children who are learning remotely. These will include daily Maths and English lessons in the mornings, plus additional subject sessions in the afternoons including Science, Geography, History, PSHCEE, Music, Art and Verbal Reasoning / Phonics as appropriate to their age group.

Physical Activity sessions outdoors will also take place but will be strictly non-contact and will not involve more than one class or group bubble.

Remote Learning:

Children who are learning remotely from home will be offered 3 daily online learning sessions, via the digital platform Zoom, plus additional web-based activities and other prescribed tasks for children to complete. Form teachers will email parents with the Meeting ID and Password details of all Zoom sessions offered for the week

ahead. Parents will also be sent a Home Learning Guidance pack each week, via email, which will detail the activities, work to complete and any appropriate resources required, for children to access as full a curriculum as possible, from home. The daily online learning sessions will include Maths and English input sessions in the morning, plus another online session in the afternoon from wider curriculum subjects including Science, Geography, History, PSHCEE, Music, Art and Verbal Reasoning / Phonics as appropriate to their age group and subject to staffing availability. These will begin from Thursday 7th January. Details of session times will be sent to parents via email, separately. Children will need to record their remote learning in the exercise books provided (these will be delivered to those children working at home), unless otherwise stated in Home Learning Guidance packs.

Further details will be sent to parents via the class email system. We would ask that any queries regarding remote learning should be sent via email and marked for the relevant form teacher to respond.

Feedback and marking: Any completed work should be sent via email to Form teachers to enable staff to send feedback and mark children's completed work. We would ask that this is done in a timely manner to support staff in monitoring completion and suitability of remote learning tasks for individual children.

Class emails:

Reception	Reception@avalon-school.co.uk
Year 1	Year1@avalon-school.co.uk
Year 2	Year2@avalon-school.co.uk
Year 3 & Year 4	Year3.Year4@avalon-school.co.uk
Year 5 & Year 6	Year5.Year6@avalon-school.co.uk

Implementing protective measures in school:

There are important actions that children, parents and school staff can take during the coronavirus outbreak, to help prevent the spread of the virus. A range of approaches and actions will be employed to do this.

These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- cleaning hands more often than usual – all children and staff will be encouraged to wash hands thoroughly for 20 seconds with running water and soap and dry

them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

- there will be a regular routine of handwashing established and handwashing for younger children will be supervised by staff.
- hand sanitiser stations located in every classroom space and at school entrance and exit points. Children, staff and visitors will wash hands or sanitise hands on immediate entry and exit of the site. Replenishment of hand sanitiser and hand soap will be monitored throughout the day.
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Bins are located around the site for disposal of tissues and other waste. Disposable tissues will be topped up regularly and available in each classroom or learning space.
- waste will be double bagged and disposed of safely, as appropriate.
- cleaning all frequently touched surfaces often such as equipment, door handles and handrails using standard products such as detergents and specific anti-viral products.
- toilets will be cleaned throughout the day and thoroughly each day.
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).

Cleaning and hygiene:

For cleaning and hygiene School will:

- follow the [COVID-19: cleaning of non-healthcare settings guidance](#).
- ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments.
- clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal.
- ensure that all adults and children:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Please see the [guidance on hand cleaning](#).
 - clean their hands on arrival at school, before and after eating, and after sneezing or coughing, using the toilet and following an activity, as appropriate.
 - are encouraged not to touch their mouth, eyes and nose.
 - use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- ensure that help is available for children and young people who have trouble cleaning their hands independently.
- consider how to encourage young children to learn and practise these habits through games, songs and repetition.
- ensure that bins for tissues are emptied throughout the day.

- where possible, all spaces should be well ventilated using natural ventilation (opening windows) or ventilation units.
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- purchase and replenish proportionate supplies of soap, anti-bacterial gel and cleaning products as needed.
- there is no need for anything other than normal personal hygiene and washing of clothes following a day in school.

We will reduce mixing within the school by:

- accessing rooms directly from outside where possible.
- considering one-way circulation, or placing a divider down the middle of the corridor to keep groups apart as they move through school where spaces are accessed by corridors.
- staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time.
- staggering lunch breaks - children should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group.
- ensuring that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time.
- noting that some children and young people will need additional support to follow these measures (for example, routes round school marked with meaningful symbols and social stories to support them in understanding how to follow rules).

We will use outside spaces:

- for exercise and breaks.
- for outdoor education, where possible, as this can limit transmission and more easily allow for distance between children and staff.
- outdoor equipment should not be used unless we have ensured that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. See [COVID-19: cleaning of non-healthcare settings](#).

If a child or adult develops symptoms of COVID-19 whilst at school:

If anyone develops coronavirus (COVID-19) [symptoms](#) in an education setting they must be sent home and advised to follow the [staying at home guidance](#).

If a child is awaiting collection, they will be moved, if possible, to a room (such as the medical room) where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, the child will be moved to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, 999 will be called, if the child is seriously ill or injured or their life is at risk.

If a member of staff has helped someone who was taken unwell with coronavirus (COVID-19) [symptoms](#), they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. Further guidance can be found here: [guidance on cleaning in non-healthcare settings](#).

Use of PPE (Personal Protective Equipment) in School:

The majority of staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases including when:

- children whose care routinely already involves the use of PPE due to their intimate care needs; they will continue to receive their care in the same way.
- a child or member of staff becomes unwell with symptoms of coronavirus while in school and needs direct personal care until they can return home. A fluid-resistant surgical face mask will be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or adult is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.

Testing and contact tracing:

If you're in England, Scotland, Wales or Northern Ireland and have any of the symptoms of coronavirus, you can [ask for a test through the NHS website](#).

If you're a key / essential worker in England, Scotland or Northern Ireland, you can apply for priority testing through GOV.UK by following the guidance on [testing for essential workers](#) below. You can also get tested through this route if you have symptoms of coronavirus and live with an essential worker.

See the [list of essential workers](#).

These tests for essential workers are prioritised over the tests available for the wider public through the NHS.

If a child under 5 is displaying symptoms, parents should call 111 for further advice.

In the event of a child or member of staff testing positive for coronavirus (COVID-19) the relevant group of people within the school with whom the child has mixed closely, their cohort should be sent home and advised to self-isolate for 10 days.

SEND support:

Where external agencies are used to support pupils with special educational needs and disability (SEND) or with behaviour or other issues, School will check with such support services to ascertain whether or when such services will be available. For pupils with education health and care (EHC) plans, it may not be possible to provide the full range of provision set out in the plan, and it may be necessary to make different arrangements if some of the support services are not available in their usual form. If this is the case, School will discuss with parents, and confirm what special provision can reasonably be provided.

Disclaimer:

Please note that the above information is subject to change and the School reserves the right to make alterations in the interests of health and safety, as Government guidance changes and as other year groups may be invited to return to school.

AVALON SCHOOL: APPENDIX A

Drop off & Collection Times for Eligible Children of Critical Workers and Vulnerable Children

Infants: Rec – Y2
Drop off time: 8.45am Collection Time: 3.05pm Drop off and Collection Point: Main entrance gates
Year 3 and Y4
Drop off time: 8.40am Collection Time: 3.25pm Drop off and Collection Point: At Main Entrance Gates
Year 5 & 6
Drop off time: 8.30am Collection Time: 3.30pm Drop off and collection Point: At Main Entrance Gates
Before School Club: Available from 8am After School Club: Available from 3pm (for Infants) or 3.30pm (for Juniors until 5pm)
Nursery and Pre-School:
Drop off time: 9.00am Collection Time: 3.30pm Morning sessions and Afternoon sessions will be available, as well as School Day sessions 9-3.30pm Before school wraparound: Available from 8am After school wraparound: Available from 3.30pm to 5pm

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Please note that the above information is subject to change and the School reserves the right to make alterations in the interests of health and safety, as Government guidance changes and as other year groups may be invited to return to school more widely.