



**Coronavirus (COVID-19):
Full Opening Handbook for
Parents
From 8th March**

Last updated: 23rd February 2021

Contents:

[The purpose of this handbook](#)

[Useful contacts](#)

1. [Opening the school to all pupils](#)
2. [Protecting clinically vulnerable individuals](#)
3. [Attendance](#)
4. [Social distancing](#)
5. [Infection control](#)
6. [Procedure if a pupil becomes unwell on site](#)
7. [Access to testing](#)
8. [Uniform](#)
9. [Food arrangements](#)
10. [Transport](#)
11. [The curriculum](#)
12. [Remote learning](#)
13. [Behaviour expectations](#)
14. [Safeguarding](#)
15. [SEND support](#)
16. [Wellbeing](#)
17. [Visitors on site](#)
18. [Before- and after-school care](#)
19. [School trips](#)
20. [Important documents](#)
21. [What can you do to help?](#)
22. [Reporting concerns](#)

The purpose of this handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. We are now in a position where we are able to open the school to all of our pupils, in line with government advice.

This handbook has been created 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. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that Avalon has taken all the necessary precautions in preparing to welcome all pupils back to school.

Useful contacts

We advise that you save these contact details in your phone, so they can be easily accessed should you need them.

Name	Role	Contact number	Email
Mrs J Callaway	Headteacher & Designated Safeguarding Lead	0151 625 6993	jcallaway@avalon-school.co.uk
Mr M Ashton	Deputy Headteacher & SENCO	0151 625 6993	martinashton@avalon-school.co.uk
Mrs A Evans	School Business Manager & PA to the Headteacher	0151 625 6993	annevans@avalon-school.co.uk
Mrs A Prandle	Nursery Manager	0151 625 6993	nursery@avalon-school.co.uk
Admin Team & School Office		0151 625 6993	schooloffice@avalon-school.co.uk

We welcome any questions and will do our best to address any of your concerns. Our school office is open from 8:00am until 5:00pm and can be contacted via email address or telephone number. Please do not attend the school office in person unless absolutely necessary or by prior arrangement.

1. Opening the school to all pupils

In line with the government's direction, and following a robust risk assessment process, we will welcome back all pupils from Monday 8th March.

Please contact the school office as soon as possible if you have any queries regarding your child's attendance.

Risk assessment

The school has conducted a thorough risk assessment and follows the Public Health England's advice of 9 system controls to mitigate the risks of opening fully during the coronavirus pandemic. Our risk assessment covers various aspects of the school premises, cleaning, staff availability, infection control and social distancing protocols, mental health and wellbeing, access to learning, and fire safety.

The risk assessment is a live document and will be updated regularly and as required. A copy of this risk assessment is available on request.

2. Protecting clinically vulnerable individuals

If your child is classed as clinically extremely vulnerable, and has previously been advised to shield, they should continue to do so until further notice and in consultation with the child's clinician. Please contact the school office to discuss arrangements for your child.

3. Attendance

Attendance for pupils coming into school will be recorded as normal. We understand that you may be concerned about your child returning to school at this time, but please be assured that the school will do its utmost to keep your child safe. Please feel free to contact the school to discuss attendance and the safety measures in place.

If, at any time, your child cannot attend school due to the necessity to self-isolate, whether this is because they are ill themselves or have been in close contact with someone who is, please let the school know as soon as possible.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures.

4. 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.

Group arrangements

To maximise the effectiveness of social distancing with all staff and pupils attending school, we will continue to put pupils in year group bubbles. Social distancing is maintained within bubbles as much as possible.

- **Class sizes will be back to their usual size**
- **Individuals within a bubble will not be permitted to mix with members of another bubble.**
- **Each bubble will have its own classroom, learning areas and designated outdoor areas for breaktimes and PE lessons.**
- **Members of staff will minimise their close contact with pupils and other staff; however, staff will be able to move between bubbles in order to deliver the full curriculum.**
- **Desks and chairs in classrooms will be front-facing and children will be seated side by side and spaced out, where possible.**
- **Frequently-used equipment, e.g. pens, will be provided or may be brought from home (and kept in school) so that all staff and pupils have their own – sharing frequently-used equipment will not be permitted.**
- **Classroom resources, e.g. books, can be shared within bubbles, but will be cleaned frequently, e.g. at the end of each day or between each use.**
- **Communal resources, e.g. sports equipment, can be shared between bubbles if they can be thoroughly cleaned between uses.**
- **Pick-up and drop-off times will be staggered and determined by your child's allocated bubble.**
- **Lunchtimes and breaktimes will be staggered as per your child's bubble.**
- **Pupils will be kept within their bubbles when moving around the school, except to use the toilet.**

We acknowledge that we will face some limitations to the practicality of these arrangements in certain circumstances and will work with all pupils to help remind them of the importance of staying within their bubbles. If you are concerned about any of the arrangements listed above, please contact the school as soon as possible to discuss any alternative arrangements.

Start and finish times

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

We kindly ask that parents do not enter the school site or gather in groups on or outside of the school premises.

The table below outlines pupils' start and finish times, depending on their bubble, and where you should drop off or pick up your child, where relevant. Please note that times may differ for any before- and after-school clubs – further clarification is provided later in the [Before and after-school care](#) section of this handbook.

Group	Arrival time	Pick-up time	Location
<u>Nursery</u>	From 8.30am	1pm (for morning sessions) 3.15pm (for afternoon sessions)	Main Entrance: Caldly Road
<u>Pre School</u>	From 8.30am	1pm (for morning sessions) 3.15pm (for afternoon sessions)	Main Entrance: Caldly Road
<u>Reception</u>	8.55am	3:00pm	Main Entrance: Caldly Road
<u>Year 1</u>	8:55am	3:00pm	Main Entrance: Caldly Road
<u>Year 2</u>	8.50am	3:10pm	Main Entrance: Caldly Road
<u>Year 3</u>	8.45am	3.30pm	Main Entrance: Caldly Road
<u>Year 4</u>	8.40am	3.30pm	Main Entrance: Caldly Road
<u>Year 5</u>	8.35am	3.40pm	Main Entrance: Caldly Road
<u>Year 6</u>	8.30am	3.45pm	Main Entrance: Caldly Road

Moving around the school

Movement around the school will be restricted in most circumstances, to minimise the risk of bubbles mixing or coming into contact with one another. When moving around the school, pupils will be expected to remain within their bubbles except to use certain facilities, such as toilets.

The school has put in place a one-way system to further reduce the risk of contact between those in different bubbles.

5. Infection control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have difficulties with comprehension due to their needs. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

- Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, when they change rooms, before and after eating, before and after breaktimes, after using the toilet, and after coughing or sneezing.
- Pupils will wash their hands for at least 20 seconds using soap and water or alcohol-based hand sanitiser – younger pupils and pupils with complex needs will be supervised when doing this.
- The school will enforce the 'catch it, kill it, bin it' approach to containing coughs and sneezes.
- Pupils who show symptoms associated with coronavirus will be sent home to self-isolate for at least 10 days.

We are also carrying out additional cleaning. Classrooms and learning areas will be cleaned during breaktimes and at the end of each day, and frequently touched surfaces will be cleaned and disinfected regularly throughout the day. Communal areas, such as dining areas, will be cleaned between uses by different bubbles.

Staff will also be required to follow stringent infection control measures. Full details of the infection control measures in place can be found in the school's **Infection Control Policy**, which can be accessed on the school's website.

Personal protective equipment (PPE)

The government has recommended that staff and pupils **do not need** to use PPE in school; however, staff will use PPE if a pupil shows symptoms of coronavirus and a distance of two metres cannot be maintained.

Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

Bringing items into school:

To minimise the risk of potentially transmitting infections between pupils' households and the school, we ask that pupils do not bring non-essential items from home into school with them – this includes footballs and other similar items. Pupils are able to take items from school, such as books, home with them to aid their education, provided that these items are properly cleaned before and after being in their homes.

This equipment can be brought to school:

- Essential medication and medical equipment
- Coats and other essential outdoor wear
- Spectacles and spectacle cases
- Stationery and books
- Washed PE kits
- Mobile phones (to be handed in at the school office during the day)
- School Bags

If your child needs to bring an item to school that is not listed above, please contact us as soon as possible to discuss alternative arrangements.

6. Procedure if a pupil becomes unwell on site

It is extremely important that all parents and pupils remain vigilant with regard to 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

WIDER SYMPTOMS:

There is also a wider set of symptoms which people have also been testing positive with. They include:

- Diarrhoea
- A persistent headache
- Fever and chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

If you have any of these wider symptoms, you should get a test at one of Wirral's symptoms-only testing sites and then self-isolate if your result is positive.

The new advice follows the recent identification of a cluster of cases of the E484K mutation of the virus in the Liverpool City Region.



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.



As a precaution, your child must not come into school for at least **10 days** after coronavirus has been identified in your household, whether confirmed or unconfirmed.

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. You may be advised to get your child tested for coronavirus and to notify the school of the result. See [below](#) for information on accessing a test. 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 using a designated area.
- Your child will be supervised while waiting for collection, where required.
- You will be notified that your child must be picked up as soon as possible.
- You will be encouraged to have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.
- Areas your child has occupied will be disinfected as soon as possible.

If your child is sent home from school to self-isolate, they **must not come into school** for at least 10 days.

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 10 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, 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. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

7. Access to 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 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/>.

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. Other members of their household (including any siblings and members of their support or childcare bubble if they have one) should self-isolate. Their isolation period includes the day symptoms started for the first person in their household, or the day their test was taken if they did not have symptoms, whether this was a Lateral Flow Device (LFD) or Polymerase Chain Reaction (PCR) test), and the next 10 full days. If a member of the household starts to display symptoms while self-isolating they will need to restart the 10 day isolation period and book a test.

If anyone tests positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the day they developed symptoms.

You should also engage with the NHS Test and Trace programme, meaning that you need to be ready and willing 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.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

8. Uniform & PE Kit

We expect pupils to attend school in full uniform on return to school. We will be upholding our School Uniform Policy as normal, however we would ask that children from Reception to Year 6 come to school in their full winter PE kit, on the designated PE day, to reduce the requirement for changing clothes in school. Your child's designated PE day(s) will remain the same as in the previous term.

9. Catering

Arrangements will be put in place to ensure mixing between bubbles is avoided during lunchtime. Pupils will collect their food from the dining hall as normal, at their designated time and will eat their lunch in the dining hall. The dining hall and dining areas will be cleaned between each use of group bubbles. Children from Year 1 to Y6 will require a healthy snack for morning break and all children will need their named water bottles in school.

10. Transport

Pupils should walk or cycle to school or be dropped off by a member of their household where possible. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks.

11. The curriculum

Our focus is to support all pupils' health and wellbeing and to help them transition back into school life successfully.

To provide all pupils the opportunity to excel and engage with learning, the school will ensure the following:

- Increased outdoor learning, where possible
- Additional support for pupils who are at risk of falling behind their peers
- Continued support for pupils with SEND
- Provision and contingency plans for remote education

Lessons will work in a similar way to normal as far as possible; however, more focus will be placed on wellbeing, core subjects and ensuring pupils have a secure understanding of the content covered. An adequate amount of time will be spent getting pupils up-to-speed on material from the previous term that they may have missed due to partial school closures. Teaching of French will be temporarily suspended during the Spring term for Junior classes and this will offer additional focus time for 'catch up' and revision of appropriate key skills, plus any support or interventions that we deem will be beneficial to pupils for their transition back into school.

PE lessons will continue to ensure pupils get the exercise they need; however, activities within these lessons will be strictly non-contact and pupils will remain in small, consistent groups with other pupils from their bubble throughout the term.

12. Remote learning

Although all pupils can now return to school, we must make sure we are prepared to deliver education in any eventuality, including local lockdowns and in line with our contingency plans. We also need to have provision in place for pupils to learn remotely if they are sent home to self-isolate. For these reasons, we have created a contingency plan for remote education, should it be required. We understand that each family's circumstances and ability to access to learning material for their children differs, which is why we are committed to doing all we can to help pupils who are learning at home.

The school will continue to provide pupils with access to learning materials remotely via online sessions and send emails to you detailing guidance on activities and when tasks are to be completed by.

These remote learning arrangements are in place to ensure that all pupils have access to high-quality education while they are at home. These arrangements will help all pupils to learn alongside their peers and prevent them struggling with lesson content when they return to school.

13. Behaviour expectations

To ensure the school remains a safe place, we will continue to implement additional rules with regards to social distancing and infection control. Pupils are expected to follow these rules. These rules include:

- Partaking in additional hand washing.
- Minimising close contact, where possible.
- Minimising contact with those outside of their bubble, where possible.
- Not lingering in corridors, stairwells and other communal places.
- Not spitting, biting, or displaying other behaviours that put others at risk.
- Putting soiled tissues in a bin.
- Queuing to use school facilities, where required.
- Keeping to their classroom seating plan, as appropriate.

These measures are in line with the school's Behaviour Policy.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or experience difficulties with comprehension. The school will, therefore, consider each situation individually and work with pupils to educate them on the importance of social distancing and infection control measures and reward positive behaviour.

14. Safeguarding

Our Child Protection and Safeguarding Policy was updated at the beginning of the lockdown period to account for a change in provision while the school was partially closed. This policy has been updated again to reflect that we are opening to all pupils. A copy of this policy is available on the school website.

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family. Please contact Mrs Callaway, designated safeguarding lead (DSL) directly, if you need to report or discuss any changes,

SEND support

The SENCO (Mr Ashton) , along with other key members of staff and external agencies, will continue to coordinate support for pupils with SEND.

The SENCO will work with parents to identify support needs for pupils with SEND that are now returning to school.

If your child has an EHC plan, we will strive to deliver the provision set out in the plan; however, there may be cases where we need to adapt the provision. If we need to do this, we will speak to you directly.

If you have any questions about the support your child is receiving, please get in touch with the SENCO directly.

15. Wellbeing

One of our key priorities as we fully open the school is ensuring pupils are given the wellbeing support they need.

Children will be able to speak to pastoral staff face-to-face in school to discuss how they are feeling. These staff members will be on hand to support pupils and may access external support should that be required.

If you are concerned about your child's wellbeing or wish to discuss the support available in school or externally, please contact the school office, who will arrange for a member of staff to discuss arrangements with you.

16. Visitors on site

Visitors will only be allowed into any school buildings where it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents. Visitors will be asked to follow the school's Visitor policy and complete a visitor contacts form.

Parents that need to come into school will need to make an appointment first. Meetings will only be held with parents where absolutely necessary and at a safe distance.

17. Before- and after-school care

The decision as to whether before- and after-school clubs will restart has been made based on an assessment of whether children are able to be safely distanced and in smaller groups, and whether sufficient staffing is available.

Before- and after-school clubs will be available from Monday 8th March

Revised provision will be as follows:

- Before School provision will be available from 8am – 8.30am
- After School provision will be available from 3pm – 5.30pm
- Morning Nursery Wraparound: Available from 8.30am
- Afternoon Nursery Wraparound will be available from 3.30pm – 5.30pm

Please ensure bookings are made in advance, wherever possible to ensure staffing capacities are available.

We will keep our Before and After school Wraparound services under review and will communicate any change to these, as soon as possible.

Drop off and collection of children using Wraparound and Before & After School club will be at the main entrance gates.

Other Extra Curricular clubs will only be restarted when it is safe to do so. Parents will be informed of any changes to the above arrangements.

18. School trips

The government has advised that all Educational Visits are not to go ahead currently, but advice will be kept under review.

A number of school policies and procedures have been created and updated to reflect the provisions that are in place during the coronavirus pandemic, including the following:

- **Social Distancing Policy Statement**
- **Risk Assessment for Full Opening (from 8th March 2021)**
- **Infection Control Policy**
- **Behaviour Policy**
- **Bereavement Policy**
- **First Aid and Medicines Policy**
- **Safeguarding and Child Protection Policy**

Most of these documents can be found on the school website; however, if you cannot find what you are looking for, please contact the school office.

19. What can you do to help?

The support and understanding from our pupils' parents is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms (including wider symptoms)
- Ensure your child washes their hands before they leave for school and after they return home
- Adhere to your child's pick-up and drop-off times
- Maintain social distancing on or near the school grounds
- Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted
- Communicate with school staff digitally instead of in person, e.g. via email
- Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils

20. Reporting concerns

We remain committed to maintaining open channels of communication with all parents. Please raise any concerns in the first instance with your child's Form Teacher, or via the school office. The staff member will work with you to address your concerns and can escalate any concerns to the headteacher if appropriate.