

Parent/Pupil Guidance Document, including COVID Code of Conduct (CCC)

<p style="text-align: center;">COVID-19 Conduct Contract for all pupils attending school from 3rd September 2020</p>
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Dear Parent/Carer,

The school is re-opening for ALL pupils, whilst maintaining our online curriculum newsletters for all other children at the school. In the first instance the school will be open to our children in Years 1 to 4 from Thursday 3rd September 2020 and then Reception aged children will have a staggered start to school to enable a steady transition period in for them, starting the week beginning Monday 7th September 2020.

Parents and carers must not send their children to school with any symptoms of illness, however mild, including fever, diarrhoea, nausea, sore throat, cough, loss of smell/taste, rashes etc. The school reserves the right to refuse entry to any pupil where there are legitimate concerns regarding the health of a child. It will be the parent's responsibility to collect the child within a one hour period where the child becomes unwell or appears unwell.

We expect every person in school to behave in a respectful and co-operative way which fully supports the principles of this COVID-19 Conduct Contract. Please be aware that all staff members will be given this contract along with any members of the public who have access to the school, such as the cleaning company.

The school will be fully staffed in September with the return of Mrs Randall and Mrs Wing in the office, Mrs Blacktop in Reception, Mr Bonham serving lunches and myself in the Head's office. As you are all aware, I have been shielding at home since the start of the pandemic but as numbers of cases have decreased and the guidance has changed over the past few weeks, I will be able to return to the school site but with restrictions in place. Each member of staff who falls into the vulnerable or extremely vulnerable categories have had separate risk assessments written for them and this will result in different staff working in slightly different ways. For myself, this will mean that I will need to limit my contact with adults and children within the school building but I will have many opportunities throughout the school day to see the children outside and in small groups in the school hall and I will be on the gate at the start and the end of the school day. Social distancing for adults will remain in place, therefore we ask that parents and other adults do not enter the school building without an appointment and stay at least 1m away from other adults when on the school site.

Our primary aim will be to keep everyone safe and focus on their mental health and wellbeing and transition into their new year group in the early part of September, regardless whether they have changed teacher or not. Curriculum teaching will take place but there will be a much greater emphasis on helping the children settle back into routines, many slightly different to what they are used to, adjusting to their new timetables and the unfortunate scenario of not being able to mix as a whole school at this time. We will be baselining the children in their basics of reading, writing and maths but this will be done in an informal way as much as possible. A key element of our recovery curriculum will be to support children back in to school with activities that help them understand what has happened over the past six months, how they can keep themselves and others to stay safe but also look at the positives that this period of time has brought and not purely focus on the negative aspects. Children will have had a wide and varied experience of lockdown and home schooling and we need to understand how this may have affected your child to enable us to support them appropriately in

school. Schools will be receiving funding to help narrow gaps and address any needs as a result of the school closure but how these funds will be spent will very much rely on our findings whilst spending time with your children and our baselining judgements. We will issue further information on this as we move through the first half term.

Staff wellbeing is also paramount as a full reopening of the school brings a new level of anxiety for those staff who have been working throughout the lockdown on the school site and for those staff returning to work for the first time since the start of the pandemic, fears and worries and apprehension on how they will adjust to being back at work. With this in mind, some protective measures and practices will be put in place to ensure that staff feel safe whilst on the school site. These will include some staff wearing face masks or visors whilst participating in certain activities within the school building. Children will not be expected to wear masks as this is deemed unnecessary at this age, as is the expectation of social distancing, we will encourage safer practices but the 'bubble' approach reduces the amount of exposure children experience around school.

Our contract is to be found on the following pages after the bullet points below, which we have designed for you to share with your child, to help prepare them for their return to school. The appendices offer further useful and important information taken from the school risk assessment. Apologies for the length of this document but we have tried to give you, as parents, as much information as possible so that you feel informed about the steps the school has taken to keep your child and family safe. Any queries can be emailed into the office@ email address with FAO Mrs Parkes before the children start back next week.

Kind regards,

Mrs Lisa Parkes

Guide for children

1. You will need to wear your school uniform and you need to bring in a filled water bottle to school and then remember to take it home and wash it out before bringing it back in the next day. The water fountain cannot be used to have a drink from at this time. Years 3 and 4 will need a healthy snack for break time (this is important as your morning session is increasing in length due to needing a staggered lunchtime) and don't forget your coat. Your PE kit will be kept at home and you will only need to wear this to school on a Friday for now and only a small bag or book bag needs to be brought into school. No toys or books from home.
2. Mrs Parkes will meet and greet you and your parent on the main playground and Mrs Randall or Mrs Wing will take you through the door at the side of the hall into school. Please walk in sensibly in a line like you would at the end of playtime or lunchtime. You will all need to wash your hands before going into your classroom. Mrs Bonham and an adult from your classroom will supervise you doing this. Try to make sure you have gone to the toilet before you come to school as we need to be in and out of the toilets as quickly as possible (but do not worry if you have to go!) Each class is coming into school at a different time, this is because each class is now called a 'bubble' and we need to try and stay with our own bubble as much as possible.
3. You cannot play on the playground before or after school like before and you must try and be around 1m apart from the other children and their parents when waiting to go inside (ask a parent to show you how long this is).

4. You will see arrow markings in the corridor encouraging you to walk on the left hand side of the corridor, just in case you need to pass someone coming the other way.
5. Years 1 to 4 - You will have to sit at a desk when you are in your classroom. Your teacher will tell you which desk is yours and you will have a named plastic wallet with everything you need inside to do your work. Reception children will be shown where to sit.
6. The classrooms will look different to how you remember them as we now need to have the tables in rows as much as possible and facing towards the front.
7. Everyone will be eating their lunch in the hall but you will only have lunch with your class and you will need to eat sensibly so you can get outside to play whilst the next class come in to the school hall to eat.
8. If you have an accident in the classroom or on the playground then an adult will put on a mask and gloves, this is to keep you and the adult safe.
9. This is going to be very hard but we cannot hug at school as we need to try and stay apart and your teachers will help you remember this by telling you if you are getting a little too close to another child or adult. This may sound a little strict but they are only doing it to keep you safe. You will need to line up to go to the toilet. Try to go to the toilet when it is your groups turn but if you need to go in class time then put your hand up and you will be able to go, so don't worry!
10. You will be asked to hand wash or hand sanitise at the start of the school day, going out and coming in from playtime, going to lunch, after lunch and at the end of the school day but there might be other times when you will be asked to wash your hands, depending on the activities you are doing in your class.
11. Remember, if you feel unwell, you must tell a teacher straightaway.
12. We will be trying to deliver more of the curriculum outside and each class will be having an outdoor day and on a Friday, along with PE/Games this day will be known as Feel Good Friday and we will be doing lots of activities linked to mental health and wellbeing.
13. Assemblies cannot happen at the moment and we can only sing when in smaller groups and preferably outside, this won't stop us from listening to lots of music and humming and clapping along to songs! Star pupil assembly will still happen each week but only the children who are star pupils for that week will meet with Mrs Parkes and a certificate and a star sticker will be given rather than our badges we used to use.

There will be lots more for us to share with your children but we will be constantly reminding them of the new routines and rules and they can always ask an adult if they are unsure of anything!

Contract

Transport to and from school

I agree to observe social distancing on the journey to and from school by:

If travelling by foot:

- I the PARENT and my child will stay at least 1m away from the next family whilst waiting outside the school premises
- I the PARENT will not enter the school premises before instructed to do so
- I the PARENT will not allow my child to play with other children whilst waiting to enter the school premises
- I the PARENT will wait 1m away from school staff and approach the drop off point being mindful of others around me.

If travelling by car:

- I the PARENT agree to stay in my car with my child until my allocated drop off/pick up time
- I the PARENT will not park 2m either side of the playground gate
- I the PARENT will not turn around in the entrance of the school car park due to pedestrians using the entrance during drop off and collection times
- I the PARENT will not enter the school premises before instructed to do so
- I the PARENT agree to collect my child at the start and end of the day at the allocated time (lateness will increase risks for all)
- I the PARENT will ensure my child stays with me when leaving and returning to the car

Arrival at school

As a parent I agree to:

- Enter the school playground via the school gate when instructed to do so by a staff member and approach the drop off point in an orderly fashion, no gathering in groups
- I will stay with my child on the playground until my child is called through by an adult (please do not leave your child at the school gate or with another parent)
- When leaving my child I will leave the school playground via the car park gate and walk down the drive, being mindful when exiting at the need to social distance with anyone entering the school playground
- If my child is distressed on entering the school premises and I can't comfort my child and encourage them into school independently, then I will take advice from the staff member on duty on what I should do (we cannot scoop up children like we used to!)
- Not stay after drop off or collection times to socialise outside the school premises (pathways will be in use by local residents)

As a pupil I agree to:

- Listen carefully to the school staff and follow the staff into the school building in a sensible line
- Wash my hands on my arrival into school
- Where possible, provide my own hand sanitiser (school supplies are limited but available at all times)
- Listen carefully to the member of staff and follow their instructions when walking around the corridor and when arrive in my classroom. I will not chat in the corridor, hanging up my coat swiftly.

Health screening and early collection

I the PARENT agree to the following:

- To the school carrying out health screening as required
- To collect my child from school, within one hour should the school deem that they appear to have become unwell
- To keep my child at home should they display any COVID symptoms or similar illness

I the pupil agree to

- Tell a member of staff straight away if I feel unwell with any of the symptoms that my parent/carer has discussed with me

<ul style="list-style-type: none"> • Let staff take my temperature with the provided equipment • To sit quietly on the chair provided whilst waiting for an adult to collect me from school
Movement around school and in lessons
<p>I the pupil agree to observe social distancing at all times when in school by:</p> <ul style="list-style-type: none"> • Trying to remain 1m from the nearest child or adult whilst moving around the school, in lessons, at the start and end of the day, between lessons where possible. • Observing the instructions on how to stay seated at my desk and to put my hand up if I have a question or need to leave my desk (for example, needing the toilet) • Observing the one way systems in place and to wait sensibly if required to line up • Not using the playhouses outside at any time or the covered seating area if more than 2 children are already in there. • Observing social distancing where possible and to play games outside which require minimal physical contact. • Using only the equipment that is on my desk and to keep my belongings tidy • Remaining seated at the end of lessons until told to move by the teacher
Break time
<p>I the pupil agree to abide by the new arrangements for break time by:</p> <ul style="list-style-type: none"> • Bringing my own healthy snack for break time if in Years 3 and 4. • Choosing a piece of fruit sensibly and taking my milk when asked to do so by the class teacher. • Staying in my classroom until instructed to leave. • Handwashing or sanitizing when asked to do so and putting on my coat quickly, moving outside straight away.
Hygiene and Uniform
<p>I the pupil/parent agree to maintain my own personal hygiene by:</p> <ul style="list-style-type: none"> • Washing my hands thoroughly with soap for 20 seconds after I have used the toilets, and where possible in lessons (at the instruction of the teacher) • By using hand sanitiser, where possible, at the end of lessons • Wearing clean uniform, this does not have to be washed daily but cleaned regularly • Coughing/ sneezing into a tissue or into the crook of my arm • Avoiding touching unnecessary surfaces and avoiding touching my face
Toilets
<p>I the pupil agree to observe the rules and regulations as directed below:</p> <ul style="list-style-type: none"> • To use the toilets when instructed to, even if I'm not sure I need to go • Washing my hands thoroughly with soap for 20 seconds after I have used the toilets. • To observe social distancing in toilet areas by using the facilities as quick as possible, moving away from sinks to allow other to use them and moving back outside as soon as I have finished. • To follow the queuing system as instructed by the member of staff • To put my hand up if I need the toilet during lesson time
General conduct
<p>I the pupil agree to observe the follows rules and regulations:</p> <ul style="list-style-type: none"> • To follow any instructions given to me by a staff member and to ask if I'm unsure • To work hard and to the best of my ability in all lessons and be patient if I need an adult's help • To stay focused and let others learn • To behave in a respectful, co-operative manner at all times • To ensure I have my water bottle and other items, such as my lunchbox in school with me each day
Visitors to school
<p>I agree to support the following:</p> <ul style="list-style-type: none"> • There will be no visitors permitted on the school site whilst the children are in the school <p>As a PARENT if I wish to communicate with the school, I will do this by email or by telephone. I will NOT come onto the school site except to drop off or pick up my child by foot or by car. Unfortunately, due to</p>

the staggered start and end to the school day staff will not be around to answer questions, urgent messages or questions can be directed towards Mrs Parkes or be sent in via email or telephone.

Fire bell and Lockdown

- I the pupil agree to comply with the rules and procedures regarding lockdown and fire emergencies as instructed. I agree to try and maintain social distancing in these instances, following the instructions given to me by a member of staff.

Appendix A

Guidelines for parents and children

A. Travel to school

- Parents and children should maintain social distancing when walking into the school and should go straight to the adult on the playground and leave via the car park gate
- Parents and children should not arrive at school any earlier than their allocated drop off time
- Reception age children should be dropped off between 9.00am and 9.10am
- Year 1 and 2 children should be dropped off between 8.50am and 9.00am
- Year 3 and 4 children should be dropped off between 8.40am and 8.50am
- Younger siblings can be dropped off at the same time as the older child to ease the numbers of parents on the playground at one time
- The car park entrance needs to be kept clear at all times and will be coned off to ensure everyone's safety

B. Travel from school

- Parents should not arrive at school any earlier than their allocated collection time
- Reception age children should be collected at 3.00pm
- Year 1 and 2 children should be collected at 3.10pm
- Year 3 and 4 children should be collected at 3.20pm
- Younger siblings will remain with their class teacher and leave with the older child
- Parents should collect their children by waiting for the child to come to them and then leave with their child via the car park gate
- The car park entrance needs to be kept clear at all times and will be coned off to ensure everyone's safety
- Please do not socialise at the end of the school day and leave the area outside the school site as swiftly as you can, being mindful to keep a 2m social distance when getting to your car

C. Health considerations for parents, including screening on arrival

- If pre-school siblings do have to come onto the school site they must stay with their parent at all times
- Parents must not send children to school with any symptoms of illness, however mild, including fever, diarrhea, sickness or nausea, sore throat, cough, loss of taste/smell, rashes.
- Children may be screened for symptoms on arrival at school. Parents will be asked about how their child is feeling prior to being escorted into school.
- By sending a child to school, the parent is consenting to any medical checks or screening the school feels is necessary in order to maintain the safety of the school community.
- The school reserves the absolute right to refuse entry to any pupil to the school where there are legitimate concerns regarding the health of a pupil.
- It will be the parent's responsibility to collect immediately (within one-hour maximum) from school any child who appears unwell or develops any symptoms during the school day.

- Students waiting to be collected by parents for health reasons will be isolated in the Teaching and Learning Base classroom with a member of staff wearing PPE. The child will be asked to wear a mask to walk out the school site. The parent must come to the front door to signal their arrival and their child will be brought to them.
- Appropriate PPE has arrived for the use by First Aiders only, when treating students suspected / showing COVID-19 symptoms. PPE will be used if intimate care or sickness is treated. Any students with medical issues will be taken to the Teaching and Learning Base classroom to be treated. Minor injuries (grazes etc) will be treated by a staff member once they have put on gloves and a mask (which all staff have with them at all times)
- Government protocol will be followed if there is a suspected case on site and isolation guidelines must be followed by the family

D. Uniform/behaviour

- The safety of pupils and staff is the primary and overriding concern
- School uniform will need to be worn each day and PE kit on a Friday or outdoor clothes when asked to
- Return to school guidance, including the COVID-19 Conduct Contract, will be shared with pupils, parents and staff in advance
- If a pupil is sent home, for whatever reason, parents will be required to collect them immediately (within one hour)

Appendix B

Further information for parents taken from Dodford First School Risk Assessment agreed by WCF and DofH – August 2020

Opening plans
Dates children returning to school <ul style="list-style-type: none"> • Years 1 to 4 will return on Thursday 3rd September • Year R will have a staggered start – week beginning 7th September – stay and play sessions and class teacher meeting with parents individually, Part time timetable week beginning 14th September and in full time from Monday 21st September.
Arrival at school
Staggered start times and end times to the school day, with younger siblings entering and leaving with older children. 8.40am – 8.50am – Years 3 and 4 8.50am – 9.00am – Years 1 and 2 9.00am – 9.10am – Reception 3pm – Reception leave 3.10pm – Years 1 and 2 leave 3.20pm – Years 3 and 4 leave Wrap around care will run under a separate but agreed RA. Children will enter via the front door and join their classes as they come through the school hall at the start of the day. At the end of the school day, children attending Four Seasons will be kept to one side by their class teacher and then taken around to the school hall once their class has been dismissed. Parents will not be allowed to enter the school building at the start or end of the day.
Protective measures and hygiene – Handwashing and ventilation
<ul style="list-style-type: none"> • Children will hand wash on entrance to school

- Handwashing or hand sanitising is also built in to every breaktime and return afterwards to class
- Extra hand sanitizing stations have been purchased and hand sanitizer is also in each room in the building.
- Staggered breaks will aid handwashing.
- Years 3 and 4 can use the T and L Base sink.
- Staff can use the staff toilet and kitchen sinks.
- Handwashing signs are placed by all sinks and handwashing routines discussed as part of the school day routine.
- Adults will support children with additional needs.
- Doors will be propped open where possible to increase ventilation and access to fresh air.
- Reception door is always open, Year 1 and 2 have the side door and the window and Year 3 and 4 have the door and 2 small windows at either end of the classroom.
- Office staff will open the back door regularly to ventilate the office and the Head's office has a window to open.

Protective measures and hygiene - resources

- Staff have their own stationery which is kept on their desks and in pencil cases.
- Office staff have their own stationery.
- Children all have their own plastic wallets with their own personal stationery items and equipment to use in class.
- Tables, sinks and door handles will be cleaned at lunchtime.
- Cleaners will focus on pinch points each evening.
- Equipment shared across the school will be carefully planned so that 72 hours is left between use by different bubbles.
- Children will be given two books on a Monday to take home and return on a Friday, a separate book will be issued at the weekend, this allows books to be left before being returned to the book shelf and re-issued.
- Children's belongings will be kept on their peg or in their named tray and water bottles on desks.

Consistent grouping

- 3 classes = 3 bubbles
- Specialized teaching groups will be decided upon following guidance
- Classes are to have separate breaktimes and lunchtimes and the start and end of the school day is staggered.
- Adults will remain with their bubble for the majority of the school day but occasionally there will be movement in adherence to government guidance.
- No after school clubs other than Four Seasons will be running this half term.
- Peripatetic teaching will start in October in the school hall in small spaced out groups or individual lessons.
- Children in Years 1 to 4 will be sat at desks and no carpet area will be in use. Where possible the children will be sat forward and any group work will be limited and seating will be consistent with no movement around the room whilst the lesson takes place unless under instruction by the teacher.
- At lunchtimes the children will not sit face to face but on one side of the table and with a maximum of 3 children per bench.
- No assemblies will be taking place and no singing in groups of more than 15, initially singing will only happen outside. Any singing will require the children to be spaced out and facing the front.
- 1:1 work will be done with an adult wearing a visor.
- Intimate care will be carried out with an adult wearing full PPE.

Actions to help children adhere to distancing

- Those children who attended school in lockdown can aid those in following the new rules.
- Social distancing playground games will be taught to the children
- Gentle reminders will be given to the children throughout the school week

<ul style="list-style-type: none"> • Children encouraged to put their hands up to gain attention and not tap or touch an adult • Virtual hugs, high fives and other celebrations will be taught • The children will be spoken to about why some adults will be wearing masks or visors • No large gathering events will be taking place in the first half of the term and this will then be reviewed • No assemblies will take place other than the five children attending a star pupil assembly
Toilets
<ul style="list-style-type: none"> • Four Seasons will clean the toilets when they have finished with them after breakfast club. • Staff will wipe down the sinks and handles in between handwashing as the children enter school. • Children will be encouraged to flush toilets, wipe up spills on seats and wash their hands – signs will be up in the toilets and staff will remind them • Sinks and handles will be wiped in between breaks and lunchtimes and the area will be wiped down at the end of the day ready for afterschool club. • The cleaner will thoroughly clean the toilets and pinch points each evening.
General cleaning
<ul style="list-style-type: none"> • Tables and benches will be wiped down before each lunch sitting. • Children will sit on their coats and remain seated during lunch in the hall. • Staff will clean down all surfaces at the end of the lunchtime and the hot plate server surface will be wiped down at the start and end of each lunchtime. • Where plates and cutlery are kept, this will be wiped down weekly. • Cutlery and food will be served to the children at their seats to prevent queuing and help with social distancing, the hall will have extra staff to oversee the time spent in the school hall. • At the end of lunch, children will exit via the hall outside door and the next class enter via the corridor door. • Classroom surfaces will be wiped down by staff at lunchtime and by the cleaners each evening. • Carpets will be hoovered daily and floors mopped. • Toilets will be cleaned before, during and at the end of the school day by staff and then cleaned by the cleaners each evening.
Visitors to school
<ul style="list-style-type: none"> • All visitors will use their own pen to sign in to keep a record of who visits the school and on what date and at what time. • Parents will only enter the school by appointment. • Regular visitors will follow the school's RA. • Any visitors will be informed of procedures before entering the school. • All visitors will have to wear a mask and hand sanitise on entering the school. • Contractors, maintenance checks etc will be booked outside of school hours where possible.
Outbreak/suspected case in school
<ul style="list-style-type: none"> • Staff are aware of the process if there is an outbreak and the school will seek advice from PHE and WCF on the extent of the closure/isolation due to the small nature of the school. • The school will inform parents as soon as there is a suspected COVID case and advise parents on what action needs to take place • Parents will inform the school immediately if anyone they have been in contact with has had to go into quarantine and if they have to isolate