

GUIDANCE FOR PARENTS
FOR SAFE RETURN OF PUPILS
AND STAFF
AT DOWNS VIEW
INFANT SCHOOL



Please read this guidance carefully and adhere to it all times for your own safety and for the safety of others.



Downs View Infant School



September 2020

Reopening Guidance for Parents

This booklet provides essential guidance on procedures in place to ensure the safe opening of the school to all pupils and staff in September 2020. Government guidance has been followed and risk assessments completed. Please see the risk assessments on the school website for additional information and the rationale behind the procedures chosen.

Staggered Start and Finish Times



To minimise the number of parents on the school site at once and to ensure a safe flow of people around the school staggered start and finish times have been introduced. The following are the timings for each class. Reception times

Class:	Arrival:	Collection:
Butterfly	8.40am	2.50pm
Bee	8.50am	3.00pm
Ladybird	9.00am	3.10pm
Dolphin	8.40am	2.50pm
Starfish	8.50am	3.00pm
Turtles	9.00am	3.10pm
Penguins	8.40am	2.50pm
Polar Bears	8.50am	3.00pm
Snow Leopards	9.00am	3.10pm

will differ during phased introduction to school, these timings will be sent to you.



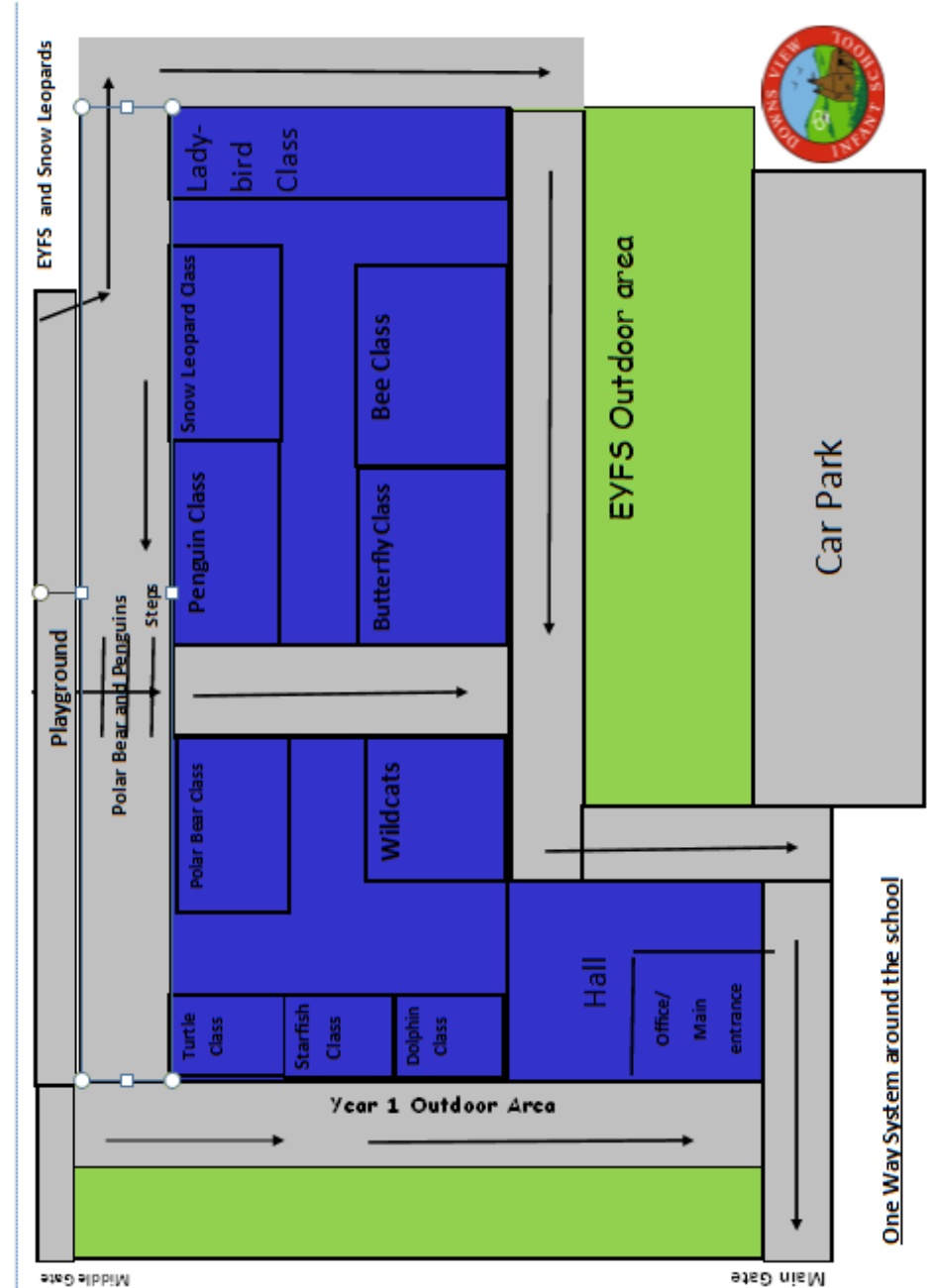
One Way System

To ensure that the flow of adults/children is smooth and social distancing is easier to maintain around the school during pick up and drop off times a one way system has been implemented around the school. Signage will be around the site to show which way to go. Please see the map of the school which has the one way system drawn on it.

Entry and Exit route for each class

All children will sanitise/wash hands upon entry to the classroom.

Arrival: EYFS Please enter from the gate nearest to Kennington Junior Academy, walk around the outside of the playground and school building and round a one-way system to the main reception gate to exit. To alleviate queuing on the outside pavement please queue on the one way pathway around the school.



How the School will respond to a suspected Covid 19 case

Coronavirus (COVID-19) Symptoms are the 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)

Children and Staff who develop any of the above symptoms whilst on school site need to follow these guidelines:

1. Supporting adult needs to put on PPE available in each classroom (Apron/ Gloves/Visor)
2. Inform Office/SLT via walkie/talkie
3. On confirmation, proceed to Wildcats (isolation room) via outside route – ventilate this room
4. Adult in classroom/area to virabact workstation, touch points and designated toilet area (please wear PPE and dispose of in a yellow rubbish bag in the green wheelie bin)
5. Contact Office/SLT if the child needs to use the toilet and advice will be given
6. Any change to child's symptoms must be reported to Office/SLT and 999 called if they are seriously ill or injured or their life is at risk
7. Await advice regarding the collection of child.
8. Supporting adult should clean Wildcats after the incident using the Virabact spray provided in the room. Remove their PPE and dispose of this using yellow bag provided in the green wheelie bin. Wash their hands thoroughly for 20 seconds and clean their visor.
9. No further action is needed until we receive results of the test

Attendance

Children are expected to attend school daily and the school's attendance policy will be followed. It is imperative that you bring your child to school on time every day. Late arrivals are to wait at the gate outside the school office until a member of the office team comes to greet them.

Year 1: Parents enter via the middle playground gate and will form a socially distanced queue outside each Year 1 classroom and leave the premises immediately following the one-way system.

Year 2 Please enter through the gate nearest to Kennington Junior School. **Penguin** and **Polar Bear** parents please walk across the middle of the playground and down the central steps with your child. Polar Bear children will turn right to their cloakroom and Penguin children left to their pegs and enter the classrooms through the internal doors. Parents please continue straight across the corridor to the EYFS outside door and follow the one-way system around the school and to the main reception gate to exit. **Snow Leopard** parents please walk around the outside of the playground drop your child off at Snow Leopard class external door and then go down the slope, turn left across the corridor and join the one way system

End of the Day Collection

EYFS: Please enter the school via the gate near Kennington Junior Academy and, walk around the outside of the playground and form a socially distanced queue outside your child's classroom(Owls the corridor exit to outdoor area). Leave the premises immediately with your child following the one-way system around the school exiting via the main reception gate.

Year 1: Please enter via the middle gate and form a socially distanced queue outside your child's Year 1 classroom. Leave the premises immediately with their child following the one-way system.

Year 2: Each Year 2 class will be brought to the playground and lined up along the fence in front of Polar Bear class. Please enter via the Kennington gate, walk across the middle of the playground and wait in a socially distanced line to collect your child. Once you have collected your child please exit via the central playground steps and follow the one-way system to the main reception gate.

Additional information regarding drop off and pick up. Teachers will not be available for discussion at this time. Please phone the school office if you would like to speak to your child's teacher. Please only arrive at allotted times and observe social distancing while outside of school gates on the pavement. If you arrive early please wait in your car if possible until your child's start/finish time.. Please can only 1 adult collect at a time- siblings may attend if there is no other childcare available to limit number of adults on site. Key entry and exit points will be manned by staff.

Playtimes

EYFS will use their outdoor area for play time within their day– all children may use the area at once.

Year 1 and 2 Both year groups will use the playground for their playtime. Each Year group will have their own allocated time for play. Equipment will be provided for each year group. This will not to be shared between year groups. The adventure playground will be on a weekly rota for each year group.

Zones The school will be divided into allocated zones for each Year group to prevent the mixing of bubbles. Please see the map for further details

Lunchtime



The children will be able to bring their own lunch box from home or can choose to have a hot dinner provided by the school. Home packed lunch boxes will be stored under a child's desk. Lunch times will be staggered with a year group at a time in the hall. The timings are as follows:

11.30am EYFS- in dinner hall	12.00pm EYFS – in EYFS play area
11.30am Year 1 on the playground	12.00pm Year 1 –in the dinner hall
12.00pm- Year 2 on the playground	12.30pm – Year 2 in the dinner hall

Packed lunches will be eaten in an allocated classroom with children from the year group bubble under the supervision of mid day supervisors. The children eating a hot lunch in the hall will wait in the hall until it is time for them to go on the playground. The MDS will clean all tables when the children have finished their dinner in preparation for the next year group lunch. Each year group will enter and exit the hall from an allocated door. This will prevent year group bubbles going into different year group zones.

First Aid



When administering first aid teachers, teaching assistants and midday supervisors will wear appropriate PPE for their and your child's protection.

Communication

If you need to contact the school please do so by email or phone call. Meetings with teachers must be made by appointment only.

Breakfast Club

Breakfast Club will run from 7.45am-8.40am. Children will be in the hall but kept in year group bubbles, Children will use their bubble toilets and will need to be supervised. Children will put sanitizer on their hands as soon as in school and again once they enter their classroom. A set member of staff will supervise each year group. Resources used and cleaned at end of each session. Please contact the office if you require a place for your child.

8.20 Club

From September there will not be 8.20 Club in Puppies. Children who require this provision will join the Breakfast Club bubbles for play. Please contact the office for a place for your child.

Uniform and Equipment

The children will be expected to wear uniform to school. School bags will be allowed in school and kept on your child's peg. Please do not put any unnecessary items from home into the bag. Water bottles are to be brought in daily; these will be kept on your child's desk. The children will be provided with a basket of stationery for their own use which will be kept in school. The sharing of wipeable resources is permitted; these will be cleaned between use. PE kits will need to be brought in and will be kept on the children's pegs. Please can your child bring both outdoor(tracksuit bottoms/sweatshirt)) and indoor PE kit to school. Where possible PE will be taught outdoors. Your child will also need a pair of wellies in school for outdoor learning.



Reading Books

Year 1 and 2 will take home 3 reading books on a Monday for the week. These are to be returned on a Friday so that they can be cleaned and a new set of books be sent home the following Monday.

Assembly

The children will have virtual assemblies led by leaders within the school. Awards and birthday assemblies will continue to take place virtually. Until guidelines change assemblies will not take place in the school hall.

If you have any further questions please phone the office for further support.