MARLFIELDS PRIMARY SCHOOL

FRIENDLY REMINDERS FOR COMING BACK TO SCHOOL

SEPTEMBER 2020

**What can families do to prepare for returning to school in September?**

We are very aware that many of the procedures we have had to implement may feel very strange for you and your children. Please understand that we are only doing them for the safety of all of our Marlfields community and that they may be in place for some time to come.

* **According to current guidance, there is no need for you or your children to wear any face covering or mask to come to school. Please note that none of our staff will be wearing face masks. However, if the government guidance changes we will update you ASAP.**
* Please share the social story with your child about returning to school (parents have had a copy of this)
* Share the story ‘While we can’t hug’ .https://m.youtube.com/watch?feature=youtu.be&v=2PnnFrPaRgY.
* Talk about school and the opportunities to see friends and teachers again
* Encourage your child to routinely wash their hands with warm soapy water for at least 20 seconds.
* Teach your child to cough/sneeze into their elbow if necessary as well as the ‘Catch it, bin it, kill it’ technique.
* Share any concerns with us at admin@marlfields.cheshire.sch.uk
* **Ensure school has three up to date contact numbers, should we need to contact you.**

**Start of the day arrangements**

As previously advised, please keep to your child’s drop off and pick up times.

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| --- | --- | --- | --- | --- |
| Year Group | Drop off Time | Entrance Gate | Pick up Time | Exit Gate |
| Nursery | 9am | Main school entrance to car park | 3.30 or 4pm | Main school entrance to car park |
| Reception | 9am | Main school entrance to car park | 3.20pm | Main school entrance to car park |
| Y1 | 8.45am | Main school entrance to car park | 3pm | Main school entrance to car park |
| Y2 | 8.50am | Walk in gate on Waggs Road | 3.20pm | Walk in gate on Waggs Road |
| Y3 | 9am | Walk in gate on Waggs Road | 3.30pm | Walk in gate on Waggs Road |
| Y4 | 9.am | Walk in gate on Waggs Road | 3.30pm | Walk in gate on Waggs Road |
| Y5 | 8.45am | Walk in gate by The Crescent/Football Club | 3.20pm | Walk in gate by The Crescent/Football Club |
| Y6 | 8.45am | Walk in gate by The Crescent/Football Club | 3.20pm | Walk in gate by The Crescent/Football Club |

* In order to minimise the number of adults on school grounds, **only one parent or carer** should accompany their child to and from school.
* Please do not arrive on school gates before your child’s drop off time, as this has been planned very carefully to minimise the number of adults around school at any one time.

**If you have more than one child, please drop children off at the earliest time given for your family at the oldest child’s gate and staff will direct them to their classes from this one gate. Please phone for advice is this is a problem.**

Please walk or cycle to school wherever possible.

Please allow your child to enter the school building by themselves, through the allocated entrance to school. Please note that no adults other than school staff will be allowed in the school buildings.

Children will wash their hands when they enter the building.

Please do not arrive to school gates until the allocated collection time for your child.

* 1. Children will leave their classroom from their allocated door, at the set time and be guided to parents.
	2. Please do not step forward to collect your child, allow them to come to you.  Please observe social distancing at all times.
	3. **Please leave as soon as you have collected your child and do not gather around in groups with other adults.**

**What to expect from the classroom environment**

The children will be taught in their usual class, in the usual classroom.

* Class teachers have prepared the classrooms and displays to be as inviting and familiar as possible.
* All unnecessary furniture has been removed.
* Tables have been organised into rows and will all face the front of  the classroom.
* Resources will not be shared unless essential for learning, e.g. as  part of the EYFS play based curriculum.
* All shared resources will be washed at the end of the day.
* Windows and doors will be open to create as much air circulation as  possible.
* **Uniform**
* Children should wear full school uniform, including school shoes.
* School outdoor PE kits (including trainers) should be worn on the  days that they have PE (you will be advised when these will be).
* If you have any concerns around uniform please contact school  directly to discuss this with the School office on 01260 633120.
* **What to bring to school**

In order to keep children and staff as safe as we possibly can we are asking that only the following equipment is brought in from home:  

* a named pencil case with limited items of; writing pencil, colouring pencils, eraser, pencil sharpener,  and glue stick. This pencil case will need to stay in school.
* Water bottle (named).
* Coat.
* Lunch is coming from home in a disposable bag.
* **What will your child’s school day look like?**
* Key emphasis on pastoral activities to support emotional health and well-being for all children.
* Flexible approaches based on transitioning back into school life.
* A return to familiar structured lessons offering a broad and balanced  curriculum.
* No assemblies or gatherings outside of class groupings.
* No unnecessary movement around the school.
* Zoned areas for breaks and lunchtimes to ensure no two class  groups mix.
* Two PE lessons per week for all children from Y1-Y6. Instead of getting changed at school, children will have to come to school in their Marlfields School outdoor PE kit, including well-fitting trainers.
* **Lunchtime**

Please note that we are a ‘nut free’ school, due to a number of our children having serious nut allergies. Please ensure that you do not include any nuts or nut based products when preparing your child’s packed lunch or snack.

We will be able to offer a school lunch every day, which is free should all children wish to take one till October half term – please not this is not from the DfE but from our own budget which the Governors hope will support our families returning to school this year in the extraordinary circumstances we find ourselves in. If you are taking this offer please be aware you will need to order through the Dolce system to access. Also you may feel able to write to the Governors of the school to thank them for their support to your family for this offer.

Children may bring their own lunch in a disposable bag should they wish.

Please note that children will eat their lunch in their classroom, supervised by a staff. They will then access outside playtime (at staggered times), and will remain only with the other children from their bubbles.

**Hygiene**

* Social distancing measures will be practised and modelled at all times (please be aware that this will not always be possible for our younger children).
* Children will wash/sanitise their hands at regular times during the day.
* Children will use their own equipment, unless shared equipment is necessary- this will be washed after use.
* Tables and shared areas will be wiped down throughout the day.
* High contact points such as door handles, taps, sinks, toilet seats  and handles will be cleaned throughout the day.
* Children who need to cough or sneeze, will be encouraged to use a tissue or crook of their arm and follow ‘Catch it! Bin it! Kill it!’
* Tissues will be thrown away and children will wash their hands thoroughly afterwards.
* Children will be reminded not to touch their face, mouth, nose or eyes while at school.

**Illness**

If you or your child have any symptoms of Covid 19, **you should not** send them to school but follow the government’s advice regarding isolating, testing and quarantine(see links below)

If a child displays symptoms of Covid 19 in school, they will be isolated immediately by staff wearing PPE and parents contacted to collect them when notified.

Please ensure that school has your **most up-to-date contact** details and that an adult is available to promptly collect your child if needed.  **Communication between parents/carers and teachers**

In order to adhere to social distancing, there will be no face to face meetings between parents and teachers.

 Our autumn parents evenings will be replaced by settling in progress reports with follow up phone calls if necessary.

 Only essential visitors will be allowed into school.

Any contact should be by phone or email admin@marlfields.cheshire.sch.uk

**Intimate Care Procedures**

* Staff will wear gloves, face masks and aprons.
* Changing room will be well ventilated.
* Staff will stand to the side of the child.
* Soiled clothes will be double bagged to go home.

**First Aid**

* Staff will wear PPE gloves, face masks and aprons to deal with first aid incidents.

If your child has a head bump, they will be treated by a trained first aider and you will be informed in the usual way.

**When to self-isolate and what to do?**

Staff and pupils **must not** come into the school if they have  symptoms, and must be sent home to self-isolate if they develop them in school.

Follow the latest guidance which can be found here https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation- and-treatment/when-to-self-isolate-and-what-to-do/

Please inform the school of any results so that the appropriate steps can then be taken at school.

* **PLEASE NOTE THAT WE WILL ENDEAVOUR TO KEEP YOU UP TO DATE WITH THE LATEST GUIDANCE All updates will be sent through text, email, and our school website.**
* **We will be constantly reviewing all arrangements (in line with Government guidelines) and will inform parents and carers of any changes as soon as is possible.**