

## A GUIDE FOR PARENTS

# Returning to School in March 2021

## Welcome Back!

We are very excited about all children and staff being back in school and congratulate everyone on navigating the first part of this term virtually. We want school life to be as normal as possible without compromising the safety of anyone in our community, so the following measure will be applied based on previous experience and success.

This document is based on our full school Risk Assessment for Covid-19 and is therefore not an exhaustive compendium of our Covid-19 activity. In conjunction with the Risk Assessment, it will be kept under regular review and may therefore change from time to time.

These adaptations to our usual way of operating will continue:

1. We have put in place procedures to limit close contact between children in different year groups by separating or socially distancing during the school day for lessons, breaks, lunchtimes and clubs, and a one-way system in operation around school.
2. Changes to drop off and pick-up procedures will remain as in the Autumn term to reduce contact and to make it easy for parents to drop off and pick up without needing to park on site.

## Health and Hygiene

We will remind children and staff regularly about the steps we are taking to reduce risk of exposure to the virus at school, along with visual reminders and signage around the school site:

- Minimise contact with each other and with staff within their year groups,
- Clean hands thoroughly at regular intervals throughout the day,
- Ensure good respiratory hygiene (catch it, kill it, bin it),
- Enhanced and more frequent cleaning.

## Quarantine

Any child with symptoms of COVID-19 should not attend school for 10 days and is expected to take part in the NHS Test and Trace programme. Please inform the school immediately if a positive result is obtained, by emailing [notify@bansteadprep.com](mailto:notify@bansteadprep.com).

Children, parents and staff who have travelled from countries that currently require a 14-day quarantine period must have adhered to the Government guidance, to have completed



quarantine, and to be fit and well, before they are allowed back into school. Please notify us if this applies to anyone in your household.

Staff are testing twice weekly. If staff receive a positive result or display symptoms of COVID-19, they will be sent home to self-isolate for 10 days and undertake a COVID-19 PCR test. Their household members are required to self-isolate for 14 days. If the test is negative, they can return to school when they feel well enough to do so.

Where a positive result is obtained, the school will contact the local Health Protection Team for advice on any further action required. A negative result means the child can return to school. We will notify you if there is a positive result that will have an impact on your child or their bubble.

## Social distancing

Classrooms have been organised so that if a specialist teacher will be coming into a bubble, they will be 2-metres away from the children. For the foreseeable future, we will not be holding large gatherings in school (such as assemblies) and will instead continue to do these virtually as we did last term.

## Medical care

Children requiring medical care or first aid will be sent to the School Office. Any child displaying Covid-19 symptoms will be isolated in a meeting room, which has furniture that can be easily cleaned. Parents will be contacted and asked to collect their child immediately. Please ensure your emergency contacts are up to date and that someone is available to collect your child within 30 minutes.

In accordance with Government guidelines no special arrangements have been put in place prior to the return of school for children who were on the shielding list as shielding has ended.

## Hand washing / sanitising

Children will be supervised to wash their hands at the start of the school day, before and after break and lunch times, and to use hand sanitiser as they enter and leave classrooms. There will be hand sanitiser available in each classroom and children may bring their own personal hand sanitisers to school if required. Tissues are provided in each room and we will promote the "catch it, bin it, kill it" approach.

## Face coverings

Staff will not be wearing personal protective equipment (PPE) apart from whilst walking around the site or dealing with specific events, such as if providing intimate care, or caring for a child showing Covid-19 symptoms.

## Visitors

Parents are not allowed onto the school site unless you have a prearranged meeting that cannot be held remotely. If you need to contact the School Office, please call 01737 363601



(Option 7) or email and we will respond or call you as appropriate. If you need to speak to your child's teacher, please email him/her directly. Email addresses are available via the Parent Portal. Staff will respond during working hours, within 24 hours.

We will use remote meetings wherever possible to minimise face to face meetings. Where this cannot be avoided, meetings will be pre-booked and carried out according to COVID-19 compliant guidelines. Visiting contractors or speakers will be expected to follow these precautions. No other visitors will be permitted on site outside of these arrangements.

Please remain in your vehicles when dropping off or collecting. If collecting on foot, please stay distant from the school gate and other parents. Parents should not come onto the school site unless they have a pre-arranged meeting. All visitors on site must wear a face covering at all times.

## How can you help us?

- Please follow Government guidelines and laws at all times including self-isolation and test and trace
- Protect the school community by not hosting playdates or sleepovers or having unnecessary visitors in your home; this is currently still against the law.
- Informing us if you have any concerns or if your child or someone at home is unwell
- Keeping socially distant from people outside your household
- Practising good hand and respiratory hygiene
- Avoiding face-to-face contact with people and crowded places
- Keeping indoor places well-ventilated

# The School Day

## Arriving at School

There will continue to be a booking system for Breakfast Club, please [follow this link to make a booking](#).

Nursery children will continue with their current drop off procedures.

We will continue to run a double stream "kiss and drop" system in the car park. You may drop off anytime between 8.00am and 8.20am. Please look for signage in the car park indicating which class should be dropped each side. Siblings may be dropped together (except for those in Nursery). If walking to school, please stay at least 2m distant from other parents and children and avoid congregating near the gate.

Children in Years 2 – 6 should go straight to their classroom, where their teacher will be waiting for them. Younger children will be escorted from the gate to their classroom.



## End of the School Day

Children may be collected from a double stream pick up in the car park at the end of the day, with staggered finish times to avoid contact between year groups. You should pick up on the same side as you dropped off in the morning. Younger siblings in sibling club will be brought to the older siblings pick up. All Nursery children (including younger siblings) should be collected from the back gate in Mellow Close.

The collection times are as follows:

Year Group	Time	Year Group	Time
Nursery	As Allocated	Year 3	3.50pm
Reception	3.15pm	Year 4	3.55pm
Year 1	3.25pm	Year 5	4.00pm
Year 2	3.30pm	Year 6	4.05pm

## After School Care and Co-curricular Clubs

After School Care will be available for all year groups, until 6.00pm as usual. Until 5.00pm, this care will be provided within usual year groups. After 5.00pm, care will be provided in the School Hall with children in different year groups required to socially distance.

We have introduced a booking system for After School care, which is open until Tuesday (at noon), for bookings for the following week. We understand that sometimes things do happen at the last minute and plans change, or you get stuck in traffic; in such circumstances you can still use After School care, but you must telephone the School Office so your child can be booked in. If you no longer require your place, you must also contact us in advance to avoid being charged. [Please follow this link to book a place in After School care.](#)

Co-curricular clubs will run as expected wherever possible for the remaining three weeks of this term and the School Office will contact you if there are any changes. If you booked a club for your child from January, they will be expected to attend this club unless you contact us via [clubs@bansteadprep.com](mailto:clubs@bansteadprep.com). When collecting your child from a co-curricular club, they will be brought to the double stream pick up (when you book a club you will be informed from which side to collect and at what time.) Otherwise, they will be taken to After School Care.

When collecting your child from After School Care before 5.00pm, please call the School Office on 01737 363601 (option 7) who will contact your child's after school care bubble and your child will be brought to you. When collecting from After School Care after 5.00pm please call After School Care directly on 07784 368437 and your child will be brought to you.



## Uniform

On the days that the children have PE or Games timetabled, they should wear their PE/Games kit all day, to reduce the need to use changing rooms at school. Full school uniform should be worn as normal at all other times. Timetables will be provided to the children on the first day of term. We will inform you directly if your child has PE or Games that day.

## Academic lessons

We will offer our full curriculum, including Forest School, and cookery but will be unable to offer swimming until the summer term. All specialist subjects will be taught by specialist teachers, who will move between year groups, keeping socially distant from children and other staff.

Children will be predominantly taught in their forms, with some mixing within their year group e.g. for Games. They will be taught mainly in their classrooms, to reduce movement around school and contact between year groups, except for when specialist teaching spaces are required.

Individual music lessons can take place as normal.

## Equipment

We will minimise the sharing of equipment between children and year groups by having dedicated equipment for individuals and each year group as far as possible, or cleaning between uses.

Children should have their own fully equipped pencil case and should not share equipment with other children. For children in Years 3 – 6, the equipment list can be found in our [Information for Parents booklet](#). For children in Year 1 and 2, the equipment list can be found here: [Year 1 and 2 Equipment List](#). We will provide equipment for children in EYFS.

Please provide a refillable water bottle each day, named on both bottle and cap and as distinctive as possible so your child can identify their own bottle. Please wash bottles after each use. The children may bring a fruit or vegetable snack for break time as usual.

## Lunch

Children will eat in the dining hall as usual, in their year groups. Lunchtimes will be staggered to minimise the number of children moving around school at any one time and to allow for cleaning the dining hall between sittings. There will be no self-service food items available, however we will continue to provide a choice of nutritious hot/cold meals and cater for our usual dietary requirements.