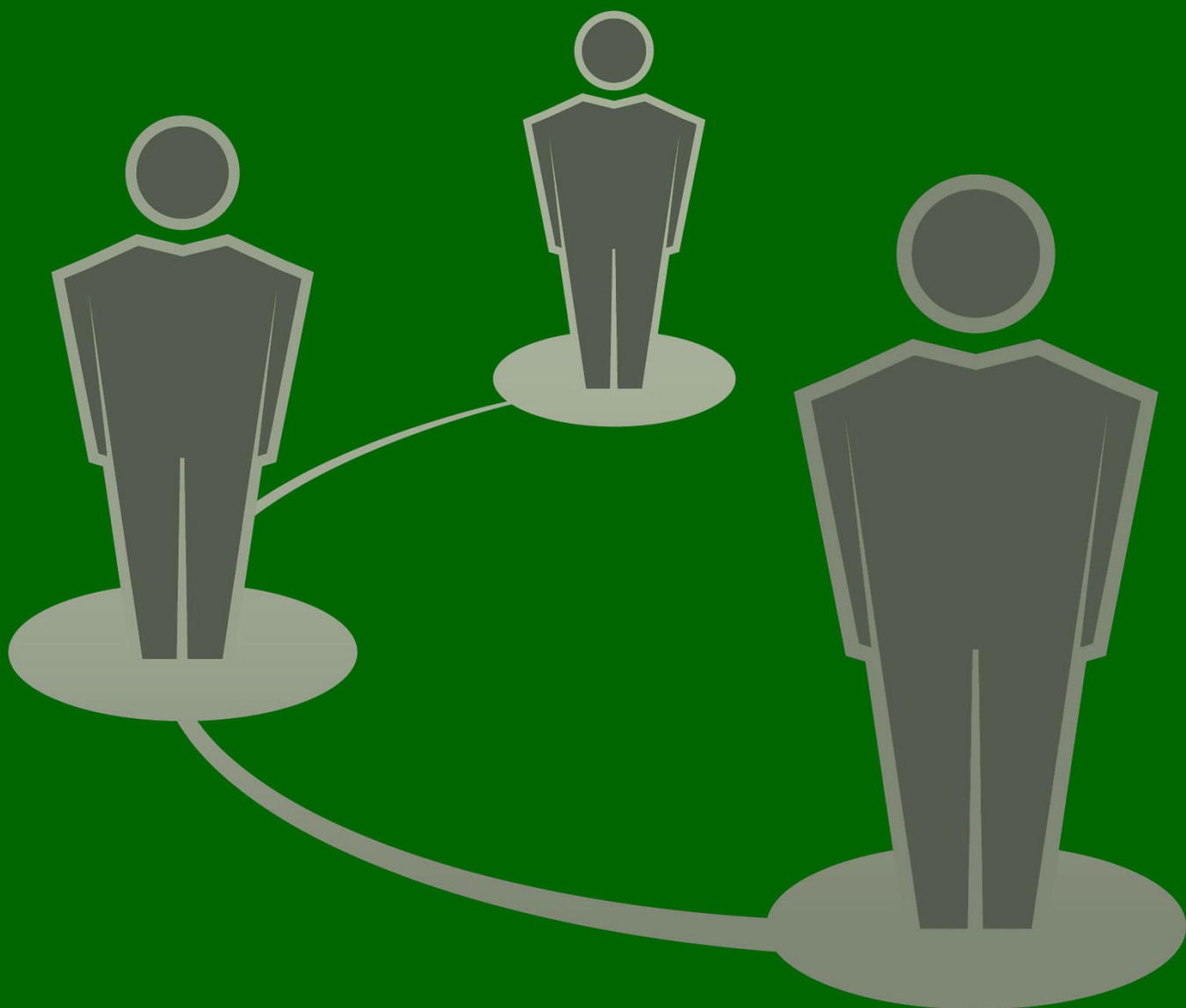




Manor Park Primary School
Soar To Success

Stay Safe | Parent Information



September 2020



Returning to School September 2020

The current planning from the DfE is that primary schools will open for all primary school pupils from 2nd September 2020.

This is very much dependent on progress in containing the Coronavirus continuing, risk assessments being met and approved by the Local Authority and no further local lockdown being imposed.

The following guidance has been produced by our staff at Manor Park Primary School to inform parents on ways they can and should contribute to the safety of their child(ren)'s school attendance.

Before school

- Ensure your child is well enough to attend school. If in doubt, please call the office on 02476 501736 BEFORE bringing your child to school
- If your child or anyone in your household is displaying symptoms of COVID 19, please inform school immediately. DO NOT BRING YOUR CHILD TO SCHOOL and take them to be tested for Covid-19. Please then notify school of the result as soon as possible
- Children must wear school uniform as normal, in line with our uniform policy. Please ensure hair accessories are discrete and are in the school colours of green or black.
- PE lessons will be outdoors, therefore, children must have tracksuits, trainers and a school PE shirt. Please ensure this kit is in school daily as we will not be providing any spare kit for the foreseeable future. If children do not have the correct kit, they will miss PE and work in another classroom during that session.
- Lunchboxes (where applicable) and water bottles to be taken home each evening to be cleaned and refilled
- Ensure everyone leaving the house washes their hands for 20 seconds using soap and warm water.





The journey to school

- Plan your journey in good time; it is imperative that children arrive on time and at the correct entrance
- Walk only with family groups - children will be excited to see one another but they must remain socially distant
- Avoid public transport; take the opportunity wherever possible to walk or cycle to school. A new Year 6 bike store is available for Year 6 children to cycle to school and safely store their bikes
- Please note that we have a 15 minute window for dropping off children at the school entrances, from 8.45 - 9.00am. We are asking all parents not to gather outside the gates.

Arriving at school

- Ensure you arrive at your child's allocated entrance into school, on time
- Equipment will be provided for children, so they do not need to bring in any pencil cases or resources of their own. Book bags can be brought into school daily to carry reading books and reading records.
- Please practise social distancing at all times and encourage your children to do so. Staff will be available on each gate to receive children. Please ensure that any queries are directed to class teachers via Seesaw wherever possible or contact the main office, on 02476501736
- Parents of children from Year 2 upwards, will not be allowed on the school site except in an emergency. Forgotten items cannot be brought to the office.
- Once children are dropped off, please leave the school premises immediately, continuing to abide by social distancing guidelines
- Please ensure that your child arrives at school on time. All school gates will be open until 9.15 and for any late arrivals, beyond 9am, a reason for lateness will be recorded by the member of staff on duty



Pick up

- Ensure whoever is picking your child up is on time and collects your child from their allocated collection point. They should try to arrive as close to the pick-up time as possible to minimise the numbers of people waiting around. Please ensure that you know your child's pick-up time, as timings are staggered for year groups
- Please socially always distance yourself from others. Please follow the instructions of staff
- If you have any messages or question for staff, we ask that you use Seesaw to contact your child's class teacher
- Depart the school grounds promptly and adhere to social distancing rules

Before the next day

- Talk to your child(ren) about anything that may be causing them to be stressed or anxious about school
- Remind children about safe practice such as coughing into elbows, 'Catch It, Bin It, Kill It', not touching face etc

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Manor Park return to school actions

As a school we have minimised risk and conducted suitable risk assessments, however school is a public place and therefore will always carry a risk. We have put in several safety measures including:

- A single-file, two-way system around the entire school site, clear signage to keep children and staff socially distanced
- Wherever possible, each classroom will have front-facing desks, where children will sit and keep all their items, other children will be told not to touch these
- Toilets will be cleaned at lunchtimes and after school
- Strict hygiene measures with increased hand washing
- Hand sanitisers and tissues located around the school

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- Staggered pick up, drop off and playtimes, all year groups to use different entry/exit points
 - All rooms being used will have a deep clean each evening, toys and equipment will be cleaned or rotated so that they're not having multiple use

Return to class bubbles

- Your child will be in their class bubble. This class bubble will go about daily life at school as a unit, but will be part of a greater year group bubble of 90 children, or a phase bubble of 180, who will have playtimes and lunchtimes together
- If a member of a bubble that a child is in, has a positive test result for Covid-19, you will be contacted immediately, and your child will be asked to self-isolate for 14 days
- Where a bubble is isolating for 14 days, online learning through Seesaw will take effect immediately for children, who will be expected to engage with the tasks set
- Classes across year groups will have designated PPA cover teachers and sports coaches, who will apply social distancing measures

Attendance

- Attendance is compulsory in line with government expectations. Where attendance falls below school and government expectations contact will be made by telephone in the first instance. Penalties will be applied from September onwards, for non-attendance.

Times, Drop off and Collection Doors

| Year group | Designated drop off point | Start time | Finish time |
|------------|--|---|-------------------|
| Nursery | Main Nursery door on Ulverscroft Road | Times to be advised | |
| EYEP | KS2 Gate on Ulverscroft Road and through EYEP door | Individual timings to be allocated based on family need | |
| Reception | KS1 Gate on Ulverscroft Road | 8:45-9.00am | 3:15pm |
| Year 1 | KS1 Gate on Ulverscroft Road | 8:45-9.00am | 3:30pm |
| Year 2 | Office Gate Children to enter through Lower Hall Door | 8:45-9.00am | C9 3:15pm |
| | | | C10 3:20pm |
| | | | C11 3:25pm |
| | | | Mrs Sahota 3:30pm |
| Year 3 | KS2 Gate CHAMPS Door | 8:45-9.00am | 3:15pm |
| Year 4 | KS2 Gate CHAMPS Door | 8:45-9.00am | 3.25pm |
| Year 5 | Field Gate | 8:45-9.00am | 3.30pm |
| Year 6 | Field Gate | 8:45-9.00am | 3.40pm |

Please help us to keep everyone safe by making a note of your child's entrance door and the time. We ask that parents do not gather outside the gates and follow social distancing whilst waiting to collect or drop off your child.



