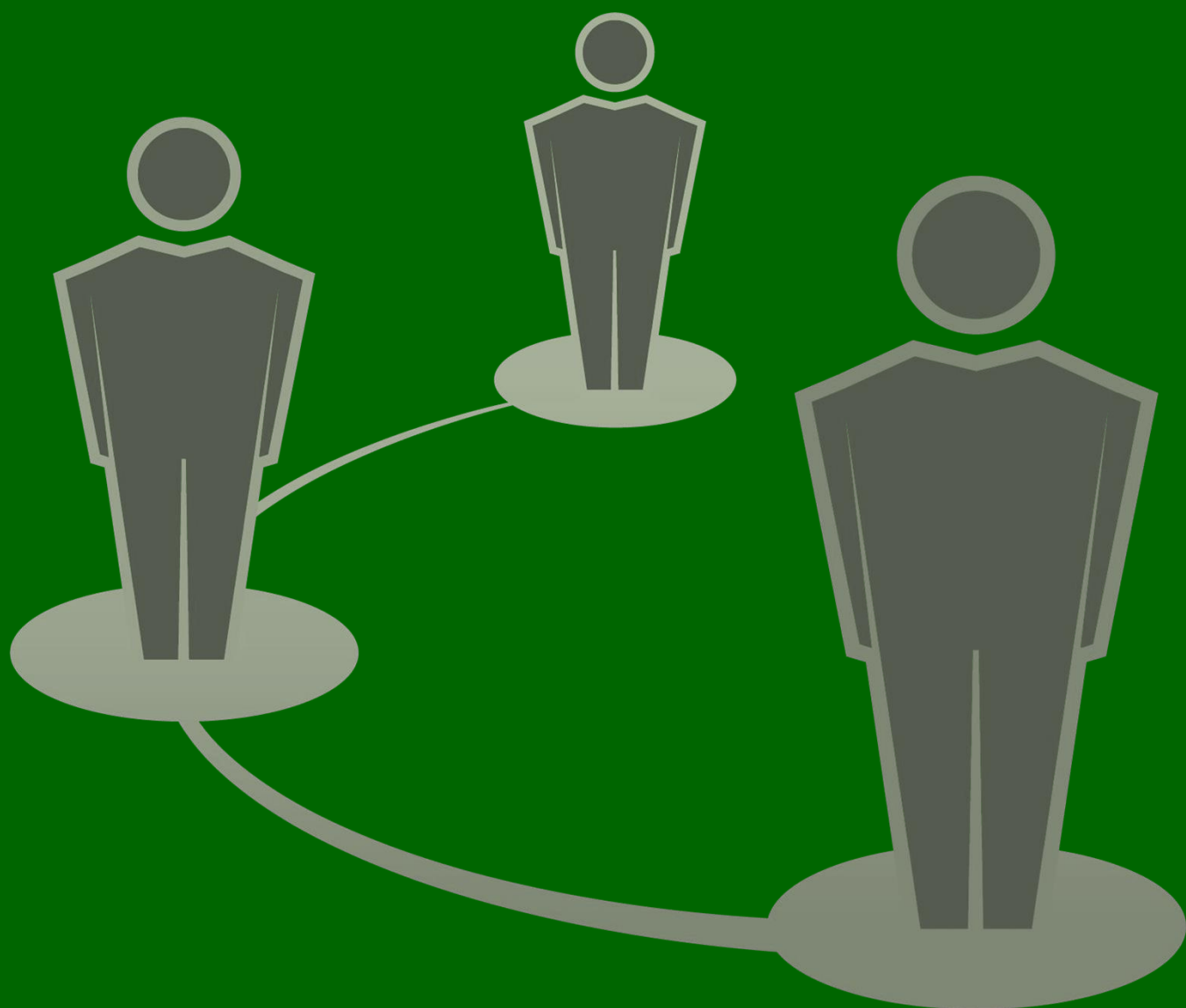




Manor Park Primary School
Soar To Success

Stay Safe | Parent Information



March 2021



Returning to School March 2021

The current planning from the DfE is that primary schools will open for all primary school pupils from 8th March 2021.

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 via covid@manorpark.coventry.sch.uk. 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 where possible, 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 wave system for dropping off and collecting children at the school entrances, from 8.40am - 9.05am and 3.20pm - 3.45pm. We are asking all parents not to gather outside the gates.

Arriving at school

- Ensure you arrive at your family's allocated wave time as closely as possible to avoid overcrowding.
- 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 in to 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 02476 501736.
- Parents will need to follow the one-way system around the school when dropping off and collecting children.
- 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 9.05am and any late arrivals beyond this time will need to enter school via the main office.



Pick up

- Ensure whoever is picking your child up is on time and collects your child from their classroom unless school have been notified that the child may leave on their own. They should try to arrive as close to the pick-up time as possible to minimise the numbers of people waiting on school grounds. Please ensure that you know your child's pick up time, as timings are staggered for families.
- Please socially distance yourself from others at all times and wear a face covering when on school grounds. 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. Adults will wear face coverings in all communal spaces.
- Wherever possible, each classroom will have front-facing desks, where children will sit and keep all of 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.
- Staggered pick up, drop off and playtimes.
- 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, who will have playtimes and lunchtimes together.
- All children in Nursery, Reception and Year 1 will eat their lunches in the dining rooms. Years 2-6 will only go to the dining room if they have a school lunch. In the dining room, children will remain in their phase bubbles and tables will be cleaned before a new bubble enters.
- 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 10 days.
- Where a bubble is isolating for 10 days, online learning through Teams/Seesaw will take effect 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.

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 March onwards, for non-attendance.

Times for Drop off and Collection

Year group	Designated drop-off point	Timings
Nursery	Main Nursery door on Ulverscroft Road	Usual nursery timings apply
EYEP	KS2 Gate on Ulverscroft Road and through EYEP door	Individual times to be allocated based on family need
Family Grouping Years R - 6	Time to enter the KS1 Gate for drop-off	Time to enter KS1 Gate for collection
Wave 1 Surname A-F	8.40am	3:20pm
Wave 2 Surname G-L	8:45am	3:25pm
Wave 3 Surname M-R	8:50am	3:30pm
Wave 4 Surname S-Z Children leaving site alone	8:55am	3.35pm

If you had previously agreed an alternative wave time with the school in the autumn term, then these arrangements can continue when we return on 8th March.

We ask that parents do not gather outside the gates and follow the 2m rule whilst waiting to collect or drop off your child. Face coverings must be worn by all adults when on site, unless exempt.

