



**Holbeach Primary School  
Coronavirus (COVID-19)  
Wider Opening of School - March 2021**

**Handbook for Parents/Carers**

## **Introduction**

The government has announced that educational settings can open to all pupils in March, provided that additional safety measures are put in place to minimise the risk of coronavirus transmission. In line with the government's direction, and following a robust risk assessment process, we are welcoming back all pupils from **Monday 8<sup>th</sup> March 2021**.

We are so pleased to welcome you back and to thank you all for your support and understanding during the coronavirus (COVID-19) pandemic.

We have put together this handbook to provide you with all the details of the measures that are being put in place to ensure the safety of our school community as we fully open.

We hope that this booklet will address any of your concerns and reassure you that we have taken all the necessary precautions in preparing to welcome all our pupils back to school.

Guidance is changing frequently however and we will keep you updated via text, email and the school website. Please feel free to call our office on: **0208 690 4713** if you have concerns.

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**All of the guidance contained in this booklet was current on the day that it was circulated.**

**However, things are changing daily. If there is a spike in cases, we may have to go into a local lockdown and different controls may be implemented.**

In order to keep our school safe, we would like you to help us by:

- Adhering strictly to your child's drop off and collection times (ensuring you leave the school site promptly on both occasions and maintain appropriate social distancing with staff and other adults).
- Only communicate with the school via telephone or email
- Wear a face covering at all times in the playground (unless exempt)
- Remain vigilant for the symptoms of coronavirus and keep your child at home if they or if any members of the household develop COVID-19 symptoms
- Ensure your child washes their hands before they leave for school and after they return home.
- Helping your child understand the importance of infection control, good hygiene, and social distancing.

## 1. **Risk Assessment**

The school has undertaken a robust risk assessment to identify all the risks and we have implemented control measures in line with the Government Guidance. These risk assessments are published in the COVID-19 section of the school's website. ([Click here for link](#))

## 2. **Symptoms**

It is extremely important that all parents and pupils remain vigilant regarding preventing, identifying and minimising the spread of coronavirus.

We ask, therefore, that you **do not send your child to school** if they (or anyone from their household) have any of the following symptoms:

- A high temperature – this means they feel hot to touch on their chest or back
- A new, continuous cough – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- A loss of, or change in, their normal sense of smell or taste (anosmia), – this means they cannot smell or taste anything, or things smell or taste different to normal

In this event, you must not come to the school and must stay at home and follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus.

## 3. **Testing**

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>. You can also call NHS 119

Where possible, we will provide a home testing kit for you to ensure that your child and other members of your household can easily access a test.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period.

**We encourage you to inform the school immediately of test results.**

You may also need to engage with the NHS [Test and Trace](#) programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

#### **4. Procedure for Pupil Displaying Symptoms of COVID-19 at school**

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection
- You will be asked to come and collect your child as soon as possible.
- You will be asked to have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.

If an individual in your child's class tests positive for coronavirus, the school will send the individual's close contacts home to self-isolate for 10 days.

Close contacts include:

- Direct close contacts – anyone in face-to-face contact with the individual for any length of time, within 1 metre – this includes face-to-face conversation, unprotected (skin-to-skin) physical contact or being coughed/sneezed on.
- Proximity contacts – anyone in extended close contact with the individual, within 1 to 2 metres for over 15 minutes.
- Travelling in a small vehicle, e.g. a car, with the individual.

We will notify you if you are a 'close contact' and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and be able to access a toilet.

All other parents/carers will also be informed that a positive case has been identified, although it will be made clear to these people that their child has not been a 'close contact' of the identified case and will therefore not need to isolate.

#### **5. Social Distancing**

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

We have implemented the following additional protective measures:

- One-way system for Drop-off and Collection and lunch time queues.
- Desks and chairs in classrooms arranged to maintain space (where possible).
- Staggered and separated lunch and break times.
- Assigned toilets to classes/bubbles.
- Signage and floor markings to encourage social distancing.

#### **6. Bubble Arrangements**

To increase the effectiveness of social distancing with all staff and pupils attending school, we will continue to teach the children in their original class groups. Most classes are their own 'bubble'. However, due to the layout of the school, Reception, Year 1 and Year 6 will also be treated as whole year 'bubbles'.

In these year groups the children will still predominately work in their individual classes but may be grouped into a year group when they are in the playground or at lunch. They will also share some year group resources or mix together for targeted teaching groups.

In addition:

- Each bubble will have its own designated classroom, learning areas and playground space for breaktimes and PE lessons.
- Each bubble will have their own learning resources (for indoor and outdoor) which will not be shared with other bubbles. These resources will be frequently cleaned.
- Each bubble will have access to hand-washing facilities, hand sanitisers and tissues within their classroom.
- In Key Stage 2 (Years 3 to 6) the desks and chairs will be forward facing and as far apart as possible. Furniture has been removed from certain classes to provide extra space.
- Key Stage 1 and Early Years the desks and chairs will be as far apart as possible.
- The children in Years 2 to 6, will be issued with their own stationery sets and will not be shared.
- Any equipment or resources that is shared with other bubbles will be thoroughly cleaned or taken out of use (for the 72 hours) before being used by another bubble.
- Pupils will be able to take home books and resources from their class to aid with their education. When returned they will be taken out of circulation for 72 hours before they can be used by others in the bubble.
- Each bubble will be allocated specific toilets which will be cleaned regularly during the day.
- Contact points and surfaces within the classroom will be cleaned and sanitised regularly during the school day.
- We will endeavour to ensure that individuals within a bubble do not mix with members of another bubble.
- Some staff may have to move between bubbles to deliver a full curriculum, assist classroom staff, deal with an emergency situation or to provide cover for sickness. These members of staff will ensure social distancing is maintained as much as possible and that they follow robust hand washing procedures.

## **7. Travelling to School**

Pupils are strongly encouraged to walk or cycle to school. They should be dropped off by only 1 member of their household where possible.

Public transport should be avoided; however, if you need to use public transport to get to school, you should try to avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks / face coverings.

<https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own>

## **8. Face Coverings**

The Government recommends that, in primary schools, face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas).

Parents/carers and visitors to the school will be required to wear face coverings whilst on the premises and substantial signage is in place to remind them of this requirement. Some individuals are exempt from wearing face coverings and others should be sensitive to those needs. The school will request that anyone who is exempt wears a badge to confirm that they are.

Children in primary school do not need to wear a face covering. However, some children may arrive at school wearing one. When they arrive, children who wear a face covering to/from school, will need to:

- Put disposable masks into one of the wide open bins located by the main black gates.
- Put re-useable (cloth) face coverings inside a small sealable plastic bag and store this bag in a pocket or school bag until the end of the school day.

## 9. Drop off and Collection

Drop off and collection times will be staggered in order for us to adhere to social distancing guidelines as much as possible. We ask that pupils are dropped off or collected by only one accompanying adult and that this adult does **not** approach any member of staff during this time.

Parents / Carers will **not** be permitted to enter the school building or gather in groups within or outside of the school premises. Parents/ Carers must follow the one-way system which we have in place and wear face coverings at all times.

**The table below outlines the year group start and finish times:**

Year Group	Drop Off	Collection
Nursery	8:45am or 12:30pm	11:45am or 3:30pm
Reception	8:40am – 8:50am	3:00pm – 3:10pm
Year 1 & Year 2	8:40am – 8:50am	3:00pm – 3:10pm
Year 3	8:55am – 9:05am	3:15pm – 3:25pm
Year 4	8:55am – 9:05am	3:15pm – 3:25pm
Year 5 & Year 6	9:10am – 9:20am	3:30pm – 3:40pm

It is absolutely essential that you arrive on time for Drop off and Collection. **Children who arrive after their allotted drop off time may not be admitted into school.** They will need to go to the school entrance on Nelgarde road, press the buzzer to alert the office staff and wait outside for further instruction.

**Parents/Carers who are late to collect their child at the end of the day are liable to be fined** (in line with our charging policy). They will need to go to the school entrance on Nelgarde road where their child will be waiting (outside). Please let the school office know in plenty of time if you are going to be late for any reason.

## 10. Uniform & Equipment

We expect all our pupils to attend school in full uniform in the Autumn term. Uniform does not need to be washed or cleaned any more than normal. Public Health England advises parents/carers to provide a clean set of clothes for each day their child attends school.

We request that pupils do not bring in non-essential items from home. Please ensure that your child only brings into school:

- A labelled water bottle – which can be refilled in school
- Coats and other essential outdoor wear
- School reading book bag
- Packed lunches (if required)

***Essential medication and medical equipment should be provided to the school via the school office as usual.***

## **11. Infection Control (Handwashing / Sanitising)**

Strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in our school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have special educational needs.

Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Pupils will be instructed to wash their hands at various times during the day including

- On arrival
- After removal of their face mask / covering
- Before and after playtime
- Before and after lunch
- After using the toilet
- After coughing or sneezing
- If they change rooms (IT Suite etc)

Pupils will wash their hands for at least 20 seconds using soap and water or the sanitiser. Young pupils and pupils with educational needs will be supervised when doing this.

We have also enhanced our cleaning regimes to include additional cleaning / sanitising of classrooms, toilets, surfaces, contact points (door handles, switches, handrails, phones etc). Staff and visitors will also be required to follow stringent infection control measures.

We have disconnected all our water fountains but pupils will have access to drinking water within their classroom.

## **12. Lunch**

Arrangements have been put in place to ensure mixing between bubbles is avoided during lunchtime.

Children will continue to receive a hot school dinner or bring in a packed lunch from home. They will eat their lunch with the rest of their 'bubble' in a designated space in the lunch hall that is separated from any other bubbles by several metres of space.

As was the case previously, a 'Free School Meal' is available for all children in Reception Year 1 and Year 2, and for those children in Years 3, 4, 5 and 6 who are eligible for free school meals.

For further information on eligibility click here:

<https://lewisham.gov.uk/myservices/education/student-pupil-support/free-school-meals-and-extra-support-for-your-child>

Children who bring packed lunches prepared at home will take the packed lunches with them into class at the start of the day (we will no longer be using the packed lunch trolley system).

### **13. Visitors**

Visitors are not permitted to come onto our school site without a prior appointment or if it is absolutely necessary, (e.g. for essential building works or to provide essential support to a pupil) this also applies to parents.

**Parents that need to come into school will need to make an appointment first. Please call the school office if you wish to meet with a member of staff. Meetings will only be held where absolutely necessary and ensuring social distancing.**

### **14. Breakfast and After School Clubs**

From Monday 19<sup>th</sup> April, the school will continue to offer a limited wraparound service. In line with the Government's guidelines, we will "keep children in their class groups for the school day but also allow them to mix into a wider group for wraparound care". We will endeavour to keep these groups at least partially separate and minimising contact between children when they are together.

### **15. First Aid / Intimate Care**

There have been significant changes to our first aid and intimate care procedures to ensure we have effective hygiene controls in place.

Additional personal protective equipment has been issued to staff and where possible social distancing will be maintained.

The accident / incident reporting procedure will remain unchanged.

If you are called to collect your child after an accident you will be asked to come to the main office on Nelgarde road (as usual). When you arrive you will be asked to wait outside while your child is brought to you.

### **16. Educational Visits**

The government has advised that educational visits abroad and other overnight trips do not go ahead until further notice. Our school is also not currently planning or arranging any other educational visits during the Spring Term.

### **17. Assemblies / Gatherings / Events**

The government has advised that school do not hold full school assemblies in person at this time. Instead, a daily assembly will be held, at two different times to ensure that all bubbles can attend, via Microsoft Teams.

We will not be organising any whole school events or gatherings for the foreseeable future this includes events arranged by the Friends of Holbeach.

### **18. Curriculum**

It is important that as a school we sharpen our focus on supporting pupils "health and wellbeing" and help them back into school life successfully.

We will:

- Provide as 'normal' a curriculum as possible
- Increase the opportunities for outdoor learning (where possible)
- Continue with PE lessons (children will come to school in their PE kit on these days), Music lessons and Computing lessons (the Computing Suite and music room will be used by one bubble at a time, for an assigned period of time).

- Utilise the various local support agencies available (e.g. the Mental Health Support Team) to train staff and support targeted pupils.

## **19. Behaviour**

For our school to remain safe for pupils and staff to return, we have implemented additional rules with regards to social distancing and infection control.

Pupils will be expected to follow these rules however we understand that they may be difficult for the young pupils or those with additional educational / behavioural needs, so each situation will be considered individually.

We will expect pupils to:

- Partake in additional hand washing.
- Not to behave in a way that puts others at risk
- Maintain social distancing where possible.
- Not mix with other pupils from different bubbles
- Adhere to all the classroom / bubble hygiene rules

Some of the stages of our Behaviour Management Policy (e.g. time out in class) are not possible at this time. Therefore, if a pupil does not correct their behaviour after a verbal warning and time out within the classroom then the class teacher will make a telephone call home to let the parent know and ask them to speak with their child about the potential consequences of their behaviour.

## **20. Clinically Extremely Vulnerable (CEV) and Clinically Vulnerable (CV)**

The government's current advice is that children identified at the start of the pandemic as being clinically extremely vulnerable (CEV) are not at increased risk of serious outcomes from coronavirus (COVID-19) and that these children are now gradually being removed from the shielding patient list, following review with a clinician. Nevertheless, any pupils who have been confirmed as CEV should 'shield' and stay at home as much as possible until that review has been completed.

If your child is considered clinically vulnerable, you may also wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

## **21. Further Infections & Lockdowns**

Our School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).

We will contact Lewisham Health Protection Team. This team will also contact our school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

In the event of a partial or a full closure of the school any children who are unable to attend the school will:

- have access to Remote Learning each day, with 3 hours of live teaching ([Click here for all the information on Remote Learning](#))
- have work set by the class teacher for the children to complete via Teams
- be expected to complete all of the work set by their teacher
- be provided with a Learning Pack if they do not have access to the internet at home.