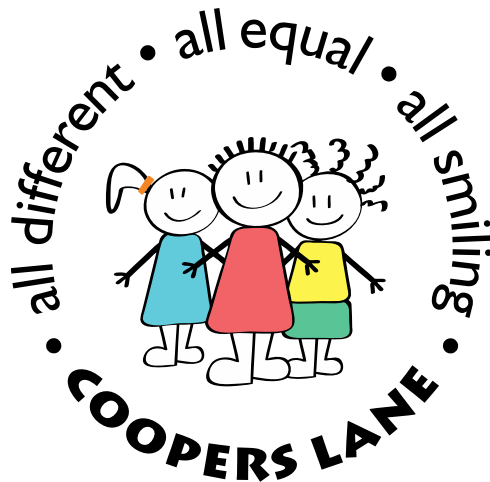


Coopers Lane Primary



Coronavirus (COVID-19) School Re-opening March 2021

Handbook for Parents/Carers

Introduction

The government has announced that educational settings can open to all pupils from Monday 8th March 2021, 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 8th March 2021

We are so pleased to welcome you back and to thank you all for your support and understanding during the coronavirus (COVID19) 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 this 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 we will keep you updated through emails and the school website.

Please feel free to call our office on: 0208 857 7680 if you have concerns.
You will not be permitted to come onto the school site without prior permission.

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

- Adhere to your child's pick-up and drop-off times – ensuring you leave the school site promptly. Maintain social distancing with staff and other adults.
- Only communicate with the school via telephone or email
- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms or if any members of the household develop 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.

All this guidance is current, but 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.

We will endeavour to keep you updated with any changes as soon as we can

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 can be found on our school website.

2. Symptoms

If anyone in your household becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must not come to the school and 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 and your child cannot come into school.

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

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 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 – this means they cannot smell or taste anything, or things smell or taste different to normal

It is also important that you do not send your child to school if somebody in your household has tested positive for, or has symptoms of, coronavirus.

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 should come to collect your child must as soon as possible.
- We would ask that you 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 this is the case 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 one toilet.

If there is a positive case in school, we inform all parents regardless of whether their child/ren have been in close contact of the identified case.

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:

- One-way systems
- Desks and chairs in classrooms arranged to maintain space
- Staggered lunch and break times
- Assigned toilets to bubbles
- Signage and floor markings to encourage social distancing

6. Arrangements

To increase the effectiveness of social distancing with all staff and pupils attending school, we have made the decision to have children in class bubbles that will extend to year group bubbles at certain times.

Children will still work in their individual classes as much as possible but will be in year groups when needed. e.g. eating lunch in the dinner hall, small intervention classes within the year group. They will also share some year group resources.

- 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, to provide cover etc however they will ensure social distancing is maintained and robust hand washing procedures.
- Each bubble will have its own classrooms, learning areas and designated outdoor areas for breaktimes and PE lessons.
- Each bubble will have their own classroom and outdoor resources which will not be shared with other bubbles. These resources will be frequently cleaned.
- Desks and chairs will be forward facing in Years 2-6 and as far apart as possible. Furniture has been removed from certain classes to provide extra space.
- Years 2-6 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.
- We request that pupils do not bring in non-essential items from home.
- 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.
- Tissues and hand sanitisers will be available in each class.
- Contact points and surfaces will be cleaned and sanitised regularly during the school day.

We request that your child only brings into school:

- A water bottle – which can be refilled in school
- Packed lunches
- Essential medication and medical equipment
- Coats and other essential outdoor wear
- PE kit
- School bag

7. Travelling to School

Pupils should walk or cycle to school and be dropped off by only 1 member of their household where possible. Children in Year 6 will only be able to walk to and from school without an adult if permission is given by the Head Teacher. Parents must request this in writing to info@cooperslane.lewisham.sch.uk

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 / Masks

Public Health England does not (based on current evidence) recommend the use of face coverings in primary schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag the wearer has brought with them in order to take it home. The plastic bag will then be stored in the children's tray (Y1,3,4,5 and 6) or their chair bag (Y2).

Disposable face coverings must be placed in a lidded bin. The wearer must then wash their hands.

We require all adults to wear face coverings when dropping off the children in the morning and picking them up in the afternoon. This applies to all adults unless medically exempt from wearing face coverings.

9. Drop off and Pick Up

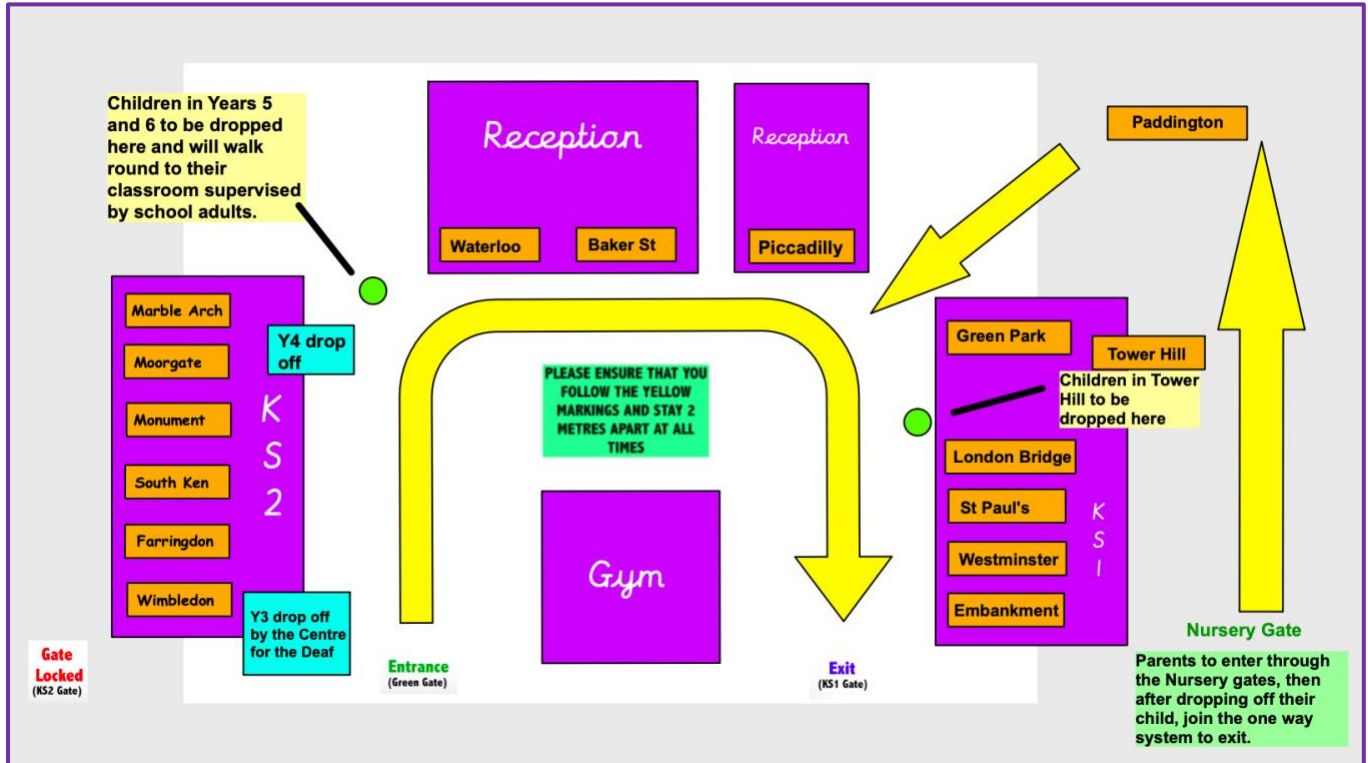
Drop off and pick up times will be staggered in order for us to adhere to social distancing guidelines as much as possible. **Please do not arrive at school before 8:30. If everyone arrives at their given time, there should be minimal queuing. When arriving to collect your child, please join the back of the queue and show our value of respect.** We ask that pupils are dropped off or picked up by only one accompanying adult.

Parents / Carers will not be permitted to enter the school building or gather in groups within or outside of the school premises.

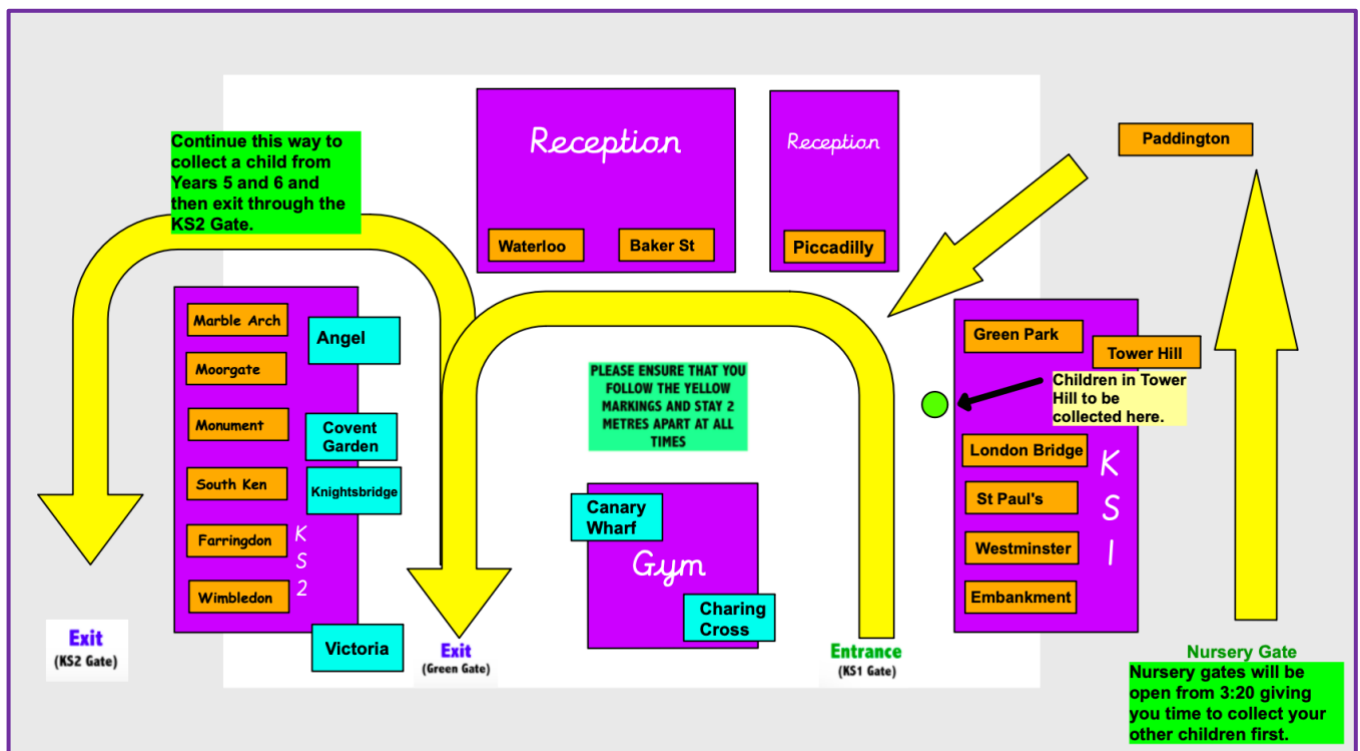
Parents/ Carers must follow the one-way system which we have set up.

We require all adults to wear face coverings when dropping off the children in the morning and picking them up in the afternoon. This applies to all adults unless medically exempt from wearing face coverings.

Drop off in the morning



Collection in the afternoon



Drop Off and Collection Times March 2021

Year Group	Classes	Drop-Off Time	Pick-Up Time	Friday Pick-Up Time
Nursery am	Paddington	8:30am	11:30am	11:30am
Nursery pm	Paddington	12:30pm	3:30pm	3:30pm
3	Victoria Charing Cross Canary Wharf	8:30am	3:00pm	2:00pm
4	Knightsbridge Angel Covent Garden	8:30am	3:00pm	2:00pm
5	South Kensington Farringdon Wimbledon	8:40am	3:10pm	2:10pm
6	Marble Arch Moorgate Monument	8:40am	3:10pm	2:10pm
1	Green Park Tower Hill London Bridge	8:45am	3:15pm	2:15pm
2	Embankment Westminster St Paul's	8:45am	3:15pm	2:15pm
Reception	Waterloo Baker Street Piccadilly Circus	8:45am	3:15pm	2:15pm

Please note: In the instance that parents have children in more than one year group, parents **must** drop off all children at the first drop-off time given to the family.

10. Late Collection

Children who arrive after 8:55am will need to call the school or buzz the office buzzer. They will be asked to wait with their parents outside the entrance to the office until a member of staff from their year group are available to collect them and take them to their class. It is essential that you are on time.

Please be on time collecting your child at the end of the day. Please let the school office know in plenty of time if you are going to be late for any reason.

You will not be allowed on site to collect your child after the gates are closed, so please call the office and ask for your child to be brought to you.

Our school cleaning team need the time when our school staff are off site to undertake a robust cleaning regime. If you are late, then our staff are late leaving and therefore the cleaning programme is compromised.

11. Uniform

We expect all our pupils to attend school in full uniform from 8th March 2021. Uniform does not need to be washed or cleaned any more than normal. On their outdoor PE day the children may come dressed in their PE kits and stay in them for the rest of the day. Please can children have trainers in school all week for any additional PE sessions that might take place such as The Daily Mile.

12. Infection Control

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, Art Room etc)

Pupils will wash their hands for at least 20 seconds using soap and water or use 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 in every classroom.

13. Food and Drink

Arrangements will be put in place to ensure mixing between bubbles is avoided during lunchtime.

The lunch hall has been divided into two rooms and there will only be one year group in a section at a time. Cleaning will take place between year groups.

Classes will only sit with their class.

A lunchtime staff member has been allocated to each class.

14. 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.

15. Breakfast and After School Clubs

Where possible, bubbles will be organised by year group with an adult allocated to each bubble. Three separate spaces to be used (KS1 Hall, KS2 Hall and Gym) with each space split in half to ensure social distancing. There will be one bubble per space. If there are any changes to this for the Summer Term, we will inform parents and carers.

Each bubble to have a designated box of resources for the week. Each week the boxes will be rotated around the bubbles

Each bubble to be allocated an outside zone for the week. Each week the zones will be rotated.

All Parents/Carers should drop off their children at the rear entrance to the gym (as normal). The children will then be taken to their designated bubble and space where the allocated adult will take the register, noting their arrival time.

All Parents/Carers should collect their children from the rear entrance to the gym (as normal). A member of school staff will then radio the relevant bubble to ask the child/ren to be brought to the gym for collection. The allocated adult from that bubble will note on the register the collection time of the child.

16. 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 need to come to the office. Your child will be brought to you by a member of staff from within that bubble.

17. School Trips

The government has advised that school trips abroad and other overnight trips do not go ahead until further notice.

Our school is not currently planning or arranging any new school trips at this time.

18. Assemblies / Gatherings / Events

The government has advised that school do not hold full school assemblies at this time. We may hold year group / bubble assemblies, but no parents / carers will be invited.

We will not be organising any events or gatherings for the foreseeable future this includes class assemblies and productions.

19. 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:

- Increase outdoor learning, where possible
- Continue with PE lessons – noncontact sport and in groups from their bubble.
- Music – continue with class Ukulele, Recorders and Steel Pan lessons
- IT – continue with the curriculum. When the IT Suite is used, there will only be one year group timetabled per day and then daily cleaning will take place after school by the contracted cleaners.
- Forest School – will run as usual with Reception and Y1 allocated specific days

20. 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

21. Clinically Extremely Vulnerable

If your child is considered clinically extremely vulnerable, and has been asked to 'shield', please contact the school so that we can make arrangements for remote learning during this period.

All other children are expected to return to school on Monday 8th March.

If your child is considered clinically vulnerable, you may 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.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, e.g. wearing a face covering, please contact the headteacher via the school office.