



# **Clapham Terrace Community Primary School & Nursery**

**September 2020**

**Handbook for Parents**

**The aim of this booklet is to explain the procedures and protocols for returning to school, as we welcome all our children and families back in September.**

**All children are expected to return to school September.**

### **Travelling to and from school**

Scooting, walking and cycling is encouraged. Children and parents should not congregate in groups outside the school gates or on the premises. Adults should still adhere to social distancing rules outside our school gates. The gates will open **FIVE** minutes prior to pick up time. When dropping children off or picking them up, the marked out yellow spots will help you to all socially distance.

### **Arrival and departure of children and parents**

In order to be able reduce the number of adults on site, wherever possible could we request only ONE adult collects and drops off children.

If you are collecting more than one child, we will arrange it so they are collected together. Drop offs are slightly more straightforward as older children can come straight into school anytime from 8.45am to 8.55am. At pick up at the end of the day, siblings will be able to be collected at the earliest finishing time.

### **Staggered start and finish times**

The times for each year group are laid out below. Where possible, parents are to maintain social distance by using the yellow spots in the designated areas. We have staggered times to ensure there are not too many adults collecting children at any one time. Please can you make every effort to stick to your time slots. If you have any information you need to pass on, teachers will be available in the mornings and after school. Parents and other adults **will not be allowed** into the main school buildings, except in an emergency. Use the admin email, [admin2312@welearn365.com](mailto:admin2312@welearn365.com) or telephone 01926 423404 if you wish to contact the office, as we are still having to restrict access to the building.

### **Items your child needs**

School will provide children with individual resources to minimise potential spread through shared equipment. Please only bring a very small bag if a bag is needed at all. They will NOT need any additional equipment. They will only need their reading folder. Please do not send your child in with a pencil case as it isn't needed.

**ALL** children in school are to come in clothes that are suitable for them to take part in some physical activity. The children will NOT be able to bring a PE kit into school in the first instance. They can either come to school in their trainers or bring a pair of trainers in their small bag.

The children require a named water bottle, a snack for mid-morning and a packed lunch (if required) – children can bring in their lunch boxes. There will be a designated area for these to be stored within their bubble.

We are very aware that the children will be keen to share their homelearning. Please send any homelearning into school during the first few days back in September. There will be an opportunity for children to share their favourite pieces of learning with their peers.

### **Class bubbles**

The children will be kept in their class bubbles wherever possible.

It is accepted, however, that there may be some bubble crossovers e.g. for wraparound care or some interventions. Staff are able to work across bubbles where necessary (e.g. for PPA or management cover). Where crossovers do occur, staff will socially distance.

### **Break time and Lunchtime**

The Government has recognised social distancing at break and lunchtimes will not be practical. Children will only take break and lunch with their bubbles to reduce risk as much as possible. There will be rigorous routines in place for handwashing and hand sanitising following all breaks.

### **Lunches**

- The children will remain in their class bubbles for lunchtimes. They will not be mixing across school. To begin with the children will be eating lunch in their classrooms or outside.
- Deli bags will continue to be the hot dinner offer in the early weeks of term whilst we are adjusting to the new routines. We are looking to move back to our normal dinner service later on in the term.
- Where possible, we are requesting that money isn't brought to school; it would be desirable if dinners could be paid for online. Further support and information will be issued in September to enable you to pay using SIMS Pay or straight to the school bank account.
- For children who don't take up the deli bag option, a packed lunch can be brought in.

### **School dinner menu**

Please see Appendix 1 (3-week rotation hot and cold deli bag).

### **Trips/ Visits**

Trips and visits off site will be gradually re-started to support our broad and balanced curriculum. We will be utilising the wealth of resources available to us within our local area.

Mr Smith, our sports coach with whom the children are already familiar, will deliver some physical activity to groups of children; he will adhere to socially distancing guidelines throughout the activities he will deliver. We will be using other specialist teachers for sport and music and these adults will adhere to social distancing rules when working with the children.

### **Communication**

Face-to-face meetings will not be possible until further notice. We are planning to carry out telephone consultations in the first few weeks back, after we have carried out some baseline assessments with all the children.

If a parent wishes to discuss a matter with a member of staff, please email [admin2312@welearn365.com](mailto:admin2312@welearn365.com) and this will be set up for you.

### **Visiting professionals**

Any visiting professional will be managed through the office; there are protocols in place to be adhered to. Where this relates to children, e.g. specialist teachers for children with additional needs or mental health practitioners, parents will be consulted as to the safest way to enable meetings to take place.

### **Personal Protective Equipment**

We have a range of PPE in readiness. This includes:

- Anti-bacterial hand sanitiser
- Anti-bacterial hand wash
- Disposable paper towels
- Cleaning equipment for individual classrooms
- Disposable face masks
- Disposable aprons
- Disposable gloves
- Visors

We anticipate that the masks, aprons, gloves and visors will only be necessary when administering First Aid or intimate care. First Aiders have been briefed on appropriate use of PPE and administering first aid.

Government guidance states that in school, staff and pupils do not need to wear face coverings or PPE. If staff or children would like to wear a face covering in school that is a personal choice that school will support. However, if children choose to remove their face mask, we will encourage them to wear it but we cannot strictly enforce this. School would ask that all face coverings are appropriate.

### **In classrooms and spaces**

All classrooms and additional spaces the children access will have their own hand sanitiser, cleaning equipment, hand wash and disposable paper towels. Sinks and toilet areas will be cleaned and checked regularly throughout the day.

Throughout the day staff will have cleaning equipment to regularly wipe down any high touch areas e.g. door handles etc. and where they deem it is necessary. This will be expected and encouraged. Internal doors will be propped open safely where possible to avoid unnecessary surfaces being touched and hand washing will be timetabled regularly throughout the day.

The children will not sit facing each other. Classroom windows will be open wherever possible to encourage ventilation.

### **Handwashing**

Handwashing will be encouraged regularly and children will be supervised by an adult to ensure they are doing it properly and for 20 seconds. This process will happen:

- on arrival at school
- before and after playtime or time outdoors
- before lunch
- after lunch

Hand sanitiser will also be available for all children and adults to use in class. If children or staff would like to bring in their own hand sanitiser, soap or moisturiser, the school will support this but small bottles are encouraged and **MUST** be labelled with the child's name. They will remain on the child's desk for their day in school before coming home and are to be used only by the person they belong to.

### **First Aid**

It is vital that children remain at home if they are unwell. Contact details must be up to date, as any child who is unwell will be sent home.

### **What happens if you child display symptoms of Coronavirus?**

If your child is displaying any symptoms of coronavirus (high temperature, continuous cough, loss of taste or smell) please do not send them into school, and let us know as soon as possible. You would then be expected to book a test ASAP (N.B. all children can be tested) and self-isolate as you await the results.

Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Should your child test positive for Covid-19, you must inform us immediately and you would be expected to provide details to NHS Test & Trace about anyone they have been in contact with, and you would also need to follow the Government 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection':

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

We will be happy to advise you at any stage, and ask that you are open and honest with us about any concerns. If your child tests positive, they must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

If a child tests negative, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.

If children are displaying symptoms at school, they will be isolated from their group by a First Aider and await collection by a parent. Disposable aprons, gloves, face masks and wipe-clean visor shields will be worn by any member of staff dealing with symptoms of coronavirus.

There is a strict procedure to follow in the event of any member of our school community-testing positive for Covid-19. We are obliged to contact the local health protection team who would carry out a rapid risk assessment and provide school with definitive advice as to who must be sent home.

I hope that this information is helpful and you feel fully informed about how we are mitigating the risks associated with coronavirus.

# Appendix 1 - Hot and cold deli bag menu

**Educators Hot and Cold Deli Bag Menu Week 1 – w/c Mondays 25/08, 21/09, 12/10, 09/11, 30/11**

Day	Menu Item 1	OR	Menu Item 2
<b>Monday</b>	Tuna Mayo Sandwich (F.E.G.SB.), Cheese, Crackers and Apple (G.D.), Juice Carton		Hot bap or filled bread of the day, served as an additional choice alongside the cold sandwich, bap or wrap.
<b>Tuesday</b>	Turkey Soft Bap (G.), Iced Mandarin Sponge (G.E.), Milkshake (D)		<b>Hot Dog</b> featuring our award-winning pork sausage (G.SU) (vegetarian only) Veggie Hot Dog (G.SB.SU)
<b>Wednesday</b>	(v) Cheese Soft Bap (D.G.), Ice Cream Tub (D.), Juice Carton		<b>(v) Homemade Rustic Margherita Pizza Slice</b> (D.G.)
<b>Thursday</b>	Sliced Ham Sandwich (SB.G.), Homemade Crunch Cookie (G) Fresh Fruit, Milkshake (D)		<b>Lowerhurst Farm Organic Beefburger in Bap</b> (G)
<b>Friday</b>	(v) Egg Mayonnaise & Cheese Soft Bap (G.E.), Sticky Ginger Cake (G.E.), Fresh Fruit, Milkshake (D)		<b>(v) Veggie Hot Dog</b> Linda McCartney veggie sausage (G.SB.SU)
			<b>Fish Fillet Finger Bap</b> 2 x Fish Fingers (F.G.)

**Please note all deli bags are served with either vegetable sticks or salad.**

**A drink is provided with each meal, water is also available on request.**

**Ketchup is offered with the hot bap of the day**

*Presentations may vary to that shown in the photographs.*

*Meals may be served in bags or on plates depending on where they are to be served and eaten.*

**Key**

V = vegetarian	G = Gluten/Wheat
D = Dairy	F = Fish
N = Coconut/Neut	H = Husband
S = Soybeans	SB = Sausage
E = Egg	SU = Substitutes

**Educators Hot and Cold Deli Bag Menu Week 2 – w/c Mondays 7/09, 28/09, 19/10, 16/11, 7/12**

Day	Menu Item 1	OR	Menu Item 2
<b>Monday</b>	(v) Cheese Soft Bap (D.G.), Flapjack (G.), Fresh Fruit, Juice Carton		<b>British Red Tractor Chicken Fillet Wrap</b> (G)
<b>Tuesday</b>	British Roast Chicken Wrap (G.), Homemade Sponge (G.E.), Fresh Fruit, Milkshake (D)		<b>Hot Dog</b> featuring our award-winning pork sausage (G.SU) (vegetarian only) Veggie Hot Dog (G.SB.SU)
<b>Wednesday</b>	Ham Soft Bap (G.), Ice Cream Tub (D.), Juice Carton		<b>Lowerhurst Farm Organic Beefburger in Bap</b> (G) (vegetarian only) 2 x Veggie Fingers in a Bap (G)
<b>Thursday</b>	Tuna Mayo Sandwich (F.E.G.SB.), Chocolate Shortbread (G), Fresh Fruit, Milkshake (D)		<b>(v) Veggie Hot Dog</b> Linda McCartney veggie sausage (G.SB.SU)
<b>Friday</b>	(v) Cheese Soft Bap (D.G.), Dairy Doughnuts (G.E.D.SB.), Juice Carton		<b>Fish Fillet Finger Bap</b> 2 x Fish Fingers (F.G.)

**Please note all deli bags are served with either vegetable sticks or salad.**

**A drink is provided with each meal, water is also available on request.**

**Ketchup is offered with the hot bap of the day**

*Presentations may vary to that shown in the photographs.*

*Meals may be served in bags or on plates depending on where they are to be served and eaten.*

**Key**

V = vegetarian	G = Gluten/Wheat
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E = Egg	SU = Substitutes



**Monday**

(v) Cheese Sandwich (D,G,SB), Chocolate Craknel (G), Juice Carton



OR

**British Red Tractor Chicken Fillet Wrap** (G.)

**Tuesday**

British Sliced Turkey Wrap (G), Yoghurt (D), Raisin Box, Juice Carton



OR

(v) **Veggie Hot Dog**  
Linda McCartney veggie sausage (G,SB,SU)

**Wednesday**

Tuna Mayo Soft Bap (G,F,E), Up Beet Chocolate Cake (G,E), Fresh Fruit, Milkshake (D)



OR

**Lowerhurst Farm Organic Beefburger in Bap** (G.)  
(vegetarian only) 2 x Veggie Fingers in a Bap (G.)

**Thursday**

British Roast Chicken Soft Bap (G), Zesty Orange Cookie (G), Fresh Fruit, Milkshake (D)



OR

**Hot Dog**  
featuring our award winning pork sausage (G,SU)  
(vegetarian only) Veggie Hot Dog (G,SB,SU)

**Friday**

(v) Cheddar Cheese Wrap (D,G), Fruit Muffin (G,E,D), Juice Carton



OR

**Fish Fillet Finger Bap**  
2 x Fish Fingers (F,G)

Please note all deli bags are served with either vegetable sticks or salad.

A drink is provided with each meal, water is also available on request.

Ketchup is offered with the hot bap of the day

Presentation may vary to that shown in the photographs.

Meals may be served in bags or on plates depending on where they are to be served and eaten.

**Key**

V = vegetarian	G = Gluten/Wheat
D = Dairy	F = Fish
N = Coconut /Nuts	M = Mustard
S = Sesame	SB = Soya
E = Egg	SU = Sulphites

