

**Hartlebury CE Primary School**  
**Parents' Guidance (COVID- 19 specific) -version 7**

**04.03.2021**

**All changes are highlighted**

School is fully open from Monday 8<sup>th</sup> March.

Attendance at school is mandatory. Children must be in school from this date. If you are experiencing any difficulties getting your child to school please contact us as soon as possible and we will help with devising a way forward

We are working closely with our Trust, staff, governors and yourselves to ensure we are all confident with our plan and that we are effectively minimising the risk for everyone visiting our school. We thank you for your support with following these guidelines; only by working together do we limit the spread of this virus in our school.

Your vigilance with infection control remains the key to us remaining safe.

Please email me any thoughts or comments about our plans [head@hartlebury.worcs.sch.uk](mailto:head@hartlebury.worcs.sch.uk).

**School specific procedures**

These procedures must be strictly adhered to.

**Prevention**

- Pupils must not come to school if they are unwell
- Pupils displaying Covid19 symptoms must not come into school and MUST engage with the NHS Test and Trace program
- Pupils testing positive are not allowed into school and must self-isolate for a minimum of 10 days or until they have no symptoms if longer
- **If pupils test positive whilst not experiencing symptoms but develop symptoms during the isolation period, they must restart the 10 day isolation period from the first day they developed symptoms**
- Pupils not showing symptoms but living with someone who has tested positive for Covid19 must self-isolate for 10 days
- School MUST be informed of any of the above immediately
- Pupils must wear suitable clothing in school to facilitate good ventilation.
- A thorough clean of all areas will happen daily after school
- All personal items and uniform must to be clearly labelled, to ensure they are given to the correct child without delay if they are misplaced. Unlabelled items will not be easy to return to individuals and may be disposed of.
- CLEARLY LABELLED WATER BOTTLES are essential. We will not be providing cups for drinks during the day. Children are able to refill their water bottle as required

**Children Becoming Ill During the School Day**

- **Parents must ensure they have made arrangements for children to be collected with immediate effect upon receiving the call that their child is poorly**

If a pupil is awaiting collection:

- they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the pupil, with appropriate adult supervision if required
- a window will be opened for fresh air ventilation if it is safe to do so

- if they need to go to the bathroom while waiting to be collected, they will use a separate bathroom - the bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else
- personal protective equipment (PPE) will be worn by staff caring for the pupil while they await collection

#### **Procedures for arriving at school**

- Staggered start and finish times are in place
- Children should arrive between 8.40-9.00am and go immediately to class
- **PARENTS SHOULD NOT GATHER ON THE PLAYGROUND OR CAR PARKING FACILITIES. You should leave drop off and collection as soon as possible**
- **All parents must wear face coverings at drop off and collection, unless medical conditions exclude this.**
- There will be no access to the front office in person at any point during the day. All communication should be via email or telephone
- If you wish to talk to a member of staff please return to your car and telephone or email the office. Please do not delay leaving the playground to talk to your teacher
- **Parents exempt from wearing masks MUST NOT approach staff to speak directly they should communicate via email or telephone**
- Only one family member should bring and collect at any one time
- If you have younger siblings they may come to school with you for drop off and collection, but should be in your control, stood by you and not running around the playground
- Year 4/ 5/6 should be dropped off where appropriate and allowed to walk into the playground unaccompanied. Mrs Grand and/or Mrs Unitt will be on the playground to supervise the children.

#### **Procedures for Leaving School**

Class	Early Years	Year 1	Year 2	Year3	Year 4	Year 5	Year 6
Leave	3.00pm	3.00pm	3.10pm	3.10pm	3.15pm	3.15pm	3.15pm

- Parents must maintain social distancing and wear face coverings (where applicable) when waiting for their children
- Parents should aim to arrive 1-2 mins earlier than times above and leave as soon as possible
- Year 5 will continue to leave via playground 3
- All children may be collected from the playground. If you are happy for your child to walk, **unaccompanied**, to meet you please email [office@hartlbury.worcs.sch.uk](mailto:office@hartlbury.worcs.sch.uk) with this instruction. No child will be allowed to leave school unaccompanied unless we have received this instruction.

#### **School Organisation**

- All Parents Meetings will happen via Google Meet, 3CX or a telephone conversation
- Specialist teachers, social workers, educational psychiatrists etc are allowed to visit school via appointment only. No child will be seen without parental permission.
- Any deliberate behaviours that adversely effect the well being of others will not be tolerated. These behaviours may result in a fixed term exclusion

#### **Year Group Organisation**

- Teachers and staff can operate across different classes, but we aim to reduce this as much as possible.
- Social distancing is not practicable in primary classrooms, keeping children in specific classes will reduce the risk. Staff may wear masks within the classroom
- 2 classes will share the playgrounds at break and lunch times.
- PE will be outside and may be affected by poor weather. Lightweight waterproofs are advised
- Children will wear outdoor PE kit (black joggers, shorts, trainers and school t shirts & school fleeces) to school on their PE days, to avoid changing in school.

### **Wrap Around Care**

- Mr Cadwallader will be leading Breakfast Club.
- Mrs Wesley (Leader) and Mrs Bates will continue offering the supervision in after school care.
- Please book at least 48hrs before if you need a place. We cannot take children who are not booked in as the Staff may not be available. In emergencies please call the school office

### **Car Parking**

We remain extremely grateful for the use of the White Hart carpark and the Castle drive for parking and would like to thank all concerned for their continued support with these facilities.

**THERE IS NO PARKING ON THE SCHOOL DRIVE. CHILDREN ARE WALKING, OFTEN UNACCOMPANIED, IN THIS AREA.**

**PARKING HERE IS NOT SAFE.**

**Please contact us if you require special arrangements**

- Please park appropriately on the White Hart carpark or castle driveway; we do not want to lose this facility because of inconsiderate parking.
- Do not allow your child to play on the pub grass and tree area. This results in children mixing across pods and parents gathering whilst supervising them, defeating all our precautions

### **Any Return to Lockdown**

- Parents will be informed immediately if we are included in a return to a local or national lockdown or a class is being isolated
- Remote learning will re-commence during a local or national lockdown if school is closed
- Remote learning will re-commence for any class isolation period
- Remote learning will be available for any child directed to isolate by Test & Trace

### **If we have a positive case of COVID19 in school**

- We will follow national guidance and notify you immediately if we have a positive result in school.
- The identified year group (and possibly others) who have been in close contact with a positive case will be instructed to self-isolate at home for a 10-day period. (We will provide the specific date.)

### **What to do if your child develops symptoms of COVID-19**

The most common symptoms of COVID-19 are recent onset of:

- new continuous cough and/or
- high temperature and/or
- a loss of, or change in, normal sense of taste or smell (anosmia)

If your child develops any of these symptoms of COVID-19 the whole household must: -

- remain at home not go to work, school or public areas, even for exercise, and arrange for a test to be taken
- **inform school immediately that you are all isolating**
- inform school of the outcome of this test.
- Follow all guidance relating to the test results

Testing can be arranged by calling 119 or via the NHS website: [nhs.uk/coronavirus](https://nhs.uk/coronavirus)

### **Potential Pre-COVID-19 Symptoms**

There is emerging evidence that for some people who go on to develop COVID-19, a number of more general pre-symptoms can occur. These may include: -

- Diarrhoea
- Nausea/ Vomiting
- Extreme tiredness
- Runny nose / sore throat
- Sneezing (other than allergy related)

**We ask that if your child is in anyway unwell they stay at home until they are completely better. Caution is the best policy. If they say they are unwell in school we will be calling you to collect them. Under these conditions we will not be 'jollyng them along' to the end of the day.**

### **Rapid lateral flow testing for households and bubbles of school pupils and staff**

About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading and protect your loved ones. As lockdown restrictions gradually ease we all need to play our part to help protect each other.

Parents and carers of Primary School aged children will now have access to Lateral Flow Devices and will be able to test themselves twice weekly as school staff do. **Primary school pupils will not be asked to test at this time.**

### **How to get a rapid lateral flow test**

From 1 March 2021, if you're a member of a household, childcare bubble or support bubble of staff or a pupil you can get a twice-weekly test:

- at a local test site
- by collecting a home test kit from a test site
- by ordering a home test kit online

**Please follow the link below for further advice on Rapid Lateral Flow testing.**

<https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?fbclid=IwAR0iQ- cYt1VxtWxlxMyCiZn7qo wFf4JZ4qz TzUNDDWWyAzvoVbEX-ZQk>