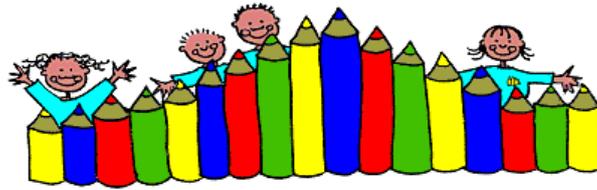


Oldbrook First School

Living and Learning Together



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Parent and Carer Information Booklet

Phased Return to Oldbrook First School



Thank you for your continued support and understanding whilst waiting for this further update to outline the re-opening procedures for our school from Tuesday 2nd June. Our amazing school team have worked extremely hard since the announcement, reviewing all guidance published by the Department for Education and Government to ensure that we are able to re-open. Unfortunately, this guidance means that school will not operate in the usual way and strict measures will be in place to promote social distancing and personal hygiene as well as changes in the way that children are accessing their learning. This will continue until at least the Summer holidays. At this time, we are unable to share any further arrangements for September. However, we will all be working extremely hard to ensure that we promote a happy and positive environment where we continue to offer high levels of nurture and interaction but in a different way to what we are all used to.



A whole school risk assessment and action plan has been completed and agreed by the Governing Body to ensure that measures are in place in line with Government and the Department of Education guidelines which promote social distancing and hygiene. These measures are in place to try to reduce the transmission to families and the wider community however there is still an unknown level of risk which we cannot control. These changes will mean that school will operate very differently than normal with lots of restrictions in place which must be followed by the whole school community.

Please note that If your child or a family member living within the same household displays any signs of COVID-19 then they will need to remain at home and follow the NHS guidance for self-isolation.

How will Oldbrook School re-open?

Due to promoting social distancing and the open plan nature of our school, our risk assessment has identified that we can only have a maximum of 70 pupils returning at this time.

We will be taking a phased approach to groups of pupils. This is necessary to ensure that the new procedures are working, staffing levels are maintained and that we have the capacity to extend groups further. However most importantly for us is that the children feel settled and happy.

School will open to pupils in Nursery, Reception and Year 1 only at this time. Consideration will be given to pupils in Year 2 dependent on the Government's announcement in July.

Our phased approach will be based on requests received from parents in fortnightly intervals. **If you have not completed an online request form for your child to re-attend school following the closure or your circumstances have now changed then please complete a new form online by clicking on this link [returning to school request](#).** Please note that there will be set start dates and places cannot be guaranteed. Priority will also be given to key workers and vulnerable pupils.

Form Submitted by:	Potential Start Date
Monday 18th May 12 noon (Request window not closed)	Tuesday 2nd June
Thursday 4th June 9am (Request window now closed)	Monday 15th June
Thursday 18 th June 9am	Monday 29 th June

We must emphasise that these return dates are dependent on staffing levels as well as how well returning pupils have settled. The dates may be delayed if changes need to be implemented or if there are changes in Government guidance.

If your child or a member of your household is classified within the extremely critically vulnerable category then they will not be able to return to school at this time. Please contact school via telephone to discuss arrangements further with Mr Hopkins.

When will Oldbrook School be open?

School will only be open from Monday to Thursday each week and will be **closed on Fridays** to allow the school and resources to be deep cleaned. Members of staff will also be using this time to prepare and support home learning and planning for the following week.

In order to promote social distancing at the start and end of the school day, a staggered approach will be introduced. Timings will be sent in a letter once you have confirmed that your child will be returning. It is important that these times are adhered to. Any pupils arriving late will not be able to attend school on this day.

Will there still be Breakfast Club and Afterschool Clubs?

Unfortunately, we are unable to provide any breakfast or after school clubs until further notice due to ensuring children only stay in their small groups which are not allowed to mix.

Does my child have to attend school when it re-opens?

The government are prioritising the return for Nursery, Reception and Year 1 pupils in the first instance. Although a school register will be taken daily, the Government have made it clear that there will be no fines issued to parents who are actively choosing to keep their child at home. This decision is yours as a parent and we fully respect and support the decision that you make. If you choose for your child to return then the expectation is that they attend Monday to Thursday each week unless unwell. If your child is absent please contact the school office to report their absence and the reason why. There is also an expectation that all vulnerable children must attend school if deemed safe following a risk assessment.

How is best to travel to school?

We are encouraging all families to walk to school at this time to reduce the congestion outside the front of school and the close proximity that may be caused when travelling by car and entering and exiting.

If public transport is required to get to school please try to travel outside of peak times. Flexible timings will be arranged to support this.

How will we gain access to school?

From Tuesday 2nd June access to the main school building will be restricted. Your child must be accompanied to school only by one adult dropping off and collecting. A one-way system will be in place for entering and exiting the school playground to promote social distancing. Please enter through the playground gate as normal at the allocated time given and wait by the next available cone, children should stay with you at all times.



Entrance



Queue



Exit Path

All cones have been spaced at least 2 metres apart and lead around the big pencils onto the playground. Please be patient whilst you queue. Mr Hopkins will be at the start of the queue directing children to the correct doors where they will be greeted by Miss Jarman, Mrs Dunkley and Mrs Bell. Once your child has been dropped off you will be directed to the new exit gate which is located on the school field. We respectfully ask that parents do not gather in groups and leave the site as quickly as possible.



Exit Path



Exit Gate

When collecting at the end of the school day one parent or carer will enter through the normal playground entrance and wait at the next available cone. Your child will be released from their group and sent directly to you. This will be done one pupil at a time. It is important that you arrive within the time slot given in your letter. Once collected you must leave the school site via the exit gate on the school field. Please hold your child's hand at all times and do not allow them to use any of the outdoor equipment. It is taped off to remind everybody that it is out of use.



The main school office entrance will be closed to all parents, carers and visitors to reduce any risk of transmission. If you need to contact the school please do so via telephone (01908 604689) or via email (office@oldbrookschool.co.uk).

What class or group will my child be in?

The Government guidance states that children and adults should be kept in groups of no more than 15, with no cross over. Due to the nature of our school building our Key Stage One homebases will not be able to be used due to their small size. We are able to accommodate groups ranging from 8 to 15 depending on the areas of school being used. Each group will have one teacher and teaching assistant. It is our intention to keep class teachers with their normal classes however this may not always be possible. There may be times that certain groups may not be able to come to school on a particular day due to a member of staff being unwell. We are unable to cover this absence due to staff not being allowed to cross groups to minimise any transmission. We understand that this may have a direct impact on working parents however at this time safety is paramount and we thank you for your understanding in this matter.

Teachers have spent time re-arranging learning spaces where each child will have their own table and chair with a pack of resources. Guidance has meant that we have had to remove all soft furnishings, rugs and any resources that have smaller parts that would be difficult to wash.



In Nursery and Reception children will access some play-based resources which can be easily washed. Movement around the learning space will be limited. Children will be able to go to the toilet when they need to however they may need to wait if the toilet is being used.

We are fully aware that the children will find it strange that staff members are also socially distancing. The children will be used to the nurture and at times physical comfort that they receive from our staff team. We will support the children to understand this in their groups. Please speak to your child about this before they return to school to support their understanding.

What will my child be taught?

The main focus will be to transition the children back into school whilst supporting their mental health and wellbeing with lots of opportunities to talk. Teachers will be consolidating learning and providing as much outdoor learning as possible which will be timetabled throughout the day. Children in Nursery and Reception will continue to follow the EYFS curriculum however this will be restricted based on Government guidance. It is important to note that children of this age have limited understanding of how to socially distance as they learn through interacting and playing with their peers. We will try to support social distancing as much as possible however cannot guarantee this.

All curriculum work set in school will be replicated in the home learning packs that will be sent out to children who are remaining at home fortnightly as well as links to online learning and lessons on the school website.

What happens if my child is exhibiting symptoms of coronavirus whilst at home?

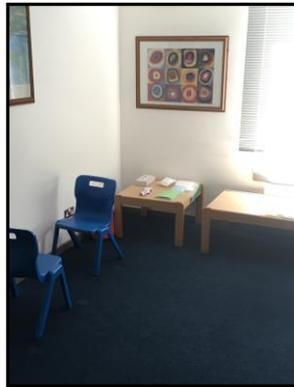
If your child or a family member living within the same household displays any signs of COVID-19 then they will need to remain at home and follow the NHS guidance for self-isolation. It is important that you notify school immediately so that we can take the necessary steps.

What happens if my child is exhibiting symptoms of coronavirus whilst at school?

It is important that you notify the school office via email (office@oldbrookschoo.co.uk) if you have changed your telephone number or emergency contact details so that we can get hold of you in an emergency. If we believe that your child is exhibiting any of the current coronavirus symptoms (persistent cough, temperature, loss of taste/smell) then the following procedure will happen to ensure they are well looked after and that the appropriate actions can take place to reduce transmission:

1. Your child will be taken by a first aider to the isolation room. The member of staff will be wearing PPE (apron, gloves and face mask).
2. A member of staff will contact you requesting to collect your child immediately.
3. Your child will be cared for until you arrive.

4. The isolation room will be deep cleaned after each use.
5. Your child will need to be tested and will only be able to return to school once you have received confirmation via the test that it is negative. ([NHS Testing Link](#)) Siblings will also need to stay at home.
6. All staff members and pupils within the group will be sent home and will need to remain home until school have been notified with the outcome of the test. If the outcome is negative then the group will be able to return to school. If positive then all staff and children within that group will need to self-isolate for 14 days.
7. The area of school where the group is situated will be deep cleaned in accordance with the guidelines.



What happens if my child becomes unwell whilst at school with different symptoms?

If your child becomes unwell at school we will notify you by telephone to come and collect them immediately. We will still be applying the 48-hour rule to any pupils who present with sickness or diarrhoea.

What will Oldbrook School be doing to help reduce transmission?

Hand Washing and Hygiene

Your child will be taught and reminded throughout the day about regular hand washing. This will take place at the following times as a minimum:

- Entering the school in the morning
- Before snack time
- After Play time
- Before Lunch time
- After lunchtime
- Before home time

Children will be encouraged to use a tissue or their elbow if they sneeze and to wash their hands for a minimum of 20 seconds.

All group bases also have access to alcohol free hand sanitiser which they will use throughout the day at regular intervals. We request that you check your child's skin on a daily basis to look for any evidence of skin irritations.

Cleaning Schedule

Throughout the day designated members of staff will be continually cleaning areas and wiping down sides as well as toilets and wash basins. Waste bins will be emptied and cleaned throughout the day.

Every day the site team will thoroughly clean the whole school. A deep clean of the whole school will also take place every Friday so that school is ready for the following week.

Personal Protective Equipment (PPE) for Staff

Members of staff will not be wearing PPE whilst working with children in groups. Staff will only be wearing PPE (gloves, aprons, masks, face visors) when dealing with suspected cases of coronavirus, children requiring intimate care, severe first aid or when a child is vomiting. Please talk to your child about this as this may feel strange for them and we do not want them to be worried.

Can my child wear a face mask or face covering?

You may wish for your child to wear a face mask or covering whilst walking to school. Once children enter school they will not be allowed to wear face masks or coverings.

Children arriving at school wearing a disposable mask or covering will be asked to remove it, place it in a refuse bag and for it to be disposed of at home. Any home-made masks or coverings must be removed and placed into a plastic bag and taken home. New masks or coverings can be re-applied once off the school premises at the end of the school day.

What do I need to send my child to school with?

Your child will need to attend school in fresh, clean clothes daily. Please do not send your child in school uniform. Clothing still needs to be appropriate for learning and sensible footwear must be worn (no flip flops, open toed sandals). They will need to bring a named water bottle in on the first day. This will be kept in school, cleaned and re-filled daily by members of staff. On warm days please apply sun cream before they come to school and send them into school with a sunhat.

Your child **will not** be required to bring any of the following:

- X Bookbag
- X PE Kit
- X Toys from home
- X Any completed home learning
- X Packed Lunch
- X Morning Snack

What will my child have to eat at lunchtime?

We will provide your child with a cold packed lunch and a drink daily. If you receive an email from Dolce to order meals please ignore this as we are unable to provide the options on this menu due to our reduced kitchen facilities. Your child will also be given a piece of fruit for morning snack.

Will you still be able to administer Medication?

We will be able to administer medication. If you need to bring medication into school please contact the school office before your child returns on 01908 604689 to discuss arrangements for this. This includes children who require inhalers for asthma and other allergies.

Will there be new school rules?

Please talk to your child about the following new rules to support them when they return to school.



Oldbrook First School

Our Golden Rules

Golden Rules

- Smile and be kind
- Slow down
- Listen to adults carefully
 - Wait for your turn
 - Wash your hands |
- Keep your distance

Please talk to your child in detail about the arrangements above to help them prepare for returning to school. If you have any questions or would like to discuss any of the arrangements in more detail then please contact me by telephone on 01908 60489.

As you can see there are a lot of new arrangements and procedures in place to reduce the risk of transmitting coronavirus, however it is important to note that we are unable to guarantee that your child may not come into contact with another person with it or exhibiting symptoms. Whatever decision you make as a parent will be the right decision for you and your child at this time and as a school we fully support this. If you choose to send your child back to school then we look forward to warmly welcoming them back, offering our highest levels of care, guidance and support at this time. If you chose to keep your child at home then we will offer the same support through home learning and regular telephone calls to check in.

One of the things that makes me extremely proud to be the Headteacher at Oldbrook First School is our amazing school community. I know that we will all work together as we have done over the past few months to continue to support each other in a positive and caring way to do the very best for our children.

With very best wishes

K Hopkins

Mr Hopkins
Headteacher

Annex 1 Attendance Guidance

Guidance		Pupil Attendance	
Scenario	Attendance	Outcome	Actions to address to take control the risks?
Pupil with confirmed Pupil with confirmed Covid-19 Virus	Must NOT attend school	Self-isolate until well.	Parent must contact school to report absence. Pupil to be absent for a minimum of 7 days. Household members should not leave the house for 14 days. Parent to contact school before returning to assess risk.
Pupil showing symptoms of Covid-19 Self-isolation advice	Must NOT attend school	Self-isolate for at least 14 days and then in line with NHS advice	Parent must contact school to report absence. Test to be undertaken. Pupil to be absent for a minimum of 14 days. Household members should not leave the house for 14 days after the last member of the house has had symptoms. Parent to contact school before returning to assess risk.
Pupils who fall into the extremely vulnerable group and have received a shielding letter from the NHS Link: shielding	Must NOT attend school	Self-isolate for 12 weeks from receipt of the letter.	Risk Assessment to be completed with Headteacher / SENco Risk Assessment reviewed at end of 12 week period. Pupil not to return back to school until permission given by Headteacher.
Pupil in the clinically vulnerable group (but not extremely vulnerable as above): Have underlying health issues, as listed by the Government Government	Dependent on advice from GP or Specialist		Parent to seek written advice from GP or specialist. Risk Assessment to be completed with Headteacher / SENco Risk Assessment reviewed every 4 weeks. Pupil not to return back to school until permission given by Headteacher.
Pupil living with someone in the extremely clinically vulnerable group	Must Not attend school Shielding Guidance		Risk Assessment to be completed with Headteacher / SENco Risk Assessment reviewed every 4 weeks. Pupil not to return back to school until permission given by Headteacher.
Pupil living with someone in the clinically vulnerable group (but not extremely vulnerable)	Dependent on advice from GP or Specialist		Parent to seek written advice from GP or specialist. Risk Assessment to be completed with Headteacher / SENco