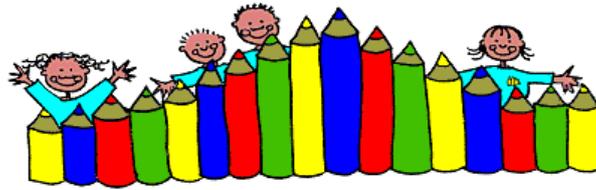


positive mind.
positive vibes.
positive life.

Oldbrook First School

Living and Learning Together



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Parent and Carer Information Booklet

School Re-Opening 8th March 2021



Dear Parent/Carers

The Government has announced the final plans for the full re-opening of schools. Oldbrook First School will be open from Monday 8th March 2021 to all pupils.

Thank you for your continued support and commitment to your child's learning and education during these uncertain and challenging times. We are extremely proud of how well children and parents have engaged with virtual learning and the quality of work submitted to class teachers. The children who continued to attend school have shown resilience with the adaptations made in school whilst also accessing their learning. As a school we are looking forward to all pupils returning as well as meeting the new families and children joining our fantastic school who we have not met yet. Staff have worked tirelessly since January supporting both pupils in school and at home, going above and beyond and I know that you will join me in thanking them for their dedication to our school community.

Unfortunately, the guidance means that schools will continue to operate differently with additional measures in place to continue to promote social distancing, personal hygiene and additional processes to reduce the risk of transmission. These will continue until further notice. As a school 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 with all of our children.

A whole school risk assessment and action plan has been produced 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. The procedures and processes below are to be followed by the whole school community which are linked to the risk assessment which can be found on the school website.

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. If you have recently travelled abroad please also check the updated information for self-isolation before returning your child back to school.

We look forward to welcoming your back to school.

Kind regards

Mr Hopkins
Headteacher

Mrs Haines
Chair of Governors

How will Oldbrook School re-open on Monday 8th March?

School will open to all pupils in all year groups - Nursery, Reception, Year 1 and Year 2.

Attendance Guidance

School attendance will be mandatory from Monday 8th March 2021 and attendance will be managed in-line with our school attendance policy.

Guidance		Pupil Attendance	
Scenario	Attendance	Outcome	Actions to address to take control of the risks?
Pupil with confirmed Covid-19 Virus	Must NOT attend school	Test – Positive Self-isolate for 10 days from the day after the symptoms started or the test date if they did not have any symptoms but have had a positive test.	Parent must contact school to report absence. Pupil to be absent for 10 full days after the symptoms started. Household members should self-isolate for 10 full days after the initial symptoms or positive test. Parent to contact school before returning to assess risk. School to contact Local Authority and Public Health England and complete joint risk assessment. If appropriate wider self-isolation and deep cleaning. Remote education will be provided from day 1 via a blended learning approach using Oak Academy.
Pupil showing symptoms of Covid-19 Self-isolation advice	Must NOT attend school	Self-isolate until test results available. If negative and feel well and no longer have symptoms similar to coronavirus can stop self-isolating and return to school. If positive follow steps in above section.	Parent must contact school to report absence. Test to be undertaken and school notified. If negative pupil to remain at home until well enough to return to school. Household members should not leave the household. Parent to contact school before returning to assess risk. Remote education will be provided from day 1 via a blended learning approach using Oak Academy.
Pupils who fall into the <u>extremely</u> vulnerable or clinically vulnerable group and may have received a shielding letter from the NHS Link: shielding	Must not attend school	Parent to contact Headteacher to complete risk assessment.	Risk assessment to be completed by Headteacher and Parent. Some pupils may no longer be required to shield but remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people . Remote education will be provided from day 1 via a blended learning approach using Oak Academy.
Pupil living with someone in the <u>extremely</u> vulnerable or clinically vulnerable group Shielding Guidance	May be able to attend school	Parent to contact Headteacher to complete risk assessment.	Risk assessment to be completed by Headteacher and Parent.

Guidance		Pupil Attendance	
Scenario	Attendance	Outcome	Actions to address to take control of the risks?
Household member (including someone in their support bubble or childcare bubble) with confirmed Covid-19 Virus	Pupil must NOT attend school	Test – Positive Self-isolate for 10 days from the day after the symptoms started or the test date of the household member if they did not have any symptoms but have had a positive test.	Parent must contact school to report absence. Pupil to be absent for 10 full days after the symptoms started. Household members should self-isolate for 10 full days after the initial symptoms or positive test. Parent to contact school before returning to assess risk. Remote education will be provided from day 1 via a blended learning approach using Oak Academy. If pupil develops symptoms they must obtain a test and if positive start a further full 10 days isolation from the day after their symptoms started.
Household member (including someone in their support bubble or childcare bubble) showing symptoms of Covid-19 Self-isolation advice	Pupil must NOT attend school	Pupil to self-isolate until test results available. If negative may return to school. If positive follow steps in above section.	Parent must contact school to report absence. Test to be undertaken and school notified. If negative pupil can return to school. Household members should not leave the household. Remote education will be provided from day 1 via a blended learning approach using Oak Academy.
Returning from visiting another country.	Pupil must NOT attend school	Quarantine for 10 days. Take 2 COVID-19 tests.	Please refer to guidance here . Notify school that you have returned to England via telephone or email and provide confirmation of route of travel, dates, times and proof of travel. Everyone who has travelled must take 2 coronavirus (COVID-19) tests after arriving in England. Either quarantine in the place you're staying or in a managed quarantine hotel for 10 days when arriving in England.

When will Oldbrook School be open?

School will be open Monday to Friday each week. The school will be deep cleaned at the end of each school day once the children have left inline with Government guidelines.

In order to promote social distancing at the start and end of the school day, a staggered approach will be in place. It is important that these times are adhered to enable us to promote social distancing. Parents and Carers are not to congregate on the school premises including the entrances and exits to the school site. Please refer to the allocated times below. If you have multiple children in different year groups they can be dropped off at the time for the earliest child and collected at the earliest time in the afternoon so that siblings can be dropped off and collected at the same time.

Year Group	Class	Drop Off Time	Collection Time
Nursery	Cygnets – Miss Muncaster	8.30	11.30
Reception	Ducklings – Mrs Bell	8.35	2.45
Year 1	Ladybirds – Miss Brown	8.40	2.50
Year 1	Robins – Mrs Hailes	8.40	2.50
Year 2	Dragonflies – Mrs Dunkley	8.45	2.55

Will there still be Breakfast Club and Afterschool Clubs?

Breakfast club will be open from Monday 8th March from 8 a.m. for pupils in Reception, Year 1 and Year 2. To apply for a place at the Breakfast Club, parents should complete the Registration Form (which can be downloaded [here](#)) and return it to the school office. Places will be allocated on a first come, first served basis, although priority will be given to children who have a sibling attending the club.

After School clubs will re-start from Term 5 after the Easter holidays. More information will follow later this term.

Where parents/carers are using external childcare providers or out of school extra-curricular activities for their children (further guidance can be found [here](#)), parents/carers should also:

- limit the use of **multiple** out-of-school settings providers, and to only use one out-of-school setting in addition to school as far as possible.
- check providers have put in place their own protective measures

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

It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. School attendance will be mandatory from Monday 8th March 2022 and attendance will be managed in-line with our school attendance policy. Children are expected to attend school every day, unless there is a valid reason for their absence. All parents are asked to contact school by either telephone or email if their child is absent, giving a reason for the absence. The Government has produced the following information for parents gov.uk/backtoschool.

Pupil's who are shielding or self-isolating

The majority of pupils will be able to return to school. Shielding advice for all adults and children is still in place and further information can be found [here](#). This means that a small number of pupils may not be able to return at this time.

If any of the follow apply, parents will need to contact Mr Hopkins to discuss further before returning to school:

- Pupil falls within the clinically extremely vulnerable group and may have received an extension to shielding.
- Pupils unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- Pupil is no longer required to shield but generally remains under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice or shielding for a household member, school will offer access to remote education through Oak Academy lessons and a weekly one to one Microsoft Teams meeting with a member of staff.

Where a pupil is not able to attend school due to a parent following clinical and/or public health advice, absence will not be penalised.

If rates of the disease rise in local areas, pupils (or family members) from that area, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.

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. Face coverings must be worn. Further information can be found [here](#). Flexible timings will be arranged to support this. Please contact the school to discuss further.

How will we gain access to school?

From Monday 8th March access to the main school building will be restricted. Your child must be accompanied to school by one adult only during drop off and collection. 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 for your child's class and wait by the next available cone, children should stay with their parent/carer 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 school staff. Once your child has been dropped off you will follow the pencils back around to the main gate. We respectfully ask that parents do not gather in groups and leave the site as quickly as possible.

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 class 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 straight away. Please hold your child's hand at all times and do not allow them to use any of the outdoor equipment.



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

What class or group will my child be in?

The Government guidance states that children and adults should be kept in groups (bubbles) to reduce the risk of transmission by limiting the amount of interactions with other groups. Children will stay within their bubbles for most of the day however there may be times when different adults may teach in bubbles e.g. sports coaches, specialist music teacher.

Due to the open plan nature of our school building there will be three separate bubbles.

Bubble 1	Nursery Class
	Reception Class
Bubble 2	Year 1 Classes
Bubble 3	Year 2 Class

We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group however we will promote this as much as possible whilst utilising the outdoor space for learning.

Learning spaces have been arranged in-line with Government guidance. Pupils will be seated side-by-side and facing forwards when at desks, rather than face to face or side on.

In Nursery and Reception children will access play-based resources both inside and outside. These resources will be cleaned regularly.

What will my child be taught?

The main focus initially will be to support transition for all children back into school whilst supporting their mental health and wellbeing with lots of opportunities to talk. It is important that our children are settled and happy so that they are ready for learning. Teachers will assess all children on their return as a starting point to identify strengths and gaps in learning so that these areas can be addressed in the teaching over the coming terms. Teachers will continue to teach an ambitious and broad curriculum in all subjects including Relationship and Health education from the start of the autumn term, but make use of the existing flexibilities to create time to cover the most important missed content. Our highly skilled staff will support catch-up through daily teaching and interventions. Curriculum newsletters and coverage are available on the school website for parents and carers.

Children in Nursery will continue to focus on the prime areas of learning (communication and language, personal, social and emotional development, and physical development). For pupils in Reception, teachers will address gaps in language, early reading and mathematics, ensuring children's acquisition of phonic knowledge and extending their vocabulary.

Children in Year 1 and Year 2 will continue to follow the National Curriculum with a priority on identifying gaps and re-establish good progress in the essential areas (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary.

Children will continue to be taught music, however singing will be limited to groups of 15, positioning children side to side with a distance between. There will not be whole school singing assemblies in the school hall until further notice as well as other larger gatherings.

PE will continue to take place twice per week. Children will be kept in year group bubbles, sports equipment will be thoroughly cleaned between each use by different groups, and any contact sports avoided. Outdoor PE will be prioritised, maximising distancing between children.

Children will only need a pair of trainers in their PE bags for the Autumn term as they will not be getting changed into their PE kits. These can stay in school for the whole term. Children will need to wear school trousers or black leggings / tracksuit bottoms to school on PE days. Parents/Carers will be notified when full pe kits will be allowed in school again. PE will be on the following days:

Nursery Class	Friday
Reception Class	Friday
Year 1 Classes	Monday and Friday
Year 2 Class	Wednesday and Friday

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 (continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell) then they will need to remain at home and follow the NHS [‘stay at home: guidance for households with possible or confirmed coronavirus infection’](#). **It is important that you notify school immediately so that we can take the necessary steps.** Telephone 01908 604689 to speak to a member of the office team.

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 ([NHS Testing Link](#)) and must self-isolate until the outcome of test. Siblings will also need to be collected at the same time. If a positive test result continue to self-isolate from the day the symptoms started and for the next full 10 days. Other members of the household (including any siblings) should also self-isolate for the 10 full days unless they also develop symptoms. However, if the test result is negative and they feel well, they can return to school after further discussions with the headteacher.
6. Any members of staff who has helped someone with symptoms and any children who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive, or they have been requested to do so by NHS Test and Trace.
7. The area of school where the group is situated will be deep cleaned in accordance with the guidelines.



How can I support the NHS Test and Trace Process?

Parent and Carers must be ready and willing to:

- [book a test](#) if their child or a member of the household are displaying symptoms. Children must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
- School must be notified about the outcome of all tests taken.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- [Quarantine having recently visited countries outside the Common Travel Area](#)

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.

Personal Protective Equipment (PPE) for Staff

Members of staff may be wearing face coverings or shields 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 their normal school uniform which will need to be freshly laundered each day. They will need to bring a named water bottle which must be cleaned thoroughly and refilled each day. They will need to bring their book bag daily and a piece of fruit for morning snack time. 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 PE Kit (apart from trainers in PE bag)
- X Toys from home
- X Any completed home learning
- X Packed Lunch

What will my child have to eat at lunchtime?

Our hot meal service will be provided by St Paul's Catholic School, offering children a choice of a delicious meat, vegetarian or jacket potato option. Dinners will need to be ordered online using [Wisepay](#). Please ensure that this is done for the whole term ahead.

We will not be accepting packed lunches from home during this time; all children will need a meal ordered through Wisepay.

Will school 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 rules to support them when they return to school.



The following policies have been updated and can be found on the school website [here](#).

- Behaviour and Anti-bullying Policy March 2021
- Child Protection and Safeguarding Statement Policy March 2021

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.

These procedures in place are to reduce the risk of transmitting coronavirus. Thank you for working in partnership will help to ensure this.

I know that we will all work together as we have done over the past year to support each other in a positive and caring way.

The staff and governors look forward to welcoming you back!

With very best wishes

K Hopkins

Mr Hopkins
Headteacher