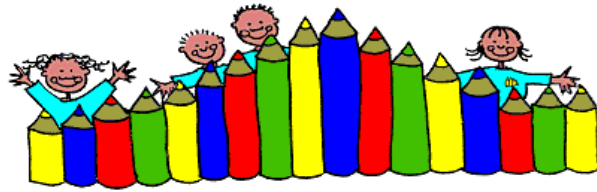


Oldbrook First School

Living and Learning Together

positive mind.
positive vibes.
positive life.

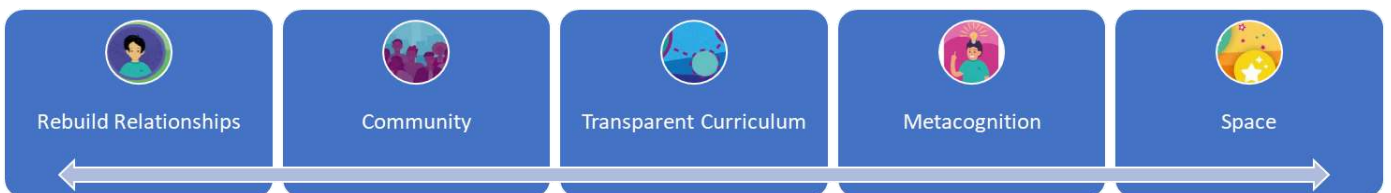


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Parent and Carer Information Booklet

Academic Year 2021 – 2022 (V1)



Dear Parents/Carers

I hope that you have had an enjoyable summer and are looking forward to your child either returning to school next week or starting for the first time. Children in Year 1 and Year 2 start on Monday 6th September. Please see timings below. Our children starting in Reception or Nursery for the first time have a staggered start over the week so please refer to your induction letter for dates and timings.

Staff have been busy over the past few weeks preparing the school and homebases ready to welcome children back. As you will be aware we are now in the Government's Step 4 on the road to recovery from coronavirus, moving away from the stringent restrictions that were in place. Now more than ever, it is imperative to reduce the disruption to children and young people's education and this is heavily factored into the latest Department for Education updates.

The latest guidance means that schools will continue to operate with some additional measures in place to promote social distancing, personal hygiene, keep spaces well ventilated 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 learning environment where we continue to offer high levels of nurture and education 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 Department for Education guidelines. 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 and are linked to the risk assessment which can be found on the school website as well as attached in this ParentMail communication.

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, undertake a PCR test and follow the NHS guidance for self-isolation until results are available. If you have recently travelled abroad please also check the updated information for self-isolation before returning your child back to school to ensure all quarantine and testing regimes have taken place.

Please ensure that your child attends school every day on time to enable them to make strong educational progress. Thank you for your continued support and commitment to your child's learning and education.

We look forward to welcoming you back to school next week.

Kind regards

Mr Hopkins
Headteacher

Mrs Haines
Chair of Governors

When will Oldbrook School be open?

School and Nursery will be open from Monday 6th September and open Monday to Friday each week apart from the designated school holidays. It is mandatory for all children to attend.

The school will be deep cleaned at the end of each school day once the children have left in line 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, to enable us to promote social distancing as much as possible. Wearing a face covering is still advised but not mandatory under the new guidance. Staff members may be wearing masks at certain times.

On entry to school please wait near the year group entrance doors. Doors will open at the designated time below and children can enter into school. Parents/carers will then leave the school site exiting via the path behind the school pencils and then through the school gate. We politely ask that you do not congregate on the school premises including the entrances and exits to the school site and maintain an element of social distancing. If you have multiple children in different year groups, please wait for each door to open before leaving the site to ensure they have entered school safely.

NB. For children starting in Nursery or Reception these timings will come into effect once they have completed their staggered induction days which can be found in your induction letters.

Year Group	Class	Drop Off Time	Collection Time
Nursery	Cygnets – Miss Muncaster	8.30	11.30 (2.30 for 30hr)
Reception	Ducklings – Mrs Bell	8.45	3.00
Reception	Chicks – Miss Maldonado	8.45	3.00
Year 1	Ladybirds – Mrs Hailes	8.40	2.55
Year 2	Dragonflies – Mrs Dunkley	8.35	2.55
Year 2	Frogs – Miss Johns	8.35	2.55

At the end of the school day parents/carers will enter the school site through the playground gate and will wait socially distanced on the playground outside year group doors. Please only arrive at the collection time for the class. Children will be released from class doors one at a time. Once you have received your child please leave the premises promptly via the path behind the playground pencils.

Will there still be Breakfast Club and Afterschool Clubs?

Breakfast club will be open from Monday 6th September 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.

Afterschool clubs will start in the Autumn term from the week beginning 13th September. More information will follow via ParentMail next week.

Attendance Guidance

School attendance will be mandatory from Monday 6th September 2021 and attendance will be managed in line with our school attendance policy which can be found on the school website.

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 date <u>unless they are fully vaccinated or are under 18 year and 6 months of age.</u> 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	Pupil must be tested – PCR Test. 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 self-isolate for 10 full days after the initial symptoms or positive test date <u>unless they are fully vaccinated or are under 18 year and 6 months of age.</u> 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 extremely vulnerable or clinically vulnerable group and may have received a shielding letter from the NHS Link: shielding	Attend school. There is no requirement for shielding at this time.	Dependant on change in shielding guidance and clinician letter. Contact school to complete risk assessment.	Children are advised to attend school. Parents must notify school of any medical condition that falls within the vulnerable categories. If guidance changes then school will make appropriate arrangements for their education to continue at home through remote learning. Parent to contact Headteacher to undertake risk assessment if guidance changes.
Pupil living with someone in the extremely vulnerable or clinically vulnerable group Shielding Guidance	Must attend school Shielding Guidance		Risk assessment to be completed by Headteacher and Parent.
Household member with confirmed	Pupil must attend school unless they	If pupil displays symptoms then take PCR test.	Parent must contact school to report confirmed case. Household member must not attend school site

Guidance		Pupil Attendance	
Scenario	Attendance	Outcome	Actions to address to take control of the risks?
Covid-19 Virus	are displaying symptoms of COVID-19.		and self-isolate for 10 days after symptoms started. 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 showing symptoms of Covid-19 Self-isolation advice	Pupil must attend school unless they are displaying symptoms of COVID-19.	If pupil displays symptoms then take PCR test.	Parent must contact school to report confirmed case. Household member must not attend school site and self-isolate for 10 days after symptoms started. 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.
Returning from visiting another country	Dependant on country travelling from. Please check up-to-date list here and telephone school on 01908 604689 before returning.	Please contact school on 01908 604689 before returning your child to school.	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.

Shielding or self-isolating

Shielding advice was paused on 1 April 2021 and clinically extremely vulnerable people and children are advised to follow the same guidance as everyone else.

However, 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.

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.

How is best to communicate with the school?

Teachers are available at the end of the school day on the year group doors if you need to speak to them. However, if you require a longer conversation or need to speak in private, please telephone the school office to book an appointment.

The main school office can be accessed at the start and end of the school day for general enquires and for school uniform orders. If you need to contact the school during the day please do so via telephone (01908 604689) or via email (office@oldbrookschoo.co.uk) where Miss Vale (School Business Manager) or Mrs Birdseye (Business Support) will be able to assist you.

What will my child need for PE lessons?

PE will continue to take place each week and will mainly be outside during the Autumn Term. Children in Reception classes will need to bring to school their PE bag with their PE kit and appropriate footwear inside (please ensure everything is named). As part of the Foundation Stage Curriculum children need to develop their dressing skills. PE bags can be left in school for a period of time and taken home each term.

Following feedback from parents and carers, children in Year 1 and Year 2 will be able to come to school in their PE kits on the designated days they will be having PE. Please ensure they continue to wear their school jumpers or cardigans.

PE will be on the following days:

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

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, take a PCR test 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 you 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. 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 should also self-isolate for the 10 full days unless they are fully vaccinated or under the age of 18 years and 6 months. 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 have 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 is displaying symptoms. Children must not come into 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) if they have not been fully vaccinated or are under the age of 18 years and 6 months.
- [Quarantine if they have 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 lunch time
- 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 classes 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

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.

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

Your child will need to attend school in their school uniform. They will need to bring a named water bottle which must be cleaned and refilled each day. They will need to bring their book bag daily and in Year 1 and Year 2, a piece of fruit for morning snack time. Children in Reception will be provided with fruit. On warm days please apply sun cream before they come to school and send them into school with a sunhat.

What will my child have to eat at lunch time?

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 are able to administer medication to your child if needed. 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.

Golden 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
- Child Protection and Safeguarding Statement Policy

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 604689.

The procedures in place are to reduce the risk of transmitting coronavirus. Thank you for your support.

Have a great weekend and I look forward to welcoming you onto the playground on Monday.

With very best wishes

K Hopkins

Mr Hopkins
Headteacher