

**North Cotes CE Primary
and Fulstow Primary
Federation**

**Coronavirus (COVID-19):
Handbook for Parents**

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The purpose of this handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic.

This handbook has been created to provide you with details of the measures that are in place to ensure the safety of our school community as we fully open. The handbook aims to bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that all the necessary precautions in preparing to welcome all pupils back have been taken.

Useful contacts

We advise that you save these contact details in your phone, so they can be easily accessed should you need them.

Both Schools

Name	Role	Contact number	Email
Mr Grant	Executive Head Teacher	01472 388379 01507 363226	jonathan.grant@northcotes.lincs.sch.uk jgrant@fulstowprimary.co.uk
Mrs Boyers	Executive Deputy Head Teacher	01472 388379 01507 363226	hboyers@fulstowprimary.co.uk
Mrs Tawton	Federation SENDCo	01472 388379 01507 363226	jtawton@fulstowprimary.co.uk

North Cotes CE Primary

Name	Role	Contact number	Email
Mrs Milnes	Base Lead KS2 Teacher (Monday – Thursday)	01472 388379	jo.milnes@northcotes.lincs.sch.uk
Mrs Hankey	Base Lead KS2 Teacher (Friday)	01472 388379	clare.hankey@northcotes.lincs.sch.uk
Mrs Payne	EYFS / KS1 Teacher	01472 388379	lisa.payne@northcotes.lincs.sch.uk
Mrs Rodwell	Administrator	01472 388379	enquiries@northcotes.lincs.sch.uk

Fulstow Primary

Name	Role	Contact number	Email
Mrs Boyers	KS2 Teacher (Monday – Thursday)	01507 363226	hboyers@fulstowprimary.co.uk
Mrs Baldock	KS2 Teacher (Friday)	01507 363226	cbaldock@fulstowprimary.co.uk
Mrs Scott	EYFS / KS1 Teacher (Monday – Thursday)	01507 363226	scottj@fulstowprimary.co.uk
Mrs Tawton	Y2/3 Teacher (Monday – Thursday am) EYFS / KS1 Teacher (Friday)	01507 363226	jtawton@fulstowprimary.co.uk
Mrs Reynolds	Administrator	01507 363226	office@fulstowprimary.co.uk

We welcome any questions and will do our best to address any of your concerns. Please **do not** attend the school office in person unless absolutely necessary.

1. Opening the school to all pupils

The government has announced that educational settings can open to all pupils in September, provided that additional safety measures are put in place to minimise the risk of coronavirus transmission.

In line with the government's direction, and following a robust risk assessment process, we decided to welcome back all pupils from the start of term.

The government relaxed its shielding guidelines from 1 August. If your child is classed as clinically extremely vulnerable, and has previously been advised to shield, you can now allow them to return to school.

All School children will be able to enter the school gate from **8:50 at North Cotes** and **9:00 at Fulstow**. We please ask that you leave your child at the gate/designated area, there will be a member of staff in this area to make sure children are safe entering the building. We will have markings outside of the gates to ensure social distancing is adhered and children can enter safely and calmly.

Risk assessment

The school has conducted a thorough risk assessment to mitigate the risks of opening fully during the coronavirus pandemic. Our risk assessment covers various aspects of the school premises, cleaning, staff availability, infection control and social distancing protocols, mental health and wellbeing, access to learning, and fire safety.

The risk assessment is a live document and will be updated as required.

2. Protecting clinically vulnerable individuals



If your child is considered clinically vulnerable, clinically extremely vulnerable, was previously 'shielding', or lives with somebody who was shielding, they are now able to return to school.

If your child is considered clinically vulnerable or clinically extremely vulnerable, you may wish to contact your child's GP to discuss whether additional safety measures need to be put in place to ensure it is safe for them to attend school.

If, after speaking with their GP, you decide that your child will need additional safety measures in place to attend school safely, please contact the headteacher to discuss these arrangements.

3. Attendance

The government has advised that schools should resume taking their usual attendance registers. Attendance is mandatory, and penalties for unauthorised absence are again in place; however, schools should discuss attendance with parents first and use fines as a last resort.

Attendance for pupils coming into school will be recorded as normal. We understand that you may be concerned about your child returning to school at this time, but please be assured that the school will do its utmost to keep your child safe. Please feel free to contact the school to discuss attendance and the safety measures in place. The government has announced that penalties for non-attendance will resume, but the school will only implement these as a last resort.

If, at any time, your child cannot attend school due to the necessity to self-isolate, whether this is because they are ill themselves or have been in close contact with someone who is, please let the school know as soon as possible. You will not be penalised if your child cannot attend due to following clinical or public health advice to stay at home.

The school will continue to notify social workers where children with a social worker do not attend school when they are expected to.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures. **If any contact details have changed during lock-down, then please inform the school office as soon as possible.**

4. Social distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

General arrangements

Once in school children will go to their class, at North Cotes class one children will enter through the main door and class two children through the red door. At Fulstow all will enter through the main doors and complete the daily mile.

Class one classrooms will be fairly 'normal' for children, class two classrooms children will be sat in lines facing forwards.

All children will have their own pack with any equipment that they require in to use throughout the school day.

Although there is still an emphasis on bubbles guidance does also state that where necessary staff may cross. Mrs Tawton will be working at Fulstow in mornings, teaching year 2 and 3 children Maths and English she will then work at North Cotes in an afternoon.

Sanitation stations will be available at entrances to encourage cleaning of hands before entering the building and hands will be washed regularly throughout the school day.

Sadly, for the short term will not be able to hold assemblies or whole school collective workshops. Children will have opportunities to do assembly type things in their classes.

Lunchtimes

All pupils will eat their lunch in their class rooms, both Farm Kitchens and Chartwells have said that for the first few weeks they will provide packed/take away lunches only. We will constantly be reassessing this and once we feel it is safe (in consultation with the providers) to do so we will provide hot school lunches again. Children will all have the same break and lunch times; we will separate them to ensure their class bubbles are maintained where possible.

Start and finish times

At the end of the day we ask that you adhere to social distancing whilst waiting for your child/ren, at North Cotes Class one children should be collected from the gate from the field. Class two should be collected from the main school gate. We ask if you are sending your child home on the bus that you ensure you are there to meet them as we are unable to send a member of staff with them.

At Fulstow class one children will leave through the usual main gate and class two children will come out through a door on the drive side of the school.

We please ask that you do not congregate around school gates so that we can receive and send children home safely and that distancing is adhered to where possibly.

Moving around the school

Movement around the school will be restricted in most circumstances, to minimise the risk of bubbles mixing or coming into contact with one another. When moving around the school, pupils will be expected to remain within their bubbles except to use certain facilities, such as toilets.

5. Infection control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, e.g. if they are very young or have difficulties with comprehension due to their needs. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

- Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, before and after eating, before and after breaktimes, after using the toilet, and after coughing or sneezing.
- Pupils will wash their hands for at least 20 seconds using soap and water or alcohol-based hand sanitiser – younger pupils and pupils with complex needs will be supervised when doing this.
- The school will enforce the 'catch it, kill it, bin it' approach to containing coughs and sneezes.
- Pupils who show symptoms associated with coronavirus will be sent home.

We are also carrying out additional cleaning. Classrooms and learning areas will be cleaned during breaktimes and at the end of each day, and frequently touched surfaces will be cleaned and disinfected regularly throughout the day.

Staff will also be required to follow stringent infection control measures.

Personal protective equipment (PPE)

The government has recommended that staff and pupils **do not need** to use PPE in school; however, staff will use PPE if a pupil shows symptoms of coronavirus and a distance of two metres cannot be maintained.

Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

Any pupils or staff who come into school wearing a face covering will be instructed to safely remove it upon entering the premises.

Bringing items into school

To minimise the risk of potentially transmitting infections between pupils' households and the school, we ask that pupils do not bring non-essential items from home into school with them – this includes footballs and other similar items. Pupils are able to take items from school,

- Essential medication and medical equipment
- Coats
- Spectacles and spectacle cases
- Packed lunches
- Reading books
- Washed PE kits – Fulstow these will be kept in school for the week in Class 2. Class 1 at Fulstow and all North Cotes pupils will be asked to come in their kits on days they have PE.
- Bags

such as books, home with them to aid their education, provided that these items are properly cleaned before and after being in their homes. This equipment can be brought to school:

If your child needs to bring an item to school that is not listed above, please contact us as soon as possible to discuss alternative arrangements.

6. Procedure if a pupil becomes unwell on site

It is extremely important that all parents and pupils remain vigilant with regard to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do not send your child to school if they have any of the following symptoms:**

- **A high temperature** – this means they feel hot to touch on their chest or back
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- **A loss of, or change in, their normal sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal



Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#) or have tested positive in at least the last 10 days and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19).

Please notify the school office as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school. You may be advised to get your child tested for coronavirus and to notify the school of the result. See below for information on accessing a test.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection, where required.
- You will be notified that your child must be picked up as soon as possible.
- You will be encouraged to have your child tested for coronavirus.
- You will be encouraged to engage with the NHS Test and Trace programme.
- Areas your child has occupied will be disinfected as soon as possible.



If your child is sent home from school to self-isolate, they **must not come into school** until a negative test result is given / they have completed the necessary isolation period following a positive test result.

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If there is a positive case of coronavirus (COVID-19) then the school will contact the Local Health Protection Team and follow their advice.

Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home.

7. Access to testing

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>. The Federation does have a very limited number of home-testing kits. If after contacting the NHS, you have been unsuccessful in getting a test please contact the Headteacher.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period. We encourage you to inform the school immediately of test results.

You may also need to engage with the NHS Test and Trace programme, meaning that you need to be ready and willing to:

- Book a test if your child or another member of your household displays symptoms.
- Provide details of anyone your child has been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Allow your child to self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.

8. Uniform

We expect pupils to attend school in full uniform in the Autumn term. It is now not essential that they attend in a washed uniform every day.

9. Transport

Pupils should walk or cycle to school or be dropped off by a member of their household where possible. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks.

School transport will be operational. Please get in touch with the company that provides your child's transport if you need to discuss school transport arrangements.

10. The curriculum

We will continue to provide as broad a curriculum as possible. A focus will be to support all pupils' health and wellbeing and to help them transition back into school life successfully.

To provide all pupils the opportunity to excel and engage with learning, the school will ensure the following:

- Increased outdoor learning, where possible
- Additional support for pupils who are at risk of falling behind their peers
- Continued support for pupils with SEND
- Quick and efficient Teacher Assessment to identify gaps in learning
- Provision and contingency plans for remote education

Lessons will work in a similar way to normal as far as possible; however, more focus will be placed on wellbeing, core subjects and ensuring pupils have a secure understanding of the content covered through remote learning during the lockdown period. An adequate amount of curriculum time will be spent getting pupils up-to-speed on material from the previous term that they may have missed due to partial school closures.

PE lessons will continue to ensure pupils get the exercise they need; however, activities within these lessons will be strictly non-contact and pupils will remain in small, consistent groups with other pupils from their bubble throughout the term.

11. Remote learning

Although all pupils can now return to school, we must make sure we are prepared to deliver education in any eventuality, including local lockdowns. We also need to have provision in place for pupils to learn remotely if they are sent home to self-isolate. For these reasons, we have created a contingency plan for remote education, should it be required. We understand that each family's circumstances and ability to access to learning material for their children differs, which is why we are committed to doing all we can to help pupils who are learning at home.

The school will continue to provide pupils with access to learning materials remotely via online, and learning packs.

These remote learning arrangements are in place to ensure that all pupils have access to high-quality education while they are at home. These arrangements will help all pupils to learn alongside their peers and prevent them struggling with lesson content when they return to school.

We advise all parents to make every effort to ensure that their child has access to and completes the learning materials provided. We understand that this in itself poses its own unique challenges and, therefore, encourage you to contact your child's teacher via email if you are experiencing any problems.

12. Behaviour expectations

To ensure the school remains a safe place, we have made the decision to enforce additional rules with regards to social distancing and infection control. Pupils are expected to follow these rules. These rules include:

- Partaking in additional hand washing.
- Minimising close contact, where possible.
- Minimising contact with those outside of their bubble, where possible.
- Putting soiled tissues in a bin.
- Queuing to use school facilities, where required.
- Keeping to their classroom seating plan where necessary.

Pupils who purposefully behave contrarily to these measures and put others at risk will be disciplined in line with our Behaviour Policy.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or experience difficulties with comprehension. The school will, therefore, consider each situation individually and work with pupils to educate them on the importance of social distancing and infection control measures and reward positive behaviour.

13. Safeguarding

Our Child Protection and Safeguarding Policy was updated at the beginning of the lockdown period to account for a change in provision while the school was partially closed. This policy has been updated again to reflect that we are opening to all pupils. A copy of this policy is available on the school websites.

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family. If you need to report any changes, please contact the Head Teacher directly.

14. SEND support

The SENCO, along with other key members of staff and external agencies, will continue to coordinate support for pupils with SEND.

Support for pupils with SEND who are at home will continue to be delivered as it was during the lockdown period. The SENCO will work with parents to identify support needs for pupils with SEND that are now returning to school.

If your child has an EHC plan, we will strive to deliver the provision set out in the plan; however, there may be cases where we need to adapt the provision. If we need to do this, we will speak to you directly.

If you have any questions about the support your child is receiving, please get in touch with the SENCO.

15. Wellbeing

One of our key priorities as we fully open the school is ensuring pupils are given the wellbeing support they need.

Pupils will be able to speak to pastoral staff face-to-face in school to discuss how they are feeling. These staff members will be on hand to support pupils themselves or to direct them to external support that may be required. We will also be distributing pupil surveys to assess how they feel about returning to the school site.

If you are concerned about your child's wellbeing or wish to discuss the support available in school or externally, please contact your child's class teacher.

16. Visitors on Site

Visitors will only be allowed into any school buildings where it is absolutely necessary, e.g. for essential building works or to provide essential support to a pupil – this also applies to parents.

Parents that need to come into school will need to make an appointment first. Meetings will only be held with parents where absolutely necessary and at a safe distance.

17. Before School Clubs

At North Cotes there will be Morning Club with Premier Sports on a Wednesday.

At Fulstow there will be Morning Clubs on Monday, Tuesday and Friday; also with Premier Sports. We will continue to review this.

18. School Trips

The school is not currently planning or arranging any new school trips at this time. This will be kept under review.

19. What can you do to help?

The support and understanding from our pupils' parents is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Adhere to your child's pick-up and drop-off times
- Maintain social distancing on or near the school grounds
- Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted
- Communicate with school staff digitally instead of in person, e.g. via email
- Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils

20. Reporting concerns

We remain committed to maintaining open channels of communication with all parents.

Please raise any concerns by following our Complaints Policy.