

Returning to School: Guidance for Parents and Carers



September 2020 (last updated 24th August)

Please note: this guidance has been written in accordance with the Sheffield City Council Risk Assessment and adapted to suit our school. It will be constantly reviewed based on local / national guidance and you will be informed of any changes. If you have any further questions, please do not hesitate to get in touch.

The rest of this document explains how we intend to implement our approach and manage the risks associated with coming back to school. We have consulted with many other schools in preparing this document. Our approaches are consistent with other local schools but may differ slightly due to different circumstances. Please read it carefully – even if your child did attend during June / July (as some things have changed).

Attendance

The Government have stated that attendance will again be **compulsory** for ALL children and that fines will be reintroduced for non-attendance. We will therefore return to our pre-COVID Attendance Policy and procedures. We recognise that, for some children, this could be extremely stressful – we will work with children and families to ensure the transition back to ‘normal’ school life is as smooth as possible.

Health & Safety

- Please do NOT send your child to school if they have symptoms of Coronavirus – see ‘Symptoms & Planning for Outbreaks’ section below for more information.
- Children will be encouraged to wash hands more regularly than usual – for 20 seconds using warm water and soap.
- Staff will promote the ‘catch it, bin it, kill it’ approach – used tissues will be placed in a lidded bin.
- All frequently touched surfaces such as door handles, tables and toys will be cleaned regularly throughout the day using anti-bacterial spray. All areas will be thoroughly cleaned at the end of each day.
- We will minimise contact between individuals and maintain social distancing where possible – it is impossible to guarantee this at all times.
- Children do not need to wear PPE (face masks). If they use one for their journey to school, please either discard upon arrival (for disposable ones) or store in your child’s bag (for washable ones).
- There will be a small first-aid kit in each classroom to eliminate the need for most children to visit the first-aid area. There will always be a trained first aider on site to deal with more complex issues. Staff may wear PPE while dealing with your child.
- If your child is taking any medication (e.g. asthma inhaler), please ensure this is handed to a member of staff and you have completed a medication form.

Preparing for school

- Pupils in Reception – Y6 must wear clean uniform every day for school (it doesn't have to be freshly washed every day). If you need to order new uniform, our suppliers (Pinders Schoolwear) are now accepting orders via the website <https://pindersschoolwear.com/schools/243/WharncliffeSidePrimarySchool> or telephone (0114) 2513275.
- As we still do not have heating in school, please ensure they have a jumper / cardigan. Also, make sure they have a suitable coat every day as we intend to go outside for breaks. Please ensure children can dress themselves appropriately; this includes coats and shoelaces. For further guidance about Nursery children, please see the EYFS section.
- If the weather is going to be hot, please apply suncream at home (do not send it in to school). Pupils can wear a sunhat if required.
- Please send your child with a clean water bottle, clearly marked with their name; they will be able to refill this from the water cooler and we will send it home each night for cleaning. For lunchtime arrangements, please see the appropriate section below.
- As we are trying to minimise the sharing of resources; it would be useful to send your child with a pencil case to store their own equipment. Please include some coloured pencils if possible (these can be picked up very cheaply).
- Children can bring a bag with them and will be allowed to change reading books; but only on Mondays and Thursdays (this is to allow returned books to be 'quarantined' before going home with someone else).
- Please do not bring anything else into school, e.g. toys / games.

Arrival at School

- Please walk to school if possible. You are responsible for maintaining social distancing until your child is in the school building.
- If you are coming by car, please park responsibly, obeying the road signs / markings outside school. Remember: you can park in The Blue Ball car park if necessary.
- If your child comes to school via SEN transport, the escorts will hand them over to staff at the main entrance. Please get in touch with transport services if you have any further queries about collection times etc.
- Please enter the yard via the bottom gate and leave via the top one. If you need to accompany them up to school, only one parent should do this.
- Children should enter the building via the external classroom doors.
- Drop-off times should be staggered to ensure too many people are not arriving at once. Children in Reception upwards can be dropped off at any time between 8:45 and 9am and must go straight into school. Nursery children can be dropped off from 9am.
- Parents should not enter the school building unless invited by a member of staff. Please leave the school grounds as soon as possible after dropping off your child; do not hang around to talk to other parents.
- Upon arrival at school, children must wash their hands with soap and warm water before entering the classroom.

Organisation

- As all children will be back in school, they will be with their own class teacher, as allocated in July:
 - Little Seedlings / Saplings (Nursery): Mrs Knight
 - Ash (Rec / Y1): Miss Burgess
 - *Willow (Y1 / Y2): Mrs Harrison
 - Rowan (Y3 / Y4): Mr Borg
 - Sycamore (Y4 / Y5): Mrs Coulson
 - Oak (Y5 / Y6): Mr Hartley
- Initially, there will be *limited* mixing between groups. Mixing will occur for educational reasons (e.g. KS1 Phonics and SEND children attending the 'Learning Zone'). We will keep thorough records of who has mixed with who in case we do have a positive case.
- Where possible, desks have been organised to face the front of the classroom to minimise face-to-face contact.
- Children can use the toilets by the cloakroom assigned to their classroom.
- There will be no whole-school assemblies. We will still have a 'School Standard' and Mr Gaughan will do a separate assembly for each class on a weekly basis. We will conduct our Friday 'Celebration' assembly via Zoom. We are not planning any mass gatherings (e.g. Harvest Festival / Christmas Play) at this point; we will find alternative ways to celebrate!
- There will be limited sharing of resources.
- Educational visits, parents' evenings etc. will resume in due course. We will provide more information about this closer to the time.
- We do not accept cash payments; all payments must be made via sQuid.
- All letters will be sent via email (and uploaded onto the school website).

**Please note: this has been changed from the previously advised 'Beech' – apologies for the confusion!*

Breakfast Club / After-School Clubs

- We are pleased to be able to offer our Breakfast Club to all children from Nursery upwards (excluding 2 year olds).
- This will begin from Monday 7th September and children can be dropped off at any time from 7:30am. They will be supervised by school staff, fed and walked to classes when school starts. Please let us know if your child has any specific dietary requirements.
- This service **MUST** be booked and paid for in advance and is chargeable as follows:

Option	Price	Details
A	£5	1 session (specify when booking)
B	£20	All week (Mon – Fri)
C	£12	All week (Pupil Premium)

- Places will be allocated on a first-come, first-served basis. The Pupil Premium option is only available to those who are entitled to it (please check with the office if unsure).
- In order to book, please pay for the relevant sessions via sQuid and email Mrs Rowett at mrowett@wharncliffeside.sheffield.sch.uk to confirm your place.
- We do not currently offer after-school care for all. After-school clubs (e.g. football, drama, chess etc.) will recommence soon and places will be allocated in the usual way.

EYFS Guidance (Nursery / Reception)

- Nursery aged children will not be expected to wear uniform – but please ensure they wear clean clothes and they are appropriately dressed for the weather. Please send a spare set of clothes that we can change them in to if they have an accident; we will keep these in school until required (rather than sending home each day).
- Children in EYFS (Nursery / Reception) will not be forced to sit at tables and may mix with other children from the same group.
- Staff will not be asked to provide the usual close contact that children are used to. If this is required, staff may decide to wear PPE.
- Anything that is difficult to clean will be removed; this includes soft furnishing, pillows, bean bags and toys. Books / other toys will be rotated and 'quarantined' to minimise the risk of cross-infection.
- Children will be allowed to bring home any pictures they have painted or models they have made.
- Nursery aged children should bring their own packed lunches.

Learning & Behaviour

- As the children are back in school, we will no longer be providing the weekly 'Home Learning' packs for everyone; homework will be set in the usual way. If your child is asked to self-isolate at any time, their class teacher will be in touch to explain what they should do.
- We will still aim to provide a 'broad and balanced' curriculum but there will be a focus on Reading, Writing, Maths and PSHE (Personal, Social, Health Education).
- The Government have reintroduced formal testing for 20/21; this includes SATs in KS1 & KS2, Phonics Screening Check in Y1 and the Multiplication Tables Check in Y4. Y2 children who missed the Phonics Screening Check last year will do it during the second part of the autumn term. If your child is affected by any of the above, we will be in touch with more information.
- In order to save time getting changed, children can come to school in their PE kit (trainers, white t-shirt, shorts / joggers) on their specified PE days – you will be informed by class teachers when these are.
- Private music lessons can resume – as long as your child has their own instrument. Please get in touch with the tutor or Mrs Harrison if you would like to discuss this.
- We will make use of outside learning wherever possible; especially in EYFS. If your child does 'Forest Schools', we will be in touch to explain what they'll need and when.
- Whilst we anticipate that many children will be anxious about returning to school, we expect them to maintain our usual standards of behaviour. We will use PIEs (Post Incident Evaluations) to settle any conflicts that do arise. If children continue to disobey the rules, we will carry out a risk assessment on their ability to remain in school. If the risk to themselves or others is too great, you may be asked to keep them at home.

Playtimes

- Playtimes will be staggered so that children are only allowed to play with children from within their group.
- Pupils from the same group will be allowed to play together whilst outside but 'contact' sports such as football will not be allowed.
- We will try to get outside every day. If we can't go outside due to (extremely) bad weather, children will play indoors ('wet playtime').

- EYFS / KS1 children will continue to receive free fruit at snack time. At the time of writing, we are awaiting confirmation of delivery so it may be worth sending a snack for the first few days.
- There will be no snack bar available for KS2 children. Please send additional snacks in your child's lunch box if required.
- Milk is chargeable and was sorted before the end of the Summer term. For those who missed it, we will be in touch with information about how you can still sign up.
- Staff within a group will stagger their own breaktimes.

Lunchtimes

- We will follow the same arrangements as above to manage lunchtimes.
- Children will eat their lunch at their table in the classroom. Please either send a packed lunch or order a 'grab-bag' from the kitchen (not available for Nursery children). If sending a packed lunch, please ensure you do not send nuts or any item containing nuts.
- Grab-Bags are made by Taylor Shaw. They can be ordered in advance via sQuid or on the day during registration. They are FREE to all children in Reception – Year 2 and cost £2.20 per day for Y3 – Y6 (unless you are in receipt of free school meals).
- As children are now expected to be in school, there will be no more supermarket vouchers for families on free school meals.
- We aim to return to a 'full menu' within the first few weeks.



WHARNCLIFFE SIDE PRIMARY

AUTUMN WINTER GRAB BAG MENU



PRIMARY MENU	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Choice One	Burger in a Bap	Ham & Cheese Panini	Hot Roast Baguette	Meatball Marinara	Fish Finger Wrap
Choice Two	Quorn Burger in a Bap	Cheese Panini			
Choice Three	Cheese, Ham or Tuna Sandwich				
Dessert	Oaty Biscuit	Chocolate Crunch	Marble Sponge	Flapjack	Shortbread Biscuit

Available Daily

Fresh Bread, Salad Bar, Fresh Fruit and Yoghurts



Hometime

- Please enter via the top gate and leave via the bottom gate (changed from morning to avoid children going straight onto the road).
- If your child is in Nursery, please collect them at 3pm. Please wait outside and maintain social distancing (there will be markers on the floor to assist you with this). If they are attending half-days, the drop-off / collection time is 12pm.
- If your child is in Ash or Willow (KS1), pick up is between 3pm and 3:15pm – please wait on the yard and your child will be sent out to you.
- If your child is in Rowan, Sycamore or Oak (KS2), they will come around the outside of school from 3:15pm (one class at a time to maintain social distancing).
- If your child is in the IR and comes to school via SEN transport, they will be collected from the IR by the transport staff.
- Children who usually walk home on their own will be encouraged to leave the yard straight away. Please consider their ability to social distance before allowing this.

Symptoms & planning for outbreaks

- The most important symptoms of Coronavirus are: *a new continuous cough; a high temperature; a loss of, or change in, your normal sense of taste or smell (anosmia)*. If you think your child has any of these symptoms, PLEASE DO NOT SEND THEM TO SCHOOL. If we believe a child in school has symptoms, we will send them home.
- If anyone in your household develops symptoms, they must self-isolate. You should then get a test; these are most effective within the first 3 days of developing symptoms. To organise this, go to: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing>
- If the test is positive, please inform school and self-isolate for 10 days; everyone else in the household must self-isolate for 14 days. If the test result is negative, they can return to school as long as they feel well (no temperature) and have not been in contact with anyone who has tested positive.
- If we have a confirmed case of Coronavirus, we will inform Public Health and follow their advice. Everyone within that group (staff and pupils) will be informed and asked to self-isolate as above. The other family members of children in that group do not need to self-isolate unless the person isolating develops symptoms.
- The person with the positive test result will be contacted and asked to engage with the NHS Test & Trace service and provide details about recent close contacts.
- As you will have no doubt seen in the news, there is the possibility of a 'local lockdown' if cases in our area start to rise again. If this happens, we will inform you of our plans as soon as possible.

THANK YOU FOR READING

<https://www.sheffield.gov.uk/BackToSchoolSafely>