



Cockfield Community Primary & Nursery School



Safe Return to School Parent Guidance

September 2020

The following guidance for parents and carers must be followed to ensure the safety of all children.

Before School

- Ensure your child is well enough to attend school. We strongly suggest taking your child/children's temperature every day as a matter of course.
- If your child or anyone in your household is displaying symptoms of COVID 19, please inform school immediately. **DO NOT BRING YOUR CHILD TO SCHOOL** Call 111 or visit www.nhs.co.uk
- Ensure children wear a new set of school uniform each day
- A school bag, packed lunch bag and water bottle (as the water coolers are currently out of use), hat, coat and reading book may be brought in to school each day
- Ensure everyone leaving the house washes their hands for 20 seconds using soap and warm water.
- Take the opportunity to remind children about safe practice, such as coughing into elbows, 'catch it, bin it, kill it', not touching the face etc.

The journey to school

- **Plan your journey – it is imperative that children arrive at the correct time and at the correct entrance.**
- Please organise for 1 adult only to drop of your child/children
- **Children should not arrive at school unaccompanied or meet up with friends on the way to school**
- Keep your distance – children will be excited to see each other but they must remain socially distant, 2 metres apart
- If you have to use the car, keep the number of people in the car to a minimum and ensure handwashing/sanitising occurs before leaving home. Do not share cars with other families.
- Avoid popping to the shop on the way, do this on the way home if required.

WE ARE ASKING ALL PARENTS/CARERS TO AVOID GATHERING OUTSIDE THE GATES

PARENTS/CARERS WILL NOT BE ALLOWED ON THE SCHOOL YARD

Arriving at school

Year Group	Entrance	Time
Nursery	Nursery	8.30am
Reception	Nursery	8.50am
Year One/Year Two	Through the car park to the front door	8.55am
Year Three/Year Four	Den	8.50am
Year Five/Year Six	KS2 (Back of the School)	8.55am

Please stay with your youngest child.

Key Stage 2 children can enter the building independently (there will plenty of school staff to support them)

- Ensure you arrive at your child's allocated entrance into school on time.
- Remain at least 2 metres apart at all times.
- Staff will be on hand to instruct parents and children.
- Parents will not be allowed in the building, if they wish to speak to a member of staff, they must email or phone the school.
- Children will wash/sanitise their hands when they enter the building
- Thermometers are available for staff to check children's temperatures
- Please note that if children find it hard to leave parents, staff cannot break social distancing rules to help guide the child in to school
- Once children have been dropped off please leave the school premises immediately, continuing to abide by social distancing guidelines.
- If children are not attending school for any reason, please contact the school to let us know the reason, first thing in the morning, as would be normal practice.

The School Day

- Children will work in their normal classrooms in class bubbles
- The desks have been moved so that all children are facing forwards
- Equipment, books, water bottles etc. will be kept at each child's allocated area. They will all be labelled.
- Children must sit in the same seat each day
- Children will not be able to move freely around classrooms
- When children go to the toilet – they will go one at a time
- 2 metre distancing signs have been placed around school – children must abide by these at all times
- The school yard has been sectioned into areas – each class bubble must stay within their allocated area at all times, with their allocated equipment
- The climbing frame, swing and other fixed play equipment will be in use – a rota is in place for its use
- Lunchtimes and playtimes will be staggered
- Children will be encouraged to deal with minor first aid incidents themselves – if an adult has to administer first aid, they must wear PPE

- Teachers will have to teach from a distance, they will work to plug the gaps in children’s learning. Outdoor learning will take place, weather permitting. Lessons will also concentrate on mental health and well-being
- Regular hand washing will take place throughout the day.
- Pupils who are staying at home will continue to receive work via the website and our facebook page
- Breakfast Club and after school clubs will be available

Pick up

Year Group	Entrance	Time
Nursery	Nursery	3.30pm
Reception	Nursery	3pm
Year One/Year Two	Through the car park to the front door	3.10pm
Year Three/Year Four	Den	3.15pm
Year Five/Year Six	KS2 (Back of the School)	3.20pm

- Ensure that whoever is picking your child up is on time and collects your child from their allocated collection point.
- **Children must be picked up by an adult – Y6 children may walk home unaccompanied but must adhere to social distancing**
- Remain at least 2 metres away from others at all times – markings will be provided. Please follow the instructions from staff.
- If you have any messages or questions for staff, we ask that you send a message by email, or phone the school office.
- Depart the school grounds promptly and adhere to social distancing rules.

Before the next day

- Ensure children’s clothes go straight into the washing baskets/machines when they enter your house
- It may become good practice for children to have baths/showers earlier than they normally would, decreasing the risk of transmission from school to your house.
- Talk to your child/children about anything that may be causing them to be stressed or anxious about school
- Remind children about safe practice such as coughing into elbows, ‘catch it, bin it, kill it’, not touching the face etc.
- Ensure a clean set of uniform is ready to wear
- Ensure packed lunch boxes/bags and water bottles have been sanitised

Developing symptoms when in school

- If a pupil develops symptoms in school they will be isolated straight away in a separate, well-ventilated room until they can be picked up

- That pupil will then need to isolate for 7 days and book an appointment to be tested for COVID 19.
- Only after this period and with confirmation of a negative test result, may pupils return to school.
- Should a pupil receive a positive test result, school must be informed immediately and all pupils and adults within the group, that the child has been part of, will need to isolate for 14 days.

**IT IS ESSENTIAL THAT ALL PARENTS ARE CONTACTABLE
THROUGHOUT THE SCHOOL DAY. IF YOU HAVE RECENTLY
CHANGED YOUR PHONE/HAVE A NEW PHONE NUMBER, PLEASE
MAKE SURE SCHOOL HAS THE CORRECT NUMBER.**