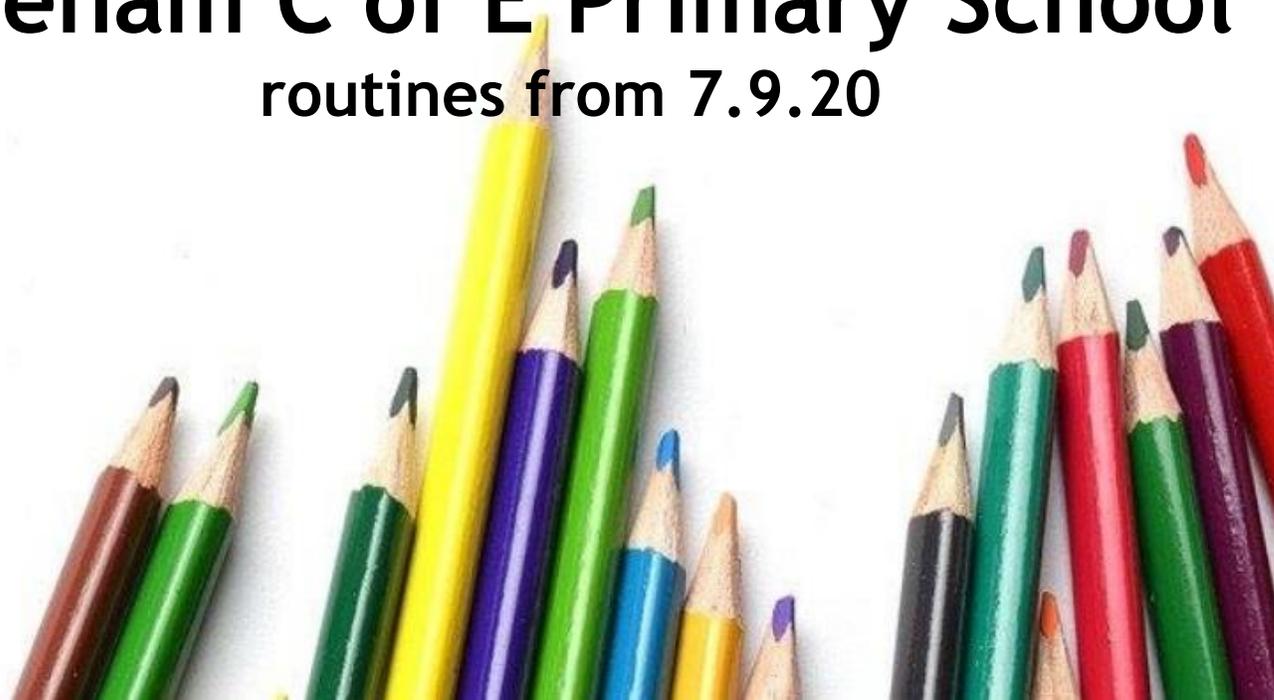
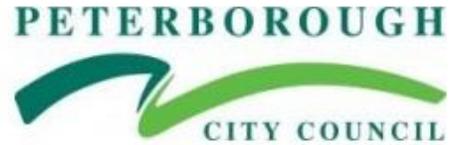




BACK TO SCHOOL PARENTS' GUIDE

Isleham C of E Primary School
routines from 7.9.20





This information pack has been drawn up to take into account the latest County Council and government guidance for schools with regard to full re-opening of schools from September 2020

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

If you have any concerns or queries, please do not hesitate to get in touch with the school via one of the following email addresses:

office@isleham.cambs.sch.uk

head@isleham.cambs.sch.uk

or telephone 01638 780336



Attendance from September 2020

Please note that all pupils (from Year 1 to 6) will be expected to attend full-time from the start of the autumn term, except in exceptional cases where a child is extremely medically vulnerable and has a medical certificate to state that home schooling must continue, or in cases where a child is unable to attend due to sickness or illness or self isolation whilst they or a family member await a Covid-19 test. (see page relating to Test & Trace later in this booklet.) Please let Mrs Skillern know as soon as possible if you feel any of these scenarios may apply to your child via head@isleham.cambs.sch.uk

If families choose to travel abroad prior to the start of the school term or during the school term in the knowledge that an enforced quarantine of 2 weeks will be imposed on their return, and this impacts on school attendance, parents are reminded that their child **MUST NOT** attend school during the enforced quarantine time, but families do now risk being fined for their child's non-attendance.

It will be extremely disruptive for your child and other children in the class for them to be removed from school for the purposes of holidays or quarantine from holiday in the coming school year.

I am sure you will all appreciate that the staff need to be able to gauge your child's current understanding after the break from school and teach according to your child's needs to help them to catch up and move forward in their learning- therefore their regular attendance is essential.

All absences should be avoided whenever possible, including non-emergency dental & medical appointments, which should be booked outside school hours whenever possible.

What the class spaces look like

Indoor activities will take place predominantly in your child's allocated year group classroom, as before the lockdown.

The classrooms look much the same as before lockdown, but have been cleared of all possible extra furniture, rugs and many stored items, so that there is as much room as possible to move around the classroom. Children's tables face the front of the class, and surfaces are left clear so that they can be easily cleaned. Rooms will be well ventilated and windows and doors open when weather permits.

Each child will have a place allocated to them in the classroom where they can access their own personal space and equipment to use and where they can hang their coat and store their packed lunch (if bringing one in).

Any items which are shared (such as iPads) will be sanitized and wiped before the next person uses it.

Children will remain in their class bubble group throughout the school day, including at breaktimes and lunchtimes. They will not attend whole school gatherings e.g. assemblies- these will take place in the classrooms. When they visit WC areas, only children from their own bubble will be present.

Obviously, class bubble groups will go outside too for supervised play times and outside activities whenever possible, but they will remain separate to the other groups throughout the school day and supervised by their class bubble staff.

What to wear & bring to school

In order to ensure we can keep the school clean and spaces clear of unwanted spare clothing and pupil belongings, children are asked to bring a limited number of items to school each day.

They will need a:-

- Book bag or plastic pouch (ideally with carry handle) in order to carry their reading/ library book between home and school.
- A water bottle to be brought into school and taken home each day- ideally clean and empty for re-filling in school.
- A packed lunch in a disposable bag or box, if school provided lunch is not to be taken.

Please wear school uniform with black plain leather comfortable shoes or plain black sturdy trainers. See overleaf. (PE Kit may be worn throughout the day on PE days with sturdy trainers & plain black jogging bottoms or leggings.) You will NOT need any other PE kit.

If you bring a coat, this will be stored in your place for the day and should be worn on the way into and out of school and for outside play.

If it is sunny, you may bring and/or wear a NAMED sunhat to store in your place. If you need sunscreen applied, please apply PLENTY before school.

We do not wish to have any backpacks in school, so please do not bring extra items of clothing, toys or equipment to school. All stationery items will be provided by the school, or sanitized after use. (Younger children who may need a change of clothes should provide these on the first day back in named carrier bag to be stored in the classroom cupboard.)

The latest guidance does not recommend masks for young children and we are therefore not recommending that these be worn in school. This is because we fear they could be tricky for children to keep on throughout all activities and risk being left lying around. Please email the school to discuss the situation for your child if you wish your child to wear a mask at some or all times.

School Uniform

Your support in ensuring your child wears smart school uniform which meets our uniform guidelines and is regularly washed ready for school is greatly appreciated. Please ensure your child is wearing the correct uniform, especially for PE days and that all items are labelled clearly with your child's name.

To reduce the amount of bags and clothing in school, children are expected to wear their PE kit throughout the day on PE days. Plain black leggings or jogging bottoms will be needed for colder weather. A clean cotton logo-ed burgundy t-shirt or plain white t-shirt is needed for PE. Football tops and other sports tops are not permitted.

Winter	
Blouse/ Shirt/Polo shirt	White or burgundy
Pinafore Dress / Skirt / Trousers	Grey
School Sweatshirt	Burgundy with school logo
Sensibly Styled Shoes	Dark coloured flat or low heel
School Fleece	
<i>No fashion shoes for Health and Safety reasons</i>	
Summer	
Blouse/Shirt/Polo shirt	White or burgundy
Skirt/Trousers or Shorts	Grey
Dress	Red and white check or stripe
Sun Hat	Burgundy with school logo
School Sweatshirt/sweat cardigans	Burgundy with school logo
Sensibly Styled Shoes or Sandals	Dark coloured flat or low heel
<i>No fashion shoes for Health and Safety reasons</i>	
Physical Activities	
Plain T Shirt	Burgundy with school logo/ White
Shorts	Burgundy/ Black
Sports socks	White
Jogging bottoms/ leggings	Plain black
Trainers	Sturdy trainers, ideally black/ dark
coloured suitable for outdoors	
Year 6	
Year 6 may wear special Year 6 polo shirts with the school logo or hoodies instead of the colours listed above.	

Breakfast Club

Mrs Goldsack and the Breakfast Club team have been busy getting everything ready to ensure that children who need to come to our before school breakfast club will be able to attend from the start of term. The club will be open for pre-booked children from 7.45am each day.

We are full each day at present, but email the office if you wish your child's name to be added to the waiting list.

Children will remain in year group 'bubbles' at breakfast club once they have arrived in school.

Please use the reception playground to access the hall door for drop off to Breakfast Club.

The children have a healthy and varied choice of food and drink at breakfast club. Different themes are on offer each day as well as free choice activities.

The club finishes at 8.50 am when the supervising staff send the children to their classrooms

They escort the Reception children to the Reception classroom and hand them over to the Reception staff team.



JLR Play CIC

Miss Rodwell and her team run JLR Play CIC's 'Home from Home' club after school each day during term-time at Isleham C of E Primary School. JLR Play is a 'not-for-profit' community interest company after-school club service.

From September 2020, children can be booked to attend until 4.30pm or 5.15pm (latest pick-up).

Children will be kept in class groups where possible for the duration of the club.

If your children may need to attend after school club either as a one-off or for more regular sessions then Miss Rodwell can be contacted as per the details below. Please request an information pack which will contain details of costs and registration arrangements.



Telephone: 07787 425799
Email: jlrplaycic@sky.com
Website: www.jlrplaycic.com

*Like and follow JLR Play CIC on [Facebook.com/jlrplaycic](https://www.facebook.com/jlrplaycic)
Follow @jlrplaycic on Twitter
Follow jlrplaycic on Instagram*

Lunchtimes

Our school catering team will be providing a hot meal or 'grab & go' (picnic bag) option for lunch each day. These meals are free to children in Reception, Year 1 and Year 2 through the universal infant free school meal scheme & to those entitled to Free School Meals in older year groups, or can be purchased at a cost of £2.40 per meal for all other children in Years 3 to 6.

Here are the options for the coming weeks:-

LUNCHTIME CO. <i>Week 1</i> Commencing • 7 th Sept . 28 th Sept & 19 th October					
MEAT FREE	Monday	Tuesday	Wednesday	Thursday	Friday
Freshly baked bread	Garlic bread	Wholemeal	Poppyseed bloomer	Rosemary wholemeal	Focaccia
Menu choice 1	Jacket Potato Cheese & beans	Beef or vegetable burger in wholemeal roll & salad	Beef or vegetable lasagne & salad	Roast pork or quorn fillet with Roasted Potatoes & stuffing	Fish Fingers served with Chips & Garden Peas or Beans
Menu choice 2	Cheese roll	Cheese roll	Cheese roll	Cheese roll	Cheese roll
	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables
Desserts	Chocolate cookie Sliced fruit	Fruity flapjack Sliced fruit	Cheesecake with fruit compote	Berry mousse Sliced fruit	Fruit jelly Sliced fruit

LUNCHTIME CO. <i>Week 2</i> Commencing • 14 th Sept & 5 th Oct					
MEAT FREE	Monday	Tuesday	Wednesday	Thursday	Friday
Freshly baked bread	Poppy seed bloomer	Wholemeal	Poppy seed bloomer	Rosemary wholemeal	focaccia
Menu choice 1	Macaroni cheese	Hotdog/quorn dog in wholemeal roll & salad	Meatballs/quorn mince in tomato & basil sauce with pasta	Roast Beef/quorn fillet with Roasted Potatoes & yorkshire pudding	Fish Fingers/ fishless fish fingers served with Chips & Garden Peas or Beans
Menu choice 2	Cheese roll	Cheese roll	Cheese roll	Cheese roll	Cheese roll
	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables
Desserts	Chocolate brownie Sliced fruit	Mixed berry muffin Sliced fruit	Pancake & sauce Sliced fruit	Carrot cake Sliced fruit	Apple sponge Sliced fruit

LUNCHTIME CO. <i>Week 3</i> Commencing: 21 st Sept . 12 th Oct					
MEAT FREE	Monday	Tuesday	Wednesday	Thursday	Friday
Freshly baked bread	Poppyseed bloomer	Wholemeal	Garlic bread	Rosemary wholemeal	Focaccia
Menu choice 1	Cheese & tomato pizza	Sausage under wrap with rice	Beef bolognaise or Neapolitan pasta	Roast Chicken /quorn fillet with Roasted Potatoes & stuffing	Fish Fingers served with Chips & Garden Peas or Beans
Menu choice 2	Cheese roll	Cheese roll	Cheese roll	Cheese roll	Cheese roll
	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables	Seasonal vegetables
Desserts	Chocolate sponge Sliced fruit	Shortbread Sliced fruit	Lemon drizzle cake Sliced fruit	Banana cake Sliced fruit	Ice cream Sliced fruit

Please note that a meat and vegetarian option for the hot meal are always available. Please ensure we are aware if your child may only have the vegetarian option.

If your child wishes to bring their own packed lunch, they must bring this in a carrier bag or plastic/ paper bag/ box which can be thrown away once the contents have been consumed. We will not be returning bags, containers or uneaten food. Your child should bring a water bottle to school to fill regularly with fresh water throughout the day, including at mealtimes.

Only the Reception and Year 1 children will eat lunch in the school hall. All other children will eat their meals in their class spaces to ensure class groups do not mix unnecessarily.



Birthday Lunches

Sadly, we are not able to offer a birthday lunch scheme at this time due to the distancing and seating arrangements being already set in each class space and for the hall for meal times.

Teachers are aware when each child's birthday takes place, and will arrange to sing to each child on their birthday with the class.

Please feel free to provide your child with a special birthday treat if you wish on this day- a cupcake or extra snack treat is ideal to eat with the school lunch or packed lunch, but please do not send in sweets or treats for other children, or candles and matches etc for your child's cake. We will not be able to distribute these, and other parents need to know the food items their child has eaten in school.



School times from September 2020

Year group	Arrival time (place)	Departure time (place)
Reception	9.00-9.30 (Reception door)	15.00 (Gate 1)
Year 1	8.45-9.00 (Playground main gate)	15.10 (Gate 1)
Year 2	8.45-9.00 (Playground main gate)	15.10 (Gate 2)
Year 3	8.45-9.00 (Playground main gate)	15.15 (Gate 1)
Year 4	8.45-9.00 (Playground main gate)	15.15 (Gate 2)
Year 5	8.45-9.00 (Playground main gate)	15.20 (Gate 1)
Year 6	8.45-9.00 (Playground main gate)	15.20 (Gate 2)

Please see the next pages for drop-off and pick-up arrangements

What happens at drop-off time in the mornings (Year 1 to 6 children)

In order to ensure families can practice social distancing when dropping off and collecting children, adaptations have been made to the drop-off and collection routines to ensure adults and children can remain distanced wherever possible. There is a **one-way queuing system in place** (like at the supermarkets) for you and anyone who is dropping your child off to remain 2m apart from other people in the playground at all times. Please try to limit those dropping off to one adult per child. Please arrive between your child's allocated drop-off times, do not overtake, go to the office unless this essential or leave the one-way track.

Drop-off time (Year 1 to 6)

8.45am-9.00am



When you get to the main playground pedestrian gate, you will see Mrs Skillern or Mrs Deacon, and that is where you will need to say goodbye to your child. Your child will walk to their class line space in the playground and be sent through to the classrooms with a group of up to 5 others. **You will be asked to make your way out of the vehicle gate onto the path and away.**

You will NOT be able to wait in the line or playground until your child is sent through to the classroom. Please move away from the gates promptly so that other parents can drop off their child and get away. 9.00am is the **LATEST** drop-off time. Please do not arrive after this. Thank you

(If your child can be clingy in the mornings, please be clear and positive with him or her about the new routines, and explain to your child that you will be leaving him or her at the gate. Familiar staff will be present to support your child if he or she is initially upset)

Please note that scooters and bikes will not be permitted on the school site. (See overleaf for Reception protocols.)

What happens at drop-off time in the mornings (Reception children)

In order to ensure families can practice social distancing when dropping off and collecting children, adaptations have been made to the drop-off and collection routines to ensure adults and children can remain distanced wherever possible.

There is a **one-way queuing system in place and an extended drop-off time** for you and anyone who is dropping your child off to remain 2m apart from other people in the Reception playground at all times. Please try to limit those dropping off to one adult per child.

Please arrive at your child's allocated drop-off time, do not overtake, go to the office unless this is essential or leave the one-way track.

Drop-off time (Reception)

9.00am- 9.30am

When you get to the Reception playground door, you will see Miss Simmons or one of the Reception team, and that is where you will need to say goodbye to your child... Your child will be invited to walk into the classroom by the staff. Please say goodbye and leave promptly via the Reception gate.

You will NOT be able to wait in the playground or the path outside the school. Please move away from this area so that other parents can drop off their child and get away. 9.30am is the LATEST drop-off time. Please do not arrive after this, but also try to avoid the 9.00am drop-off if you don't have any other children in school or if you don't need to get off to work, as the school site will be busy with those parents who have been dropping off older children.

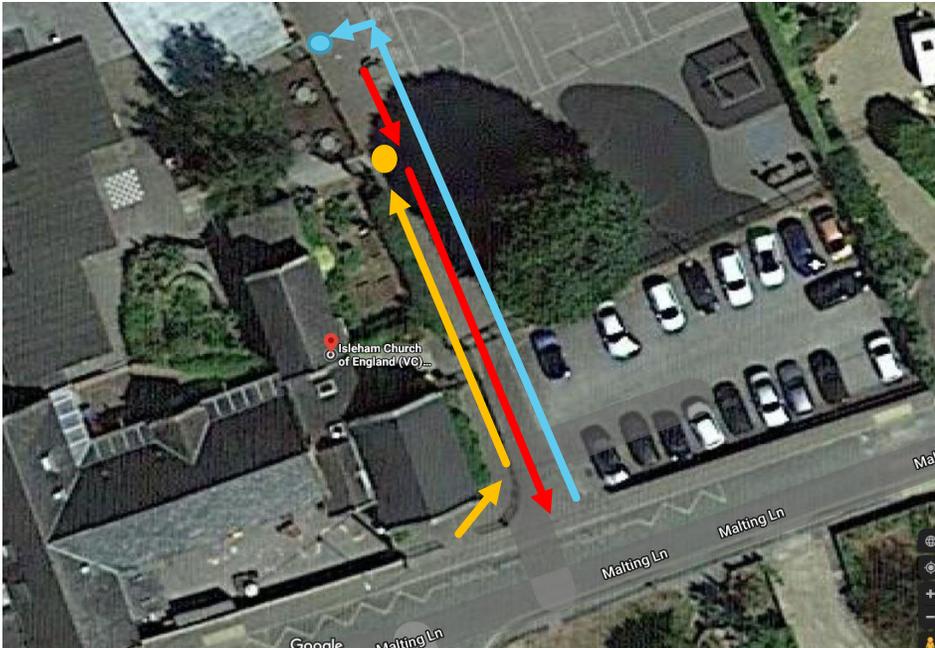
Thank you for your support

(If your child can be clingy in the mornings, please be clear and positive with him or her about the routine and be clear that you will be leaving them at the door. Familiar staff will be present to help your child settle into the classroom.)

What happens at collection time in the afternoons (all year groups)

At home time, parents should queue in the correct lane for their child at the allocated collection time for his or her year group. The lanes are cordoned off for your ease.

When you get to the circle marker nearest the allocated gate, your child will be called over by the teacher to come to the gate and leave with you. Your child's class will be lined up within the school grounds ready to be dismissed promptly at their departure time from their allocated gate. (Year R, 1, 3 and 5 from Gate 1 and Year 2, 4 and 6 from Gate 2) They should then leave with you promptly on foot via the centre lane.



Key

- Lane 1 entry route (for Year R, 1, 3 & 5 collection)
- Gate 1 circle marker collection point
- ← Lane 2 entry route (for Year 2, 4 & 6 collection)
- Gate 2 circle marker collection point
- Centre exit lane route (all year groups)

PLEASE NOTE that cars should avoid parking near the school or on Malting Lane to avoid congestion and poor line of sight for children crossing the road.

Childminders or parents with more than one child must please notify the office in writing e.g. by email of who they will be collecting on each day and we will endeavour to group children at the gate and collection time of the OLDEST child. Parents are asked to collect their own child in person if they are free to do so e.g. do NOT wait in the car and ask one person to collect multiple children as this may delay collection for all the other children and parents waiting to go home.

Key Stage 2 children will be permitted to walk out of the centre exit lane unaccompanied if given permission IN WRITING by their parent to do so e.g. via email. Please ensure that your child is clear where they will be meeting you if this is the case and that they have good awareness of how to safely cross the road if needed.

Please help us by adhering to social distancing measures in place within and beyond the school grounds. E.g. Parents who would wear a mask in a shop are welcome to do so on the school site. Please move away from the school playground and pavement outside the school once you have collected your child to avoid congestion.

Communicating with the office

The office will not be open for visitors or enquiries except in an emergency e.g. if you needed to collect your child in an emergency.

Please email the office at: office@isleham.cambs.sch.uk if you have any queries or telephone 01638 780336 to arrange to collect any needed items.

There is a 2m line marked by the office door- if you do need to access the office, please ring the bell and step back from the door to afford the office member of staff a distanced interaction too.

Thank you

What we will be learning, rules and routines



Our curriculum will include a focus on Maths and English, PSHE and wellbeing, as well as creative arts and sport.

Our catch-up sessions will focus on learning which may need recap and consolidation from the summer term missed.

ClassDojo will be used for setting any home learning tasks and for home-school communication and recording of reading in the absence of the home-school reading record books.

We will need all children to listen carefully to instructions and to follow guidance about working safely in school. Please see our behaviour policy online for more details of behavioural expectations. Please note that if your child is not able to adhere to the routines set up to keep everyone safe, we will need to review this promptly with you and may need to put a behaviour support plan in place.

The most important symptoms of coronavirus (COVID-19)



new and
continuous cough

or



high
temperature

or



loss of, or change in,
your normal sense of
taste or smell (anosmia)

If **you have symptoms** of coronavirus,
you need to **self-isolate for 7 days**

If **you live with someone who has
symptoms**, you need to **self-isolate
for 14 days** from the day their
symptoms started

**For most people coronavirus will
be a mild illness.** However if you
have any of the symptoms you
should self-isolate at home

Stop the spread of coronavirus



**Wash your hands
more often
and for 20 seconds**

Use soap and water or a hand sanitiser when you:

- Get home or into work
- Blow your nose, sneeze or cough
- Eat or handle food



Cover your mouth and nose with a
tissue or your sleeve (not your hands)
when you cough or sneeze and throw
the tissue away straight away



**Supervise young
children** to ensure they
wash their hands more
often than usual



e-Bug

**Posters and lesson
plans on general hand
hygiene** can be found
on the eBug website



Clean and disinfect
regularly touched
objects and surfaces
more often than usual
using your **standard
cleaning products**



**Staff, young people and children
should stay at home if they are
unwell** with a new, continuous
cough or a high temperature or loss
of, or change in, normal sense of
taste or smell **to avoid spreading
infection to others**

Handwashing and hygiene advice

Mental health & wellbeing

We will do our utmost to listen to and explain any changes in school routines in an age-appropriate way to your children.

Please listen to your child's worries and concerns about school changes and the Coronavirus pandemic if they have any, and be open and honest with them.

If they have any concerns you feel we should be aware of, or address with the groups in school, please email us as soon as possible.

If your child concerned about coming back to school, there are some good youtube and BBC Newsround clips explaining social distancing for children and also how and why schools are re-opening with safety measures in place.

Young Minds also offers support and advice for children and parents who have been struggling with Coronavirus and its impact on their mental health and wellbeing.

<https://youngminds.org.uk/>

YOUNGMINDS



Bubbles & Staffing

Your children will be working in a class bubble in school with a known staff & volunteer team comprising at least one teacher and teaching assistant. This means that if one of the adults is unable to attend for any reason, the other adult(s) may lead sessions in their absence to avoid additional adults from outside the school being added to the team.

For the most part, in our small school, it has been possible to assign staff to just one bubble group throughout the week, and we have allocated staff carefully to ensure that as few staff as possible move around the school. In Key Stage 2, there are 2 adults who will teach across more than one bubble- Ms Eatock and Mrs Skillern. They will observe 2m distancing in the classroom wherever possible. In Key Stage 1, Mrs Rayner will lead in both Year 1 and Year 2 when the teachers is not present. Our SENCo & Deputy Head, Ms Sikyta and Mrs Deacon may also work on occasions with children from across the school. All staff who work in various areas of the school will observe social distancing wherever possible.

In the (hopefully unlikely) event that someone within the school (either an adult or child) develops symptoms of Covid-19, please notify the school as soon as possible, and we will follow the latest Public Health England guidance, ensuring this person isolates straightaway and is tested for Covid-19. (see later page detailing 'Test & Trace' arrangements.) You will be informed if a test is positive for someone who has been connected to your child's bubble group and advised about any necessary isolation for your child.

In the situation that a child in school displays symptoms of Covid-19, we will obviously need them to be collected as quickly as possible to avoid the risk of spreading the virus and they would be isolated from the group until collection in the entrance hall. In this situation, the supervising staff member will don PPE to protect themselves (apron, mask, visor and gloves) but they would of course explain why they were wearing this so as not to scare your child.

Risk Management

Obviously, our prime concern is for your children to be safe, happy and learning well in school.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

Our risk assessment includes several protective measures, some of which have already been highlighted in this leaflet.

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene, communicated clearly to children
- enhanced cleaning arrangements both within and beyond the school day
- active engagement with NHS Test and Trace (see overleaf)
- Measures out in place to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

Your support throughout these unprecedented times is greatly appreciated.

If you are concerned about any area of the school's provision, please do not hesitate to get in touch so that this can be more clearly communicated or rectified.

Test & Trace

We will be engaging fully with the NHS Test & Trace process, and will work closely with the local Health Protection Team of Public Health England and the local authority to ensure that any confirmed cases are reported without delay. Please see below details of what to expect if the school is notified of a **possible** or **confirmed** case of coronavirus in school.

What you can do

If your child, a household member or a member of your support bubble develops any of the following symptoms, we would ask that you **notify the school immediately** and arrange a test by visiting <https://www.nhs.uk/ask-for-a-coronavirus-test> or by phoning 119.

- A high temperature
- A new and persistent cough
- A loss of, or change in, normal sense of taste or smell (anosmia)

Where there is a possible case of coronavirus in school

If a child or member of staff develops symptoms of coronavirus, the individual concerned will be sent home and asked to self-isolate for 10 days. They will be asked to arrange a test at the earliest convenience (either by visiting a test centre, or by requesting a home test kit) and to share the results with the school.

The parents/carers of other children within the bubble will be sent a letter to notify them of this situation however, the individual will not be named and personally identifiable information will not be included. All other children within the bubble will be able to continue to attend school as normal whilst the test is carried out and until the result is known. The wider school community will not receive this letter.

Where there is a confirmed case of coronavirus in school

If a child or member of staff tests positive for coronavirus, the individual concerned will be asked to self-isolate for at least 10 days from the date when their symptoms appeared.

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 or support bubble should self-isolate for 14 days from when the symptomatic person first had symptoms and should continue this period of isolation even if they too have been tested and have received a negative test result.

The school will work with the Health Protection Team of Public Health England to carry out a risk assessment to determine who else, if anyone, also needs to isolate. The parents/carers of other children within the bubble will be sent a letter to notify them of this situation, and will be advised of any additional measures which are required. Again, the individual will not be named and personally identifiable information will not be included.

See you soon!

We are really looking forward to seeing your children back in school full-time soon.

We hope this leaflet gives you reassurance that we are working within the guidance for schools to keep your children safe.

The school has carried out a thorough risk assessment approved by the local authority.

Please let us know if there is anything else you or your child would like to know.

We look forward to seeing you again in class from the 7th September (Years 1 to 6) and the 8th September (Reception)