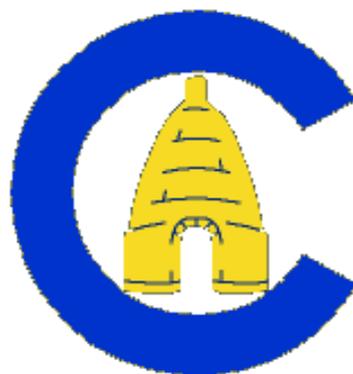
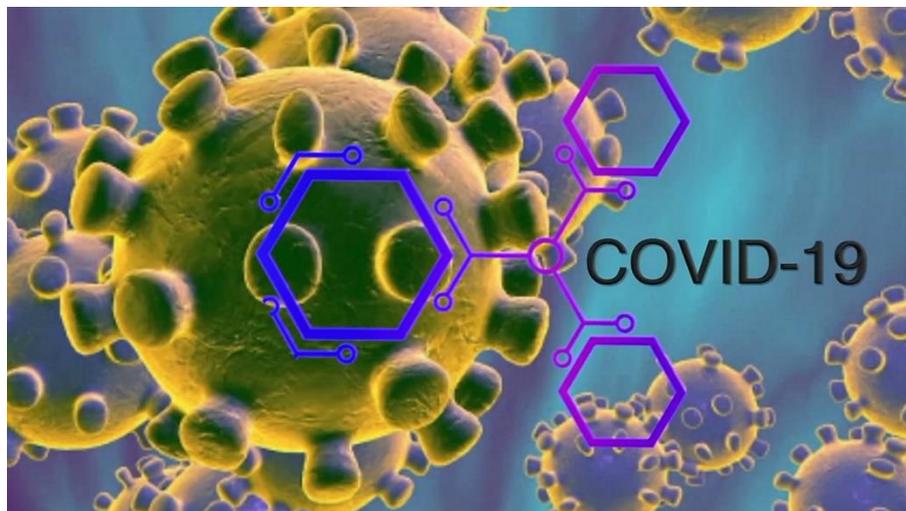




September 2020

Parent/Carer guidance





Hygiene

- All staff, pupils and visitors to wash hands often for 20 seconds with soap and water.
- Children and staff will be encouraged to wash their hands:
 - on arrival at school
 - after using the toilet
 - after breaks and sporting activities
 - before eating any food, including snacks
 - before leaving school
- Signs will be placed around the school to remind children about washing hands.
- Staff and children to be aware of the [Catch it, Bin it, Kill it](#)
- Teachers to ensure that there are tissues in classrooms.
- Cleaners/caretaker will empty bins regularly.
- Pinnacle are cleaning door handles etc thoroughly during the day.
- Pinnacle will provide sprays for each class as will school for KS2 building so tables etc can be wiped down during the day
- Hand sanitizer stations installed in appropriate locations
- KS2 site manager will be at lunch time to clean desks and door handles etc
- Doors to be kept open where possible to reduce need to touch door handles.
- Children will need to have clean uniform on daily.
- Each KS1 bubble will have their own toilet to use; KS2 will share toilets across bubbles.
- **Children should wear PE kits to school on days they have PE (we will advise on this) and this should be washed before being worn again.**

Children arriving wearing face masks

Used PPE and any disposable face coverings that staff, children, young people or other learners arrive wearing should be placed in a refuse bag and can be disposed of as normal domestic waste unless the wearer has symptoms of coronavirus (COVID-19), in line with the [guidance on cleaning for non-healthcare settings](#).

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and put in a plastic bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands.



Minimise contact between individuals

- We will have class ‘bubbles’ of an appropriate size, to achieve the greatest reduction in contact and mixing, without unduly limiting the quality or breadth of teaching, or access for support and specialist staff and therapists.
- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision but should minimise the number of interactions or changes wherever possible; we will be placing adults with specific classes to support.

Bubbles and associated staff

Group	Staff supervision	Further adult support
Hungry Caterpillars	Mrs Gubby Mrs Cadden	Mrs Strudwick
Rainbow Fish	Mrs Nash / Mrs Healey Miss Bean Mrs Robinson	
Elmer	Mrs Turpie Mrs Turner	Mrs Dymott
Funnybones	Miss Browne Miss Coughlan Mrs Cardnell	Mrs Johnson
Stickman	Mrs Roddan Mrs S Hoadley	Mrs Watson
Gruffalo	Mrs Grasby Mrs Chandler Mrs Broster	
Dahl	Mr Ellen Mrs Marsh Miss Saunders	Mrs Dodd
Wilson	Mrs Meggs Mrs Poile Mrs Wheeler	Mrs Cox
Simon	Mrs Bishop Mrs Scarborough	Mrs Farrell Mr Hiscock
Walliams	Mr Dymott Mrs E Hoadley	
Horowitz	Mr Jones Mrs Wilkinson	Mrs Strudwick
Morpurgo	Mrs Francis Mrs Hazel Mrs Slater Miss DeSilva	Mr Hiscock



Drop off and collection guidance

- Please walk or cycle to school rather than using a vehicle if you can
- Entrance to the site will be from the top of Craylands Lane in the morning
- Exit only from the site will be through the pedestrian gate opposite Bright Horizons Nursery
- Parents/Carers should not stay on site – they should drop their child off through the gate and then continue to move along the path
- Please ensure you keep a distance of 1m + between yourselves and other parents/carers standing by cones that have been set out
- Only 1 parent/carer per family on site please
- The drop off zone will not be in action as we will not be able to supervise this along with social distancing
- Removal of face coverings when pupils, students and staff who use them arrive at the setting is a must. Temporary face coverings should be disposed of in a covered bin or place reusable face coverings in a plastic bag they can take home with them.

- The following classes should aim to drop off at the following times:

Class	Drop off time
Elmer	8.30
Funnybones	
Stickman	8.35
Gruffalo	
Dahl	
Wilson	8.45
Simon	
Walliams	
Horowitz	8.55
Morpurgo	



In at Bright Horizons gate and queue up by a cone and leave the school premises by the gate on Craylands Lane – please follow this to ensure we do not have parents/carers crossing paths.

When collecting, children will be brought to the gate to be released; parents to stand apart from each other spaced standing by the cones.

Once you have your child, please leave straight away; please do not stand talking to other parents on the school premises or allow your child to climb over the bike racks.

We would also appreciate it if parents/carers did not stand by the end of the ally alongside the school as this area can become quite congested and will need to be clear to ensure social distancing can be sustained.

Please DO NOT park in Bright Horizons car park as they will have their own COVID restrictions in place and parking in there is not acceptable.

Class	Collection time
Elmer	2.50 p.m.
Funnybones	
Stickman	3p.m.
Gruffalo	
Dahl	3.10 p.m.
Wilson	
Simon	3.15 p.m.
Walliams	
Horowitz	3.20 p.m.
Morpurgo	

IF YOU HAVE SIBLINGS IN THE SCHOOL, PLEASE USE THE EARLIER DROP OFF TIME AND ALL SIBLINGS WILL BE ABLE TO GO STRAGHT INTO CLASS.

FOR COLLECTION YOU HAVE THE FOLLOWING OPTIONS:

- COLLECT YOUNGER SIBLING THEN COME BACK FOR OLDER SIBLING LINING BACK UP
- LET US KNOW YOU WOULD LIKE TO COLLECT BOTH SIBLINGS AT THE ELDER SIBLING COLLECTION TIME AND WE WILL HOLD ON TO THEM IF WE ARE ABLE TO.



Attendance

It is vital for all children to return to their education setting to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils or students falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. Attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on attendance will apply, including:

- parents' duty to secure that their child attends regularly at their education setting where the child is a registered pupil at school and they are of compulsory school age
- settings' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

ALL CHILDREN ARE EXPECTED TO RETURN IN SEPTEMBER – PLEASE SUPPORT US IN GETTING ALL CHILDREN BACK IN.

Pupils and families who are anxious about returning to their educational setting.

If parents of pupils with significant risk factors are concerned, you need to discuss your concerns with the school.

Children of compulsory school age must be in school unless a statutory reason applies.

Pupils and families who have been on holiday to a country on the quarantined list

If your child and you have been on holiday to a country that is on the quarantine list, you should ensure that you DO NOT return to school until you have quarantined for 14 days since your return from your holiday.

Please inform us if this is the case for your child so that we are able to record this for attendance purposes.

There will be some work uploaded onto class dojo for children in quarantine to complete during this time.



Uniform

Children should wear a full school uniform; these should be cleaned as much as possible between wearing it.

PE kits

On days that children have PE, they should wear their PE kit to school; this should then be washed before it is used again. Children may wear jogging bottoms and their school jumper if it is a cold day. They should wear trainers rather than plimsolls on these days as PE will be outside.

Use of equipment

Children will be provided with their own pen, pencil, ruler, rubber, whiteboard pen, whiteboard

Classroom based resources, such as books and games, can be used and shared within the bubble – they will be cleaned or stored away until they are ready to be used again.

Please limit what your children bring into school to lunchbox, water bottle, reading books, hat, coat and if they need a bag it should be small (preferably a book bag rather than a rucksack).

PPE

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained

where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

When working with children and young people who cough, spit or vomit but do not have coronavirus (COVID-19) symptoms, only any PPE that would be routinely worn, should be worn.



Messages

Any messages you want to get to the class teacher, please either ring the office or email enquiries@craylands.kent.sch.uk

A staff member may be able to take a message from you in the morning, however please come alongside the fence rather than speak at the gate so that you are not blocking the drop off area.

Meetings with staff

All meetings with staff will need to be arranged in advance so that an area can be prepared for the meeting to take place.

Any adult other than staff member who enters a building at Craylands will need to wear a face covering (unless there are medical reasons why they can not, which should be explained to the staff member arranging the meeting).

The staff member will also wear a face covering, unless this hampers communication in any way during the meeting.

Any meetings will be held as much as possible in a mobile classroom and entrance to this will be through the main gate that the children enter through in the morning, so that there is no unnecessary adults entering the main building where the children are.

You will be provided with an opportunity to use hand sanitizer before the meeting starts.

Office

There has been a new window installed in the office after the first set of doors; this means that there is no reason unless you are visiting for a meeting for any parent/carer to come into the main foyer.

You should wear a face covering when entering this part of the building and speaking to the school office.

Please can only 1 adult enter this area at a time when speaking to the office; please wait outside until there is no one in this area.

There is a marking on the floor; please do not cross this when speaking to the staff so that you can keep a suitable distance. Office staff may wear a face covering when speaking to you if they feel it is needed.



Case amongst pupils

- If anyone in the setting becomes unwell with a new, continuous 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. They must be advised to follow '[Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If a child is awaiting collection, they will be moved, if possible, to the ks1 group room with appropriate adult supervision. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, they should use the disabled toilet in the main entrance. The bathroom must be cleaned and disinfected using standard cleaning products before being used by anyone else.
- PPE must be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). More information on PPE use can be found in the [safe working in education, childcare and children's social care settings, including the use of PPE guidance](#).
- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating (they could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better - other members of their household can stop self-isolating)



- if someone tests positive, they should follow the [Stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#) and must self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell or taste (this is because a cough or anosmia can last for several weeks once the infection has gone - the 10-day period starts from the day when they first became ill - if they still have a high temperature, they should keep self-isolating until their temperature returns to normal, and other members of their household should continue self-isolating for the full 14 days)
- **In any case, if a child has symptoms, a message will be sent to all parents/carers of children who have had contact with that child; this will be the bubble that the child belongs to along with any other children that may have had contact through breakfast and after school clubs. Parents/carers will be informed of the results of any test as soon as possible and informed of any advice provided by local public health team.**

Contain any outbreak by following local health protection team advice

- If settings have 2 or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If settings are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole setting closure based on cases within the setting will not generally be necessary, and should not be considered except on the advice of health protection teams.



Someone in school showing symptoms

In the case of a child exhibiting Coronavirus Symptoms
Child is exhibiting symptoms e.g new persistent cough and/or
temperature above 38 degrees, loss of smell or taste



Child to be moved to the KS1 group room
A phone call to be made to child's parents/carers and informed to
collect from KS2 gate.

Parent is able to
come to collect



Parent is unable to
come to collect



Child should remain in the old year
3 classroom accompanied by staff
member at least 2 m away. When
parents/carers arrive, they should be
collected from KS2 gate.

Child should remain in the old year
3 classroom accompanied by staff
member at least 2 m away. No one
else in or out.

Child's symptoms
worsen and they
need support



A first aider who has agreed to
support those with symptoms will
need to wear PPE e.g. apron, face
cover, eye protection to support the
child.

Parents/Carers of the child's bubble to be informed that a child has been sent home
with symptoms.

Classroom to be thoroughly cleaned afterwards no matter what.

If child is tested and has coronavirus, all children and staff in that group should self-isolate
for 14 days



Coronavirus testing advice

Your child has been sent from school today because they are displaying one or more of the following symptoms of coronavirus (Covid-19):

- a high temperature
- a new, continuous cough this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss of or change to your sense of smell or taste this means they cannot smell or taste anything, or things smell or taste different to normal

It is essential that they now take a test to check if they have the virus. This is called an antigen test. There is another type of test (antibody test) that checks if you've already had the virus but is not available yet. They need to have the test in the first 5 days of having symptoms. It's best to ask for the test as soon as symptoms show. **The tests are not suitable for children under 5 years old.** If your child is under 5 and has coronavirus symptoms, call 111 or log onto [NHS 111 online coronavirus service](#)

What the test involves.

The test usually involves taking a swab of the inside of your nose and the back of your throat, using a long cotton bud.

Please note, there is very high demand for tests at the moment. People in hospital and essential workers, including NHS and social care staff, are getting priority.

How do I ask for a test?

You can ask for a test online. <https://www.nhs.uk/ask-for-a-coronavirus-test>

You will be asked:

- how you want to get the test - you may be able to choose between driving to a regional testing site or getting a home test kit
- for details such as your name, mobile phone number and address

If your child is aged 5 to 11 years old, they cannot do the test themselves. You (their parent or guardian) must swab test your child. Some test sites cannot do



tests for children aged 5 to 11. If a test site in your area cannot test children under 12 years old, you'll get a warning when you're booking the test.

Will my child be allowed back to school?

On showing school staff confirmation of a negative test result, your child will be allowed back to school straight away. However, if the test is positive, they will need to self-isolate for a period of 10 days. After 10 days they can stop self-isolating if their symptoms have gone, or if they just have a cough or changes to their sense of smell or taste - these symptoms can last for weeks after the infection has gone. They should keep self-isolating if they have any other symptoms (such as a high temperature, runny nose, feeling sick or diarrhoea) - they can stop self-isolating when their symptoms have gone. Anyone who lives in the same household will need to self-isolate for 14 days in line with government guidance. This is because it can take 14 days for symptoms to appear. If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms. If anyone in the household gets symptoms while self-isolating - they should self-isolate for 10 days from when their symptoms started, even if it means they're self-isolating for longer than 14 days.

Can we leave our house if we're self-isolating?

If someone in your household has coronavirus:

- **do not leave your home for any reason** - if you need food or medicine, order it online or by phone, or ask someone to deliver it to your home
- **do not have visitors in your home** - including friends and family
- **do any exercise at home** - you can use your garden, if you have one



Before/After school provision

- West Hill Life will resume running breakfast club before school.
- Children will be sat at tables in either class or year group bubbles; they will only be allowed to use the equipment that is on their tables.
- They will not be allowed to move around the hall.
- They will need to wash their hands before going into breakfast club and then when they go into the classroom.
- West Hill Life will resume with after school club; this too will be in the hall and will be run in the same way as breakfast club.

Extra-curricular provision – clubs

- All external extra-curricula clubs will not be taking place in term 1.
- We will look at whether staff are able to run a club for their class only in term 1 and will provide details in September.

Curriculum

We will teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content

We will focus on literacy, numeracy, STAR, Science, PE and PSHE; to do this we will streamline some of the discrete subjects so they can be covered between terms 3-6. See curriculum maps below for these subjects.

PE session will all be outside in term 1 at least; children will need to take their PE kits home on a weekly basis

Remote education support

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will use class dojo to provide home learning opportunities.

We will match where possible our skills and knowledge grids with online resources that can be used to support with learning across the curriculum. The use of Oak National Academy will be considered when considering lesson tutorials for different elements of the curriculum.



Behaviour policy addendum

Aims and expectations

- 1.1 Good behaviour allows for the children at Craylands to be 'happy together, safe together and learn together; - it makes social distancing measures more successful.
- 1.2 The school has a number of rules related to social distancing, but our behaviour policy is not primarily concerned with rule enforcement. It is a means of promoting safe working within the school, reducing the spread of germs.
- 1.3 The school expects every member of the school community – teaching staff, support staff, parents, pupils and governors - to behave in a considerate manner to ensure that social distancing measures are kept.
- 1.4 We treat all children fairly and as far as possible apply this behaviour policy in a consistent way. In the case of children with a disability (as defined in the DDA and Equality Act) we apply a differentiated approach based on the identified needs of individual pupils; the AENCO will support staff in identifying which children need a differentiated approach.
- 1.5 The school has high expectations for the behaviour of the children; some of these expectations are as follows:
 - Children will keep 2m apart from each other at all times where possible
 - Children will remain in seats in class and not wander around
 - Children will line up with spaces between them
 - Children will follow the one way system around the school and not break this
 - Children will not go into the toilet if there are 2 other children in them
 - Children will keep equipment provided to them to themselves
 - Children will cover their mouths when they sneeze or cough
 - Children will ensure that they wash their hands at designated times

Rewards and Sanctions

- 2.1 We praise and reward children for good behaviour in a variety of ways:
 - All staff will praise children for following the social distancing rules with team points.
- 2.4 The school uses the 'Good to be green' behaviour system in the school to ensure a happy, positive and safe learning environment.
 - Every child starts each school day with a 'green' card.
 - A child who has shown that they have been a 'Craylearner' throughout the day may be given a privilege card which will reward them with 5 team points.
 - If a child does not follow the social distancing golden rules they will be given a verbal warning
 - If a child continues to refuse to follow social distancing and have already had a verbal warning, we issue them with a warning card. If the behaviour continues, a consequence card is issued which excludes the child from play for the following break time (a detention).
 - A consequence card may be issued immediately if:



- A child deliberately sneezes on another child
- A child pretends to cough over others
- A child deliberately breaks social distancing and places hands in others faces
- A child refuses to wash their hands at the times asked to

- All warning cards and consequence cards that are issued, are recorded in the class behaviour logs, with the date and reason given.
- Detentions are recorded in school and parents/carers are informed of the reason for the detention by a slip that is sent home.

2.5 EYFS have their own version of the behaviour system, using a traffic light system and positive behaviour is awarded with the rainbow sticker. This system is a simpler version of the 'Good to be green' system with children recognising that there is a warning before there is a consequence.

2.6 All members of staff are aware of the regulations regarding the use of force by teachers. Reasonable force can be used to prevent pupils from hurting themselves or hers, from damaging property, or from causing disorder – this includes a refusal to follow instructions especially if the child will be left unattended in the school (Use of force guidance April 2012, England)

If a child places themselves at risk, the following will happen:

A staff member trained in positive handling will intervene; they may need to wear PPE to do this

Child's parents will be called and asked to collect if possible; this will not be recorded as an exclusion

A discussion will be held as to whether the child is able to be in school during this time if they are unable to follow instructions; if not, homelearning will be provided.

Pupil roles and responsibilities

5.1 To follow social distancing guidelines:

washing hands when asked to

following the one way system

keeping a space between each other in lines

following instructions given by staff

staying in seat in class in y1 – y6

covering mouth when sneezing and coughing

not refusing to move

not going into the toilets if there are 2 people in there already

spitting and sneezing on others is not allowed

Used tissues should be disposed of and hands washed after

Water bottles not to be shared; to be kept on desks and not next to others

Waiting in line when arriving at school, after play and lunch and not walking off

independently

Staying in zoned area during any playtime and not mixing with other groups

The role of the class teacher and support staff



- 6.1 The class teachers and support staff in our school have high expectations of the children with regard to behaviour, and they strive to ensure that all children work to the best of their ability.
- 6.2 It is the responsibility of all staff to ensure that the school rules are being followed by pupils at all times of the day, in all school environments.
- 6.3 All staff treat each child fairly, enforce the classroom code consistently and treat all children in their classes/groups with respect and understanding. They should listen to all concerns that children have and address the issues appropriately.
- 6.7 Midday meal supervisors promote positive behaviour using team points.
- 6.9 Midday meal supervisors will advise teaching staff of any issues of children not following social distancing rules.

The role of the head teacher

- 7.1 It is the responsibility of the head teacher, under the School Standards and Framework Act 1998, to implement the school behaviour policy consistently throughout the school, and to report to governors, when requested, on the effectiveness of the policy. It is also the responsibility of the head teacher to ensure the health, safety and welfare of all children in the school.

The role of parents

- 8.1 The Craylands School collaborates actively with parents, so that children receive consistent messages about how to behave at home and at school and become more responsible for their own behaviour.
- 8.2 We expect parents to remind their child of the social distancing rules in the school.
- 8.3 We expect parents to support us if we feel that your child is not able to attend school as they are unable to abide by social distancing rules, therefore they will need to learn at home.

The role of governors

- 9.1 The governing body has the responsibility of setting down these general guidelines on standards of discipline and behaviour, and of reviewing their effectiveness. The governors support the head teacher in adhering to these guidelines.



Craylearner Coronavirus Care rules

- Try to keep away from others at all times; try not to touch each other
- Stay seated in lessons
- Stay seated at lunch and wait for it to be brought to you
- Follow the one way system
- Only 2 children in the toilets at one time
- Leave a space in front of you when lining up
- Stand on any markings on the floor to help
- Keep belongings to yourself in class
- Wash your hands when you are asked to
- Sneeze into a tissue; throw tissues away when used and wash hands
- Stay in the zoned area for any outside play
- Stay away from other children who are not in your group
- Avoiding touching any one else including adults

IF YOU BREAK THE RULES, YOU MAY BE GIVEN A VERBAL WARNING, WARNING CARD OR CONSEQUENCE CARD.