



Guidance for return to school

September 2021



Children to return on Friday 3rd September



Drop off and collection

	EYFS	KS1 (Years 1 & 2)	LOWER KS2 (Years 3 & 4)	UPPER KS2 (Years 5 & 6)
Start of day	8.35 – 8.40 –EYFS 8.40 – 8.50 KS1 8.45 – 8.55 – KS2 Older siblings can be dropped off at same time as younger; please try not to arrive later than the end time for your child’s year group.			
	Drop off zone in action; only use it if your child is able to get out of the car independently and walk through the gate. IN – gate on Craylands Lane OUT – gate opposite Bright Horizons			
End of day	CAR PARK IS NOT TO BE USED PLEASE BRIGHT HORIZONS IS NOT TO BE USED PLEASE			
	3 EYFS Front of school Both classes will leave by main gate	3.10 Year 1 – Front of school Year 2 – KS2 playground	3.15 Year 3 – Front of school Year 4 – KS2 playground	3.20 Year 5 – KS2 playground Year 6 – front of school
If you have more than 1 child in the school, you will need to ensure you are on site on time to collect the youngest; we will no longer be holding onto the children as we did last academic year. You can wait either in front of the school or on the KS2 playground.				

Wrap around provision

West Hill Life Ltd will run breakfast club between 7.30 and 8.40 in the hall
 After school club will be based in the hall between 3.20 and 5p.m.



Attendance

School attendance is mandatory for all pupils upon return in September.

The usual rules on school attendance apply, including:

- parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Parents/Carers **MUST** contact the school office on the first day of a child's absence by 9.30a.m. explaining the reason why the child is absent.

Parents/Carers **SHOULD NOT** remove their child during term time for a holiday.

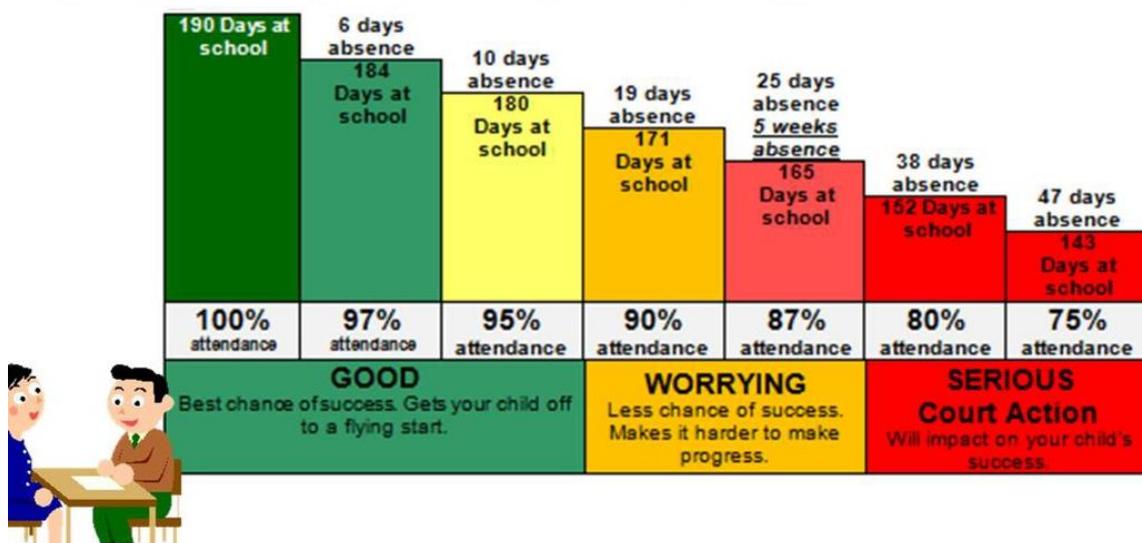
All requests for term time absence should be sent to the Headteacher.

From September 2013 the Department for Education has amended the Education (Pupil Registration) (England) Regulations 2006 removing the Head Teacher's ability to authorise leave of absence for a family holiday. Requests for holidays in term-time will not be authorised as the Regulations only allow headteacher to authorise absence (leave) in "exceptional circumstances".

The School's Attendance Policy confirms that:

- agreement to each request is at headteacher's discretion, acting on behalf of the Governing Body
- each case will be judged on its merits
- headteacher decision is final
- leave cannot be authorised retrospectively

Penalty notices will be issued to those who take term time holidays; this is a £120 fine per child, per parent.





School uniform

We want the children to feel proud in what they are wearing at Craylands; thank you in anticipation for your support with ensuring the children return to school looking as smart as possible.

Girls	Boys
<ul style="list-style-type: none">• Grey skirt, tunic or tailored black/grey trousers• Yellow polo shirt• Blue school cardigan/sweatshirt with logo• White, grey or black tights/socks• Summer – yellow checked/striped dress• Black school shoes (no heels, boots, open toes or trainers please)	<ul style="list-style-type: none">• Grey/black long or short trousers• Yellow polo shirt• Blue school sweatshirt with logo• Grey or black socks• Black school shoes (no trainers please)

Trainers, including Huaraches, bright laces and sports looking shoes are not part of the school uniform – there should be no white stripes, Nike ticks etc on the school shoes. Please ensure that over the summer, you purchase appropriate school shoes for your child.

Acceptable		Unacceptable	
			
			
			
			

Children will be issued school plimsolls if they are not wearing appropriate footwear.



PE Kits

As we will be asking the children to wear these to school, we would like to see some consistency across the school in what is being worn on these days.

Please follow the guide below:

- Plain black shorts or plain grey/black jogging bottoms for when it is cold



- Plain white t-shirt OR coloured team polo shirt (red, green, yellow or blue)
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- White/Black socks
- Plain black or white trainers – no bright colours (EYFS children will still be asked to wear plimsolls)
- They can wear their school jumper on PE days if it is cold outside

We will advise on when your child should wear PE kit to school before the first full week of the term.



Personal items

Occasionally pupils wear personal items to school, which constitute a health and safety hazard. The following recommendations are in line with our Health and Safety Policy and the “Safe Practice in Physical Education” document, and reflect our commitment to the safety of all in our school.

The wearing of jewellery is not permitted with the exception of:

- A watch
- One pair of plain stud earrings in the ear lobe
- Hair decorations should be simple and practical.

Along with the wearing of school uniform, teachers will regularly check that these guidelines are being observed and complied with. Where children are not following the school policy they will be asked to remove the jewellery and put it in their tray for safe keeping.

Jewellery in PE

Jewellery should not be worn in P.E. and earrings must be removed for the lesson. Where piercings are still healing within the advised 6 weeks period and a pupil is unable to remove their earrings, then that pupil will not actively participate in the lesson in line with these guidelines.

“The current Code of Practice for Physical Education, Games, Sports and Outdoor Education states that ‘watches, jewellery, rings and earrings, belts with metal buckles and other unnecessary encumbrances likely to prove dangerous to the wearer or to others should not be worn’. This follows national advice issued by the British Association of Advisers and Lecturers in Physical Education (BAALPE).”

The advice continues: “Schools have a duty to deliver the National Curriculum to all pupils but also have a duty to safeguard pupils in their care. Parents or children refusing to comply with these safety requirements are themselves preventing the school from delivering the National Curriculum.”

It follows that we cannot allow children to wear jewellery, including earrings during P.E., Games and swimming lessons as, if an accident did occur, the School could be found liable.

The only exception to this is the use of surgical tape which can be used to cover studded earrings during PE; this must be supplied by parents/carers and the child should be able to put this on themselves.

Teachers are not allowed to take out or replace children’s earrings if they are unable to do so themselves and although willing to look after earrings during a lesson, cannot be held responsible for any losses.



Covid protocols from September

<p>Upon return to school; no cases recorded within the school</p>	<p><u>Hygiene</u></p> <ul style="list-style-type: none"> • All staff, pupils and visitors will wash hands often for 20 seconds with soap and water. • Children and staff will be encouraged to wash their hands: <ul style="list-style-type: none"> ➤ on arrival at school ➤ after using the toilet ➤ before eating any food, including snacks • 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. • Frequently touched surfaces will be cleaned during the day. <p><u>Procedures</u></p> <ul style="list-style-type: none"> • No bubble system needs to be in place across the school; children will be able to mix throughout the school day and share toilets again. • Assemblies can take place as normal. • Face coverings are no longer essential however you may continue to wear them if you feel comfortable to; some staff may decide to wear face coverings when meeting parents/carers.
<p>A member of the school displays symptoms</p>	<ul style="list-style-type: none"> • Pupils, staff and other adults should not come into school if they have symptoms. • If anyone in school develops COVID-19 symptoms, however mild, they will be sent home and should get a PCR test done, not an LFT test. • If a pupil is awaiting collection, they should be left in a well ventilated room. Appropriate PPE should also be used if close contact is necessary. They will be collected from the KS2 playground gate. • Household members, if fully vaccinated or aged under 18 years and 6 months, will not be required to self-isolate.
<p>A child/staff member tests positive on an LFT test.</p>	<ul style="list-style-type: none"> • A PCR test is needed to be taken; if this returns as positive, they should self-isolate for 10 days. • They <u>MUST</u> self-isolate whilst they await results of the PCR test despite being vaccinated or younger than 18. Household



	<p>members, including siblings who are vaccinated and below 18, do not need to self-isolate.</p>
<p>A child/staff member tests positive on a PCR test.</p>	<ul style="list-style-type: none"> • They self-isolate for 10 days. Remote learning will be set if it is a child and they are well enough. • School will inform parents/carers of a positive case BUT no longer advise on self-isolation. • The parents/carers of the child with Covid will be contacted by track and trace to identify close contacts; they will recommend a PCR test is taken to those close contacts. • The school will suggest known close contacts including close friends, those who sit next to them, those who work in groups to take a PCR test. • Close contacts who have been vaccinated or under 18, do not need to self-isolate whilst waiting for results of PCR test, unless they have symptoms.
<p>5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or • 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period</p> <p>Mixed closely criteria suggestions:</p> <p>For schools, this could include:</p> <ul style="list-style-type: none"> • a form group or subject class • a friendship group mixing at break times • a sports team • a group in an after-school activity 	<p>The School MAY wish to seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.</p> <p>The school will:</p> <ul style="list-style-type: none"> • review and reinforce the testing, hygiene and ventilation measures they already have in place • consider whether any activities could take place outdoors, including exercise, assemblies, or classes • consider ways to improve ventilation indoors, where this would not significantly impact thermal comfort • consider one-off enhanced cleaning focussing on touch points and any shared equipment • Re-introduce protective measures including, face coverings, limited use of shared areas e.g. staff room, postponing events with parents/carers in school • The class that has the cases in it will become a bubble for those 10 days and isolate from other bubbles where possible.
<p>Increase in Covid cases not close contacts across the school within a 10 day period.</p>	<p>The School WILL seek additional public health advice if they are concerned about transmission in the setting, either by phoning the DfE helpline (0800 046 8687, option 1) or in line with other local arrangements.</p> <p>The school will:</p> <ul style="list-style-type: none"> • Revert to previous risk assessments including year group bubbles, face coverings, limiting non-essential visitors, lunches in class, virtual assemblies, additional hand washing, staggered drop off and collections.