



Monday, 22<sup>nd</sup> June 2020

Child's Name: \_\_\_\_\_

Bubble: \_\_\_\_\_

## F2 PARENTS – COMING BACK TO SCHOOL

We are looking forward to seeing your child this week, as we begin to open our school to more pupils. This pack contains lots of information, some of which is repeated in different documents. It is important that you read the information and also share it with your child. This is to help them prepare, too.

This pack contains:

- A guide for parents explaining our new routines and systems.
- A copy of our updated Behaviour Policy in light of the new systems.
- A copy of our Home School Agreement, which must be signed by parents and children. Please return this to school.
- A copy of our 'Stay Safe' poster – these are displayed around school, too.

We appreciate that parents will have lots of questions and worries, so do contact us at school.

Please be assured that a lot of time, care and consideration has gone into the wider opening of school, and remember that we will always do our very best to ensure the health, safety and well-being of your child and our staff.

Yours sincerely,

*K Coker*

Mrs K Coker  
Headteacher

## COMING BACK TO SCHOOL – A GUIDE FOR PARENTS

Our school will look and feel very different when we begin to re-open for more children. Children will not be taught in their old classes, or even their old classrooms. This is because we want to keep the numbers in each room as small as possible.



### Contacting School

From Monday, 1<sup>st</sup> June, parents are no longer allowed in the school building, unless it is for a significant or specific reason. This is to keep the number of people in the building to the minimum necessary.

If you need to contact school for any reason, please use any of the following channels:

- Telephone – 0115 9155765
- Email – [admin@robertshaw.nottingham.sch.uk](mailto:admin@robertshaw.nottingham.sch.uk)
- Twitter – @robertshawDHT
- ClassDojo
- SchoolComms



### Organisation

There will be two F2 bubbles, and your child will be allocated a 'bubble'. Your child will remain in this 'bubble' throughout the day.

Bubble	Staff	Room
F2GP	Mr Pigott	Sunshine
F2NA	Mrs Amoabil	Rainbow

All children will enter school via the Dorothy Grove entrance. They should line up at their room door to be greeted by their adults. They will leave school from the same place.



### The School Day

F2 pupils will be in school Mondays, Tuesdays, Thursdays and Fridays. On a Wednesday, our school will be 'Deep Cleaned'. F2 pupils will be in school until the end of term.

The school day will be different, with each bubble starting and ending the day at different times. This is to keep the number of people gathering as small as possible. There will still be a morning and afternoon break, as well as a one-hour lunch. This will be until we have more children in school.

Here are the session times for the different bubbles:

Bubbles	Start	AM Break	Lunch	PM Break	End
F2GP	10.00	When	11.30	When	2.00
F2NA	10.00	appropriate	11.30	appropriate	2.00

Please do not arrive too early or late for your child's session. It is very important that the start and end of the day times are adhered to in order to prevent gatherings of large numbers of people. Remember – safety first!

We ask only 1 parent accompanies each child to and from school.



### Curriculum

When your child returns, the most important thing is that they feel happy and safe in school. To ensure this happens, we will devote lots of session time to explaining the new routines, as well as time to explore feelings and worries. There will be time during each day for revisiting skills such as phonics and number.

In addition, there will be time for art, outdoor learning and some sports. This will be non-contact, socially distanced sports activities. Each child will have access to an iPad for the duration of their time in school, which will be used to complete independent online tasks set by the group teacher.

Each Wednesday, when school is closed to F2 pupils, they will complete tasks online.



### School Meals & Snacks

There will be no tuck shop available at morning break times, however children may bring in a snack for break. This could be a piece of fruit or a cereal bar. Sweets and chocolates are not allowed, as we still operate as a healthy school.

Each child should bring in their own water bottle, which will remain with them at all times.

At lunchtime, we will only be serving packed lunches. Children who are entitled to a Free School Meal will be provided with a packed lunch each day, prepared by school kitchen staff. Packed lunches can be purchased by contacting the School Office.

Children bringing packed lunches from home must bring this in a disposable bag – these will be thrown away at the end of lunch. This is to reduce the things being brought to and from school.



## Uniform

It will not be necessary for pupils to wear their school uniform when they return. This is for many reasons:

- It may not fit them anymore!
- There are only a few weeks left
- Buying a new one would not make sense financially
- They will need to wear a clean set of clothes every day

Instead, we would like children to wear their normal clothes, suitable for playing out in as we hope to make use of our school grounds in the warm weather. It is not necessary to bring PE kit to school.



## Behaviour

Our three, simple school rules remain in place, as they cover practically everything!

- Please be polite
- Please be respectful
- Please do as you are asked

However, we do set out our expectations below. These expectations are all centred around keeping ourselves and others safe.

- I will walk around school quietly and sensibly, following the isolation route and keeping to the markers on the floor.
- I will try to keep a 2-metre distance between me and others.
- I will wash my hands regularly with soap and water or use antibacterial hand gel.

If your child is uncooperative and does not follow our rules or meets our expectations, we may ask you to collect them from school.

You can find our Behaviour Policy addendum on our website and enclosed in this pack.



## Attendance & Punctuality

It is an expectation that children will attend for all four days, unless they become ill or develop Covid-19 symptoms. If your child is not able to attend their place, it is important that parents follow the usual absence reporting procedure. This is done by telephoning the school office on 0115 9155765 or sending a text to us via SchoolComms.

Please ensure your child arrives on time for their session. This allows us to ensure that everyone can wash their hands and arrive at their bubble room before the next bubble arrives. Remember, distancing is key.



### First Aid

Our provision of first aid will continue as normal. However, trained staff giving first aid treatment will be wearing PPE (personal protective equipment) including gloves, an apron, a face mask and goggles. This is because of the close proximity they will be with your child.

Our first aid rooms will be the small group room nearest the KS1 playground and the SENDCo office near the dining room.

If your child suffers with asthma, please ensure they have their inhaler with them in school. If your child takes any medication and needs it in school, please complete a medicine form available at the School Office.



### Moving around School

Movement around school by children and adults will be kept to a minimum. When moving around school, it is important that children stay to the left of the corridors and stairs and respect the 2-metre distancing in place.

Children will be accompanied by a member of staff for each visit to the toilet; the member of staff will remain in the corridor at all times.



### Cleaning Routines

We are committed to ensuring our school remains as clean and hygienic as possible. Each day before school, the building will be cleaned as it normally would. During the day, there will be an on-site cleaner, whose role will be to continually wipe surfaces, door handles and tables and regularly clean our toilets. Each Wednesday, when school is closed to Year 6 pupils, the cleaning team will carry out a 'Deep Clean' of school.

We will also ensure there is enough soap, water, hand sanitiser gel and paper towels for everyone.



### COVID-19

Please keep school informed if your child, or any other member of your household develops symptoms of COVID-19. If this happens, your child will need to isolate for 14 days and will not be allowed to attend school.

If your child develops symptoms in school, we will contact you to collect them immediately. Any siblings also in school will need to be collected. Your child will be isolated from the rest of the school and will be accompanied by a member of staff. This member of staff will be

wearing full PPE (personal protective equipment) including gloves, an apron, a face mask and goggles. This is because of the close proximity they will be with your child.



### Respiratory Hygiene

Maintaining good respiratory hygiene is key.

Each child will have a supply of tissues and nappy bags to place any used tissues in. A nappy bag should be used on each occasion and tied. After using a tissue to catch a sneeze or wipe their nose must wash their hands.

All used nappy bags should be left on children's tables for the cleaning team to remove during their rounds.



# **Robert Shaw Primary & Nursery School**

COVID-19 Behaviour Policy Addendum

Effective from 1<sup>st</sup> June 2020

## 1. Context

From 1<sup>st</sup> June 2020, school will be opening to some pupils in key year groups. This phased reopening of schools will begin with the following year groups:

- Year 6
- Year 1
- Reception

Comprehensive guidance can be found on the Department for Education Website or by clicking <https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

This guidance was published on 14<sup>th</sup> May 2020.

As such, it will be appropriate for schools to make alterations to their Behaviour Policy and associated practices. This addendum to **Robert Shaw's Behaviour Policy** sets out such changes in relation to Annex A of the aforementioned DfE Guidance, namely:

- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks or play times, including where children may or may not play
- use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education
- rewards and sanction system where appropriate



**Foreword:**

For many of our children, school is a safe haven; a place where they can come to feel safe, secure, loved and cared for.

On 20<sup>th</sup> March 2020, school life for many young people changed. Both children and parents found themselves working in unprecedented circumstances where children were learning from home and parents were teaching their children from home.

For many, this situation compounded an already difficult home-life.

We must bear in mind when applying this Addendum that our children have had no formal education for upwards of 8 weeks at the time of writing this document. This, in turn, could mean a breakdown of routines, a lack of structure and heightened anxiety for many children and families.

Although we must apply the new procedures and protocol consistently for the safety of all, some allowances should be made for those children who may particularly struggle with re-joining school.

It is crucial that, for these children, time has been spent before the 1<sup>st</sup> June, planning their provision carefully. Communication should be made with parents of these children and indeed the children themselves beforehand.

Whilst exclusion remains an option in the behaviour management toolbox of all Headteachers, the decision to exclude a child from school having not had them in school for upwards of 8 weeks should not be made lightly. It falls to us to ensure that provision is as appropriate as it can be for our young people and that we anticipate any potential triggers – “if we can predict it, then we can prevent it.”

However, this Addendum indicates two scenarios where Exclusion is an appropriate sanction.

## **0. General points of note.**

- There will be Breakfast Club provision for vulnerable and key worker children only.
- There will be no afterschool provision until further notice.
- All children attending school must have a packed lunch (school provided or own).

## **1. Following any altered routines for arrival or departure:**

- Children must be dropped off at the designated drop off point at the time indicated in the letter sent by the Headteacher.
- Adults must remain on the playground 2 metres apart unless there is a significant reason to enter the building.
- Children must make their way into the school building immediately, with their teacher.
- Upon entering the building, children should use the antibacterial hand gel at the first hygiene point they arrive at.
- At the end of the day – at the time indicated in the letter sent by the headteacher - children will be brought to the designated collection point.

## **2. Following school instructions on hygiene, such as handwashing and sanitising:**

- Upon entering the building, all persons must use the antibacterial hand gel provided.
- Children must wash their hand regularly for at least 20 seconds using soap and water.
- Children must use disposable paper towels to dry their hands and ensure these are placed directly into a lidded bin when they have finished.
- In areas where soap and water is not readily available, children should use the antibacterial hand gel.

## **3. Following instructions on who pupils can socialise with at school:**

- Children must remain with the children and adults in their “social bubble”.
- There will be no more than 10 children in each bubble and 2 adults.
- “Social bubbles” will eat their lunch in their allocated classroom.
- The dinner hall will not be used.
- Assemblies will be held virtually via video link or pre-recorded messages.
- The staff room use will be limited to two adults at any time.

## **4. Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)**

- Robert Shaw Primary now operates an isolation route to move around school.
- All children and adults must adhere to the signage both on the floor and the walls.
- It is vital that children and adults adhere to the 2m social distancing rule and, as such, the floors are marked in 2-metre gaps.
- Adult should role-model the expectations around maintaining this distance.
- Moving around school will be kept to a minimum.
- When moving around school, one adult should go at the front of the line and one adult should remain at the back of the line.
- Should a child not maintain the 2m social distance, they will be reminded to use the markers on the floor to help them.

- Should a child deliberately break the 2 metre social distance rule, they should be given a warning, which will be recorded on Scholar Pack under the incident type “COVID19 – not following social distancing rules.
- This should also be reported to the Deputy Headteacher who will inform parents.
- When moving around school, children should be encouraged not to touch their surroundings and walk with their hand by their sides – unless this poses a health and safety risk (i.e. handrails).
- When coming in from outside, children should use the antibacterial hand gel at the hygiene stations.

**5. Expectations about sneezing, coughing, tissues and disposal (‘catch it, bin it, kill it’) and avoiding touching your mouth, nose and eyes with hands**

- All children and adults should be encouraged to follow the current PHE guidance on hygiene.
- Tissues are readily available in all “bubbles” and children should be encouraged to use them.
- Tissues should only be used once and should be immediately placed in the lidded bin provided.
- Where a child coughs or sneezes without a tissue (i.e. into their hand) they must be made to wash their hands with soap and water for at least 20 seconds.
- Children should be encouraged not touch their face, nose or eyes.
- Where a child is seen doing so, they should be encouraged to wash their hands for at least 20 seconds with soap and water.

**6. Rules about sharing any equipment or other items including drinking bottles:**

- Children should not bring any equipment to school with them.
- If a child has specific equipment that is part of their provision, this should be disinfected upon arrival at the first hygiene station.
- A water bottle may be brought into school. This will be kept in the tray provided for them at their table.
- Children must only handle their own water bottle.
- The water bottle must be taken home each day and washed thoroughly.
- Children will be given their own pack of equipment which will include:
  1. A pen and pencil
  2. A ruler
  3. A pencil sharpener and rubber
  4. A selection of coloured pencils and
  5. A glue stick and scissors
  6. A mini-whiteboard and pen
  7. An exercise book
- 8. These packs should be labelled with the child’s name and will be kept on their workstation.
- 9. Children must not swap equipment with each other.
- 10. Children must not remove their stationery pack from their allocated classroom.

**7. Amended expectations about breaks or play times, including where children may or may not play**

- **Rules around social distancing apply at all times.**

- Each “social bubble” will have allocated time on the playground, which is staggered to avoid “social bubbles” coming into contact with one another.
- Children should remain in their allocated section of the playground with their “social bubble”.
- Should a child leave their allocated area, they should be reminded and asked to come back.
- Any child deliberately breaking this rule should be issued a warning and asked to sit out for the duration of the playtime.
- This will be recorded on Scholar Pack under the incident type “COVID19 – not staying in allocated playground area.”
- This should also be reported to the Deputy Headteacher who will inform parents.
- At lunchtime, “social bubbles” will eat their lunch in the allocated classroom, or outside in an allocated area with a Midday Supervisor managing the children.
- The same principles apply for lunchtime as indicated above for play time.

## 8. Use of toilets

- **Usual toilet hygiene rule apply – wash your hand with soap and water thoroughly after going to the toilet.**
- Children should wash their hands before going to the toilet.
- Children must be encouraged to use the toilet during lesson time and throughout the day to reduce queueing.
- Only one child from a social ‘bubble’ should be allowed to go at any one time, regardless of gender.
- Adults should monitor this and if they notice more than 2 children going to the toilet at any one time, should stop them and ask them to return to their classroom and wait.
- Adults located in the corridor should also monitor that children are maintaining their social distance.
- Upon re-entering the classroom, children should use the antibacterial hand gel provided.

## 9. Clear rules about coughing or spitting at or towards any other person

- Deliberately coughing or spitting towards any other person is a clear breach of the school’s established Code of Conduct and, as such, will not be tolerated.
- The Deputy Headteacher should be contacted immediately via telephone #120 if any child who exhibits such behaviour.
- The child will be removed from class and held in the COVID19 Isolation Room (Sunflower room, ground floor in KS1).
- Deputy Headteacher or Headteacher to call parents immediately.
- Child to be excluded for a fixed period of time determined by the most senior member of staff in school.

## 10. Rewards and sanction system

- **The school rules have been amended accordingly. See Appendix 1.**
- Class Dojo point should be given out regularly and consistently.

- Any repeated instances of poor behaviour should be reported to the Deputy Headteacher.
- Four new incidents have been created to monitor specific COVID19 related behaviours:
  1. COVID19 – Not following social distancing rules.
  2. COVID19 – Not staying in allocated playground area.
  3. COVID19 – Refusal to wash hands or equipment.
  4. COVID19 – Deliberate coughing and/or spitting.

#### **11. Tell an adult if you are experiencing symptoms of coronavirus**

- If a child becomes unwell they must report this to an adult immediately.
- If the child is showing signs of COVID19 – a temperature or new consistent cough – they should be escorted - at a social distance - to the COVID19 isolation room (Sunflower room, ground floor in KS1).
- Parents of the child should be called immediately and they should follow the current Government Self-Isolation Guidance.
- If the child has a sibling in school, they should also be sent home.

# Our School Rules

- 1. I will do as I am asked straight away.**
- 2. I will be polite to everyone.**
- 3. I will be considerate to everyone.**
- 4. I will walk around school quietly and sensibly, following the one-way system and keeping to the markers on the floor.**
- 5. I will try to keep a 2 metre distance between me and others.**
- 6. I will wash my hands regularly with soap and water or use antibacterial hand gel.**

# School

Robert Shaw Primary & Nursery School

## The school will do its best to:

- ✓ Provide an environment which has been risk assessed in response to the COVID-19 infection;
- ✓ Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- ✓ Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs;
- ✓ Contact parents/carers if your child displays symptoms of COVID-19;
- ✓ Inform you if staff or children in your child's 'bubble' show symptoms of COVID-19 as this will mean you will all need to self-isolate for at least 14 days or until the test comes back negative;
- ✓ Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the added expectations outlined in this agreement;
- ✓ Communicate between home and school through notices, newsletters, text, email, class dojo and the school website.

Signed on behalf of the school: Mrs Coker

Date: 22.05.2020

# Parent

## To help my child at school, I know and understand that:

- ✓ If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school we will self-isolate for 14 days as a family, I will get them tested and I will let the school know as soon as possible via telephone
- ✓ If my child, or another child in the group, shows symptoms of COVID-19 at school, I will collect my child from school immediately
- ✓ On my commute, and when dropping my child off and picking them up, I will adhere to the 2 metre social distancing rules
- ✓ When dropping off and picking up, I will strictly stick to the school timings for my child
- ✓ My child must not bring any items into school other than a water bottle and their lunch in a disposable bag
- ✓ I will need to remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully
- ✓ My child will need to use good respiratory and hand hygiene
- ✓ I will not be allowed into the school without a pre- arranged appointment – make appointments via telephone or email
- ✓ I need to support all staff in their efforts to create an 'as safe as possible' environment during this crisis
- ✓ Read all letters/messages/emails that are sent home
- ✓ I need to inform the school immediately of any changes to parents/carers and emergency contacts details
- ✓ If my child is deemed not to follow the behaviour expectations, he/she will be sent home and cannot return to school until they can be safe.

Signed by parent/carers.....

Date.....

## Child

Name.....

Class.....

### I will do my best to:

- ✓ Adhere to the social distancing rules in class and in the playground;
- ✓ Tell an adult if I feel unwell;
- ✓ Not bring things into school from home apart from a water bottle, and my lunch, or take things home from school;
- ✓ Only use the equipment provided to me by school and no other;
- ✓ Not mix with any other children in the school apart from those in my 'bubble';
- ✓ Only enter and exit the school building from the designated gate and door;
- ✓ Follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it);
- ✓ Follow good hand hygiene – use soap and water for 20 seconds/ hand sanitiser;
- ✓ Behave well at all times to maintain the safety of myself and others;
- ✓ Follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe.

Signed by child.....

Date.....



## Robert Shaw Primary & Nursery

### COVID-19 Home School Agreement

Please contact the school office if you have any queries, concerns or comments.

[admin@robertshaw.nottingham.sch.uk](mailto:admin@robertshaw.nottingham.sch.uk)

0115 9155765



# Stay Safe



## How to Wash Your Hands

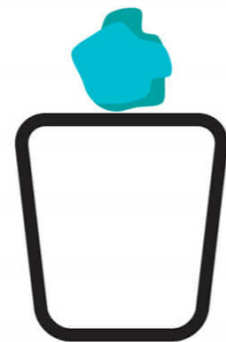


<p>1</p> <p>Wet your hands.</p>	<p>2</p> <p>Use soap.</p>	<p>3</p> <p>Wash your palms and your fingers.</p>
<p>4</p> <p>Wash the backs of your hands and your thumbs.</p>	<p>5</p> <p>Wash away the soap.</p>	<p>6</p> <p>Dry your hands.</p>

 HM Government



**CATCH IT.**



**BIN IT.**



**KILL IT.**

