



## Castleside Primary School

### Parent/Carer Protocols

We are looking forward to starting to welcome some of our children back into school. The information below is tightly linked to risk assessments and is aimed to support all staff and children in school and minimise the risk as far as possible. We recognise some of these measures are very different to how we normally work but we need to ensure everyone in school is safe.

We are keen that school still has some semblance of normality for our children and working in this way should help to support this. It is recognised primary age children, particularly younger children, will struggle to socially distance hence some of the measures we have put in place to support their interaction in the safest possible way in the current circumstances.

- Children in Reception and Year 1 are being welcomed back into school in a phased and structured way to minimise risks to them and staff. We will have a number of staggered phases;
- Children will be taught in groups ranging from 2 – 8 dependent on classroom sizes and staffing;
- All classrooms have been measured to support social distancing;
- Children will be allocated to a group and this group (bubble) will remain together at all times across the day they **will not** mix with anyone else in school. They will have the same teacher/teaching assistant at all times. They may not be in their normal classrooms and we cannot swap children or guarantee staff or other children in the bubble. Your child may not be with their friends due to numbers involved. Two members of staff will be allocated to each bubble;
- Children do not need to wear school uniform but do need to wear **clean, washed clothes daily** as the virus is known to sit on clothing and paper for a period of time;
- Please adhere to strict social distancing at drop off points and only arrive at school at the allocated time to drop off and collect your child. Arriving or staying close to school outside of this time could put other staff, parents/carers and pupils at risk;
- The office is closed and parents are not allowed to come into school unless by a prior arranged appointment and social distancing rules will be adhered to. This will only occur if the conversation cannot be conducted over the telephone or via video conference;
- Information or concerns can be passed through the office via telephone or email. Mrs Spence can be contacted via both methods;
- Please ensure you are aware of your child's pick up and drop off times and stick rigidly to these times to help the day run smoothly. Your child's adult will meet children from the gate and they will be escorted into school, through the fire door to their bubble, to wash hands immediately. If you are late, you must ring the office to arrange an alternative drop off;

- Your child's bubble adult will also bring them out to you at the end of the day. We ask you stand on the drive/car park socially distanced and children will be brought to you. Please pay attention to floor markings;
- Children should not bring anything from home into school except for a sun hat on days where it is forecast to be warm and sunny and their lunch (if applicable). Water bottles and lunch boxes will be wiped down with an anti-bacterial wipe by staff at the beginning of the day. Please ensure that you have put sun cream on your child at the start of the school day as they will be going outside wherever possible and this will protect them;
- All children returning in Reception and Year 1 are eligible for universal free school meals and we request parents take this up to avoid the need to bring pack lunches into school and avoid cross contamination. For Key Worker children, can we please ask that a school meal is purchased for your child if you are not eligible for universal or free school meals. We are trying to reduce the opportunity for any bacteria or virus to spread;
- School will look different due to the measures in place e.g. marked playgrounds, distanced desks etc. however Reception will still access provision appropriate to them;
- All children will be given their own bank of resources, such as stationery and equipment that they will need. This will be unique to them, must not be shared, must not be taken home and will be sterilised at the end of each day;
- Staff may wear PPE to administer first aid, temperature checks or intimate care but, where possible, children will be encouraged to support themselves with this independently;
- Temperature checks will be carried out on entry to the school by a member of staff. Any child with an elevated temperature will not be allowed to attend school and will be advised to isolate, in line with government guidance;
- For safety and timing purposes at the end of the school day, staff will not be able to liaise with you about your child that day. If there is anything that needs to be communicated to you directly, you will receive a telephone call or a message on Class Dojo. First Aid slips will not be passed home because of the potential transmission on paper, but please rest assured that all relevant documentation will be completed in school and you will be notified of any treatment given;
- If your child has any toileting issues, please ensure that they have a change of clothes with them. If they do not have anything in school and they have an accident, you will be called to collect your child as we cannot provide clothing from spares in school. Children can be taken home changed and brought back to school;
- You must be on hand at all times. If your child falls ill, we expect you to collect immediately and they will be taken to a room to isolate with a member of staff until you arrive;
- School will be closed at 1:00 p.m. on a Friday afternoon to support remote learning and deep cleaning. Key Worker care will continue to operate as normal on these afternoons;
- We will continue to set home learning for those children not in school via Class Dojo;

- If you choose to send your child into school, we ask that you continue to maintain social distancing at home to ensure everyone is protected within their bubble. We need to be aware that, for every social contact you make, you could come into contact with the virus so we need to minimise these risks to protect children and staff. **YOU MUST MAINTAIN SOCIAL DISTANCING AT ALL TIMES.** If social distancing is not maintained outside of school, we may withdraw an offer of a place for your child due to the increased risks to other children and staff. All government social distancing guidance must be followed.