



Aldersbrook Primary School – Information and initial guidance for parents/carers for the phased return

03.09.20 onwards

	<p>The risk assessment will be reviewed daily</p>	<p>How can you help?</p>
	<p>We will be staggering start and finishing times for year groups across the school. This will allow for cleaning and to aid social distancing. Lower school will have their school day from 8:30-3:00pm and upper school from 9:00-3:30pm. Nursery times will run as usual.</p>	<ul style="list-style-type: none"> • Be patient! In some cases there will be a 30min gap between year groups start/finish times. Please socially distance at these times. The first few days will take a longer time. • Check the map before the first day starting so you know the correct entry point for your child. • Please do not park over local residents driveways- please walk to school where possible or park in Northumberland Avenue
	<p>Pupils go to their 2019/20 classrooms with 2019/20 teacher to do some transition and lockdown work to help them reflect on their time. Please use new entrances and times for 2020/21 year, but with 2019/20 classrooms and teachers.</p>	<ul style="list-style-type: none"> • Check the map and times before you leave for school • Only one adult with each pupil • Send them to their 'old' classroom or ask a member of staff for help
	<p>Pupils start with their new teacher and in their new classroom!</p>	<ul style="list-style-type: none"> • Know the name of your child's new teacher/ class name • Ask a member of staff for help if you aren't sure. • Be patient on the first day....everyone will want to know the same information as you!
	<p>ONLY 1 adult may drop off and pick up a child at the beginning and the end of each day.</p>	<ul style="list-style-type: none"> • Wherever possible, travel to school on foot or bike
	<p>Drop off times and gates will vary for each Year group/phase. Parents need to drop pupils at the gate each morning and will not be allowed entry into the school premises. Parents cannot use / visit school office at any point- all correspondence by phone or email. All payments must be made online. admin.aldersbrook@redbridge.gov.uk absence@aldersbrook.redbridge.sch.uk 0208 989 0210</p>	<ul style="list-style-type: none"> • Check your drop off time and location before you arrive at school on the first day- these may have changed! • Line up following the distancing guides on the fences • Be patient for the first few days! • Only contact the office in emergencies and only via email or telephone
	<p>Pick up times will vary for each Year group/phase. Zoned areas will be clearly marked in the playground and at the end of the day parents will be let in to collect their children. Parents should collect their children and leave quickly. There should be no discussion or social contact with class teachers or other parents. Members of the SLT will be on hand to support this transition. Different playgrounds and exit gates will be used to ensure social distancing where possible.</p>	<ul style="list-style-type: none"> • Please check this before you arrive to pick up your child • Please use Northumberland Avenue to park if you have to drive • Socially distance from other parents while waiting • In the kindest way possible-leave the playground and return home as quickly as you can to help us speed up procedures

	<p>Temperature checks will be made of all children and staff each day upon entry to school SLT will conduct pupil checks. Mr Gibson will conduct staff checks outside reception office. Any child/adult outside normal temperature change will not be permitted entry to school building.</p>	<ul style="list-style-type: none"> • Be patient! This will take time and it is for the safety of your child, family and staff working in the school • Be understanding if your child has a higher temperature and is sent home. This is for everyone's safety and the same rule must apply to all.
	<p>Parents to observe social distancing rules wherever possible when dropping off and collecting pupils. Wherever possible parents to try to stand 2 metres apart while waiting outside the school. Markings will be displayed on fence and distances marked on fences.</p>	<ul style="list-style-type: none"> • Please be a good model to all! Follow the social distancing advice.
	<p style="text-align: center;">Bubbles</p> <p>Pupils will be kept in year group 'bubbles'. Classes should be kept apart as much as possible. It is important to limit interaction, sharing of social spaces and sharing of rooms. Year group bubbles will mix for break times and lunch times and one assembly per week. Large school gatherings including assemblies and concerts will not take place until further notice.</p>	<ul style="list-style-type: none"> •
	<p>Children can bring their bag or coats to school but please try to limit this. Every child must bring a full water bottle every day, marked with their name. Their bottle will be kept on their own desk. Each child will have their own tray on table containing their items for the day, pencil case/ stationery. These are not shared through the day.</p>	<ul style="list-style-type: none"> • Clearly label your child's water bottle and send it with them on the first day. • Children should attend in full school uniform • Please do not send in any stationery or toys with your child
	<p>Pupils will be encouraged pupils to wash their hands regularly, particularly at the start of the day and at regular intervals. This will part of their timetable and include any time pupils leave/ enter classrooms. Posters have been displayed in classrooms to encourage good hygiene practise. Teachers will ensure that pupils are washing hands for the correct amount of time. Every classroom/ toilet has soap dispenser. We have purchased additional hand sanitiser dispenser for every hall/ main entry points/ toilets/ top & bottom of stairs for children and staff to use.</p>	<ul style="list-style-type: none"> • Continue to practise and model good hand hygiene at home, particularly for the younger children • Let us know if your child has any allergies to soap or sanitisers
	<p>Boxes of tissues in every room. We will reinforce the message 'Catch it, Kill it, Bin it!' We have bins in each classroom. After they have used tissues they must wash their hands.</p>	<ul style="list-style-type: none"> • Encourage the children to use tissues and then bin them.
	<p>Hot school lunches will be provided as usual but children will eat only in their designated groups on a staggered timetable. Packed lunches will be eaten in classrooms.</p>	<ul style="list-style-type: none"> • Make sure your child is very clear about what they are having for lunch that day • 'Home Dinners' will only be allowed for agreed pupils with medical conditions
	<p>Classrooms will be set up and designed to support learning and social distancing. They will be emptied of some resources and soft toys. Regular cleaning will take place during the day. Staff will select appropriate resources for use during the day for learning and these will be sanitised at the end of each session. Classrooms will be set up to encourage social distancing. All classrooms will be provided with anti-bacterial wipes for surfaces/ work stations/ iPads etc.</p>	<ul style="list-style-type: none"> • This will be hardest for the youngest pupils to do so try to talk to them about this and make this into games at home so that they can get used to this for longer time periods
	<p>KS 1 & 2 children will use their own stationery/ pencil case and not share items. Early Years pupils will have their own trays with their stationery in them.</p>	

	<p>Children will be able to play outside as much as possible in their designated groups and staff will monitor social distancing. Breaks will be taken in designated groups at staggered times. Play equipment sets encouraging distanced play (eg ping pong/ scoop ball/ handball/ Frisbees/ badminton) have been purchased and will be in each classroom, cleaned after use.</p>	<ul style="list-style-type: none"> • Encourage games at home that involve throwing and catching and hand-eye coordination
	<p>Entrances to some doorways and corridors will be marked as one way for pupils. This will ensure there is no congestion in small spaces. One way system in place in top hall (overridden in case of an emergency). Signs will be displayed on all entry/ exit points showing direction of travel.</p>	
	<p>Toilets will be cleaned regularly throughout the day. We will be ensuring that pupils use facilities appropriately in line with guidelines. Wash hands before and after using.</p>	
	<p>Parents will not be able to visit the school office. They are encouraged to follow the school communication channels. All communication to parents will continue through Arbor. Any queries should be directed to: admin.aldersbrook@redbridge.gov.uk Phone: 0208 989 0210</p>	<ul style="list-style-type: none"> • Please be patient! It may take longer than usual to get through but we will get back to you • Please keep contact with office to a minimum where possible as we will be already short staffed
	<p>Cleaning focus to target surfaces/ objects within class/ doors/ sinks. Site staff timetable change to ensure hourly cleaning of target areas (doors/stairwell handles/ toilets/ light switches) throughout school day. Steam cleaners used for sanitising objects within classrooms. Soft furnishings removed from classrooms where possible. Teaching & support staff to leave school at 3:30pm to allow deep cleaning of classrooms each evening.</p>	
	<p>If a child has an accident or is unwell, staff will need to wear PPE. It is not necessary for staff to wear masks, gloves and aprons unless they are carrying out activities that would usually require the use of personal protective equipment (PPE) or if a child becomes unwell with symptoms of coronavirus while in their setting and needs supervision until they return home. PPE is available for staff that request it including visors/ face masks/ gloves/ aprons. Intimate care packs are available for staff required to change children. Individual hand sanitisers are available from main office upon request. Sanitising stations throughout school and on entry to school.</p>	
	<p>We are planning in PSHE topics for the start of the year to help all pupils reflect and understand lockdown. We have increased the number of hours of our school counsellor and will have an additional two days of counselling available for pupils & staff in school with Place2Be.</p>	<ul style="list-style-type: none"> • Make sure you put sun cream on your child each day before they come to school and a water bottle on the first day (labelled)
	<p>We know this is a worrying and uncertain time for everyone. We are still here if you have any questions or need support – please contact us and we will try our best to help. Counselling continues to be available to those children & staff who are struggling. Please see us if you need help.</p>	<ul style="list-style-type: none"> • Speak to Mr Hughes if you have any concerns about your child- we can direct you to resources, our Mental Health First Aid team or counsellor where needed

You may have noticed 'Be Patient' mentioned several times. Please help us by allowing extra time and understanding for us to set up these routines in order to keep your children safe. I would like to reassure all parents that the well-being and safety of all pupils, parents and staff is at the heart of all we do at Aldersbrook. If you have any concerns, myself and Mrs Crouch are by the gates every morning and afternoon.