



## Ashbourne Hilltop Nursery and Primary School

### Covid -19 Protocols.

Dear parents and carers of Hilltop Primary School.

We are really pleased that from September we can welcome back all pupils but due to the Covid -19 crisis the following routines and arrangements have been put in place to minimise the risk of infection. The following pages outline our procedures for September 2020 and these will be continually reviewed as guidance is produced and circumstances change. You will be kept up to date with any changes as they occur.

### Bubbles.

We will be welcoming back pupils in class bubbles of no more than 30. Each bubble will have a class teacher and teaching assistants and a midday supervisor who will support the class.

The class bubbles will have staggered arrival times, separate breaks and lunch times and staggered home times, as is recommended by the Government.

## Access arrangements.

Pupils in the EYFS (Reception and Nursery) and the ERS will enter the school either via the Nursery gate. At the end of the day we ask parents to line up against the fence and as you come to the front of the queue your child will be handed over to you.

We will be operating 'kiss and drop' and will not be able to have drop off chats as would be normal procedure.

Red, Blue, Orange and Purple will enter school via the pedestrian gate and exit across the car park.

We have indicated 2 metre social distancing along the green fence. Please maintain social distancing.

We will be operating 'kiss and drop' and will not be able to have drop off chats as would be normal procedure.

The children will go straight to their classes where their teacher will be waiting for them.

At the end of the day we ask that you queue along the green fence and exit across the car park.

It is important that we keep the line moving to maintain safe social distancing.

Those parents who will be waiting for siblings will be provided with an area to stand allowing for safe social distancing.

Any queries or alterations to pick up arrangements must be sent to the school office via email or phone call.

Please do not stop or gather around the school gates.

## Staggered pick up and drop off times.

Purple and Orange classes can be dropped off from 8.40.

Their teaching day begins at 8.45 am and ends at 3pm.

Red and Blue class can be dropped off from 8.55. Their teaching day begins at 9am and ends at 3.15 pm.

Siblings from Red and Blue can be dropped off at 8.40 but cannot be collected early as this will reduce their teaching allocation.

It is vital that you keep to these times and are punctual to maintain a safe environment.

## First week back.

In order for our children to settle back in and not be phased by returning immediately to large classes, we are inviting smaller groups in for the first two days.

Our intent for this is to support

- Our children's social and emotional well being
- Children building relationships
- Children not being overwhelmed by the return
- Children in re-establishing routines
- Children in sharing and discussing their experiences during lockdown.

Your child's new class teacher will communicate with you in due course which day your child will be in.

On Wednesday all pupils in years Reception -YR 6 will be in school.

Please note that from September, the Government have stated that parents who do not send their children back to school will be fined.

## Uniform and equipment from home.

We expect pupils to wear the school uniform except on the days they do PE.

On those days we would like pupils to wear black jogging bottoms so that they do not have to get changed.

We request that all pupils have a pair of trainers at school at all times as we are going to introduce a daily mile /exercise.

If your child cannot tie laces please provide trainers with Velcro fastenings.

At the moment the swimming pool is closed.

If we are experiencing an Indian Summer the children will need to bring their own sun cream to school, clearly labelled but ideally it would be better if you apply it at home. We will not be able to help due to social distancing and practicing at home will really help some of our younger pupils.

All pupils will need a named water bottle.

Pupils do not need any stationary as this is being provided. Book bags should only contain school books, no toys.

## Behaviour.

We will be revised the behaviour policy in light of Covid-19 and this is on our website. Please read it carefully.

We will attaching a revised Home School agreement to class Do Jo which incorporates our revised expectations.

All pupils will be given gentle reminders of safe social distancing but if we feel their behaviour compromises the safety of the group we will ask for the pupil to be collected as per the behaviour policy. Please talk to your children about how important this is.

## Increased Hygiene.

All classrooms are set up with antibacterial hand washing stations.

Pupils will be allocated equipment to reduce sharing and cross contamination.

Pupils will have reminders on how to blow their nose and dispose of tissues safely. We will be promoting the 'Catch it, bin it, kill it' approach.

Surfaces will be wiped at regular intervals throughout the day with anti - bacterial spray.

Each bubble will be allocated a toilet block and these will be cleaned more frequently.

Each bubble will have their own first aid kit.

In order to ensure the safety of the rest the school community it is vital that any parents choosing to send their child to school respect the government guidance and are not mixing with others beyond current regulations.

Children will be asked to regularly wash their hands and if this is likely to cause skin issues they will need to bring in their own hand wash from home.

## Staff or pupils who become unwell.

Staff or pupils who become unwell will be immediately quarantined and then sent home.

We have a room designated for this purpose but weather permitting, the isolation will take place outside.

There must be an adult available to collect the child within 45 minutes of the phone call.

Parents /carers and staff who are displaying symptoms must then book a test immediately through the NHS testing website. (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/>)

Parents of all the children and staff within the bubble will be notified.

The school will contact the local health protection team and follow their guidance. (<http://www.gov.uk/guidance/contacts-phe-health-protection-teams>)

## Medications.

Existing regular medications such as inhalers will be kept in the appropriate classroom.

## To finish

As you can see we are implementing strange and unusual arrangements. We don't know how long these will be in force for but thank you for your co-operation in helping us to keep everyone safe. I would like to thank you all for the support you have given your children during lockdown, and we hope to soon be able to return to normality.

Yours sincerely,

Sally Smith

Acting Head teacher.