



Ashbourne Hilltop Nursery and Primary School

Covid -19 Protocols.

Dear parents and carers of Hilltop Primary School.

Following the latest Government guidelines we are revising some of our arrangements to minimise the risk of infection. The following pages outline our procedures for November 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.

Only one adult to collect pupils. Please wear a face mask unless you have a medical reason not to do so.

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.

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, 2 metres apart and exit across the car park. Wait at the gate until you are called through and exit straight away.

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

Due to intermittent flooding we can no longer allow parents to wait on the playground for younger siblings. Please collect your KS2 child then re-join the queue for your younger child/children.

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.at the gate until you are called through

It is vital that you keep to these times and are punctual to maintain a safe environment. We cannot look after KS2 pupils past 3pm.

The afterschool club can be booked for 15 minute slots should you require this service. We also reserve the right to send your child to the afterschool club should you be late collecting them.

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/navy 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.

They also need a pair of named wellingtons.

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

We recognise that some pupils may still have "toilet accidents". We have no spare clothes in school so if this applies to your child please send in everything required , change/s of clothes, wipes, plastic bag, and make sure their bag is named.

At the moment we will not be going swimming.

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-ph-health-protection-teams>)

Medications.

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

To finish

We don't know how long these arrangements will be in force for but thank you for your co-operation in helping us to keep everyone safe.

Yours sincerely,

Sally Smith

Acting Head teacher.