



COVID-19 Childcare Arrangements: Reopening to ALL PUPILS September 2020 Guidance

ESPRIT MULTI ACADEMY TRUST

Our provision will be *continually assessed* due to:

1. Local and national Government directives
2. The health of our pupils
3. The health of our team

It is our plan that all pupils, in all year groups, will return to school full-time education from the beginning of the Autumn term 2020. This handbook will share the arrangements for all pupils accessing the school from September 2020. **Please beware by accepting a place parents are agreeing to abide by all expectations outlined below. This must first be confirmed via Class Dojo.**

Entrance to school	<p>Your child will be allocated an entrance, which will be either:</p> <ul style="list-style-type: none">○ Northwood Park road dropped off at the main upper black gate (Year 1 and Year 2)○ Northwood Park road dropped off at the lower black gate (Reception)○ Northwood Park road dropped off at the Nursery black gate (Nursery) <ul style="list-style-type: none">• The map below details these entrances.• We ask that parents / carers drop their child off and leave immediately to allow for social distancing measures. Please do not wait at the gates to wave to your child.• Strictly one parent / carer only MUST accompany their child to and from school, no siblings unless absolutely necessary (if siblings accompany they must remain alongside the adult).• Parents / carers to socially distance whilst they wait on the pavement outside school.• Staff from each bubble will guide children directly to their bubble classroom.• If children arrive late, they must gain entry to the Academy via the main office.• We have implemented staggered start and dismissal times and actively encourage parents/carers to socially distance whilst waiting (this includes social distancing markings and clearly displayed signage). However, as this cannot be guaranteed, face coverings are recommended to be worn by adults.• Following Public Health England advice, face coverings will not be worn in school. Children will need to remove face coverings before entering the school. These are to be taken home by parents.• All pupils will use hand sanitiser on entry to school. This will be positioned at entry points. Pupils must not bring their own hand sanitiser in from home.
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NORTHWOOD ACADEMY SEPTEMBER 2020 REOPENING ARRANGEMENTS

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TIMETABLE & ARRANGEMENTS

Groupings	<ul style="list-style-type: none"> Children will be split into 'bubble' groups. Children will stay in that bubble group for the whole day, not mixing with any other bubble. Each bubble group will have 2 members of staff who will stay with the children in that bubble at all times. Children will access both indoor and outdoor provision.
BASC	<ul style="list-style-type: none"> Before and After school provision (BASC) can be pre-booked at a cost for ALL PUPILS from the hours of 7.30am until 5:45pm. These will be offered on a first come first served basis as numbers are capped at 25 children. (Please see timings and costings table below) Places must be requested and paid via Parent Pay one week in advance. If this can be accommodated, there will be a charge (Please see timings and costings table below) BASC provision is in the BASC room located in the Nursery building.

	Location in school	Staffing	Entrance / Exit	Time of entry	Time of exit
Fantasia	Nursery	Mrs Twyford / Mrs Ridley / Mrs Bennett O'Malley	Nursery gate	8:45am	11:45am 15 hrs 2:45pm 30hrs funding
Dalmatians HS	Dalmatians HS	Miss Slinn / Mrs Kennedy	Lower gate	8:55am	2:15pm
Dalmatians SH	Dalmatians SH	Miss Horton / Mrs Phillips	Lower gate	8:55am	2:15pm
Dinosaurs RW	Dinosaurs DW	Mrs Wiltshaw / Mrs Robertson / Miss Wetton	Upper gate	8:50am	2:10pm
Dinosaurs SS	Dinosaurs SS	Miss Stubbs / Mrs Powell	Upper gate	8:50am	2:10pm
Incredibles MC	Incredibles MC	Miss Critchley / Miss Hussain	Upper gate	9:00am	2:20pm
Incredibles SC	Incredibles SC	Miss Clewlow / Mrs Lewis	Upper gate	9:00am	2:20pm
BASC PROVISION	BASC room in the Nursery building	Mrs Leonard / Mrs Baker	Nursery gate	7.30am	Latest 5:45pm

Nursery parents - Please see separate communication for initial induction arrangements



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BASC TIMING AND COSTINGS

Session	Location (drop off/collection)	Cost
Morning – 7:30am – start of school day	Nursery building at the Nursery gate	£3.00
Afternoon – end of school – 4:00pm	Nursery building at the Nursery gate	£6.00
Afternoon – end of school – 5:45pm	Nursery building at the Nursery gate	£9.00

WHAT YOU NEED TO KNOW

Clothing	<ul style="list-style-type: none"> Children wear the Academy uniform as per the Uniform Policy. Please note, that in Autumn term, parents <u>do not</u> need to purchase hoodies and joggers in Key Stage 1. Clothes must be clean on every day. If clothes do not appear clean, we will contact parents. Children must not access school wearing earrings. Following Public Health England advice, face coverings will not be worn in school. Children will need to remove face coverings before entering the school. These are to be taken home by parents.
Face coverings	<ul style="list-style-type: none"> Due to the increased spread both nationally and locally and through observations where social distancing cannot be guaranteed, adults are being asked to wear face coverings at drop off and collection times due to the increased social contact time Following Public Health England advice, face coverings will not be worn in school. Children will need to remove face coverings before entering the school. These are to be taken home by parents.
General	<ul style="list-style-type: none"> Children must bring a water bottle every day, CLEARLY LABELLED with their name. Children must bring a box of tissues into school to be kept in their individual pack for their use only. If needed, sun cream to be applied BEFORE attending school, then to be reapplied by child as needed during the day. If your child uses an inhaler, this must be brought to school and left in the child's bubble classroom at the start of the academic year. A medical care plan must be completed before children bring this into school if they have not used one in school previously. Children are asked not to bring a bag to school. Children do not need to bring a morning snack into school. Snack is now provided.
Lunch	<ul style="list-style-type: none"> All pupils in Reception and Key Stage 1 will have a meal in the school hall (Universal Free School meal). Pupils may bring a healthy packed lunch if they wish.



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	<ul style="list-style-type: none"> Nursery pupils are able to purchase a meal or to bring a healthy packed lunch from home, which will be stored in the child's designated box. Lunches will be eaten within bubbles in the school hall. The hall will then be cleaned following each bubble before the next sitting. Pupils are not permitted to share any food brought from home with other pupils, this includes treats brought in for birthdays.
Hygiene	<ul style="list-style-type: none"> All visits to the toilets are supervised by an adult. Regular handwashing is modelled and observed by staff. Hand sanitiser is positioned at entry and exit point across the academy and pupils will be supervised when using this. Enhanced cleaning of resources and environment, deep clean on a Friday afternoon. PPE equipment will be used by staff when necessary. If a child falls ill, they will be placed in isolation (and supervised from a safe distance). As a result of a child displaying symptoms their household should self-isolate for 14 days and the child for 10 days.
Test and Trace	<ul style="list-style-type: none"> As you are aware, the Government are implementing the Test and Trace scheme. If any of our staff are contacted through this service and told to self-isolate, it may be necessary for us to close a bubble at very short notice. This is out of our control, and we will communicate this with parents as soon as we become aware this may happen.
Communication	<ul style="list-style-type: none"> Parents and carers to communicate via email, phone call or Class Dojo. Access to our main reception is by appointment only. Please do not pass messages to staff on the gates (including Mrs Blood, our Safeguarding and Attendance Officer). Mrs Blood can also be contacted via ClassDojo. If a child becomes ill at school, they must be collected immediately and school will agree next steps. Parents are asked to ensure that they are signed up to Class Dojo before their child comes back to school as this will be our main method of communication.

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 <p>Uniform</p>	 <p>No PE kit for the Autumn term</p>	 <p>No bags</p>
 <p>Healthy Lunch & Ice Pack <u>if needed</u></p>	 <p>Sports water bottle</p>	 <p>Waterproof coat</p>

PARENT AGREEMENT:

I AGREE THAT FOR MY CHILD TO ATTEND NORTHWOOD ACADEMY I **MUST FOLLOW THE GUIDANCE BELOW:**

- Sign up to class Dojo before my child comes back to school.
- Update school immediately if a member of my household becomes ill and follow the self-isolation expectations of 10 days for the infected member of my household and 14 days for all other members of the household.
- Explain clearly to my child what social distancing is and why it is important for it to take place.



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- Talk to my child to explain that school may look and feel very different to what they remember and that they may be working with new teachers in new classrooms. You could share the photos below.
- Ensure my child arrives promptly and is collected promptly at the times identified above.
- If my child is upset and not willing to enter school independently, I understand that staff cannot have close physical contact to comfort my child due to social distancing measures.
- Ensure my child wears their uniform, which MUST be fresh on each day – we recommend putting clothes straight in the washing machine once returning home from school to minimise and control the spread of infection.
- Ensure my child has a shower or a bath as soon as they return home from school, again to minimise and control the spread of infection.
- Ensure that my child does not wear earrings.
- Ensure my child brings a clearly labelled coat, sun hat, sun cream, wellies, hat, scarf and gloves, so they can access outdoors in all weathers.
- Ensure up to date emergency contact details for family members are available within school should children become poorly/exhibit symptoms of contracting coronavirus or any other illness.
- Treat staff with respect at all times.
- Ensure I observe the one-way system and-social distancing markers during arrival and dismissal
- Ensure I do not gather with other parents at the school gate.
- Ensure I do not enter the school premises without a pre-arranged appointment.
- Ensure I adhere to all of the expectations outlined in this document.

A message from Northwood Broom staff

Your children are precious to you and to us. The current situation we are living in has tested and will continue to test us all. As we enter this next phase of opening our school to all children, we know it will continue to be one of the most uncharted times of our personal and professional lives. Remember in the words of Winnie the



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Pooh" You are braver than you believe, stronger than you seem, smarter than you think and loved more than you know." Let the journey continue!

Stay safe and well – your support is immensely appreciated

All staff at Northwood Broom xxx

Northwood Broom Academy Behaviour policy – Covid-19 Addendum

Government guidelines recommend that pupils are taught the following behaviours in order to keep themselves and others safe whilst they are in school. At Esprit Academy we will teach the children the following behaviours which will then be our 'keeping safe rules'. This document will be added as an appendix to our current behaviour policy.

The children will be taught:

- What 1 metre plus looks like and how to keep this distance between others
- How to thoroughly wash their hands
- What feeling unwell means
- The reasons and importance for not bringing into school items from home or taking items home from school
- The reason and importance of why they can only use their own equipment in their packs
- The reasons and importance of why they are not able to mix with children in different bubbles when in school
- The importance of asking an adult when they wish to use the toilet
- What is meant by the 'catch it-bin it- kill it' rule

Northwood Broom Academy Bubble Rules:

- I will stay 1 metre plus away from others including my teachers
- I will regularly wash my hands throughout the day for 20 seconds
- I will tell an adult if I feel unwell



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- I will not bring items into school from home, or take items home from school
- I will only use the equipment in my pack
- I will not mix with children in a different bubble in school
- I will ask an adult when I need to use the toilet, so they can keep me safe
- I will use the 'catch it-bin it- kill it' rule (coughing and sneezing into my elbow or tissue)

Recognition Boards:

Each Bubble will have a recognition board in their classroom and the above behaviours will be displayed so that staff members and children who are recognised as demonstrating the above behaviours will have their name added to the board in recognition of that behaviour – The aim is for all children to have their names up there on the board. Both adults and children can nominate a person in their bubble to go on to the recognition board.

Meet and Greet:

We recognise that this is a difficult time for our children arriving back in to school and the changes are going to be difficult for them to adapt to, we therefore we will implement a meet and greet system for every single child daily from all staff, so that they can very quickly start to get back to feeling part of the Northwood Broom family and start the day feeling welcome and wanted.



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Coronavirus related absences- quick reference guide (06.08.2020)

What to do if...	Action needed	Register Code	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate • Get a test • Inform school immediately about test result 	X	...the test result comes back negative and you now feel well. Remain at home if symptoms persist
...my child tests positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for at least 10 days • Inform school immediately about test result 	I	...the 10 days has expired and the child feels better. They can return to school after 10 days even if they have a cough or loss of smell/taste as these symptoms can last for several weeks once the infection is gone.
...somebody in my house has coronavirus symptoms	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate • Household member to get tested • Inform school immediately of test result 	X	...the household member test is negative
...somebody in my household has tested positive for coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days 	X	...the child has completed 14 days of self-isolation
...NHS test and trace have identified my child as 'close contact' of somebody with symptoms or confirmed coronavirus	<ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days • Get a test 	X	...the child has completed 14 days of self-isolation or has a negative test result
...we/my child has travelled and has to isolate as part of a period of quarantine	<ul style="list-style-type: none"> • Do not take unauthorised leave in term time • Consider quarantine requirements and FCO advice when booking travel • Provide information to school as per attendance policy <p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"> • Do not come to school • Contact school daily • Self-isolate for 14 days from date of return to UK 	X	...the quarantine period of 14 days has been completed



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...we have received medical advice that my child must resume shielding	<ul style="list-style-type: none"> • Do not come to school • Contact school as required by the admin team • Shield until you are informed that restrictions linked to shielding is paused again 	X	...you are informed that restrictions have been lifted and your child can return to school again
...my child is unwell with symptoms NOT related to coronavirus	<p>Follow the usual procedures as per the attendance policy</p> <ul style="list-style-type: none"> • Contact the school daily 	I (unless medical evidence requested)	...the child feels better again