

## Harewood Primary School Organisation September 2020

In September the Government has stated that compulsory attendance at school will return for all pupils. In July we had 232 children who had returned to school across all year groups and we managed this safely which puts us in an excellent position to increase numbers using the same organisation. We appreciated how supportive parents and carers were and this greatly contributed to why so many children returned happily to school.

Please note a detailed Risk Assessment is on the Harewood Primary School Website:

### Expectations of School

- We will place children in class groups. Children will not be socially distanced from others in their class but we will keep the classes separate from each other. Class sizes are low at Harewood Primary between 15 and 25.
- Children will be taught by teachers and teaching assistants in their year group. We will not be setting so children will remain in their own classroom. Lunchtime supervisors will support two classes.
- Mrs Sheraton will sing with only 15 children at a time in a well ventilated hall.
- We will continue to employ our Sports Coaches and they will work with different classes but they will keep a 2m social distance.
- Children on universal free school meals (Reception, Y1 and Y2) and others on Free School Meals will be provided with a school packed lunch and will eat in their classroom and then play out with children in their group. We will not be providing a paid meal so if you usually pay for lunches please provide your child with a packed lunch.
- We will not be providing breakfast club in Autumn Term.
- We will rearrange the seating to provide more space between the older children but will at all times try to maintain the feel of a primary classroom.
- We will try not to alter the teaching areas for our youngest children very much so that they come back to a familiar setting to reduce anxiety. They will be allowed to play alongside each other.
- We will try to make learning fun and take children outside to learn when we can. We have had the car park resurfaced to create an additional play area to keep classes separate.
- We will deep clean the classrooms, on a rota, using our fogging machine on an evening after school.
- Toilets will regularly be cleaned during the school day.
- We will provide antibacterial wipes, alcohol hand sanitiser and antibacterial hand wash. Children will be required to sanitise their hands regularly especially before using school equipment so that it remains clean.
- We have arranged a staggered entry to school using a one way system and different gates.
- We will inform you promptly if we have any outbreak of COVID 19 and follow government guidance.

### Expectations of parents/carers:

- Be punctual when dropping off and collecting your child
- Wait outside the gate keeping a social distance from others as the gate won't open before your start time. Leave your child at the gate with a staff member and don't enter the school playground (except Reception parents/ carers).
- Use the one way system at the end of the day to collect your child.
- If you need to speak to the teacher please phone or email.
- Do not send your child if they have a cough or cold or upset stomach
- Do not send in any belongings or bags other than a school book bag, packed lunch and water bottle. No PE Kits or rucksacks.
- Children to bring a water bottle every day with their name written on it.
- Send your child in school uniform but track suit bottoms, jogging bottoms or leggings are better as they can't use the changing rooms to get ready for PE. If possible please allow your child to wear trainers with their school uniform so they don't have to change footwear for games

- Ensure all clothing has your child's name on it so they take home the correct items.
- Ensure that children who bring packed lunches have them first thing in the morning as you will not be able to enter the building to leave them in the entrance hall.
- Children to have sun cream applied before school during warm weather
- Collect your child as soon as possible if called regarding illness/symptoms. Always keep us updated with phone numbers so we can reach you quickly.

### Expectations of children

- Children to enter the building separately and patiently
- Children to wash hands/sanitise as they enter the building and at regular intervals throughout the day
- Children to only use own water bottle
- Children not to bring anything to school except a lunch box, water bottle and book bag.
- Children to avoid touching mouth, nose and eyes and follow the 'catch it, bin it, kill it' advice. If you cough or sneeze without a tissue always use your arm to catch it.
- Stay with the children in your class and don't mix across groups
- Tell an adult if you feel unwell
- Only visit the toilet when given permission by an adult to avoid meeting children not in their group

### Drop Off and Collection Arrangements September 2020:

- Only 1 parent/carer to bring or collect to reduce congestion.
- Pre-school children to stay with parent/carer at all times (e.g. buggy, holding hands, reins)
- Gates will be locked until start time and parents/carers should queue outside the gates in a socially distanced manner – please do not arrive before your allocated time to avoid congestion.
- At home time when the gates are opened you will be asked to enter the playground one at a time. The children will be in their class group and as you pass through the playground the teacher will send your child to you. Please keep walking to avoid congestion.
- Only enter the Main Reception Lobby area to speak to staff through the intercom. Please pass any messages to school via telephone or email.

### Nursery:

Please use Nursery Gate intercom on Ian Street. Only 1 person in the Nursery passageway at a time. Please stand to one side and allow parents to exit the gate at a safe distance. Please do not enter the Nursery – staff will bring your child out to you. Staff won't be able to have the same discussions they have previously had.

### Reception:

Rec D	Mrs Dinsdale	9.00	Collect at 2.50
Rec M	Miss Miller	9.05	Collect at 2.55
Rec SB	Mrs Saunders/ Miss Basharat	9.10	Collect at 3.00

One Way System: please enter using the Ian Street Gate onto the Mansfield Playground and exit through the gate next to the annexe on Eric Avenue. Collect using the same gates.

### Year 1:

Y1C	Miss Cooke	8.50	Collect 3.05
Y1S	Mrs Squires	8.55	Collect 3.10
Y1B	Mrs Basharat	8.55	Collect 3.10

Please bring children to the Ian Street Gate onto the Mansfield Playground and hand them to a member of staff at the gate. Collect using Ian Street Gate and exit onto Eric Avenue having collected your child as you walk across the playground

### Year 2:

Y2M	Mrs Majid	8.50	Collect 2.50
Y2B	Mrs Bloom	8.55	Collect 2.55

Y2Mc Miss McVay 9.00 Collect 3.00

Please bring children to Ian Street Gate onto Imperial Playground and hand them to a member of staff at the gate. Collect using Ian Street Gate onto Imperial Playground and exit onto Eric Avenue having collected your child as you walk across the playground

**Year 3:**

Y3B	Mrs Burns	9.05	Collect 3.05
Y3W	Mr Weatherley	9.10	Collect 3.10
Y3L	Mr Layton	9.10	Collect 3.15

Please bring children to Ian Street Gate onto Imperial Playground and hand them to a member of staff at the gate. Collect using Ian Street Gate onto Imperial Playground and exit onto Eric Avenue having collected your child as you walk across the playground

**Year 4:**

Y4T	Mr Taylor	8.50	Collect 2.55
Y4J	Mr Jones	8.55	Collect 3.00

Please bring children to Car Park Gate and hand them to a member of staff at the gate. Collect using Car Park Gate and exit onto Eric Avenue having collected your child as you walk across the playground.

**Year 5:**

Y5M	Mrs Llewellyn-Lamb	9.00	Collect 3.05
Y5C	Miss Clarkson	9.05	Collect 3.10
Y5L	Miss Meredith	9.10	Collect 3.15

Please allow Y5 pupils to walk unsupervised to and from school if it is safe to do so; alternatively, arrange a meeting point close to school if this is possible. Y5 children will enter via the Car Park Gate and exit onto Eric Avenue via the gate next to the annexe.

**Year 6:**

Y6D	Mrs Dawson	8.50	Collect 3.15
Y6C	Mrs Cooper	8.45	Collect 3.15
Y6S	Mrs Sewell	8.45	Collect 3.15

Please allow Y6 pupils to walk unsupervised to and from school if it is safe to do so; alternatively, arrange a meeting point close to school if this is possible.

Mrs Sewell's class will enter via the car park gate and leave via Eric Avenue gate next to the annexe.

Mrs Dawson and Mrs Cooper's class will enter and exit via the main entrance on Eric Avenue.

Please note if parents / carers have children in different year groups with different start and collection times they should drop their children off at the latest time and at the gate of the latest child. They should then collect their children at the latest time and we will gather children for you. **Please do not ask for children to be released early from class during this time as it is important we keep children and staff separate.**

**Appointments in school time should be avoided.**

**We are looking forward to seeing you all back in school in September. Thank you for your support during the last few months.**

**Last day of Summer term is Thursday 16<sup>th</sup> July. Children return to school on Thursday 3<sup>rd</sup> September.**