



Ark Ayrton
Primary Academy



Ark Ayrton
Nursery

**Re-opening from
1st September 2020**

**Information
for
Parents and Carers**



Dear parent/carer

Welcome back to Ayrton and our new way of 'normal' at least for now!

This is to guide you through all the steps and procedures we have adopted in order to re-open the school and nursery as safely as possible for the children, staff and parents and carers.

The government have now said all children can and should return to school and nursery and we are all ready to welcome them to continue with their education.

Please be assured all guidance from the Government, Ark and Portsmouth Local Authority has been followed and more! The health, safety and well-being of everyone is my top priority.

It is so important that you read and understand this guide.

There is a sheet at the end of this guide for you to sign and return to your child's teacher/key worker.

It's so good to be able to welcome your child and you back to school and nursery and I would like to take this opportunity to thank you for all your support throughout this situation and your ongoing support as we enter the next phase!

Mrs Chapman

Head Teacher

SOCIAL DISTANCING

The easiest way I can explain it is that we need to see Ayrton as one big bubble doing everything it can to protect all the other bubbles inside it.

From now on all children and class/room-based staff will be grouped in bubbles.

The bubbles become the main social distancing measure for the children because we ensure they do not mix with other bubbles.

Children within their own bubble can play and mix together when they are outside.

In Reception the children will be one bubble and can mix across both rooms in order to access their full curriculum.

In nursery children will stay in their own room bubbles.

Young children cannot and will not be expected to socially distance. When in the classrooms, children Y1-6 will socially distance somewhat as their desks will be separated.

All adults will socially distance between themselves at all times, even within rooms. Adults can cross bubbles, only if absolutely necessary but most children will not.

There is a one-way system around most of the site starting from the Reception Area for all children and staff when they are in school and moving from entry to the building, in and out from breaks/PE and leaving at the end of the day.



There are clear signs around the site to support and remind the children of the new routines and rules.

Everyone is walking around the site in single file as we always do.

In order to keep everyone as safe as possible we do expect that all our families are following and sticking to whatever the guidance is at the time.

CULTURE



Our priority is to ensure all children feel safe, secure and happy quickly. We will make sure as much as possible is familiar to them alongside the new rules and routines. We will still use our key characteristics and lighthouse charts for example in school and children will still 'shine!'

We need to introduce the new way to be, but we will ensure we do not scare or worry the children. They still need to know we are a team, we shine brightly, bubbles shine brightly, and the new rules and routines are to be followed out of respect and kindness and to keep us all safe.

We can all still enjoy being together and we can have fun and enjoy learning and laugh!

HYGIENE PROCEDURES HAND WASHING HAND WASHING



All children and staff will wash their hands regularly as part of every day in school and nursery. This will be built into their timetable at the start of every day, play and lunchtimes, before and after eating, using the toilet and if

they have coughed or sneezed.

We have provided extra handwashing troughs in the playgrounds in school to support with this and additional wall mounted hand sanitizers. Children will use soap and water as much as possible and a 70% alcohol hand gel if needed.

We expect all our families to be practising regular handwashing at home as part of their routines and your child must wash their hands before leaving home each day and not touch anything on their route to school.

PPE (Personal Protective Equipment)

The guidance is clear that PPE does not need to be worn during the school day unless it is part of normal practice ie intimate care/nappy changing or staff are dealing with a medical issue or a child who has developed symptoms of COVID 19 in which case they will wear relevant items.

Face masks do NOT need to be worn as part of the normal daily routine.

CATCH IT BIN IT KILL IT

Children will be taught and reminded, to cough/sneeze into their elbow and to use a tissue wherever possible. We have special bins just for tissues now.



TOILETS

Each bubble of children will have specific toilets they will use and regular breaks to use them. Staff will accompany them to ensure they are following the distancing rules and are washing their hands etc.

In nursery staff will continue to support with toilet training and routines.

CLEANING

We have cleaners on site all day to clean all the areas and things that may get touched a lot ie door handles, toilets, surfaces, light switches etc. All rooms will be thoroughly cleaned each night.

Reception and nursery will regularly clean and sterilise all toys and resources that are used by the children in their bubbles.

ARRIVAL AT SCHOOL

Each school bubble has a set time to arrive to ensure we do not have large gatherings by the gates. It is really important that you **do not arrive early or late to your time** as this will impact other bubbles arriving and leaving.

We ask that only 1 adult brings the children to school to avoid congestion at the gates and you leave as soon as you have dropped your child, again to avoid congestion.

Children will arrive and leave via different gates as follows-

Year Group	Entrance/Exit	Arrive time	Depart time
Nursery	Main and corner gate one way and drop to external room doors.	Various	Various
Reception	Reception gate to the main playground – please then stand with your child 2m apart from other families.	8.45	3.45
Year 1	Main gate to grass area for standing.	8.45	3.45
Year 2	Main gate to grass area for Mrs Down’s class. In main doors for Miss Woodward’s class.	9.00	4.00
Year 3	Side gate – to grass or playground area.	8.45	3.45
Year 4	Side gate – to grass or playground area.	9.00	4.00
Year 5	Back gate. Please use the car parking bays as markers to ensure social distancing while waiting.	8.45	3.45
Year 6	Back gate. Please use the car parking bays as markers to ensure social distancing while waiting.	9.00	4.00

Staff will check with each parent and child each day, before they come onto site, if everyone at home is well and not displaying any of the symptoms of COVID. If anyone is, the child must not come into school.

Children may not bring their own belongings in from home – just a packed lunch if they have one and a coat/jacket if needed, change of clothing and items needed for nursery.

PARENTS AND CARERS MUST SOCIALLY DISTANCE FROM ALL ADULTS AT ALL TIMES.

LEAVING SCHOOL AND NURSERY

Children will leave by the same entrance they arrived at, at the set times where parents must be waiting for them. They will be dismissed one at a time.

Quick, general handovers will be given and if there is anything more detailed to be discussed, staff will ring you to do this.

PLAYTIMES

Each school bubble will have a designated part of the playground to play in and set play and outdoor lunch breaks.

Children may play together in their own bubble but will not mix with another bubble who are also outside.

Nursery children will continue to use the outdoor spaces throughout the day as part of their provision but will not mix with other bubbles or share equipment from another room bubble.

LUNCHTIME



The kitchen will be providing a full menu of hot lunches from 14th September. Children can order these daily and they will be delivered to their school classes in take-out style containers. Nursery children will continue to have theirs served in bowls.

In school, half an hour will be spent eating lunch in class with maybe a film etc and half an hour outside to play.

Children entitled to free school meals will get their lunch as normal.

Children may bring their own packed lunch from home but this should be in a disposable bag where possible and all items children must be able to open themselves in school. Anything children do not eat from a home packed lunch, they will bring home to help you monitor their eating and also to minimise cross contamination.

We ask that in nursery you provide as few bits as possible that staff have to handle.

No glass bottles, fizzy drinks, chocolate or sweets.

IN CLASSES

The staff have all been busy preparing the classrooms so they are welcoming to the children, to help make them feel at ease, even though some do look different. We will help the children understand why.

- each child Y1-6 will have their own desk that they share with 1 other child and chair that only they use
- all the rooms have been arranged so all desks face the front



- each child will have their own stationery pack with everything inside it that they need and that is kept on their desk
- all books for that child will be kept on their table to prevent collection and redistribution
- windows and doors will be kept open to aid ventilation
- water bottles will be filled by adults each day and lids sterilised overnight

EYFS AND NURSERY

- staff in EYFS and nursery will only select toys and resources for the children to use each day that are easy to clean
- toys will be sterilised regularly throughout the week

COMMUNICATION

As much communication as possible will take place via email from now on, text and the website/Facebook pages. Please ensure we have the correct email address and contact numbers for you to ensure you receive everything you need.

VISITORS TO SCHOOL

We know you will all have lots of questions and we want to continue working really closely with you, and we can do, just a bit differently for now. Visitors to school and nursery are going to be strictly limited for the foreseeable future – to help protect all adults. Wherever possible staff will discuss anything raised by you or them over the phone. If this is not possible and a meeting has to take place, this can only be by appointment and with 1 parent in a designated room in the school with strict social distancing.

UNIFORM

All children returning to school are expected to wear uniform including sensible school shoes (not trainers, no heels, sandals or boots) and strictly no jewellery other than stud earrings. It is advised watches are not worn at this current time.

It is important that children's clothes are changed/washed daily as far as possible as the virus can stick to fabric.

As soon as children get home from school, they should change out of their school clothes and these should be washed immediately.

Any child returning to nursery including pre-school, can wear their own clothes.

PE

PE is one of the priorities for the children returning to school. This will be built into timetables at least twice a week. On PE days children will be asked to come to school in their PE kit – black shorts, grey tracksuit/jogging top, white t-shirt if possible and different shoes to school shoes.

CORONAVIRUS

If your child becomes unwell with symptoms or anyone else in your household, your child **MUST NOT** come to school. If they become unwell in school with symptoms we will contact you for their immediate collection and you must follow the staying at home guidance.

The 4 symptoms now are – a fever and temperature over 37.8, a new persistent cough, sudden loss of taste or smell.

If a child becomes unwell in school they will be isolated immediately until they are collected. They will be supervised at all times.

You will be provided with a letter to explain what you have to do in these circumstances. If a child or member of staff in your child's bubble goes home with symptoms, we will let you know but it is fine for your child to continue attending school until we know if it is a confirmed case. We will keep you posted at all times.

What happens if there is a confirmed case of coronavirus in a setting?

If a child or staff member develops symptoms they will be sent home and advised to self-isolate for 10 days. Their fellow household members must self-isolate for 14 days. All staff and children have access to a test if they display symptoms of coronavirus.

We will expect parents to arrange to get their child tested within 5 days of the symptoms beginning and as soon as possible. Children under 5 will need a test ordered to their home so parents/carers can support with it. Over 5's can book at the test center or order a test online.

Tests can be asked for online and you can choose between driving to the regional test site (Tipner is our nearest) or getting a home test kit.

Where a child or staff member tests negative, they can return to school/nursery and the fellow household members can end their self-isolation.

Where the child or staff member tests positive, the rest of their bubble will be closed and them all sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

Any child off with symptoms will be followed up and contacted to check on their symptoms and their progress, test status etc.

We will keep in contact with you and keep you updated throughout any of these scenarios.

ABSENCE

If your child is unwell for any other reason, then the normal procedures apply – please contact school/nursery to let us know of your child's reason for absence and we will advise accordingly.

BEHAVIOUR

We know many of our children will return to school with mixed feelings and experiences. We are ready to support the children with this and all their feelings as best we can.

Any child with social, emotional and/or behavioural difficulties, will be supported as best we can and all reasonable attempts will be made to help them adjust if needed. If a child really struggles to adjust to the new rules and routines and cannot follow them, we may have to consider if they can continue to attend just at this time for their own safety and the safety of others.

MEDICAL AND FIRST AID

If a child is on medication – this should be administered at home wherever possible (if 3 doses a day needed). If a 4th dose is needed in school, the child should be able to do this themselves with an adult present.

Nursery will follow their medicine policy.

Sun Cream – if we have any hot days, please apply sun cream before your child comes to school or nursery. We will have some spray cream in each bubble if a child needs topping up during the day. We cannot accept sun cream from home into school.

I hope you have found this Handbook useful preparation and you understand the procedures and measures that have been taken to help ensure your child's safety and a happy return to school and nursery.

As always, if you have any questions, please do not hesitate to phone school or nursery where there will always be someone ready to help you.

Thank you for your support!



