

Millbrook Primary School – Parent Guide to Full Reopening

We are pleased to announce that we will be open from Wednesday 2nd September to all pupils at Millbrook. We have produced this simple guide to help parents understand how we are organising our school using guidance from the government. The overarching principle we will apply is '**reducing the number of contacts between children and staff**' as well as thorough and enhanced cleaning.

All classes (with the exception of Class 1 and 2 and Class 10 and 11) will remain in their own bubble. Class 1 and 2 have Reception children who will need access to continuous provision and Class 10 and 11 have Year 6 pupils who need to be prepared for their 2021 tests. Staff can operate across different classes but will keep ideally 2 metres from other adults. We recognise that this is not likely to be possible with younger children.

Below you will see the timings for each class. We understand that **54** of our families have siblings across the school which include **115** children. With this in mind, we have tried to ensure that all children in the school arrive and leave within 25 minutes. We ask that to reduce congestion and ensure social distancing that only **one parent** brings their child to school and you **arrive no more than five minutes** before the start of the day. This will reduce the amount of adults on site. We have created one way systems for entering and exiting school and leaders will be on hand to assist you. The gates will be closed between 8:20 and 9:15am and 2:40 – 3:35pm as the driveway is used for pedestrians exiting the junior playground. **DO NOT USE THE CAR PARK** – this will put children and families at risk.

| Class / bubble | Start time | End time | One way system |
|----------------|------------|----------|---|
| Nursery | 8:30am | 11:30am | Entrance via foundation stage, exit – via infant playground |
| Class 1 | 8:45am | 2:50pm | Entrance via foundation stage, exit – via infant playground |
| Class 2 | 9:00am | 3:05pm | Entrance via foundation stage, exit – via infant playground |
| Class 3 | 8:45am | 2:50pm | Entrance via middle infant gate, exit – via infant playground |
| Class 4 | 9:00am | 3:05pm | Entrance via middle infant gate, exit – via infant playground |
| Class 7 | 8:45am | 2:55pm | Entrance via junior hall 2, exit – via driveway |
| Class 8 | 9:00am | 3:05pm | Entrance via side door (behind goal), exit – via driveway |
| Class 9 | 9:10am | 3:10am | Entrance via side door (behind goal), exit – via driveway |
| Class 10 | 9:00am | 3:05pm | Entrance via junior hall 2, exit – via driveway |
| Class 11 | 8:45am | 2:55pm | Entrance via junior hall 1, exit – via driveway |

Where possible, allow children to wait at the entrance without an adult (mostly older pupils). It is vital that all parents stick to the times above in these challenging times. If you are late, you may end up in a long queue.

Children will return in full school uniform. They may bring a bag but must limit things they bring into school each day to essentials such as lunch boxes, coats, hats and books. They must not bring any personal items into school i.e. toys, cuddly things.

Parents **must not** come into the school building unless absolutely necessary. Ensure you bring everything needed with you at the start of the day. If you need to speak to the school, use a telephone. All these measures help to minimise all contact and reduce the risk of infection. All appointments with staff including school leaders will take place via the telephone.

Pupils will eat lunch in their class and have a 25–30 minute break on a playground. This will ensure that classes do not mix. A lunch assistant will be allocated to each class. During the first few weeks we will be offering a packed lunch option from our kitchen. As we get used to this new way of operating, we will look to see how we can safely introduce a hot meal option.

Other measures we are required to undertake in order to safeguard all staff and pupils are:

- Avoid large gathering i.e. assemblies, dining hall
- Ensuring pupils have individual stationery
- No contact sports allowed i.e. football, netball, tag rugby etc
- Outdoor sports prioritised
- Organise classes with forward facing desks (except Early Years and Year 1)

Physical Education

Whilst contact sports are to be avoided, we have created a physical activity plan to ensure we encourage all pupils to be physically active. From September 2020, we would like all pupils to come into school on the day they have PE, in their kits. As the months get colder, pupils may wear black/grey tracksuit bottoms / leggings to school on the day of their PE lesson. This must be in conjunction with their PE top and Millbrook jumper or cardigan. This will reduce risk during changing times and ensure all pupils get a full hour of physical activity. We would also encourage all pupils to wear trainers as these offer better protection for outdoor physical activity. We will publish a timetable for PE so parents know what day it will be on for each class.

Attendance and absence

School attendance is mandatory from September. Schools have been asked by Public Health to record all absences and reasons for absence, in one format. If your child is ill, you must **telephone** to inform us so we can track all illness. Do not email or pass messages on to another parent.

Children and staff must not attend school if they have any of the following:

- New continuous cough;
- High temperature
- Loss of or change in their 'normal' sense of taste or smell (anosmia)

Any staff or pupils who develop these symptoms will be asked to self-isolate for at least 7 days and book a test to see if they have coronavirus. If the test is negative, they can stop self-isolating (unless they have another virus, such as a cold or flu). If the test is positive, they should continue to self-isolate for at least 7 days from the onset of their symptoms and then only return to school if they do not have symptoms other than a cough or loss of taste/smell (this is because a cough or anosmia can last several weeks after infection). Members of their household will be asked to self-isolate for 14 days.

If a test is positive the school will contact the local health protection team. The health protection team will work with school to guide us through actions we need to take.