



8th June 2020

INFORMATION GUIDE FOR A PHASED RETURN TO CARR LODGE ACADEMY FOR PARENT/CARERS

This information has been put together taking account of Government (Department for Education, DfE) guidance and our Trust Development Plan. We have thought hard about what we think will work best for our school setting, our pupils and our families.

Details given within this Information Guide take priority over those which have previously applied and which are set out in other school policies and in Home School Agreements.

We have done our very best, but this is as new for us as it is for you, so please bear with us particularly in the early days. It is possible that we will make changes to this information as we learn what works best and/or if we get additional guidance from Government/Local Authority and/or if lockdown eases further. We will, of course, keep you fully informed of any changes all of which will be designed to ensure the safest but also warmest welcome back to Carr Lodge Academy that we can deliver.

Safeguarding and Behaviour Policy	The academy's Child Protection Policy and Behaviour policy have been updated to cover the current pandemic and are available on the Academy website or via the school office.
Items to bring to school	<ul style="list-style-type: none"> • Named medication (In date inhalers and epi-pens) • Filled water bottles (including Nursery Children) • If you would like your child to bring in their own hand cream then please ensure that they have their names clearly labelled (these will remain in school). • On hot days, could you please ensure that your child has applied sun- cream and has a sun hat. Children can re-apply sun cream themselves but must have it clearly labelled with name and group. <p>Your child will not need the following items – please do NOT bring them into school:</p> <ul style="list-style-type: none"> • PE Kit • Change of shoes • Comforters/toys • Pencil case • Books <p>Book bags can come in each Friday and the class teachers will change them on a weekly basis – controlled by the adults in the class.</p>
School Uniform	<ul style="list-style-type: none"> • Children must wear school uniform. In the case of Year 6, blazers and ties will not be worn as these can't be changed regularly. Polo shirts are fine to wear in Year 6 as an alternative to a white shirt if you'd prefer.

	<ul style="list-style-type: none"> • Uniforms must be changed daily. • Trainers are permitted during Covid 19. • We politely request that your child showers/bathes and wash their hair on a daily basis, when they arrive home from school.
Before you leave home	<ul style="list-style-type: none"> • The DFE does not believe that it is necessary for parents or schools to take a child's temperature every morning as it is not believed that this is a reliable method for identifying coronavirus. • However, if your child has a temperature of above 37.8°/a continuous cough, any illness including other Covid-19 symptoms, please DO NOT send them to school. • If anyone within your household develops a fever or a new continuous cough please follow the Government guidance, which states that the ill person should self-isolate for 7 days and the rest of the household should remain in self-isolation for 14 days. • If your child is ill, please call the academy in the normal way and advise us that your child will not be attending. • Before setting off for school drop up and pick up, both parent and child should wash their hands ,as directed in the Government guidelines .
Journey to School	<ul style="list-style-type: none"> • Walk to school wherever possible – one parent/carer child/ren only. • If you drive to school, please park considerately. • Start times will be staggered to allow for social distancing. You will be sent a start time for your child's bubble – arrive promptly at the school grounds at the allocated time. • Use the pavement and try to adopt the 2m social distancing, where possible. • If your child walks to school without a parent, we would ask that you remind them to adhere to the Government's social distancing principles and walk alone or with one other child only.
Drop Off	<ul style="list-style-type: none"> • Pupils will enter their allocated classroom via the cloakroom door. • Please arrive at the time stipulated and do not arrive very early. Please always keep your child with you. • Due to the circumstances, your child may not be in their 'normal' classroom. Please respect the decision that the academy has taken in determining the most appropriate bubble for your child and please work with us to help your child view any new arrangements as part of an interesting adventure rather than anything to worry about. • Parents/carers will not be able to enter cloakrooms or congregate in any way around the academy entrances or exits. • If you need to communicate with your child's teacher, please do so via the year group email address on the school blog or by calling the academy. The academy office will only be open to enquiries via telephone and email. No parents should come into the school building.
Lateness	<ul style="list-style-type: none"> • Please ensure that you do not arrive later than your child's allocated time as this will impact on others attending. If you know you are going to be late please telephone the academy office and advise as to your time of arrival (01302 230 700) as soon as possible. A member of staff will come to meet you and your child at the main entrance.
Entering school	<ul style="list-style-type: none"> • As before lockdown children will wash their hands thoroughly as soon as they reach their classroom.

	<ul style="list-style-type: none"> • Children will be allocated a seat on arrival and water bottles will be placed on their desks. Any other items such as creams will have an allocated spot in the classroom. • All children will be given a named plastic wallet for them to hold items they are using for work to included pens, pencils, workbooks etc.
Lessons	<ul style="list-style-type: none"> • Children will have lots of fun. • Children will stay in the same classroom with the same members of staff throughout the school day and will not move around between classrooms or enter communal areas such as the hall, unless during their allocated lunchtime. • All staff and pupils will be asked to maintain 2m social distancing in line with Public Health England guidance as far as it is reasonable. It is accepted by the DfE that in primary schools this may not be practicable particularly in the younger year groups. • Assemblies will take place virtually using Microsoft Teams. • No Show and Tell opportunities will take place where extra items are brought in from home. • Initially we will be focussing on teaching the children new routines. • We will be dealing with, as a priority, how pupils are feeling about returning to school, with a focus on their social and emotional wellbeing. • Reading books can only be changed on Friday, these are to be placed in the allocated box and adults will control this.
Toilet Breaks/cleanliness	<ul style="list-style-type: none"> • As before lockdown children and staff will be expected to follow a strict handwashing regime. Throughout the day, under adult supervision, children will be supported with handwashing. • Children and staff will be expected to follow a strict regime if they cough/sneeze ('catch it, bin it, kill it') – separate lidded bins are in each classroom and throughout the academy for used tissues and anti-bacterial wipes. These will be emptied throughout the school day. • Children will be reminded not to touch their mouth, eyes and nose on a regular basis. • All children will be given the opportunity of going to the toilet at regular intervals throughout the school day. • All frequently touched surfaces, equipment, door handles and toilets used will be regularly cleaned throughout the day by staff. • An additional lunchtime cleaning schedule has been incorporated into the school day. • The classrooms will be thoroughly cleaned when the children have left the academy in preparation for the following day.
Lunch and Break Time	<ul style="list-style-type: none"> • Children will have an allocated slot within the dining room for lunch. Children will be allocated a designated adult for lunch, who will remain with the pupils for the entirety of the lunch session. • Children will sit with other children from their bubble and will be spaced 2m apart at the dining tables. • Members of the Senior Leadership Team will be present in the dinner hall to ensure that regulations are followed. • If your child normally brings a packed lunch with them, they will take this to the hall as normal. • Children will play outside at break times at staggered times in clearly defined zones and under adult supervision.

	<ul style="list-style-type: none"> • Children will only be allowed to play with the children within their bubble. • Each class will have an allocated playtime box which will contain play equipment that will be cleaned regularly.
Pick Up	<ul style="list-style-type: none"> • Pick up will be via the cloakroom door of your child's allocated class. • Please arrive promptly to collect your child so that you are considerate to other parents who have their own allocated time slot. • Your child will be brought out with their teacher and will be dismissed to you by the class teacher. • Please leave the school grounds immediately adopting 2m distancing principles to ensure that we can release children as quickly as possible. The direction of exit will be clearly marked. Parent's/carers will not be able to congregate around entrances or gates. • Children who are permitted by yourselves to walk home alone will wait with their adults and will be released five minutes after their finish time.
Emergency Procedures	<ul style="list-style-type: none"> • Emergency evacuations, should they be required, will take place following social distancing principles as far as reasonably practicable. Your child will be advised of these as necessary. A socially distanced fire drill will take place once pupils are back in school.
Communications to you about your child from the academy if they become ill at school	<ul style="list-style-type: none"> • If staff become aware that your child has developed a high temperature (37.8 or more) or a new continuous cough, you will be asked to collect your child immediately. • Please consider who will collect your child in such circumstances and ensure that school are aware of the identity of that person if it is not a parent. • Whilst awaiting collection your child will be isolated in a room away from their bubble. • Academy staff supervising your child while they await collection will wear appropriate PPE (a fluid resistant surgical mask). • If direct care (such as a very young child or a child with complex needs) is required then staff giving care will wear a fluid resistant mask, disposable apron and gloves. • Areas occupied and equipment used by the affected child will be thoroughly cleaned and disinfected after use. • Once home you must then follow the Government guidance on self-isolation and not return your child to school until their period of self-isolation has been completed. • All children are now eligible to have the Coronavirus test if they become ill with coronavirus symptoms and in circumstances where your child becomes ill, we would ask that arrange this test as soon as possible. • Where a positive test is returned, the rest of the bubble and staff members will be sent home and asked to self-isolate for 14 days. The other household members of that grouping will not need to self-isolate unless the child/staff member they live with subsequently develops symptoms. • Where a negative result is returned the child or member of staff can return to school and their fellow house members can end self-isolation. • School will take advice and be guided by Public Health England throughout in such circumstances. • All staff are aware of protocols for sick pupils. • Depending on the circumstances, it may be necessary for all pupils in your child's bubble/class to self-isolate along with the relevant members of staff.

<p>First Aid at School/Use of PPE in School</p>	<ul style="list-style-type: none">• PPE will not be worn as a matter of course by staff in school as per DfE guidance.• 2m social distancing cannot be maintained during the delivery of first aid, but physical contact will be kept to a minimum e.g. pupils will apply their cold compress, wipe, plaster where they are able to do so.• Those administering first aid will wear PPE appropriate to the circumstances and wash hands and ensure that the affected area is cleaned on completion.• Where direct care (such as for a very young child or child with complex needs) is required staff giving care will wear a fluid resistant surgical mask, disposable apron and gloves.
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