



13th July 2020

INFORMATION GUIDE FOR A RETURN TO CARR LODGE ACADEMY IN SEPTEMBER 2020 FOR PARENT/CARERS

This information has been put together taking account of Government (Department for Education, DfE) guidance and our Trust Development Plan.

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.

Safeguarding and Behaviour Policy	<ul style="list-style-type: none"> 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.
Risk Assessment	<ul style="list-style-type: none"> An updated reopening risk assessment will be completed and will be added to the academy website before reopening in September
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. PE Kit <p>Your child will not need the following items – please do NOT bring them into school:</p> <ul style="list-style-type: none"> Comforters/toys Pencil case
School Uniform	<ul style="list-style-type: none"> School uniform must be worn. Details of our school uniform for all year groups can be found on our website.
Before you leave home	<ul style="list-style-type: none"> If your child has symptoms of COVID, please DO NOT send them to school. Testing is available for children and adults and you should book a test if your child shows symptoms. 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 class – arrive promptly at the school grounds at the allocated time. If your child walks to school without a parent, we would ask that you ensure they set off at an appropriate time so they arrive at their required start time.

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. • 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 or by calling the academy. The academy office will only be open to enquiries via telephone and email.
Entering school	<ul style="list-style-type: none"> • Pupils will wash their hands thoroughly as soon as they reach their classroom. • 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.
During the day	<ul style="list-style-type: none"> • 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. • Assemblies will take place virtually using Microsoft Teams.
Toilet Breaks/cleanliness	<ul style="list-style-type: none"> • Pupils 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 class at lunchtime and there will only be one year group in the hall at one time. • 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. • Children will only be allowed to play with the children within their class. • 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 class • Please arrive promptly to collect your child so that you are considerate to other parents who have their own allocated time slot. Please do not arrive early, as pupils will not be released until their allocated time. • If you have two or more pupils at the academy, please drop off and collect your child at the earliest time between them. • Please leave the school grounds immediately to ensure that we can release children as quickly as possible. The direction of exit will be clearly marked with green and blue arrows. Parent’s/carers will not be able to congregate around entrances or gates.

	<ul style="list-style-type: none"> • 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 as normal from September. Your child will be advised of these as necessary. All regular fire drills will take place once pupils are back in school.
Communications to you about your child from the academy if they develop symptoms or feel unwell at school	<ul style="list-style-type: none"> • If staff become aware that your child has developed symptoms of COVID, 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. They will require your password. • Whilst awaiting collection your child will be isolated in a room away from their class. • 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 testing and self-isolation. All children are eligible for a test. Your child must not return until they have been tested and had a negative result, or where the period of self-isolation following a positive result has been completed and you child is well enough to attend. • Where a positive test is returned, the rest of the class 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.
First Aid at School/Use of PPE in School	<ul style="list-style-type: none"> • PPE will not be worn as a matter of course by staff in school as per DfE guidance. • 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.