

# DOTHILL PRIMARY SCHOOL

Severn Drive, Wellington, Telford, Shropshire, TF1 3JB  
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Head Teacher: Becca Butler

## Reminders of Procedures and Structures for School During Coronavirus Pandemic

### Beginning and end of the day

- All children (even Year 6) MUST be accompanied by an adult when arriving/leaving (only one adult please).
- Adults are asked to wear a face covering when on the school site.
- School is only accessible through the front gates - the field and playground gates will NOT be open.
- There is a one-way system in place for entering and leaving the site.
- As you approach school, the left hand gate is the entrance gate. Please walk around the outside of the building in a clock-wise direction.
- Keep at least a two metre distance from other parents and children that may be arriving at the same time as you.
- Say goodbye to your child away from the classroom door and let them walk in by themselves.
- Children should bring the absolute minimum from home - all that is required is a waterproof coat, a water bottle and a piece of fruit for snack. Do not bring a bag. Snack/lunch/water bottle can be in a lunch bag. Nothing else is required or allowed.
- If you have any messages to pass to teachers please email them via the year group email address. Alternatively you can phone the school office and these will be passed to the relevant person. Do not approach the classroom door. Do not approach the office.
- Continue to walk in a clock-wise direction to leave the site. The gate by Club will be unlocked and you can leave the site through the opposite gate to the one you came in.
- It will be the same arrangements for collecting your children at the end of the day.
- In order to minimise the number of people on site at the same time we will have a staggered start to the beginning and end of the day as follow:

Classes	Gates open	School starts	Gates open	School ends
Year 5/6 classes	8.15am	8.30am	2.45pm	3.00pm
Year 3/4 classes	8.30am	8.45am	3.00pm	3.15pm
EYFS/Year 1/ Year 2 classes	8.45am	9.00am	3.15pm	3.30pm

- Each phase of school has a 15 minute window to bring the children in to school.
- **Do not arrive earlier than your allotted time** as you will be asked to wait. Our risk assessment is clear that parents must not congregate at the school gates which is why we have this staggered approach. It is designed to keep the flow of people moving rather than waiting.
- If you have children in more than one year group then please bring them all at the time of the later group and collect them at the time of the earlier group. E.G. if you have a child in Y1 and a child in Y6 you would bring them both at 9am and collect them both at 3pm.



- Please note that you cannot collect your children early for appointments etc. Once they are in school they need to remain in school until the standard collection time unless agreed in advance with the head teacher.

You have been fantastic at following these procedures and it is important that we do not become complacent and put any of us at risk by lightening up on this.

### **Class Structure**

- The government acknowledge that 2 metre social distancing is impossible in a primary school so the safety measures to reduce contact will be classes (a constant group of children/adults).
- Classes will remain as a class throughout the day and will not mix/socialise with other classes.
- Each class will have its own room and its own resources that will not be shared by other classes.
- Playtimes and lunches will be staggered to minimise contact with other classes.
- During playtimes, the classes will not mix, they will have their own designated play area and equipment.
- It should be acknowledged that within the classes we will not be able to expect 2 metre social distancing however we will encourage it wherever possible.

### **School Meals**

- Hot meals are available every day.
- If you are in EYFS or Key Stage 1 you will be provided with a free hot meal.
- If you qualify for free school meals you will be provided with a free hot meal.
- The sandwich ordering system is up and running as normal (order the week before).
- Please use the online payment service as we are trying to minimise the handling of cash in school. If you have to pay with cash then ensure it is in a named envelope BEFORE you get to school.
- In order to minimise gatherings, lunches will be eaten in the classrooms rather than the dining hall.
- Please note that fruit and milk will be available for EYFS and Key Stage 1 as normal.

### **Safety and Hygiene**

- Classrooms have been set up carefully to minimise risk.
- Classes will not mix with each other. There will be social distancing measures in place between each class.
- Soft resources that cannot be wiped clean are put away, out of reach or removed from the classroom.
- Children will be given their own resources such as pens, pencils, books etc which will not be shared/used by anyone else.
- Handwashing will be a priority and will be a key to minimising risk. Children and adults will wash their hands regularly at key points during the day - when arriving at school, before and after break, before and after lunch time, after going to the toilet, sneezing/coughing into their hands and before going home.
- Soap, paper towels and tissues are available in every classroom along with cleaning resources for wiping down surfaces and shared equipment.
- We will use the 'catch it, bin it, kill it' saying and ensure tissues are put into a lidded bin.
- Windows will be open to ensure good ventilation in the classroom.
- The school will be cleaned daily by the Telford and Wrekin cleaning team following their own specific guidelines and procedures for Covid-19.



- The Behaviour Policy has been updated to include new expectations relating to Covid-19. Any child deliberately coughing, spitting, putting others at risk through their behaviour will be asked to leave for the rest of the day and not return to school unless they can safely follow the guidance in place.

### School Uniform

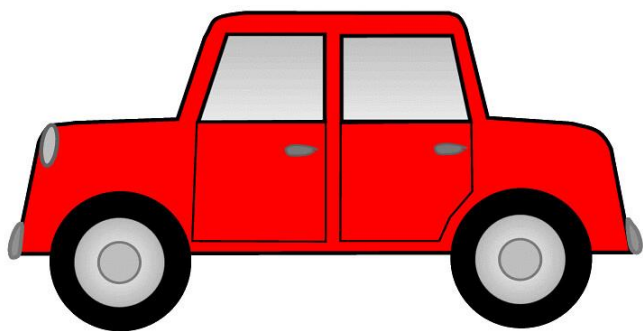
- School uniform must be worn as normal including plain, black shoes.
- We appreciate that children may have grown since January so can be a little flexible on this for a period of time. Please speak to me at the bottom of the drive if you have any uniform problems.
- Children should bring their own, clearly labelled water bottle. Please note that water bottles will not be available to buy from the school office. Any type of water bottle can be brought as long as it is clearly labelled. This needs to be taken home and washed daily.

### PE Kit

Your class teacher will tell which day is your PE day. On this day you should wear your PE kit to come to school and keep it on all day. PE kit was getting a little bit 'creative' in the autumn term! Please note that the only appropriate PE kit is as follows:

- Black, blue or grey plain tracksuit bottoms or shorts
- Plain white T-shirt/polo shirt
- Plain white or black trainers (not orange, yellow, pink, fluorescent or any other fashion variety!!!)
- School jumper - to be removed for PE lesson

It is our policy that children should not wear jewellery to school other than simple stud earrings and a watch/Fitbit (not a smart watch). These need to be removed for all PE activities and kept safe by the child at their own risk.



### Transport

With children coming and going at different times there is a lot more movement of traffic on Severn Drive. If it is absolutely necessary for you to come to school in a car then please park away from the entrance and walk up to the path. Please do not turn your car in the school drive or do U-turns. Use the turning circle at the end of the road. Thank you for your support with this.

### Talking to Teachers

Due to the one way system in place it will be difficult to talk to your child's teacher at the beginning or end of the school day as we need to keep everyone moving around the site to avoid congestion. You will be aware that all year groups have their own email address for you to contact teachers if necessary. Senior members of staff will be out and about on the school site at the beginning and end of the day at various locations where you can also leave messages to be passed on to teachers.

### Parents in School

Unfortunately, due to minimising the number of people within the building, parents and carers will not be allowed into school until the situation has eased further. This means that all pupils will need to be



dropped off and collected at the classroom door from an appropriate distance. If your child becomes upset please step out of the flow of people, away from the door and reassure your child until they are ready to come in. Parental events that usually take place in school will unfortunately not be happening during this period.

### School Office

- The school office is available by phone.
- There will be no face to face appointments at the moment.
- If you have any queries or wish to pass on any messages please phone the office initially for help. Try to avoid email if possible. If the phone is not answered, please leave a message as the answerphone will be monitored regularly between 8:30am and 3:30pm.
- We will not be sending any letters home with your children.
- Please make sure that the email address we hold for you is current as we will communicate letters through email.



**All general communication will be through the school website.  
Please check the website regularly to keep up to date with any changes.**

### Homework

- Children will be bringing a reading book home along with their reading journal. This should be signed weekly by a parent following the usual system.
- Teachers will explain homework to their classes in March.

### Attendance

Since January the school has been closed to most pupils. Now the circumstances have changed and it is vital for all children to return to school. This is to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks children falling further behind. **School attendance will therefore be compulsory again from March 8<sup>th</sup>, 2021.** This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.

### Educational Visits

There will be no educational visits at the moment. Local walks may take place in order to enhance the curriculum learning.



### **Collective Worship**

There will be no gathering in the hall for assemblies. Collective worship will take place in the classrooms. We believe it is important to come together as a school to have a sense of belonging. We will therefore hold whole school assemblies via Microsoft Teams on Mondays and Fridays.

### **Illness**

Please ensure that your child does not attend school if they have symptoms of coronavirus:

- A high temperature (above 38 degrees)
- A cough that persists
- A loss or change to their sense of smell/taste

Please inform the school office of illness as normal.

It is really important that you notify the office if your child has a coronavirus test. Please let us know whether the result was positive or negative.

### **The Use of Facemasks**

With new strains of the virus being much more transmissible we have discussed ways in which we can build on our current safety measures. You are likely to see adults in school wearing face coverings/masks - this is now a requirement for primary school staff in shared areas of the school. We will not be permitting children to wear face covering/masks in school, in line with the government guidance.

### **Taking Temperatures**

We will be taking the temperature of anyone who needs to enter the building - staff, visitors and children. If anyone is presenting with a high temperature, they will not be able to enter the building and we would recommend a Covid test. Precautionary tests are freely available in Telford and Wrekin and we would ask that you make use of these. If your child has the symptoms of a cold or upset stomach, please book a precautionary test in order to rule out Covid. We know that children's symptoms can be atypical and what we might feel confident is 'just a cold or tummy bug' could be unknowingly spreading Covid to other children and staff and therefore vulnerable family members.

### **Asymptomatic Staff Testing**

We are following government guidance and all school staff have been issued with asymptomatic home testing kits and are being tested twice weekly using lateral flow tests. The results are immediately reported to NHS and to school so that the appropriate action can be taken if a positive result is recorded.

We are really looking forward to having all children back in school and we know, as we did in the autumn, that we can work with you to follow procedures and to keep each other safe.

