



Lower Key Stage Two Returning to School Document.

Welcome to Year 3/ 4 (Lower Key Stage 2). We are looking forward to welcoming you back to school and getting used to new routines and expectations. The experience of the school day will look a bit different to what we are all used to and so we have put together some information for you to share with your child. Please explain the appropriate parts to your child before they return.

STAFFING:

Our 3/4 team this year includes teachers and teaching assistants with a wide range of experiences and specialisms. Our staffing structure will be as follows:

- Giraffe Class- Mrs Adlam, Mrs Robson, Mrs Thomas and Mrs Rawson
- Honey Bee Class- Miss Williams and Mrs Mills
- Hawkbill Turtles - Miss Lee and Mrs Hearmon

Teachers:



Mrs Adlam



Mrs Robson



Miss Williams

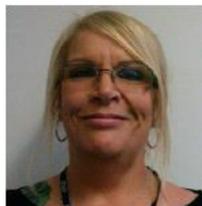


Miss Lee

Teaching Assistants:



Mrs Thomas



Miss Mills



Mrs Hearmon



Mrs Rawson

We are pleased that Mrs Lockey, Ms Eastwood (formerly Mrs Lee), Mrs Robson and Mrs McSweeney will also be teaching in our classrooms to provide cover when we have planning and management time.

SAFETY AT SCHOOL

We are following government guidelines to ensure the safety of all children and staff at all times. We have carried out rigorous risk assessments and planning and some of these have been listed below:

- Children will be designated to a 'bubble'. From September this will be in a year group or phase (EYFS/Y1/Y2/Y3&4/Y5&6).
- Each classroom will be very self-contained. Children will have their own packs of basic equipment, such as pencils, maths equipment, whiteboards etc. They will be allocated a table or chair to use as their base at various times of the day and their packs will also stay at this base. Where possible, children will be forward facing when seated.
- We will make as much use of outdoor space as we can, although bubbles cannot come into contact with each other even when outdoors. **Please note that the long awaited building work has now started and outside space has been considerably impacted by this** - to compensate we have carefully timetabled outdoor learning/play.
- We will remove any items from classrooms that are difficult to clean or wipe down or are not needed.
- Children will have allocated toilets to use, so that where possible, bubbles do not use the same toileting facilities.
- Where possible, we will follow guidance on social distancing, however, we are aware that especially with younger children this is not always possible.
- Children and staff will wash their hands regularly and often throughout the day with soap and water.
- Each classroom will be thoroughly cleaned each day and the school will be thoroughly cleaned in all shared areas.
- Staff and children will use outside doors to get to and from their classrooms or, if necessary to other parts of the school. There should not be any reason for children to need to access any indoor areas apart from their classrooms, the hall and toilets.
- We will not be using any cloakrooms located outside of the classroom, to reduce items from home coming into contact with children from other bubbles - children will keep any items brought to school at their allocated table or chair.
- We will let you know which days of the week your child has PE (see below) - we would ask that your child comes to school that day in their PE kit so that they do not need to get changed in school.
- Each classroom will be provided with their own cleaning material and first aid items, should they be needed.
- Windows and doors will always be kept open, where it is safe to do so.
- Please avoid sending your child into school with any unnecessary items.

LEARNING:

We will be aiming to teach the full extent of the curriculum. However, the first few days or even weeks, will be spent focusing on well-being and transitioning into school life that looks and feels very different to how it usually does. However, we are aiming to have fun at every given opportunity and for the children to continue to develop social and emotional skills alongside academic ones. Our whole school topic is **All Change**. This lends itself nicely to being able to discuss how the world around us has changed recently as well as looking back on various aspects in history. Our aim will be to gain a good understanding of where the gaps in learning are and put support in place to close those gaps as soon as possible.

DROPPING OFF

The school day for children in years 3/4 starts at **8:30am** and the children will be greeted in the mornings by their teacher. Please enter the school through the 'rainbow gates' closest to the traffic lights/church and follow our one-way system to your child's outside door to their classroom (Giraffe class, Mrs Adlam will be met at the bottom of the white railings) , observing social distancing as you walk. You will no longer be able to come through reception or the black gates.

It is very important that you are punctual, as we are staggering start times for different groups to avoid bottle necking. If you have to wait in a line to hand your child over, please do so by keeping at least 2m between you and the person in front of you and out of the way of any other families needing to walk past. Please note that space is also limited due to building work that is taking place on site.

PICK UP

Your child will be ready to be collected at **3pm**. This will be from their class room outside door or at the bottom of the white railings for Giraffe class. Please follow the one-way system back onto the school site, as described in 'DROP OFF'. If you have to wait in the playground e.g. for a different sibling, please ensure that you are at least 2m away from anyone else waiting. Please then leave promptly following the one-way system out through the black gates.

Again, it is very important that you are on time, as we are staggering pick up times for different year groups.

DROPPING OFF AND PICKING UP

We would be grateful if only one adult enters the school grounds to drop off or pick up your children; however we understand that siblings may need to accompany that adult. Please make sure children always stay with you and do not run around or use any equipment. If your child walks to or from school by themselves, it is very important that you share these procedures for dropping off and picking up with them. All families should walk through the school site. Scooters and bikes will not be permitted and the bike shed will not be available to store any equipment. Please note that the car park will NOT be available to parents.

We are very aware that some children will be feeling very anxious and might be reluctant to come into the classroom. Unfortunately, we are not able to support by approaching you and your child like we usually would and we cannot allow parents into the school building. We will try our best to encourage children from a distance. If you need more time, please step away from the door to allow others to enter. If your child is still upset, it may be necessary to take them for a walk in the park or back home until they have calmed down and are feeling more confident. If this is the case, please call the office on 01491 651862 to arrange how to bring them back to their classroom outside of their usual drop off time. You could also take them to the back of the playground to calm them down.

IF YOU HAVE CHILDREN ATTENDING SCHOOL IN MORE THAN ONE YEAR GROUP

If you need to drop children off or pick them up at different times, as you have children in more than one year group, you are welcome to wait on the school site, but we would ask that you wait on the far edge of the playground or the field and move closer at the allocated time. Please ensure that siblings stay with you at all times.

Please note that it is now acceptable for different families to share drop off and pick-ups if this makes it easier for you - for example if you find it difficult to wait between different year group times. Equally, responsible children (in Yr5/6) are permitted to wait safely on the playground without parents (until their classroom door is opened) if you are happy for this, however they will need to socially distance from others not in their bubble.

We will be reviewing this system over the coming weeks.

DROPPING OFF OR PICKING UP AT DIFFERENT TIMES

If you need to drop off or pick up a child at different times to those allocated to your child's year group, please contact the office on 01491 651862 to arrange this.

BREAKTIMES AND SNACKS

We promote healthy eating so we only allow children to bring in healthy snacks for break time. This can take the form of fresh fruit or cheese - preferably no packaging. Snacks are not provided by the school in KS2. There are food bins available at break times so the children can dispose of any cores or peelings.

LUNCHTIMES:

Lunchtime is from 11.30 - 12.30pm. Children should know whether they are bringing a packed lunch from home or whether they are having a school provided 'grab bag'.

All school meals will need to be pre-ordered via parent pay as before - regardless of whether they are being paid for. New parents will be given log in details asap.

The lunch provided by our caterers (The School Lunch Company) will be in a "Grab Bag" format. The menu can be found on our school website and will need to be pre-booked as stated so we know how many meals to allocate and where necessary which option is preferred.

If your child is bringing their own lunch, they **MUST** be able to open ALL components of it independently including yogurt tubes, crisps, pots etc. As always, this should be healthy options and no fizzy drinks or chocolate bars.

SAFETY AT LUNCHTIME

Grab Bags will be prepared in the kitchen and will be distributed by staff in each bubble. Foundation stage and Year 1 will both eat in the Studio (2 different sittings) and Year 2 and Years 3/4 will eat in the hall (2 different sittings). Children in years 5 & 6 will eat in their classrooms. The hall and studio will be cleaned between the two sittings.

Lunches will be staggered. For outdoor play, children will be taken to a designated outside area for just their bubble. This will be supervised by staff at all times.

WHAT TO BRING TO SCHOOL:

As mentioned in previous communication, children will now be expected to wear school uniform again. It is imperative that they come to school wearing comfortable and suitable shoes for running around in. No open-toed shoes please!

Children should NOT bring PE Kits, toys, stationery, or anything non-essential from home.

We will be having PE on a **Monday and a Wednesday**, please can we ask that you send your child in to school wearing their PE kit on this day. We will try to remind children the day before!

They will need the following items daily:

- Named water bottle
- Hat
- Sun cream (if not applying a long lasting one in the morning - children will need to be able to apply this independently)
- Packed lunch - if not ordered from school.
- **Fruit snack**
- Any medication as appropriate - inhalers etc

All stationery is provided by school. No pencil cases or other equipment from home should be brought in as this often causes problems if items get broken or lost and can act as a distraction for some children.

Children must have a book that they are reading in school and at home on a daily basis. The children will be given the opportunity to borrow books from the school and classroom libraries.

No toys are to be brought in from home.

Uniform

Parents should ensure that children have the correct school uniform as follows:

- *Black or grey trousers / shorts / pinafore / skirt*
- *A white polo top / shirt*
- *A Chelsey / maroon jumper or cardigan (no hoodies or fleeces please)*
- *Black school shoes or dark coloured trainers*

The children no longer require indoor shoes. The children should not wear make-up, nail varnish or jewellery except a watch and stud earrings.

PE Kit should consist of:

- *A plain white top / house top (summer)*
- *Plain black or navy joggers / shorts*
- *A school rugby top (winter - optional) - these are a new addition to our PE uniform and are available from 'Make It Mine', our school uniform shop.*
- *Sports trainers (can be same as those worn to school, if dark coloured)*

Please note, for health and safety reasons, hoodies or hooded tops are no longer appropriate. Long hair will need to be tied back and earrings / watches must be removed.

For health and safety reasons, long hair will need to be tied back and all watches / earrings removed. Parents should refer to the Parent Information Book, which can be found on the school website for further uniform information and order forms.

Medication

Any medication that needs to be taken during the school day should be given to the class teacher. This will be kept in the classroom in a clearly marked medical box out of children's reach. For Asthma inhalers, the date, time and number of puffs will be recorded. You will need to complete a medical form at the office for any medication which needs to be kept at school.

Mobile phones

Children in LKS2 are not permitted to bring mobile phones into school.

Home Learning

Home learning is not compulsory however parents and pupils should familiarise themselves with the Home Learning page on the school website. We would also encourage children to read for pleasure as much as possible. We allow children in Key Stage 2 (Years 3-6) to choose their own reading books. However, we will always ensure that each child has chosen a book with a suitable level of challenge. We expect all children to be reading independently or to an adult for at least 20 minutes 4 times a week.

BEHAVIOUR EXPECTATIONS:

We will be following our positive behaviour policy, which the children are very familiar with.

<https://cholsey.oxon.sch.uk/wp-content/uploads/2020/05/Positive-Behaviour-Policy-COVID.pdf>

However, an appendix has been added to reflect the need to make behaviour choices that keep others safe. If we feel that a child is purposefully putting others at risk with the choices they are making, we may call parents to take them home to reflect and reset.

CONTACTING STAFF OR THE SCHOOL OFFICE:

No parents are permitted to enter the school building. The school office will be open to answer phone calls and emails only and the front door to the school will remain locked. If you need to contact a member of staff, please call or email the school office, who will forward any messages to relevant staff members. It will not be possible to hold long conversations with staff members at pick up/drop off times due to the need to keep traffic flow moving around the site. Teachers will be happy to call you back if you need to discuss anything at the end of the school day.

REPORTING ABSENCE:

We are required to report attendance to the local authority, therefore if your child is going to be absent, we ask that you contact the school office as soon as possible to report this. If it is due to illness, we may ask for details of symptoms to be able to follow our safety protocols effectively.

If a Child or Adult is Unwell:

IF A CHILD BECOMES UNWELL AT HOME

We are relying on parents to check daily if children are showing symptoms of being ill. If a child shows any symptoms of the coronavirus, they must not attend school and school must be notified immediately. This includes a fever, persistent cough, trouble breathing and loss of taste and smell. A test for coronavirus needs to be accessed as soon as possible and the outcome needs to be communicated to school. The child's bubble can operate as normal while the test results are being obtained. However, we will communicate to families if there is a possibility of a case and parents may choose to keep their child at home until the test results are confirmed.

If a child tests positive, the entire bubble the child is a member of, will need to isolate for 14 days, along with the family of the child who has tested positive. If the test results are negative, the child can return to school and their bubble as soon as they are well enough to do so. We will follow direct advice from Public Health South on this.

IF A STAFF MEMBER BECOMES UNWELL

If any staff show symptoms of the coronavirus, they will remain at home and will access a test as soon as possible. We will communicate to families if there is a possibility of a case and parents may choose to keep their child at home until the test results are confirmed.

We should be able to ensure a replacement adult is available to support in the appropriate bubble in line with our risk assessments and policies. If the staff member tests positive, the entire bubble the adult is a member of, will need to isolate for 14 days. If the test results are negative, the adult can return to school and their bubble as soon as they are well enough to do so.

IF A CHILD OR ADULT BECOMES UNWELL AT SCHOOL

If a child becomes unwell at school, they will be taken to a designated isolation space where they will be cared for by staff wearing appropriate PPE until a parent is able to collect them. The same procedure for testing should be followed as above. This will also be the same for any adult becoming unwell at school. Any spaces the unwell person has accessed, will be cleaned as per protocol by staff wearing the appropriate PPE.

OTHER ILLNESSES

If a child or adult has sickness or diarrhoea, the usual school policy of remaining absent until it has been 48 hours since the last bout, still applies. Unless you are certain that your child is not contagious with any illness, please keep them at home.

IF SOMEONE IN YOUR HOUSEHOLD SHOWS SYMPTOMS OF CORONAVIRUS

If anyone in your household develops symptoms of coronavirus, please notify school and keep your child at home until a negative test result has been obtained. If the test is positive, your child will need to remain home to isolate for 14 days and school will need informing.

Please note that we may receive notification of a positive test outside of school time and in these circumstances, we would need to email families to advise not to attend. We will ensure that any urgent emails of this nature are marked with a read receipt so we can be sure the message has been communicated.

We are making every effort to ensure that children only mix with others in their own bubbles and where possible are staying 1m+ apart from each other. We would be very grateful for your support with this out of school too, by ensuring that children are adhering to the current social distancing guidelines and are not coming into close contact with anyone outside of your household bubble.

We look forward to welcoming you all into Lower Keystage 2 (LKS2) and we hope they enjoy continuing their learning journey with us.

The Lower Key Stage 2 Team