



The Gateway Primary Academy

Guide to Returning To School For Parents



We have reviewed our guide for parents to help you support you with your child's return to school in September in line with current government guidance. Please use this guide to help you talk to your child about the changes at The Gateway in preparation for their return.

*Please note some of the information in this guide may change in line with further government updates and may depend on the national/local picture at that time. Any changes will be communicated to you via email – please ensure the office has an **up to date email address** for you to stay up to date with any changes.*

Please email the office on office@gateway-pri.kent.sch.uk if you have any additional questions, which are not covered in this guide.

Breakfast and After School Clubs

The breakfast club and after school clubs run by the school will not be returning immediately. This is to ensure that the systems for bringing the children back are embedded first before offering any additional clubs. A letter will be sent at the end of the week beginning the 21st September to update you on what we will be able to offer.

Arriving at School

Year group / Class	Entry time	Entry Location
Yr R Swans	8.50 – 9.00	Gate 1
Yr 1 Herons	8.50 – 9.00	Gate 2
Yr 2 Kingfishers	8.40 – 8.50	Gate 1
Yr 3 Swallows	8.30 – 8.40	Gate 1
Yr 4 Woodpeckers	8.40 – 8.50	Gate 2
Yr 5 Kestrels	8.30 – 8.40	Studio
Yr 6 Eagles	8.40 – 8.50	Studio

Please ensure you arrive at the correct location during this time slot to avoid queuing in Milestone Road and to reduce congestion.

If you are running late, when you arrive please ring the office on 01322 220090 and wait outside the front door for Mrs Munday to let your child in, she will then sign them in.

We would appreciate only **one** parent picking up/dropping off your child and no younger siblings if possible to reduce the numbers of people coming on to school site. Siblings will not be allowed to play on any of the school's play equipment.

End of the day:

From September, we will be having a staggered end to the day to help parents to maintain some social distance, enable families to leave safely and avoid large gatherings of parents on the playground.

Year group / Class	Exit time	Collection Point
Yr R Swans	3.10 (Wk of 21 st September)	Key Stage 1 outside Swans
Yr 1 Herons	3.10	Key Stage 1 playground by the climbing frame
Yr 2 Kingfishers	3.00	Key Stage 1 playground by the climbing frame
Yr 3 Swallows	2.55	Key Stage 1 playground
Yr 4 Woodpeckers	3.05	Key Stage 1 playground
Yr 5 Kestrels	2.55	Studio
Yr 6 Eagles	3.15	Studio

Please collect your children promptly and use the pedestrian area to exit the site and walk up Milestone Road (see map below).

If you are running late, then please ring the office and Mrs Munday will let the adults in your child's bubble know. You will then need to go to the office and telephone Mrs Munday, who will go and collect your child. Please do not enter the school building.



When families are walking to school they are asked to use the zebra crossing side of Milestone Road and then go up the road using the other side.

Attendance

From March until July the Government made it clear that parents would not be penalised if their child did not attend school. This will change as of September when all children are expected to attend school. We are fully aware that this will make children and adults feel anxious but we are implementing all the guidance and additional measures we can to ensure that the risk is reduced for everyone. The children and parents who have attended school over the last few months have been very positive about the measures we have put into place. Further support for anxiety can be found on the school website in the parent's options or by visiting the links below.

<https://www.place2be.org.uk/>

<https://www.nspcc.org.uk/keeping-children-safe/childrens-mental-health/>

Please arrange an appointment with Mr Cassem to discuss any concerns you may have.

School Uniform

Government guidance advises that children wear clean uniform on a daily basis. During the widening of the school phase, children were allowed to wear their own clothes to school. From September we will be expecting the children to come to school in full school uniform.

Children will be required to wear their PE kits into school on their designated PE days. Therefore, you will not need to send PE kits into school to be hung on pegs.

In the classroom

- Each class will become a 'bubble'
- Following guidance, we have rearranged our classrooms so children will be seated side by side and facing forward as much as is practically possible. ***Please note: This does not apply to Swans class.***
- Children will be provided with the equipment they need to use each day. Additional resources will be shared in the classroom but will be cleaned regularly.
- Discuss with your child that they will be expected to stay in that seat and put their hand up if they need help.
- Windows in the classroom will be open to allow for good, natural ventilation.
- There will be a one-way system in the corridors to allow for social distancing.
- Reading books and homework books can go between home and school.
- PE will be one lesson a week and supplemented with other activities.

Food/drinks

- Ensure you send your child with a full water bottle.

- Water fountains will **NOT** be available during this time but staff will have jugs to refill water bottles .
- Regardless of year group, please send a piece of fruit for playtime until further notice.
- Hot school meals will be available from Term 1 2020 and the menu will be uploaded to the school website.

Break times/lunch times

Children will participate in break times with **only** the children from their bubble and during this time will not be able to go on the trim trail, climbing frame or use the ActiveWall. Break times and lunch times will be staggered.

Reducing large gatherings

- There will be no whole school assemblies, bubbles will undertake assemblies in their classrooms separately.
- Each group of children will remain in their classroom as much as possible; dedicated break out spaces will be provided for children during the week and timetabled.
- Children should only go to the toilet if it is empty and use markings on the floor by the toilets while waiting.

If your child is unwell

- If your child is unwell before school, for example with a high temperature or cough we do ask that you keep them off for that day. Please ensure you inform the school office.
- If during the school day your child becomes unwell we will telephone you immediately and ask that someone is available to collect them as soon as possible. ***Therefore it is key to ensure the office has up to date contact details so please let them know if you have updated your phone number.***
- Your child will wait for you in the meeting room with an adult and we ask that you come to the door by the studio to collect them.
- There is a possibility during this time that if a child in your child's year group bubble tests positive for coronavirus we would ask you and your family to self-isolate for the required length of time.
- See section below for further information on testing.

Testing

If your child has been sent home from school because they are displaying one or more of the following symptoms of coronavirus (COVID-19):

- A high temperature
- A new, continuous cough this means coughing a lot, for more than an hour, or 3 or more coughing episodes in 24 hours.
- A loss of or a change to their sense of smell or taste this means they cannot smell or taste anything, or things smell or taste different to normal.

It is essential that they now take a test to check if they have the virus. This is called an antigen test. There is another type of test (antibody test) that checks if you've already had the virus. They

need to have the test in the first 5 days of showing symptoms. It's best to ask for the test in the first 3 days as it may take a day or two to arrange.

What the test involves

The test usually involves taking a swab of the inside of your nose and the back of your throat, using a long cotton bud.

Please note, there is a very high demand for tests at the moment. People in hospital and essential workers, including NHS and social care staff are getting priority.

How do I ask for a test?

You can ask for a test online: <http://www.nhs.uk/ask-for-a-coronavirus-test>

You will be asked:

- How you want to get the test – you may be able to choose between driving to a regional testing site or getting a home test kit
- For details such as your name, mobile number and address

If your child is aged 5 to 11 years old, they cannot do the test themselves. You (their parents or guardian) must swab test your child. Some test sites cannot do tests for children aged 5 to 11. If a test site in your area can not test children under 12 years old, you'll get a warning when you're booking the test.

Will my child be allowed back to school?

On showing school staff confirmation of a negative test result, your child will be allowed back to school straight away. However, if the test is positive, they will need to self-isolate for a period of 14 days and your family will need to isolate for 14 days. They should keep self-isolating if they have any other symptoms (such as: high temperature, runny nose, feeling sick or diarrhoea) - they can stop self-isolating when their symptoms have gone. If anyone in the household gets symptoms while self-isolating – they should self-isolate for 14 days from when their symptoms appear.

Please note if a child/adult in your child's bubble tests positive for coronavirus your child will need to self-isolate for 14 days.

Hand Washing

Children will wash their hands frequently during the day, for at least 20 seconds, with soap and warm water. Signs are placed around the school to remind children about correct handwashing. If you have a medical reason to supply your child with hand sanitizer then please ensure you have contacted the school office and have clearly labelled bottle. Remind your child not to share this with anyone else and they should only use it when directed.

Children will wash or sanitize their hands:

- As soon as they arrive in the morning
- Before play
- After play
- Before lunch
- After eating
- After playing

Catch it, bin it, kill it!

All classrooms have a good supply of tissues and children will be aware of 'Catch it, Bin it, Kill it'. All classrooms have lidded, peddle bins. These bins will be emptied frequently throughout the day.

Bringing items into school

- Due to cross contamination the children will not be able to bring anything into school, this includes toys, diaries or books.
- Each child will be provided with a plastic wallet containing pencils, a sharpener, a rubber and a ruler (if needed) which will stay in school.
- They will be asked not to share their resources with others to reduce the risk of transmission.
- If you chose for your child to wear a reusable mask to school then please provide them with a named sandwich bag to put it in otherwise it will be disposed of.

Reading Books

In KS1: 2 reading books will be sent home daily – 1 picture book and 1 reading scheme book. Alongside this please continue to use the Collins Connect and Oxford Owl e-books to support your child's reading.

In KS2: please only return your child's reading book once they have finished reading it – as they are longer books this may only be once a week or a fortnight. Please ensure you continue to fill in your child's reading record.

Please that children and adults wash their hands before and after touching the reading books.

First aid

If your child has an accident during the school day, we will encourage them as much as possible to clean their own graze and apply their own plaster. You will continue to receive first aid slips and blue head bump notes.

Medicine in School

If your child has any other medication, e.g. an asthma pump or an epi pen, they may need to use while in school, please ensure it has been sent into school on the first day back and is in date. If your child has a medical care plan, we will be contacting you over the first 2 weeks to arrange a

meeting to update your child's needs and discussing guidance from medical professionals in light of returning to school guidance.

Wearing PPE in school

- Wearing a face covering or face mask in schools or other education settings is not required, however some children or staff may wish to.
- Staff may wear face coverings to protect the children and themselves while carrying out first aid.
- We have PPE in school for staff to support children if they have a high temperature or continuous cough and are waiting to be picked up.

Behaviour expectations

Please read and **sign** the attached addendum to our behaviour policy and speak to your child about the new rules. Please understand that if your child is not able to follow the rules, for theirs and everyone's safety, you will be requested to discuss alternative arrangements with the Headteacher.

Contact with your child's teacher

If you wish to speak to your child's teacher please leave a message with the school office by telephoning or emailing the school office. Do not come to the school office unless you have telephoned in advance.

If your child's class teacher needs to contact you then they will telephone you rather than speaking to you at the end of the day.

Outside of School

We do ask that you continue to follow government guidance on social distancing outside of school to reduce the risk to other children, their families and our staff. If families are travelling to school then they are asked to use the school side of Milestone Road and then to go up the road using the other side of the road.

Please inform the school office immediately if you have been required to self-isolate as a result of a track and trace notification or have had a holiday to a country that requires you to quarantine.

We look forward to seeing your child at school.