

Welcoming Back Your Children To Parkfield Community School



Dear Parents and Carers,

We understand that sending your children back into school can generate some anxieties. We want to reassure you that, as always, we will do our best to look after your children. We have been very busy working to make school a safer place for the children and have followed all the latest Government guidance.

To ensure that our systems are robust, we will be staggering our welcoming back to school of children in 2 phases:

Group A at 8:30am- children in Nursery, Reception , Year 1 or Year 2 **plus** their siblings in Years 3 to 6.

Group B at 8:45am - children in Years 3 -6 **who do not** have any siblings in EYFS or KS1.

It is absolutely vital, for the safety of the whole school community, that you come to school at the correct time for both dropping off and collecting your children.

We have provided some key information for you in this booklet so that you can be ready for the 'new normal' at Parkfield Community School. However, as you will understand, this document will evolve over time and is subject to change following further advice from the Government.

Yours sincerely,

Mr James Wright
Head of School



Start and End of the Day

To help reduce the number of people on the playground, we are staggering the beginning and end of the days for different groups:

	Arrival Time	Where?	Collection Time
Group A	8:30am	Main Gate on Parkfield Road	3:00pm (12:00 Fridays)
Group B	8:45am	Main Gate on Parkfield Road	3:15pm (12:15 on Fridays)

- Face coverings: if your child would like to wear a face covering, you will need to be responsible for ensuring it is worn correctly to and from school. Staff members will not be able to assist children with their face coverings. They will need to be removed and disposed of in a bin or removed and put into a sealed bag before entering school. They will not be worn inside the school building.
- It is important all adults adhere to Government Guidance outside of school premises and if a person in your family becomes unwell. You must isolate and access a test as soon as possible.
- Please ensure that you only come to the school at the allocated time for your group. This will ensure there are no more adults on the playground than are needed to maintain social distancing.
- Only one parent/carer per child will be allowed onto the school premises
- Please observe the 2-metre social distance rules at all times.
- When you arrive at school, we **must** ask that parents **only** enter the school grounds via the gates on Parkfield Road. There will be signposts for where to drop off your child .
- **A one-way system will operate and you will then exit either through the gates on Clodeshall Road (by the staff car park) or round the back of the Year 1 Block and back into Parkfield Road.** (Please see the One-way system map below.) This will ensure maximum opportunities for social distancing and avoid large numbers of parents on the site at any time. There will be signposts and staff members to show you where the exits are.



- Please follow the one-way system and drop your children off at the allocated entry points for each class which will be signposted. A map to show you is at the back of the booklet.
- If you have a child in years 4-6 , and no children in year groups Nursery to Year 3, we encourage you to drop off the children at the front gate and allow them to walk into school by themselves again to avoid too many parents on site.
- The children will enter the school at certain points which will be signposted. They must wash their hands on entry to the school building and classrooms.
- At the end of the day, **you must enter the school again from Parkfield Road**. We ask all parents to stand well clear of exits from the school building. You will collect your children from the allocated area, indicated on the map below. These will also be signposted. Once you have collected your child/ren, please exit **either through the gates on Clodeshall Road (by the staff car park) or round the back of the Year 1 Block and back into Parkfield Road**.
- The gates will not be opened for parents until all the children are outside ready for collection. Please be patient!

Attendance

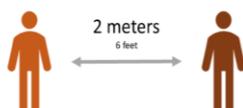
School attendance will compulsory again for all children from the beginning of the autumn term.

Contact with Staff

To keep everybody safe, you will not be able to talk to/meet your child's teacher on the playground at the start or end of each day.

If you need to speak to an adult in school, please do so via telephone: 0121 464 1131 or email enquiry@parkfield.excelsiormat.org

If you need to speak to the office staff, please make an appointment by calling the number or writing to the email above.



School Uniform

Children will be required to wear school uniform. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. If you need help regarding uniform, please contact the office. **Children will need to wear their PE kit to school on the days they have PE.**

Curriculum

The staff at Parkfield will deliver a broad and balanced curriculum for our pupils, including full educational and care support for those pupils who have SEND. We will be delivering the same high-quality maths, english, science and wider curriculum subjects as we were before the lockdown. We will be focussing on reinforcing your children's basic skills across all the subjects and addressing gaps in their learning to ensure your child makes excellent progress. Each year group will have a project based on a charity or community links focussed on group work and oracy skills to support their successful return to school. Knowledge organisers for science and your child's project will be enclosed in your child's report.

Washing Hands

Hand sanitiser and/or water and soap will be available in every classroom. Hand sanitisers will also be available in key locations around the school.

Staff and children will wash their hands upon entry to and exit from the school and whenever they enter or exit a classroom. They will also wash their hands regularly throughout the day including before and after break and lunchtimes.

It would be helpful if you could check and ensure that your child/children know/s how to wash their hands effectively.



'Bubbles'

In line with government guidance and to help aid social distancing:

- Children will be in year group 'bubbles'. They will stay in their classes for much of the time; however, some children may go into other rooms for interventions and other group learning. They will be taught by their class teacher but they may also be taught by other teachers and teaching assistants depending on the lesson.



- We have organised classrooms so that the children will have tables facing forwards and will be sat in pairs. They will have the same desks and chairs each day.
- The children will use their own stationery (provided by the school) throughout the day.
- The children will put their coats on the back of their chairs.
- All soft furnishings and soft toys will be removed from the classrooms

Play and Lunch Times

- Playtimes and lunch times will be staggered and/or in different parts of the school grounds so year groups will not mix.
- Those children who have school lunches will have these either in the upstairs hall, in the form of a sandwich lunch or a baked potato both with a choice of fillings, or downstairs in the main hall with a choice from the menu as normal. This will rotate on a weekly basis.
- If your child brings their own lunch to school, this will be eaten in their classrooms.
- Snacks will be eaten in classrooms and children will continue to have access to their individual water bottle.
- A midday supervisor will be attached to these class bubbles for lunchtimes.



Although we will remind children about trying to ensure social distance during the day, it would be helpful if you could do similar before children arrive at school. It is important that all adults adhere to government advice outside of school premises.

Cleaning

- 2 cleaners will be onsite during the day to ensure that all toilets and any other areas that are used are regularly cleaned.
- Once children and staff have left for the day, a team of cleaners will ensure that areas used are thoroughly cleaned.



First Aid and Intimate Care

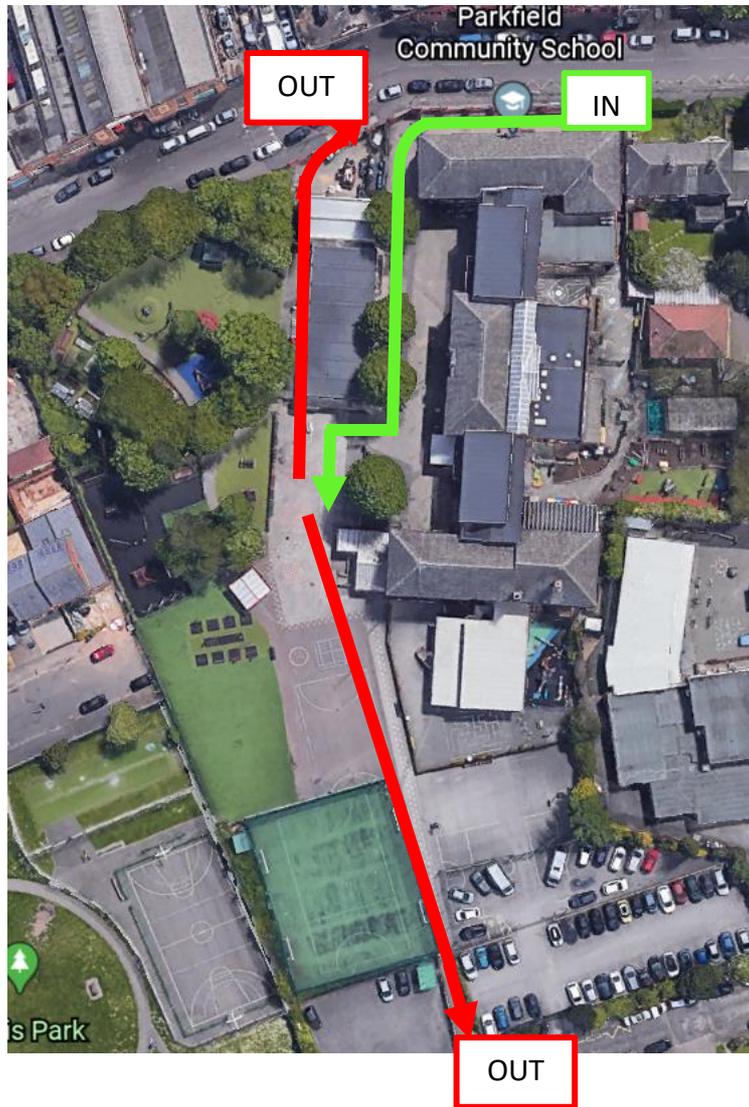
- Parents with children who may require inhalers and EpiPens must ensure that this medication is returned to school and that it is in date.
- First aiders, if required, will treat injuries wearing appropriate PPE.
- Staff members, who support children requiring intimate care (i.e. children who soil themselves), will wear PPE when carrying out this duty.
- If a child becomes unwell in school and shows any symptoms of covid-19, they will be put into isolation in the room next to the Head's office and they will be required to go for immediate testing.
- The child will only be allowed back into school once they have written confirmation that they have tested negatively or completed the necessary isolation period.
- The same will apply to any member of staff member developing symptoms.
- If any pupil or staff member tests positive for Covid-19, they will have to self-isolate for 7 days. Furthermore, the whole year group, staff in that year group and any other staff who have been in contact with the pupil or staff member, will self-isolate for 14 days.

Please remember, if we all work together, and strictly adhere to the government's guidance and advice, we will all make Parkfield a safer place during these difficult times. Thank you.

**Parkfield Community School will undertake all measures possible to prevent the spread of infection. Unfortunately, even with all measures put into place, the school/Excelsior MAT cannot guarantee 100% that any school site, or persons upon the site are COVID free. Nor can we guarantee that we can fully maintain social distancing between the children and adults within each group*



One- way system



Start of the day- Drop off map



End of the day- Pick up map

