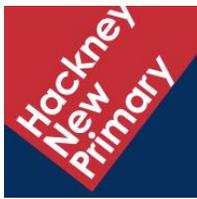


Parents' & Carers' Handbook for Hackney New Primary School September 2020

Welcome back!

We are delighted to welcome you and your child back to school. There have been many changes to how schools must operate during these challenging times, which will be explained in this handbook and other materials we will send you.

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Principles

Our overriding aims for 2020/21 are as follows:

- To reduce the risk of coronavirus transmission by following Public Health England's system of controls
- To ensure continuity of learning for pupils regardless of any further disruption to learning

At all times we are trying to achieve the following:

- Limit the contact between groups of children
- Limit the contact between staff members and different groups of children
- Plan for the movement of groups around school in order to minimise contact between groups including parents.

How will you keep my child safe at school?

Our main focus is to make our schools as safe as we possibly can, which has led to many changes! School will look very different when your child returns.

When planning how school should operate we have followed the government's guidelines, looked at what has been successful in other countries, and discussed different solutions with Local Authorities and other Trusts. We have also consulted the unions our staff belong to.

The government has recommended that pupils are organised into classes of 30 (for HNPS this will mean class sizes of 25) and that contact is minimised with other classes. We have also decided to phase the readmittance of pupils in September so they have adequate opportunity to adjust to their new life at school and to learn the new rules that we need them to follow to keep themselves and others safe. You will be sent your start date separately.

All aspects of school life and premises have been thoroughly risk assessed, and all staff have been thoroughly trained in the new procedures.



What are the new expectations for my child?

Amendments to how your child is supported at school with behaviour has had to be adapted so to take consideration of social distancing. You can find the adapted Promoting Positive Behaviour Policy [here](#) .

Children will be welcomed into the building at assigned staggered times, via the Downham Road or Enfield Road entrances. Maps can be found at the end of the document. Please be aware of the further expectations of children that may differ to their previous experiences:

- Enter the building without parents
- Sanitise hands when entering the building
- Bring only the minimal that is needed and take it all to their classroom, shoes do not need to be changed
- Will be taken to their classrooms by the school staff via a designated route
- Wash/sanitise hands upon entering the classroom
- Will adhere to the distance measurements put in place
- Will follow instructions from staff
- Will be dismissed by their class teacher to parents at the designated meeting area

What are the expectations for parents and carers?

This is explained clearly in the new Parent Agreement form, which will be sent to you separately, you must complete electronically before your child returns to school. It is very important that you follow the instructions given so we can keep all our pupils, families and staff safe.

Attendance

The Government has clearly stated that all pupils should attend school full time from September. It is very important that children do return to school, as we know that is where they learn best, and the huge benefit there is for their social and emotional wellbeing from being with their friends in their usual routine. If you have any concerns, please contact the school.

Please note - if your child is ill, with symptoms of coronavirus or similar, they must stay at home - see below for further details.



How can I communicate with school?

It will not be possible to have normal conversations with your child's teacher, as they will need to admit and dismiss pupils as quickly as possible to maintain distancing between classes. Please use this email address HNPSinfo@ekotrust.org.uk if you have any questions about what is happening at school; we will make sure we reply either by email or by phone. Please be assured that if we have any concerns about your child we will phone you to discuss.

Hygiene and cleaning

Maintaining high standards of cleaning and hygiene is essential in preventing the spread of coronavirus. The school has a detailed cleaning plan, which ensures frequent cleaning of resources, furniture, surfaces, handrails and door handles amongst many other items. All pupils and staff will be expected to wash their hands frequently; please make sure your child knows how to do this following government guidance before they return to school. The school has a good supply of cleaning materials, which will be locked securely in every classroom. The school also has appropriate protective covering for staff and visitors.

Your child should wear their school uniform, but this should be washed as frequently as possible. This reduces the risk of coronavirus being brought in from home to school, and being taken into the home from school.

What should my child bring to school?

Your child should not bring anything to school other than a water bottle (if you do not have one, school will provide one on the first day back) and their book bag for reading books. Please send your child in their PE kit on the days when they have PE lessons. School will provide a stationery set for each individual child, which they will keep in a labelled bag - these resources will not be shared. Your child will be able to take a reading book home from school which will be changed weekly; when books are returned to school they will be cleaned and 'quarantined'.

The School Day

Please note that you will be required to wear a face covering if you come to school on public transport. The government is still recommending driving, walking or cycling instead so please allow the additional time you will need.

Start of the day:

- You will have been given **a specific time to arrive each day**. It is important that your child arrives on time as this will prevent overcrowding at the school gates and reduce the risk of infection. Your child's class will enter the school promptly with their teacher. You will not be able to go into school with your child.
- When you arrive at school please use the entrance point/waiting area you have been allocated (see map on page 13).
- Any child who has been given Calpol/paracetamol in the last 24 hours for any reason will not be allowed into school and must return home.
- Pupils will be supervised to wash/sanitise their hands on arrival.
- If you are running late, please contact the school office immediately - they will inform you of what to do when you arrive. You will not be able to report to the school receptionist as you did previously, as you will not be able to enter the building. Please make sure you are on time.
- Drop off and pick up points for children Reception, Year 1 and Year 2 is Enfield Road - Please see the September 2020 reopening letter for further details.
- Drop off and pick up points for children in Years 3, 4 and 5 is Downham Road - please see the September 2020 reopening letter for further details.
- Only one parent/carer should bring your child to school to avoid overcrowding. If at all possible, please leave your other children with another adult in your household.

End of the day:

- You have been given **a specific pick-up time**. It is important that you collect on time as this will prevent overcrowding at the school gates and reduce the risk of infection.
- If you are running late you must inform the school office so that your child can be placed with a member of the Senior Leadership Team until you can collect them. Please note that you will not be allowed to enter the school building and that your child will have to

wait outside in the playground, supervised by a member of the Senior Leadership Team. This is to reduce the risk of infection to staff inside the building.

- Please only send one adult/carer to collect your child and if at all possible leave your other children with another adult in your household. We will only send pupils home with a parent/relative who lives in the same household.

Playtimes / Lunchtimes:

- Playtimes will be staggered so that the different classes of children do not mix in the playground. Children will be given plenty of opportunities to exercise outside.
- Children will be supervised as normal in the playground.
- Lunch will be eaten in class and rubbish will be disposed of in class.
- Children will use their own water bottles, which must be taken home everyday and cleaned thoroughly before being brought back to school the next day. If your child does not have a bottle the school will provide one which you can then reuse.
- Limited toys and playground equipment will be available during break to avoid the risk of infection.

When should I keep my child at home?

- Children who show any signs of illness may **NOT** attend school. The symptoms of COVID-19 include a high temperature, persistent dry cough and loss of sense of taste or smell, however other symptoms may be seen in children including headache and upset stomach. If in doubt, use the 111 online or phone system

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

- If any member of the household has symptoms of COVID-19, do **NOT** send your child to school – but do call and inform the school office.

- Children who show signs of illness or have a raised temperature will not be admitted to school.

- You must follow the government's advice on isolation

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> if your child or any

member of your household has symptoms of coronavirus. All children who are attending

school, and the people they live with, are entitled to a test. Please contact the school office if you need advice on how to organise this. If the test result is negative and the sick person does not have coronavirus, you must call to confirm this before you bring your child back.

Your child should come to school whenever possible but there are no penalties for poor attendance this term. If in doubt, keep your child at home.

What happens if my child has an accident at school?

If your child has an accident at school, first aid will be administered in the normal way, however the staff member will wear appropriate protective covering.

What happens if my child develops symptoms of possible coronavirus at school?

- If your child develops possible symptoms of coronavirus at school, we will call you to inform you that you must come and collect your child straight away.
- While they are waiting, they will be supervised by a member of staff in the isolation room who will wear appropriate protective covering if they cannot maintain social distancing.
- After you have taken your child home you should follow the guidance below on isolation and testing.

What happens after I have taken my child home?

The expectation set by the government is that anyone, staff or pupil, who has left school with suspected symptoms of coronavirus will self-isolate for 7 days. Their household members should self-isolate for 14 days. All staff or pupils who are attending the school will have access to a test if they display symptoms of coronavirus and are expected to get tested in this situation.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

What if other cases are detected in the school?

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

How can I help?

The school asks that you keep us up to date with any changes in your phone numbers so that we can contact you immediately if needed. Remember, we need to be able to send a pupil home with someone who lives in the household, we cannot send with a family friend or neighbour.

Teaching and Learning

Our aim for 2020-21 is to ensure pupils can learn equally well whether they are at home or in school. Eko schools have worked together to plan the curriculum, focussing on the key learning objectives children need to learn, and we have also included the objectives they have missed from last term to enable all children to catch up.

We are maintaining a strong focus on health and wellbeing, and will be contacting you about opportunities throughout the year.

The materials we have developed are transferable to online learning, so if a class, school or local area is required to self isolate or lock down we are well prepared. We will send you details about how to access learning when and if your child is required to learn at home.

In preparation for this, please read the following information carefully.

Online Remote Learning Guidelines

- Make sure your child understands and is aware of the pupil agreement.
- Answer the phone to school staff or return calls, messages or emails. Staff may call from a withheld number.
- Supervise your child's internet use and online learning – make sure you are aware of what they have been asked to do and the websites they need to access.
- Make sure you know who your child is talking to or messaging.
- If a member of staff calls to speak to your children – check that you know who they are, speak to the member of staff yourself before your child talks to them, stay in the room while your child is on the phone.

Guidelines for All Video Calls and Video lessons

- The parent or carer must make sure their child and other members of the household are aware the video call is happening,
- Staff, children and other members of the household must wear suitable clothing,
- Devices used should be in appropriate areas, for example, not in bedrooms; and where possible be against a neutral background.
- Language must be professional and appropriate, including any family members in the background.
- The same expectations apply for remote teaching and conversations as normal school conduct
- Staff will only ever video call a pupil with prior agreement with parents and the headteacher or an assistant headteacher. This will always be at a pre-arranged time. The times of all video calls and lessons will be published on google classroom and logged.
- Parents will need to need to communicate with the teacher/school if they have any concerns and will inform the school in writing or via email if they wish their child to stop being part of live lessons to withdraw consent.
- Wherever possible 'live' classes will be recorded and stored on google drive so that if any issues were to arise, the video can be reviewed. Parents and children will be asked to confirm they are aware of this and give consent at the start of each session.

Group Video Lessons

- These will be group conversations only or webinar
- If your child takes part in a group video conversation, they can be seen by the teacher and other pupils (and members of their household) that are part of the conversation
- Parents will need to give consent for their child to be part of a group video lesson
- Parents will need to communicate with the teacher/school if they have any concerns and will inform the school in writing or via email if they wish their child to stop being part of live lessons to withdraw consent.
- If the teacher has any concerns about children (or other members of the household) using unsuitable language, dress, location, the conversation will be ended and concerns will be recorded and passed to the headteacher or assistant headteacher
- Live classes should be kept to a reasonable length of time and should take place during normal lesson times.

1:1 Video Conversations:

- Staff will only ever video call a pupil with prior agreement with parents and the headteacher or deputy.
- This will be at a prearranged time and day.
- The staff member will speak first with the parent or carer to check they are aware of the call. The parent or carer must stay in the room.
- Contact the school if you have any questions or concerns. You can leave a message on the school phone and we will call back.

What about my child's wellbeing?

We know that the last few months have been traumatic for our pupils, families and staff. We also know that returning to a life at school that is very different will be difficult for many children. To help pupils readjust we have planned an extensive wellbeing and PSHE programme; this will be a key focus of their learning over the coming year. PSHE has also been built into all curriculum subjects. If you have any concerns about your child's mental health, please feel free to contact the school at any time. We will need to work together to help your child resume school life.

If on the first day your child is tearful and doesn't want to enter the school building, we will have limited capacity to encourage them in as we will not be able to physically comfort them. We also cannot have parents entering the school and therefore we would encourage parents to try on day one and if not successful, return again the following day.

We will say "We would love to see you in school. Let's try again tomorrow".

Please see below for some helpful tips and videos from our school teams:

Staying connected even when separated

Your child will be used to being with you and might be nervous or scared to leave you at the school door. You could help to reassure them, and to feel connected with you by using one of these ideas:

- giving them an 'invisible string' that connects you (in a pretend, magical way)
- you can read 'The Invisible String' story together which might help with feeling connected even though you are apart. The Invisible String by Patrice Karst:
<https://www.youtube.com/watch?v=WlUxXexjhYI>
- spraying your scent / perfume / aftershave on their clothes so that they can smell it during the day
- blowing them a kiss to keep in their heart, or up their sleeve (pretend) until you come to pick them up

There is also a really supportive video made by our Creative Arts and Therapeutic Play Practitioner, Emma Cumberland for your children to watch together with you called Returning To School. It's available for everyone on Youtube:

<https://www.youtube.com/watch?v=axyAVrom3Sg>

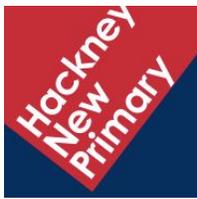
Emma has also recorded lots of other videos for parents and for children about the lockdown and about managing feelings and emotions. You can find them on Youtube; just search Emma Cumberland or follow this link:

<https://www.youtube.com/channel/UC28AHUZZB-eqVz4Gcb0TXptg>

My child has SEND, what support will they receive?

We will make sure that pupils with SEND have the support they need. Some pupils will need an additional assessment before returning to school, and we will contact you if that is necessary. The learning provided for SEND pupils will be matched to their needs, as is usual. Your child may need some specific work before returning to school, this may be around supporting transition to school or a specific need that needs further consideration.

We will continue to support learning at home if your child is unable to come to school. The school's Inclusion Leader (Ms Woodley), is also a point of contact for further support and/or advice.



Specialist Teaching

Music

Further risks assessments have been carried out to ensure that music lessons are delivered safely. As children are only able to use allocated spaces within the school, to avoid contact with other classes and staff, music lessons will take place within the children's allocated classrooms. Instrumental lessons will be delivered by music teachers from a safe distance. Musicianship lessons will take place in open spaces with children facing outwards. This in accordance with Government guidance to ensure that children are not facing each other in enclosed spaces.

Physical Education

PE lessons will continue to be delivered by the ELM's specialist coach, via video streaming. The class teacher will also support PE lessons to ensure the skills and tasks demonstrated by the PE coach are followed effectively by children, enabling them to be supported individually as needed. Children will be given regular opportunities to exercise each day in addition to their PE lessons.

Parents will need to be aware that the school cannot guarantee that:

- Children (especially younger children) will not be in close contact with each other.
- Children will always be taught by their own year group staff (this is because they may not be allowed to be in school if shielding is reintroduced or may be required to self isolate etc).
- Every item of school equipment including play equipment and climbing frames will be sanitised after every use. (Children will use sanitiser or wash their hands before returning to the classroom.)
- There will be no contact with pupils outside the year group. Whilst staff will do their best to avoid this, pupils may still attempt to talk to or play with others, and some degree of contact is unavoidable in the confined space available.

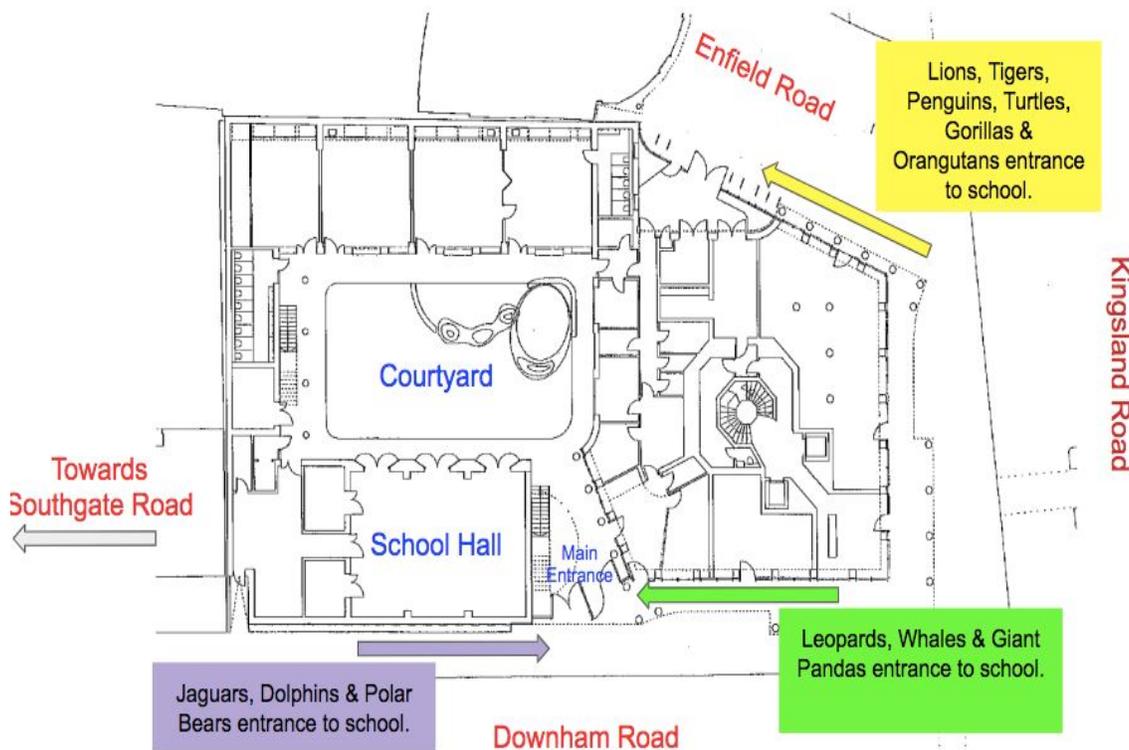
Thank you for your continued support at this difficult time.

Breakfast Club, After School Care & Enrichment Clubs

During autumn 1 term this provision will not be running. In order to reintegrate children back into school, with a focus on their wellbeing and the structures and routines embedded in the provision, we are going to use the first half term to focus on the school provision only. At the end of autumn term 1 we will review the provision and will then make decisions about how best to reintroduce clubs in a safe and structured way, taking into account the Government guidance around social distancing measures for pupils and staff running the clubs.

Appendix A

PREMISES MAP SHOWING WHERE PARENTS SHOULD LINE UP WHEN DROPPING CHILDREN TO SCHOOL AND COLLECTING THEM.





*Tips to support your
child at drop off*



Returning to School: drop off times



ARRIVE AT THE GIVEN TIME FOR YOUR CHILD

You will be given a specific time to arrive with your child. Your child will be in a special 'Bubble' and children in that Bubble will all arrive at the same time and stay together for the whole day, every day.



PREPARE YOUR CHILD FOR LEAVING YOU

Talk to your child about what it will be like. Practise coming to school and talk about their Bubble and friends. Explain that they will have to leave you at the entrance. Tell them who the adults will be in their Bubble.



TALK TO YOUR CHILD ABOUT THEIR 'BUBBLE'

The Bubble will be the safe space that your child will stay in all day, every day. It will be with other children and friends and the same adults. You will have more information about this sent to you.



DECIDE HOW YOU WILL SAY GOODBYE

Agreeing on a ritual can help the separating. It might be putting a familiar perfume or scent on their clothes, or blowing a kiss and catching it, or sharing an 'Invisible String'.