



**Return to School Information
March 2021**

Welcome Back to Lote Tree Primary

Welcome back to Lote Tree Primary in 2021. This is a long awaited and much anticipated return to school, inshAllah. We are grateful to be returning and have made some changes to this pack to reflect these changes.

We are committed to working together with you to ensure that your child has a happy and successful experience during their time back at school. We know that children learn best when carers and staff work together to encourage and support their learning. Staff at Lote Tree are always available to answer any questions you may have.

By sending your child to school you will be agreeing that you understand and accept the measures that we are putting in place to ensure the safety of staff, pupils and our wider community.

We have put the following preventative measures in place in order to minimise the spread of infection. As per the advice from the government, the following actions for infection control remain in place:

- Displaying coronavirus infection control measures information posters around the school
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances:
 - ✓ Before leaving home
 - ✓ On arrival at school
 - ✓ After using the toilet
 - ✓ After breaks and sporting activities
 - ✓ Before food preparation
 - ✓ Before eating any food, including snacks
 - ✓ Before leaving school
 - ✓ At regular intervals throughout the day
- Staff will be taking regular Covid 19 lateral testing twice weekly.
- Use of alcohol-based hand sanitiser dispensers that contain at least 60 percent alcohol (which is the NHS recommendation) throughout the school (alcohol free version available for eczema sufferers)
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room
- Telling staff to stay at home for seven days if they develop symptoms of coronavirus
- Providing additional antibacterial gel and hand wash in all wash areas and every classroom

In addition to hygiene measures mentioned above:

- Regular chemical fogging of the building, in line with COSHH regulations
- Pupils will be working in their allocated class or phase Bubble to minimise risk of full school closure
- Regularly cleaning the setting and resources will take place.
- Regularly clean the children's personal resources (pencils etc)

- Not allow children to bring in their own resources such as pencil cases.
- Use PPE such as gloves, aprons, masks, hand sanitiser and anti-bac wipes as identified in our Risk assessments.
- Confine resources to rooms to minimise sharing and when sharing is essential, clean resources before transference
- Organise lunchtimes and playtimes differently
- Carry out a corridor protocol- one way system as much as possible and keep clear corridor spaces as single file and allocate waiting squares
- Be vigilant in identifying children with symptoms, isolate them and ask parents to collect them
- Employ a set of agreed non-negotiables on safety in the classroom agreed by all. These will make every attempt to maintain social distancing for staff and pupils and limit any potential contact.
- Removal of unnecessary items from classrooms
- Removal of toys that are hard to clean.

Important Information

There have been important changes in your child's school life and routines and we wish the settling in process to be as smooth as possible. Please take the time to read this section of the booklet, as it will answer some of the questions you may have. If you have any further questions or queries please do not hesitate to contact a member of staff at school.

What should I do when I arrive back on the first day?

1. Before your child comes to school, we request that your child washes their hands for according to the Public Health guidance.
2. When you arrive at school on the first day you should come straight to the side entrance as usual.
3. Your child will then be asked to use gel to sanitise their hands before entering school.
4. Each child has a designated peg on which they may hang their coat
5. We request they do not bring in equipment or books from home
6. They will need to bring in their lunch box and a water bottle daily

We request that you wait outside school in at drop off and pick up ensuring you are following the social distancing protocols.

At home time you will follow the same procedure of waiting in a designated space for your child to be dismissed from school.

We request that children a brought to school by **one parent/carer only**.

Should you wish to speak to the admin staff, please make this clear to staff at the gate, who will arrange for an appropriate time for you to take care of any administration issues as Reception and Nursery will be using the main door for entry to the school

What are the times of the school day?

We have adjusted our school day until further notice. This is due to unprecedented circumstances. School will continue to operate staggered start and finish times, but we have also **extended the school week** by incorporating **Friday afternoon into the school week for pupils**.

It is important your child arrives at school promptly and ready to start the day. If your child is late, they

need to report to the school office and you will need to sign the late log.

If you are late at home time, we will need you to go to the office, before you pick your child up to sign your child out.

March 2021 School Start and Finish Times for Reception to Year 6

Morning Mon - Thurs			Home Time Mon - Thurs		
Key Stage 2	Key Stage 1	Reception	Key Stage 2	Key Stage 1	Reception
Side Gate Mon-Thurs	Side Gate Mon-Thurs	Side Gate Mon-Thurs	Side Gate Mon-Thurs	Side Gate Mon-Thurs	Side Gate Mon-Thurs
8.30am	8.35am	8.40am	3.20pm	3.15pm	3.25pm
Morning Friday			Home Time Friday		
Key Stage 2	Key Stage 1	Reception	Key Stage 2	Key Stage 1	Reception
Side Gate	Side Gate	Side Gate	Side Gate	Side Gate	Side Gate
8.30am	8.35am	8.40am	2.15pm	2.05pm	2.10pm

March 2021 School Start and Finish Times for Nursery Morning and Afternoon Sessions

Morning Session Starters Mon - Fri	Afternoon Starters Mon - Fri
Start Time	Start Time
Side Gate	Front Door
8.45am	12.30pm
Home Time	Home Time
Side Gate	Side Gate
11.45am	3.30pm

What happens at lunchtime?

Your child will bring a packed lunch to school as usual. The children eat their meals in their classrooms and are looked after by the lunchtime supervisors. Lunch time supervisors are equipped with PPE.

Will my child still be able to play outside?

Yes, there will be access to the playground at different times during the day and each class bubble group will have timetabled access outdoors. No Bubbles will be allowed to play at any one given time.

What level of social distancing will be expected?

There will be four distinct bubbles.

1. EYFS - incorporating Nursery and Reception
2. Years 1/2
3. Years 3/4
4. Years 5/6

Children will not be mixing across the bubbles

Will my child be expected to share resources, such as pens and pencils?

Children will be given their own equipment, which they must not share with anyone else. They must not bring any equipment in from home. Any resources that are shared (e.g school laptops/ipads) will be thoroughly disinfected after use.

How will 'wet play' work?

Wet play will be inside classrooms and children will be expected to do an activity at their tables or their adult will read them a story. They may have access to white board visuals and activities

Lunch Times

Children will need to bring their own packed lunches. These must be in a labelled, washable lunchbox. This will ensure that they can be washed or anti-bacterial wiped off each night. Water bottles need to be provided from home and taken home each night to be washed.

I have multiple children at the school, will their timings be co-ordinated?

We will be staggering times slightly to allow for Bubbles to maintain distance, where possible.

Do I have to send my child to school?

Yes. All regulations and statutory guidance relating to attendance must be met. Attendance at school is compulsory, unless your child is unwell or you are self-isolating as a family.

Can you guarantee the safety of my child and of the staff?

School staff will do all they can to keep the school environment as safe, clean and sanitised as possible. The school has an enhanced cleaning regime. This includes the implementation of frequent 'Fogging' of the building and the environment.

Children will frequently wash their hands and resources will be sanitised. Each child will have their own allocated school space and pupils in years 1-6 will be discouraged from crossing over into their peers

space to ensure social distancing as much as possible. We cannot guarantee the safety of school users, but we can try to eliminate as many risks as possible to keep staff and children as safe as we can.

Will the children be social distancing?

We have rearranged classrooms to try to encourage social distancing, but families need to be aware that this can be very tricky for children and it is likely that the children will mix with each other within their "bubbles". It is extremely unlikely that we will be able to keep the children socially distanced from each other and parents/families must understand this, particularly for the younger children in Nursery and Reception.

What if my child is vulnerable, e.g. has asthma or another underlying health condition or if I have got a vulnerable person at home, can I send my child to school?

The government advice is as follows: Children and young people who are considered extremely clinically vulnerable and shielding should continue to shield and should not be expected to attend. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category, and parents should follow medical advice if their child is in this category.

You need to provide a copy of the shielding letter sent to your CEV child, to confirm that they are advised not to attend school or other educational settings whilst shielding guidance is in place. We will continue to provide remote learning to any pupil unable to attend school, whether because they're shielding or self-isolating.

Children and young people who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the social distancing guidance and including those who are pregnant, can attend.

What if my child has a current medical plan or an underlying medical condition?

If your child currently has an existing medical condition like asthma or any other medical condition, you need to make an appointment with a senior leader to review your child's plan initiate a new medical plan to ensure the school has the most up to date and current information about your child.

If my child is attending school, can they see friends and play with them outside of school?

Outside of school you should be following Government Guidance and maintaining social distancing and this applies to your whole family. Therefore, you should be limiting children's contact with others outside of school as much as possible in order to avoid the spread of the virus. As we are in a full Lockdown, children should only be meeting with their allocated support bubbles and not leaving the house.

Can various family members collect and drop off my child?

We do not recommend this, at the moment unless they are your specified support bubble. We are all following Government guidance to socially distance and not mix with people outside our household. This would particularly be the case if a family member belonged to an alternate household and was not part of your immediate household. This advice may change as government advice changes re social distancing.

What support will be available - at school and through home learning?

The school have developed a robust catch up programme that your child will be following on their return. This includes an overhaul of the normal school timetable to allow for additional number, phonics and writing sessions in addition to their daily Maths, Literacy and Phonics.

Guided Reading sessions have been increased and a specifically designed programme implemented to ensure that we prioritise the learning to meet the needs of our pupils.

Will the children be asked how they feel about coming back to school?

Pastoral Leads and Islamic Studies teachers have been collaborating to ensure that the wellbeing of our pupils is prioritised. Focus upon resilience and gratitude as well mental wellbeing are key target areas and the implementation of more reflection and collective worship will further enhance this provision on return.

Would children still have normal things happening like PE lessons, assemblies and Salaat Time?

We will ensure pupils get time to play and exercise within the school week. Staying active is paramount during repeated lockdowns and we will ensure your child is able to run and play with their bubble.

Can the children play together and socialise?

Children will be able to socialise but only in their bubbles and whilst maintaining social distancing. This may mean that they play in a certain area of the playground and there will be staggered playtimes and breaks. They will not be able to mix with others from outside of their bubble.

Will children get to have break times and play outside?

Break times will be staggered in order to ensure that children remain inside their 'bubble'. Children will not be able to play or mix with children outside of their 'bubble'. Children will only be able to access a limited amount of play equipment, which must remain within their 'bubble' and will be cleaned regularly.

What happens if my child falls over or bumps their head?

We will treat children as best as possible within the realms of safely social distancing. All usually procedures will be followed.

What if my child is upset when they arrive at school or during their time at school?

Following social distancing advice, we will try our best to sooth and support any child who is upset or distressed. Some staff may feel more comfortable than others and so may take your child's hand to bring them into school and both the child and adult will then wash their hands thoroughly.

Behaviour Policy

There have been amendments and addendums to several policies. We have had to make provision for these unusual circumstances in the behaviour policy. An agreement will be sought with all children (age appropriately) to ensure that they are aware of the new and restrictive rules on social distancing and rule following relating to these.

What if another child 'coughs' deliberately in someone else's face?

School will take this very seriously and it will be classed as an assault. We will explain to the child the dangers and consequences of these actions. Parents will be telephoned and may have to come and collect their child

Will teachers and other staff be able to get tested if they have symptoms?

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work - including both public and voluntary sector workers, as well as foster carers. See the full list of essential workers. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

What will happen if a child in the class shows symptoms?

We will follow the Government guidelines set out below.

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they will be moved, to a designated room where they can be isolated behind a closed door, with appropriate adult supervision if required. Ideally, a window will be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a school?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the COVID-19: cleaning of non-healthcare settings guidance.

What happens if there is a confirmed case of coronavirus in school?

We will follow the Government guidance set out below.

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 10 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure - perhaps the whole class. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

Lateral Flow Tests

Parents have been advised there is "no national recommendation for primary-age pupils" to have a lateral flow test.

However, community testing sites in Coventry have now extended the age range to include children and young people from the age of two.

Local authority states: 'We are encouraging all parents and carers of children attending a primary school to take them for a Covid-19 test prior to their return to school week commencing the 8th March, and then on a weekly basis thereafter. Information on the location and opening times of LFT community sites is available below

Note Lateral flow tests are for people NOT showing symptoms

Coventry City Council is providing community testing for local people across the city.

All of our test centres provide you with a COVID-safe and secure environment.

Alan Higgs Centre

Allard Way

Coventry

CV3 1HW

Centre AT7 (Centre AT7 will re-open on 27 February)

12 Bell Green Road

Coventry

CV6 7GP

Coventry Transport Museum

Millennium Place

Hales Street

Coventry

CV1 1JD

Hagard Community Centre

Remembrance Road

Coventry

CV3 3DG

Indian Community Centre

243 Cross Road

Foleshill

Coventry

CV6 5GP

Moat House Leisure and Neighbourhood Centre

Winston Avenue

Wood End

Coventry

CV2 1EA

Xcel Centre

Mitchell Avenue

Coventry

CV4 8DY

Opening hours

Monday - Friday: 8am to 6.30pm

Saturday and Sunday: 10am to 3pm

Will the school take my child's temperature every day?

Yes, we will use a non-invasive thermometer which points to the forehead to ensure a child is not running a temperature. If a child has had calpol before school or during the night,

THEY SHOULD NOT BE AT SCHOOL.

What plans does the school have to keep all areas clean?

Our highly efficient cleaner has been working tirelessly to ensure we maintain the highest level of cleanliness over and above the government guidance. We would like to reassure our families that we have sourced sufficient cleaning materials including additional classroom kits to support all areas of the school and we have adjusted working arrangements to ensure continuous support during high occupancy times.

We start each day with a clean of each area and all staff have been briefed in effective cleaning techniques using recommended disinfectant.

Our cleaner is now working during the school day in addition to her normal Covid cleaning routine.

The cleanliness of areas is being proactively monitored and cleaning kits are being topped up daily. Additional supplies are continuously being sourced to ensure we have sufficient stock to meet the needs of the school community during these challenging times.

The leadership team is monitoring the updates issued by the DfE with regards to cleaning in educational settings to ensure any changes to the guidance is adhered to and implemented immediately.

Wednesdays has been allocated for deep clean between year 1 bubble change over and is an additional layer of cleaning for the whole school.

How will the children use shared areas such as toilets?

Systems in place (but are not limited to) one person using a corridor at one single time, wait squares being established across the school to prevent crossover, specified toilets per 'bubble' and guidance and support from staff across the school to minimise contact.

Additional cleaning to top up existing routines throughout the day in classrooms and all high usage areas.

Will staff be wearing PPE?

The latest government guidance states that wearing PPE in schools is not recommended therefore will not be worn by staff except lunch time supervisor, barring two instances:

1. If children in nursery have intimate care needs and staff already wear PPE as part of their care routine.
2. If a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home.

Can my child wear a facemask?

The latest government guidance states that primary schools or childcare settings should not require children and learners to wear face coverings whilst teaching, unless they choose to wear a visor. Staff are required to wear face coverings whilst traveling around the school. We have made the wearing of face masks whilst travelling around the school mandatory for our staff.

Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed as it may inadvertently increase the risk of transmission.

What should I do if my child is unable to attend school?

Follow the normal attendance procedure as stated within the Attendance Policy. Please note that if your child is self-isolating you must inform the school immediately.

School Uniform

We have been advised that pupils should change their clothing every day. Once they return home their uniforms/clothing used in school should be washed. Guidance is that clothes to be washed on 60 degree wash. Please could you ensure the children wear appropriate clothing and footwear to school. We ask that all footwear is suitable for outdoor play. We are recommending that pupils alternate between their uniform and their PE kits.

If your child does not have a PE top, it can be purchased from the school office.

The PE Kit is as follows:

- Lote Tree top Long or short sleeve
- Black Joggers (plain)
- Lote Tree Varsity Jacket or Black Zipped jacket (plain)

No book bags are needed. We will not be sending reading books home to begin with as these could pose cross contamination issues.

Nursey and Reception Pupils Spare Clothes

We require that pupils in this age phase bring in a set of additional clothes. These must be:

- Labelled clearly with their name
- Put in their named pe bags
- Kept in school for the duration of a week

We cannot provide spare clothes, as we have removed this option due to Covid 19

Useful links

Guidance on the use of face coverings in education

We have updated our guidance on the use of face coverings in education to reflect the end of National Restrictions on 2 December and to provide details on how face coverings should be used under the local restriction tiers.

Supporting your children's education during coronavirus (COVID-19)

Information, guidance and support for parents and carers of children who are learning at home.

Help children aged 2 to 4 to learn at home during coronavirus (COVID-19)

Advice for parents and carers of children who have not yet started school.

Help children with SEND continue their education during coronavirus (COVID-19)

Advice for parents and carers looking after children with special educational needs and disabilities (SEND).

Help primary school children continue their education during coronavirus (COVID-19)

Advice for parents and carers looking after primary school children.