



Our mission is Be All You Can Be!

**Every day we make sure your child can
Look, Listen, Learn, Love and Laugh!**

COVID 19 HANDBOOK FOR PARENTS

- *DISREGARD FOR COVID 19 RULES WILL NOT BE TOLERATED AND ANY CHILD OR ADULT NOT FOLLOWING THE RULES WILL BE REFUSED ACCESS TO SCHOOL.*
- *PLEASE NOTE THAT IT IS VERY LIKELY THAT YOU WILL RECEIVE FURTHER UPDATES AS GOVERNMENT GUIDELINES CHANGES*

WHAT ABOUT MY CHILD'S ATTENDANCE? I DON'T KNOW WHAT TO DO!

Whether or not you send your child to school during this period of time is completely your decision. Our school will completely respect whatever decision you, as parent/carer, makes in regard to this matter. If you decide to keep your child at home, your child will be given an absence code Y which is classed as an authorised absence. At this moment in time, the government has assured us that parents/carers will not face any legal consequences if they decide not to send their child to school. Home learning will continue to be provided for those children who remain at home.

YOUR CHILD.YOUR CHOICE.

WHEN WILL OUR SCHOOL OPEN?

These dates are all subject to change dependent on government guidance, reviews and decisions. Schools have no prior knowledge of said possible governmental changes. We find out, just like you, during TV updates. Our risk assessment may then need changing to accommodate new government guidance. We will keep you updated regularly, using FACEBOOK, online assemblies, email and website.

WEEK 1 - STARTING JUNE 1ST 2020

Monday June 1st to Wednesday June 3rd 2020 - SCHOOL CLOSED TO ALL CHILDREN - SCHOOL BEING REPURPOSED AND PREPARED

Thursday June 4th and Friday June 5th 2020

SCHOOL OPEN TO GOVERNMENT PRIORITY GROUP 1 CHILDREN

- A parent/carer who is a key worker - see list
- Children who have additional needs - social worker, ECHP, Early Help Plan
- Children will be placed into the Priority Group 1 Bubble
- Parents/carers requesting this service will need to fill out this required booking form and return to school by email by Sunday May 31st 2020 for place starting Thursday June 4th 2020.

Here is the link to the government key worker list. Put cursor over address below and press enter. <https://www.gov.uk/government/publications/coronavirus-COVID-19-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

- **KEY WORKERS** - Here is the link to the form you must return if you think your child is eligible for a place in Priority Group 1 .Put cursor over [here](#) and press enter to fill in form.
- **CHILDREN WITH SEND OR WHO RECIEVE HELP FROM OTHER AGENCIES** - Here is the link to the form you must return if you think your child is eligible for a place in Priority Group 1. Put cursor over [here](#) and press enter to fill in form.
- Government guidance states that these children, in Priority Group 1, will always receive priority placement in school.

WEEK 2 - STARTING JUNE 8th 2020

- School will be open for Priority Group 1 children Monday to Thursday
- School will need to be **closed every Friday** for deep cleaning and to comply with statutory regulations and law in relation to staff PPA requirements.
- During this week we will be surveying Y6 parents/carers regarding whether or not they want their child to attend school, should a place be available

WEEK 3 - STARTING JUNE 15th 2020

- School will be open for Priority Group 1 children Monday to Thursday
- School will need to be **closed every Friday** for deep cleaning and to comply with statutory regulations and law in relation to staff PPA requirements.
- ***If all above is manageable*** and if we have room and if we have enough staff and if guidelines don't change, some Y6 children may be offered a place in school, as per the results of the survey undertaken by parents/carers in Week 2. Those children already in school in Priority 1 Group will have to remain in the Priority 1 Group Bubble and will not be able to join Y6, so as to reduce possible risk of infection.

WHO WILL OUR CHILD BE WITH?

BUBBLES AND STAFFING

As per the guidance on the school's risk assessment -

- children are going to be placed into "BUBBLES" which is just another word for fixed groups
- due to the size of our classrooms, these bubbles will be of no more than eight children, with two members of staff per bubble
- the staff with your child's bubble will be the staff that remain with them all the time
- staff cannot move from bubble to bubble
- the staff with your child's bubble may not necessarily be the staff that your children are used to
- all adults will be EJS adults but may not be your child's usual staff member
- your child may not be in a room that they are used to
- children will **NOT** be allowed to move from bubble to bubble
- the bubbles will have to have separate playtimes and separate lunchtimes to the all the other bubbles in school. This is to make sure that the children are only mixing with those in their own bubble and therefore reducing the possible risk of infection
- Priority Group 1 children will have to remain in the Priority Group 1 Bubble and will not be joining Y6, so as to reduce the possible risk of infection
- please note that generally your child will have to work independently, as the supervising adult cannot sit beside or be within 2m of your child.
- the adult should remain at his/her work station, wherever possible

HOW DO WE DROP OUR CHILDREN OFF AND PICK THEM UP?

- **DROP OFF 8.45 - 9.15** - before and after this doors will be locked
- **CHILDREN MUST BE WALKED TO AND FROM SCHOOL BY ONE APPROPRIATE ADULT**, so that 2m social distancing takes place on the way to and the way home from school.
- **PARENTS/CARERS ARE NOT TO ENTER THE SCHOOL SITE.**
- **NO PARENTS/CARERS WILL BE ALLOWED PAST THE DOUBLE GATE AREA.**
- **DO NOT ASK TO SPEAK TO THE ADULTS ON SITE** - this cannot happen as we have to reduce the possible risk of infection for adults and children
- Wherever possible, siblings should be left at home.
- No dogs whatsoever.
- No cars will be allowed on the car park, except for the cars of staff that day. Staff cars need to be parked with two bays in between.
- Double gates will be locked during the day.
- The school will be operating a one way system.
- Parents/carers and children will need to 2m social distance and form and follow a queuing system like ASDA on the EJS side of the pavement, behind the barriers and up the road - **DO NOT** go onto OLSP side. This will be supervised by a member of staff.
- Children will enter through the gate alone, observing 2m social distancing at all times and forming and following a 2m social distance queue along the Terrace
- Children will enter and exit the school building through the upper school cloakrooms, where they will have to wash their hands, one by one. This will be supervised by a member of staff.
- Children will have their temperature taken on entry to school.
- **PICK UP 2.45 - 3.15 - CHILDREN RELEASED ONE BY ONE** as parents/carers get to the front of the 2m socially distancing queue at the front gate - this will be supervised by an adult, who will alert the bubble staff that you are waiting.

WHAT WILL OUR SCHOOL LOOK LIKE?

I think it only fair to try and give you an idea of what school will look like should we begin to reopen from June 1st. EJS will not look like EJS. It will not feel like EJS. We will be the same building but the atmosphere will be very different. Our adults will do everything they can to make our school as pleasant as possible in the circumstances we are in but this is not a "new normal." It is a "new world."

Some may be critical that I have been as honest with you as I am being about our new world school conditions. Those of you who have known me a while will verify that I always try to be as honest and up front with parents/carers, staff, governors, families and children as I can be and I see no reason why I should be any different regarding this matter.

Don't for one minute think that designing this return to potential reopening plan is what I would want for our precious school. It has, in fact, been heartbreaking trying to imagine our warm,

friendly, loving, huggy school being as sterile and lonely as this but, to design this plan is the job I am paid to do and as always, I have tried to do my job to the best of my ability.

BUBBLES AND STAFFING - Who? Where?

- As already explained, our children will work in bubbles (groups) of no more than eight. The group sizes are determined the size of the room and the need for 2m social distancing, wherever possible.
- Whenever possible the children will be supervised by the same adults, in order to reduce the risk of potential infection. This may mean that your child will not be with their usual adult or in their usual rooms.

CURRICULUM - What will our children learn?

- Please remember that the school curriculum is suspended until September, at the earliest and that our children will be given learning tasks, relevant to their needs. In order to provide equality for our children and make staff workload manageable, the children in school and out of school will be following the same learning tasks.
- Tt Rock Stars for times tables
- Reading - four times a week, one on line on seesaw so adults can hear reading
- Spelling - Junior Spell
- Grammar
- Maths
- Weekly class task
- Optional Miss Craig Weekly Task
- Use of online Seesaw and Facebook
- Miss Craig FACEBOOK live assemblies and updates, whenever possible, Tuesdays and Thursdays at 1.00 - to ensure equality of opportunity - these will also be shown to the adults and children in school

PLAYTIMES AND LUNCHTIMES

- **NO LUNCHBOXES OR WATER BOTTLES IN SCHOOL - DISPOSABLE ITEMS ONLY THAT STAFF WILL DISPOSE OF SAID ITEMS EACH DAY- GLOVES TO BE WORN BY STAFF AT THIS TIME AND WASTE ITEMS DOUBLE BAGGED**
- Playtime will as usually be for 20 minutes, supervised by one of the bubble staff, whilst the other has a comfort break.
- Children will have to play individually on the yard, without any equipment, in designated, separate spaces.
- The Adventure Playground has to be closed, so as to reduce the possible risk of infection in relation to the touching of equipment.
- As yet, the kitchen will not be open.
- Children will need to bring in a snack, a packed lunch and drink each day. These items will be thrown away at the end of each day so need to be disposable. Again this is to reduce the risk of home to school infections and vice-versa.
- To our knowledge up to today, FSM vouchers will continue - parents/carers need to provide a **disposable** packed lunch and drink, using said vouchers to buy suitable food and drink

for packed lunches - no lunch bag, no water bottle, no fizzy drinks, no energy drinks, no glass allowed

- Children and supervising adult will eat their lunch in their allocated classroom

CLASSROOMS - where will our children be?

- Classrooms will have to be repurposed in order to promote safety.
- As fitting with the requirements of the risk assessment, the first three rooms to be repurposed will be C4, C5, and C6.
- Your child will sit at a one specified, allocated table all day, in their specified, allocated room. There will be no moving around school.
- All additional furniture, where possible, will be need to be removed.
- All resources will need to be removed including all soft furnishings and all books etc.
- Windows will be open for ventilation, doors wedged open to avoid handle touching. Doors will be closed to at nights or when not in use, so as to comply with fire regulations.
- Displays will have to be removed or covered in plastic and wiped, wherever possible.
- Children and adults will wipe down their own chair and table and boxes at least four times a day - on entry - after play - after lunch - on going home - their adult will supervise this. Children will be taught this.

HEALTH AND HYGIENE

- **Children will not be allowed to bring any equipment or anything AT ALL in from home. Home stuff stays at home and school stuff stays at school. Pockets must be empty. No bags. No toys. Any outerwear (coat) will stay on the back of your child's chair for the duration of the day.**
- Children are expected to wear a new set of clothes to school each day to reduce the risk of possible infection and your child may be refused entry to school if this rule is not adhered to. In order to help you with this, your child need **not** wear school uniform.
- All door handles, taps, toilet seats and flushing handles, will be wiped and cleaned after each use; desks and iPad regularly through day
- Adult and children long hair tied up into bun
- As part of our risk assessment, staff may follow the advice of their professional bodies and wear PPE in order to manage risk of transmission. This will be particularly necessary when administering first aid or supporting intimate care.
- Children will also be expected to wear visors, when asked to.
- Extra and additional hand washing and cleaning will need to take place throughout the day to help manage the possible risk of infection. All children and staff will be expected to comply with this without exception. On entry and exit, before and after eating and drinking, after toilet use, coughing or sneezing into tissue.
- Children will be given individual equipment that stays with them in school. Children will be issued with a hygiene box containing hand sanitizer, liquid soap, paper tissues, paper towels and disposal bags for their individual use. This box will stay with them on their table at all times and is only to be used by them.
- Children will be given a stationary tray, including pens, pencils, ruler, rubber, one exercise book, white board, white board pens and eraser and highlighter.

COMMUNICATIONS

- **The School Office will be closed** - all communications need to go via T2P texting service, email or Facebook. There is no telephone facility.
- Parents/carers are not to enter the school site. No further than the double gates - sorry.
- Do not ask to speak to the adults on site - this cannot happen as we have to reduce the possible risk of infection for adults and children
- There is no facility to accept money.
- EJS Home to School Agreement - to keep everyone safe it is expected that the EJS Home to School Agreement is adhered to, signed and returned before we can accept your child back into school. Failure to sign indicates that you are unwilling to adhere to the behaviors and expectations made clear and we therefore retain the right to refuse your child entry to our school. Please don't put us in this position - sign the H2S Agreement previously sent to you by email and return to us on covid@ewanrigg.cumbria.sch.uk **should you be notified that your child is entitled to a place in school.**
- All previously planned gatherings - Presentation Ceremony, Sports Day, Y6 Party, and Wailing Wall etc. sadly, will not be able to take place at this time. Sorry again. We will look to rearrange these for Y6 when we can.
- There will be no breakfast nor after-school clubs.

WHAT IF THERE IS A SUSPECTED CASE OR MY CHILD OR FAMILY IS ILL?

- Children presenting with COVID 19 symptoms will be isolated in a separate room (Mrs. Dawson's Family Room) prior to being sent home. An adult will need to collect the child immediately. PPE (clear visors) will be worn during this time.
- If a child or staff member is displaying symptoms of COVID 19 - fever, persistent cough, loss of smell and taste, the whole bubble will be sent home and told to self-isolate, until the said child or adult undertakes a COVID 19 test.
- We are assured by the government that all children and staff, displaying symptoms, are to be eligible for a COVID 19 test.
- If the test comes back negative - the whole bubble can return to school as usual
- If the test comes back positive - the whole bubble will have to self-isolate for 14 days
- We are assured by the government that the national Track and Trace system will be running by Monday June 1st 2020.

DOCUMENTS AND GUIDANCE USED

- DFE - THE MANY GUIDANCE FOR REOPENING SCHOOLS DOCUMENTS
- CCC UPDATES AND RISK ASSESSMENTS
- KYM ALLEN HEALTH AND SAFETY ASSOCIATES UPDATES, RISK ASSESSMENTS
- CAPITA HUMAN RESOURCES SOLUTIONS
- MARYPORT EDUCATION GROUP COVID 19 CHARTER - SEE ATTACHED
- EJS HOME TO SCHOOL AGREEMENT - SEE ATTACHED
- NEU AND UNISON (STAFF PROFESSIONAL ASSOCIATIONS/UNIONS)

- KEY WORKER LIST - AS PER GOVERNMENT UPDATES
- <https://www.gov.uk/government/publications/coronavirus-COVID-19-19-maintaining-educational-provision/guidance-for-schools-colleges-and-local-authorities-on-maintaining-educational-provision>

A worrying time for us all. If you have any questions, comments or concerns, please email me. Our COVID 19 dedicated email address is covid@ewanrigg.cumbria.sch.uk

Look out for updates on our Facebook page and during Facebook online assemblies, Tuesdays and Thursdays at 1.00, whenever possible.

Stay safe and well,
Your Head Teacher
Yvonne Craig X