

# **Summerville Primary School**

## **Parents & Carer Handbook**



**Summerville**  
Primary School

---

## **1: Introduction**

The aim of this document is to communicate in more detail how we will open as safely as possible after the COVID-19 lockdown.

All of these plans are to limit the risk of the virus spreading; however, we cannot guarantee as a school that the virus will not spread and that your child will not be affected by it.

Our overarching principle in planning our back to school is safety. To reduce transmission as effectively as possible we must:

- ensure people who are ill stay at home and actively engage with the NHS track and trace initiative
- reduce contact between people as much as possible
- maintain regular hand washing and/or sanitizing throughout the day
- observe good respiratory hygiene measures – ‘catch it, bin it, kill it’
- follow enhanced and regular cleaning procedures

A comprehensive risk assessment has been completed, alongside risk assessments for all frontline staff. Both of these documents follow Salford LA approved template. The operational risk assessment has been approved by the governing board, the Local Authority and has been viewed by the appropriate Trade Unions.

Summerville will continue to be the kind, inclusive, warm and happy place that it has always been. Things will look different, but our hearts will be the same.

Please take time to read our plans and expectations. If you have any questions, please email us using the school email.

## **2. Wellbeing**

### **2.1 Pupil Wellbeing**

We are aware that pupils will have had varied experiences during lockdown. Staff have planned for this and have been asked to deliver lessons which will support a gentle return to school life.

To further support pupils at this time, we can provide the following offer:

- bespoke therapeutic interventions via Therapeutic Inclusion Room trained staff
- Place2Be
- referral to outside agencies such as CAMHs and the Primary Inclusion Team
- bereavement support from trained staff
- Early Help referrals

In addition, whole class teaching of wellbeing, as well as supporting pupils with to deal with the range of emotions they are experiencing will be an essential part of the return to school curriculum.

## **2.2 Safeguarding**

We will continue to follow our safeguarding and child protection policy and procedures as normal. Please be assured we will always have a Designated Safeguarding Lead on site who can deal with any concerns. If you are worried about a child please contact school or the Salford Safeguarding team (the Bridge Partnership).

Phone: 0161 603 4500 Email: [worriedaboutachild@salford.gov.uk](mailto:worriedaboutachild@salford.gov.uk)

## **2.3 Support for adults at home**

We know that the exceptional circumstances over the last few months may have been challenging for some parents and carers. Please contact us in school if you would like any support.

## **3. Coronavirus guidelines**

### **3.1 Coronavirus symptoms**

The box below provides a summary of the common symptoms of coronavirus. A test is needed for anyone who has **one** of the most common symptoms of the virus (outlined in Section A) or at least two of the other symptoms outlined in Section B.

#### **Section A**

**The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:**

A new continuous cough

A high temperature (fever)

A loss of, or change in, your normal sense of taste or smell (anosmia)

**Any one of the above symptoms gives reason for high level of suspicion for COVID-19.**

**A well person or child:** feels 100% well, seems themselves and not displaying any changes in behaviour or their daily routines.

#### **Section B**

**An unwell person or child could be a possible case of COVID-19.**

**A combination of symptoms (two or more) below gives reason for high level of suspicion for COVID-19.**

Vomiting/nausea/off their food, diarrhoea, sleeping more than usual, complaining of not feeling themselves, listless/restless/agitated, shortness of breath, feeling cold, headache, severe body aches, sore throat, congested or runny nose, skin rash - anything that is not feeling themselves.

NB For fevers, the NHS advice is to look for a high temperature – ‘this means you feel hot to touch on your chest or back; you do not need to measure your temperature’.

**3.2 If your child becomes unwell at home** or if anyone in your household is unwell as outlined above, they should not attend school. Please let school know the reason for your child's absence and we will discuss with you if your child needs a test using the criteria above.

**3.2 If your child becomes unwell whilst in school**, we will contact you and your child will need to be sent home. Your child will be supervised separately from other children and other members of the school community while he or she is waiting to go home.

We will contact the Local Authority Infection Control Team to inform them of the need to arrange a test. You will be contacted with information on what you must do to arrange a test for your child and details of how and where this will be carried out. Please wait for this call. Your child must remain at home while awaiting the test and the result and your child, and all members of your household, should not come into contact with other people outside of your household. You must not go to a doctors, hospital or NHS facility during this time unless symptoms become serious.

### **3.3 What to do when you get the results of the coronavirus test**

Once you have got your child's test results, or the test results of anyone else in your household, you must phone school and inform them of the results. Even if the results are negative, you must still tell school. This is to protect the rest of the school community.

### **3.4 What to do if your child's coronavirus test is negative**

You must inform school of this straight away.

Your child can return to school provided they feel well enough and they have not had a fever, diarrhoea or vomiting for 48 hours. As there are other viruses circulating such as a cold or flu, it is advisable to avoid contact with other people until they are better. Household members can also end their isolation unless someone else is awaiting results of a coronavirus test.

### **3.5 What to do if your child's coronavirus test is positive**

You must inform school of this straight away. This is so they can inform the Local Authority so that next steps can be taken to protect others.

If your child attended school in the 48 hours prior to the onset of symptoms and up to the point of testing, Salford public health team will work with school and your family to establish any contacts that may have been made with others in the community, both in and out of school.

Your child will need to self-isolate for at least 10 days until they feel better and symptoms have gone. A cough or lack of taste and smell might last longer than 10 days, but your child can still return to school. Advice on self-isolation will be available from Infection Control.

Your household and any other contacts must isolate for 14 days and watch for symptoms. If these appear then they will need to be tested.

### **3.5 What do if your child is sent home because another child in their bubble (e.g. class or year group) has tested positive**

If the other child with a positive test outcome attended the school in the 48 hours prior to symptoms appearing, a decision may be made that your child's class or year group must go home for isolation. This is to protect members of the school community and others.

If your child is sent home, school will inform you of this and your child will need to self-isolate for 14 days and watch for symptoms. Your child will be offered a test if symptoms do appear. Members of your household will not need to isolate unless your own child develops

symptoms. All pupils in the bubble will need to isolate for 14 days even if your child has a negative test result during this time.

If children are sent home, they will be provided with learning to complete at home during the period of isolation and we will keep in touch with you.

### **3.6 Further Information**

For further information please follow the links below.

Guidance for parents about early Years providers and schools

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term#process-in-the-event-of-outbreaks>

## **4.KEEPING COVID SAFE**

### **4.1 Introduction**

As outlined in the government guidance there are a number of measures we will be following, and these will be taught in school. These measures will be strictly enforced, and we ask that you support us in explaining the importance of this to your children. These are outlined below.

### **4.2 Handwashing**

Children will be expected to wash their hands throughout the day. We will ensure that they are taught to wash their hands thoroughly and for 20 seconds or longer. We have hand sanitiser stations around school and each child will have their own bottle of sanitiser, but this is not as effective as proper handwashing with soap. As a minimum children will be required to clean their hands:

- on entry to school
- after all breaks or outdoor learning
- if they have handled shared equipment or toys
- after sneezing or coughing
- after going to the toilet
- before and after lunch
- before leaving school

**Please note that hands can often become sore, dry or chapped because of the frequency of handwashing. Children can bring in their own hand cream into school (but it must stay in school).**

### **4.3 Respiratory hygiene – catch it, bin it, kill it**

Children will be expected to use tissues throughout the day – a box will be provided, but please supply your own travel packets if you would like to. Children must dispose of tissues immediately in the lidded pedal bin provided and will wash their hands immediately afterwards. We will teach children to cough or sneeze into their elbow if tissues are not available. Additionally:

- Children should be encouraged not to touch their face during the school day.

- Public Health England advise that children (and staff) should not wear face masks in primary schools.
- Any deliberate spitting, coughing or licking (pretend or real) will not be tolerated – particularly if it is directed towards another member of the school community.

#### **4.4 Cleaning**

We will be cleaning throughout the school day as well as after the children have left. We may ask older children to help by wiping down their tables and any shared equipment.

#### **4.5 Resources from home**

To keep cross contamination to a minimum, resources need to be carefully controlled.

Items that can be taken between home and school

- a coat with hood
- a water bottle that needs to be cleaned and refilled at home each day
- a packed lunch box
- a hat, gloves and scarf (when needed)
- non regular medicine (such as a course of antibiotics)
- healthy snacks
- book bag and reading book (take home on a Monday and return to school on a Thursday)

Items to be brought in and stored in school

- a pair of wellington boots (Nursery & Reception)
- labelled hand cream/sunscreen
- travel pack of tissues
- inhalers or regular medicine

Please note children should not bring a school bag, pencil cases, or other non-essential items into school.

Unfortunately, we cannot allow the usual birthday treats to be sent into school under the present circumstances.

#### **4.6 Clothing**

Children need to wear school uniform (see below). We are recommending that these are changed/washed on a regular basis.

#### **4.7 School resources**

- Each child will have their own pencil case with all the resources they need for regular tasks in school.
- Pupils will work in books (KS1 & KS2), but pupils and staff who give these out and collect them in will be required to wash their hands before and after distribution and collection.
- Each class will be allocated a box of playground equipment which can be used at dinnertimes. It will not be shared with any groups at any time.
- Allocated PE/sports equipment. Each class will have a set of equipment on a strict rota, managed by the PE team. This will minimise cross contamination between classes.

- Other 'shared' resources will be managed by the curriculum leads, who will ensure essential cleaning or rest time is completed between changes of class.

#### 4.8 Social distancing

Whilst the government states that early years and primary age children cannot be expected to remain 2 metres apart from each other and staff, we will encourage social distancing as much as possible. Staff will teach children to recognise what 2 metres looks like, to respect social distancing rules and will monitor and remind children constantly. Several measures have been put in place to ensure effective social distancing is maintained.

- Groupings: each year group will be considered a social 'bubble' in line with government guidance. Nursery and Reception will form one 'bubble'. Children will have a designated seat in Y2-Y6. Classes are not allowed to mix during the day, either during class times or at break and lunchtimes. In our outdoor areas, classes will be allocated specific zones in which to play. Only an adult from their class will supervise them except in an emergency.
- Classroom layout: pupils will sit in rows facing the front of the classroom as per government guidance.
- Moving about school: Pupils will be expected to socially distance whilst walking on corridors (we have implemented a one-way system). Transitory passing on corridors is deemed safe. Staff will supervise all movement around school to ensure pupils are not touching surfaces or walls and are not mixing with other groups.
- Staff movement: some staff have been identified as being able to move between groups. This includes some staff who have responsibility for release time, senior leaders, office staff and the site manager. These staff have had extra training in the control measures and will always attempt to stay away from others.

#### 4.9 PPE Equipment

We are following government guidance and not requiring this in school for either staff or pupils, except under specific circumstances. Pupils should not wear masks or gloves in school as these are not recommended due to the increased risk that incorrect usage brings. Staff are not expected to wear face coverings, gloves or eye protectors unless they are supervising pupils who show symptoms of Covid-19 in school or are cleaning areas where a symptomatic person has been. Frequent hand washing and good hygiene are to be used as outlined above for infection control, both for pupils and staff, as this is the main infection control promoted by Public Health, NHS and the government

### **5. The School Day**

#### 5.1 Classes

<b>CLASS &amp; BUBBLE</b>	<b>TEACHER</b>	<b>SUPPORT STAFF</b>	<b>CLASS &amp; BUBBLE</b>	<b>TEACHER</b>	<b>SUPPORT STAFF</b>
Nursery EYFS Bubble	Mrs Allen/Miss Forman	Mrs Dawson Mrs Nassari	Year 3 Bubble 3	Miss Tierney	Miss Wells
Reception EYFS Bubble	Mrs Joice	Miss Bentley Mrs Bennett	Year 4 Bubble 4	Mrs Johnson	Miss Norman

Year 1 Bubble 1	Miss Williams	Miss Traynor Mrs Kite	Year 5 Bubble 5	Miss Thompson (4J) Mrs Ahmed (4A)	Mrs Robinson
Year 2 Bubble 2	Miss Kendall	Miss Lacey Miss Elwell	Year 6 Bubble 6	Miss Charles	Mrs Gallacher

Miss Lucas will be providing additional support to Year 6. Mrs Blackburn will be providing additional support to Y5. Miss Doyle and Miss Gilluley will be providing nurture support across the school.

## 5.2 Start and End of the day

To ensure the safety of the school community, in line with government guidelines, there will be a staggered start and finish time to the school day.

YEAR GROUP	START TIME	FINISH TIME	DROP OFF/PICK UP POINT
Nursery/Reception	8:30am	2:30pm	Car Park Gate
Year 1/2	8:30am	2:30pm	Side Gate
Year 3/6	9:00am	3:00pm	Car Park Gate
Year 4/5/6	9:00am	3:00pm	Side Gate

## 5.3 Start and end of day procedures

- If your child has siblings in school, they will start at the earliest start time (8:30am) and finish at the latest finish time (3:00pm).
- Only one parent/carer for each family will be allowed to bring and pick up their child/children to and from school.
- We will be encouraging you to walk to school. If you have to come in a car, please could you park at the bottom of Summerville Road and walk up Summerville Road or on Bolton Road and walk under the subway.
- The school gates will open at 8:25am in the morning and again at 2:25pm in the afternoon.
- Please ensure you arrive as close as possible to your start and finish time
- Please can you make sure that you bring your children to school on time and maintain social distancing (2 metres from anyone not in your household) on the way to and from school, on the school premises and at the school gate.
- Please leave the school grounds as quickly as possible once you have dropped off/collected your child(ren)

## 5.4 Travelling to and from school

In line with government guidance, we encourage parents, staff and pupils to walk and cycle to school as much as possible. Parking around school is always difficult, and we would ask if you could support our families in parking safely, parking a distance away and walking.

Please do not congregate around school in groups.

It has also been suggested that public transport capacity will continue to be constrained in the autumn term and therefore its use by pupils, particularly at peak times, should be kept to an absolute minimum. If you use public transport to travel to and from school, please refer to safer travel guidance for passengers which is available on the school website.

### **5.5 PPE Equipment worn when travelling to and from school**

Anyone wearing a face covering when travelling to school must remove it on site. Pupils should either dispose of it in a lidded bin on arrival, give it to parents in a plastic bag and keep in a coat pocket if it is reusable. Care should be taken when removing face coverings: pupils should not touch the front of the face covering, or the part of the face covering that has been in contact with their nose or mouth. The pupils must sanitise their hands immediately after the removal of the face covering and wash their hands once they enter the classroom.

### **5.6 Communication**

Please note that we are encouraging as few visits into school as possible in the Autumn Term. Unfortunately this impacts on our ability to meet parents in person or engage in informal discussion at drop off and pick up times.

**Speaking to school:** In order to continue our 'open door' policy parents can phone or email school to:

- leave a message with the office staff to be passed on to the class teacher or other member of staff
- request a return phone call from a class teacher, a member of the support staff, a member of the senior leadership team or the office staff

**Coming into school:** if parents need to visit the school office to drop off or pick anything up, we respectfully ask them to phone the school first. Please only visit if it is absolutely necessary, remain behind the 2 metre marks and do not visit if you are unwell. If you are collecting or dropping off a child because of an appointment, please let us know beforehand by phone or email. Social distancing should be observed as standard. Children who are unwell can be collected at the office, and we will discuss the arrangements when we phone you.

### **Communicating with you**

We will be keeping letters sent home to the absolute minimum in the Autumn Term. Most of the communication from us will be sent via

- the school app (search for Piota in your phone store and download for free)
- email
- telephone
- the school website [www.summervilleprimary.co.uk](http://www.summervilleprimary.co.uk)

Please ensure that we have up to date contact numbers and a working email address. It is important that you inform us of any changes as soon as possible. Please make sure you check our website and your email regularly so that you don't miss any important information.

### 5.7 School Uniform

School uniform is required. Please make sure your child's clothes are changed/cleaned on a regular basis.

Main Uniform	PE Kit	Accessories
<ul style="list-style-type: none"> <li>• Grey or black skirt, shorts or trousers</li> <li>• Black jogging bottoms (EYFS only)</li> <li>• Royal blue sweatshirt or cardigan</li> <li>• Trainers – preferably plain black ones (not expensive trainers)</li> </ul>	<ul style="list-style-type: none"> <li>• We are not asking children to wear PE kit for the first half term.</li> <li>• Children will need to come to school in trainers every day as they will be taking part in outdoor physical activities every day.</li> </ul>	<ul style="list-style-type: none"> <li>• No jewellery apart from small stud earrings (which must be moved for PE lessons)</li> <li>• No makeup, nail varnish, false nails</li> <li>• No school bags/pencil cases</li> </ul>
<p style="text-align: center;"><b>Please label your child's clothing, as items can easily go missing. A biro works just as well as expensive clothing labels or laundry markers.</b></p>		

### 5.8 Playtimes

Each class will be allocated a specific 'zone' in the playground. Pupils in different classes must not play together or sit together at lunchtime. Each class will be supervised by members of staff from their 'bubble'.

### 5.9 Food and eating

**In class:** Pupils are encouraged to bring a water bottle (we are still following our 'plain water only' policy on drinks brought into school). The bottle will need to go home each day and be washed and refilled before bringing it back to school the next day. Children can refill their bottle with water throughout the school day. Healthy snacks can be brought in from home. Milk is available to all children who are eligible for free school meals (not universal free school meals) or can be paid for termly through ParentPay.

**NOTE:** If your child is in Reception, Year 1 and Year 2 you must apply for free school meals to receive free milk.

**Lunchtimes:** Lunchtimes are staggered, with children eating their lunches in their classroom. For the first few weeks we will be providing packed lunches for school dinners however we intend to move to hot meals as soon as possible.

If your child is in Reception, Year 1 and Year 2 they are entitled to a free school meal through the government's Universal Free School Meals scheme. All children previously eligible for free school meals will continue to receive one. Payment for school dinners will now need to be paid for via ParentPay

### 5.10 First Aid

All 'bubbles' have a qualified first aider who will deliver any first aid within the 'bubble'. First aid providers will not mix with other 'bubbles' unless there is an emergency. First aiders will not use PPE but will follow normal procedures by wearing gloves if they need to touch a child e.g. to examine an injury or to apply a dressing.

**Medicines and creams:** parents and carers can agree for us to administer essential medicines as usual, but this would be delivered by the 'bubble' first aider and not by the office staff. A form will need to be filled in to give us permission to administer medicines. Please phone the office for information.

### **5.11 Before and after school care**

Due to the practical difficulties of changes to the school premises, social distancing and other control measures we cannot resume before or after school clubs immediately in September. We will be reviewing this within the first few weeks of the school term. We are sorry for any difficulties this may pose, and we will provide more information as soon as we can in September.

## **6. Curriculum**

### **6.1 Principles**

We are very aware that this won't be like the usual start to a new school year; there will need to be a period of readjustment for everyone. It would be naïve of us to think that the children will pick up where they left off following the abrupt closure of school to most pupils in response to Covid-19.

The pandemic has disrupted all our lives including the day to day lives of our children. They lost the structure and routine of school, opportunities to play with their friends and their freedom. They also had to develop new ways of learning outside of the classroom. And as if that wasn't enough to deal with, all of this happened during a time of huge uncertainty and anxiety for everyone. We want to make sure that we address all these issues and fix them when we return to school.

As such we will be implementing a "recovery curriculum" for the first four weeks of the new term which will support the children as they return to school. Our recovery curriculum will focus on seven key areas.

<b>to rebuild trust and relationships in the school community</b>
<b>to rekindle our friendships</b>
<b>to reintroduce structure and routine into our days</b>
<b>to improve our physical health</b>
<b>to improve our mental well-being and learn how manage our feelings and behaviours</b>
<b>to rediscover how to learn again in a classroom environment</b>
<b>to understand about the pandemic</b>

More details of our 'recovery curriculum' are available on the COVID-19 and Curriculum pages of our website.

## **7. Behaviour**

### **7.1 Overview**

Parents must read and agree to follow our Home-School agreement (on the school website).

### **7.2 Expectations of behaviour in school**

Our rules remain the same and we will continue to have high expectations for behaviour.

Our school rules

- Be Ready
- Be Respectful
- Be Safe

These rules still underpin everything we do but to **Be Safe** now includes the following:

- Try to stay 2 metres away from one another
- Use our own workstation and equipment
- Work, eat and play in our class bubble, and do not mix with people from other bubbles
- Move around school using markings and directions and avoiding other people
- Follow our hygiene rules
- ✓ Never cough, sneeze or spit towards another person
- ✓ Catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it)
- ✓ Wash hands frequently (including whenever we are asked to), with soap and water for 20seconds or with hand sanitiser
- Tell an adult straight away if you feel unwell or have been coughing quite a lot.

### **7.2 Support for individual pupils**

We recognise that there may be pupils who need additional support, and as such, we will closely monitor pupils' behaviour and wellbeing. We are aware that challenging behaviour can often be a sign of underlying issues or anxieties, and we will work with parents to put appropriate support in place.

## **8. Attendance**

### **8.1 Attendance Policy**

The government, local authority and Summerville governing board all expect that children return to school full time from September. School is therefore mandatory from the beginning of the autumn term for all children. This means that the usual rules with attendance apply. Pupils who are required to self-isolate following advice from Public Health will not be penalised for doing so at this time.

If you or your child, are anxious about returning to school, we will work with you to enable a reintegration into the classroom. Please contact school either by telephone from Wednesday 2<sup>nd</sup> September, or email us at [summerville.pimaryschool@salford.gov.uk](mailto:summerville.pimaryschool@salford.gov.uk) if you need support.

## **8.2 Home Learning Resources**

Home learning resources will be available for pupils who are remaining at home to self-isolate due to a confirmed case of Covid-19 in line with Public Health advice. More details on this will be available later in September.

## **8.3 Welfare calls**

We will continue to call families (in line with our practice during lockdown) who have been advised to self-isolate by Public Health after a confirmed case of Covid-19.

## **9. Links and resources**

### **9.1 Government Guidance**

**Guidance for full opening:** <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

**Stay at home guidance for those with symptoms:**

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

**Staying alert and safe:** <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing-after-4-july>

**Local restriction guidance:** <https://www.gov.uk/guidance/north-west-of-england-local-restrictions-what-you-can-and-cannot-do>

**COVID-19: guidance on supporting children and young people's mental health and well being:** <https://www.gov.uk/government/publications/covid-19-guidance-on-supporting-children-and-young-peoples-mental-health-and-wellbeing>

**Safe working in education:** <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

### **9.2 School documents**

All documents related to the opening of school in September and our response to the Coronavirus Pandemic can be found on our website at:

<https://www.summervilleprimary.co.uk/covid-19-updates>