



Return to school

March 2021





Prince Albert PRIMARY SCHOOL

Monday 1st March 2021

School re-opening following COVID-19 closures

Dear Parents and Carers,

Firstly, I hope that you are all safe and well. As you are now all aware, we have been tasked with reopening school to ALL pupils from Monday 8th March.

Following the government announcement and release of updated guidance, we have been planning for the full reopening of our school. This process has included the updating of risk assessments, review of control measures previously in place and in-depth reviewing of guidance.

Later in this letter, you will see a parent code of conduct along with other information you will need. ***Please read this letter carefully as there are some changes from previous arrangements.***

Key things to note:

- We will continue to operate the one-way system, on the driveway, for parents when dropping off and picking up children.
- Children from Y3 upwards should be encouraged to walk into school (from the gate) on their own.
- Breakfast club will be available from 8.00.
- There will be no after school clubs at the present time
- There will be NO home dinners Mon –Thurs (unless pre-authorized). Fridays will operate as normal. Home dinners will leave at 12.00 and all other children 1.00. Friday club provision will operate as normal for working parents.
- We are requesting that only one parent or carer pick up / drop off children.
- If you need to talk to your child's teacher, you will need to contact the office and they will call you back when they are available.
- Any face coverings worn by children to travel to school must be removed before entering the school building and taken home by the adult who is dropping them off. We cannot store or dispose of face coverings in school.
- Parents **must** wear a mask on the school playground unless medically exempt.
- Pupils will be given hand sanitiser as they enter the building.
- Should your child show symptoms or become unwell at school, they will need to be isolated from others. A first aid trained member of staff will wear protective clothing and attend to them while they wait for you to collect them. We ask that if we have to call you to collect your child, you come to school as quickly as possible.

PLEASE DO NOT ARRIVE AT SCHOOL EARLY AS THIS CAUSES CONGESTION AT THE SCHOOL GATE. THE GATES WILL NOT BE OPENED EARLY.

Entrance Timings

To reduce congestion on entry we have staggered the entrance times. Please ensure you stick to these timings.

8.45 – 8.55	Year 6	Through main back gates on Dolman Rd – please use the one way system on the driveway and drop your child off at the barrier
8.45 - 8.55	Year 5	Through main back gates on Dolman Rd – please use the one way system on the driveway and drop your child off at the barrier
8.55 – 9.05	Year 4	Through main back gates on Dolman Rd – please use the one way system on the driveway and drop your child off at the barrier
8.55 – 9.05	Year 3	Through main back gates on Dolman Rd – please use the one way system on the driveway and drop your child off at the barrier
9.05 – 9.15	Year 2	Through main back gates on Dolman Rd – please use the one way system on the driveway and drop your child off at the barrier
9.05 – 9.15	Year 1	<u>Through main back gates on Dolman Rd – into Nursery playground</u>
9.05 – 9.15	Reception	Through main back gates on Dolman Rd – please use the one way system on the driveway and drop your child off at the barrier

Entrance Rules:

The school gates will not be opened early please do not arrive at school before your allotted time as this causes congestion at the gates

- Parents/carers **must** wear a mask on the school site, unless medically exempt
- Parents are not allowed past the temporary barriers or in the playground
- Only one adult to accompany child to barrier
- Keep to the left on driveway
- No gathering on the gate
- Please be considerate when dropping your child off at school and do not park on the yellow lines
- Please ensure that children arrive to school at their allotted time. If your child is late they will need to walk around to the front office in order to be registered

For parents who have children in multiple year groups please arrive between 9.00 – 9.10

Exit timings

To reduce congestion on exit we have staggered the exit times. Please ensure you stick to these timings.

3.15	Reception	From classroom doors
3.15	Year 1	1L – from ball park 1M – from Nursery playground 1H – from KS1 doors (Friday 1L & 1H KS1 doors)
3.15	Year 2	2A - from ball park 2B - from bottom of p/ground 2E - from pagoda (Fridays all of Y2 from ball park)
3.15	Year 3	From top of playground
3.30	Year 4	From top of playground
3.15	Year 5	From top of playground
3.30	Year 6	From top of playground
FRIDAYS	ALL PUPILS	12.00 – home dinners 1.00 – all other children

Exit Rules:

- Parents/carers **must** wear a mask on the school site, unless medically exempt
- Barriers at bottom of playground will be removed but barriers down centre of driveway will remain for one way system
- Parents will need to social distance in the playground
- Parents need to stand back until their child is sent to them
- If a parent needs to speak to a teacher they will need to contact the office and make an appointment
- Only one adult to pick up child
- Please be considerate when picking your child up from school and do not park on the yellow lines

If you have children in different year groups please stand around the edge of the playground whilst waiting for your children

Key dates:

- **Thursday 4th and Friday 5th March** – School will be closed to all pupils (including critical worker provision) to enable us to prepare the school building for reopening and complete all risk assessment training with staff. Home learning will still be set by class teachers and link to World Book Day. Live registration sessions will also continue as normal. Teachers will not be available after the live session.
- **Monday 8th March** – School opens to all pupils.
- **Tuesday 24th & Thursday 25th March** – Parents Evening (specific details TBC – this is a preliminary date and subject to change dependant upon Covid restrictions)
- **Thursday 1st April** – Final day of term. Break up for Easter holidays.

Grouping of children

In order to minimise the number of children your child comes into contact with, the timetable (including lunchtime and break times) has been set up so that, as much as physically possible, children are only mixing with other children in their class.

The only exception to this is during Breakfast Club and Friday Club where children from the same year groups may be together.

Staffing

For the most part, children will be taught by their teacher across the whole week, but there are instances where they will be taught by other members of staff e.g. where we have our Mandarin teacher coming into school or when a staff member is absent.

Other measures

- Children will have their pack of stationery/resources which will not be shared. This pack will stay in school each night so it is ready for the next day.
- Children will be back in school uniform and regular washing routines are adequate – there is no need for children to wear a fresh uniform each day.
- To reduce the need for changing in school, children will now wear their PE kit into school on the day they have PE and remain in it all day.
- Children can now bring in water bottles and lunch boxes. Water bottles must be taken home each day to be washed.
- In classrooms from Y4 to Y6, children will be seated side by side and facing forwards in rows.
- Children will be able to bring reading books home.
- We will be unable to invite parents in for assemblies or concerts until further notice.

IMPORTANT INFORMATION REGARDING SCHOOL ATTENDANCE IN MARCH

Attendance to school is mandatory. The government have been very clear in their expectation that **ALL** pupils of primary school age will return to school on Monday 8th March. Mrs Evans, our Pastoral Leader, will continue to monitor attendance closely in the usual way. Any pupils who are absent will receive phone calls home to establish why they are not in school.

The guidance states: **School attendance will be mandatory for all pupils from 8th March.**

This means the usual rules on school attendance will apply, including:

- *parent's duty to secure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' code of conduct*

Clinically extremely vulnerable pupils: School will need a letter from a health professional to be able to authorise absence for shielding. Any child at home for this reason will be expected to engage in home learning.

If your child is absent due to isolating for 10 days because a member of the household has tested positive, they will also be expected to engage with home learning.

We understand that this may be a worrying time for children and parents but rest assured we are doing everything we can to make school a safe place to be. If you have any concerns or queries, please contact the school via phone or email and we will endeavour to try and answer these for you.

enquiry@princealbert.bham.sch.uk

0121 327 0594

Remote Learning

In the event of self-isolation, pupils will be expected to engage with home learning. All pupils now have the relevant log-in details needed for this (MS Teams) and school have a small number of devices (iPads) available to loan to those isolating who need them. Paper packs may also be used.

In line with our remote learning plan, the content of this home learning will match that being covered in school as much as possible. Some school-based learning is resource dependent so where needed, government recommended resources, such as Oak National Academy, will be used.

Pupils who are absent due to self-isolation must regularly submit their work to their teacher for feedback and to ensure understanding.

If your child becomes unwell during their time at school:

It is essential that school have up-to-date contact information for every pupil we care for at all times. However, in the current situation, this has even greater importance.

We hope that this won't happen but clear procedures are in place should any child become ill or begin displaying Covid-19 symptoms whilst in school:

- Pupil will be removed from their bubble classroom and placed in a designated first aid room in school.
- They will be supervised by a trained first aider.
- Parents will be called and asked to immediately collect the child.
- You will be asked to engage with NHS testing to establish whether your child does have Coronavirus.
- If they test positive, then all children within their bubble and all staff who have been in close contact with them, will be sent home to self-isolate in line with government guidance.

Close contact is defined as:

- Anyone who lives in the same household as someone with coronavirus (COVID-19) symptoms or who has tested positive for coronavirus (COVID-19)
- Anyone who has had any of the following types of contact with someone who has tested positive for coronavirus (COVID-19) with a PCR or LFD test:
 - Face-to-face contact including being coughed on or having a face-to-face conversation within 1 metre
 - Been within 1 metre for 1 minute or longer without face-to-face contact
 - Been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
 - Travelled in the same vehicle.

Communication between home and school is absolutely vital in these circumstances. We must work together; acting quickly and efficiently to protect all school community members affected.

WORKING TOGETHER TO MINIMISE THE RISK

Parental code of conduct March 2021

- Parents and carers are not allowed into the school building without an appointment.
- School is contactable via enquiry@princealbert.bham.sch.uk or please call the main school office on 0121 327 0594.
- To minimise the number of people on site, only one family member to drop off and pick up please.
- Parents/carers **must** wear a mask on school premises (unless medically exempt)
- We have a one way system for drop off and pick up on the school drive. Please drop off and collect your child at the allocated place and time. It is imperative that you adhere to social distancing whilst on site.
- Please adhere to the yellow lines outside of the school when parking. Please do not put our children in danger by parking in our school zone.
- Please ensure you are prompt and on time in both dropping off and collecting your child.
- Please do not arrive at school early to avoid congestion on the gates – gates WILL NOT be opened early
- Please practice social distancing measures on the school site
- Please do not engage staff in face to face conversation. If you need to speak to your child's teacher please inform the school office
- Please ensure your contact details are up to date.
- It is your responsibility to inform school if your child's medical needs have changed.
- If your child becomes unwell at school, they must be collected immediately.
- All classrooms have bottles of hand sanitizer which the children will be asked to use at regular intervals throughout the day. This contains minimum 70% ethanol (in line with WHO advice).

PLEASE DO NOT SEND YOUR CHILD INTO SCHOOL IF THEY, OR ANYONE LIVING IN YOUR HOUSEHOLD, IS DISPLAYING ANY SYMPTOMS ASSOCIATED WITH COVID-19:

- High temperature
- New and persistent cough
- Loss or change to your sense of smell or taste – this means your child cannot smell or taste anything, or things smell or taste different to normal
- Please self-isolate for 14 days and inform school of this by emailing enquiry@princealbert.bham.sch.uk or calling the office. Please be very clear in your email about whether your child has symptoms or not.
- Children who are unwell with even mild symptoms will not be able to attend school.

WE UNDERSTAND THAT YOU, AND YOUR CHILD, MAY BE FEELING ANXIOUS ABOUT THE RETURN TO SCHOOL.

We will do all that we can to support them emotionally with the differences they will notice in school at this time. Pupil mental health and wellbeing remains a number one priority for us. All routines, procedures and protocols have been put into place to minimise the risk posed by COVID-19.

THANK YOU FOR YOUR SUPPORT AND CO-OPERATION.