

25.8.20

Dear Parents & Carers,

### **RE- IMPORTANT Return to School Arrangements**

As you will be aware the government announced on 2<sup>nd</sup> July 2020 that schools will re-open to all pupils in September and **attendance will be mandatory which means failure to send your child may result in a fine and your child losing their school place.**

We are very much looking forward to welcoming **all our children** back to school on Thursday 3<sup>rd</sup> September and in this letter, I would like to share with you our plans and preparations for this.

As I have previously stated, our first priority is the safety and well-being of our children and staff, and in order to re-open safely we will need to make significant changes to the school day and 'normal' routines. Having reviewed and updated our Risk assessment and following the government guidance, below are a list of the measures which we will have in place to allow us to welcome all our pupils back into the school. These are some guidelines which will need to be in place when we reopen. I understand that the information is overwhelming, but we want to ensure you are clear about the measures we are taking as a school to ensure our setting is as safe as we can make it at this time. You are also clear then as to how seriously we are taking these measures as a school and staff. Key messages may be re-iterated verbally to your child or parents when they are on school site and signage will also re-inforce routines we now have in place. If you have any questions,(or would like a 1:1 appointment to view the setting) then please do not hesitate to contact school.

#### **NO ONE SHOULD COME INTO SCHOOL IF THEY FEEL THEY HAVE SYMPTOMS OF CORONAVIRUS:**

- New, continuous cough
- High temperature
- Loss of taste or smell (anosmia)
- Shortness of breath
- Has not adhered to social distancing rules in the last 14 days (social gatherings guidelines recommended by the government)

## School Routines when your child returns in September:

### Timings

In the latest government guidance document, it proposes that staggered start and finish times should continue in order to avoid large numbers of people on site at any one time.

As a school we have made the decision to use the entrances on Aspen Road (Normal children entrance) for entering the school premise, and the Toybox entrance (Aspen Road) for exiting the premise.

**Nursery children will use the Main entrance to school and enter the premise from the Nursery entrance. The children from Nursery will leave the premise from the same entrance.**

The table shows the drop off and pick up times for each class and the designated entrance for each Bubble.

I politely ask that you adhere to these times and the correct entrance gate. By doing so it will enable us to avoid any large numbers of people at the school gates at one time.

- Children must be dropped off and collected promptly at these times so that they do not overlap with other year group Bubbles
- Parents/Carers will not be permitted into the premises – this is to avoid mass gatherings.
- There will be NO breakfast club provision or After School Club provision for the Autumn term. We will keep you updated if these provisions will resume.

### Classes and Bubbles

Children will be kept in their year group. Children will always remain within their class 'bubble' and will not mix with any other bubbles during the school day.

Class bubbles will have separate start and finish times and separate playtimes and lunchtimes. They will have a designated area of school to work and also a designated zone on the playground.

Each child will be given their own pack of regularly used resources eg pen, pencil, ruler, rubber, whiteboard and general classroom equipment will be shared across the bubble but not with another bubble without being meticulously cleaned.

### Bubble Times will be:

Bubble/class	Drop off	Pick up
<b>CLASS 1 &amp; 3</b>	8:45 AM (ASPEN RD)	3:05 PM TOYBOX
<b>CLASS 2</b>	8:45 AM (ASPEN RD)	3:05 PM TOYBOX
<b>CLASS 4</b>	8:50 AM ASPEN RD	3:10 PM ASPEN RD
<b>CLASS 5</b>	8:50 AM ASPEN RD	3:10 PM TOYBOX
<b>CLASS 6</b>	8:55 AM ASPEN RD	3:15 PM TOYBOX

### Please Note:

**After the 3 week transition for EYFS (Reception and Nursery), the start time for Reception and Nursery will be 8:45am**

**Please Note: Reception and Nursery times below (WB 31.8.20 – 14.9.20)**

#### Slow transition into Nursery (Nursery Entrance – Main Entrance)

	Week beginning: 31 <sup>st</sup> August 2020	Week beginning: 7 <sup>th</sup> September 2020	Week beginning: 14 <sup>th</sup> September 2020
Monday	No school	8:45 – 10:30am	8:45 – 11:45am (all morning)
Tuesday	No school	8:45 – 10:30am	8:45 – 11:45am (all morning)
Wednesday	No school	8:45 – 10:30am	8:45 – 11:45am (all morning)
Thursday	9:30 – 10:30am	8:45 – 11:45am (all morning)	8:45 – 11:45am (all morning)
Friday	9:30 – 10:30am	8:45 – 11:45am (all morning)	8:45 – 11:45am (all morning)

#### Slow transition into Reception (Aspen Road Entrance)

	Week beginning: 31 <sup>st</sup> August 2020	Week beginning: 7 <sup>th</sup> September 2020	Week beginning: 14 <sup>th</sup> September 2020
Monday	No school	8:45 – 12:45 (includes lunch)	All day 8:45 – 3:15
Tuesday	No school	8:45 – 12:45 (includes lunch)	All day 8:45 – 3:15
Wednesday	No school	8:45 – 12:45 (includes lunch)	All day 8:45 – 3:15
Thursday	8:45 – 11:45am (no lunch)	All day 8:45 – 3:15	All day 8:45 – 3:15
Friday	8:45 – 11:45am (no lunch)	All day 8:45 – 3:15	All day 8:45 – 3:15

### Class 'Bubbles'

- Children will **wash their hands** before they enter their classroom (using the outside sinks) and throughout the day.
- We will talk to the children about social distancing. However – we **are** a school. Your children are children and we make no guarantees about them being 2m apart at all times in their 'bubble'

Each 'bubble' will have their own toilet and sink. Children will be accompanied/monitored to the toilet to ensure proper handwashing takes place.

### What will school look like?

- Children will be in class Bubbles.
- Class 'bubbles' will not be allowed to mix and will be kept separate throughout the day as much as possible
- Children's tables will be placed in rows and the children will sit in pairs facing forward.
- They will all have a set of personal equipment provided
- There will be signage around our school and in classrooms to remind everyone of staying alert to help prevent the spread of coronavirus
- We will continue to operate a one-way system around the school building
- Additional cleaning will take place throughout the day
- There will be no assemblies in the hall – they will be delivered by CT/TA
- Ipads and laptops will be used in classrooms and will be cleaned after each use
- Children will continue to access a broad and balanced curriculum and we will have a **daily PSHE session** to support every child's emotional wellbeing

### What can my child bring in from home?

The only items children are permitted to bring from home are:

- a water-bottle
- Disposable lunchbag
- Coat, hat, gloves
- School bag
- Reading book
- Trainers for PE

**Pencil cases or toys from home are NOT allowed**

### PE:

- All PE lessons will take place outside whenever possible
- All equipment will be cleaned after each use
- Children will not need a full PE kit to begin with just a pair of trainers



### Behaviour Policy Update:

There will be additional points for children to understand in our behaviour policy, e.g following requests around hygienic measures which will be shared with them on the first day of term.

Please read the updated behaviour policy in our covid-19 section on our school website.



### School Uniform:

- Full school uniform should be worn – at least one item must have the school logo
- School shoes must be worn – black (**all black with no embellishments or logos**) trainers may be worn on a temporary basis due to COVID-19

Windows / external doors will be open to increase ventilation. Please make sure your child has a jumper with them. It could get cold on some days!

### How do I enter school?

- **All children MUST enter through the entrance gate** (this is the normal pedestrian gate on Aspen Road). Follow the shapes and hearts at a 2M distance. Wash hands at the outdoor sinks using soap. Stand on the shapes and wait for their teacher. Hand sanitize their hands before entering the class.
- **Parents are not permitted to enter the school site at drop off time. SLT supervise.**
- Bubble teachers will call each child into the building – one at a time – to wash their hands and enter the classroom. Children must use the hand sanitiser before entering.
- Each Bubble will have a have an agreed start and finish time. It is essential that pupils are punctual.
- Parents are encouraged to walk or cycle to school and avoid public transport to minimise contamination. Please wear a mask on public transport and shops.

### How do I leave school?

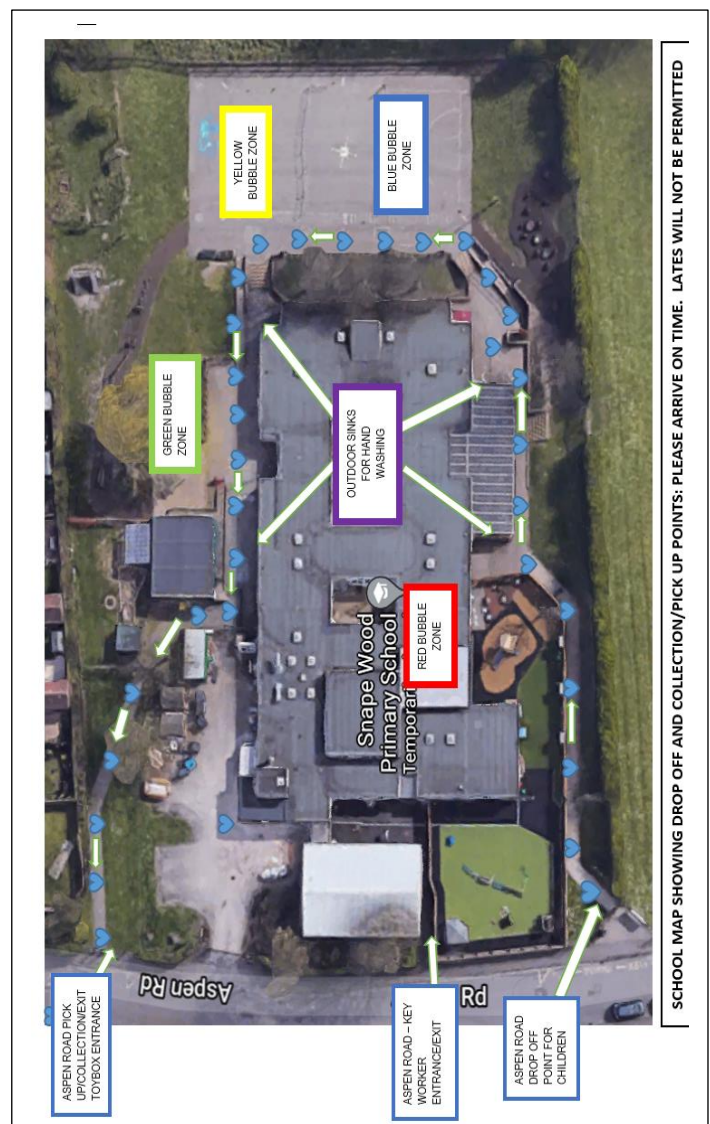
- At the end of the day the children will remain in their bubble.
- Children who walk home will be released **first (Parents must notify in writing if their child is to walk home alone)** – they will be escorted with 2M distancing to the exit-ToyBox.
- Parents will wait at the ToyBox entrance gate on Aspen Road.
- Bubble staff will release the children once a parent has been identified. Parents must collect their child leave immediately – No loitering.
- There will not be an opportunity for parents to talk with the class teacher. Any discussions or concerns should take place by phone call, Dojo or email.
- Only one parent will be able to drop off or pick up their child, and parents will not be able to enter the school building unless in an emergency.

### Handwashing:

#### Regular handwashing will take place:

- ✓ On arrival at school
- ✓ After breaks and sport activities
- ✓ Early Years: after using wheeled bikes, trikes and other large, movable toys
- ✓ Before cooking and eating – pupils will hand wash before lunch and then use hand sanitiser when lining up for their dinner sitting
- ✓ After sneezing or coughing
- ✓ After using the toilet
- ✓ Before leaving at home time

We will teach and go over certain hygiene rules with pupils regularly.



### **Playtimes and Lunchtimes:**

- Playtimes and lunchtimes will be staggered
- Each Bubble will be allocated a zone on the playground
- Your child will not be able to play with a child from another Bubble
- Children are permitted to play together within their Bubble; closer than the 2m guidance but no contact games can be played.
- Each child will be reminded of their colour zone at playtimes and lunchtimes
- Children can only use their assigned toilet even during playtimes and lunchtimes
- All the large play equipment will be out of use and taped off.
- Playtime equipment boxes/bags will be provided for each Bubble – colour coded to their zones..



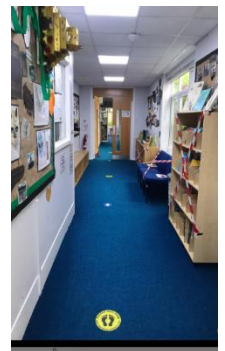
### **Dinners:**

- There will be hot dinners served. Menu available on request and on website.
- Children are **not permitted to bring a packed lunch (if they are in YR, 1, 2 (Universal Meals are free) or if in receipt of FSM KS2) – they MUST have a school dinner (a sandwich option will be available with limited filling) to minimise contamination**
- **(Parents must inform school at the beginning of the week of their child's intention of fillings for the week – this cannot be changed mid-week)**
- Children will be eating in their classroom bubbles.
- If you are not in receipt of FSM and pay for school lunch, then the price is £2.25 per day.
- **If you are not in receipt of FSM (KS2)** and opt for packed lunch, then this must be brought into school in a disposable bag. Please be aware the bag will be disposed of after the lunch has been consumed.
- Children will have their school dinner in their class bubble. It will be a trolley service brought by a midday supervisor.
- **From September we will be a cashless school. There will be no opportunity to buy a school dinner with a cash payment. All payments will need to be made via the Parent Pay app or in the school office via appointment**

- There will be additional points for children to understand in our behaviour policy, e.g following requests around hygienic measures etc. This will be sent to you if you decide to send your child so you can look through them together
- **Children will wash their hands** often throughout the day.
- We will have a **daily PSHE session** to support every child's emotional wellbeing
- We will encourage children to be doing as **much physical exercise** as we can. Pupils **do not** need a PE kit.
- Any P.E equipment used will be cleaned between use by other bubbles.
- If your child needs sunscreen please apply this before school
- We will only be able to administer long term prescribed medicine, but where possible this should be administered at home.
- **We will not administer any pain relief medicines**

- We will continue to upload remote learning activities onto the class page on the website and the Home learning page – if a child or class is self-isolating
- Home learning packs will be provided for those children that do not attend school due to self-isolating
- **Children who do not attend school will receive a well-being call.**
- **Please follow the government guidelines regarding track and trace.**

There will be signage around our school to remind everyone of staying alert to coronavirus spread prevention



Our plans mean we are taking every possible step to follow government guidelines whilst ensuring we are acting with the safety of our pupils and staff at the heart of every decision we make

School, on Thursday 3<sup>rd</sup> September, will be a different experience from when we broke up on Friday 17<sup>th</sup> July 2020. The children's safety and well-being are our top priority, and all of our decisions about how we re-open will be based on the welfare and safety of the children and staff.

There is a virtual tour and slide show of the school. You will be able to access this from the website and a link will be emailed to you. This will help you see what a school day will look like with these protective measures in place. Look at it with your child and talk to your child about how they are

feeling. We have done this to re-assure you and so you can make an informed decision about sending your child to school. **DO NOT send your child to school if they display any symptoms.**

If you have further questions, please do get in touch by either telephoning school on 0115 9159146, email: [admin@snapewood.nottingham.sch.uk](mailto:admin@snapewood.nottingham.sch.uk) ,  
[headteacher@snapewood.nottingham.sch.uk](mailto:headteacher@snapewood.nottingham.sch.uk)

Kind Regards,

Mrs Shewley Choudhury

Head Teacher

### **QUESTIONS YOU MAY ASK:**

#### **Q) What if my children have a different start and finish time?**

Whilst we would encourage all our families to try and stick to the start and finish times for their child's class, we understand that for some of our families this may mean a considerable wait between one child starting school and your next child/ren starting. We want to avoid and reduce the number of parents waiting at the gate so a system will be in place to support these families – please give us a couple of weeks to trial the stipulated times..

**We are requesting that all parent carers support school with the timings stipulated and will then adjust after we have trialled the procedure for the first half term.**

#### **Late Collection Policy**

Any child who has not been collected by 3:30 pm will be taken to the main reception area to wait. At this time all school gates will be locked and parents will need to use the intercom system at the main reception to notify staff. Your child will then be brought down to meet you. Please be aware that there will be a charge for late collection.

#### **Q) What if my child is late arriving at school?**

If your child is going to be late please phone school to let us know. Once the school gates are closed you will need to walk to the main gate on Aspen Road, press the intercom and let the reception know. A member of staff will collect your child/ren.

#### **Q) What if my child is sick? Do I keep them off school?**

Yes – as you usually would. Call school if you are unsure. If you feel your child has any symptoms of coronavirus – follow this advice:

Staff and pupils who report the following symptoms remain at home for 7 days. Their household members must remain at home for 14 days:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss of taste and/ or smell

**All staff and pupils who are attending a school will have access to a test if they display symptoms of coronavirus.** <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

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

Where the pupil tests positive, the rest of their Class Bubble are sent home and advised to self-isolate for 14 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.

**No staff member, pupil, parent or visitor should attend school if they are displaying symptoms of coronavirus.**

**Q) What if my child does not follow instructions e.g. following one-way system / not washing their hands when asked to?**

I hope this will not happen. However, if a child is not following instructions consequences will apply as usual. **If a child compromises a staff member or pupils' safety by deliberately spitting, coughing, sneezing at them they may receive a fixed term exclusion.**

**Q) Can I enter the school site and building?**

Yes, if it is an emergency at the main office. You will not be permitted to enter the school site at drop off and collection points. **You will not be able to enter the school building without a prearranged appointment.** Communication with school staff, including the reception/admin team, should be via email and telephone, or Class Dojo.

**Q) What happens if my child has an appointment to attend during the school day?**

Please inform school via email or telephone of the date and time of the appointment. On the day arrive at school at the Main gate entrance (Aspen Road) and press the intercom to let the reception team know you have arrived. A member of staff will then bring your child to you outside the reception area..

**Q) Can my child wear a face mask to school?**

Currently the wearing of face masks is not advised in school (Government guidelines). If a child wears a face mask to school they will be asked to remove it in a safe way and either dispose of a temporary face covering in a covered bin or put a reusable face covering in a plastic bag so they can take it home with them.

**Q) What if my child or someone else in their bubble shows coronavirus symptoms?**

We have a designated "sick bay" in school. This is our Medical room. They will be taken there and you will be asked to collect them, contact the NHS for a test and self-isolate. Our school is also well stocked in PPE for staff. If your child has suspected coronavirus symptoms – a staff member will wear PPE whilst they administer care.

**Q) Does my child need their PE kit in school? Will they be getting changed for PE?**

No. Your child will not need PE kit – just trainers.

**Q) How can I communicate with my child's class teacher?**

Best to contact via email or class Dojo. If it is more urgent, call the school office. 0115 9159146

**Q) What about social distancing – how can this be possible in a school?**

This cannot be guaranteed, children by their nature want to be close to each other, hug and make physical contact. We will try and discourage this in a 'friendly' way but there will be times when contact between pupils is made inevitably. The government guidelines state that they are aware it is very difficult to socially distance younger children but we will do our very best to do so all the while trying to ensure they have a positive experience



**Key Messages for parents to consider:**

All members of our school community are being asked to support each other during these unprecedented times.

You must – when you are on school site – follow social distancing guidance. There will be signs around school to remind you of this and we will have staff supervising many areas of the school site. They have been asked to repeat key messages on social distancing so please be respectful when listening to them.

You know us well at school and we very much will work with you to get this re-opening of school as right as we can for your children. Talk to us calmly if you have any concerns. We want to hear your feedback and we will do our very best to ensure your child is safe and happy in school.

If you have to come to the main reception area, only one adult will be permitted in the area. Any one waiting is reminded to stand well back – leaving at least 2m between you and the next parent. Do contact us via phone or email. This will continue to be our main method of communication at this time. 0115 9159146,  
[admin@snapewood.nottingham.sch.uk](mailto:admin@snapewood.nottingham.sch.uk)



## **Behaviour Policy Addendum: Pupil expectations for behaviour on extended opening**

As a school, we are strictly following government guidelines to keep children and staff safe in school. This addendum to our behaviour policy will highlight the temporary changes to incorporate this guidance.

Children must follow all these three Golden school rules as the basis for behaviour expectations in school:

1. Do as you are asked first time
2. Show respect at all times
3. Take care of everyone and everything

We will continue to follow our current behaviour policy system including Class Dojo and PRIDE Values.

Children **must** follow instructions first time. The following instructions are specific to the coronavirus – following these rules are critical to us running a safe school:

- **Arrive on time** (follow instructions for your staggered start and finish) for my bubble, this may not be the usual school time
- Follow instructions for entry and exit to and from school. Enter the classroom from the outside door, one at a time
- **Keep a safe distance (2m) from everyone who doesn't live with me, at all times in school, at playtimes and outside of school for example when walking to and from school – follow instructions on who to socialize with at school and stay in your bubble**
- Follow on hygiene, handwashing and sanitizing your equipment at the end of each day
- Use the hand sanitiser set up outside when I arrive and every time I enter the classroom from outside.
- Wash my hands as often as I can and whenever I am asked to
- Go to the toilet one at a time and wash my hands after for 20 seconds
- Follow staff instructions at break-times and lunchtimes about where you can play (stay in your colour zones) and how to play safely.
- Stay at my table when I am in the classroom – ask an adult for permission
- **Follow all instructions about moving around the room and the school (one way system and 2M social distance – Follow the hearts and stay 2M apart)**
- Wear a hat and arrive wearing sun cream when it is hot and sunny
- Bring my own labelled water bottle – Do Not share!
- Wear school uniform every day (including a jumper/coat), wear trainers for doing outdoor activities.
- **Do Not bring any toys or materials from home – including a mobile phones**
- Avoid touching my mouth, nose and eyes with my hands
- Follow expectations for sneezing and coughing (cough or sneeze into a tissue or my arm. Throw away the tissue in the lidded bin, sanitise and wash my hands (Catch it, Bin it, Kill it)
- Tell an adult immediately if I feel unwell
- **Understand that if I don't follow these rules, I will be given a reminder first. If I continue to break the rules I will have to go home and will not be allowed back to school-Home learning would re-commence.**

### INDIVIDUAL RISK ASSESSMENTS

Individual risk assessments will be amended in light of school's COVID-19 arrangements. Any child who does not follow the de-escalation strategies as set out in their risk assessment, will be issued with a **fixed term exclusion.**

### ANTI-SOCIAL BEHAVIOUR

- Any child who **repeatedly** does not follow the rules set out in the amended policy, risks being issued with a fixed term exclusion
- Any child who **purposely** coughs, sneezes or spits at any other child or adult (even as a joke) will be issued **instantly** with a fixed term exclusion of up to 5 days
- Any child who **purposely** makes physical contact with staff members or another child including hitting, kicking, biting, will be issued **instantly** with a fixed term exclusion of up to 5 days.
- **Do not** use the coronavirus to underpin any sort of behavior which could be deemed as bullying.

**Parents/guardians and carers are expected to support the school in these amendments to the school behaviour policy.**

THESE ARE UNPRECEDENTED AND UNCERTAIN TIMES. SCHOOL, PARENTS, KEY WORKERS AND THE COMMUNITY NEED TO WORK TOGETHER IN ORDER TO FIGHT THE COVID-19 VIRUS – WE CAN ACHIEVE THIS BY FOLLOWING THE PROTOCOLS BELOW:

- SNAPE WOOD PRIMARY STAFF ARE HERE TO SUPPORT OUR FAMILLIES IN THESE UNPRECEDENTED TIMES: PLEASE USE EMAIL ([ADMIN@SNAPEWOOD.NOTTINGHAM.SCH.UK](mailto:ADMIN@SNAPEWOOD.NOTTINGHAM.SCH.UK)) OR PHONE (0115 9159146) TO COMMUNICATE.

**In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:**

**CONDUCT OF BEHAVIOUR THAT WILL NOT BE TOLERATED:**

- Disruptive behaviour which interferes or threatens to interfere with any of the schools normal operation or activities anywhere on the school premises.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Damaging or destroying school property.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on Facebook or other social sites. Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication. This includes physical punishment of your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- The use of physical aggression towards another adult or child.
- Smoking, taking illegal drugs or the consumption of alcohol on school premises.
- Dogs being brought on to the school premises. (other than guide dogs)

Should any of the above occur on school premises or in connection with school the school may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises.

Thank you for abiding by this code in our school. Together we create a positive and uplifting environment not only for the children but also all who work and visit our school.



25 August 2020

Dear Parent/Carer,

We are delighted to be re-opening school to all our children on Thursday 3<sup>rd</sup> September 2020.

Thank you for your ongoing support - it means so much in what has been a very challenging time.

UK government has issued clear guidance on how to ensure that the reopening of primary schools and the return of children to school is done in the calmest and safest way possible. Snape Wood Primary school is following this guidance.

It is of paramount importance that parents support the school in adhering to the measures the school has implemented, and that parents agree to follow these measures.

Please read the behaviour policy addendum attached and what measures apply to you as a parent/carer (below), then tick and sign that you agree to abide by them:

Measures relevant to parents/carers:

- I will not send my child to school if they have Covid-19 symptoms e.g a high fever or a new, persistent cough
- I will ensure only one parent accompanies my child to school
- I will adhere to my child's drop-off and collection time
- I will ensure my child is dropped off and collected from their designated class gate
- I will not enter the school site unless in an emergency
- I will not wait at school gates or congregate in a group
- I will adhere to social distancing rules when travelling to and from school
- I will not enter the school gated area before or after drop off/collection as

**As a parent/carer, I have read and understood the behaviour policy addendum and Parent Code of Conduct, I agree to adhere to these social distancing measures.**

Child's name (please print): \_\_\_\_\_

Child's class: \_\_\_\_\_

Parent signature: \_\_\_\_\_



## Our Special Code of Conduct

To help keep ourselves, our friends and family happy and safe we:

- ✓ Wash our hands when we arrive at school, when we leave school, when we go to the toilet, before and after playtimes and lunch, and when we are told to
- ✓ Try not to touch our faces
- ✓ Sneeze into a tissue, cough into our elbow
- ✓ Do not spit, pick our noses or blow raspberries
- ✓ Do not deliberate touch, kick, hit or bite another pupil or adult
- ✓ Only drink from our own water bottle
- ✓ Do not share drinks, food or equipment
- ✓ Do not chew pencils /pens or put anything in our mouth
- ✓ Do not bring bags, toys, books, pencil cases or mobile phones to school
- ✓ Use our own classroom equipment
- ✓ Stay in our classroom unless we are told to leave and only go into other rooms when told to
- ✓ Follow instructions and the one-way system when moving around school
- ✓ Only play with children in our Bubble and stick to our playground zone
- ✓ Be punctual and arrive at school on time
- ✓ Let an adult know if we have a problem or are worried about anything
- ✓ Let an adult know if we feel poorly

Remember 'SNAP, WOOD PRIDE' at all times.

**Stay Safe**

Please keep 2m apart

CATCH IT. BIN IT. KILL IT.

**How to Wash Your Hands**

Feeling unwell? Tell!

### SCHOOL MAP TO SHOW ENTRANCE AND EXIT AREAS



**Snape Wood  
Primary & Nursery School**

### HOME SCHOOL AGREEMENT

## COVID-19

## BEHAVIOUR ADDENDUM

Contact: 0115 9159146

[admin@snapewood.nottingham.sch.uk](mailto:admin@snapewood.nottingham.sch.uk)

Safeguarding Concerns:

[dsl@snapewood.nottingham.sch.uk](mailto:dsl@snapewood.nottingham.sch.uk)



### School will do its best to:

- Provide an environment which has been risk assessed in response to the COVID-19 infection;
- Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- Provide a curriculum that meets the needs of your child's wellbeing, mental health and academic needs;
- Contact parents/carers if your child displays symptoms of COVID-19;
- Inform you if staff or children in your child's 'bubble' show symptoms of COVID-19 as this will mean you will all need to self-isolate for at least 14 days or until the test comes back negative;
- Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the added expectations outlined in this agreement;
- Communicate between home and school through notices, newsletters, text, email, class dojo and the school website.

Signed on behalf of school \_\_\_\_\_

Date: \_\_\_\_\_

### To help my child at school, I know and understand that:

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school we will self-isolate for 14 days as a family, I will get them tested and I will let the school know as soon as possible via telephone
- If my child, or another child in the group, shows symptoms of COVID-19 at school, I will collect my child from school immediately
- On my commute, and when dropping my child off and picking them up, I will adhere to the 2 metre social distancing rules
- When dropping off and picking up, I will strictly stick to the school timings for my child
- My child must not bring any items into school other than a water bottle and their lunch in a disposable bag
- I will need to remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully
- My child will need to use good respiratory and hand hygiene
- I will not be allowed into the school without a pre-arranged appointment – make appointments via telephone or email
- I need to support all staff in their efforts to create an 'as safe as possible' environment during this crisis
- Read all letters/messages/emails that are sent home
- I need to inform the school immediately of any changes to parents/carer and emergency contacts details
- If my child is deemed not to follow the behaviour expectations, he/she will be sent home and cannot return to school until they can be safe.

Signed by parent/carer \_\_\_\_\_

Date: \_\_\_\_\_

### I will do my best to:

- Adhere to the social distancing rules in class and in the playground;
- Tell an adult if I feel unwell;
- Not bring things into school from home apart from a water bottle, and my lunch, or take things home from school;
- Only use the equipment provided to me by school and no other;
- Not mix with any other children in the school apart from those in my 'bubble';
- Only enter and exit the school building from the designated gate and door;
- Follow good respiratory hygiene: coughing and sneezing into
  - o elbow or tissue (catch it/bin it-kill it!);
- Follow good hand hygiene – use soap and water for 20 seconds/ hand sanitiser;
- Behave well at all times to maintain the safety of myself and others;
- Follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe.

Signed by Child: \_\_\_\_\_

Date: \_\_\_\_\_

# Our Special Code of Conduct



To help keep ourselves, our friends and family happy and safe we:

- ✓ Wash our hands when we arrive at school, when we leave school, when we go to the toilet, before and after playtimes and lunch and when we are told to
- ✓ Try not to touch our faces
- ✓ Sneeze into a tissue; cough into our elbow
- ✓ Do not spit, pick our noses or blow raspberries
- ✓ Do not deliberate touch, kick, hit or bite another pupil or adult
- ✓ Only drink from our own water bottle
- ✓ Do not share drinks, food or equipment
- ✓ Do not chew pencils /pens or put anything in our mouth
- ✓ Do not bring bags, toys, books, pencil cases or mobile phones to school
- ✓ Use our own classroom equipment
- ✓ Stay in our classroom unless we are told to leave and only go into other rooms when told to
- ✓ Follow instructions and the one-way system when moving around school
- ✓ Only play with children in our Bubble and stick to our playground zone
- ✓ Be punctual and arrive at school on time
- ✓ Let an adult know if we have a problem or are worried about anything
- ✓ Let an adult know if we feel poorly

Remember | **'SNAPE WOOD PRIDE'** at all times.

## Slow transition into Nursery – Main Entrance

	<u>Week beginning: 31<sup>st</sup> August 2020</u>	<u>Week beginning: 7<sup>th</sup> September 2020</u>	<u>Week beginning: 14<sup>th</sup> September 2020</u>
Monday	No school	8:45 – 10:30am	8:45 – 11:45am (all morning)
Tuesday	No school	8:45 – 10:30am	8:45 – 11:45am (all morning)
Wednesday	No school	8:45 – 10:30am	8:45 – 11:45am (all morning)
Thursday	9:30 – 10:30am	8:45 – 11:45am (all morning)	8:45 – 11:45am (all morning)
Friday	9:30 – 10:30am	8:45 – 11:45am (all morning)	8:45 – 11:45am (all morning)

## Slow transition into Reception- Aspen Road

	<u>Week beginning: 31<sup>st</sup> August 2020</u>	<u>Week beginning: 7<sup>th</sup> September 2020</u>	<u>Week beginning: 14<sup>th</sup> September 2020</u>
Monday	No school	8:45 – 12:45 (includes lunch)	All day 8:45 – 3:15
Tuesday	No school	8:45 – 12:45 (includes lunch)	All day 8:45 – 3:15
Wednesday	No school	8:45 – 12:45 (includes lunch)	All day 8:45 – 3:15
Thursday	8:45 – 11:45am (no lunch)	All day 8:45 – 3:15	All day 8:45 – 3:15
Friday	8:45 – 11:45am (no lunch)	All day 8:45 – 3:15	All day 8:45 – 3:15