



9th June 2020

**INFORMATION GUIDE FOR A PHASED RETURN TO SHEEP DIP LANE ACADEMY
FOR PARENT/CARERS**

This information has been put together taking account of Government (Department for Education, DfE) guidance and our Trust Development Plan. We have thought hard about what we think will work best for our school setting, our pupils and our families.

Details given within this Information Guide take priority over those which have previously applied and which are set out in other school policies and in Home School Agreements.

We have done our very best, but this is as new for us as it is for you, so please bear with us particularly in the early days. It is possible that we will make changes to this information as we learn what works best and/or if we get additional guidance from Government/Local Authority and/or if lockdown eases further.

We will, of course keep you fully informed of any changes all of which will be designed to ensure the safest but also warmest welcome back to Sheep Dip Lane Academy that we can deliver.

Safeguarding and Behaviour Policy	The Academy's Child Protection Policy and Positive Relationships and Behaviour policy have been updated to cover the current pandemic and are available on the Academy website or via the school office.
Items to bring to school	<ul style="list-style-type: none">• Named medication (In date inhalers and epi-pens)• If you would like your child to bring in their own hand cream then please ensure that they have their names clearly labelled (these will remain in school).• On hot days, could you please ensure that your child has applied sun-cream and has a sun hat. Children can re-apply sun cream themselves but must have it clearly labelled with name and group. Your child will Not need the following items – please do NOT bring them into school: <ul style="list-style-type: none">• water bottles (including Nursery Children) the children have a named and sterilised bottle for water available daily• PE Kit• Change of shoes• Comforters/toys• Pencil case• Books Book bags can come in each Friday and the class teachers will change them on a weekly basis – controlled by the adults in the class.
School Uniform	<ul style="list-style-type: none">• Children must wear school uniform• Uniforms must be changed daily.• Trainers are permitted during Covid 19.• We politely request that your child showers/bathes and wash their hair on a daily basis, when they arrive home from school.

<p>Before you leave home</p>	<ul style="list-style-type: none"> • The DFE does not believe that it is necessary for parents or schools to take a child's temperature every morning as it is not believed that this is a reliable method for identifying coronavirus; • However, if your child has a temperature of above 37.8°/a continuous cough, any illness including other Covid-19 symptoms/DO NOT send them to school. • If anyone within your household develops a fever or a new continuous cough please follow the Government guidance, which states that the ill person should self-isolate for 7 days and the rest of the household should remain in self-isolation for 14 days; • If your child is ill please call the academy in the normal way and advise us that your child will not be attending. <u>We ask that you do not come to site to check with your child as this would risk others safety.</u> • Parent and child to wash their hands adopting Government guidelines before setting off for school drop up and pick up.
<p>Journey to School</p>	<ul style="list-style-type: none"> • Walk to school wherever possible – one parent/carer child/ren only • Be mindful of residents on Sheep Dip Lane, around the shop areas and Broadwater Drive and other roads surrounding the Academy. • If you drive to school, please park considerately. • Arrive promptly at the school grounds at the allocated time. • Use the pavement and try to adopt the 2m social distancing, where possible. • If your child walks to school without a parent, we would ask that they adhere to the Government's social distancing principles and walk alone or with one other child only.
<p>Drop Off</p>	<ul style="list-style-type: none"> • You and your child will be met at the Academy (pedestrian) gates either for Reception at the EYFS gate, main gate for Y6 and Nursery or on Broadwater Drive gate for Y1 and keyworker groups by a member of the Senior Leadership Team. • Parent/carer to drop off child at the gate and to walk away from the Academy adopting the 2m social distancing practise. • Parent/Carer of Reception children will follow the red footprints spots (reception) stand on the white footprints to keep 2m distance and staff will support your child in. For Y1 children parent/carer will follow the blue crosses. Parent/carer of nursery children follow the white footprints on the path and into the link tunnel, wait and staff will support your child in. Parent/carer of children accessing keyworker provision follow the green crosses. • Please arrive at the time stipulated and do not arrive very early. Please always keep your child with you. • Your child will walk to an area cordoned off for their small group bubble they will stand on the white footprints to line up and will then be taken by the class teacher directly to the door of the class that they will be occupying with their bubble. This may not be their 'normal' classroom. Please respect the decision that the academy take in determining the most appropriate bubble for your child and please work with us to help your child view any new arrangements as part of an interesting adventure rather than anything to worry about. • Parents/carers will not be able to come to the door or congregate in any way around the academy entrances or exits. • May we recommend that you follow the exit directions and crosses to leave the academy.

	<ul style="list-style-type: none"> If you need to communicate with your child's teacher please do so via the Year group email address or by calling the academy. No parents should come into the school building or admin area.
Lateness	Please ensure that you do not arrive later than your child's allocated times as this will impact on all the others attending. If you know you are going to be late please telephone the academy office and advise as to your time of arrival (01302 842464) as soon as possible. A member of staff will come to meet you and your child at the main school gate to the car park area. You will not be able to access the school building.
Entering school	<ul style="list-style-type: none"> As before lockdown children will wash their hands thoroughly as soon as they reach their classroom; Children will be allocated a seat and water bottles to be placed on their desks. Any other items such as creams will have an allocated spot in the classroom. All children will be given a named plastic wallet for them to hold items they are using for work to included pens, pencils, workbooks etc.
Lessons	<ul style="list-style-type: none"> Children will have lots of fun. Children will stay in the same classroom with the same members of staff throughout the school day and will not move around between classrooms or enter communal areas such as the hall, unless during their allocated lunchtime. All staff and pupils will be asked to maintain 2m social distancing in line with Public Health England guidance as far as it is reasonable. It is accepted by the DfE that in primary schools this may not be practicable particularly in the younger year groups. Assemblies will take place via Powerpoint presentations and Senior Leadership virtual assemblies within the child's classroom. No Show and Tell opportunities will take place where extra items are brought in from home. Initially we will be focussing on teaching the children new routines. We will be dealing with as a priority with personal, social and emotional needs. Reading books can only be changed on Friday, these are to be placed in the allocated box and adults will control this.
Toilet Breaks/cleanliness	<ul style="list-style-type: none"> As before lockdown children and staff will be expected to follow a strict handwashing regime. Throughout the day under adult supervision children will be supported with handwashing. Children and staff will be expected to follow a strict regime if they to cough/sneeze ('catch it, bin it, kill it') – separate lidded swing bins will be provided in each classroom and throughout the academy for used tissues and anti-bacterial wipes. These will be emptied throughout the school day. Children will be reminded not to touch their mouth, eyes and nose on a regular basis. All children will be given the opportunity of going to the toilet at regular intervals throughout the school day and will be accompanied by an adult within their bubble who will ensure social distancing is adhered to at all times. All frequently touched surfaces, equipment, door handles and toilets used will be regularly cleaned throughout the day by staff with pupil support as appropriate. An additional lunchtime cleaning schedule has been incorporated into the school day.

	<ul style="list-style-type: none"> • The classrooms will be thoroughly cleaned overnight.
Lunch and Break Time	<ul style="list-style-type: none"> • Children will have an allocated slot within the dining room for lunch. Children will be allocated a designated adult for lunch, who will remain with the pupils for the entirety of the lunch session. • Children will sit with children from their bubble and will be spaced 2m apart on the dining tables. • Members of the Senior Leadership Team will be present in the dinner hall to ensure that regulations are followed. • If your child normally brings a packed lunch with them, they will take this to the hall as normal. • Children will play outside at break times at staggered times in clearly defined zones and under their adult supervision. • Children will only be allowed to play with the children in their bubble. • Each class will have an allocated playtime box which will contain play equipment only to be used by their bubble. • Outdoor playground equipment will not be in use and has been cordoned off.
Pick Up	<ul style="list-style-type: none"> • Parent/carer to walk into the school grounds, walking on the left-side of as you approach the school adopting 2m social distancing rules. • You will be admitted to the school grounds and the same gate you used in a morning: Reception at the EYFS gate, main gate for Y6 who will be dismissed to walk off site on their own and Nursery main entrance path or on Broadwater Drive gate for Y1 and keyworker groups and we would ask that you adopt the 2m social distancing principles and stand within your designated area on the footprints provided. • Please arrive promptly to collect your child so that you are considerate to other parents who have their own allocated time slot. • Your child will be dismissed to you by the class teacher. • Please leave the school grounds immediately when asked to do so adopting 2m distancing principles to ensure that we can release children as quickly as possible. The direction of exit will be clearly marked. Parent's/carers will not be able to congregate around entrances or gates. • Children who are permitted by yourselves to walk home alone will be wait with their LSA and will be released five minutes after their finish time. • Please send a note on your child's first day of return if you do require them to walk home alone. If this changes at any point please phone the academy to notify the class teacher of these changes. • Again may we recommend, as leave, to use the opposite pavement adopting 2m social distancing.
Emergency Procedures	Emergency evacuations, should they be required, will take place following social distancing principles as far as reasonably practicable. Your child will be advised of these as necessary. A socially distanced fire drill will take place once pupils are back in school.
Communications to you about your child from the academy if they become ill at school	<ul style="list-style-type: none"> • If staff become aware that your child has developed a high temperature (37.8 or more) or a new continuous cough, you will be asked to collect your child immediately. • Please consider who will collect your child in such circumstances and ensure that school are aware of the identity of that person if it is not a parent. That person will also need to give the senior leader your child's security password to collect (to follow our safeguarding procedures).

	<ul style="list-style-type: none"> • Whilst awaiting collection your child will be isolated in a room away from their bubble (Rm 79 isolation room). • Academy staff supervising your child while they await collection will need to wear PPE (a fluid resistant surgical mask). • If direct care (such as a very young child or a child with complex needs) is required then staff giving care will wear a fluid resistant mask, disposable apron and gloves. • Areas occupied and equipment used by the affected child will be thoroughly cleaned and disinfected after use. • Once home you must then follow the Government guidance on self-isolation and not return your child to school until their period of self-isolation has been completed. • All children are now eligible to have the Coronavirus test if they become ill with coronavirus symptoms and in circumstances where your child becomes ill, we would ask that you arrange this test as soon as possible. • Where a positive test is returned the rest of the bubble and staff members will be sent home and advised to self-isolate for 14 days. The other household members of that grouping will not need to self-isolate unless the child/staff member they live with subsequently develops symptoms. • Where a negative result is returned the child or member of staff can return to school and their fellow house members can end self-isolation. • School will take advice and be guided by Public Health England throughout in such circumstances. • All staff are aware of protocol for sick pupils. • Depending on the circumstances it may be necessary for all pupils in your child's bubble/class to self-isolate along with the relevant members of staff.
<p>First Aid at School/Use of PPE in School</p>	<ul style="list-style-type: none"> • PPE will not be worn as a matter of course by staff in school as per DfE guidance. • 2m social distancing cannot be maintained during the delivery of first aid, but physical contact will be kept to a minimum e.g. pupils will apply their cold compress, wipe, plaster where they are able to do so. • Those administering first aid will wear PPE appropriate to the circumstances and wash hands and ensure that the affected area is cleaned on completion. • Where direct care (such as for a very young child or child with complex needs) is required staff giving care will wear a fluid resistant surgical mask, disposable apron and gloves.