



# **St Matthew's September 2020**

**A guide for parents**

# Morning Drop off

- There will be staggered drop off and pick up times to avoid a mass gathering of parents at key times.
- Parents will follow a one-way system at drop off and pick up times.
- There will be a member of staff at the entrances who can relay a message to the class teacher.
- 8:50am Reception and Year 3 children arrive. (Reception children are starting the week beginning 7<sup>th</sup> Sept with induction sessions)
- 8:55am Year 1 and Year 4 children arrive.
- 9:00am Year 2 and Year 5 children arrive.
- 9:05am Year 6 children arrive.
- Years R, 1, 2 & 6 enter through the wide double gates on the slope and round to the Infant classrooms. Yr 6 children will enter through the wooden gates, past the kitchen and through white door. Parents will walk around school following one-way system. Yr R, 1 & 2 walk up the ramp, drop children at KS1 classrooms and continue around the building and exit by the gate in the lower playground onto Powdermill Lane.
- Years 3,4,5, enter through the normal gate
- Parents will exit via the gate on the lower playground onto Powdermill Lane.
- It is very important that parents do not crowd around gate entrances and on the pavement areas – please remember social distancing.

## Afternoon Pick up

- Parents will follow a one-way system at drop off and pick up times.
- Years R, 1 & 2 will be collected from the upper playground.
- Years 3,4,5 & 6 will be collected from the lower playground.
- Year R and Year 3 pick up time 3:00pm
- Year 1 and Year 4 pick up time 3:05pm
- Year 2 and Year 5 pick up time 3:10pm
- Year 6 pick up time 3:15pm
- Parents/Carers will be asked to wait in a designated area marked by cones and to socially distance.
- If you are collecting from different areas, a one-way system will be used.
- Parents/Carers and children will exit via the lower playground gate.

If we find we have crowds gathering together and not socially distancing, we may have to stagger the times further.

Only one parent/carer should drop off or pick up children to reduce numbers.

Parents/Carers will not be able to enter the school building unless invited to do so. A letter box by the normal entrance gate has been positioned for parents to drop off letters for the office.



# First Aid/PPE/Illness

- If a first aider needs to administer first aid to the child they will wear PPE (glove, mask, apron).
- If your child feels unwell, they should not attend school.
- If a child or adult displays coronavirus symptoms, they will be isolated, the parents will be called to collect their child and the class they are in will be informed.
- If the school becomes aware that a child or a staff member has tested positive for coronavirus, that class will close.
- The school will work with the Local Health Protection Team if there are 2 or more confirmed cases.
- Clear Perspex screens may be used if an adult needs to work close to a child.
- If a child is unwell, the same procedure should follow as before. The school should be phoned or an email sent to [Carly.Buckwell@st-matthews.kent.sch.uk](mailto:Carly.Buckwell@st-matthews.kent.sch.uk) before the start of the school day. If the child is displaying the symptoms of coronavirus, they should be taken to have a test immediately.
- If a member of your household displays symptoms, your child/ren should self-isolate following Government guidelines. The school must be informed of the result of a coronavirus test as soon as possible.



## What do children need?



- Children will wear school uniform. Uniform can be ordered via our school website.
- Black school shoes should be worn.
- We need to minimise the amount of 'things' the children bring into school so we will give each child a drawstring bag on their first day for them to use daily. This bag will be used for a reading book, water bottle and lunchbox. No other bags will be allowed.

- The cloakrooms will not be used as we cannot avoid classes mixing in these tight spaces and no extra equipment is needed in school.
- During the day, the children will put their bag in a pocket of their coat and hang their coat on the back of their chair.
- Children will be asked to wear their PE kit on the day they have PE.



# Lunches

- Children in Reception, Year 1 and Year 2 are entitled to a daily free hot school lunch.
- Children in Years 3,4,5,&6 are entitled a hot school lunch, which must be paid for via sQuid unless they are on our Free School Meals list.
- Children can bring with them a packed lunch and a water bottle.
- The fountains have been turned off so it is very important that they bring water with them.
- Independent Catering will provide the option of a one-pot hot lunch. The menu can be found on our school website.
- Children can select the lunch they want from the menu in the morning.
- Lunches will be eaten in the classroom to avoid different classes being in the canteen at the same time.



# Classes

- Children will be kept in their classes as much as possible.
- Lessons will take place in their classroom or outside.
- The teachers and TAs will be in year groups and not cross year groups unless teaching outside.
- Teachers' PPA time will be covered by PE lessons outside or by the year group TA.
- Classrooms have been set up with desks facing forward.
- Each child will have their own space
- Social Distancing – we will be teaching children the importance of social distancing. It is widely recognised that the youngest children will not be able to conform to social distancing rules at all times.





# Hygiene

- Handwashing and/or hand sanitising will take place at regular intervals throughout the day, especially when arriving at school, after breaks outside, before and after eating.



- Each year group will be given their toilet to use. Toilets have been designated as unisex this term for all year groups and where this is possible, we will continue to do this.
- Anti-bac wipes and hand sanitiser are available
- Each classroom will have a lidded bin for used tissues and paper towels.
- A cleaner will be employed throughout the school day to wipe surfaces and keep toilet areas clean.



# Playtimes

- Playtimes will be staggered and each class will have an area of the playground as their own but go out as a year group.
- Children will still be encouraged to socially distance when on the playground.

# Resources

- Children will have their own stationery resources provided by the school.
- Resources needed for lessons such as books and games, can be used and shared within the class; they will be cleaned regularly.
- Resources that are shared across classes such as PE or science equipment will be cleaned before being used by another class or rotated to allow them to be unused for a quarantine period.
- Library books will be on a rota system and quarantined before sharing with another class.
- Mobile phones will not be allowed to be brought into school.



# Curriculum



- Teachers should keep handling children's books to a minimum.
- The primary option will be for verbal rather than written feedback.
- The emphasis will be on a recovery curriculum. This means that teachers will ensure the children feel safe and secure in a full classroom with rules and routines for the class understood by all.
- Teachers know that children learn best when they feel happy.
- Teachers will plan for the correct year group and fill gaps in learning where needed.
- Subject specific objectives will be gradually brought into the planning and lessons when the teachers feel the class are ready.
- The full curriculum should be back in place by Summer 2021
- Children will be taught about the changes in school, hygiene practices and well-being.
- Classes are not allowed to sing together. (max of 15 pupils)
- Contact sports must be avoided.



## Remote Learning



- Any children who are unable to attend school if they have been told to shield will be able to access remote learning via clasdojo.
- We will use the Government agreed online learning platforms.

## Clubs

- We will not be running any after school clubs in September. This will be reviewed at the end of September.
- Early start club will not be available as we have to avoid mixing children from different classes. Again this will be reviewed at the end of September

## Travelling to School

- We would ask everyone to avoid public transport if they can.
- Please travel independently, preferably by foot, however if you do travel by car please park responsibly with consideration for our neighbours.
- We will not be storing bikes and scooters on site during the day. This will be reviewed.