



# A Guide for Parents

## Thursday 2nd September 2021





## School life



Trimley St Martin

continues to follow the guidance as set out  
by the government to:

- ✓ **Keep everyone safe.**
- ✓ **Provide a calm and welcoming learning environment.**
- ✓ **Engage in high quality learning.**



## As a partnership with parents and children we have procedures in place

- To continue to reduce risk
- To facilitate learning





# To reduce risk, we only bring in...

- ✓ Reusable water bottle with sports lid clearly named
- ✓ Coat if needed, sun hat
- ✓ Snack for playtime

(Reception have all snacks provided by the school, Y1 & Y2 need snacks for afternoon breaks and Y3-Y6 for morning breaks; remember no chocolate or crisps for snack times).

- ✓ Packed Lunch (where required)

(School dinners for Y3 to Y6 need to be pre-booked and paid for via the ParentMail App).

- ✓ Book Bag

## **We do not bring in:**

- X Any bags, toys etc. that are not necessary.





# Changes for Sept 21

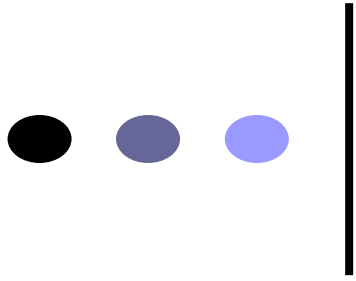


- ✓ Back to 15 minute drop off timings- Children can be dropped off between 8.45am and 8.55am (gates close at 9am).
- ✓ Introduction of a Coronavirus Outbreak Plan- to be used in line with DfE and Local Authority when :
  - ✓ 5 children, pupils, students or staff, who are likely to have mixed closely, test positive for COVID-19 within a 10-day period; or
  - ✓ 10% of children, pupils, students or staff who are likely to have mixed closely test positive for COVID-19 within a 10-day period (Plan sent to all parents).

# Routines staying in Sept 21



- ✓ Drop off and pick-ups: Reception- Reception door, Y1 & Y2- KS 1 door, Y3- classroom door, Y4- classroom door and Y5 & Y6- joint classroom door.
- ✓ Attending appointments: both the office and class staff need to know if there are to be any late drop offs or early pick ups. Please send messages via Tapestry/Seesaw to teachers and either a call to the office or via the contact form on the school website. Pick ups and drops offs will normally be at classroom doors. All doors now have door bells to notify staff inside the classrooms.
- ✓ Covid Safe: Children will still sanitise and wash hands regularly and daily cleaning of tables, toilets etc. will continue.
- ✓ PE Days: Children will still wear their PE kits on PE days.
- ✓ Assemblies: Some assemblies will remain virtual.



# Uniform



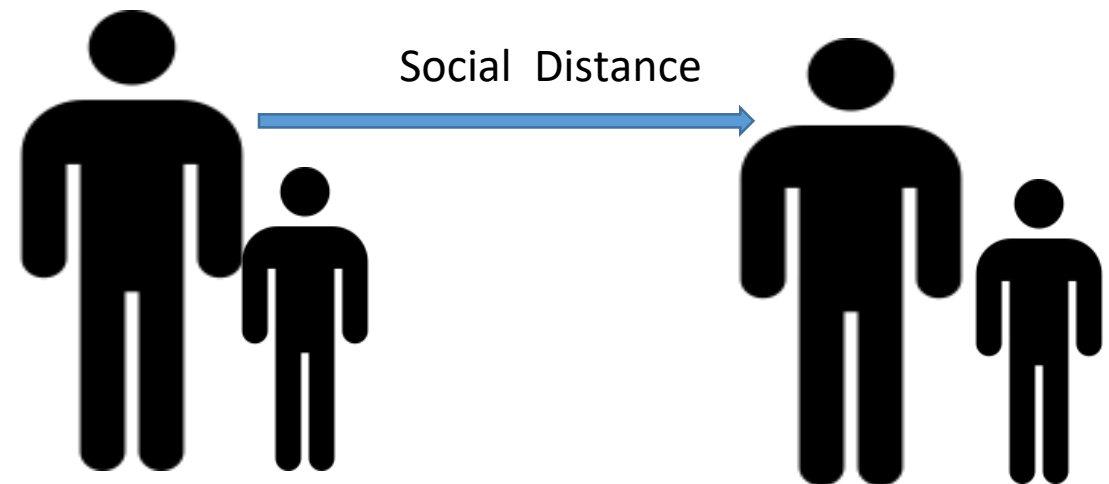
- ✓ Changes in uniform code:
- ✓ to include all black trainers and charcoal grey jogging bottoms for daily uniform. (Trainers with white soles, coloured logos etc. to be kept for PE days only!).
- ✓ PE: white top (no logos unless school logo) & royal blue shorts. Track suits/joggers to be either black, royal/navy blue or charcoal grey (Plain tracksuits only please).
- ✓ Children to wear P.E. kit to school on their PE days.
- ✓ Watches and stud earrings allowed only.

# To reduce risk

## When dropping off/picking up from school...



- ✓ **Reception & Key Stage 1 children enter and exit via the top gate** (near playground equipment) **and Key Stage 2 children enter and exit via the bottom gate** (near bike racks). **No access via the staff car park.**
- ✓ **Minimise close contact by continuing to social distance.**
- ✓ **Wear face masks/coverings when entering the school building.**  
Staff on the playground may continue to wear masks too.
- ✓ **Very quickly drop off and pick up.**





# Pick Up and Drop off:



Y4



YR



Y1 & Y2



Y3

Morning drop off- children are dropped off at their gate and walk across the playground to their class door with the exception of Reception (Parents/carers take their children to the Reception gate until October half term). A member of staff at the gate will take any messages for class teachers.

Afternoon pick up- we welcome parents/carers back onto the playground and kindly ask that parents/carers continue with social distancing and leave in a timely manner.



Y5 & Y6

# Classes:



Class	Support Staff
Reception- Mrs Campbell & Mrs Haslam (Jan 2022- Mrs Lawrence)	Mrs Smith/Mrs Goodhand/Miss Holliman/Miss Hewett
Year 1- Mr Philpot	Mrs Allen/Mrs Turner/Mr Barnard
Year 2- Mrs Tubby	Miss Boggis/Ms Gillings
Year 3- Mrs Thompson & Mrs Wray	Mrs Pelling
Year 4- Mrs MacFarlane & Mrs Cumming	Mrs Calver/Mrs Ostler/Miss Henson
Year 5- Mrs Cockerill	Mr Ainsley/Mrs Hammond
Year 6- Mrs Hayter & Mrs Matthews	Ms Gray

# To reduce risk In classrooms...



- ✓ There is a separate first aid kit for each class.
- ✓ PPE is available to staff who need to give first aid.
- ✓ Children have been given their own equipment and packs to use.



# To reduce risk At lunchtimes...



## FOOD:

- ✓ Lunches are staggered in the hall- all tables, chairs and touchable areas are disinfected between each class.
- ✓ Children sit at tables within their class groups.

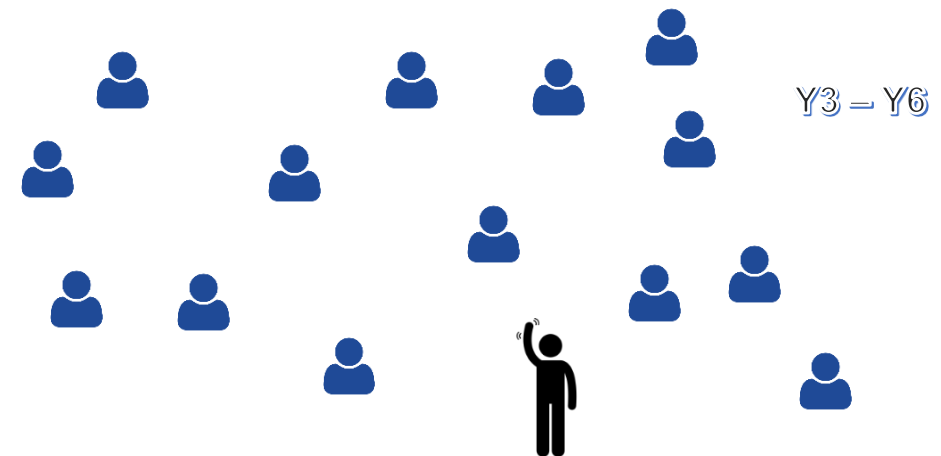
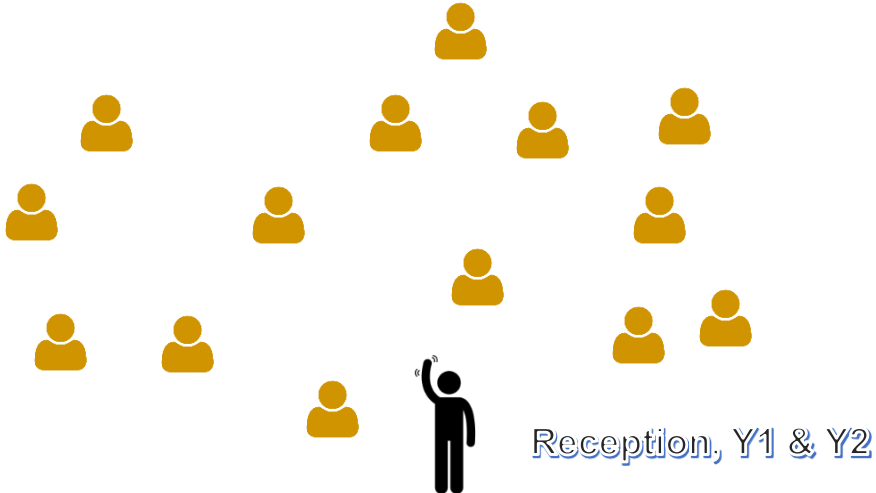


# To reduce risk At lunchtimes...



## PLAY:

- ✓ Reception & KS 1 use the playground.
- ✓ KS 2 use the field. Children from Year 3 to Year 6 need to bring & leave an old pair of trainers to change into daily for playtimes and lunchtimes.



# To reduce risk

## Toilets...



### Use of toilets:

- ✓ Each Key Stage have designated toilets.
- ✓ Toilets are cleaned regularly.

Age	Toilet
Reception	Reception Classroom
KS1 pupils	Key Stage 1
KS2 pupils	Key Stage 2
Vulnerable pupils	First Aid Room



# To reduce risk

## Also...

We ensure that all adults and children:



- ✓ frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- ✓ clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.
- ✓ are encouraged not to touch their mouth, eyes and nose.
- ✓ use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- ✓ all visiting adults are asked to scan the school Track & Trace Q-code.

# To reduce risk

## If someone is showing symptoms of COVID-19



- ✓ We have a **separate room for isolation with an adult.**
- ✓ We call all listed adults until contact is made – please ensure your phone number is up to date and available.
- ✓ **We use PPE** if we need to be within 2m to help your child.
- ✓ There are **separate toilet facilities (where possible)** for a child who is showing symptoms.
- ✓ We will ask that a test is booked for a child who is showing symptoms.



# To reduce risk



## Pupil shows symptoms

Teacher/staff member to send/bring the pupil to first aid room and to tell the pupil to keep 2 metres away from anyone they pass and not to touch anything



Teacher/staff member to inform office staff and Headteacher so they can arrange for the pupil to be picked up. Pupil should be left alone in a ventilated room if possible and safe to do so. If a 2-metre distance isn't possible, the supervising staff member will wear a face mask. If contact is necessary, they'll also wear gloves and an apron. If there's a risk of fluids entering the eye, they'll also wear eye protection



## Staff member shows symptoms in school **or** gets a positive lateral flow test result at home

Staff member to inform Headteacher/school business manager before leaving the school premises, avoiding contact with others (if at school. If at home, they must not come in to school)



If teaching in school, staff member to wait until supervision has arrived for their class before leaving



## Headteacher to tell the pupil/staff member:

- To start self-isolating
- That members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial
- (If the staff member has a positive lateral flow test result:) To report the test result to NHS Test and Trace
- To take a 'standard' **PCR test** (this **must** be taken **within 2 days** of a positive lateral flow test result) and report the test result to NHS Test and Trace. If a home testing kit is available in school, you can give it to them to take home if you think they may have barriers to accessing testing elsewhere. See below for what to tell them to do, depending on their PCR test result

**Note:** close contacts or members of their household should also start self-isolating, unless they are any of the following: fully vaccinated, below the age of 18 years and 6 months, not able to get vaccinated for medical reasons, or are taking or have taken part in an approved COVID-19 vaccine trial. If any of the above applies, NHS Test and Trace will contact them to advise them to take a PCR test. Children aged under 5 years old who are identified as close contacts will only be advised to take a PCR test if the positive case is in their own household

# To reduce risk



**Once the individual has left the premises (or if they're at home, immediately):** areas they've come into contact with in school to be closed, so these can all be cleaned and disinfected. If the individual is part of a class group, the rest of the group to be moved into an alternative location. All staff and pupils who've come into contact with the individual to be asked to wash their hands thoroughly for 20 seconds



**If the symptomatic individual's PCR test is negative**

Pupil/staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Pupil/staff member can return to school

**If the asymptomatic individual's PCR test is negative**

Staff member, and members of their household and close contacts who are not exempt from self-isolating, will be told by NHS Test and Trace that they can stop self-isolating as long as they have no symptoms

Staff member can return to school



**If the symptomatic or asymptomatic individual's PCR test is positive**

Symptomatic individual to:

- Continue self-isolating for **at least 10 days**, counting from the day after their symptoms started (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)
- Then only return to school if the only symptoms they still have after the isolation period are a cough or loss/change of smell/taste (these symptoms can last for several weeks once the infection has gone) – they should **not** return until their temperature has returned to normal, or if they are otherwise unwell

Asymptomatic individual to:

- Continue self-isolating for **10 days**, counting from the day after the positive lateral flow test (members of their household and close contacts not exempt from self-isolating must also continue to self-isolate for 10 days, counting from the day after contact with the person who tested positive)

**Close contacts or household members of a positive case are exempt from self-isolating if any of the following applies:**

- They're fully vaccinated
- They're below the age of 18 years and 6 months
- They've taken part in or are currently part of an approved COVID-19 vaccine trial
- They're not able to get vaccinated for medical reasons

# Health and safety procedures

- Fire Procedures remain in place and in the event of the an alarm, children and staff leave through their nearest fire door and line up in their classes.



School



YR



Y1



Y2



Y3



Y4



Y5



Y6

Gate



# Trimley St Martin Curriculum:



- ✓ We **offer a full broad and balanced curriculum.**
- ✓ We plan to address gaps in **reading, writing and maths.**
- ✓ **We do PE** – children will be outside as much as possible and all equipment will be disinfected before and after use.
- ✓ We focus on **children's mental health and wellbeing.**
- ✓ We have introduced **additional support** using the funding provided by the government.

# PE Timetable:

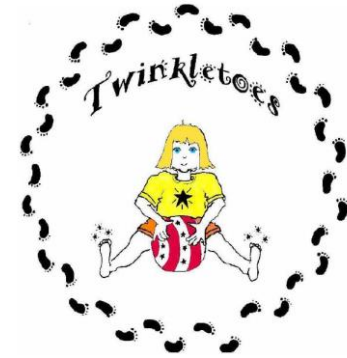
## Days to wear your PE kit to school-



**Trimley St Martin – Weekly Timetable (Physical Education) September 2021**

8:45 - 9:00	9:05	9:30-10:30	10:30	10:45 - 12:00	12:00 - 1:00	1-1:30	1:30 - 2:30	2:30 - 3:30
M		<b>Forest school</b> & Class Teacher		<b>Forest School</b> & Class Teacher	<b>Lunch (Sports Leaders &amp; Mini Clubs)</b>	<b>Ton's lunch break</b>	<b>Donaldson</b> YR	<b>Attenborough</b> Y3
8:45-9:00	9:05	9:30-10:30		10:45 - 12:00			1:30 - 2:30	2:30 - 3:30
T								
8:45-9:00	9:05	9:30-10:30		10:45 - 12:00			1:30 - 2:30	2:30 - 3:30
W		<b>Irwin</b> Y5 Forest school (YR)		<b>Swimming Mandela</b> Y6 Forest school (YR)			<b>Earhart</b> Y1	<b>Nightingale</b> Y2
8:45-9:00	9:05	9:30-10:30		10:45 - 12:00			1:30 - 2:30	2:30 - 3:30
T		<b>Donaldson</b> YR		<b>Hamilton</b> Y4			<b>Mandela</b> Y6	<b>Irwin</b> Y5
8:45-9:00	9:05	10:00 - 11:00		10.45 - 12:00			1:30 - 2:30	2:30 - 3:30
F		<b>Earhart</b> Y1		<b>Nightingale</b> Y2			<b>Hamilton</b> Y4 Forest school (Y1)	<b>Attenborough</b> Y3 Forest school (Y1)

# Breakfast Club: Twinkletoes



**Breakfast and afterschool club will continue to operate from Thursday 2<sup>nd</sup> September from 7.45am and 3.30pm**

For all enquires, prices and booking please contact Twinkletoes on  
07763 816224



<https://twinkletoespreschool.weebly.com/>

## Next steps:



### **We will contact you to:**

- Keep you informed through our website, Parentmail, Tapestry (YR only) and Seesaw.



*Thank you*

