

Information Booklet for Parents

COVID-19

Howes Primary School



**The information contained here is to help us
to work together to ensure the safety of
children, families and staff during the phased
return to school.**

Handwashing

- Throughout the day the children will be asked to wash their hands on a regular basis. Staff will also do this to act as good role models and to protect themselves.
- To support your child learn good hand washing habits at home you can go to: <https://www.youtube.com/watch?v=aGJNsplRdrc>
- Hand sanitiser will be available throughout the school. (If your child brings their own hand sanitiser to school this must be clearly named.)

Use of toilets

- The children will have access to toilets throughout the day, however in order to reduce the number of children using the toilets at any time there will only be one cubicle available in the toilets at any given time.
- The different groups across the school will have their own identified toilets to use.

Clothes and hygiene

- Please ensure that your child wears practical clothing to school to allow them to take part in physical activities. We ask that the children wear their school jumper or cardigan to school.
- The children do not need to bring their PE kit with them.
- Please ensure that if your child wears lace up shoes that they are able to tie their own laces.
- Following Government guidelines we strongly recommend that as soon as your child(ren) returns home they put all of their clothes in the washing machine and immediately go and have a shower and wash their hair to prevent the spread of the Coronavirus.

Social distancing

- The classrooms have been rearranged to enable social distancing and to minimise contact between pupils and also pupils with staff.
- Markings have been placed on the pathways and playground allow you to wait safely.
- Groups within school have staggered start and end times to the day. They will also have staggered playtimes and lunchtimes to minimise the risk of the spread of infection.

Equipment

- We will ensure that the children are given their own pencil to use which will not be shared by anyone else.
- Please do not send in any pencil cases etc from home as these will not be used.
- Where iPads are used to support learning, these will be named use by that child only. They will be cleaned regularly.
- The site staff will ensure that rooms are cleaned on a daily basis to help to stop the spread of infection.

Medication

- If your child has any medication in school, such as inhalers, epipens etc these must be sent in with the children on the first day that they return.
- You must ensure that the medication is in date and that you have completed a form so that staff can administer the medication if needed.

First Aid and intimate care needs

- Staff will use PPE to administer first aid at school.
- We understand that if a child has cut their knee we will have to reduce the suggested 2m distancing rule, however we would hope that parents support us in our duty of care to the children.
- Early Years parents will have any first aid reported by phone or email. Parents will be asked to email the school to confirm that they have been informed.
- Where a member of staff needs to support a child with intimate care needs, PPE will be worn to protect the member of staff.

Contact details

- It is vital that you ensure that if any contact details have changed that you provide these on the first day that your child returns.
- Staff may use the school phone number 02476411711 or mobile phones. Please ensure that you answer these calls as it could be an emergency.

Absence from school

- If your child is not in school, please ensure that you contact us on the main school phone number 02476411711.
- If we do not receive a message from you then we will call you to find out where your child(ren) is/are.

Suspected case of COVID-19

- **Your child must be fit and well to attend school. If you suspect that they have symptoms of COVID-19, they must not attend school. If you suspect that they have COVID-19 symptoms, you must inform us straight away.**
- If it is reported to us that a child or member of staff is not able to attend school as they have symptoms of COVID-19, then all children and staff within the group that the child is working with will be contacted and asked to self-isolate as a family for 14 days.
- If a child or member of staff within a group has suspected symptoms of COVID-19 then they will be removed from the classroom that they are working in immediately. Parents of the child will be contacted, please ensure we have the right details for you. The member of staff will be asked to go home.
- Testing is now available to anyone over the age of 5 if there are suspected symptoms. The testing would be for the whole family.
- The parents of all other children who have been working with that group will be contacted and asked to self-isolate as families for 14 days.
- All staff who have been working with that group will be asked to self-isolate with their families for 14 days.
- The staff and children in the group will not be able to return to school until advised to by Miss Cooke or Mrs Bolland.

Staffing

- If for any reason we do not have sufficient staff available to work in school, then we will contact our regular supply agencies.
- If there are no supply teachers available then we will inform parents that the children will not be able to attend that day due to Health and Safety concerns.

Lunchtime

- If your child is eligible for Infant Free School Meals or Free School Meals then a school packed lunch can be provided for them. If your child is eligible for FSM and you choose to take the school packed lunch option then you will no longer be eligible to receive the weekly vouchers.
- If your child is not taking a school packed lunch, please send a packed lunch from home in a disposable bag with your child each day. Please ensure that your child brings with them items that they are able to open themselves as staff need to maintain a social distance where possible.
- The children will eat with their groups, either outside in designated areas if the weather is nice or in the classrooms where they are based.

Reminders in school and at home

- Staff will be regularly reminding the children of the necessary measures in place to keep them safe.
- Posters will be displayed around school to support the children and staff in staying safe.
- Please support us by reminding the children about what they need to do to remain safe and to ensure the safety of others around them.

Fire Drill

- As part of our Health and Safety measures in school we will continue to ensure that the children know how to leave the building in the case of a fire. We will aim to ensure that social distancing measures are in place during this drill by practicing socially distanced lines both inside and outside of the building.
- In the event of an actual fire, we will act with vigilance to ensure that saving lives takes precedence over maintaining a social distance.

Protection from the sun

- As we are in the Summer months we ask that the children come to school already wearing suncream. Staff cannot apply suncream to any child.
- It is recommended that they bring a sun hat with them.
- They must have a named water bottle with them each day.

Use of the outdoor equipment

- The outdoor equipment, including all benches, bridges, trim trail etc are out of use at this time.
- Please support us in ensuring that your children do not use the equipment when they are waiting with you either in the morning or at the end of the day.

If you have any questions or queries, please contact school on 02476411711 or email Howes@howes.coventry.sch.uk

