**Key Information for EYFS**

We have a responsibility to keep all of our pupils and their families as safe as possible. We also have a responsibility to keep all of our staff members and their families as safe as possible. Please see carefully below what we will be doing to help achieve this. See also the information provided in the COVID 19 section of our school website, including Government Advice and the School’s own Dynamic Risk Assessment

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| **Class size** | Pupils will spend their full day in a group of no more than 15 children. We will refer to this as their ‘**bubble’**. There are seven EYFS bubbles. Five of these will be located in the EYFS department and two will be using classroom space in Year 1.When you arrive on the first day, staff will help you to locate your child’s bubble location.Children will be placed in their bubble according to their learning needs. The reason for doing this is that by having their regular group times throughout the day (as well as opportunities for indoor/outdoor play), we will be able to keep the school day structured and routine. This will help to give the children a sense of normality; it will also allow learning time to be more purposeful and to revisit teaching from earlier in the year, giving children a chance to consolidate some of the key skills from their year group. Having this structure to the day will also help us to build in times for additional hygiene measures. Please don’t worry if your child isn’t with their closest friend; by this point in the year children will be familiar with all members of their year group and at this age can be very flexible about who their playmates are, which is a lovely thing to see and should be encouraged. |
| **Staffing** | There will be three staff assigned to each bubble. At least one of these staff members will be someone who is familiar to your child. Staff will follow clear guidelines which mean they will not mix between bubbles. When staff need to leave their bubble, e.g. for their lunch break, they will socially distance from staff from other bubbles. During the lunch period there will be an additional staff member to join each bubble. They will be assigned to that bubble and will not mix between bubbles.Staff will wear a mask, apron and gloves if they need to be in close contact with children to administer first aid or to help children with any intimate care, such as assisting them with a toileting accident. |
| **Behaviour management**  | As always, we will use positive behaviour management to help children remember our Golden Rules, which include respect for each other and for school property. The new routines and systems used during our reopening will not be familiar to the children; it is our job to help them with this. Where children forget or get confused we will help and reassure them. If children are seen to be deliberately breaking rules or not listening to staff, we will be clear and direct in telling the children what they need to do and what we expect; this is what staff must always do when behaviour compromises the safety of the pupil themselves or others around them.  |
| **Practical resources** | Resources which are handled regularly (such as a pencil, whiteboard, pen, glue stick etc) will be provided in each child’s own tray. When they wish to access an activity which requires these items, staff will remind them to go to their tray and then to return items there when they have finished. We do not expect the children to remember to do this; staff will help them to remember. |
| **Play resources** | Resources used during periods of free play will be shared by children within their bubble. This is the only way to allow the children to engage in play, which is of course a crucial part of how they learn at this age.In order to minimise risk, we have removed all soft/fabric toys and furnishings as these are harder to clean. We have also reduced the number of certain items, such as books, as this will again help us to clean more thoroughly. Almost all of the resources on offer will be plastic, as this is the easiest material to clean. |
| **Outdoor play** | Fortunately, we have a large outdoor space in our Early Years. This means that we have been able to divide up the space so that each bubble of children have a designated play space that they can use for periods of free play and also during their lunchtime play. As with the indoor resources, toys in the outdoor area will be shared between children from the same bubble, however these will be reduced in number and those used will be mostly plastic items. |
| **Items from home** | **NO TOYS** of any kind should be brought from home. The only item children should carry into the classroom is any fruit they have brought for snack time and a packed lunch if they are not having the school meal. Reading books will be dropped into the bubbles’ book box which will be outside. **NO** bookbags or diaries are to be brought into the classroom. If your child wishes to use their bag on the way to school, then the adult must take it away with them when they drop off. (See information below about Reading Books for Reception pupils) |
| **Hand-washing** | Children will be asked to wash their hands:* On arrival to school
* Before and after eating
* After periods of outdoor play
* After any sneezing or coughing (persistent coughing will result in a child being sent home)
* Before going home

Children are not expected to remember when to wash their hands. Staff will be with them at all times to remind them and to help ensure they wash their hands properly.If your child has sensitive skin, you may wish to moisturise their hands before and after school to avoid the adverse effects of frequent hand washing.  |
| **Cleaning** | Cleaning of ‘hot spots’ will happen throughout the day. Surfaces and backs of chairs will be cleaned before and after meal times. The classroom will be cleaned at the end of each school day as usual; however this will now include the cleaning of play and learning resources also. |
| **Dinnertime**  | Most children will sit at a table in their bubble area. Two bubbles from Reception will be eating in the dining hall; they will be given a designated table and will not mix with any children or adults from other bubbles. Hot dinners will be brought to the table by staff and children will be given the usual assistance and encouragement needed to eat their food. If you would prefer your child to bring a packed lunch, we ask that you let staff know so that they can cancel their school meals. Packed lunches must be brought in a disposable bag so that everything can be disposed of at the end of the meal. School can provide a spoon, if needed.  |
| **Drop off and Pick up** | Please follow the one way system to enter and exit the school grounds. Parents should enter the alleyway from either Dudley Street or St James Road, hand children over to staff and leave via the pedestrian gate at the bottom of the staff car park. Arrival times have been adjusted to help minimise the number of families in the play ground at any one time.

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|  | Drop off time | Collection time |
| Year 6 | 8:30am | 2:45pm |
| Year 1 | 8:45am | 3.00pm |
| Reception | 9.00am | 3.15pm |
| Nursery | 9.15am | 3.15pm |
| Children of Key workers from Years 2, 3, 4 or 5 | 8.45 am | 3.15pm |

Only one adult should drop off and collect children from their family. Take care to socially distance from all other families in the playground. Your child must be with you at all times and is not permitted to run around or play during the drop off or collection period. This is for their safety and the safety of others.Staff will be out in the playground to help parents find the new drop off point for their child. If approaching a staff member or drop off point, please keep at least 2 metres back from the person/family ahead of you. We understand that this may cause some delays; please be patient.**Parents are not permitted to enter the classroom during this time**. When it is your child’s turn to enter, please say goodbye and send them in on their own. Staff will assist any children who need support or reassurance at this time. At home time, please follow the same advice as above regarding behaviour in the playground. Remember to keep 2 metres back from the parent ahead of you.There will be a staff member from EYFS available in the playground to help with any confusion about where to drop off/collect from. |
| **Pupils who have any symptoms at illness at home** | Carefully observe if your child has any of the following symptoms before bringing them to school. **The main symptoms of coronavirus (COVID-19) are a high temperature, a new, continuous cough and a loss or change to the sense of smell or taste; however, other symptoms include vomiting/diarrhoea and generally feeling unwell.**If your child has any of these symptoms **DO NOT** bring them to school. **If the symptom is a temperature and you have given medicine for this, you must still keep them at home**. The medicine will temporarily mask the symptom, but they may still have the virus. Phone school to advise us of their symptoms. If you wish your child to return to school, they will need to be tested first and if the test is negative (meaning they do not have the virus) then they can return 48 hours after the symptoms cease, however you must provide proof of their negative result. If they have a positive result (meaning that they do have the virus), they will not be permitted to return to school for a minimum of 7 days.If a member of your household is symptomatic or has a positive result, other members of the household must isolate for 14 day, including children. In this instance, DO NOT send your child to school. |
| **Pupils who become symptomatic in school** | Any pupils who have symptoms of illness will be isolated immediately and await collection from their parent. A member of staff will care for them whilst they are awaiting collection; however it is important that the parent ensures they are collected promptly, as it is vital that we prevent any further transmission within the school community. **Please ensure that your child’s emergency contact details are up to date.**Parents can arrange for their child and other household members to be tested. School must be informed of the result **as soon as possible**. If the test is negative (meaning they do not have the virus) then they can return 48 hours after the symptoms cease, however you must provide proof of a negative result. If the pupil has a positive result (meaning that they do have the virus), they will not be permitted to return to school for a minimum of 7 days and staff and pupils from their bubble will also be asked to self isolate for 14 days. |
| **School uniform** | Please ensure that your child’s uniform is taken off and washed as soon as they arrive home. Please also ensure that they arrive each day in a clean uniform (or if necessary, other suitable plain clothes); they should not be wearing any items that were worn the day before. It is not necessary to bring a sweatshirt. |
| **Packed lunches**  | If your child brings a packed lunch to school, this must be brought in a disposable bag as everything will be thrown away once the food has been eaten. A spoon can be provided by school, if needed. |
| **Fruit, milk and toast** | There will NO fruit, NO milk and NO toast provided by school at this time. Children in Nursery and Reception will have their own cup, kept in their tray, which they can use throughout the day to help themselves to water. These will be washed in the dishwasher each afternoon.Parents can send a piece of fruit in with their child each day, however this should not be in a tub of any kind. The children will need to keep the fruit in their tray until break time. |
| **Reading books in RECEPTION** | **Please return any school reading books that your child has at home as soon as possible.** There will be a box outside during drop off time where you can drop in your books. Books will not be handled by staff until 72 hours after they have been returned, at which point they will be returned to our school collection.Once we have enough books returned, we will begin sending two books per child on a Friday, for reading practice over the weekend. Books **MUST** then be returned on a Monday.In order to make this as safe as possible, there will be a set of books assigned to each bubble (in line with the phonics stage of the children in that group) When books are returned on Monday, they will be stored out of use until Friday. Then on Friday, staff will rotate the books around the children in the bubble and send them home. It is important that children return books on time, as books sent back late will have to be put out of use until the following week.**NO** bookbags or diaries are to be brought into the classroom. If your child wishes to use their bag on the way to school, then the adult must take it away with them when they drop off. The only items children should be carrying into the classroom is any fruit they have brought for snack time. Reading books will be dropped into the bubbles’ book box which will be outside. |
| **Talking to your child** | Try to help your child to adjust to coming back to school. **Talk** about how important school is and how much they have been missed by their teachers and their classmates. **Talk** about how their routine in class is likely to be quite different, but reassure them that the staff will be there to care for them and to help keep everyone as safe as possible. **Remind** your child how important it is to listen to the staff in school and follow directions relating to safety and hygiene. |