



Gillingham St Michael's Primary Academy

Part of the Kingfisher Partnership

COVID 19 – Return to School Parent Information Handbook



Dear parents and carers,

Welcome back to school! It is wonderful to see you and your child returning.

I hope that this booklet will provide you with lots of information about your child's return to school. Please do not worry if you can't take it all in at once – there is an awful lot of information to share. Over the days and weeks ahead, the staff will be on hand to show you all the ropes and make sure everything goes as smoothly as possible.

We are looking forward to seeing you all really soon,

Mrs Brand

Times



Morning Drop Off

- Morning drop off will be as usual, doors will open by 8:45 with all children expected in school by:

• 9:00 am



Afternoon Pick Up

- Daily pick up for all pupils is:

• 3:15pm



- Keep a **2 meter distance at all times** whilst picking up and dropping off.
- Only **one** adult per child to come to the school
- Avoid large crowds at all times
- Be patient with the staff at all times
- Do not walk or travel to school with other families
- Keep your children close and walk together as a family
- If using public transport, please use a face mask and wash your hands before and after use.



- If you are in a critically vulnerable health group, please avoid travelling to school where possible.

Drop Off and Pick Up Points

To avoid large crowds we have given each year group a different drop off and pick up point. It is important that you know where to go – you will not be allowed in at the wrong point.

Skylarks class

Entry Point Main Front Door. Waiting point directly in front of the main building along the path by office window

Mallard Class

Entry Point Playground Gate. Waiting point along path next to field.

Swan Class

Entry Point Side gate. Waiting point, far end of car park

Groups

We will be organising the school into two groups during the day. Children will still mainly be based in their classroom during the school day. They will have set times for breaks and lunch and have their own outdoor space to play in



- In the classrooms the children will have their own desk and equipment. The children will be expected to stay at their desks throughout the day unless they are told to move. Reception children will be able to move about their classroom but will be reminded not to form any large groups.



- Children will not be allowed to mix with children from other bubbles.

Illness

If your child shows any symptoms of COVID 19, they will be moved to a separate room with a member of staff. The member of staff will be wearing PPE at this point and the child will be given a face mask. We will call you to collect your child immediately and the whole household will need to isolate for 14 days, or until a negative test result has been received. **THIS IS NOT OPTIONAL**



Uniform

We ask that children wear normal school uniform during the day. On PE days, pupils will need to wear their pe kit all day.

Equipment

We want to try and limit the number of items brought in from home, so we will be providing each child with all of the learning equipment that they need. Please **do not** send your child in with pencil cases or toys. They can bring a lunchbox and a coat – these will be stored in/near their classroom throughout the day.



Break and Lunch Time

Break and lunch time will be a little different. Each group will have their own outdoor space and children will not be able to mix with children from other groups.

Lunch will be eaten in the classrooms.



Make sure that lunch boxes are cleaned thoroughly every day.

Toilets

Each group will have their own toilets to use whilst in school. The teachers in school will be giving them lessons on how to wash their hands and good hygiene (all age groups).



- Please make sure that your child can go to the toilet on their own. Adults will not be able to help.
- Teach your child good hand washing habits at home.
- If your child sometimes has accidents, please send them in with spare clothes.



- If your child has an accident and needs intimate care, the staff will be wearing full PPE – mask, gloves, apron and face shield.

Visiting the School

We will be limiting the number of visitors allowed in school. Please only come to the school for the following reasons:

- To drop off and pick up your child
- To collect your child if they, or any family member is unwell.
- For safeguarding reasons
- To pre-arranged meetings

Face to face meetings will be avoided where possible. If you would like to speak to a teacher or senior leader, please phone **01502 713425**

Breakfast Club and After School Clubs

Breakfast Club – This is cancelled until further notice. We will let you know as soon as this changes.

After School Clubs – There will not be any after school clubs until further notice.

Behaviour

Children will be expected to behave and follow the rules at all times. A new behaviour policy is available on the school website for parents to read.

Children will be expected to follow the social distancing rules set by their teacher at all times. Children who break this on purpose will be isolated from other children and possibly sent home.

Please make sure that you have read the policy before your child starts back at school.

Contacting Us

You can contact us in a number of ways:

Phone: 01502 713425

Facebook Messenger

MyEd Messenger

Email: office@gillingham.norfolk.sch.uk



- Make sure that the office has your most up to date contact details. Including landline, mobile and email address.
- Make sure that your emergency contact details are up to date.

Questions

If you have any questions about your child's return to school, please contact a member of the senior leadership team on MyEd for a quick reply.