



Trottscliffe

CE Primary School

Covid – 19 FAQs

The current guidance from the government means the way we operate in school is significantly different to how our school normally is. We have put together some answers to frequently asked questions to help you and your children be prepared for the new school year in September 2020.

As a school, we place the safety of our staff, pupils and their families as our highest priority. When dealing with an invisible virus, there can be no guarantees however we are taking all recommended precautions. We ask that whatever your personal thoughts regarding the Covid-19 virus and its transmission, that you correctly observe and follow the latest government guidance regarding social distancing. If you choose not to, you are not only potentially putting your family at risk, but also the other children in school and our staff members and their families.

Will the bubbles still exist?

Yes. Children will be taught in their classrooms and will form a class bubble with their class teacher.

In order to minimise the risk of spreading the virus, the children will remain solely within their 'bubble'. They will learn, play and eat only with their class and mixing with children beyond that group will not be possible at this time. This is a significant change for the children in our school who are used to mixing across the age groups and one which makes the need to be aware of wellbeing of paramount importance.

If a case of COVID-19 is confirmed within a bubble, organising the school in this way (based on government recommendation) goes some way to prevent it spreading more widely. In the instance of a confirmed case, all parents would be informed and children and staff within that 'bubble' would be asked to isolate for 14 days and be tested should symptoms develop.

How will social distancing be managed?

We shall continue to follow the latest guidance from the government regarding social distancing in primary schools and minimising the risk to our school community. Children in Years 2-6 will now be seated in rows facing the front of the room, by not facing others this will minimise risk of transmission from child to child. Younger children do find social distancing harder so by keeping bubble sizes to less than 30, this helps to further minimise the risk. We do not expect our youngest children to work sat at desks in this way and instead we will be regularly cleaning surfaces and resources, encouraging children to play outdoors as much as possible and ensuring children are regularly washing hands. Staff will be expected to maintain a 2m distance wherever possible from each other and from the children, and Key Stage 2 pupils will also be expected to maintain distancing from each other wherever possible when moving around their area. Children will have their own personal equipment allocated but will now be able to share class resources within their bubble. These will be cleaned regularly and will remain within their bubble.

Headteacher: Miss Lucy Henderson B Ed (Hons)

Church Lane, Trottscliffe, West Malling, Kent, ME19 5EB

Telephone/Fax: 01732 822803 E-mail: office@trottscliffe.kent.sch.uk



Trottscliffe

CE Primary School

Break times will be taken in different zones and at different times for each bubble across the school and children will be reminded to maintain distancing wherever possible while they play.

Please ensure that you promote social distancing with your children out of school. If you allow children to all play together outside of school and in the park, as well as confusing your child, it undermines all of the safety measures we are putting in place in school and compromises the safety of the whole school community. The risk of infection is still present and it is essential that we all do all we can to keep that risk as low as possible for everyone in our school especially as we head towards winter.

What about school lunches?

Unfortunately, it will still not be possible to provide hot lunches for children in school. Each bubble would require a half hour slot in the hall with time allocated for cleaning in between which would result in the last group receiving luke-warm food which would not be acceptable. Instead, all children will have a packed lunch. These will be provided free of charge by Caterlink for Years R, 1 and 2, and for families in Key Stage 2 who are in receipt of Free School Meals, all other families will be able to order a school packed lunch if they wish and pay for it via the Caterlink website as normal. This will allow children to eat their lunches either within their bubble in the classrooms or outside when weather permits.

Will children wear school uniform?

Yes we would ask children to wear their normal school uniform including correct black shoes each day. Children will be able to bring in their PE kit to be kept in school and we ask that you ensure the children have trainers or plimsolls in school each day for daily physical activities.

What else do children need to bring?

- Trottscliffe book bag (no other bag)
- PE kit in drawstring bag (no rucksacks or other bags please)
- Reading book
- Water bottle (essential)
- Packed lunch (if not having Caterlink packed lunch)
- Year 5 and 6 only may bring in their own pencil case but must not share contents with other pupils.
- Coat

For some children, you may be concerned your child may require a change of clothes during the day, please send these in, in a named plastic bag to be kept in school.

If your child requires asthma medication and you are sending them to school, you must ensure you return the two inhalers to school (one for school and one for your child to keep with them). All medication should be handed in by an **adult** to a member of staff, this must not be sent in with your child.

Timings

Please remember that only one adult should accompany a child into the gates and, where possible, the children should enter the gates on their own. Equally only one adult should enter the gate to collect at the end of the day. Please ensure you adhere to these times in order to make this process smooth for all concerned however we do appreciate that everyone gets delayed sometimes especially with the narrow lanes surrounding the school.

Headteacher: Miss Lucy Henderson B Ed (Hons)

Church Lane, Trottscliffe, West Malling, Kent, ME19 5EB

Telephone/Fax: 01732 822803 E-mail: office@trottscliffe.kent.sch.uk



Trottscliffe

CE Primary School

	Drop off	Pick up Mon-Thu
Reception & Year 1	8:45am	3:00pm
Year 2	8:55am	3:20pm
Years 3 & 4	9:00am	3:20pm
Years 5 & 6	8:40am	3:10pm

Drop offs and pick ups

The staggered start and end of the day still needs to remain in place to minimise large groups congregating outside school at the same time. The system has worked well and has made parking easier in the car park which has been an added bonus for parents this summer. There is a one-way system in operation on the school site which all parents need to adhere to for the system to work. This means if you enter the small gate to reception, you must make your way across the school playground to exit by the pencil gate rather than double back while others are trying to enter..

- Drop-off and pick up times are staggered to minimise the number of families on site, we ask that only one adult accompanies each child wherever possible. Key Stage 2 children are strongly encouraged to walk in to school on their own whether from home or from the car park.
- You will be expected to bring your child at the specific time stated above and you **MUST** be there at that time. Each bubble is allocated 10 minutes for drop off and if you arrive after your child's allocated time, your child may need to wait for a gap between bubbles before entering. We would ask that you do not join the queue until your designated time, this will avoid crossover between different bubbles. If you have more than one child attending school we would ask that where possible children in Years 3-6 join the queue for their given time and you wait in your car with your younger children for their given time.
- When arriving in school for the start and end of the day, it is important all parents park in the car park and avoid parking in Church Lane. You and your child will then come to the front gate where there are distancing lines to help you wait observing social distancing. In September, Mrs Ballard will be by this gate to sign the children in. You then enter the playground observing the green arrow floor markings for distancing. All children will then enter the school via the toilets where they will be supervised washing their hands. In order to aide this process, we ask that parents do no prolong their goodbyes, stay by the arrow markings and allow their children to enter the school independently. The children will be met by their teacher after they have washed their hands and will be escorted to their classroom.
- Parents can then continue to exit the playground following the arrows to the pencil gates promptly and **MUST NOT** hang around outside school chatting to other parents. Parents must not exit via the front gates as this slows down the entry process for all other parents.

This system has worked effectively this term and if all parents could please stick to this guidance, it will make life easier for staff in school.

For pick up at the end of the day:

- Again the pickup times are staggered by ten minutes. We ask that all parents are prompt in collecting their children each day.

Headteacher: Miss Lucy Henderson B Ed (Hons)

Church Lane, Trottscliffe, West Malling, Kent, ME19 5EB

Telephone/Fax: 01732 822803 E-mail: office@trottscliffe.kent.sch.uk



Trottiscliffe

CE Primary School

- One adult per child will enter by the front gate and follow the arrows to stand on one of the green 'distancing dots' on the netball court. The staff will bring children one at a time to the edge of the playground and they will be released to their parent. You will then need to leave the playground by the pencil gate and go home.
- If you have multiple children in school, they can all be collected at the time for the earliest child to save you needing to wait.
- We would like parents to abide by current distancing guidance and we would ask that you avoid congregating in the park or car park after school to support the school as this would defeat the object of all the safety measures we are putting in place in school for the safety of our community.

Can I come in to school?

The contact between home and school is a key element of any primary school and we do not wish to compromise this. However, the way in which we make contact must be managed differently during this pandemic. Any comments or concerns can be emailed or communicated over the phone but we will not be able to offer any face-to-face meetings at this time.

Will my child be safe?

Unfortunately, I cannot offer you a guarantee and the risk of catching Covid 19 will still be there. You will see that we are making every effort to minimise the risk but unfortunately this is an invisible virus and the risk cannot be completely eliminated.

What about my child's mental health?

At Trottiscliffe your child's mental health is a priority, even before this outbreak mental health and well-being was a real priority and this has not changed. We will continue to support all parents with their concerns and worries and we will of course support the children as they return to school. I am concerned about the impact of the changes in place upon the children who have not yet returned to school and we ask that you talk these changes through with your children at home to help to prepare them. Each class has a returning to school video on KLZ, these were prepared previously and shows many of the measures that are in place to keep everyone safe.

Signs of illness

If your child is unwell, they cannot come to school. We appreciate this may be inconvenient, especially for parents that are working, however for the safety of all in the school if your child is presenting any of the following symptoms, they must be kept at home.

- **A temperature**
- **cough**
- **a loss of taste or smell**
- sore throat
- rapid breathing
- chills
- muscle pain
- headache
- stomach pain
- vomiting
- diarrhoea
- a rash
- red eyes
- swelling of the hands or feet
- joint pain
- dizziness
- vision problems
- loss of appetite

Headteacher: Miss Lucy Henderson B Ed (Hons)

Church Lane, Trottiscliffe, West Malling, Kent, ME19 5EB

Telephone/Fax: 01732 822803 E-mail: office@trottiscliffe.kent.sch.uk



Trottiscliffe

CE Primary School

Whilst we know these can be indicators of many things and will probably not be Covid-19 related, these are all symptoms that children have presented with who have later been identified as having the virus. Children often do not present with any symptoms at all however we ask that if your child complains of any of the above, please do keep them at home to monitor just in case. If you give your child Calpol, paracetamol or other medication in the morning, you should not send them into school as it could disguise other symptoms such as a temperature. If your child demonstrates any of these symptoms at school, you will be contacted to collect them.

Please remember to notify the office on the first day of any absence, Mrs Ballard will contact parents by 10am if a child is absent and no reason has been provided. If your child or a member of your household has a new persistent cough, a temperature or a loss of taste, smell or appetite, you will need to register for a Covid-19 test and should isolate until the results are received.

What is the guidance around PPE in schools?

The latest government guidance to wear face coverings in public and where there is a risk of close social contact with people does not apply to schools or other education settings. Therefore we do not require staff or children to wear face coverings.

It is my belief, however, that there are times when it is entirely appropriate for PPE to be used so I have allocated some of the school budget specifically for the purchase of PPE. For example, if a child needs first aid or is unwell, this puts child and adult in far greater contact than would ordinarily happen. To this end, we have purchased a stock of gloves, aprons, masks and visors to be used in both these and any other situations that may arise, reducing the risk to pupils and staff alike. Staff will be given the option to wear a face mask if they wish, however children will not be able, in most cases, to put them on and take them off by themselves safely and will in case pose greater risk if they are fiddled with so we would ask that children do not wear them.

Will you change the way the school will be cleaned?

All contact points in the school will be cleaned at break time, lunchtime and after school. The cleaning during the day will be a more limited clean but all door handles, desks and chairs will be cleaned while the children are out to play. Staff will also be cleaning the resources and toys used by children regularly.

What if I do not want my child to return?

I completely understand that a few parents may still have concerns and anxieties around returning their children to school however from September, the government has stated that all children will be expected to return to school. The restrictions on people who are currently categorised as extremely clinically vulnerable cease on 1st August and therefore children with family members in this category, are able to return to school. If your child does not return in September, we will have to follow the guidance from the local authority which may result in a penalty fine being issued. To prevent this happening, please ensure you stay in communication with the school so that we can support you in ensuring your child is able to attend school.

Headteacher: Miss Lucy Henderson B Ed (Hons)

Church Lane, Trottiscliffe, West Malling, Kent, ME19 5EB

Telephone/Fax: 01732 822803 E-mail: office@trottiscliffe.kent.sch.uk



Trottiscliffe

CE Primary School

Will Breakfast Club and after school clubs be running?

No, breakfast club won't be running as we won't be able to separate the bubbles. We are looking at how we can reintroduce some of our after school clubs and are working with Jimmy's Tennis as well to restart this activity but further details will be issued in September once the logistics are worked out.

What if there is a second wave?

As a school, we will continue to follow the guidance from the government and local authority. No one can predict exactly how the next year will pan out however if the risk to our pupils, staff and families increases, the school will take whatever action is recommended in order to minimise this wherever possible.

Behaviour Rules

Finally I enclose the Bubble Rules that the teachers will be talking through with the children in September to help them to stay safe in the new school routines. Please take the time to explain these to your child.

- ❖ I will keep my distance from others whenever possible
- ❖ I will regularly wash my hands with soap and water
- ❖ I will tell an adult if I feel unwell
- ❖ I will not bring things into school from home that are not on the list
- ❖ I will not take things home from school unless told to do so
- ❖ I will only use equipment that is on my desk and not share with others
- ❖ I will not mix with children in a different bubble
- ❖ I will go to the toilet at break times and ask an adult if I need to use the toilet at other times
- ❖ I will use the catch it, bin it and kill it rule when coughing and sneezing
- ❖ I will use my elbow to catch a sneeze or cough if I don't have a tissue
- ❖ I will follow the rules at all times for my own safety and the safety of others.

Headteacher: Miss Lucy Henderson B Ed (Hons)

Church Lane, Trottiscliffe, West Malling, Kent, ME19 5EB

Telephone/Fax: 01732 822803 E-mail: office@trottiscliffe.kent.sch.uk