

Laurel Avenue Community Primary School and Nursery



Parent and Carers' Guide to the
Reopening of School and Nursery
in September 2020

July 2020

Following the guidance from the Department of Education, and advice from the Local Authority, we have conducted a risk assessment and an extensive plan of how we will welcome all children back to school from Wednesday 2nd September.

The key areas which we have looked at in preparation, and in line with government guidance, are as follows:

Protective measures and hygiene
Organisation of children in school
Arriving and collecting from school
Provision of meals
Pupil and staff well-being
Learning



We have put this guide together to let you know about how school will be organised from Wednesday 2nd September 2020 for all children in Nursery and School.

School organisation from September 2020

Nursery - Mrs Lawson, Mrs Fawcett and

Mrs Thompson will work with the three and four-year olds

Miss Hughes, Miss Browbank and Mrs Chazot will work with the two-year olds

Reception children

Class 1 - Mrs Meehan am and Mrs Lawson pm with Mrs Smith

Year 1 and 2 children:

Class 2 - Miss Mills with Miss Hindhaugh and Miss Mortimer



Year 3 and 4 children:

Class 3 - Mrs Hodgson, Mrs Satterthwaite (Wednesdays) and Miss Tosney with Miss Wilson

Year 5 and 6 children:

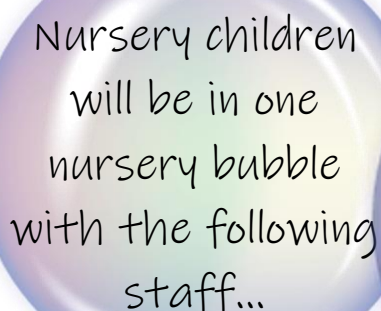
Class 4 - Mrs Walters with Mrs Thompson




Class Bubble Groups

Every child in school
and nursery will be in
their own class-sized
Bubble Group.

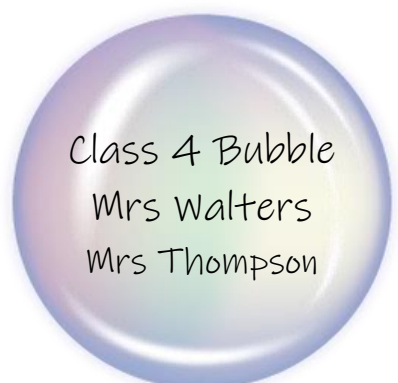
Children in a Bubble Group stay together and do not mix with other Bubble Groups. They work together, eat together, play out together, come to school at the same time and go home at the same time. Staff can move between Bubble Groups but children will not.



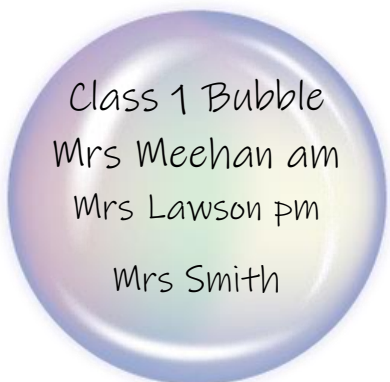
Nursery children
will be in one
nursery bubble
with the following
staff...




Mrs Lawson,
Mrs Fawcett,
Miss Hughes,
Miss Browbank,
Mrs Chazot and
Mrs Thompson



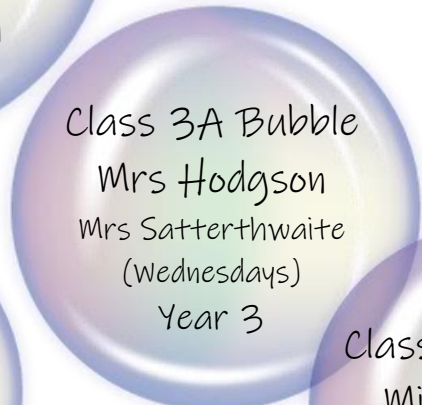
Class 4 Bubble
Mrs Walters
Mrs Thompson



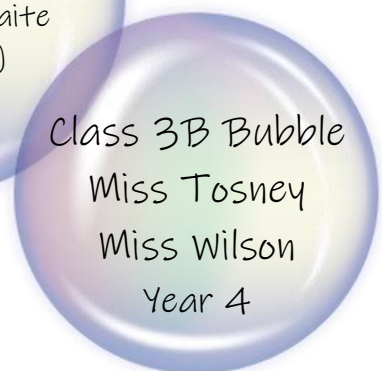
Class 1 Bubble
Mrs Meehan am
Mrs Lawson pm
Mrs Smith



Class 2 Bubble
Miss Mills
Miss Hindhaugh
Miss Mortimer



Class 3A Bubble
Mrs Hodgson
Mrs Satterthwaite
(Wednesdays)
Year 3



Class 3B Bubble
Miss Tosney
Miss Wilson
Year 4

Cleaning

Within the organisation of the day, time has been scheduled for surfaces to be cleaned regularly, with recommended and suitable cleaning products.

Teaching staff and lunchtime staff will regularly clean across the day and this has been timetabled in to ensure no sessions are missed. Mr Stoddart, our caretaker, stays on site during the day now to regularly clean areas of school and frequently touched areas such as toilets, door handles, switches and lockers.

Resources will be used by one Bubble Group at a time. They will either be thoroughly cleaned using disinfectant each day, or quarantined for 48 hours (72 hours for plastics) before used by any other children.

Children will access the outside area in their Bubble Groups. The playground will be zoned at all times and each group will access their own zone, away from other Bubble Groups. Any resources used will be used only by that group and cleaned or quarantined for 48 hours (72 hours for plastics).

Nursery has been reorganised and surfaces cleared to allow regular cleaning throughout the day.

Soft furnishings and toys have been removed from most of the nursery rooms. There are a few beanbags and a dark room in the sensory area which will be wiped down regularly and thoroughly in line with guidance.



All resources will be cleaned every day or quarantined for 48 hours (72 hours for plastics) before use again. The washing machine has been put to great use for cleaning construction equipment each night!

Social distancing is not something that realistically can be achieved with nursery children. There will only be one Bubble Group in nursery. These children will access the nursery rooms which allows plenty of space to move around and access a range of activities linked to all areas of learning.



Bubble Groups will also access the outside area, which will be regularly cleaned. Only children in nursery will access this area and use the resources within the outside garden. Again, these resources will be cleaned or quarantined for 48 hours (72 hours for plastics).

Children in **Classes 1 – 4** will be kept apart from other Bubble Groups and older children will be encouraged to keep their distance within their group. Rooms will not be shared.

Each Bubble Group in school has been allocated one room where they will spend that day. These rooms have been reorganised and surfaces cleared to allow regular cleaning throughout the day. Soft furnishings and toys have been removed.

Every child will have their own personal resources which are used continuously in their own pencil cases. Other resources can be used within Bubble Groups but will be cleaned or quarantined for 48 hours (72 hours for plastics) before used by other children.

Class 1 will work in their own Class 1 classroom.

Class 2 will work in their own Class 2 classroom.

Class 3 will be split between Year 3 and Year 4.

Year 3 will work in their own Class 3 classroom.

Year 4 will work in the hall which will be set out as a classroom.

Class 4 will work in their own Class 4 classroom.

Nursery

The sensory area is the only area with a few items of soft furnishings which will be regularly wiped down and cleaned.



Areas left cleared to introduce new and cleaned resources each day.

Dining area for nursery lunches.



Currently **Class 1** looks like this. We have ordered new tables and chairs for a September start. All areas are left clear for easy routine cleaning across the day. New resources, either cleaned or quarantined, are introduced each day. Individual lockers are just outside the classroom.



Class 2: All tables are side by side. Individual lockers are in the back of the classroom. All areas are left clear for easy routine cleaning across the day. New resources, either cleaned or quarantined, are introduced each day.



Class 3 – Year 4

The hall has been set out like a classroom. All tables are side by side. Individual lockers are in the hall.

All areas are left clear for easy routine cleaning across the day. New resources, either cleaned or quarantined, are introduced each day.

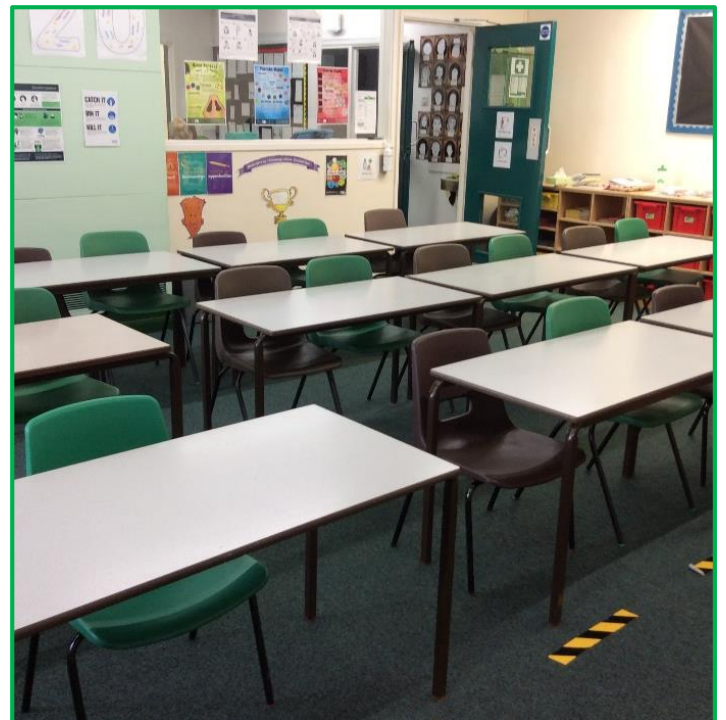
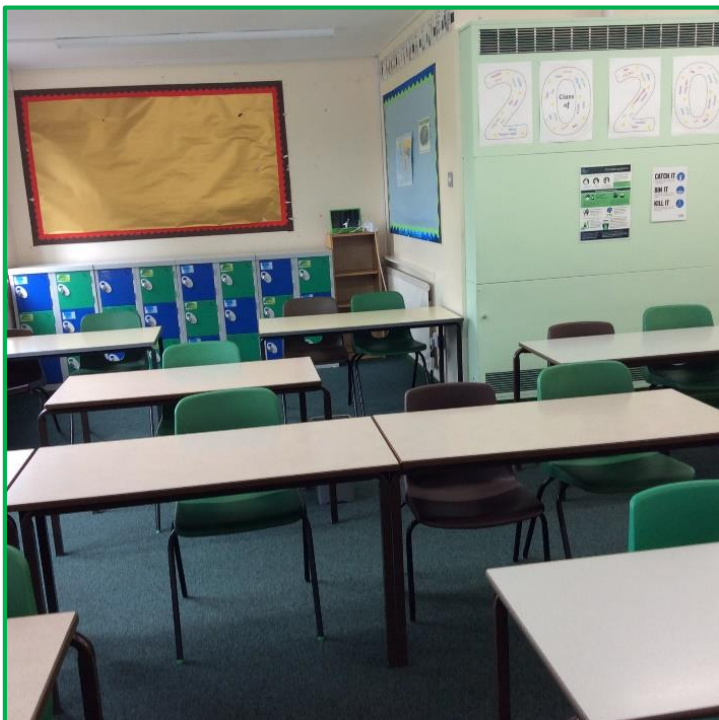
We have ordered a new projector for the hall.



Class 3 – Year 3 (above) and
Class 4 – Year 5 and 6 (below).

All tables are side by side.

Individual lockers are in the back of the classrooms.
All areas are left clear for easy routine cleaning across
the day. New resources, either cleaned or quarantined,
are introduced each day.



All classrooms are looking a little bare as we are hoping to have many of them decorated over the holidays. They will all have boards backed with new paper ready for our new areas of learning in September.



The following organisation comes directly from Government guidance:

Staff will maintain a 2m distance from children and away from other staff as much as they can.

Close face to face contact will be avoided and there be minimised time spent within 1m of anyone for staff.



Children will sit side by side and facing forwards in all classrooms.



There will be no large gatherings such as assemblies with more than one group.



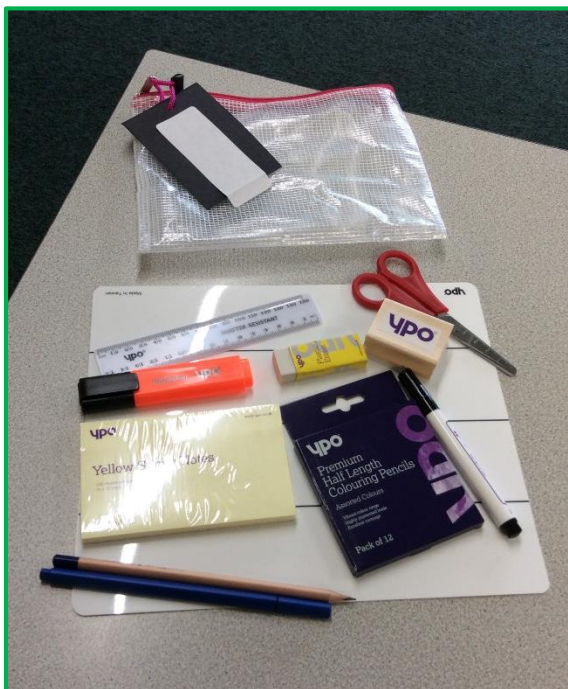
Children will need to wear their school uniform. There is no expectation that the clothes need to be washed every night or cleaned using methods which are different from normal.

Personal Resources

Very careful planning has gone into the organisation of personal resources. Each child has their own locker. Lockers have been relocated around school to classrooms, areas just outside classrooms or in the hall so that the porch and corridor area will never be crowded.

Children in Class 1 and 2 have trays in their classroom where they will keep classroom items.

Every child in school will have their own pencil case full of every item they will need. This means that they will not need to move around their room or share those resources which are used continuously.



Pencil cases contain:

Pen and pencil

Rubber and ruler

Pack of coloured pencils

Scissors and highlighter

Post It notes

Pencil sharpener with
container for shavings

Pritt Glue stick

Individual whiteboard, pen
and rubber

PE

Classes 1 – 4 will have two non-contact PE sessions per week within their Bubble Groups. On PE days, please send your child to school in a PE kit consisting of their school jumper and polo shirt as usual but with either dark, plain leggings, or dark plain tracksuit bottoms and dark, plain trainers or plimsolls. We will not be getting changed for PE for the foreseeable future so please do not send your child to school with their PE kit.

Weather permitting, PE will take place outside as part of our aim to use the outside environment as much as possible.

PE Days are as follows:

Class 1: Monday and Wednesday

Class 2: Monday and Wednesday

Class 3: Tuesday and Friday

Class 4: Monday and Tuesday

Your child should not worry about how much or how little work they have been able to do at home. Please do not bring any written work into school that has been completed at home during the school closure period.

Teachers have already planned a recovery curriculum which has extensively mapped out where all the gaps will be from the summer term. Lesson planning from September will take into account the learning that has been missed in all subjects and opportunities to address these gaps both during the autumn term and over a longer period during the rest of your child's time at Laurel Avenue. We will address the gaps in children's knowledge, whilst continuing to move them on in their learning. There will be a transition period, to find out where our children are, both in terms of their general well-being as well as their academic progress. We will keep you updated about this as we move through the Autumn Term.



In order to ensure social distancing, we are staggering the times for dropping off and collecting your child from school.

Both the drop off times and collection times have been very carefully organised so it is important that they are kept to as much as possible. Even five minutes too early or too late will cause the system to not work efficiently. Thank you.

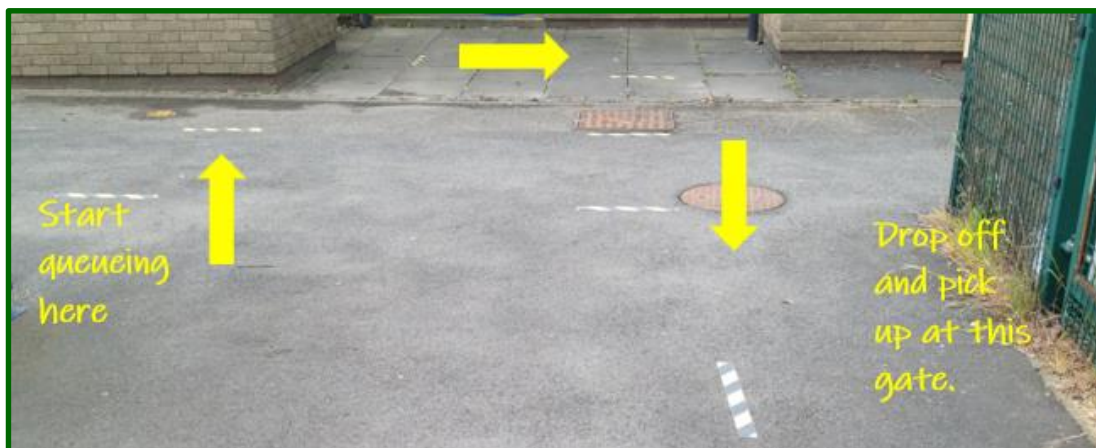


There is a one-way system in place for both dropping off and collecting your children.

One-Way System

Only one parent or carer should bring and collect their child or Family Group to school by walking or cycling. Where families live beyond walking distance, please park your car in the large car park and not close to school. Staff will be there to redirect you.

Nursery: Walk towards the Nursery gate that is closest to the buggy bay. There are footprint markings on the area outside to support distancing. Please stand with your child or Family Group on these markings. Children will enter Nursery through the garden, collected by a member of Nursery staff. Parents and carers will not come into the garden. Please then follow social distancing rules as you leave the school grounds. **Please arrive at the time specified later in the guidance.**



One-Way System for School-Aged Children

There are footprint markings on the ground across the route of the one-way system. Please observe these markings and follow social distancing rules at all times.

We are hoping to have a path laid across the field during the holidays to make the route onto the yard more accessible.



Enter school and walk straight down the path towards the Community Centre, through the gate. Turn right and walk onto the field to the gate onto the school yard.

Follow the yellow footprints on the yard and drop your child off by the usual children's entrance where they will walk into school on the direction of staff. Continue walking across the yard.



Exit out of the usual children's gate and onto the back lane.

Enter school and walk straight down the path towards the Community Centre, through the gate. Turn right and walk onto the field to the gate onto the school yard. Drop your child off on the yard where they will walk into school on the direction of staff. Continue walking across the yard and out of the usual exit gate onto the back lane. Please then follow social distancing rules as you leave the school grounds.



Members of staff will be present to support your movement around school grounds.

Hand-held radios will be used to communicate between staff. Each staff member has their own device.

Every group will follow this one-way system. Please check for the timings for your family from the following pages.

Please remember that it is really important that you look closely at the times you need to drop off and collect your child. If families do not arrive at the correct times then the whole system will not work and cannot maintain a safe environment for all children, families and school staff.

We are not able to let children leave school earlier than the specified times as they need to retain the same amount of teaching time. If their day starts after 9.00 am, they must finish after our usual end of school day of 3.15pm. This cannot be negotiated.

If you do not want your Key Stage 2 child/ren to walk home alone but you have to collect a Key Stage 1 child 20 or 30 minutes earlier than your older child/ren finish, we can arrange for younger child/ren to stay in school later so you can collect all your children at the same time.

This must be organised by emailing laurelavenue@durhamlearning.net before September.

Nursery Week

Nursery will be open as usual from Wednesday 2nd September with children attending one of our four sessions. Mrs Lawson has already been in contact with every family to plan for which session the children will be attending.

If you only have one nursery child attending, please bring your child to nursery for 9.00 am if they attend a morning session, or 12.15 pm if they attend an afternoon session.

Important

If you have a child in any of Classes 1 – 4, please look to see what time your youngest child needs to start school. Bring your family into the school grounds to drop your nursery child off first, **5 minutes** before the time your youngest child needs to start school.

Family Group: If more than one child in your family will be attending school or nursery, regardless of which class they are in, please follow these instructions.

Please bring your family to enter through main school gates for **the time your youngest child has to start school**. These times are listed over the next pages for each class.

Your youngest child will go straight into school with the rest of their class. Your older child or children will move to a designated area on the yard for their Bubble Group. Once the class whose turn it is to enter school has completely entered, we will send each of the older siblings into school, one group at a time to access their Bubble Group early.

They will still need to finish school at the later time as their formal lessons will not begin until all of their class has arrived.

If you wish your child to walk to school by themselves (Class 3 and 4) then they should arrive at school at the same time as their Class Bubble and walk straight into school, as directed by staff.

Class 1: If only one child in your family will be attending school and is in **Class 1**, please follow these instructions.

Please bring your child to enter through main school gates 8.50 am.



Please collect your child using the one-way system at 3.00 pm.

Class 2: If only one child in your family will be attending school and is in **Class 2**, please follow these instructions.

Please bring your child to enter through main school gates 9.00 am.



Please collect your child using the one-way system at 3.10 pm.

Class 3: If only one child in your family will be attending school and is in **Class 3**, please follow these instructions.

Please bring your child to enter through main school gates 9.10 am.



Please collect your child using the one-way system at 3.20 pm.

Class 4: If only one child in your family will be attending school and is in **Class 4**, please follow these instructions.

Please bring your child to enter through main school gates 9.20 am.



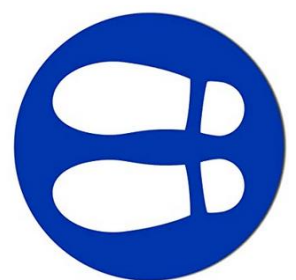
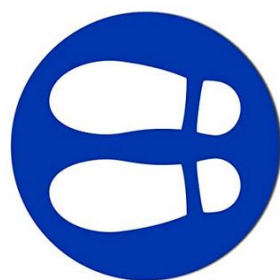
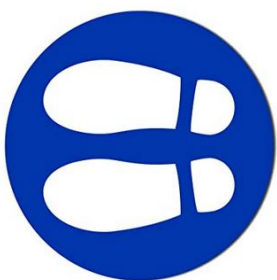
Please collect your child using the one-way system at 3.30 pm.

Children entering school

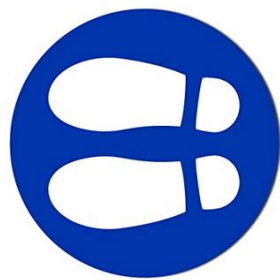
Nursery: Nursery staff will collect children from the garden gate, where they will hang their coats up on their own peg and immediately wash their hands before moving access their activities in the nursery.

School aged children: Children will enter school from the main yard, dropped off by one parent or carer. They will enter school, gel their hands, place their coats (and packed lunch if bringing their own lunch) into their own named locker and immediately wash their hands.

There are now two sensor gel dispensers at the children's entrance which will support a larger quantity of children arriving and leaving at the same time.



We have markings on the floors to support children with the distancing. Only one Bubble Group will access the girls' or boys' toilets at once. Staff will supervise in the porch and toilet areas.



Face Coverings for children: Children wearing face masks or coverings will be asked to remove them when they come into school. They will wash their hands, dispose of their face covering or mask into a covered bin or in a plastic bag brought from home to go into their locker to take home with them. They must then wash their hands again before entering the Bubble Classroom.

This is following Government guidelines but if anything changes with respect to face coverings, we will update our guidance and let you know.

Children will move into their Bubble Group room. If they have arrived earlier than the rest of their class because they have a younger sibling, they will have activities to work on until the rest of their Class Bubble arrive to start their lessons.

Children in Key Stage 2 (Year 3 – 6 who will be in Class 3 or 4) are able to walk to school alone and walk home alone. The expectations to keep to social distancing rules will be made clear in school and parents/carers will be contacted if they are not able to adhere to this.

Children in Key Stage 1 (Reception, Year 1 and Year 2) will need to be accompanied onto the school yard with one adult and collected from the yard with one adult.

You can drop your Key Stage 2 child off each morning at the start of the one-way system for them to walk onto the yard themselves. Please follow the one-way system we will have in place when walking back out of school grounds.

Playtimes: It is extremely important that children have plenty of access to the outside environment across the day. The yard will be marked into zones every day. This allows different Bubble Groups at one time to play outside in their own zone each morning and at lunchtimes.

Children will be encouraged to space apart within their zone. Children will use hand gel before going outside and any equipment used will be used ONLY by one Bubble Group before being washed and disinfected or quarantined for 72 hours.

Bubble Groups will be staggered going out and coming back into school, where they will place their coats into their locker and then wash their hands before returning to their Bubble Room.

Lunchtime:

Lunchtimes will be staggered with children staying with their Bubble Groups in their classrooms. They will wash their hands and tables in the classrooms will be cleaned before and after lunch. Lunches will be delivered to each classroom on trolleys by designated members of staff wearing face shields.



Children will still have their pre-selected meal choices but we will not be giving out wristbands as is usual practice.

Children on packed lunch will keep their lunches in their lockers which are either in their classrooms or just outside so they are easily accessible and touched only by them.



Nursery, Class 1 and Class 2 children will have their lunch on first sitting and children in Class 3 and 4 will have their lunch on second sitting.

Breakfast Club

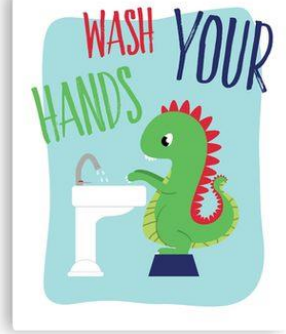
We have not planned to start Breakfast Club immediately in September but we will be working hard to organise this as soon as we can. As children from different Bubble Groups cannot mix in school, we will need to find a way to organise this within the guidelines to ensure everyone is safe and to allow the staggered starts to work smoothly.

After School Clubs

There will be no After School Clubs for the foreseeable future to allow staggered picking up to work smoothly and for school and resources to be deep cleaned.

Hand Hygiene

Children will wash their hands routinely across the day and at other times where necessary. They will wash their hands routinely when entering school, after playtimes and being outside for any reason, before eating e.g. fruit, drinking milk and eating their lunch. Before school closed, our children had been taught to wash their hands for at least 20 seconds in the recommended way and they will be reminded about this on return and supervised to ensure they are completing this successfully.



We have gel dispensers in every classroom and other areas in school including the main school entrance and children's entrance. Before going out onto the yard for playtimes and outside lessons and when leaving school at home time after collecting their coats, children will use gel on their hands at the door. They will then need to wash their hands as soon as they return home.

Most gel dispensers are filled with hand gel which contains aloe vera which has been a firm favourite with staff and children.

Respiratory Hygiene

Tissues will be easily accessible within each Bubble Room and an increased number of bins are available. We will be following the 'catch it, bin it, kill it' approach and teaching children how to do this effectively. These bins will be emptied across the day.

If you are worried about your child's hands becoming sore, then please send a tube of hand cream into school, to leave in school. This cream needs to be labelled and will be touched only by them.

We have purchased E45 moisturising lotion pump bottles for each Bubble Leader which only they will administer to children if needed.

Please let us know if you do not wish your child to use this cream.



Cleaning

The cleanliness of school has the highest priority at all times. Cleaning staff will focus only on the deep cleaning of rooms, resources and high contact points such as door handles, locker handles and all other areas children and staff touch regularly. Staff timetables have cleaning opportunities built in across the day and after school.

Mr Stoddart will continue to be on site throughout the day to routinely clean classroom areas, high contact areas, toilets and resources.

PPE School staff already use PPE routinely including disposable aprons and gloves for intimate care purposes and first aid. They will continue to use these. Where appropriate, staff may also use face visors for these purposes. Staff will show children these items and explain why they are being used so that they will not be worried about seeing them.

Staff may wear face masks. These will be shown to the children and explained why they are being used.

Temperature Checks Following the guidance, we will not be taking children's temperatures as they enter school. We do however have a number of infra-red thermometers that we will use if we are concerned about a child's health. We will communicate fully with you if temperatures have been taken.

If a child displays any symptoms of Covid-19, they will be immediately taken to an isolation room in the Community Centre and parents and carers will be informed.

How you can help at home

Ensure that your child washes their hands before leaving home each morning and when they get back after school.

Keep to government social distancing guidelines at all times.

[Click here to watch a video made by children who attended school during the summer term. They have some words of encouragement for you all.](#)

Very important...

If your child or a member of your household displays symptoms of the coronavirus, they will not be permitted into school until 7 or 14 days of isolation have been completed.

Please keep school informed.



Please maintain social distancing when entering the school grounds.

Please do not wait to chat to other parents/carers. Leave the school site immediately, once your child has entered the building.

Please do not approach school staff to discuss an issue. Please do not come to the main office. We are still absolutely here to help, but please telephone to speak to a member of staff, or email.

When you are bringing your children to school, please make sure that they stay beside you at all times. The outdoor fixed equipment (Trim Trail and Play Ship) are not to be used.

It is mandatory for all children to attend from September which means all children need to be in every day. If your child cannot attend, please contact school to let us know, as usual. You will need to bring in any appointment letters if your child has an appointment during school time or if they need to be collected or dropped off at a time different to usual.



Please make sure your child has their water bottle in school every day, filled with water as we are not using any communal water fountains.



Thank you.

This guide will be updated in line with any changes to Government or LEA guidance or school organisation and shared with parents and carers immediately.

If you have any questions, please do not hesitate to call on

0191 3868416

or email at

laurelavenue@durhamlearning.net

