



School Values

Responsible Excellence Share Polite Encourage Communicate Truth

Information and Procedures - September 2020

Dear Parents/Carers,

We hope you are all well and continuing to stay safe. Next week, we are looking forward to welcoming children in Years 1-6 back to school. Children starting in Nursery and Reception will have received a separate letter with their start dates.

This newsletter is intended to provide you with all of the information you need to know in order for your child to start school next week, as well as reassure you about the measures we have taken to ensure your children are as safe as possible.

We understand that there will be some members of our community who are anxious or may have some concerns or questions about returning to school. The Wellbeing, Attendance and Admissions teams are available to speak to parents/carers or children to discuss any concerns, answer questions and try to reassure your family.

At this time of the year we would normally be providing you with a list of key dates for this term. However, this will not be possible due to the restrictions. A copy of our term dates are available on the school's website at:

<https://www.carpenters.newham.sch.uk/documents/information/Term-Dates-2020-2021.pdf>

Take care

Diane Barrick - Headteacher

Back to School Safely

The Government have launched the **#backtoschoolsafely** campaign. Visit gov.uk/backtoschool for information and practical guidance to help you plan for your children's return to school.

School Staff

Your child will be taught by the same teacher for as much of the time as possible. Each group will also have the support of a high-level and/or teaching assistant. They will also be supported in their PE sessions and outdoor learning by a sports leader. At playtime and lunchtime, a school adult will be allocated to your child's group and will monitor their play during this time to ensure good hygiene practices and social distancing.

Here is a reminder of the teachers this year:

Teacher	Class
Mrs Tuck	Nursery
Mr Wright	Snowdrop
Mrs McFarlane	Sunflower
Miss O'Neill	Bluebell
Miss Goode	Marigold
Miss Frame	Daisy
Miss Griesel	Poppy
Mr Jones	Fern
Miss Boodoo	Rose
Mr Saunders	Pine
Miss Jahan	Willow
Mr Goggin	Oak
Mr Shukur	Chestnut
Mr Brown	Holly
Miss Neath	Tulip

By now you should have received a message to let you know your child's class teacher. If you have not received this information, please contact the school office who will provide you with this information.

Attendance & Punctuality

From September, attendance at school is mandatory (children must attend). Your child will be expected to arrive at school on time. Unfortunately, parents/carers will not be allowed to enter the school gates - children must be handed over to a school adult who will ensure they get to their classroom. In order to ensure that there are not too many people trying to enter the school at the same time, we have staggered the start and finish times as follows:

Gate	Class	Start Time	Finish Time
EYFS	Nursery am	8.45am	11.45am
EYFS	Bluebell, Snowdrop & Sunflower	9.00am	3.15pm
EYFS	Nursery pm	12.30pm	3.30pm
KS2 Gate 1	Oak, Holly & Tulip	8.45am	3.00pm
KS2 Gate 1	Fern & Rose	9.00am	3.15pm
KS2 Gate 2	Pine, Willow & Chestnut	8.45am	3.00pm
KS2 Gate 2	Marigold, Daisy & Poppy	9.00am	3.15pm

If you have more than one child, please use the gate and times of the eldest child. They will be allowed to enter and exit together. Different arrangements have been put in place for some SEN children and those attending before and after school provision.

Don't worry, there will be lots of signs and staff on duty during the first week to support you.

Please ensure that you allow yourself enough time for your journey so that your child will be in on time. If your child will not be attending school for any reason then please call the school office on 0208 534 4759.

Due to our strict procedures, if your child arrives at school after their allocated time, they will need to enter school through the front office, following social distancing rules.

If your child is self-isolating or you are in quarantine following a visit to a country on the quarantine list, please inform the school office so we can authorise your child's absence and arrange for some work to be provided, where possible.

Travelling to and from School

Where possible, we are encouraging our families to walk or cycle to school. However, we know that some of our families do not live within walking/cycling distance. If you need to use public transport, please ensure you follow the government guidelines, which can be found at: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Children in Years 5 & 6 will be allowed to travel to and from school by themselves. However, a 'Staying Safe Agreement' must be signed by the parent/carer and authorised by the school before this can happen. A copy of the form will be emailed over to parents/carers of children in Years 5 & 6.

School Uniform

When the children return to school in September, full school uniform will be required to be worn. In order to avoid transmission of the virus, it is recommended that children wear a clean uniform each day.

Children will be taking part in several PE activities throughout the week. For children in Reception to Year 4, they will be expected to wear their full PE kit to school on the allocated PE days. For children in Years 5 & 6, they will be provided with the time and space to change in school. After each session, they will bring their kit home to be washed ready for the next session. Bags of any kind will not be allowed into school, in order to reduce the spread of the virus. Your child will also require a clear water bottle which will be sent home at the end of each day for you to clean and refill. Details of the school uniform and PE kit can be found on the website at:

<https://www.carpenters.newham.sch.uk/uniforms.html>

The PE Timetable for w/c 7th September will be:

Year Group	Day
Year 1	Wednesday
Year 2	Thursday
Year 3	Tuesday
Year 4	Friday
Year 5	Wednesday
Year 6	Tuesday

Details of PE lessons for the rest of the half term will be provided next week.

Breakfast & After School Clubs

Breakfast Club will run as normal from Monday 7th September for working parents/carers. Priority has been given to those who had a place before lockdown. If you wish your child to attend breakfast club, you must contact Mrs O'Neill at the school office. The offer is for a fulltime place - Monday to Friday from 7.45am. Unfortunately, we are unable to offer this on an ad hoc basis.

Unfortunately, we will not be able to offer after school clubs for at least the first half term. This will be under constant review. However, if you need childcare before or after school, the following clubs offer drop off and/or pick up from our school:

Carpenters & Docklands - 0208 534 4121

Bright Futures - 07506 965042

Parent/Carer Meetings

Parents/Carers are asked not to visit the school office unless it is an emergency. Masks must be worn by all adults and children 12 and over whilst inside the school building. If you need to speak to a member of staff to pass on a message or share a concern then please telephone the school office on 0208 534 4759 who will pass this on to the appropriate staff member. Members of staff, including the Leadership Team will also be on duty at the gates at the beginning and end of the school day.

If you have any concerns or questions after school hours then please email info@carpenters.newham.sch.uk.

Unfortunately, we will not be able to hold face to face meetings. In exceptional circumstances, we will hold a meeting via the Zoom app or Google Meet.

At the beginning of the academic year, we usually hold a meet the teacher session. This year, the session will be via Google Meet. Details of the session for your child will be sent next week.

Classroom Environment

On entry to and when exiting from the classroom, children will be required to wash their hands with soap and water or use hand sanitiser. They will also be encouraged to wash their hands at other times throughout the day. All classrooms have access to a sink with hot and cold water.

Window and doors will be kept open as much as possible to ensure air is able to move freely around the room. The school has increased the frequency in which classrooms and workspaces are cleaned throughout the day.

Classrooms have been organised so that children are sitting facing the front in rows and we have allowed for some social distancing where possible. There will be a 2m space between the teacher at the front of the class and the children in the front row. Even with all of this organisation, we cannot guarantee that children will be able to distance at all times. Where possible, children will use the same desk every day. We have also organised resources and equipment so that each child has their own plastic wallet to contain key equipment such as pens and pencils - to avoid sharing their resources with other children as much as possible.

Children will stay in their classes for the majority of the day. though on some occasions, they may work within their year group bubble. Resources will not be shared with other bubbles without them being cleaned thoroughly before and after use. School assemblies will be based in classes and delivered by an adult within the classroom or via a video link/presentation into class.

The Curriculum

In September, children will access a rich and varied curriculum. In addition to our usual curriculum offer, there will be fitness and wellbeing activities timetabled each day for all children. Our aim is for all children from years 1-6 to run a mile each day by October half term!

In addition to this, there will be intensive work to support children in their transition back to school and opportunities for them to explore their feelings about lockdown and returning to learning.

Starting in September and continuing throughout the school year, support will be put in place to ensure that children are given the opportunity to 'catch up' on any learning they missed in the summer term during lockdown. This will take place through carefully tailored whole class lessons, in addition to 1:1 and small group activities.

Unfortunately, for the first few weeks, we will be unable to arrange our usual educational visits, but are looking to resume these, where possible, after the half term break. We will however, be welcoming back our school gardeners who will be providing children with wonderful opportunities to learn outdoors.

Behaviour in School

The behaviour policy has been amended to reflect the need to ensure social distancing where possible. We all know how difficult this can be for children. However, in extreme situations, where children persistently do not adhere to the new procedures, this will be dealt with seriously and may result in your child being asked to continue their learning at home. During the autumn term, there will be different rules and procedures in place in order to keep the children and staff safe. For example:

- when transitioning, the children will move around in 3 steps - 1) Stand up 2) Tuck your chair in 3) Walk out in a line with a socially distanced space;
- children must stay within their classes/bubbles at all times, except when instructed by an adult;
- we must keep our hands to ourselves;
- children must not move around the classroom without permission;
- dangerous behaviour will include spitting, coughing or touching another child or adult on purpose.

Playtimes

Children must wash their hands at the beginning and end of playtime. Your child's class will have different resources that they can use. These have been organised to maximise social distancing as much as possible and with minimum sharing of resources. All equipment being used will be cleaned at the end of use and will not be shared with other classes.

Activities include: tennis, basketball, hula hoops, skipping and chalk drawing.

There will be enough space so that if your child does not want to take part they can sit, socially distanced with a friend from their group. The staff will do everything they can to ensure children enjoy their playtimes. However, we cannot guarantee that children will be apart at all times. Hopefully the weather will still be warm next week and we will be able to spend more time than usual outside.

Lunchtime

Children will have the opportunity to select their lunch the day before and will have the choice of a hot or cold lunch. For children in Reception, Year 1 & Year 2, their lunches will be served in an insulated box, along with cutlery (both of which are biodegradable and disposable) in your child's classroom. Once all children have finished, they will be escorted to an allocated area to take part in a range of organised activities with their classmates. They must wash their hands using soap and water, or hand sanitiser, before and after eating.

For children in Years 3, 4, 5 & 6, they will collect their lunch on a tray from the lunch hall and take this back to eat in their classroom. Once all children have finished eating, they will be escorted to an allocated area to take part in a range of organised activities with their classmates. Children must wash their hands using soap and water, or hand sanitiser, before and after eating.

If your child prefers to bring in a packed lunch, they may do so - this should be brought in using a small packed lunch box, plastic or paper bag.

Unfortunately, children will not be allowed to play with children in other classes across the school.

Toilets

All children in KS1 and the Early Years will have the use of toilets in their classrooms. Those in KS2 have toilets allocated to them. Children will be allowed to go to the toilet at any time during the day to avoid crowds at peak times. A member of staff will ensure good hygiene practices and appropriate social distancing measures when children visit the toilets. The school has increased the frequency of the cleaning of toilets during this time.

Good Hygiene Practices

All children will:

- Have regular hand washing opportunities seconds using soap and water;
- Have access to sanitiser, where no soap or water is available;
- Be reminded of the 'catch it, bin it, kill it' hygiene procedure;
- Be encouraged to cough or sneeze into their elbow where required;

Face masks are not a requirement. Children are not encouraged to wear masks in school due to guidance related to increased risks around children touching their faces, removing masks and leaving them unattended. If children travel to school with masks, they will be encouraged to store them safely in a named and sealed plastic bag, provided by the school. Should you wish your child to dispose of their face mask on arrival, a special 'catch it, bin it, kill it' bin will be available. Children will not be allowed to wear disposable gloves whilst in school in order to reduce the spread of the virus.

Sickness and First Aid Procedures

COVID-19 symptoms - High temperature/fever, new persistent dry cough and/or loss or change of smell or taste

If a child arrives at school with a temperature or any of these symptoms, they will be asked to return home. A COVID-19 test must be undertaken and the child and their family should self-isolate until the test result has been received. The parent/carer must provide the school with evidence of the result as soon as it is received so we can discuss the next steps.

If a negative result is recorded, the child will be able to return to school. If a positive result is recorded then the school will liaise with the local health protection team in Newham and follow the advice. It may be that the rest of the child's class/bubble and the adults who have been in contact with the child will be asked to self-isolate for 14 days. Whilst self-isolating, if your child displays symptoms then a test will need to be taken. We will need to await results before we do anything else.

If a child or adult shows symptoms during the school day, they will immediately be taken to an isolation room and supported until they can be collected by a parent/carer. The first aider will wear PPE (if required) and the room will be thoroughly cleaned immediately after the child has left.

Remember not all temperatures and coughs are COVID but we have to be cautious during this time.

First aiders will continue to support all children with the usual cuts, bumps and feeling unwell and will be protected with a mask, gloves and apron where appropriate. As is usual practice in an **emergency only**, we will call 999 if someone is seriously ill or injured, or their life is at risk as well as contacting the parent/carer.

Children with Medical Needs

During lockdown, the school contacted as many parents/carers as possible to return any medication, including asthma pumps to you. Please ensure that your child returns with the medication/pump on Monday. If your child has been diagnosed with a condition that requires medication being administered in school or they are now using a blue asthma pump, please contact the school before Monday so we can arrange for a care plan to be completed.

Children with Special Educational Needs (SEN)

The Inclusion team have looked very closely at the plans for children with SEN, particularly for those that are supported by a 1:1 adult at all times. Individual risk assessments have been written and sent to all parents/carers to inform them of what we are doing to support the child during this time. For some SEN children, they will be able to follow the normal school policies and procedures. If you have a concern about your child and you haven't been contacted by the school, please let us know and a member of the Inclusion team will call you.

Outside agencies will continue to be allowed into school to support children with SEN during this time, with additional safety measures being put into place. Annual reviews will continue to be completed - this could be through a socially distanced meeting or online via Google Meet.

Mental Health and Wellbeing

When your child returns to school next week, we will focus heavily on mental health and wellbeing including bereavement, anxiety, fears and feelings. We have a school-based art therapist, trainee counsellor, learning mentor and a Thrive team, who will be able to support and prioritise children that need more targeted wellbeing support.

We will do everything that we can to minimise the risks but we cannot guarantee that infection won't happen.

We will continue to work with you and your child/ren to help reduce and avoid contact with others whilst following government guidelines. To support the safety of all staff and children, we ask that all our families continue to follow government guidance around social distancing both within and outside of school.

Supporting our Community

We acknowledge and understand the concerns that members of our community will have during this unprecedented time. This could be a concern around the high and disproportionate number of deaths of people within the Black, Asian and Ethnic Minority (BAME) group. In addition, we know there will be children and staff who are themselves or members of their families in the extremely clinically vulnerable or clinically vulnerable groups. The school has undertaken a full risk assessment (which can be found on the school's website from tomorrow) and we are confident that we have done everything we can to mitigate the risks for all children, staff and those visiting our school. If you would like to discuss any concerns you may have for your child or family, please do not hesitate to contact the school and a member of the Inclusion or Wellbeing Teams will contact you. Please be assured that the safety of our community is an absolute priority.

Checklist for Parents/Carers

Here is a checklist of things you will want to consider before your child returns on Monday:

Action	Checked ✓/X
Know who your child's class teacher will be and which classroom they will be in	
Contacted the school to discuss any concerns you may have	
Discussed the new information and procedures with your child	
Contacted the school if your child has any new medication or a new asthma pump	
Updated the office with any changes to your contact details	
Have a clear water bottle (with name)	
Know the drop off and pick up times	
Know where to drop off and pick up	
Organised medication or asthma pump to take into school	
Know which day your child needs to wear their PE kit for school (Years 1-4)	
Know which day your child needs to bring their PE kit to school (Years 5-6)	
Inform the school if your child will not be attending due to self-isolating or in quarantine following a visit to a country on the quarantine list	