



## School Values

Responsible Excellence Share Polite Encourage Communicate Truth

### Information and Procedures - September 2020

Dear Parents/Carers,

We have had such a great start to this academic year with lots of children returning to school this week. For those who are having to self-isolate or quarantine, we can't wait to see you soon!

It was so nice to see the new Nursery and Reception children this week, who came to meet their class teachers. We are so looking forward to you joining us over the next couple of weeks.

As promised, we are constantly reviewing our risk assessment, which includes our policies and procedures - this newsletter will outline some of the changes we have made.

Please remember it is everyone's responsibility to ensure adults are maintaining social distancing at all times. Please support the school, particularly at the start and end of the day, as well as when you are visiting the school office.

New government guidelines will come into force on Monday 14<sup>th</sup> September, which includes gatherings of no more than 6 people. This does not include schools - **our school will be open as normal until we are advised otherwise by the government or local authority.**

As always, it is really important that if you have a concern or question, no matter how small it is, that you let the school know. You can let a member of the leadership team know at the school gates, contact the office staff on 020 8534 4759 or email us at [info@carpenters.newham.sch.uk](mailto:info@carpenters.newham.sch.uk).

I wish you all a very enjoyable and safe weekend. Remember the new slogan - **HANDS, FACE & SPACE!**

<https://www.gov.uk/government/news/new-campaign-to-prevent-spread-of-coronavirus-indoors-this-winter>

Take care

Diane Barrick - Headteacher

### Attendance & Punctuality

**Attendance:** All children are now expected to return to school. However, if your child has to quarantine following a visit to a country not on the 'exempt' list - <https://www.gov.uk/guidance/coronavirus-covid-19-countries-and-territories-exempt-from-advice-against-all-but-essential-international-travel>, please inform the school office so we can authorise your child's absence and arrange for some work to be provided, where possible.

If your child will not be attending school for any other reason, then please call the school office on 0208 534 4759.

**Punctuality:** As a school, we have really appreciated the support from our families, particularly at the beginning and end of the day with the dropping off and picking up of children. Monday was particularly tricky as we were all getting familiar with the new classes the children were in and which gate they needed to use. From Tuesday, things have settled down and drop offs and pickups are running smoothly.

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

- For children in Years 1 - 6, the gates will close at 9am. Any children who arrive after 9am will enter the school via the office.
- 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.
- If you are late due to difficulties with public transport, your child will not be marked as late in the register.

## Sickness and First Aid Procedures

Here are the [links](#) to some useful documents:

### [When to get tested:](#)

**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, along with 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.

**[How to get tested:](#)** There are a number of ways you can get tested. Click the link 'How to get tested' to find out more.

**[Test Results:](#)** 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 their 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.

## PE Lessons

We have made the decision that all children will wear their full PE kit on their PE day. This includes children in Years 5 & 6. Details of the PE days for your child's class are as follows:

Class	Day
Bluebell	Monday & Thursday
Marigold	Wednesday & Thursday
Daisy	Tuesday & Thursday
Poppy	Monday & Thursday
Fern	Monday & Tuesday
Rose	Tuesday & Friday
Pine	Tuesday & Friday
Willow	Monday & Friday
Chestnut	Tuesday & Wednesday
Oak	Wednesday & Thursday
Holly	Monday & Friday
Tulip	Monday & Tuesday

Details of the school uniform and PE kit can be found on the website at:

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

## Reading Books

Reading books will continue to be sent home. These will go home each Monday and must be returned every Friday to be changed. Children must still ensure they get their reading records signed every day to show that they are reading. Remember, if they finish their book, they can read books, magazine or articles at home.

## Parent/Carer Meetings

As promised, here are the dates for your 'Meet the Teacher' event. Your invite will be sent next week from the class teachers:

Class	Date
Year 1	Thursday 24 <sup>th</sup> September at 4pm
Year 2	Wednesday 23 <sup>rd</sup> September at 4pm
Year 3	Tuesday 22 <sup>nd</sup> September at 4pm
Year 4	Monday 21 <sup>st</sup> September at 4pm
Year 5	Thursday 17 <sup>th</sup> September at 4pm
Year 6	Wednesday 16 <sup>th</sup> September at 4pm