

'Shine like stars in the universe'

Philippians 2;15

Our vision provides a guiding light to the pupils, staff, Governors and parents to ensure we have a dynamic mix of high achievement for all, exceptional pastoral care and expansive opportunities for the children. We want our children to become the exemplary citizens of the future. We are a vibrant, happy, family orientated community where everyone really feels they can flourish and achieve anything to which they set their hearts and minds.

Safeguarding Lead



Miss Amanda Gledhill

Deputy Safeguarding Lead

Mrs Andrea Jenkinson



Governor Safeguarding Lead



Mrs Anna Potter



**@SOtt Guidance**



**based on Government Guidelines**

**Version 2021 for PARENTS/GUARDIANS**

**This Guidance will be updated weekly and amendments made where necessary.**

**Please find information regarding our return to school in September 2021**

**1.9.2021** created by HT

**12.9.2021** updated version

**19.9.2021: Reviewed by HT**

**27.9.2021: Reviewed by HT**

**4.10.2021: Reviewed by HT**

**11.10.2021: Reviewed by HT**

**18.10.2021: Reviewed by HT**

**1.11.2021: Reviewed by HT**

**8.11.2021: Reviewed by HT**

**15.11.2021: Reviewed by HT**

**22.11.2021: Reviewed by HT**

**29.11.2021 : Reviewed by HT in line with new Gvt guidance (28.11.2021)**

Government Guidance

Measures in place

Dear Parents,

We return to school with some measures in place to keep everyone safe during this term. It is important that we continue to be vigilant.

Thank you,

Amanda Gledhill

Headteacher

Risk Assessment in place for September return of pupils.

- RA created by NYCC and adapted to suit South Otterington CE Primary school. New RA v.4 (1.9.2021)
- This addresses direct risks associated with COVID-19
- Measures will minimise risks for children and staff.
- Risk Assessment will be emailed to staff, Governors, parents and is available on the website.
- Staff have acknowledged by email they have received and read.
- Governors have acknowledged by email they have received and read.
- CEO acknowledged by email received and read.
- Online course has been completed by ALL staff: Prevent COVID-19.

Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school



- Long hair to be always tied back, no jewellery to be worn.
- Children must not attend school if they have any symptoms of coronavirus.
- It is advised that if any pupil has **ANY** illness they are kept at home as they will be placed in the Medical Room with a member of staff wearing PPE if they are unable to keep to 2m Social Distancing until they are collected, which should be immediately.
- Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a COVID-19 test.

Clean hands thoroughly more often than usual

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach



- Children and staff will wash hands regularly for 20 seconds with soap.
- Children and staff will wash their hands on arrival, after playtime, before and after lunch and before home-time.
- Children and staff will wash their hands after sneezing, coughing or touching their noses.
- Catch it, kill it, bin it, promoted through school.
- Lidded bins in each classroom.
- Posters of 'Catch it, Kill it, Bin it' and other appropriate posters eg Social distancing reminders visible across the site.
- Soap is available at all sinks.
- Tissues are available in all classrooms.
- Children should use hand moisturiser on return home, to eliminate any dryness caused by regular hand washing.
- Posters of good hygiene and handwashing practice across the site.
- Cleaning box available in all classes.
- Staff and pupils reminded not to touch faces, eyes nose.
- Children encouraged to keep hands below their shoulders.
- Open windows will allow natural ventilation

Enhanced cleaning, including cleaning frequently touched surfaces often,

- Cleaning in classrooms will be frequent as agreed.
- Cleaning box available in all classrooms

using standard products such as detergents and bleach

- All classrooms will have clear surfaces so work areas can be wiped down regularly with antibacterial spray.
- Toilets will be regularly cleaned at 'Pinch Points'
- Open windows will allow ventilation
- Children will not need to wear face coverings.
- **Children should not bring anything into school**, except their red reading bag and PE kit , children will receive their own resources which will be in a pencil case and kept in school.
- PE kit and trainers to be brought to school on their PE day in a bag.
- ASC School uniform to be brought in a bag to get changed into before the club.
- First Aid kit will be available in each classroom
- Toilets will be regularly cleaned at 'Pinch Points'
- Reading Shed monitors have appointed deputies and written rules to abide by to use the Reading shed. These have been shared with all pupils during Collective Worship.

Arrival and collection times will still allow social distancing wherever possible.

Arrival and collection times will be staggered for each class.

Arrival

Venus and Mercury: 8.45am-9am

Mars class

Y5/6- Mars classroom door 8.45-8.50am

Neptune class

Y3/4- Neptune classroom door 8.50-8.55am

Earth class

Y1/2 Earth class door 8.55-9am

NO ENTRY AFTER 9am- please go to Admin entrance.

PLEASE USE SOCIAL DISTANCING .

- Children walk through wooden gate to class outside door. TA to monitor.
- Parents will be 'Socially Distanced' at arrival and collection times. SEE BELOW.

Collection

Venus and Mercury: 3.15-3.30pm

Earth class

Y1/2 Earth class door 3.15-3.20pm

Neptune Class

Y3/4- Neptune classroom door 3.20-3.25pm

Mars Class

Y5/6- Mars classroom door 3.25pm-3.30pm

- Please stand socially distanced on our Scooter playground to stand at on arrival for collection for Earth and Neptune Class.

	<ul style="list-style-type: none"> <li>• Please stand socially distanced on main playground to stand at on arrival for collection for Mars Class.</li> <li>• Taxi driver to wait in the layby and taxi pupils will be brought to the taxi.</li> <li>• Parents who have siblings in different Class should arrive between the two times.</li> <li>• Collective Worship is daily in the hall or classroom.</li> <li>• Shining Star Collective Worship and Maths Masters resumes in the hall.</li> <li>• CW Visitors are visiting for Collective Worship on our Christian Value.</li> <li>• Please have your child in school by 9am.</li> <li>• PLEASE DO NOT USE THE PLAYGROUND EQUIPMENT AT THE END OF THE SCHOOL DAY.</li> </ul>
<p>Where necessary, staff will wear appropriate personal protective equipment (PPE)</p> <p><b>Response to any infection:</b></p> <p>We will engage with the NHS Test and Trace process for any confirmed cases of coronavirus (COVID-19) amongst the school community</p> <p>Any outbreak will be contained by following local health protection team advice</p>	<ul style="list-style-type: none"> <li>• It is advised that if any pupil has ANY illness they are kept at home as they will be placed in the Medical Room with a member of staff wearing PPE if they are unable to keep to 2m Social Distancing until they are collected, which should be immediately. Any staff with any symptoms will be asked to leave the site and make an immediate appointment for a COVID-19 test.</li> <li>• We will use the Flow-chart regarding what actions to take if there is a confirmed case of coronavirus.</li> </ul>
<p>Contractors and visitors will wear face coverings in school. Staff will wear face-coverings in communal areas.</p>	<ul style="list-style-type: none"> <li>• In line with new Guidance Visitors and contractors will wear face-coverings in the school building.</li> <li>• Staff will wear Face-coverings in Communal areas in the school building.</li> </ul>
<p>Information about our school day</p>	
<p>Curriculum</p>	

- Children will have creative curriculum sessions - these will be outside where possible. We will be working on our usual South Otterington curriculum. We will teach more sessions of PSCH during this term.
- Mental Health and Well-being will be a focus at some point in the day, our Well Being Counsellor will work in school each Friday during the Autumn term.
- Children will have a Collective Worship each day.
- We will have a Shining Star Collective Worship on a Friday
- **Children will bring their school PE kit in a bag on their PE day.**
- Social skills will be revisited when necessary.
- Our usual Behaviour Policy is in place.
- Teachers will give verbal feedback to pupils when possible.
- Children will have their own resources provided by school.
- Hair must be tied back at all times.
- Children will continue to learn how to keep themselves safe during the pandemic eg, handwashing, social distancing.
- Forest school to be included in the curriculum
- Children are encouraged to have a school lunch.
- Curriculum focus weeks are planned for this academic year.
- Parent Helpers are working in school during the week.

## Question of the week: Why is it important to tell the truth?



Makaton: truthfulness

## School lunches

- Usual online payment system in place for school lunch payments on MCAS.
- We encourage all children to have a school lunch.



## Arrival and Collection

PARENTS MUST CALL/EMAIL IF A CHILD IS NOT ATTENDING SCHOOL

Any changes to collection must be arranged through Admin.

NO ENTRY AFTER 9am-please go to the Admin entrance.



**Please do not use the end of the car park entrance for lay-by to turn your car around. Pedestrians are in this vicinity.**

- Taxi driver to wait in the layby and taxi pupils will be brought to the taxi.
- IF A PARENT HAS A CHILD IN TWO TIME ZONES THEN THEY SHOULD ARRIVE AT THE TIME BETWEEN THE TWO.

PARENTS MUST RING AND ARRANGE AN APPOINTMENT IF THEY NEED TO SPEAK TO A TEACHER OR HEADTEACHER



South Otterington CE Primary School seeks to uphold the values and virtues of ethical education.

We try to use the Framework for Ethical Leadership in Education in everything we do.