

## Leopold Hawkshead Road School

### School Full Reopening FAQs

*Updated March 2021*

***As per government guidance, Leopold Primary School will reopen to all pupils on Monday 8<sup>th</sup> March 2021. It is compulsory that all pupils return to school on this date.***

***This is a supplementary document to assist families and children in the smooth transition of returning to school full time. The full risk assessments are available on our school website.***

#### **How will risks to children, teachers and families be managed when dropping off and picking up?**

A one-way system will be used for picking up and dropping off. We ask that only one parent/guardian comes to school with their child.

Social distancing is supported by markings on the pavement at the front of the school building and cones at the back gate of the school. If you arrive early, please remain in your car so that groups do not form on the pavement outside of the school. Members of staff will be marshalling movement during drop off. This will need to be a swift process to enable social distancing and allow children to get to class swiftly.

#### **Please be respectful and patient.**

All parents and children will enter through their allocated gate as stipulated below:

#### **Nursery entrance and pick-up point**



## **Nursery**

Nursery pupils will arrive at 9am using the Nursery gate (via Hawkshead Road). Nursery day will end at 3pm. Pupils will line up by the nursery doors. When parents arrive, we ask that they use the line markings outside the gate and wait until the teacher releases their child to them. Parents should stand behind the barriers at all times.

### **Reception entrance and pick-up point**



## **Reception**

Reception pupils will arrive at 9am using the Reception gate (via Hawkshead Road) at the front of the school. Reception day will end at 3pm. Pupils will line up in the EYFS playground. When parents arrive, we ask that they use the line markings outside the gate and wait until the teacher releases their child to them. Parents should stand behind the barriers at all times.

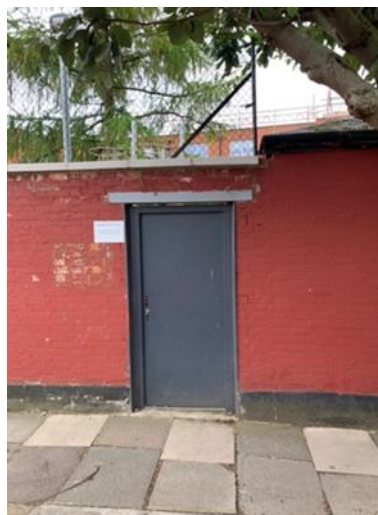
### **Year 1 entrance and pick-up point**



### **Year 1 Olive**

Year 1 pupils will arrive at 9am using the KS1 gate (via Oldfield Road) at the back of the school. Year 1's day will end at 3:00pm and the pupils will line up in the KS2 playground. When parents arrive, we ask that they use the line markings outside the gate and wait until the teacher releases their child to them. Parents should stand behind the barriers at all times.

### **Year 1 Holly**



### **Year 1 Holly**

Year 1 pupils will arrive at 9am using the KS1 gate (via Oldfield Road) at the back of the school. Year 1's day will end at 3:00pm and the pupils will line up in the KS2 playground. Year 1 Holly will be using the KS2 gate (via Oldfield Road) at the back of the school at the end of day. When parents arrive, we ask that they use the line markings outside the gate and wait until the teacher releases their child to them. Parents should stand behind the barriers at all times.

### **Year 2 and Year 3 entrance and pick-up point**



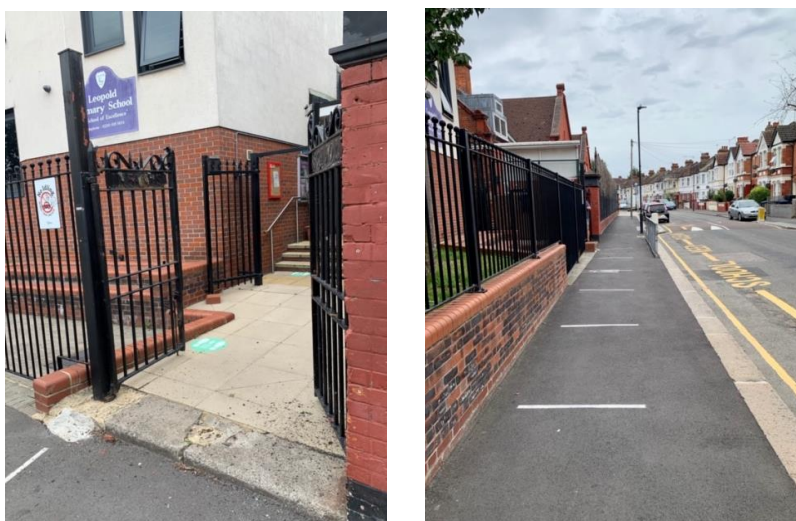
### **Year 2**

Year 2 pupils will arrive at 9am using the KS1 gate (via Hawkshead Road) at the front of the school. Year 2's day will end at 3pm and the pupils will line up in the KS1 playground. When parents arrive, we ask that they use the line markings outside the gate and wait until the teacher releases their child to them. No parent should enter the school playground.

### **Year 3**

Year 3 pupils will arrive at 8:45am using the KS1 gate (via Hawkshead Road) at the front of the school. Year 3's day will end at 3:15pm and the pupils will line up in the KS1 playground. When parents arrive, we ask that they use the line markings outside the gate and wait until the teacher releases their child to them. No parent should enter the school playground.

### **Year 4 entrance and pick-up point**



### **Year 4 Sycamore**

Year 4 pupils will arrive at 8:45am using the KS2 gate (via Oldfield Road) at the back of the school. Year 4's day will end at 3:15pm and the pupils will line up in the KS2 playground. When parents arrive, we ask that they use the line markings outside the gate and wait until the teacher releases their child to them. Parents should stand behind the barriers at all times.



### **Year 4 Hazel**

Year 4 pupils will arrive at 8:45am using the KS2 gate (via Oldfield Road) at the back of the school. Year 4 Hazel's day will end at 3:15pm and the pupils will line up in the KS2 playground. Year 4 Hazel will be using the KS2 gate (via Oldfield Road) at the back of the school at the end of day. When parents arrive, we ask that they use the line markings outside the gate and wait until the teacher releases their child to them. No parent should enter the school playground.

### **Year 5 and Year 6 entrance and pick-up point**



### **Year 5**

Year 5 pupils will arrive at 8:30am using the KS2 gate (via Outgate Road) at the back of the school. Year 5's day will end at 3:30pm and the pupils will line up in the KS2 playground. When parents arrive, we ask that they use the line markings outside the gate and wait until the teacher releases their child to them. No parent should enter the school playground. If your child is an independent traveller, they will be released by the teacher when it is safe to do so.

## **Year 6**

Year 6 pupils will arrive at 8:30am using the KS2 gate (via Outgate Road) at the back of the school. Year 6's day will end at 3:30pm and the pupils will line up in the KS2 playground. When parents arrive, we ask that they use the line markings outside the gate and wait until the teacher releases their child to them. No parent should enter the school playground. If your child is an independent traveller, they will be released by the teacher when it is safe to do so.

### **How will risks to children and staff be managed in the classroom?**

As soon as the children enter the classroom, they will be asked to wash and dry their hands. Hand sanitisers are also available for children and staff to sanitise their hands. Classrooms have been set up in line with government guidance, with all children facing the teacher. All children will be using their own resources, which will be left in school. The children will stay in their year group bubbles at all times and will not mix with other bubbles. All staff have been provided with face shields (to be used at their discretion). Any staff dealing with a first aid incident will wear additional PPE (face mask, gloves and apron). In addition, classrooms will be cleaned regularly during the school day by our dedicated cleaning staff who are on site all day, every day.

### **How will risks to children and staff be managed around the school?**

A new one-way system for moving around the school has been put in place to prevent adults and children walking past each other in narrow corridors. There will be no whole school assemblies or gatherings until we have been advised when it is safe to do so. Playtimes and lunchtimes are staggered throughout the day in order for year group bubbles to remain separate. Additional cleaning of high touch areas such as door handles and toilets is carried out throughout the day.

### **My child is in Reception, how can they social distance?**

We understand that social distancing is hard for all children. We do not expect Reception children to be able to do this. Staff will endeavour to maintain social distancing wherever possible and teach the children to leave space between themselves and others. Resources used by the children will be washed daily and will only be used by that bubble. Children will be shown to wash their hands after completing an activity. Staff will wear appropriate PPE when assisting children or helping with a medical incident.

### **How will behaviour be managed?**

The good behaviour policy and procedures have been reviewed to take into account the change of approach in order to keep bubbles separate. The updated policy is available on the school website.

### **What does my child need to bring to school?**

Children will be provided with the equipment they need by the school. You will need to provide your child with a labelled water bottles will also be provided which must be washed daily.

### **What should my child wear to school?**

All pupils must attend school in their full school uniform.

### **Can my child wear a mask?**

No. It is not advised that young pupils wear masks to school. Children tend to handle and adjust their masks regularly which increase the risk of infection for them and for the other members of their bubble. Pupils who travel to school using public transportation should wear masks when on the bus or train. They will need a plastic sealable bag to store the mask after use. It is advised that parents

and carers should show their children how to correctly put on and remove the masks whilst on public transportation.

### How can I contact the school?

If you need to contact a teacher about your child, please send an email to the year group emails:

- [reception@leopold.brent.sch.uk](mailto:reception@leopold.brent.sch.uk)
- [year1@leopold.brent.sch.uk](mailto:year1@leopold.brent.sch.uk)
- [year2@leopold.brent.sch.uk](mailto:year2@leopold.brent.sch.uk)
- [year3@leopold.brent.sch.uk](mailto:year3@leopold.brent.sch.uk)
- [year4@leopold.brent.sch.uk](mailto:year4@leopold.brent.sch.uk)
- [year5@leopold.brent.sch.uk](mailto:year5@leopold.brent.sch.uk)
- [year6@leopold.brent.sch.uk](mailto:year6@leopold.brent.sch.uk)

There will be no face to face meetings at this time, but the teacher will contact you after they have received your email to discuss any concerns. If you need to contact the school office, please do so by email or by phone. The school contact details are:

**Telephone:** 020 8459 5654

**Email:** [admin@leopold.brent.sch.uk](mailto:admin@leopold.brent.sch.uk)

Please do not send any written notes into school. We are currently not allowing visitors into the school building.

### Is it compulsory for my child to attend school?

**Yes.**

All pupils must attend school from **8<sup>th</sup> March 2021**. If your child is unable to attend due to illness or an appointment, we ask that you follow the usual procedure for reporting the absence.

The symptoms of COVID 19 are new, continuous cough, temperature and loss/change of taste/smell. If your child or any member of your household display any of these symptoms, under no circumstances should you send your child to school. You must inform the school immediately regarding your child's absence and give the reason.

### Should I keep my child at home if they have an underlying health condition or live with someone in a clinically vulnerable group?

You should always follow any medical advice and the latest government advice to ensure that your child and those in your family remain safe and healthy.

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people>

### What happens if my child gets ill at school?

Any child who is hurt or unwell will be cared for by staff as they have always been, however when staff need to administer first aid, they will wear PPE including gloves, apron and face mask. If your child displays symptoms related to the coronavirus they will be taken to an isolation room and you will be contacted to collect your child immediately. You must arrange for the child to be tested for the virus and inform the school that you are adhering to the track and trace procedures. In order to

keep everyone safe, you must let us know the results of the test. If advised, the rest of the 'bubble' will be sent home until the results are returned. Normally this takes between 24 and 48 hours. During this period, the pupils learning will continue remotely using Seesaw or Microsoft Teams. We ask that parents do not send their child into school if they are unwell or show the symptoms of the virus: temperature, persistent cough, loss/change of smell/taste prior to coming into school.

### **Can children be tested for the virus?**

All children can be tested for coronavirus.

Follow the link to find out about testing:

<https://www.gov.uk/testing-for-coronavirus>

### **What happens if there is a confirmed case of coronavirus in school?**

If the school has a confirmed case, the school will contact the National Institute for Health Protection (NIHP) for guidance and support. All pupils and staff within the same bubble must self-isolate for 10 days as per the government guidance. Measures the school has taken to keep areas clean and the minimising contact between bubbles will help to control the spread of the virus.

### **What will my child be learning?**

The full EYFS and National Curriculum will be followed. There will be an emphasis in the first term on the Physical and Emotional Wellbeing of your child after their prolonged absence from school. The teachers will spend time getting to know your child and understanding the next steps in their learning journey.

### **How will my child change for PE safely?**

On PE days, your child must attend school in their PE kit as this reduces the risks caused by changing at school. You can find the details of your child's PE days on the curriculum newsletters available on the website.

### **Is Breakfast club and After school club running?**

In line with government guidance, pupil bubbles must be kept separate therefore it is not possible to run Breakfast and After School Club at present. This will be reviewed on a regular basis.

### **Why is the school not keeping their usual hours?**

In line with the government guidance we have staggered the home times to reduce the number of parents and children on the playground. In addition, this allows us to stagger break times and lunchtimes to keep year group bubbles separate.

### **How can I help my child prepare to return to school?**

You can help your child by talking to them about what they can expect when they return to school. Read over the child guide with them. Remind them that we have a responsibility to keep ourselves and others safe by following the rules on social distancing and washing hands. Most of all, be positive about it. Many children may be worried or anxious about returning. They might be enjoying their home learning and worried about their parents returning to work themselves. We all want the children to enjoy their experience at school, to stay safe and well. This is only achieved when we work together, so if your child is worried or anxious please let us know.



### **What will happen to my child's education if there is a local or national lockdown?**

If there is another local or national lockdown your child's education will seamlessly transfer to Tapestry for EYFS, Seesaw for years 1-5 and Microsoft Teams for Year 6. Children will be continuing to use the online platforms to support their homework so that they continue to benefit from these wonderful resources.