

# Lavington Park Federation

## Graffham CE Infant and Duncton CE Junior Schools



### Parents' information booklet Academic year 2020-2021 *updated December 2020*

Graffham CE Infant School 01798 867324 email [office@graффhaminfant.org.uk](mailto:office@graффhaminfant.org.uk)

Duncton CE Junior School 01798 342402 email [office@dunctonjunior.org.uk](mailto:office@dunctonjunior.org.uk)

To support all parents at both schools, especially our new parents, we have put together these pages of information about the everyday things happening at school. These are based on our usual school policies and special procedures that we need to introduce this year, and therefore we ask ALL families to read them carefully, even if you have read this booklet in previous years.

*All Covid specific comments are shown in red type.*

If you have any queries, please see your class teacher, Vanessa Dudman in the Duncton office or Kathie Gyles in the Graffham office.

Information regarding all school events will be sent to parents via email in the weekly Friday Flyer.

**It is very important to read the Friday Flyer carefully every week!**

and please make sure that you make a note of all important dates given. Other urgent information and reminders may also be texted or emailed to parents at any time during the school week.

### Class and year group structure across the school

| <u>School</u>           | <u>Year group and age</u>   | <u>Class name</u>       | <u>Curriculum covered</u>  | <u>Class Teacher or Manager</u>          | <u>Teaching Assistant(s) or Support Staff</u>  |
|-------------------------|---|-------------------------|--|--|--|
| <b>Graffham Nursery</b> | 2-4 years old   | <b>Goldcrests</b>       | Early Years curriculum (EYFS)  | <b>Mrs Nikki Moore</b> (Manager)         | Ms Catherine Beaumont (Deputy Manager)<br>Mrs Chihiro Harrison<br>Mrs Emma Bailey<br><br>Mrs Sonya Gillespie (Administrator) |
| <b>Graffham Infants</b> | 4-5 years old - <b>Reception</b><br>5-6 years old - <b>Year 1</b> | <b>Wren Class</b>       |  | Infant curriculum<br>Key Stage One       | <b>Mrs Sarah-Jane Wethered</b>   |
|                         | 5-6 years old - <b>Year 1</b><br>6-7 years old - <b>Year 2</b>    | <b>Kingfisher Class</b> | <b>Mrs Lucy Brand</b> (Mon, Tues)<br><b>Mrs Tiffany Cooper</b> (Wed, Thurs, Fri) |  | Ms Cece Fafin<br><br><b>SEN Support</b><br><b>Mrs Trina Holloways</b>  |
| <b>Dunton Juniors</b>   | 7-8 years old - <b>Year 3</b><br>8-9 years old - <b>Year 4</b>    | <b>Woodpecker Class</b> | Key Stage Two  | <b>Mrs Lucy Whiffin</b>                  | Mrs Tracey Erkam   |
|                         | 9-10 years old - <b>Year 5</b>                                    | <b>Peregrine Class</b>  |  | <b>Ms Lisa Bassett</b> (Mon – Fri)       | Mrs Louise Creed   |
|                         | 10-11 years old - <b>Year 6</b>                                   |                         |  | <b>Ms Caroline Woods</b> (Thurs and Fri) |  |

|   |  |
|---|--|
| <b>Leadership Team</b>                          | Mrs Helen Martin - Head Teacher<br>Mrs Lucy Whiffin - Deputy Head Teacher<br>Mr Steve Beer - School Business Manager                 |
| <b>Lavington Park Federation Governing Body</b> | Mrs Marie Bracey - Chair of Governors  |
| <b>Office team</b>                              | Mrs Vanessa Dudman – Office Manager, Dunton<br>Mrs Kathie Gyles – Office Manager, Graffham<br>Mr Steve Beer- School Business Manager |
| <b>Inclusion Manager</b>                        | Ms Jenny Hannell   |
| <b>Nursery</b>                                  | Mrs Nikki Moore - Manager<br>Mrs Dawn Collins - Nursery Committee Chair  |
| <b>Lunchtime (Chartwells) staff</b>             | Mrs Becky Smith (Dunton)<br>tba (Graffham)   |
| <b>Caretaking staff</b>                         | Mr John Moores (Dunton)<br>Mrs Michelle Ball (Graffham)  |

## SCHOOL HOURS

**Duncton CE Junior School 9.00am–3.15pm** (our staggered drop off window is currently 8.45-9.05am, and staggered pick up window is 3.10-3.30pm)

**Graffham CE Infant School 9.00am–3.00pm** (our staggered drop off window is currently 8.50-9.10am, and staggered pick up window is 2.55-3.15pm)

## SCHOOL UNIFORM

All children are encouraged to wear and take pride in their school uniform. Basic 'plain' items such as trousers and polo shirts can be bought from any retailer, but purple sweatshirts, cardigans and PE t shirts embroidered with our school logo – as well as purple fleeces, shower-proof jackets, book bags, rucksacks and caps – are ordered from our dedicated webshop, [ww.lpf.deco-uniforms.com](http://ww.lpf.deco-uniforms.com). A good selection of plain items – including trousers, shorts, skirts, pinafore dresses, polo shirts and PE clothing can be ordered from this site too.

If you would like to order by telephone or post instead of online, an order form is available from the school offices: please just ask and we will email it to you.

### Winter Uniform

- Purple sweatshirt or cardigan with school logo
- Plain white polo shirt
- Grey skirt, pinafore or grey trousers for girls / plain grey trousers for boys
- Plain socks or tights
- Dark coloured sensible shoes – no heels, slip-ons or trainers

### Summer Uniform

- Purple or lilac checked summer dresses (optional)
- Plain white polo shirt
- Grey skirt, shorts or trousers
- Dark coloured shoes or sandals that afford full protection to the toes

### PE Kit

Children will wear their PE kit all day on their PE allocated days and will arrive in this PE kit at the beginning of the school day.

- Purple t shirt with school logo
- Black shorts
- Black joggers/tracksuit trousers – essential for autumn/winter/spring
- Trainers

In addition all children should have a **named pair of wellies** in school, and should bring in a waterproof coat so that they can go out to play even if it is drizzling. We find that the children are much happier and learn more effectively if they have had some fresh air, even if the weather is wet!

Note that in current circumstances we are unable to sell items of second hand school uniform, as we would normally do at both schools.

|  |  |
|--|--|
| <p>How can I talk to the teacher, Deputy Head Teacher or the Head Teacher?</p> | <p>If there are any issues directly relating to your child within class, <b>please ask to speak to the class teacher first</b>. Mrs Martin and her staff work very closely together, and the teacher will ask for advice from Mrs Martin anyway where necessary; but this means that the teacher working most closely with your child deals directly with any issue. <b>At present we are not generally able to welcome parents onto the school grounds, but if a specific situation requires a face to face discussion, this will take place in the grounds and will be socially distanced.</b></p> <p>If you would like to talk to your class teacher, they are usually available after school to make an appointment to chat for longer. The offices will be able to make an appointment for you to talk to Mrs Whiffin or Mrs Martin.</p> <p>We arrange more formal parent consultation sessions in the Autumn and Spring terms. <b>These will take place over the telephone as we are not currently able to allow parents to come into the schools.</b></p> <p>Do please note that if a parent has a particular concern it is our normal strict policy that staff do not meet with that parent alone, but that they are accompanied by another member of staff so that one person can record notes of the conversation.</p> <p>The main way our teaching staff communicate with parents is via the <b><u>Class Dojo</u></b> app; our offices also frequently use email and the 'Teachers2Parents' texting service. If you wish to contact your child's class teacher the best way is to send a message on Dojo, or email the school office. Please check Class Dojo regularly for messages from class teachers.</p> |
|--|--|

## SICKNESS AND MEDICAL ABSENCE

|  |  |
|--|--|
| <p>What do I do if my child is ill?</p>                                | <p><a href="#">Here is our schools' current advice about illness</a></p> <p>Firstly, if you are unsure about the symptoms that your child has, access the NHS 111 service and symptom checker: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/coronavirus-in-children</a></p> <p>If the advice is to get a test, use this website: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus</a></p> <p>If a member of your household is having a test because they have symptoms, all other members of the household must self-isolate, and therefore not come to school, until the test result is back.</p> <p>Please let the school know that you have taken your child for a test.</p> <ul style="list-style-type: none"><li>• If it is negative, children can come back to school.</li><li>• If it is positive, please contact Helen Martin at school immediately or using Class Dojo. She will contact our local Public Health England number and take their advice on our next steps as a school.</li></ul> <p>More information about self isolation can be found here: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do</a></p> <p>If you need any support, please ring school. Note that we will not make decisions as to whether to have a test or not, as the NHS 111 Symptom tracker does this for you.</p> <div style="border: 2px solid red; padding: 5px;"><p><a href="#">We have also found the following government information helpful</a></p><p><b>The following ARE symptoms of coronavirus – individuals will need a test if they have any of the following</b></p><ul style="list-style-type: none"><li>• A high temperature: any new high temperature where the person feels hot to touch on their chest or back (you do not need to measure the temperature)</li><li>• A new continuous cough: coughing a lot for more than an hour, or three or more coughing episodes in 24 hours</li><li>• A loss of, or change in, sense of smell or taste: a noticeable loss of smell or taste, or things smell or taste different to normal</li></ul><p>Individuals do not need a test if they have a runny nose, are sneezing or feeling unwell (but do not have a temperature, cough or loss of, or change in, sense of smell or taste) because these are not normally symptoms of coronavirus.</p></div> <p>For any unplanned absence, please telephone the school office on 01798 342402 (Duncton) or 01798 867324 (Graffham) from 8am, stating your child's name, class and giving a clear reason for absence – and please do this on <u>each day</u> of absence.</p> <p>If your child is not in school and you have not telephoned by 9.30am, office staff will ring you to find out where they are. This is also a security measure, in case you may think your child is at school when they are not.</p> |
| <p>How long before my child can return to school after an illness?</p> | <p>We have always operated on the basis of published advice from The Health Protection Agency in order to keep infection within the families and staff of the school to a minimum. If your child has been diagnosed with a particular illness or condition, please telephone either school office to ask for advice on any necessary exclusion period.</p> <p><b><u>In the case of tummy troubles, you must wait 48 hours after any episode of diarrhoea and/or vomiting before sending your child back to school.</u></b> This will give them the chance to eat and drink normally and be properly ready to come back to school. <b><u>Please make sure that you adhere to this policy,</u></b> which we always follow in all circumstances. If your child comes back to school the day after they've been sick, we will have to ring you and ask for them to be collected and taken home.</p>  |
| <p>What do I do if my child is prescribed medication?</p>              | <p>Please note that school staff are able to administer <u>prescription</u> medicines on request, where necessary, but we must have a consent form completed by a parent. Non-prescription medicines are generally not permitted in school, though if there is a specific medical requirement we will need to have a letter from your GP and will need you to sign a special consent form.</p> <p>We are now permitted to keep Calpol and Piriton in school to give to children when appropriate, but will only do so if we have your consent on file, and will always seek to check with you first by telephone. <b>Note that at the present time we will not consider giving Calpol to a child who is running a high temperature. Also note that we will never give a child the first dose of any medication that they have not had on a previous occasion.</b></p> <p><b><u>Children must never carry any kind of medication themselves.</u></b> All medicines MUST be looked after by the school office or a member of staff – and they must be brought into school</p>  |

|   |  |
|---|--|
|   | <p>in the original pharmacist's packaging, clearly marked with your child's name on the pharmacist's label.</p> <p>For longer term prescribed medication which must be kept at school in case of need - such as an asthma inhaler, or an EpiPen - again parents need to complete a form detailing the child's dosage, and authorising staff to administer the medication when required.</p> <p>In cases of more significant long-term conditions (for example, a severe allergy), we will complete an Individual Health Care Plan for the child, and agree this with parents. This will be kept on file and all staff made aware of the child's needs.</p> <p>Note that we participate in the 'Red Box Project' for primary schools, which means that at Duncton there are sanitary products available should any older girls need them at any time.</p> |
| What do I do if I need to collect my child during school hours for a medical appointment? | <p>Please inform the school office – ideally by email - prior to the appointment.</p> <p><b>Please make sure that classroom staff sign your child in and out of school on collection / return. Collection and return will need to be specifically to the child's bubble. Please ring the office for advice on where / how to collect or return your child.</b></p>   |
| How will the school ensure that infections are kept to a minimum within school?           | <p>All children are advised (and taught how, in the case of the younger children) to wash their hands properly and frequently with hot water and soap, <b>and clearly at this time we are paying very particular attention to this. We also have hand sanitizers and running water washing stations at each site, and children use these on a regular basis.</b></p>   |
| What happens if my child has an accident at school?                                       | <p>We have first aid trained staff on both school sites <b>who will administer first aid within class bubbles</b>. Any significant injury will be noted in the accident book and thoroughly investigated.</p> <p>Parents will be informed of any serious head bump, visible facial injury or any other significant injury by telephone. Any child who has received a bump to the head during the day will have a sticker on their jumper, and there may be a note in their book bag.</p>   |

## ATTENDANCE AND GENERAL DAYTIME ARRANGEMENTS

|  |  |
|--|--|
| Can I take my child out of school during term time?  | <p><u>We are not able to authorise holidays in school time.</u></p> <p>Attendance and punctuality are vital matters for us : term-time absences have a significant, detrimental impact on children's learning.</p> <p>It is now firm government and county policy that <u>taking holiday in term time is not permitted</u>, and Mrs Martin is only allowed to authorise term time absence in the most exceptional of circumstances. If you consider it absolutely unavoidable that your child is away from school during term time, you must make a telephone appointment to talk to Mrs Martin, well in advance, and you will be asked to complete a 'Withdrawal From Learning' form.</p> <p>In common with other schools in West Sussex and across the country, we are obliged to operate by the County's Fixed Penalty scheme, whereby unauthorised absences over ten sessions in any one term (a school session is a morning or afternoon – there are two sessions every day) are likely to generate Fixed Penalty fines for parents. We have recently been advised that absences of significantly more than 10 sessions may lead to immediate court action.</p> <p>Do please note that the scheme is NOT administered by the school and no money paid in fines ever reaches the school. Once a referral has been made the matter is entirely out of our hands; everything is dealt with solely at County level.</p> |
| What time is there a member of staff on the playground in the mornings? Do I have to stay with my child until 9am? | <p><b>Our staggered drop off will take place at allocated gates at both schools between 8.45 and 9.10am.</b></p> <p>Never leave your child unattended at any time outside school or before a member of staff is on gate duty at 8.45am.</p> <p><b>At both Graffham and Duncton, we run a morning club from Monday to Friday, 8.15-8.45am which maintain our separate class bubbles and cost £1 a session. This is child care only and not breakfast clubs.</b></p> <p><b>Please note it is very important that children are <u>never</u> dropped at the school gate and left to walk into school by themselves, at any time. Children must always be brought to the school gates or to the Morning Club entrance by an adult, and directly handed over into the care of a member of staff.</b></p>   |

|  |  |
|--|--|
| <p>What do I do if we arrive late?</p>   | <p>If you arrive after the gates have closed and are no longer manned by staff, please ring the school office. They will alert a member of staff from the class bubble who will come to your allocated gate to collect your child.</p> <p>If you think your child may be distressed, please do telephone school once you are home, to confirm your child has settled.</p> <p>Do please note that punctuality is a major concern for us : late arrivals are distressing for children, disturbing for the teacher and the rest of the class, and have a huge impact on children's learning. Lessons start promptly at 9.15am. We record late arrivals and will have a personal chat with you if we are developing concerns.</p>  |
| <p>What happens at lunchtime? How will I know that my child is eating their lunch?</p> | <p>Our kitchens at Graffham and Duncton enable us to offer freshly prepared hot school lunches every day. Our provider is Chartwells who offer well balanced, healthy food choices at affordable prices.</p> <p>All Infant children (Reception, Year 1s and Year 2s) are able to have a daily hot lunch for no charge, though of course this is not compulsory – you may send in a packed lunch if your child prefers. It is important that you let the office know which days your child will NOT require a hot lunch, so that we can be sure to order the correct number of meals.</p> <p><b>*For both snack time and packed lunches we do ask you to remember though, that due to serious allergies it is vital that nuts and any foods containing nuts or sesame seeds are never brought into school, either at Graffham or Duncton.*</b></p> <p>For all other children (including Nursery) meals for every day or selected days can be ordered and paid for in advance on the Chartwells website<br/> <a href="https://westsussex.mealselector.co.uk">https://westsussex.mealselector.co.uk</a></p> <p>Our staff supervising the midday meal encourage and support children to eat well. Children have almost half an hour for lunch, and are encouraged to spend this time eating rather than talking too much to their friends. However we do recognise that lunch is a social occasion!</p> <p>Any food that packed lunch children don't eat will be left in their lunch box. We will always let you know of any lunchtime issues we think you should be aware of.</p> |
| <p>Can my child have fruit or a snack?</p>   | <p>All Infant children have the opportunity to eat piece of fruit at morning playtime, every day.</p>  |
| <p>Where do I pick my child up from at the end of the day?</p>                         | <p>Wren Class at Graffham are picked up from the small playground gate; Kingfisher class are picked up from the large (double) playground gates.</p> <p>At Duncton, all children come through the large or small gates and parents are encouraged to stand outside the school, socially distanced, to pick them up.</p>  |
| <h2>OTHER MATTERS</h2>   |  |
| <p>Can I park in the school car park?</p>  | <p>No, our car parks at both schools are strictly for staff cars : in normal times, please always use the pedestrian access into school and never walk through the car park.</p> <p>At present, Nursery families at Graffham need to approach Nursery via the staff car park – it is therefore vital that we keep this area as safe as possible and we are asking everybody <u>never</u> to park near the entrance to the car park or use it to turn their vehicle round.</p> <p>In special circumstances such as disability or injury, of course we can allow parking in the accessible parking spaces at each school. If this does not apply to you, please never use these spaces as we do have families who need to use them, at various times of the day.</p>   |

|  |  |
|--|--|
| <p>Are there any clubs?</p>                                      | <p>Details of activities outside normal school hours will be sent out at the beginning of each new term. Please remember that clubs always run on a term by term basis: you will always need to sign your child up for a club each term, even if they have attended that club before. <b>Currently our clubs run strictly within the class bubble system. – ie bubbles cannot be mixed within a club.</b></p> <p>Some popular clubs become booked very quickly, so to avoid disappointment it is important to request and pay for club places as quickly as you can!</p>                                   |
| <p>Will my child have homework?</p>                              | <p>Details of homework arrangements will be given by class teachers. Children from year 2 upwards will be given homework. <b>Our teachers will use Class Dojo to support homework going home, and if any child is self isolating.</b></p>  |
| <p>Will my child take part in Forest School during the year?</p> | <p>Every child in the school will have a block of Forest Schooling every academic year. More detailed information about your child's time in the forest will be sent to you in good time.</p>  |
| <p>When will my child swim?<br/>How much does it cost?</p>       | <p><b>Under usual circumstances, all Junior children (Year 3 and above) have swimming lessons as part of the National Curriculum, in the lovely swimming pool at Seaford College and during the school day (Infant children do not learn to swim in school time until they reach Year 3). It is not possible for this to take place at present.</b></p> <p>More information about swimming can be provided by the office at Duncton.</p> <p>Please note that all children using the Seaford swimming pool are required to wear a swimming hat – these can be purchased from the Duncton school office.</p> |
| <p>Can my child bring toys or games to school?</p>               | <p><b>No children should bring any toys, games or belongings to school. It is particularly important that no electronic devices are brought into school. We are advised that equipment/games/toys travelling between home and school should be kept to an absolute minimum under the current circumstances.</b></p> <p>Please note that we ask all parents and other visitors to put away their mobile phones when near the school. <u>This is for safeguarding reasons and is a rule we rigorously enforce.</u></p>   |
| <p>Can my child wear jewellery to school?</p>                    | <p>No jewellery is allowed at school, except for stud earrings and a watch.</p> <p>For reasons of safety all jewellery must be removed for PE and dance activities - and as the children are playing on climbing play equipment every playtime, it is preferable for all jewellery to be left at home. If your child has stud earrings they must be able to remove them themselves for PE.</p> <p>As we would like all of the children to look smart, we do not allow nail varnish or tattoos. (After a party, please remove tattoos after a couple of days.)</p>  |
| <p>What do I do if my child has head lice?</p>                   | <p>We fight a constant battle against head lice, which spread easily and quickly amongst children in class. All children with hair longer than shoulder length must wear it tied back in school : and <b><u>it is vitally important that all parents check their child's hair carefully for lice, on a weekly basis.</u></b></p> <p>When we become aware of a particular problem we will send information home with advice on what to do if your child is affected.</p>  |
| <p>Can I help in class, school trips or Forest School?</p>       | <p><b>Under the current circumstances, we are unable to welcome parent helpers. Once these restrictions change, if you are interested in helping please speak to your child's class teacher.</b></p> <p>We will ask you to complete a DBS Safeguarding check if you are regularly coming into school to help or to hear readers.</p> <p>We are particularly keen to hear from parents who would like to help with hearing children read.</p>   |

I hope this document will be helpful and supportive to all our families. If you have any other questions at all, please ask Mrs Dudman or Mrs Gyles by emailing or phoning the school offices.

You will also find a lot of information – as well as the most recent issues of the weekly 'Friday Flyer' – published on the school website at [www.graffhamanddunton.w-sussex.sch.uk](http://www.graffhamanddunton.w-sussex.sch.uk)

**See overleaf for our guidance for keeping the school Covid Secure, published September 2020.**

## Children will:

1. Wash their hands thoroughly when they come in and regularly throughout the day.
2. Stay in their class bubbles and complete all activities and work within these class bubbles only, including all playtimes and lunchtimes.
3. Bring their own book bag and/or packed lunch, coats etc and look after these at school.
4. Wear their PE kit to school on their set PE days.
  5. Be kind to each other in their classes through their school day, understanding that everyone has had different experiences during lockdown and need to re-establish good friendships.
  6. Make sure that they are keeping 2m distance from any member of staff wearing a red lanyard with their name badge on it, as these members of staff visit other classes at a distance too. eg. Mrs Martin.
  7. Tell a member of staff if they are feeling unwell and need help.
  8. Take their water bottles home every night and wash them, and bring them back full.
  9. Wear their school uniform.
  10. Never bring in toys and objects from home.
  11. Use tissues to 'catch it, bin it, kill it' if they have a cold, sneeze or a runny nose.
  12. Wear warm and rainproof clothes and shoes with our school uniform when the weather is rainy and chilly, so we can still learn outside.

## Parents will:

1. Ensure that they do not come onto school grounds unless their class bubble drop off requires them to (Graffham Wren bubble)
2. Bring their children to school in a socially distanced way using the staggered drop off and pick up 'window'.
3. Bring their children to the correct gate for their class bubbles
4. Communicate through the school office email or phone only or through Class Dojo.
5. Ensure that their children DO NOT come to school if they are at all unwell. Please do not dose your child with Calpol and send them into school.
6. Be available at all times to pick up their child if they are showing symptoms. After they are collected, they must register their child for a Coronavirus test and inform the school immediately of the result.
7. Ensure that school is told immediately, and children kept at home, if any member of their close contacts, household bubble or support bubble has a positive test.
8. As we are now not in a position to tell parents what they can do about shared pick ups, we would kindly request your cooperation to maintain the bubble system, in order to minimise contacts. Siblings are obviously not included in this.
9. Engage with Track and Trace as required.
10. Maintain their contact details so they are up to date and make sure that they are getting all school communication.
11. Bring any medicines (anti-biotics, epi pens, inhalers) to the class teacher in their bubble rather than the school office and sign a form for their use in school.
12. Ring the school office if they are going to be later than 9.15 and then bring their child to the correct gate to be collected by a staff member of the bubble, rather than to the office.

## School staff will:

1. Maintain a distance of 2m from children who we are not in bubbles with, and with all adults that we are not working in a bubble alongside.
2. Wash our hands on arrival and regularly throughout the day.
3. Clean resources and high touch areas throughout the day, using the most up to date Government advice.
4. Provide clean and separate class toilets that only one child will enter at one time.
5. Provide safe playtime spaces and times for separate bubbles.
6. Be prepared for 'blended learning' of online and school based learning as required. This will be used if any children are self-isolating and well at home.
7. Continue to use Class Dojo as our main form of communication between class teachers and parents.
8. Plan and teach a supportive curriculum that will support emotional wellbeing and enable the basics of the curriculum.
9. Engage with Track and Trace.
10. Wear PPE when dealing with a child displaying symptoms or giving first aid that will mean they will be close to a child.
11. Keep a record of all contractors and visitors and contact them under the Track and Trace service if required.
12. Facilitate before and after school clubs that strictly maintain the bubble system.
13. Provide an operating procedure for key areas eg. a child who shows symptoms, visitors to the school and monitor these processes to ensure that they are effective and alter them as appropriate.
14. Facilitate hot school lunches and packed lunches in a well cleaned space.
15. Support the youngest children and their parents to settle at the beginning of their Reception year. This will happen in the outdoor learning area outside Wren classroom.
16. Not come into work if they show symptoms or are awaiting the result of a test.
17. Ensure that they are available for work by ensuring that they are not holidaying in areas where there is a 14 day quarantine, within 14 days of a return to school.
18. Ensure that we take the appropriate advice from Public Health England and DFE in relation to a closure of the bubble which will mean children will stay at home and self isolate for 14 days.
19. Ensure that they are not sharing staff room spaces with other adults they do not work alongside in their bubble, and clean the area after their use.
20. Support any member of staff who is in a vulnerable category.
21. Ensure that our focus on Outdoor learning and Forest School is maintained.
22. To communicate any new Guidance to parents in a timely manner.
23. To support the split Year 1 to maintain their friendships in creative and fun ways across the Graffham classes.