

Children

- Be kind to each other and be ready to enjoy time in your new class.
- Come into school on time and be ready for learning.
- Wash hands thoroughly on arrival in the classroom at the class or toilet sink, and regularly throughout the day.
- Wear full school uniform, including school shoes, not trainers.
- Always bring a coat to school on wet and cold days.
- Wear your PE kit, including your PE T shirt, to school on PE days. PE will start from the week beginning 6th September and not in the first 2 days of term.

Reception on Fridays;

Year 1 and 2 on Tuesday and Friday;

Year 3,4,5,6 Wednesday and Thursday

- Keep a distance from some members of staff or visitors as they visit different schools.
- Use tissues to 'catch it, bin it, kill it' if you sneeze or your nose runs.
- Let a member of staff know if you feel unwell in any way.
- Take water bottles home every night, wash them, and bring them back full
- Follow the rules for behaviour in your class.
- Play safely at playtimes and look after one another.
- We support all children and will not tolerate bullying of any kind.

Parents

GENERAL INFORMATION;

- Come onto the school grounds at the times and places below. We still ask that parents stay outside and do not come into the school building (except to the office windows- see below)
- Regularly check Class Dojo on child and parent account so that messages can be sent and received. (Only message teachers in school working hours)
- Be available on their phone in case their child shows symptoms at school and needs picking up immediately and ensure contact details are completely up to date so all school communications are received
- Bring any medicines (eg antibiotics) to the school office and sign a form for their use in school.
- Ring the school office if they are going to be later than 9.00am and then bring their child to the school office and complete the late registration form. (Please do not use Class Dojo to send messages about lateness as staff will not be looking at Dojo at this time). You can come into the school offices and talk to Mrs Dudman (Duncton) or Mrs Gyles (Graffham) about any issues.
- Please always talk to your child's teacher first and foremost; they will be very keen to hear about any worries you may have. If you need to talk to Mrs Martin (Head), Mrs Whiffin (Deputy) or Ms Hannell (Inclusion Manager), please arrange an appointment with the offices. Teachers and Leaders may ask a second member of staff to join you, these conversations will take place outside in a quiet place.

NORMAL SCHOOL DAY:

- Graffham School drop off is 8.45-9.00. Both classes are to come in to the playground through the bottom playground gate (this was the gate used by the Wren class last term). Wren children to come to their classroom door to be met by Mrs Wethered. Reception parents may wish to stay and play with their child in the outdoor area only. Kingfisher children can come onto the playground and come to the outside Kingfisher class door to be met by Miss Munday. Pick up at Graffham is 2.55-3.05. Wrens from the gate by the climbaround; Kingfisher from playground door. **PLEASE NOTE- New Reception children have been given different start times for the first two transition days, please come to the outdoor classroom gate (next to the Climbaround) at the time you have been given.**
- Duncton school drop off is 8.45-9.00. Drop off will be as last year, at the school gate with a member of staff available at this time. Pick up at Duncton will be 3.10-3.20 and will be from the playground for Woodpecker and Kestrel classes, and from the front of the school/classroom back door for Peregrine class.
- Support their children by making sure they are on time to drop off and pick up at the beginning and end of the school day and also for mini bus drop off and pick up and for collection from after school clubs.
- **We realise that for the first 2 days, with no bus or morning club, there may be siblings that are slightly later at drop off and pick up and this is completely fine and staff will be aware of this.**

COVID GUIDANCE:

We are working with the new Government guidance and hoping to ensure that we are lowering transmission in both schools. We are still awaiting guidance from West Sussex County Council, so these measures may change.

- When parents are on the school grounds, we ask them to retain a 1m+ distance from other parents and staff.
- We ask that parents continue to follow the national guidance to test all adults in their household twice weekly using LFD (lateral flow device), to potentially pick up asymptomatic cases, should you wish to.
- Keep their child off school with any illness, as the Covid symptoms are so broad. Use the NHS 111 website to check these symptoms and take children for a PCR test.
- Call the school office to let us know that their child has symptoms/is having a test/has a positive test result. **There is no need to use the Covid phone number anymore, and it is now inactive.** This is because we will not need to close the class or school for a positive test result and only the positive cases in the family need to self isolate until they have had a PCR test themselves.
- Engage with Track and Trace as required. Children under 18 and adults who are double vaccinated do not now need to isolate if they have been in contact with a positive case, but they must take their child for a PCR test at a test centre and to keep them off school until they receive a result. Keep in touch with the school about this result. Please always let the office know before 9am if their child is to be absent for any reason.
- If a parent or a member of their family is in the extremely vulnerable category and/or feels that you need to continue to maintain previous safety measures of masks and further distancing, and we will of course support this.

MINIBUS AND MORNING CLUB DETAILS- both starting Monday 6th September.

- You must book our minibus and after school clubs to ensure that there is an allocated space by checking with the school offices. **You will be unable to turn up and have a space as we are so full.** Please arrive on time for the minibus drop off and pick up.

AM- Duncton to Graffham at 8.30 for Infant children. Graffham to Duncton at 8.45 for Junior children

PM- Graffham to Duncton with Infant children, will arrive at Duncton at 3.05. Duncton to Graffham with Junior children arrive at Graffham at 3.25.

- Morning Club is at each school from 8.15 – 8.45, these are open for any child from either school who will then use the bus. It costs £1 per session. **Drop off is strictly 8.15-8.20.**

School staff

- Ventilate the classrooms and ensure that we use all available space in the schools to make learning as safe as possible and use CO2 monitors to check ventilation, should they be made available to schools.
- Wash or sanitise their hands on arrival and regularly throughout the day.
- Complete Covid Lateral Flow device (LFD) tests twice weekly to ensure that they are not asymptomatic and positive. In the case of a positive LFD from a member of their household or a close contact, this member of staff will have a PCR test and stay off work until this is returned.
- Clean 'high touch' areas during the school day
- To minimise transmission in a crowded space, school staff may wear masks.
- For visiting teachers - outdoor experiences or in a very well ventilated space are the preferred choice for staff who are visiting different schools.
- Support children with specific needs by communicating with their parents regularly to ensure that the start of school is comfortable for them.
- Reply to parent messages on Class Dojo in a timely manner, but not out of working hours (8am-5pm term-time, weekdays)
- Provide remote education if a child is at home to a positive test of a child or adult, and who is asymptomatic.
- Provide high quality learning experiences for each child, being aware of the needs of children following the changes/disruption of the last year. Begin Forest School at both schools this half term.
- Look after every child with any illness, in a safe and comfortable ventilated space, until their parents come to pick them up. A member of staff that knows them well will look after them.
- Keep in contact with Public Health England in case of an outbreak in our school, and act on this quickly for a potential reinstatement of bubbles, or closure. There will be a contingency plan in the school risk assessment (available online)
- Keep our risk assessment continually updated following changes to national and local guidance and as we require to minimize transmission.
- Maintain our social distancing as appropriate inside school. and be aware that certain parents, staff and visitors may be more comfortable maintaining a greater social distance.
- We expect ALL visitors into the school to be met outside or in a well ventilated space, and to wear a mask if they are unable and keep their distance. Some may complete an LFD before arrival.
- Any meetings will be online, outside or in a well ventilated space.
- We will plan school events using guidance at the time, in due course.