



Parent and Carer Handbook

Coronavirus Covid-19

Updated for 25th January 2022

Core Principles

This document has been updated for January 2022 to help us continue to manage the ongoing challenges presented by Covid-19. It is intended to help guide, support and bring clarity for all staff as we aim to provide purposeful education in the continuing context of the pandemic.

The three core principles of our approach have remained the same throughout:

- Creating an environment that is as safe as possible for all
- Focussing on wellbeing of all
- Providing the best quality of education we can for all pupils

Creating an environment that is as safe as possible for all

All of our plans and all of the measures we are intending on putting into place are designed to reduce risk of Covid-19 infection as much as possible. This risk cannot be eliminated completely.

Government guidance gives us a summary of the health and safety guidelines that we will follow:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with Test and Trace systems
- consideration of appropriate school organisation that reduces contacts and maximises distancing between people (especially in different “bubbles”) so that we minimise potential for contamination so far as is reasonably practicable

Focussing on wellbeing of all

This means “mental wealth” as well as physical wellbeing. We all need to be aware that adults and children alike will be dealing with a range of issues which many of us will find challenging:

- Anxiety over becoming ill (self and others)
- Working within changing rules and guidelines
- Working and learning in unfamiliar ways (including getting back to more “normal” school life)
- Potentially dealing with bereavement

We have in school and out of school support available for children and adults and PSHE / Wellbeing will be an important part of our curriculum approach when we return. More than this, it is really important that we continue to keep looking out for and looking after one another.

Providing the best quality of education we can for all pupils

We are committed to providing a high quality, broad and balanced curriculum and educational experience for all of our pupils. Even though some barriers remain due to Covid-19, we are ambitious with our expectations for all and scope of what we are able to achieve.

The remainder of this Parent and Carer Handbook deals with a range of significant topics one at a time. Many of the sections link and they are not presented in any particular order. We would encourage you to read the whole document carefully to understand how each element fits into the broader picture.

Safeguarding

Safeguarding remains at the core of all we do. Our Child Protection Policy is still in place and we are guided by Keeping Children Safe in Education. The school's three Designated Safeguarding Leads (Mr Ledgard, Mrs Sahota and Mrs Heath) continue to fulfil their roles.

Local outbreak contingency planning

Grange Farm has a local outbreak management plan in place. In the event of an outbreak, we will seek advice from Public Health and the Local Authority and follow their protocols and guidelines.

Multiple cases within any given group will be considered carefully with advice sought from the Local Authority as necessary. If we meet any of a number of given thresholds, an outbreak is declared and we will use our local outbreak plan which could include self-isolation for larger numbers of people or increased measures (such as the wearing of masks) being reintroduced for a period.

All members of the community need to be aware that there remains a possibility of future outbreaks which could lead to school being partially or completely closed.

Handwashing and Hygiene

Handwashing remains a key tool in the fight to reduce the risk of infection. All adults and pupils on site must wash hands regularly (entry and exit to building and at regular intervals through the day) with soap and water and this is also supplemented with the use of hand sanitiser. Signs around school serve as a regular reminder and guide for this. We ensure that stocks of soap and hand sanitiser are high.

Any child who experiences dry, chapped or uncomfortable skin from frequent washing is advised to seek medical guidance and will be supported by school if they are advised to use alternative soaps etc.

The "Catch it, Bin it, Kill it" message is a key hygiene message in school and we have plenty of tissues in school.

Hand Sanitiser

We have supplies of hand sanitiser in school to supplement handwashing practices and we regularly talk to the children about how this should be used safely and effectively. Children can bring their own hand sanitiser if you would like them to but we would ask you to talk to them about how this should be used sensibly. Any hand sanitiser provided from home needs to be clearly named and must not be shared between children.

Personal Protective Equipment (PPE)

Adults in school returned to wearing face coverings in communal areas during November 2021 and this is continuing into 2022. They do not typically wear any other PPE during the course of their normal activities in school but may need to do so for certain activities.

Guidance does not recommend that children wear masks and we will not be providing any PPE for children. Should you wish your child to wear a mask, we will not prevent this but you will need to understand the practical limitations of this (e.g. when eating and generally knowing how to put them on and remove them safely and effectively), especially for younger children. If your child is wearing a mask and we can see they are struggling (e.g. touching their face more often as a result), we will talk to you about this.

Emergency Medication and Care Plans

Any child with an EpiPen or inhaler will have this in their classroom. If their medication has to be stored in a fridge, this will be the nearest possible fridge available. Any care plans relating to medical conditions are also be stored within a child's classroom base.

Medicines

School is not obliged to administer medicines to children (e.g. antibiotics or Calpol). However, we typically do because this enables children to attend school when otherwise they may not. Our intention is to continue with this practice.

Forms must be completed to enable us to administer medicine and can be found on the school website ([click here](#) – Section 9 of the policy document) and can be completed and emailed into school. If this is not possible, parents must visit the school office (following all appropriate guidance) to drop off medicine and complete a form. Any medicine should be clearly named.

It should be clearly noted that any child with any Covid-19 symptoms should not be attempting to use medication to keep them in school.

First Aid

We always have enough first aid trained staff on site.

Most first aid will, where possible, be dealt with by staff that the children typically see (e.g. class teacher, teaching assistant or lunchtime supervisor). Should more significant first aid be required, a suitably qualified first aider will come to the classroom to collect the child and take them to an appropriate area to be treated or looked after. PPE will be available for first aiders to use should they need it and this will depend on each situation as it arises. First aiders will be mindful of the need to minimise physical contact but this may be an inevitable part of care and treatment.

Where any staff member suspects a child may have Covid-19 symptoms, we will remove them from their group and contact parents immediately.

Children in Reception must have any first aid reported to (and signed off by) their parents. We still need to follow this guidance. Parents will not be able to sign the book physically so, in each case, we will get in touch to advise you of the incident and ask for acknowledgement by email (a phone call is not enough).

We will contact parents of children of any age where we have given them first aid that involves a head injury or where we feel you would want to be aware for another reason.

When adults or children are symptomatic at school

If a staff member displays symptoms in school, they will leave the site as soon as possible.

If a child displays symptoms, they will be isolated within school as quickly as possible. Parents will be contacted and must come and collect their child as a matter of utmost urgency because of the risks to others. The child will be looked after by an adult but at a safe (2 metre) distance and the adult will be required to wear PPE.

Thorough cleaning of areas where a symptomatic person has been will take place before that space is used again.

Confirmed and unconfirmed cases

When someone develops symptoms (see definition below):

They should immediately self-isolate and arrange a Covid-19 PCR test. School will need to be informed.

When someone develops symptoms but then receives a negative PCR test result:

The individual and anybody self-isolating as a result of being a close contact (e.g. adults who are not double-vaccinated) can stop self-isolating with immediate effect.

When someone receives a positive Lateral Flow Device test result:

Lateral Flow Devices are for asymptomatic testing. From Tuesday 11th January, there is now no longer a need to confirm an asymptomatic Lateral Flow Test result with a PCR test.

Self-isolation period following a positive test:

Self-isolation periods work to the same rules regardless of whether the positive result is from an LFD test or a PCR test. "Day Zero" is counted as the first day of symptoms, or if the case is asymptomatic, as the day the test was taken.

The default self-isolation period is then 10 days. However, self-isolation can end on day 6 if the person has had 2 negative LFD tests (on day 5 and 6, 24 hours apart) and they are well and do not have a temperature (alternatively self-isolation can end before day 10 if they have negative LFT tests on consecutive days, 24 hours apart, after this point, e.g. on day 8 and day 9). We are sending a diagram with this letter today which will hopefully help to give clarity on this.

Cough and loss/change in taste/smell may continue after day 10 (no impact on self-isolation period).

If symptoms start whilst self-isolating (e.g. where the case was identified in an asymptomatic person with a LFD test), isolation period restarts with the first day of onset of symptoms counting as day zero.

Close contacts who are children or are double-vaccinated adults:

Do not need to self-isolate but are encouraged to take a LFT test daily for 7 days prior to coming into school and then return to twice-weekly LFD testing

Close contacts who are adults who haven't been double-vaccinated:

Self-isolate for 10 clear days after the last day of contact with the affected case and arrange a PCR test if they develop symptoms themselves.

Can identified close contacts attend school if they do not take daily Lateral Flow Tests?

The simple answer is "yes" – no child can be refused education and no member of staff refused the right to work on this basis. However, we would strongly encourage people to take tests in this instance – this is for the good of themselves, their friends / colleagues and the whole school community.

What about household contacts of cases?

The new Omicron variant is highly transmissible. We are asking that all members of our community who live in a household with someone who tests positive for Covid-19 to inform us immediately. They are able to attend school as long as they are well (see symptoms below) and they should take a LFT test each day before coming to school.

What happens if there are multiple cases in school?

The school has a Local Outbreak Plan based on Local Authority guidance. All cases are recorded and reported to the Local Authority. Multiple cases are monitored carefully and if certain thresholds are met, additional measures may be reintroduced. All members of the school community need to be aware that remote education remains a possibility for individuals, groups and indeed whole year groups.

Key Information and Definitions:

Covid-19 Symptoms	New, continuous cough OR high temperature (38 degrees or above) OR loss/change of taste or smell. Anyone with these symptoms should start self-isolating and arrange a Covid-19 test. Other possible Covid-19 symptoms include: tiredness, shortness of breath, headache, sore throat, muscle ache, blocked/runny nose, diarrhoea / vomiting, cold-like symptoms
Lateral Flow Device Tests	LFDs are for asymptomatic screening only (e.g. you should not take a LFD to check whether potential symptoms may be Covid-19).
Close Contacts	A close contact is defined as anyone who has the following kinds of contact with a case: <ul style="list-style-type: none">• Face-to-face for any length of time• Within 1 metre for 1 minute or more

	<ul style="list-style-type: none"> • Within 1-2 metres for 15 minutes or more (either as a one-off or shorter contacts added up over one day) • Travelling in a vehicle (e.g. car) <p>Note – children in primary schools who have shared a classroom space will typically be considered close contacts due to their proximity over the course of a day.</p>
Period affected by contact tracing	Close contacts are identified as having the above kind of contacts during the two full clear days prior to the day when symptoms have started (or when a positive test has been taken).

Lateral Flow Device (LFD) testing

Lateral Flow Device testing is for people who are asymptomatic of Covid-19 symptoms. Evidence shows that a significant proportion of people with Covid-19 are asymptomatic and LFD testing can reduce the risk of these people passing on the virus whilst unaware they have it.

School staff all have access to twice-weekly Lateral Flow Testing.

Coventry Local Authority have community testing centres which make LFD testing available to all residents including primary aged children. Parents and carers do not have to have their children tested but they may do so if they wish.

Whilst Lateral Flow Device testing can play a key role in reducing the risk of the spread of the Covid-19 virus, there are some key points that everybody needs to be aware of:

- Lateral flow testing for children is optional and at parent/carer discretion
- School would need to be aware of a positive result (but we do not need to be made aware of negative results)
- From 11th January 2022, a positive Lateral Flow Test will no longer need to be confirmed by a PCR test
- Lateral Flow Tests should only be undertaken by people without symptoms – if someone has symptoms, they must go for a PCR test
- Having a negative Lateral Flow Test can be a useful guide but does not mean children can attend school where they have Covid-19 symptoms or are otherwise unwell
- Having a negative Lateral Flow Test does not mean that a person can ignore all the usual rules and guidelines regarding hygiene and social distancing

Cleaning

Our Cleaning Regime follows government guidance. It takes into account the way that the building (and different rooms) are used throughout each week. Cleaning is more frequent throughout each school day. All classroom spaces (and other key areas) have cleaning materials available such that all staff can contribute to regular cleaning of the spaces used.

The Cleaning Regime includes a clear checklist of expectations, including key contact areas to be focused on (e.g. surfaces that are likely to be touched on a regular basis such as table tops, door handles, taps, toilet flushes and light switches).

Mental Wellbeing Support

The mental wellbeing (mental wealth) of all people in school is always central to what we do and this has never been more important.

Personal, Social and Health Education (PSHE) is an important part of the curriculum but all staff are aware that mental wellbeing is a key focus during every part of every school day. Where children have specific needs, we have in-school support available and we can also refer to external expertise where we need to.

Bereavement

We are keenly aware that many families and their networks may have been directly or indirectly affected by bereavement during this period. This could be directly Covid-19 related or otherwise (where the usual process of bereavement will have been affected by social distancing).

Where a child has been affected by bereavement, we would ask parents and carers to please let us know. We can provide and signpost support where this is needed.

School organisation

Continuing in January 2022, each year group will effectively be designated as a “bubble” in which children can mix freely. There will be some limited occasions where children have contact with children beyond this bubble. However, where cases or local/national circumstances change, splitting classes back into individual “bubbles” remains a measure we may well use.

Children will remain within their class, as a fixed group of approximately 30, for most activities during the school day. However, they will mix with all children in their year groups for break and lunch-times and will also be able to freely mix when needed at other times, e.g. for group work or after-school clubs. There could be times where children do work in groups with children from other year groups but this will be planned, recorded and limited to the following reasons:

- Joint peripatetic music lessons with children from other year groups
- Fun for Kids groupings – children will be organised into groups by age but potentially with a larger age range than just their age group (e.g. R, 1 and 2 as a group and 3, 4, 5 and 6 as a group)

Staggering the day

From September 2021, we are taking a flexible approach to ensure that year groups can be largely separate and also to give families longer periods to spread out during drop-off and pick-up times.

The start and end of the day drop-off and pick-up “windows” will each be 15 minutes long:

Morning – 8:45am to 9:00am

Afternoon – 3:15pm to 3:30pm

There will be no “waves” so parents will be able to decide when within this time to drop-off and pick-up.

However, please note that Year 5 and 6 children will come downstairs at set times at the end of the school day to spread them out as they move down the staircase (a potential area of congestion). The approximate times for this are:

3:15pm – 5H

3:20pm – 5SH

3:25pm – 6M

3:30pm – 6D

We will also continue to stagger break and lunch times to a similar pattern to reduce the number of children outside at any given point (and even when different year groups are out at the same time, they will be allocated different areas).

Drop-off and collection

We are continuing to use the one-way system whereby all parents walk around the building in a clockwise direction following a path of painted arrows (although we are also opening up the steps entrance from September 2021). Class names are clearly shown on the outside of the classrooms and parents send children to the door from a safe distance. At pick-up time, parents need to wait away from doors at a safe distance.

All parents and carers need to be aware that, despite us retaining longer than normal “windows” for drop-off and pick-up, there will be a large number of children and parents on site during these phases of the day. It is extremely important for everybody dropping off and picking up to adhere to the following guidelines.

Please make sure that...

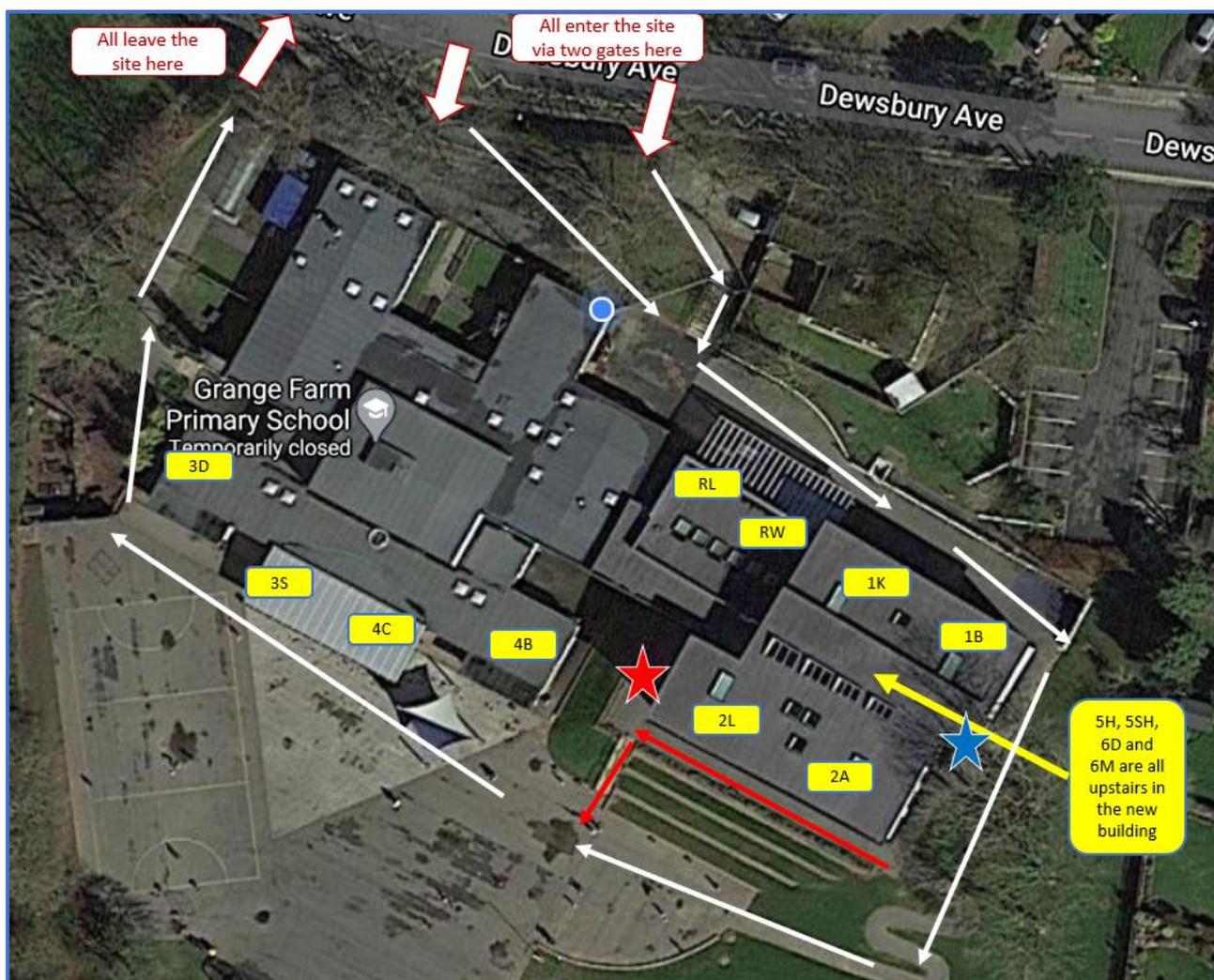
- You follow the set route
- You wear a face covering, unless medically exempt
- Where possible, only one person collects per family (on each separate drop-off or pick-up)
- You make your best efforts to socially distance from other school users (who may have a different level of comfort than your own)
- You avoid stopping and talking to friends along the route and on or near pavements near the school gates (this will cause issues with pedestrian traffic and social distancing)
- You arrive within the scheduled times and move promptly around the school site but are also patient with other parents and carers, children and staff
- You understand that teachers cannot easily talk with you at the door because they are looking after children and also because you could be blocking someone else’s route
- As in more normal times, dogs should not be brought onto the school grounds

The site plan on the following page shows the one-way route and where classes are based. All classes access through the external door straight into their classroom with the exception of Year 5 and 6. For these classes, children enter through the door at the end of the Key Stage 1 corridor (which is clearly marked) and at the end of the day parents and carers should wait on the main playground at the rear of the school with children being sent down the steps next to the terrace to meet them.

Where children are old enough to walk to and from school independently, this is allowed and those children must enter and exit in the same way as the rest of their class. Staff and parents / carers should talk to them to ensure they are aware of appropriate social distancing behaviour both on and off the school site.

Where children arrive on bikes or scooters, their parent/carer should take these and lock them in the bike shed just before they exit the site on the one-way system. Where children arrive on their own with a bike or scooter, staff will help them to store this somewhere appropriate.

This site plan shows the access routes around school and marks where each class is based:



- The blue star indicates the entry door for Year 5 and 6
- The red star indicates where Year 5 and 6 children exit the building
- Red arrows show the route that just Year 2 parents and carers need to take for access to their classrooms

Wrap-around care

Wrap-around care is provided by Fun for Kids and will run to the usual 8am to 6pm timeframe. Children enter and exit through the dining room doors as usual. Fun for Kids are responsible for their own procedures and risk assessment but we liaise with them to ensure their approach matches our own, particularly in terms of grouping children.

Ideally, children would be within the same bubbles within Fun for Kids as they are in school (i.e. at least year groups). However, it is not possible to maintain bubbles at this level so instead that we will use small, consistent groups. Fun for Kids split children into 2 age groups as follows: R, 1 & 2 and 3, 4, 5 & 6. Two spaces will be available to Fun for Kids to use so that these groups can be kept separate.

The school's breakfast club is not currently available.

Toilets for children

When children go to the toilet, it is one of the very few times they will access part of the building that is not their classroom. The numbers of children able to go to the toilet at any one time is limited with clear and strict queuing systems in place. We encourage children to go to the toilet frequently to avoid situations where they are "desperate", especially when they are outside.

Outdoor Space

Each group is encouraged to use outdoor space as this is advised in the government guidance. We have a rota to ensure space can be used effectively whilst minimising the risk of social contact between year groups.

For break and lunchtimes, we have split the outdoor space into defined areas which groups use in rotation. We will return to using outdoor play equipment (climbing frames etc) but please note that these must not be used by children after they have left at the end of the day.

Please do send your child with a coat every day. We will go outside for a break even in fairly persistent rain.

Social distancing in school

Grouping children into bubbles (year group bubbles initially for September 2021) is one of the measures involved in reducing risks but this works in tandem with appropriate social distancing.

Within classes, there is no specific guidance requiring children or staff to socially distance from each other from September 2021. However, we will encourage social distancing where it is reasonable and appropriate to do so as this will continue to reduce the risk of transmission (e.g. reducing immediate face to face contact).

Physical layout and use of classrooms

From September 2021, classrooms can return to being organised in whichever way teachers feel suits their children best – we will no longer have all classroom spaces organised in rows. Our Reception classrooms will operate as normal with both classes able to freely access the same learning spaces through large proportions of the day.

Uniform

Uniform expectations are broadly the same as normal. However, parents are encouraged to wash their children's clothes more frequently. Also, during winter months, we need to have windows open for

ventilation, even when it is cold. Children are encouraged to wear an extra layer (e.g. wear a vest or have an extra jumper/hoodie to wear when needed).

On days where children have PE (teachers will let parents know which days this is for their child), we are asking children to come to school in their PE kit and they will stay in their kit all day. This is to remove the need for changing in school. Parents are advised to be aware of the weather forecast with a tracksuit over shorts and t-shirt being advisable.

Please note – PE kit does not just mean “any sports kit”. It means:

- **A plain white t-shirt (or one with the Grange Farm logo on it)**
- **Plain black shorts**
- **Plain black jogging trousers (optional but a good idea when the weather is cold)**
- **Plain black jumper / hoody (optional but a good idea when the weather is cold) – or children can wear a royal blue school jumper**
- **Trainers (white or black preferred)**

PE kit items could have small maker logos on display but these should be unobtrusive – all clothing should be plain. Football kit is not acceptable for school PE kit.

We are also asking children to have a spare pair of shoes and socks in school in case they get wet feet when they are outside. Reception and Year 1 children should have a full change of clothes in a bag (all named please) in a bag in case they have any mishaps or accidents during the day.

All items of clothing children bring into school must be named (even if you think they won't take these off during the day).

Stationery and other resources

We provide all usual stationery items. Frequently used items (pen, pencil) are given to individual children, just for them to use. Less frequently used items (e.g. glue sticks, colouring pencils, scissors) are shared within the class group. Children can bring a pencil case with items in from home if they wish but this can only be for their own personal use.

Library and reading books

Library and reading books will return to normal use and routines in September 2021.

Lunchtime supervision

Each year group will work as a separate bubble through the lunchbreak, supported by a pair of lunchtime supervisors. Each of these year group bubbles forms part of a wider group who follow the same timetable through lunchtime but don't mix.

Children all stay together for their 30 minute “eating” time and also have a 30 minute “play” time outside if the weather permits (in their own dedicated space). The aim is for all children to eat their lunch within the 30 minutes allocated time but where this is an issue we will talk to parents / carers about it. Some children eat first and some play first.

Reception, Year 1 and Year 2 children will all eat in the dining room. Year 3, 4, 5 and 6 children will eat in the dining room if they are having a hot dinner and in a classroom if they are having a packed lunch (at times, classes may return to eating hot lunches in classrooms where they are working as class rather than year group “bubbles”).

Handwashing and cleaning of key surfaces takes place before and after lunch is eaten.

Catering provision

You can find our current menu of lunches on our website by [clicking here](#). We are continuing to operate a week long menu but will be looking to expand this to our usual three-week rolling offer as soon as we are able to.

These are available free of charge to children eligible for free school meals (regardless of age) and also for all children in Reception, Year 1 and Year 2. Children in other year groups are also able to order them - £2.20 per day payable via School Comms.

Alternatively, children are able to bring their own packed lunch in a lunchbox or lunchbag which will stay on their lunch trolley through the day. Children wash hands before and after eating.

We subscribe to the national free fruit scheme which means that children in Reception, Year 1 and Year 2 have a free fruit snack each morning. Children in Reception also have free milk every day should they wish to. Children in other year groups may bring a piece of fruit with them to eat at morning break if they wish to and are encouraged to follow good handwashing and hygiene routines.

Equality of opportunity

Our Single Equality Plan remains in place during this period. We are committed to the equality of opportunity for all and we need to ensure that our response to the current situation reflects this.

We are aware that the impact of Coronavirus Covid-19 has been higher for people from a BAME background than for other groups and that people with some other particular characteristics are disproportionately likely to be affected. If anybody has any concerns regarding this, we are happy to talk them through.

Google Classroom

Government guidance is clear that, even from September 2021, remote learning remains a possibility for all children in schools. This could mean for the whole school, for particular bubbles (in the event of a significant outbreak) or for individual children. We are continually reviewing our remote learning approach to ensure that, should it be required, it is in place and ready to use – Google Classroom continues to form the backbone of our approach.

SEND (Special Educational Needs and Disabilities)

We have a duty to continue to make our best endeavours to meet the needs of children with special educational needs. If you have any questions or concerns regarding SEND, please do let us know.

Attendance

Attendance is mandatory for all school age children and all normal rules and accountabilities for school, parents and carers will apply.

The vast majority of pupils are expected and able to attend school. It should be noted however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves;
- a small number of children may have conditions that mean that school attendance needs to be considered in line with the advice of medical / healthcare professionals (we would work closely with families where this is the case)

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education and we will monitor their engagement with this.

Trips and Visits

Trips and visits are now allowed with appropriate risk assessments in place. We will inform parents and carers as and when events are planned.

Extra-curricular Clubs

A range of extra-curricular clubs will be available from during Spring 2022 – details of these will be shared with parents and carers at the beginning of term.

Music Lessons

Peripatetic music lessons will run in line with the school's measures for reducing risk of transmission of Covid-19.

Monitoring and review

School leaders (including governors) are regularly monitoring and reviewing the arrangements and measures we have in place to evaluate their suitability.