

<p>Princess Frederica CE College Road, London, NW10 5TP Phone: 0208 969 7756</p>		<p>VA Primary School Head Teacher – Mr A Richards Email: admin@princessfrederica.brent.sch.uk</p>
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Thursday 9th September 2021

Guidance for Parents and Carers

The following provides information and guidance that is applicable from 2nd September 2021

Should I send my child to school today?

- Please take some time to read when you should keep your child at home. If your child is presenting symptoms linked to Coronavirus, they should be taken for a test and the school informed of the result. Your child should not come to school if they have symptoms.

My child (or someone in the household where my child lives) has tested positive for COVID-19. What should I do?

- You MUST NOT bring your child to school.
- You should email covid@princessfrederica.com with your child’s name and class (or class teacher) and a contact telephone number.
- A senior leader at the school will make contact with you and discuss next steps for the child or children who attend the school.
- Read further guidance (Guidance on positive COVID-19 test results) on what to do if this happens and what the school will do in this situation. This can be found on the homepage of the school website in the COVID-19 section.
- Self-isolation periods for anyone who has tested positive is dictated by NHS Test and Trace and not the school.

<p>Please support us to help support everyone IF YOUR CHILD IS DISPLAYING A SYMPTOM BELOW, THEY MUST NOT COME TO SCHOOL</p>
<ul style="list-style-type: none"> ● a high temperature: this means you feel hot to touch on your chest or back ● a new, continuous cough: this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) ● a loss or change to your sense of smell or taste: this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal. <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</p> <ul style="list-style-type: none"> ● Vomiting - Your child should only return to school 48 hours after the last episode. ● Diarrhoea - Your child should only return to school 48 hours after the last motion. <p><i>Not confirmed as symptoms of Covid by PHE but could be symptoms of the virus and strict accordance with the above should be followed. School advises getting your child tested to ensure they have not contracted the virus.</i></p> <ul style="list-style-type: none"> ● A persistent headache, especially if this is unusual for your child. <p><i>Not confirmed as symptoms of Covid by PHE but could be symptoms of the virus and strict accordance with the above should be followed. School advises getting your child tested to ensure they have not contracted the virus.</i></p> <ul style="list-style-type: none"> ● Chicken Pox - Your child must remain at home until all the spots have crusted over. This is usually 5 days after the spots first appeared. <p>Lice/Nits - Please treat this as soon as you notice. Please regularly check your child’s hair (child can come to school but must wear long hair in a neat pony tail).</p>

Coronavirus

- It is absolutely crucial that you as parents and carers are aware of the symptoms of Coronavirus and do not bring children to school if they have symptoms or have tested positive on an LFT or PCR. The homepage on the website contains the latest guide on symptoms to look out for.
- Any child displaying symptoms of coronavirus will be kept in the school isolation room until they can be picked up by their parent/carer. It is the responsibility of the parent/carer to have their child tested as soon as possible and to advise the school of the result as soon as it is known.

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- We suggest parents and carers check children’s temperatures before they come to school. Temperatures will not be checked as children come on site.
- Any visitors inside the school building are to wear a face covering at all times including parents and carers.
- NHS Test and Trace manages all contact tracing when there is a positive case of Coronavirus therefore the school will not be informing parents and carers of positive cases of Coronavirus where the child or staff member had been in school in the previous 48 hours.

NHS TEST AND TRACE SYSTEM: POSITIVE TESTS AND SELF-ISOLATION

The school supports the NHS Test and Trace system. Contact tracing will now be coordinated by NHS Test and Trace. If your child tests positive through an LFT (Lateral Flow Test), they must complete a PCR test. If they receive a negative test result within 48 hours of taking the positive LFT, they may return to school. If the PCR is positive, your child must stay at home. You must let the school know by emailing covid@princessfrederica.com with your child’s name, class and date of test. Contact tracing will then be carried out by NHS Test and Trace and they will be in contact with you to discuss close contacts. Any children or staff who may have come into close contact with the child will be contacted by NHS Test and Trace and not by the school. The school will not carry out its own investigation into close contacts but will assist NHS Test and Trace if they make contact with the school.

The School Site

- One-way system implemented within the building (corridors and stairwells) to minimise contact with other year groups.
- Doors propped open (where safe to do so considering fire safety) to increase ventilation and reduce use of door handles. Windows also kept safely open with full ventilation happening when children not in class and also while they are in class where it doesn’t create discomfort due to current air temperature.

IMPORTANCE OF TESTING OF ALL SCHOOL AGE CHILDREN

Families with school aged children and those who work in schools can now order lateral flow tests for free for asymptomatic testing at home. Please follow the link below to take advantage of this. It is a really important way we can work together to keep each other as safe as possible.

<https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

The School Street scheme

- Purves Road will be closed from roughly 8:15am to 9:15am in the morning and then again from 3pm to 4pm in the afternoon to improve safety for everyone as well as enabling a greater level of social distancing.
- Vehicles may still use the street if they live on the road so please be aware of this. It is important children are not left to play with others on this street as it is not safe. Please make sure children stay close to you while waiting.
- If you are cycling on this street during the highlighted times, please be respectful of people walking.
- **Please do not walk from the zebra crossing on College Road into Purves Road on the outside of the railings but instead use pavements even if it means walking against people queuing for entry through the Nursery gate. This corner is a significant safety concern. Whenever safe to do so, please follow the one-way system outlined further in this document which involves walking on the other side of Purves Road.**

Different Phases at Princess Frederica			
EYFS	Key Stage 1	Lower Key Stage 2	Upper Key Stage 2
Nursery and Reception	Year 1 and Year 2	Year 3 and Year 4	Year 5 and Year 6
Ms Kay Banks	Mr Lawrence Sowa	Ms Julia Griffin	Mr Kwamena Duker

Classes, Year Groups and Phases

- Children will spend the majority of their time in school within their class in their classroom.

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- Children will sometimes spend time within their phase (their class and the other class within their year group alongside one other year groups). The main times this will happen indoors is in the main hall for assemblies and in the dining hall.
- Children will play in their phases during playtimes when children are outside and risk of transmission is low.
- Specialist teachers will teach across the school following guidance set out within our risk assessment and government guidelines. For us, this is Mr Tang, Mr Chantler, our two French teachers and other specialist music teachers from Brent Music Services.

Equipment, resources and equipment that children can bring in

- Equipment will be kept in plastic wallets (these will be named) with children having one each.
- Outdoor equipment will be kept within a large bag within a year group. This means there is separation of equipment between phases.
- The following grid shows what children are allowed to bring in on a daily basis.
- In KS2, children are encouraged to bring in a snack for morning break time. Ideally a piece of fruit, or a small pack of raisins (something that doesn't need to be wrapped in plastic).

	Water Bottle	Reading Book	Lunch Box	Morning Snack	Trainers
Nursery	Yes and they must be filled before coming to school and ideally be labelled. They should be washed every evening. They are not to be left at school and must come in daily.	Teachers will advise on reading books. Please follow guidance from them.	All children must bring a lunch box	NA (School will provide)	NA
Reception			Lunch box will remain with your child through day and will stay in their bag until lunchtime. Lunchbox will be brought home at end of every day.		
Year 1					
Year 2					
Year 3					
Year 4				All children should bring a snack for break time which they can take out to the playground	
Year 5					
Year 6					

Children must bring a school bag with them to school every day.

IMPORTANT
Princess Frederica is a nut free school. It is absolutely essential that you do not send your child to school with a snack (or contents of their lunchbox) with nuts or any product that contains nut including but not limited to peanut butter, Nutella, almond slices and pesto. Please also avoid sesame seeds. Thank you for your support in this.

Social Distancing within school

- There is not an expectation that children will keep socially distanced from other children in their classroom, or when outside.
- Children will be taught there are still reasons why it is safer to maintain a small distance when talking with children and staff.

Break times and lunch times

- Children will remain in their phases at break time and lunch time.
- Children will only be able to play with other children within their phase. There will be no mixing of children from different phases.
- Children will not be allowed to drink from water fountains as these are regarded as high cross contamination risks (these will continue to be blocked until further notice).
- If at break time, children can't go outside due to rain (or another weather condition), children will have a break within their classroom with their class only.
- Children in KS1 (Year 1 and Year 2) will have a 15 minute break in the afternoon.

Move a Mile at Princess Frederica

- As part of a 30 minute break in the morning, all children from Year 1 to Year 6 will take part in 'Move a Mile'.

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- This initiative will be a session in the playground (weather permitting) where children will keep moving for 10 minutes (roughly what it takes an average child to run 1 mile) on the school pitch.
- Children will complete Move a Mile every day within their year group bubble.
- Children are permitted to bring in alternative footwear to complete the daily mile but must be able to change footwear quickly. Move a Mile can be completed by children in their shoes.
- Children will enjoy 15 minutes as free time to play like usual. Move a Mile is additional to morning break and is part of the school curriculum.
- The Move a Mile will not happen where rain or adverse weather prevents children going outside.

IMPORTANT

Children in KS2 (Y3-Y6) must bring a healthy snack with them to eat at morning break. Children in KS1 (Y1-Y2) will have a snack provided for them at morning break.

Lunch times and the dining hall

- If at lunch time, children can't go outside due to rain (or another weather condition), children will have a break within their classroom with their class only.
- Children from Nursery to Y6 will eat in the dining hall on a staggered basis with year groups eating together separated with a year group one end of the dining hall and the other year group the other end.
- In between phase sittings, table surfaces will be cleaned and seats will be cleaned ready for the next phase.
- Each phase will have a 30 minute allocation in the dining hall from 11:30am to 1:30pm
- All children will eat in the dining hall.
- If your child is having a packed lunch, this will remain with them until they go for lunch at which point they will take their lunchbox with them from their classroom and take it home again at the end of the day.

IMPORTANT

Children will only remain inside for break and lunch if it is raining hard. Children will be encouraged to go outside and complete 30 minute play as timetabled in the morning and time outside for lunch time. It is essential children are dressed for being outside in whatever the weather might be. Please make sure your child is dressed for being outside in all weathers!

Water

- Children must bring in their own water bottle for the day and it must be filled with fresh water. Substitute water bottles will NOT be offered. They will bring their bottle home every day.
- If needed, water will be topped up by an adult within their class.

Hot Weather

- Children must have sun cream applied before they arrive at school that will last for the school day. Staff will not be able to apply sun cream and children are not allowed to bring sun cream on site.
- Staff within classes will carefully monitor children and make sure they are not exposed to direct sun for sustained periods of time.

Cold Weather

- Due to the importance of keeping classrooms ventilated, teachers are keeping windows and doors open where possible. Obviously they will always consider the children's comfort when learning but we are encouraging all parents and carers to make sure that all children come to school with jumpers so that if they are a little chilly in class, they can put these on.
- Please make sure that your child wears a jacket during cold weather.

Drop-off

- Parents/carers of children in Nursery/Reception should enter through the main Nursery Gate at the time indicated below. In Nursery, children will go straight into their classrooms from the Nursery playground. Reception children will be met by their class teacher and walked to their class.

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- From Monday 13th September, all Year 1 children are to be dropped at the Nursery gate and children go straight into their classroom.
- We ask Nursery/Reception/Year 1 parents/carers that after your child has either been taken to their classroom by their teacher or they are in their classroom, you leave the playground promptly to avoid congestion at the entrance.
- Year 2, 3, 4 and 5 will be admitted through the main school office entrance with parents who are dropping their children off to line up outside of this school gate. Parents/carers not to come onto the school site with their Year 6 child.
- Year 2, 3, 4 and 5 will be admitted through the main double gates to the KS2 playground. Parents/carers to drop off at the gates with the school taking responsibility for the them once they are on the school premises.
- Parents/carers are encouraged not to arrive early but to drop children off during the indicated timeframe and move away again to avoid congestion building at the double gates.
- The school does not accept responsibility for children outside the school gates.
- When admitting a child into school, the adult on the gate will not be able to spend significant amounts of time persuading any child to come into school. School staff will do all they can to encourage children into school but if it is taking increased amounts of time, the child and parent/carer will have to move to one side so others can be admitted. Once there is no more queue (and pressure is off), staff will explore other methods in conjunction with the parent/carer to support the child towards joining their class queue.
- Children arriving late must be signed in electronically in the school office.
- **When leaving after dropping off, please move away quickly to avoid any congestion around the school gates.**

Year Group	Drop off time	Drop off Location
Nursery	9:00 (Gates already open)	Nursery entrance where Purves Road meets College Road. Parents and carers to line up back along towards the main school office entrance. Year 1 parents/carers to drop their child at the school gate and children walk straight into their classroom.
Reception	8:50 (Gates already open)	
Year 1	8:45 (Gates open at 8:40am)	
Year 2	8:50 (Gates open at 8:40am)	Double gates into KS2 Playground. Parents and carers to line up back along Purves Road away from the school.
Year 3	8:50 (Gates open at 8:40am)	
Year 4	8:50 (Gates open at 8:40am)	
Year 5	8:50 (Gates open at 8:40am)	
Year 6	8:50 (Gates open at 8:40am)	Main entrance. Parents and carers to line up back along Purves Road towards the entrance to the KS2 playground.

Please line up socially distanced from each other when dropping children off if you are arriving before gates open. Please do not stand in the road. Please try and time arrival for the time indicated above. Admission into school will not be allowed before these times.

IMPORTANT
Time keeping will be crucial to a safe and calm start to the day. Parents and carers are strongly advised to make sure they are not too early for drop off and that they move away from the school gates as soon as your child has moved through the school gates.

Pick-ups

- Pick up times for individual year groups are outlined below. This is subject to change pending risk assessments.

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- Nursery/Year 1 children will remain in their classroom until staff member sees parent/carer and will dismiss child from their classroom door.
- Reception children will be dismissed from the Nursery playground.
- In Year 2, 3, 4 and 5, children will remain with their teacher in their allocated space until a parent/carer arrives to pick them up. Children will be required to high-five their class teacher upon pick-up.
- Year 5 and Year 6 children may walk home without a parent/carer once a permission form has been signed. These children will be dismissed during short intervals and instructed to walk straight home and not to congregate together outside school.
- Please note different access points to pick your child up and the direction that queuing is suggested.
- Gates will open at the indicated times for dismissal except for the double gates which will open 5 minutes before dismissal times outlined below.

Year Group	Pick-up Time	Pick-up Location
Nursery	12:00 (P/T) 3:15pm (F/T)	Nursery entrance. Parents/carers of children in Nursery/Reception/Year 1 enter the playground and pick children up from member of staff.
Reception	3:30pm	
Year 1	3:25pm	
Year 2	3:30pm	Double gates into KS2 playground. Parents and carers to wait in allocated spaces for year groups inside the main KS2 playground entrance. The area for parents and carers to congregate is of a size that enables distancing from each other. Children will then be dismissed by a member of school staff. Parents and carers to leave with their child as soon as together through the double gates.
Year 3	3:30pm	
Year 4	3:30pm	
Year 5	3:30pm	
Year 6	3:30pm	Main entrance. Parents and carers to queue back along Purves Road from the main office entrance and children will be dismissed one at a time.

Please be prompt for pick up outlined above. Any children not picked up within 10 minutes of the outlined time will be taken to the school dining hall and will need to be signed out from there.

Late pick ups

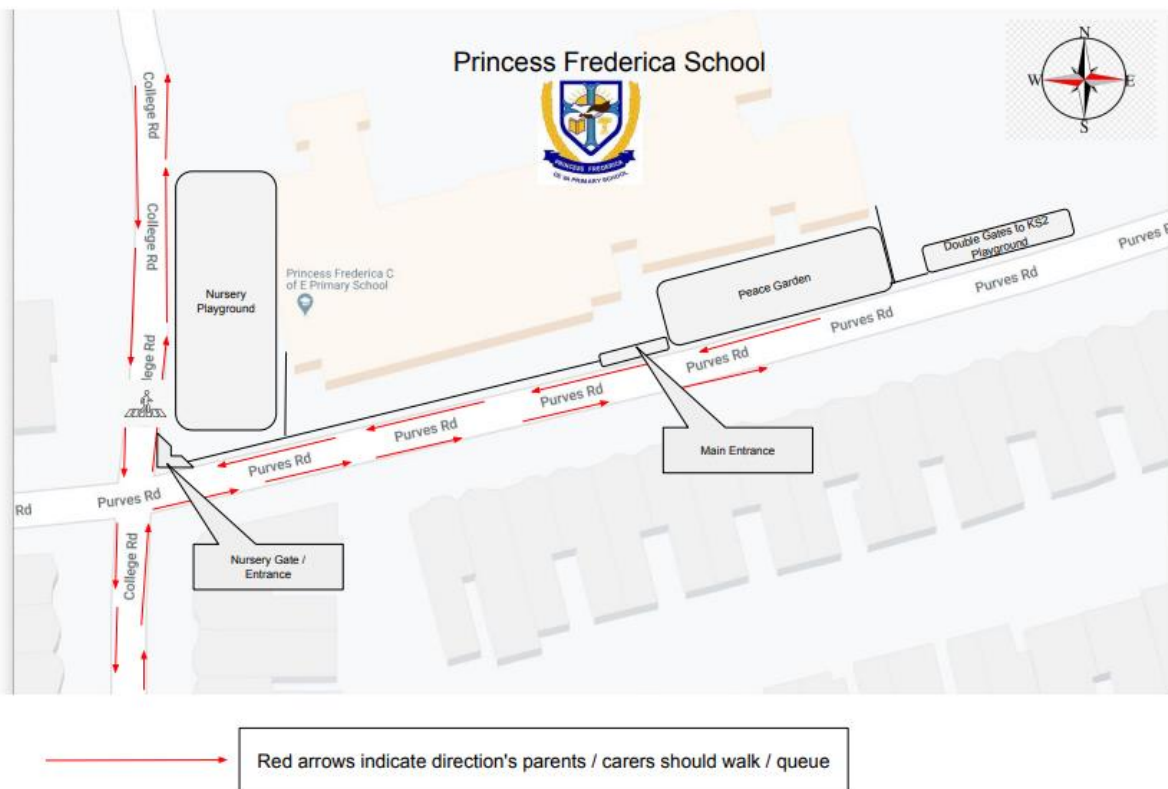
- We urge parents/carers to be on time for pick up but understand there might be times where this is unavoidable.
- Teachers/LSAs will wait with children for 10 minutes (from the indicated pick up time) if weather permits. If a child has not been picked up, they will be taken to the dining hall. Children can be picked up from the dining hall by pressing the buzzer labelled as Kenzalia. Year 6 children, parents and carers will take priority at this entrance during dismissal so please be patient if you are late picking up.

IMPORTANT

We understand there might be times where your child is to be picked up by somebody different. If this is the case then please make sure you email the office (admin@princessfrederica.com) BEFORE 2:30pm outlining the name of your child and the person they are going home with. Teachers will not release children to other parents or carers if they have not been notified by the office. Please respect latest Covid guidance on this issue.

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The One-way system employed outside school



Rain (or other adverse weather) at drop off and pick up

- Children are to be dropped off at their allocated times even if it is raining. Children will go straight to their classrooms.
- Children will come down promptly/a few minutes early where there is adverse weather.
- Year 5 and Year 6 children walking home alone will always leave at the indicated time for dismissal and never earlier.
- It is essential children (and adults picking up) are appropriately dressed for adverse weather.

Travel to and from school

- Where possible parents are encouraged to travel to school by foot, scooter or bicycle, and avoid using cars or public transport. Unfortunately, at present, we can't store bikes or scooters on site but this will be reviewed for a decision at the end of September. Skateboards are not allowed on the school site.
- Children who travel independently must travel by foot (Y5 and Y6).
- Parents and carers encouraged to use either side of the road when walking with their child. Discussions between parents and carers from different families on route to school are discouraged as it does not comply with social distancing guidance.
- Parents and carers encouraged to arrive no more than 5-minutes before allocated drop-off and pick-off time, and to leave immediately via the most sensible route (ie not across a line of queuing parents/children) to reduce any possible congestion.

Communication

- If parents/carers need to communicate with a member of staff, they should email admin and a response will be provided by their teacher as soon as possible. This will either be in the form of an email response or a telephone

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call. Teachers are available for short conversations at the end of the day but their priority remains the safe dismissal of all children in their care.

- When emailing admin please detail your child's name and their class teacher in the heading. If requesting a call back, please indicate best phone number to make contact on.
- There will continue to be regular whole school updates sent to all parents and carers and updated on the website.

Hand Washing

- Children will be reminded regularly about the crucial importance of hand washing. Please make sure your child understands how important this is before they come back to school.
- Hand sanitiser dispensers provided in entrance to school and in each classroom.
- Hand washing facilities with soap (liquid dispenser), foam soap dispenser and water in place in classrooms and toilets. Each class bubble will have two types of soap (liquid and foam) and a basin in their classroom. Boxes of tissues will be available in each classroom as well as a lidded bin as well as paper towels (not in the dispenser).
- The guidance for effective hand washing that has been shared with all staff can be found here. Please follow this with your child as this will be expectation at school: <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- Children should wash their hands and will be reminded to do this at the following times:
 - After coming into school
 - After sneezing or coughing
 - Before and after handling or eating food
 - After going to the toilet
- Children will be encouraged by staff to avoid touching their face with unwashed hands.
- Non-contact hand dryers provided in all pupil toilets.
- Display posters in all toilets and by sinks to remind pupils/staff to wash hands in line with good practice (e.g. at least 20 seconds)

Sneezing and Coughing

- Boxes of tissues and lidded bins in all classrooms.
- Staff will remind children to catch coughs and sneezes in tissues. Please talk to your child about this at home too.
- Catch it, Bin it, Kill it posters displayed around the school.
- Staff will be talking to children and reminding them about the importance of avoiding touching face, eyes, nose or mouth with unclean hands. Please talk to your child about this at home too.
- Staff will be talking to children and reminding them about social distancing where possible, especially with children from different year groups.

Hygiene

- Site staff will clean children's toilets during the day.
- Alcohol hand sanitiser provided at the office entrance and should be used by all persons when entering/leaving.
- Tissues will be provided in every classroom.
- A refillable soap dispenser and a separate liquid soap pot will be available in every classroom.

Medical (including medical appointments)

- Medicine can only be supplied to a child if it is prescribed by a doctor or if it already forms part of a child's medical plan.
- Epi-pens will be kept within the classroom as well as in the Welfare Office. It is essential that we have two of these that are in date. Ms Amponsah will contact parents/carers directly about this.

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Appointments for children during school time

- Any appointments that require children to leave school should be avoided.
- If totally unavoidable, appointments should be at the start of the day or the very end of the day.
- Please email the school with the appointment letter in advance. An absence request form will not need to be filled out in this situation.

PPE in school

- Under current guidance, children are not required to wear PPE.
- Children will be spoken to by staff on why different types of PPE might be worn by staff at different times during the day. It might also be a good to talk to your child about this before they come to school.
- Any visitors inside school are encouraged to wear a face covering at all times.
- Under certain circumstances, staff may wear different types of PPE.

Breakfast Club, Kenzalia and after school clubs

- Breakfast club (before school) and Kenzalia (after school) are open.
- Booking your child in for Breakfast club and Kenzalia must be done the day before.
- Breakfast club starts at 7:45am. Please buzz for Kenzalia when you arrive and a member of staff will meet you at the office entrance. You will be asked to sign your child in. Your child will go straight to class from breakfast club.
- Kenzalia runs from Monday to Friday.
- Kenzalia will run from after school until 6pm and until 5pm on a Friday.
- When picking up from Kenzalia, parents and carers must buzz and state the name of their child. A member of staff will bring your child to the office gate and they must be signed out by the collecting adult.
- All children going to Kenzalia must be picked up. Children are not to walk home alone.
- Kenzalia is open to all children except Nursery.
- There will be a maximum of 30 places available each day in Kenzalia. This wraparound care can be used by parents and carers for any reason.
- Clubs are now running and a new programme for September has been confirmed. Children not picked up after their club will go to Kenzalia until they are collected.

School Curriculum

- If your child is not able to attend school but is well enough to complete school work (E.g. they are self-isolating), they must follow the guidance document on the school website for children found in this scenario. This document can be found by clicking on the remote learning tab under curriculum.
- If there is either a class, a year group or whole school lock-down and the majority of children are learning at home, the teachers will switch to teaching children remotely (like has been in place through the spring term 2021). It will be a mirrored version of the school curriculum and serve to ensure there is continuity. This will be run through G:Suite (children have login details for this). Further details on the school's remote learning curriculum can be found on the school website.
- Further information on curriculum offers can be found on the curriculum page on the school website. There is a curriculum overview document giving more information on the different curriculum offers.

Curriculum: <http://www.princessfrederica.brent.sch.uk/curriculum-overview.html>

Remote Curriculum: <http://www.princessfrederica.brent.sch.uk/remote-learning.html>

The School Library

- We are very proud of our well stocked library at Princess Frederica and have been working on a way that children can safely return to regular library visits while maintaining sufficient time between year groups.
- Library visits will take place daily with children using sanitiser before they enter the library.
- If you have any school library books at home, please send them back into school with your child so that they can be returned to the library.

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- Year 2 to Year 6 are encouraged to complete reading quizzes when they finish a book they have chosen to read. The quiz is part of the Accelerated Reading Programme. Children can login by following the link: <https://ukhosted3.renlearn.co.uk/1922510/Public/RPM/Login/Login.aspx?srcID=s>
- More information about the school's approach to reading can be found on the school website under curriculum.

School Uniform (clothing)

- Children are to wear school uniform when attending school including shoes.
- Parents and carers are urged to make sure clothing that children wear during the day is washed regularly.
- As a school we are committed to children enjoying their breaks and lunch times outside. Children will play outside in all weathers. Please make sure they are dressed appropriately for school.
- No accessories such as hats, scarves, sunglasses, decorative hair bands (please read the uniform policy carefully).
- Sensible and suitable footwear (no flip flops/crocs/heels/flimsy sandals which present trip hazards).

IMPORTANT

The rewards of playing outside and enjoying fresh air are great. It is crucially important that you make sure that your child comes to school ready for the weather ahead. This is especially important as we head into colder months where jackets become essential and warmer clothes important so children can enjoy their time outside.

Office

- We encourage all visitors/parents/carers to wear a face covering while in the school office and for moving through the school if your visit requires this and it has been authorised.
- Equipment should only be dropped off during the day into the office if it is urgent that your child requires it. Forgotten trainers must not be dropped at the office.

Documents for parents and carers

- On the homepage of the website, you will find a link to documents for school. These will be word documents of forms you may need over the year. Please edit these and send to the office rather than visiting the school office. We also intend that this will cut down on time or reasons altogether to visit the school office during the day.

PE and Swimming

- Children should come to school wearing their PE kit on the day they have PE. Children should not bring in a change of clothes. This will apply for the full academic year so jumpers and jogging bottoms will be needed in colder weather. PE kits should not be left in school.
- Children will ideally wear their plimsolls for their PE day or plain black trainers. Children will complete their Move a Mile on the soft surface of the pitch and we believe the majority of children's shoes are fine on this surface. The changing of shoes both before break and then again afterwards is taking a significant amount of time and eating into precious learning time so alternative footwear should only be used if your child can change their footwear quickly.
- Nursery will need suitable footwear for PE but will not change for this lesson.

Information from the DFE for parents and carers about returning to school

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>