

|   |   |  |
|---|---|--|
| <p><b>Princess Frederica CE</b><br/>College Road, London, NW10 5TP<br/>Phone: 0208 969 7756</p> |  | <p><b>VA Primary School</b><br/>Head Teacher – Mr A Richards<br/>Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p> |
|---|---|--|

Monday 28<sup>th</sup> February 2022

**Guidance for Parents and Carers**

**The following provides information and guidance that is applicable from 28<sup>th</sup> February 2022.**

**My child has symptoms of Coronavirus. What should I do?**

- You MUST NOT bring your child to school.
- You should test your child for Coronavirus using an LFT. If it is negative, your child MUST attend school if well enough.

**My child has tested positive on an LFT for Coronavirus. What should I do?**

- You MUST NOT bring your child to school.
- You should email [covid@princessfrederica.com](mailto:covid@princessfrederica.com) and [admin@princessfrederica.com](mailto:admin@princessfrederica.com) with your child's name and class (or class teacher) and a contact telephone number.
- While it is not legally required to isolate for a period of 5 days, we recommend that your child is away from school for 5 days. They should take an LFT on day 5 and on day 6 (must be 24 hours apart) and can return on day 6 if they test negative on both of these tests and do not have a high temperature.
- The date your child stays home from starts from either when symptoms started or when the positive test result was received, whichever came first.

**Someone in my household has tested positive for Coronavirus. What should I do?**

- Your child may come in to school if they are not presenting any symptoms (please see symptoms on following page). We advise that an LFT should be taken every morning before they attend school while there remains a member of the household who is currently positive for Coronavirus and your child observed for any symptoms.
- If your child tests positive, please follow guidance above.

|  |
|--|
| <b>SHOULD I SEND MY CHILD TO SCHOOL TODAY?</b>   |
| If after reading the points above, you feel that you are still not feeling confident about whether to send your child to school or not, please ask the school BEFORE sending your child in. We will be happy to talk this through. |

**How does the school work with NHS Test and Trace?**

- The school will cooperate with NHS Test and Trace where they make contact with us.

|  |
|--|
| <b>IMPORTANT: ATTENDANCE</b>   |
| Your child must attend school if they do not have symptoms or they have not tested positive. |

|  |
|--|
| <p><b>Please support us to help support everyone</b><br/><b>IF YOUR CHILD IS DISPLAYING A SYMPTOM BELOW, THEY MUST NOT COME TO SCHOOL</b></p>  |
| <ul style="list-style-type: none"> <li>• a high temperature: this means you feel hot to touch on your chest or back</li> <li>• 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)</li> <li>• 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.</li> </ul> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></p> <p><i>The following 5 symptoms have been strongly linked with Covid.</i></p> <ul style="list-style-type: none"> <li>• A persistent headache, especially if this is unusual for your child.</li> <li>• Runny nose</li> <li>• Sneezing</li> <li>• Fatigue (either mild or severe)</li> <li>• Sore throat</li> </ul> |
| Your child should not come to school if they are suffering from the following:   |

|  |   |   |
|--|---|---|
| <b>Princess Frederica CE</b><br>College Road, London, NW10 5TP<br>Phone: 0208 969 7756 |  | <b>VA Primary School</b><br>Head Teacher – Mr A Richards<br>Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a> |
|--|---|---|

- 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.
  - 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.
- 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).

#### Coronavirus

- It is important 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.
- Any child displaying symptoms of coronavirus will be kept comfortable and away from others until they can be picked up by their parent/carer. It is the responsibility of the parent/carer to have their child tested and to advise the school of the result as soon as it is known.
- We suggest parents and carers check children's temperatures before they come to school. Temperatures will not be checked as children come on site.

#### The School Site

- 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.

|   |
|---|
| <b>IMPORTANCE OF TESTING OF ALL SCHOOL AGE CHILDREN</b>   |
| Lateral Flow Tests (LFT) can be ordered through the link below.   |
| <a href="https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests">https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests</a> |

#### 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.**

#### Classes, Year Groups and Phases

- Children will spend the majority of their time in school within their class in their classroom.
- Children will sometimes spend time within their year group (their class and the other class within their year group).
- Children will sometimes be in contact with the other year group in their phase at lunchtimes, while they are outside and when they are in assembly.

| PHASE    | EYFS (Ms Banks) |           |    | KS1 (Mr Sowa) |    |        |    | Lower KS2 (Ms Griffin) |    |        |    | Upper KS2 (Mr Duker) |    |        |    |
|----------|-----------------|-----------|----|---------------|----|--------|----|------------------------|----|--------|----|----------------------|----|--------|----|
| YEAR GRP | Nursery         | Reception |    | Year 1        |    | Year 2 |    | Year 3                 |    | Year 4 |    | Year 5               |    | Year 6 |    |
| CLASS    | NL              | RP        | RF | 1O            | 1C | 2USA   | 2W | 3C                     | 3A | 4NZ    | 4W | 5P                   | 5L | 6R     | 6M |

#### 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.

|  |   |   |
|--|---|---|
| <b>Princess Frederica CE</b><br>College Road, London, NW10 5TP<br>Phone: 0208 969 7756 |  | <b>VA Primary School</b><br>Head Teacher – Mr A Richards<br>Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a> |
|--|---|---|

- 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  | All children should bring a snack for break time which they can take out to the playground | School shoes to be worn everyday (except PE day). |
| Year 1    |   |  | and will stay in their bag until lunchtime.        |  |   |
| Year 2    |   |  | Lunchbox will be brought home at end of every day. |  |   |
| Year 3    |   |  |  |  |   |
| Year 4    |   |  |  |  |   |
| Year 5    |   |  |  |  |   |
| Year 6    |   |  |  |  |   |

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

#### Social Distancing within school

- Children will not be asked to socially distance from each other.

#### Break times and lunch times

- Break times and lunch times will continue to be staggered.
- 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.
- All children will eat in the dining hall on a staggered basis with phases eating together separated with a year group one end of the dining hall and the other year group the other end.
- Each phase will be in the dining hall for 30 minutes giving sufficient time for lunch to be eaten without rushing.

**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.

#### 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'.
- 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.
- 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. All children are expected to take part in this.
- The Move a Mile will not happen where rain or adverse weather prevents children going outside.

**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

|  |   |   |
|--|---|---|
| <b>Princess Frederica CE</b><br>College Road, London, NW10 5TP<br>Phone: 0208 969 7756 |  | <b>VA Primary School</b><br>Head Teacher – Mr A Richards<br>Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a> |
|--|---|---|

- 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 take their bottle home every day.
- If needed, water will be topped up by an adult.

#### 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. **In summer, please make sure sun cream is applied before school.**
- Please make sure that your child wears a jacket during cold weather. All children will be outside for at least an hour a day so must be prepared for this, and a jacket is essential when weather is cold.

#### Drop-off and Pick-up

- The school has no plans to reintroduce any further staggering of drop-off and pick-up.
- **All parents/carers/visitors are encouraged to wear face coverings when in the school playground. This is encouraged in congested areas outside the school gates too.**
- Please make sure your child is dropped off on time and picked up promptly after school.

| Year Group | Drop off time               | Drop off Location   |
|------------|-----------------------------|---|
| Nursery    | 9:00 (Gates already open)   | Nursery entrance where Purves Road meets College Road.<br>Year 1 Parents and carers to line up back along towards the main school office entrance and to drop children off at the gate. |
| Reception  | 8:45 (Gates open at 8:40)   |   |
| Year 1     | 8:50 (Gates already open)   |   |
| Year 2     | 8:50 (Gates open at 8:40am) | Double gates into KS2 Playground. Parents and carers to drop off children at the gate.  |
| 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.

| Year Group | Pick-up Time                | Pick-up Location   |
|------------|-----------------------------|--|
| Nursery    | 12:00 (P/T)<br>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  | 3:20pm                      |  |
| Year 1     | 3:30pm                      |  |
| Year 2     | 3:30pm                      | Double gates into KS2 playground.<br>Children will be dismissed by a member of school staff. Parents                                     |
| Year 3     | 3:30pm                      |  |

|  |   |   |
|--|---|---|
| <b>Princess Frederica CE</b><br>College Road, London, NW10 5TP<br>Phone: 0208 969 7756 |  | <b>VA Primary School</b><br>Head Teacher – Mr A Richards<br>Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a> |
|--|---|---|

|        |        |   |
|--------|--------|---|
| Year 4 | 3:30pm | and carers to leave with their child as soon as together through the double gates.  |
| 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.

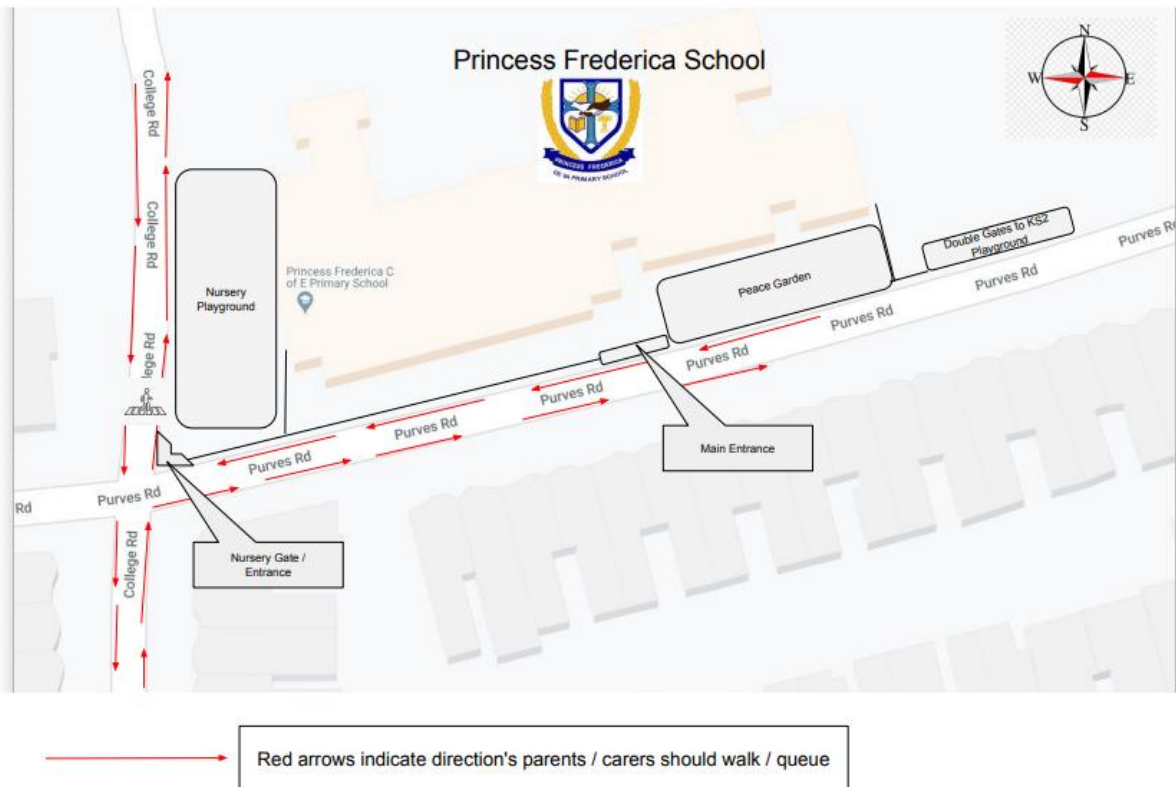
**Late pick ups**

- 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.

|  |
|--|
| <b>IMPORTANT</b>   |
| <p>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 (<a href="mailto:admin@princessfrederica.com">admin@princessfrederica.com</a>) 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.</p> |

|   |   |  |
|---|---|--|
| <p><b>Princess Frederica CE</b><br/>College Road, London, NW10 5TP<br/>Phone: 0208 969 7756</p> |  | <p><b>VA Primary School</b><br/>Head Teacher – Mr A Richards<br/>Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p> |
|---|---|--|

**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. 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.

**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 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.

|   |   |  |
|---|---|--|
| <p><b>Princess Frederica CE</b><br/>College Road, London, NW10 5TP<br/>Phone: 0208 969 7756</p> |  | <p><b>VA Primary School</b><br/>Head Teacher – Mr A Richards<br/>Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p> |
|---|---|--|

### 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 has soap 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.
- 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.

### Hygiene

- Alcohol hand sanitiser provided at the office entrance and should be used by all persons when entering/leaving. These are also located in different areas.
- Tissues will be provided 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.

### 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.
- Under certain circumstances, staff may wear different types of PPE.



|   |   |  |
|---|---|--|
| <p><b>Princess Frederica CE</b><br/>College Road, London, NW10 5TP<br/>Phone: 0208 969 7756</p> |  | <p><b>VA Primary School</b><br/>Head Teacher – Mr A Richards<br/>Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p> |
|---|---|--|

#### Breakfast Club, Kenzalia and after school clubs

- **Due to staffing issues, there might be occasions where Kenzalia is cancelled at short notice.**
- 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. The child 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.

#### School Curriculum

- If your child has tested positive for coronavirus but they are generally well, 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.

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.
- 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/heelies/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.



|   |   |  |
|---|---|--|
| <p><b>Princess Frederica CE</b><br/>College Road, London, NW10 5TP<br/>Phone: 0208 969 7756</p> |  | <p><b>VA Primary School</b><br/>Head Teacher – Mr A Richards<br/>Email: <a href="mailto:admin@princessfrederica.brent.sch.uk">admin@princessfrederica.brent.sch.uk</a></p> |
|---|---|--|

**Office**

- Equipment should only be dropped off during the day into the office if it is urgent that your child requires it.

**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.
- Weekly swimming for Year 4 continues pending cancellations as a result of an assessment of risk.
- PE kits should be worn into school on the day your child has PE. They will be worn home again.
- 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.

|  |
|--|
| <p>Information from the DFE for parents and carers</p>   |
| <p><a href="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">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</a></p> |