



Thursday 3<sup>rd</sup> June 2021

### Guidance for Parents and Carers

Information extracted from full risk assessment undertaken at Princess Frederica Primary School following Department for Education guidance. Following guidance is subject to change at short notice. Parents/carers are advised to read this guidance carefully and read further updates when they are released.

#### 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.
- Please refer to the flow chart on the front page in the COVID-19 section of the school website which gives a step by step guide to support decision making on if you should send your child to school or not.

#### 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](mailto:covid@princessfrederica.com) and [admin@princessfrederica.com](mailto:admin@princessfrederica.com) immediately with your child's name and class (or class teacher) and a contact telephone number.
- 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.

<b>Please support us to help support everyone IF YOUR CHILD IS DISPLAYING A SYMPTOM BELOW, THEY MUST NOT COME TO SCHOOL</b>
<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>
<ul style="list-style-type: none"><li>• Vomiting - Your child should only return to school 48 hours after the last episode.</li><li>• Diarrhoea - Your child should only return to school 48 hours after the last motion.</li></ul> <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"><li>• A persistent headache, especially if this is unusual for your child.</li></ul> <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"><li>• 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.</li><li>• 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).</li></ul>

<b>IF ANYONE IN YOUR HOUSEHOLD HAS SYMPTOMS OUTLINED BELOW, EVERYONE IN THE HOUSEHOLD SHOULD ISOLATE UNTIL A NEGATIVE TEST RESULT IS OBTAINED</b>
<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/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/">https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</a></p>



### 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 either yourself or a member of your family who lives in your household have symptoms. 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.
- We suggest parents and carers check children's temperatures before they come to school. Temperatures will not be checked as children come on site.
- Children are not expected to wear a face covering inside the school building. Any visitors inside the school building are to wear a face covering at all times including parents and carers.
- The school supports the NHS Track and Trace system.

### IMPORTANT

Thorough hand washing with soap is one of the most important things we can do to combat any possible spread of the virus and strongly encourage hand washing to be carried out regularly. When in school, children will be regularly washing their hands. Please talk to them about the importance of this measure. Thank you.

### 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.

### Testing available for all school aged children (including primary)

- 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 another way we can work together to keep each other as safe as possible.

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

### School half-day on Wednesday 21<sup>st</sup> July 2021- important information on pick-up

- Children will break up for summer on Wednesday 21<sup>st</sup> July. Due to this being a half-day, the school is not permitted to use the school street scheme as it is outside of planned hours. For this reason, and like we did with Easter, we will be staggering dismissal over a longer period of time than usual. We understand that this causes issues for parents and carers with siblings at the school so we will be dismissing siblings together at the first pick-up time you have for a child in your family.
- Children who are allowed to walk home on their own will be dismissed at the times indicated below.

Year group	Pick up time	Pick up location
Nursery	12:00	Off-site via Nursery entrance. (Normal pick-up point)
Reception	12:15	Parents and carers to line up on Purves Road next the school as indicated on railings. Off-site via Nursery entrance. (Normal pick-up point)
Year 1	12:30	Parents and carers to line up on Purves Road next the school as indicated on railings. Pick-up at Nursery entrance.
Year 2	12:45	Inside the main KS2 playground. (Normal pick-up point)
Year 3	1:00	Inside the main KS2 playground. (Normal pick-up point)
Year 4	1:15	Inside the main KS2 playground. (Normal pick-up point)
Year 5	1:20	Off-site via main office entrance. (Normal pick-up point)
Year 6	1:30	Off-site via main office entrance. (Normal pick-up point)



### 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.**

### Class Bubbles and Year Group Bubbles

- Children will spend the majority of their time in school within their class bubble in their classroom.
- Children will sometimes spend time within their year group bubble (their class and the other class within their year group). The main times this will happen indoors is in the main hall and dining hall where the classes will stay separate from each other at either ends of the two respective halls. Both halls will remain well ventilated.
- Year group bubbles will be used 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.
- Children will stay in their year group bubbles at break time and lunch time.
- Reception and Nursery have access to own allocated outdoor areas.
- Natural barriers will indicate clearly to children what zones they are to use at break time and lunch time.

### Equipment, resources and equipment that children can bring in

- Equipment will be kept in plastic wallets (these will be named). No sharing of resources allowed. All children in the whole school have a plastic wallet with their name on it and this will remain in school.
- Outdoor equipment will be kept within a large bag within a class bubble. All classes have their own outdoor equipment for break time and lunch time and is only to be used by the class bubble it belongs to.
- The following grid shows what children are allowed to bring in on a daily basis. Anything else brought into school without prior permission being granted by a member of school staff risks being confiscated.
- 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.		
Year 1			Lunchbox will be brought home at end of every 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 2					
Year 3					
Year 4					
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**

- While children will be spoken to about social distancing, there is not an expectation that children will keep socially distanced from other children in their class bubble, or when outside, other children in their year group bubble.
- Children will be taught the importance of staying socially distanced from children in different year groups.

#### **Break times and lunch times**

- Break times and lunch times will be staggered.
- Children will only be able to play with other children within their year group bubble. There will be no mixing of children from different year groups and areas in the playground will be divided into two for this reason and in order to enforce this very strict rule.
- Children will only be able to interact with the adults within their class bubble and, when outside, within their year group bubble.
- 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 bubble only.
- Children in KS1 (Year 1 and Year 2) will have a 15 minute break in the afternoon.

#### **The Daily Mile (or Move a Mile as it will be known 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 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 bubble only.
- Children from Y1-Y6 will eat in the dining hall on a staggered basis with year groups eating together separated with a class one end of the dining hall and the other class the other end.
- Children will only sit on one side of the dining tables so they are not facing on to another child.
- In between sittings, table surfaces will be cleaned and seats will be cleaned ready for the next year group. There will be at least a 15 minute interval between a seat being used and cleaned and then used again.
- There will be a 15 minute interval in the middle of lunch service for a deeper clean.
- There will be no salad bar but children will be able to select salad options when receiving their hot food at the main counter.
- Each child (Y1-Y6) will have at least 10 minutes to eat their lunch and water will be given to all children. Additional time is being given to younger year groups based on experiences before Christmas.



- Children in Nursery will eat their packed lunch in their classroom or outside if weather permits.
- Children in Reception will eat in the dining hall from Monday like they did before Christmas. This will be an earlier lunch at 11:15 with a snack and milk given to the children in the afternoon.
- 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 45 minutes outside for lunch time (other 15 minutes allocated for eating). 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 bubble.

**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 bubbles 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.

**Staggered Drop-offs**

- Drop off times for individual year groups is outlined below. This is subject to change pending risk assessments and as we move through the reopening process.
- Only one parent/carer should drop off and pick up their child – one adult per family (can change but never more than one at any one occasion).
- Children will start and end their day at staggered intervals.
- Children and their parent/carer will be provided with markings on the school fence indicating a 2m distance. Please adhere to this.
- 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.
- When a child is admitted into school, they will line up in front of their class teacher or LSA with the other children in their class.
- If a child arrives within 10 minutes of the indicated admission time, but their class has already gone to the classroom, the child will be admitted through the gate and will need to follow the outlined route learnt with their class to their classroom.
- If a child arrives after the 10 minutes from the admission time indicated and is starting at the earlier time of admission, they will have to wait until at least 9:05 or when Year 6 have gone to their class (whichever is later)



until the child can be admitted through the school office. A member of staff may make a decision for a child to be admitted earlier but that is at their discretion and will only be done if safe.

- Parents/carers dropping children into the school office late will have to wait until there is nobody in the school office area. They are then to bring their child into the school office and sign them in electronically. Parents/carers must wear a face covering when in the school office area.
- If a parent/carer has more than one child to be dropped off at the same time but at different entrances than they should drop off children in Year 1, 2, 3, 4 first, then Year 5, 6 with Foundation Stage last.
- **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	8:40	Nursery entrance where Purves Road meets College Road. Parents and carers to line up back along towards the main school office entrance.
Reception	8:55	
Year 1	8:45	Double gates into KS2 Playground. Parents and carers to line up back along Purves Road away from the school.
Year 2	8:40	
Year 3	8:50	
Year 4	8:55	Main entrance. Parents and carers to line up back along Purves Road towards the entrance to the KS2 playground.
Year 5	8:40	
Year 6	8:55	

Please line up socially distanced when dropping children off. 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. We understand parents and carers with siblings will be waiting as they drop off children at different gates and times.

To exit away from school once you have dropped your child off (See diagram for visual on one way system)	
Nursery	Continue past the entrance and either use the Zebra crossing to cross College Road or continue over the bridge away from school.
Reception	
Year 1	Either continue along Purves Road on the school side or cross (when safe to do so) if you wish to walk away from College Road.
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	

**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 or too late for lining up.

**Staggered Pick-ups**

- Pick up times for individual year groups are outlined below. This is subject to change pending risk assessments.
- Only one parent/carer should drop off and pick up their child – one adult per family (can change but never more than one at any one occasion).
- Children will remain with their teacher in their allocated space until a parent/carer arrives to pick them up.
- Children will be dismissed one at a time once a parent/carer has been viewed by the member of staff dismissing.
- Year 5 and Year 6 children may walk home without a parent/carer once a permission form has been signed (a new permission form must be signed this year). 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.

Year group	Pick up time	Pick up Location
Nursery	12:00 (P/T) 3:15pm (F/T)	Nursery entrance. Parents and carers to queue back along Purves Road and children will be dismissed one at a time by a member of school staff.
Reception	3:30pm	



Year 1 (close to pitch)	3:25pm	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 one at a time by a member of school staff. Parents and carers to leave with their child as soon as together through the double gates.
Year 2 (close to school building)	3:20pm	
Year 3 (close to school building)	3:30pm	
Year 4 (close to pitch)	3:35pm	
Year 5	3:20pm	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.
Year 6	3:35pm	
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.		

To exit away from school once you have picked your child up (See diagram for visual on one way system)	
Nursery	Continue past the entrance and either use the Zebra crossing to cross College Road or continue over the bridge away from school.
Reception	
Year 1	Leave the school playground and either cross the road to walk away from College Road or remain on the pavement on the school side and walk towards College Road.
Year 2	
Year 3	
Year 4	
Year 5	Either continue along Purves Road on the school side or cross (when safe to do so) if you wish to walk away from College Road.
Year 6	

#### Late pick ups

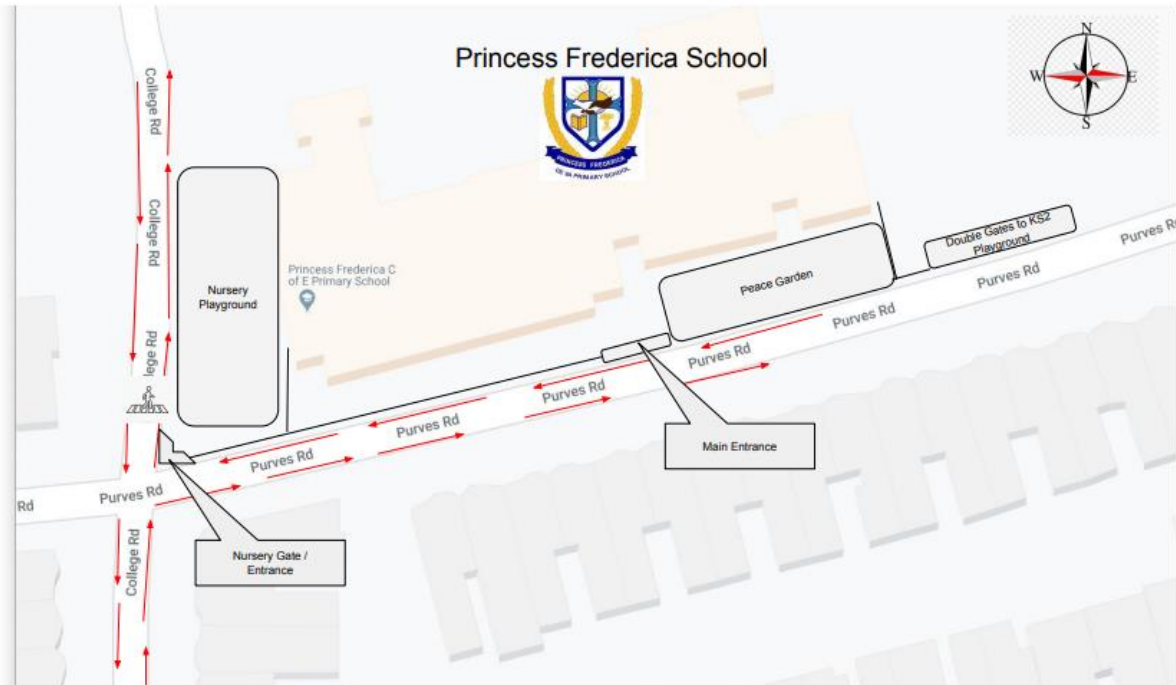
- We urge parents/carers to be on time for pick up but understand there might be times where this is unavoidable.
- Teachers/LSAs will wait with children for 10 minutes (from the indicated pick up time) if weather permits. If a child has not been picked up, they will be taken to the dining hall. Children can be picked up from the dining hall by pressing the buzzer labelled as Kenzalia. Children will sit at an indicated year group table. The parent or carer will have to wait while the child is brought out to the office entrance and the child will have to be signed out. Year 5 and 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](mailto:admin@princessfrederica.com)) BEFORE 3pm 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.



### 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. Siblings can go straight to their classrooms too even though they will arrive early in their classrooms. This does not impact on other children who will be arriving at the normal start time. They will be directed to go straight to class when they arrive. Judgement on when this happens to be made that morning by a senior leader on site.
- At the end of the day, if it is raining very hard, children will be picked up at indicated times as usual with siblings sent down earlier where this is possible (with health and safety and Covid protocols considered). This is only when raining hard as it is challenging to do logistically. Teachers finishing at later times will come down a little earlier too where possible but with strict timings between dismissal times this can't be guaranteed.
- Year 5 and Year 6 children are not permitted to walk younger siblings home so they will remain at school until picked up by a parent or carer.
- 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. 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.
- Only one parent/carer can be at the allocated gate at pick up/drop off times. No parent will be admitted on school site. This is to minimise the number of adults who may spread the virus being in one place. Parents should communicate with the school by telephone if they need to pass on information or require assistance.
- Parents will be required to line up at a social distance at their allocated pick up/ drop off gate. Please respect each other when waiting.

#### **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.
- 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.
- For parents and carers with children in Y1 to Y4, please do not have long conversations with teachers/LSAs when picking up from the main playground. Please make sure you are respecting social distancing with all staff at all times.

#### **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 toiletChildren will wash hands on exit to the garden, and on arrival back into the classroom
- 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.

### 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 (including parents and carers) will be required to wear a face covering.
- 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 now 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 Thursday with no Kenzalia provision on a Friday afternoon.
- Kenzalia will run from after school until 5pm. We will be reviewing this in conjunction with parents and carers to measure if we revert back to a 6pm finish for Kenzalia from the start of the autumn term.
- 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 now open to all children except Nursery. However if there are strong reasons why you require this support and you have a child in Nursery, please write in for the attention of Mr Richards so individual cases can be assessed. We want to support all our parents and carers as much as we can.
- There will be a maximum of 20 places available each day in Kenzalia. This wraparound care can be used by parents and carers for any reason.
- Clubs are now being confirmed and will run within year group bubbles. They will continue to run completely separate from Kenzalia.

### 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 bubble, 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).



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.
- There will continue to be a four week rota which will enable each class to spend time browsing and then borrowing books once every 4 weeks. The children will be able to borrow at least two books when they visit the library providing that they return outstanding loans.
- 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.

### Dates classes will visit the library on a 4 week cycle

Nursery - Tuesday 8th June, Tuesday 6th July  
Reception - Monday 21st June  
Year 1 - Thursday 24th June  
Year 2 - Monday 14th June, Monday 12th July  
Year 3 - Friday 11th June, Friday 9th July  
Year 4 - Tuesday 29th June  
Year 5 - Friday 2nd July  
Year 6 - Wednesday 16th June, Wednesday 14th July

We will be expecting that all outstanding books are returned by the end of term ( 21st July).

### 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/heellies/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

- Office staff will be separated from the office waiting area by the glass screen which will not be opened more than a couple of cm to protect our office team. Please respect this.



- We ask all visitors/parents/carers to wear a face mask 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.
- Year 3 will not go swimming this academic year. We have adjusted the PE curriculum to reflect this with children who should be swimming this academic year starting instead in September 2021 when they will be in Year 4. Moving forwards, children will always swim when they are in Year 4. We will also be considering the term of swimming that children in Year 3 last term missed out on.
- PE kits should be worn into school on the day your child has PE. They will be worn home again. Please see below for details of what day your child has PE.
- 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.

Class	PE Day
Reception France	Monday and Tuesday
Reception Paris	Monday and Wednesday
Year 1 (Canada and Ottawa)	Friday
Year 2 (USA and Washington)	Thursday
Year 3 (Australia and Canberra)	Wednesday
Year 4 (New Zealand and Wellington)	Monday
Year 5 Lisbon	Thursday
Year 5 Portugal	Wednesday
Year 6 Russia	Tuesday
Year 6 Moscow	Friday

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>