



Friday 4th September '20

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.

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 and staff are not expected to wear a mask when inside the school building. Any visitors inside the school building are to wear a mask 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 to increase ventilation and reduce use of door handles. Windows also kept safely open.

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 only time 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 will receive 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) but trainers must be brought into school in bag so can be changed into for Move a Mile.
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

- Classrooms (Y1-Y6) have all tables in rows meaning all children will naturally face towards the front of the room. Tables do not touch but children will be sat next to each other at a table.
- Nursery and Reception focus is on key areas with some chairs and tables.
- 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 will need to bring in their trainers every day. They will change into them for break time and back into shoes afterwards.
- Children will enjoy 15 minutes as free time to play like usual.
- 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 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. Children will not be allowed to leave the lunch hall until their 15 minute time slot has finished and will leave as a class. This will also encourage children to take more time over their lunch.
- Children in Nursery will eat their packed lunch in their classroom or outside if weather permits.
- Children in Reception will have a choice of sandwiches with fruit and a healthy treat and will eat in their classroom with their teacher.
- 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.

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 15 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 15 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.
- 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 mask 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 must drop off their oldest child first.

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 (may start to queue at 8:50)	
Year 1	8:40	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	8:55 (may start to queue at 8:50)	
Year 4	9:10 (9:00 from Tuesday)	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 (may start to queue at 8:50)	

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	
Year 2	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 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. If your child is starting at an earlier start time, you can queue anytime



leading up to the admission time indicated. If your child is starting at the later admission time, you must not start queuing until 5 minutes before admission time.

Staggered Pick-ups

- Pick up times for individual year groups are outlined below. This is subject to change pending risk assessments and as we move through the phased reopening.
- 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	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.
Year 1	3:20pm	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.
Year 2	3:20pm (Gates open at 3:15pm)	Double gates into KS2 playground. Parents and carers to wait in allocated spaces for year groups inside the main KS2 playground entrance. These will be indicated by a sign on a cone indicating the class name. 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 3	3:35pm (arrive no earlier than 3:30pm)	
Year 4	3:50 (3:40pm from Tuesday) (arrive no earlier than 3:40pm)	
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 (arrive no earlier than 3:30pm)	

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	
Year 2	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 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 15 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

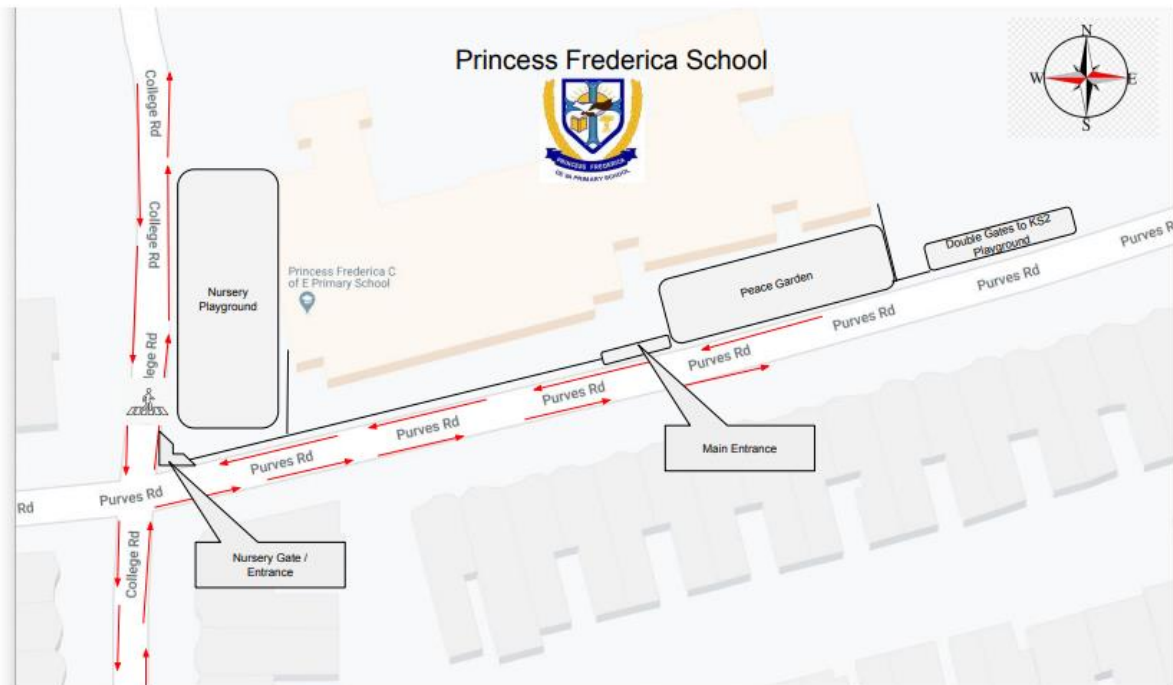


by pressing the buzzer labelled as Kenzalia. Children will sit at an indicated year group table. The parent or carer will have to wait while the child is brought out to the office entrance and the child will have to be signed out. Year 5 and Year 6 children, parents and carers will take priority at this 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) 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



→ Red arrows indicate direction's parents / carers should walk / queue

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

- Children are to go straight to their classroom and teachers will be waiting for them there. Children will know the route they must take through the school due to covering this with their teacher at the start of the year. Staff will welcome children at all 3 different entrances.
- It is essential children are appropriately dressed for adverse weather as dismissal will follow guidance above.

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.
- 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.

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.
- All staff to remind pupils to avoid touching face, eyes, nose or mouth with unclean hands. Please talk to your child about this at home too.
- Staff will remind children about social distancing where possible, especially with children from different year groups.



Hygiene

- Site staff will regularly 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 mask.
- Under certain circumstances, staff may wear PPE.

Breakfast Club and Kenzalia

- Further information will follow in later guidance about how Breakfast Club will work. A potential start date for Breakfast Club is 28.09.2020.
- Kenzalia will start at least one week after Breakfast Club starts. A potential start date is 05.10.2020.
- Pending Kenzalia working successfully, we intend on restarting clubs after the October half-term.

Class Assemblies

- Class assemblies are an important part of the school calendar. Having parents and carers in attendance to support their children is crucially important and so we have decided to move all class assemblies to the second half of the coming academic year. Class assemblies will start with Year 6 soon after the February half-term.

Key Dates for the Academic Year 2020-21 and meetings including Parent Meetings and Reports

- Dates will be uploaded onto the calendar on the website by Wednesday 9th September.
- No events where parents and carers are welcomed into school are planned for the first half of the autumn term.
- Any meetings for parents and carers will take place over Zoom for the first half of the autumn term.
- Teachers will provide an update to parents and carers on academic attainment at the end of autumn half-term 1.
- The school is committed to following its structure for parent meetings with settling in meetings for Nursery and Reception parents/carers soon after the autumn half-term and meetings for Y1-Y6 parents/carers soon after the Christmas break. The form these take will be communicated in due course.

School Uniform (clothing)

- Children are to wear school uniform when attending school including shoes (completely black trainers OK too).
- 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

- 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

- Starting from the first full week of school, 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. PE kits should not be left in school (we are aware some kits are still here at school and teachers will organise for these to come home with your child early in the new academic year).
- 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. We are going to trial for 5 days next week children wearing school shoes all day and NOT changing into trainers for their break and Move a Mile. Children will complete their Move a Mile on the soft surface of the pitch and we believe the majority of children's shoes will be fine on this surface. This change is due to the changing of shoes both before and break taking a significant amount of time and eating into precious learning time. Thank you for your patience while we assess what works best.

Class	PE Day
Nursery	Wear PE kit all day every 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

Princess Frederica CE
College Road, London, NW10 5TP
Phone: 0208 969 7756



VA Primary School
Head Teacher – Mr A Richards
Email: admin@princessfrederica.brent.sch.uk

Year 6 Russia	Tuesday
Year 6 Moscow	Friday

Information from the DFE for parents and carers about going back to schools, nurseries and colleges in the autumn term.
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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term