

Keyworth Primary School – September 2021 guidelines

The latest government guidelines state that schools should return to ‘normal’ with no/limited measures necessary. However, this is flexible and schools can make their own decisions regarding their plans. Therefore, we will be keeping/adapting some of the measures that we have used previously. These may be changed as necessary. Please refer to the latest risk assessment for full details. Below you will find a summary of our plans for September 2021.

School day – drop offs and collections

- The school will reopen to children on **Thursday 2nd September** as follows:

Year group	Start time	End time	Morning play	Lunchtime	Afternoon play
Little Stars	8:55	11:55			
Morning Nursery	8:45	11:45			
All day Nursery	8:45	3:30		11:20-12:20	
Reception	8:50	3:20		11:20-12:20	
Year 1	8:50	3:20	10:00-10:15	12:00-1:00	
Year 2	8:50	3:20	10:30-10:45	12:00-1:00	2:00-2:15
Year 3	9:00	3:30	10:50-11:05	12:30-1:30	2:15-2:30
Year 4	9:00	3:30	10:30-10:45	12:30-1:30	
Year 5	9:00	3:30	10:50-11:05	12:30-1:30	
Year 6	9:00	3:30	10:50-11:05	12:30-1:30	
Breakfast club	8:00 – 8:30	School start time			
Afterschool club	3:25	5:55 (collect from 5:30pm where possible)			

- On Thursday 2nd and Friday 3rd September only, the whole of the Early Years will start at 9:30am with parents/carers being able to come into school through to 10:00am. From Monday 6th September, the above will commence and parents/carers will not be allowed on the school site in the morning. For the afternoon Nursery, parents/carers can also come into school for a short while if they choose to on these days only.
- We will only be using Doddington and Gaza gates for normal access (Breakfast club/Afterschool club are different). These gates will open at 8:45am. Children in the Early Years will need to come through Gaza gate and children in Year 1 encouraged to come via Doddington. All other children will be able to access school in the morning via either gate.
- If children in KS2 arrive early, they are to wait in the playground until just before 9:00am when the bell will be rung and they will then be instructed to walk to their classrooms. Staff will be positioned in the playground and on the stairwells to support this. If this process is untidy, we will revert to previous procedures where the bell is rung, the children line-up and are then collected from the playground.
- Parents/carers will not be allowed on the school premises at drop-off and should leave their child/ren at the school gate. Parents/carers will be able to come into the school playground for collection at the

end of the school day – this is to ensure that they have an opportunity to communicate with school staff and additionally because of the issues there may well be with safely dismissing children now that we cannot use Faunce Street gate. It is therefore important that teachers are available to speak with parents/carers at the end of the school day.

➤ The below shows where your class should be dismissed from at the end of the school day:

Year group	Collection points – end of school day
Little Stars	Gaza gate
Nursery	Gaza gate
Reception	Reception classrooms
Year 1	Year 1 classrooms
Year 2	Main playground beside the fort
Year 3	Main playground beside the fort
Year 4	Main playground beside Ray's office
Year 5	Main playground beside the side of the lunch hall
Year 6	Outside of the lunch hall

Lunchtimes and playtimes

➤ We will continue with a combination of hot and cold lunches for KS1 and KS2 children for the first two weeks (week 1 starts on Thursday 2nd September).

Packed lunches provided by the school – WEEK 1					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
12:00 – 12:30				Year 1	Year 2
12:30 – 1:00				Year 3	Year 4
1:00 – 1:30				Year 6	Year 5

Packed lunches provided by the school – WEEK 2					
Time	Monday	Tuesday	Wednesday	Thursday	Friday
12:00 – 12:30	Year 1	Year 2	Year 1	Year 2	Year 1
12:30 – 1:00	Year 3	Year 4	Year 3	Year 4	Year 3
1:00 – 1:30	Year 6	Year 5	Year 6	Year 5	Year 6

➤ Starting from week 3, we will move back to hot lunches for everyone. As there are no longer bubbles, children can sit together and opposite each other during lunch service. It is still extremely important that staff keep the lunch hall clean for hygiene purposes but also so that the children can have an enjoyable dining experience.

- The following is a rough guide to the timetabling of hot lunches but Dorett will be managing the transitions into and out of the hall as well as providing a duty timetable/further information for staff.

11:20-12:00	12:00-12:30	12:30-1:00	1:00-1:25
Nursery and Reception	Years 1 and 2	Years 3 and 4	Years 5 and 6

- Complimentary lunches for staff will return.
- The playground will continue to be zoned off with children moving to different areas each day.
- Year groups will continue to have playground boxes of equipment.
- At the end of lunch for both KS1 and KS2, the bell will be rung with children needing to line-up. Teachers/cover staff should then collect the children.

After school club

- Afterschool club will open to everyone as before.
- Children from Crampton Primary will be returning to Keyworth.
- Afterschool club will start at 3:25pm through to 5:55pm.
- Children should be escorted to Afterschool club by classroom staff.
- Sharsted Street will continue to be used for collection.
- Moynul will be providing staff with further instruction and expectations.

Breakfast club

- Breakfast club will be open to everyone as before.
- Breakfast club will start at 8:00am through to the start of the school day.
- Children will arrive via Faunce Street and go through the school office where they will be registered.
- There will be a bagel station outside of the hall for any child who wants breakfast when they arrive to school. The children are encouraged to eat their bagel prior to the start of the school day. School staff will be timetabled to monitor this.

School office

- As parents/carers will not be able to walk through the school in the morning, they can only access the office if they walk round to Faunce Street gate.
- At home time, parents/carers will be able to access the office as normal, with access managed by the office staff.
- Staff should contact the office using internal phones/email, unless absolutely necessary.

In-school safety measures - summary

- Regular handwashing during transitions should continue.
- Windows and doors should remain open to allow air flow – doors should be closed in the event of a fire alarm/evacuation.

- Classrooms and communal areas should be stocked with cleaning materials and tissues/paper towels. Staff should contact the school office should this not be the case as this is everyone's responsibility.
- Social/physical distancing is still encouraged amongst adults.
- Staff are encouraged to use face coverings in communal areas and when moving around the school.
- Staff are encouraged to continue using twice-weekly Lateral Flow Covid tests and report their results to the school office every Monday and Thursday prior to the start of the school day.
- Daily Health and Safety checks need to be completed (see Kelsey).
- Refer to the risk assessment for full details of our measures.

Other considerations

- Staff should enter school via Faunce Street or Gaza Street gates only and tap in with their fob. If someone holds the gate open for you, you should still tap in. It is expected that staff should be ready to work at their designated start time i.e., if you start at 8:30am, you should be in your classroom ready to work by then. If you start at 11:30am, you should be ready to start your duty by then.
- All teaching staff should be in school by 8:30am.
- The children will need to wear school uniform to school everyday and we are reintroducing the need for them to change into their PE kits.
- Assemblies will continue to either be pre-recorded and/or on Zoom for now.
- Children should have individual equipment packs (pens, pencils etc.) from Year 2 upwards.

Behaviour system

- The behaviour system remains the same. Please remind the children of these expectations at the start of the term. Ensure that there is a focus on praise and reward.
- Physical Gems/Treasure Chests can be given out to the children, as necessary.

Covid isolation guidelines

- The rules have changed for self-isolation meaning that fewer people will be expected to self-isolate. Refer to the following website for full self-isolation details:

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>