



**MEOPHAM**  
COMMUNITY ACADEMY

*Enjoy, Learn, Aspire*

## Covid-19 Procedures

September 2020

Dear Parents,

You will have heard the government announcement that schools will be open for all pupils' full-time education from September 2020. Our school has been welcoming pupils in different year groups back to school since June. We approached this with great caution, reviewing all the scientific advice to ensure that we could be as safe as possible. This has gone extremely well, as our safety measures and risk assessments were well thought through. Thank you to all those parents who sent your children back into school as requested – it has been lovely to see them.

We are delighted that we can now look forward to seeing all our pupils back in September. Similar to the phased return of Year R,1 and 6, we have been working hard to assess the risks and put in place procedures which will keep the pupils and staff as safe as possible. The full risk assessment will be available on the school website by the end of this term and will be updated as and when the guidance for schools' changes. We have also added a FAQ section which should be your first point of call should you have any questions about your child returning to school in September. We will update this as and when things change and with the answers to any extra questions you ask us.

This document aims to outline the key procedures that we will be following in September so that you are aware of the procedures in place and our expectations of the pupils and of yourselves.

For further information, please see the Covid-19 page in the Parent Information Section:

<https://meophamca.com/parent-information/>

Kind regards,

**Mrs M. Sowden-Mehta**  
Headteacher

## **Arrival at school**

In order to support parents but also reduce the possibility for contamination we will be operating a one-way system from September.



All families will enter via the Top gate (Wrotham Road entrance).



Follow the arrows to move along the one-way system maintaining social distancing between yourselves and the family in-front of you.



As you move along the route, you will be able to drop your child/children off at the designated drop off point for their year group.



We ask that only one adult enters the school site during drop off and pick up times to reduce the amount of people moving through this system. If you do need to bring other children with you who do not attend the school, they must remain with you and not run around or play with other children.



You will then exit the school site via the front gate (Longfield Road).

To reduce the number of people moving through the one-way system, whilst also enabling parents with more than one child to drop their children at school at the same time, there will be slightly staggered drop off and collection times.

Families with surnames beginning with letters A-I can drop their children at school between 8:35am and 8:45am.

Families with surnames beginning with letters J-Z can drop their children at school between 8:45am and 8:55am.

## **End of the school day**

The process will be the same for the end of the school day with parents following the one-way system and collecting their children from the designated collection points.

Pick up will be between 3:10pm and 3:25pm. Parents can collect at any time during this time slot, but we do ask that parents keep a social distance from other parents. We ask that you do not arrive on site before the pickup and drop off times and that you leave the school site as soon as you have dropped off or collected your children.

We will review how the pick-up and drop off system is working after the first week and make any adjustments necessary.

## **Bubbles**



The children will remain in their classes for the majority of the day. During break and lunch times, the two classes in each year group will be able to socialise together and form a 'bubble'.

## **Uniform**



The children will be expected to wear full school uniform in September including smart school shoes.

On the days that your child has PE, we will be asking that they attend school in their PE kits. This is to reduce the risk of contamination through children picking up the wrong clothes or staff needing to support younger children dressing or undressing.

## **Lunches**



Hot school lunches will be available in September to order in the usual way.

The lunch break will be staggered so that only two year groups will be in the hall at any time with social distancing in place between the different bubbles. The different bubbles have been allocated separate outdoor play areas.

## **Bringing items to school**



We are looking to reduce the number of items being brought in and out of school. In September, you child will only need to bring with them a water bottle; a healthy snack, if they would like one; their lunch box, if they are having a packed lunch; their reading book and a suitable coat or jacket depending on the weather. This will be in their school bag as normal (with home learning or summer challenges).

Children will be provided with an individual, named pack, containing their own stationary such as pen, writing pencil and ruler. Could you please provide your children with their own set of colouring pencils to be kept within their pack in school.

They will not be able to bring in their own pencil cases or items from home. Please support us by ensuring any unnecessary items remain at home.

All reading/ library books brought back into school will be quarantined before another child is able to take them home. Therefore, it is important to return books on the expected days so that we have enough to issue new books to the children without delay. Please could

you return any books you have had at home during the lock down period.

### **Wraparound Care**



Premier Sport will again be providing the wraparound care at the beginning and end of the day and will be sending information out about this.

Premier Sport will not be running a Summer Playscheme due to lack of interest.

### **Attendance**



All children are expected to attend school from September and therefore the usual attendance rules and procedures will apply.

Should you or your child have any concerns about attending school, please do get in contact and we will do all we can to support you.

### **Sickness**



Any child or staff member who develops symptoms in the school day will be quarantined and sent home immediately. You must ensure that if anyone in your household has COVID-19 symptoms, your child does not attend school. If anyone in your household, or your child, tests positive for COVID-19 you must inform the school.

Our usual policies will apply for other illnesses.

### **Face coverings**



Pupils and staff will not need to wear face coverings in school. The government advice is quite clear that this is not necessary. Staff will wear personal protective equipment (PPE) if they are supporting a child with their personal needs, administering first aid or caring for a child displaying COVID-19 symptoms. If face coverings are used on public transport to get to school, they must be removed and safely disposed of or stored before entry to the building.

### **Behaviour**



Your child will be expected to follow strict behaviour rules relating to physical contact with other pupils and keeping their hands clean. Pupils will be expected to wash their hands regularly, and/or use hand sanitiser.

If for any reason there is evidence to suggest a child is deemed to be deliberately increasing the risk of transmission or contraction of COVID 19, we withhold the right to ask the child to stay at home for a period of time as directed by the Head Teacher.

## **Hygiene**



There are hand sanitising stations around the school. Children will be asked to wash their hands when entering and exiting their classroom which will include at the beginning and end of the day, at the start and end of breaks and after using the toilet as a minimum. Children will also clean their hands before eating.

At lunchtimes, children will be seated in their bubbles with tables cleaned between sittings.

Additional cleaning procedures are in place throughout the school. All hard surfaces will be cleaned daily, and soft furnishings have been removed from the classrooms.

Equipment children use such as PE equipment or classroom resources will either have been quarantined for a minimum of 48 hours or cleaned before being used by another bubble.

## **Communication**



Communication with our families is really important to us and, as the guidance changes, we will be reviewing the different ways we can be in contact with you.

If you have a message for the class teacher, please send the office an email at [office@meophamca.com](mailto:office@meophamca.com) which will be forwarded to the appropriate teacher or via the class email address. Face to face meetings will not be possible at this time however if you would like to have a conversation with a member of staff you are welcome to request either a phone conversation or a virtual meeting.

We will not be using contact books at this time.

## First day checklist



School uniform



Healthy snack



Colouring pencils



Reading book/ Book bag



Water bottle



Lunch box (if applicable)



Coat/Jacket

## You do not need



Pencil case



PE bags



PE kits