



A Place to Grow

Part of the Perry Hall Multi-Academy Trust



# Welcoming All Children Back to School

Parent and Pupil Guide

September 2020

# Starting back at School Arrangements 2020

**Key Stage 1 ( years 1 and 2)**

**Key Stage 2 ( years 3,4,5  
and 6)**

- Inset day Tuesday 1<sup>st</sup> September  
(staff only)
- Children return to school Wednesday  
2<sup>nd</sup> September

## Reception

### Week 1:

**Thursday 3<sup>rd</sup> September** - Stay and play sessions and meet the parents:  
(Please check your emails for your child's group)

Group 1: 9am – 10.15am    Group 2: 10.30 – 11.45am    Group 3: 1pm -2.15pm

**Please note only one parent/ carer to attend and please wear a face covering during the session.**

**Friday 4<sup>th</sup> September** – Half children in and lunch 8.45am – 12.45pm  
(Group 1 and half of group 2)

### Week 2:

**Monday 7<sup>th</sup> September** – Half children in and lunch 8.45am – 12.45pm  
(Group 3 and half of group 2)

**Tuesday 8<sup>th</sup> September** – All in half day and lunch 8.45am – 1.00pm

**Wednesday 9<sup>th</sup> September** - **ALL CHILDREN 8.50 am-3.00 pm**

# Twos and Nursery Starting School Arrangements

**Week 1:** Monday 7<sup>th</sup> September - Stay and play sessions and meet the parents

AM Children		PM Children	
<b>Monday 7<sup>th</sup> Group 1</b> 9.00am –10.15am	<b>Group 2</b> – 10.30am – 11.45am	<b>Monday 7<sup>th</sup> Group 1</b> 12.45pm –2.00pm	<b>Group 2</b> – 2.15pm – 3.30pm
<b>Tuesday 8<sup>th</sup> Group 3</b> 9.00am – 10.15am	<b>Group 4</b> – 10.30am – 11.45am	<b>Tuesday 8<sup>th</sup> Group 3</b> 12.45pm –2.00pm	<b>Group 4</b> – 2.15pm – 3.30pm
<b>Wednesday 9<sup>th</sup> Group 5</b> 9.00am –10.15 am	<b>Group 6</b> – 10.30am – 11.45am	<b>Wednesday 9<sup>th</sup> Group 5</b> 12.45pm –2.00pm	<b>Group 6</b> – 2.15pm – 3.30pm
<b>Thursday 10<sup>th</sup> Groups 1,2,3</b> full am Session 8.45-11.45am		<b>Thursday 10<sup>th</sup> Groups 1,2,3</b> full pm Session <b>12.30</b> – 3.30pm	
<b>Friday 11<sup>th</sup> Groups 4,5,6</b> full am Session 8.45 - 11.45am		<b>Friday 11<sup>th</sup> Groups 4,5,6</b> full pm Session <b>12.30</b> – 3.30pm	

**Week 2:** Monday 14<sup>th</sup> September - All children in for full sessions

Morning session 8.45am – 11.45am

Afternoon session 12.30 – 3.30pm

30 hour provision/ full day provision will begin on Monday 14<sup>th</sup> September.

# The 'New' Normal

Our first priority is the safety of our pupils, families and staff members whilst at school.

Behind the scenes, our staff have been working hard to implement measures to make our children feel safe and secure on their return to school.

This means school life will look a little different from September, and this presentation highlights some of these changes - all of which have been made in line with the latest Government guidance for schools.

# Risk Assessments



- A full risk assessment has been carried out for all staff and pupils in school. This has been done in line with Local Authority, Government guidance and in conjunction with our Trust independent Health and Safety consultancy.
- Details of these risk assessments will be shared verbally with all of our pupils when they return to school in September.

# Social Distancing



- Whilst in school, pupils will remain in Year Group bubbles.
- Pupils will be kept apart wherever possible and will avoid mixing with pupils from other bubbles.
- Pupils will be asked to respect the personal space of others and will be reminded of the importance of hygiene.

# Hand Washing

- Pupils will be asked to wash their hands on arrival in school and regularly throughout the school day.
- Children will be taught and reminded of the recommended NHS technique for washing their hands.
- Posters with hand-washing instructions will be displayed around school.
- Hand gels are not to be brought into school by pupils.



# PPE (Personal Protective Equipment)

Current government guidance states that PPE is not required in school.

Any children arriving wearing a mask will be asked to remove it before entering school.

School has been stocked with relevant PPE for staff to use for specific situations where:

- Children whose care routines already involve the use of PPE and will receive their care in the same way.
- A child becomes unwell with symptoms of Covid-19 while in their setting and needs direct personal care until they can return home and a distance of 2 metres cannot be maintained.

Any child travelling to school via public transport must wear their mask on the journey and remove it before entering the school.



# Uniform

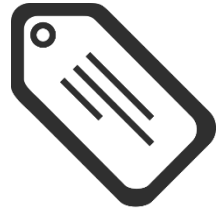
- All pupils should attend school wearing full school uniform.
- On days where pupils have PE lessons, they will be required to arrive into school wearing their PE kit (**plain white t-shirt, plain black jogging bottoms and trainers**) and will remain in their kit throughout the school day.
- PE days:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Year 3	Year 2 Year 6	Year 1 Year 5	RCR Year 4	REP

**PE lessons will begin week beginning 7<sup>th</sup> September.**

- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.
- For full uniform list please see year groups slides sent out in July.

Label everything!



# School Uniform

## Boys

- Sweatshirt – Dark green
- Shirt – White
- Pullover – Dark green
- Tie – Dark green with yellow stripe, with or without elastic
- Trousers – Grey
- Shoes – Black

## Girls

- Blouse – White
- Cardigan – Dark green
- Pinafore – Grey
- Skirt/trousers – Grey
- Socks – White
- Shoes – Flat, black

### Footwear

It is essential that children wear suitable footwear for school that allows their feet adequate room and gives proper support and ventilation. For this reason, please do not send children to school wearing fashion shoes or trainers.

### Jewellery

In order to ensure adequate safety standards, particularly in organised games and physical education, children should not wear jewellery, especially earrings while at school. Studs are allowed, but must be removed or covered over for PE and games.

## Summer Options

All pupils – White polo shirts

Girls have the option to wear a green and white checked dress

Boys have the option to wear grey shorts

### Where to Buy

All items can be purchased from Kids Corner, located on Showell Circus, Low Hill, Wolverhampton.

# Illness

**Pupils should not attend school if they have any symptoms of Covid-19.**

Pupils should self-isolate at home if someone in their household has a confirmed case of Covid-19 or is showing symptoms [://www.gov.uk/government/publications/covid-19-stay-at-home-guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

Parents should inform school immediately of any suspected or confirmed cases of Covid-19 in their household.

If a child develops symptoms whilst in school they will be moved to an isolated area where they will be supervised by a member of staff until they can be collected.

All families must follow the NHS Test and Trace guidance in the event of someone in their household having a confirmed or suspected case of Covid-19, or if you have been contacted by NHS Test and Trace and have been in contact with someone who has had a confirmed case of Covid-19.

More information on the NHS Test and Trace system can be found below:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

# Remote Learning



- Where children are unable to attend school due to having to self-isolate, they will be set work to do at home by their Teacher.
- Work is likely to be set via our new Office 365 Pupil Platform. Pupils are able to access this online system via a school email address and Teachers can set and mark work remotely. Free training and support for families is available here: <https://learn.tablet-academy.com/free-support/>.
- More information and a FAQ sheet on remote learning will be sent out in the coming weeks.
- In the event of a local lockdown, alternative provision will be in place to ensure that all children are able to continue their learning from home.

# Lesson Time

- Most classrooms have been re-arranged so that pupils face the front of the class.
- Pupils must sit in their designated seating plan.
- In Early Years (and Year 1 for the first half term) children will rotate around activities set up at work stations.
- Windows and doors will remain open as much as possible to provide ventilation throughout the school day.
- Learning areas will be disinfected before and after each period of use throughout the day.
- Each child will be provided with a learning pack, **therefore no pencil cases or additional stationary will be required in school.**

# Movement Around School

All movements around school, such as breaktimes and lunchtimes etc, have been staggered to ensure that there is limited contact between different bubble groups.

## Toilet Visits

- Wherever possible, children should not be leaving their lessons to go to the toilet.
- All children will be encouraged to make use of their break and lunch times to go to the toilet.
- If a child does need to use the toilet during a lesson, they will be sent one at a time to use their designated bubble group's toilet and sink.
- Handwashing posters have been displayed within toilet areas to promote hygiene.

# The School Day

- Each year group bubble has been assigned a start and finish time.
- Parents are asked to arrive at their allocated time to ensure that social distancing can be maintained and our one way systems can run smoothly.
- Each year group bubble has been assigned an entrance and exit point.
- If you are dropping off children in different phases, then please still abide by the different one way systems, i.e. if you drop off a KS2 child first then please exit the site via the KS2 exit and then return back in via the KS1/EYFS entrance at your allocated time.
- Parents are asked not to wait around on the school site and to make their way home as soon as their children have been dropped off / collected.

# Arrival at school

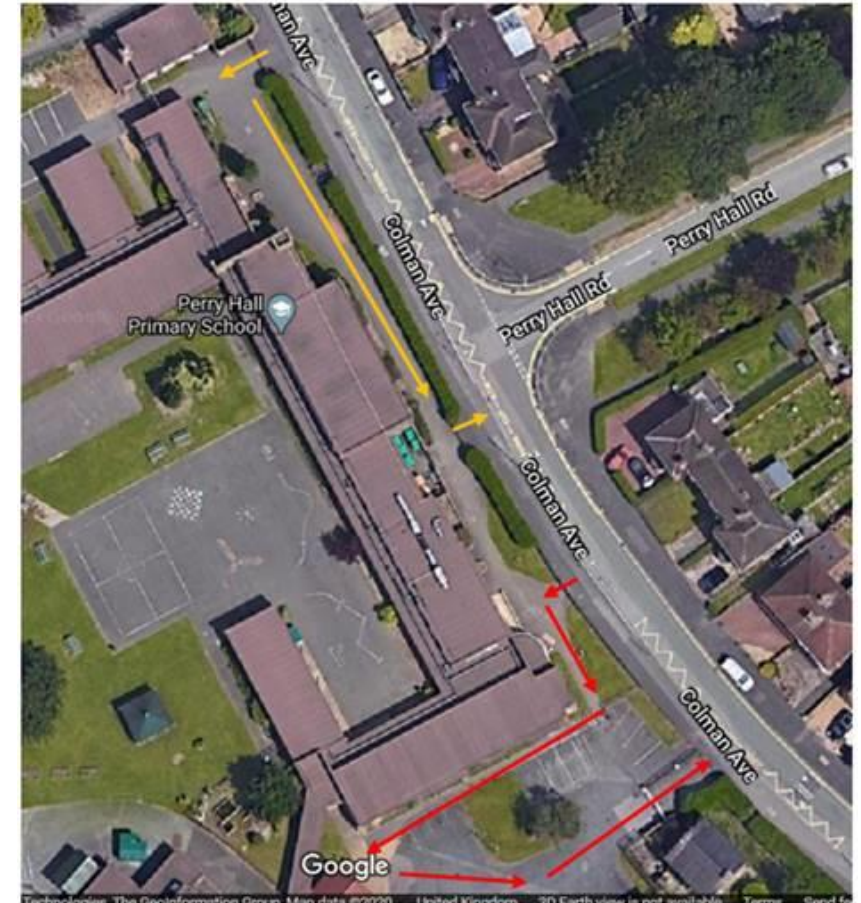
Please follow the signs to ensure you follow the one way system and please ensure you stick to your allocated times.

Yellow arrows= KS2 one way system.

Red arrows= EYFS and KS1 one way system.

If you are dropping off children in different phases, then please still abide by the different one way systems, i.e. if you drop off a KS2 child first then please exit the site via the KS2 exit and then return back in via the KS1/EYFS entrance at your allocated time.

	<b>KS2 At the KS2 gate (yellow arrows on the map)</b>	<b>KS1 At the doors highlighted below (red arrows on the map)</b>	<b>EYFS At the doors highlighted below (red arrows on the map)</b>
8.30am	Year 3	Year 2 – Red corridor doors to the right of Nursery	
8.40am	Year 4	Year 1 – Door next to Nursery entrance	
8.45am			Nursery – Nursery door Twos – Twos door
8.50am	Year 5		Reception – Early years garden gate
9am	Year 6		

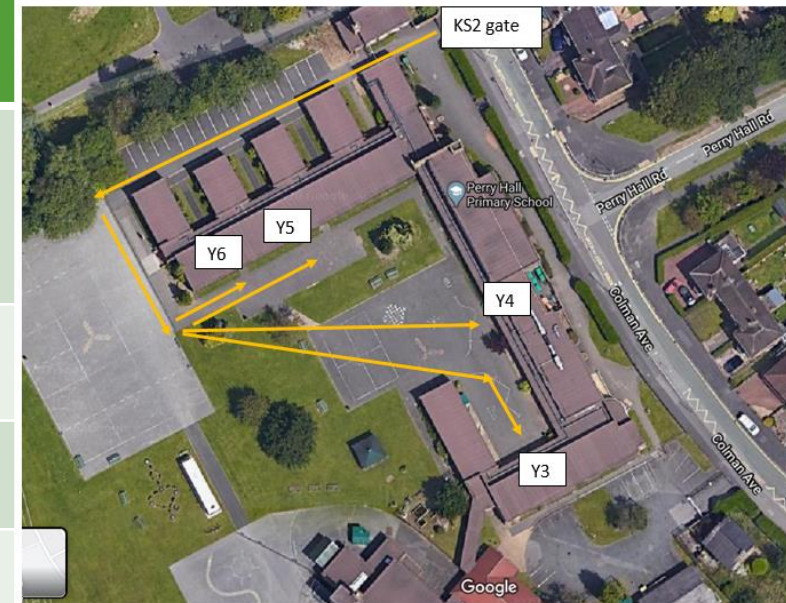




# Collection Points

To advocate social distancing, finish times will be staggered for each year group.  
Please ensure you stick to your times to ensure government guidance is followed.

Monday to Thursday/ Friday	KS2 from their classroom exits (yellow arrows on the map)	KS1 Same doors as the morning drop offs	EYFS At the doors highlighted below Same doors as the drop offs
3pm / 1pm	Year 3	Year 2 – Red corridor doors to the right of Nursery	Reception – Early years garden gate
3.10pm / 1.10pm	Year 4		
3.15 / 1.15pm		Year 1 – Door next to Nursery entrance	
3.20pm / 1.20pm	Year 5		
3.30pm / 1.30pm	Year 6		Nursery – Nursery door (3.30pm collection Monday to Friday Monday to Friday) Twos – Twos door (3.30pm collection)



# Assemblies

School assemblies will not be taking place as they normally would.

Assemblies will take place within allocated bubbles and, on occasions, will happen as a whole school online via Teams.

There will be no singing in school until Government guidance states otherwise.

# Break and Lunchtimes



**Lunchtime** - Children can either bring in a packed lunch from home or can order a school lunch (payable via ParentPay, if not FSM). Children with packed lunches will eat in their classrooms and surfaces will be wiped regularly. School lunches will be eaten in the dining hall.

Reminder- all Reception, Year 1 and Year 2 children are entitled to a free school meal.

**Break times** - All break times will be staggered for each year group.

If your child is in Key Stage 2, please send your child with a healthy snack for their morning break time.

EYFS and Key Stage 1 children will be provided with fruit each day.

**Water bottles** – please ensure your child brings a full bottle of water (not juice or flavoured water) each day.

# Wellbeing Curriculum

Mental health and well-being support will be provided consistently to all of our children to support them with their return to school and their transition into their new year group.

Pupils will continue to be reminded of our high expectations, our core values and our school behaviour policy.

Pastoral support is available through our skilled practitioners within your child's year group bubble as well as through our Inclusion Team



# Our Core Values

Perry Hall Primary School

A place to grow

**Go for it!**

**Respect everyone**

**Overcome obstacles**

**Welcome all**



# School Behaviour Policy

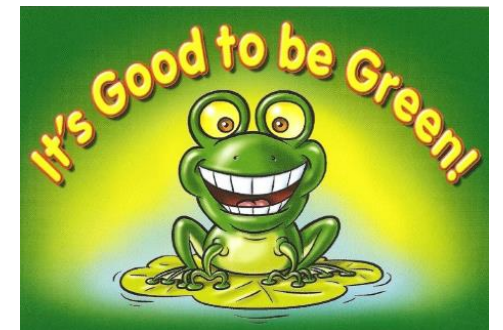
Our school behaviour policy is available on the school website.

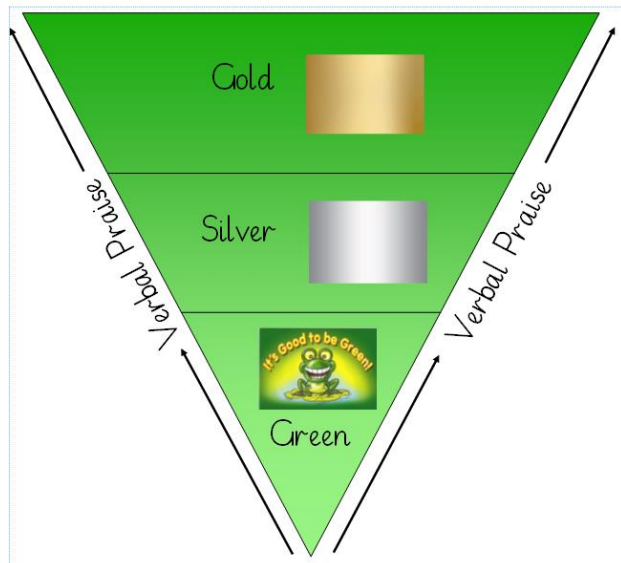


We aim to foster an environment which is rich in learning, based upon the diversity of the school. The expectations for behaviour should reflect this, inclusive of the children, parents, staff and the wider community. The Governing Body and the staff accept this principle and seek to create an environment which encourages and reinforces good behaviour.

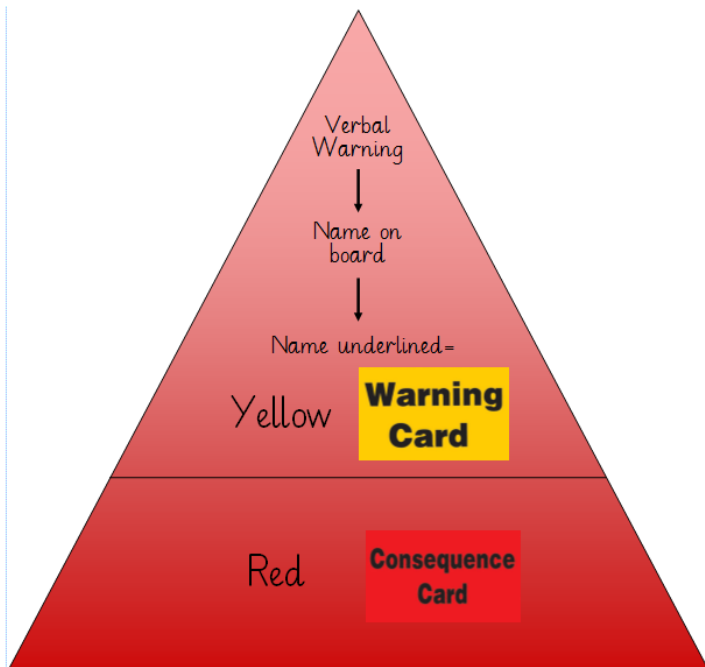
Please note:

Due to changing government guidelines as a result of the pandemic, we will ensure we communicate any changes made to our behaviour policy throughout the year.







**IT'S GOOD TO BE GREEN!**



**IT'S GOOD TO BE GREEN**

If you end your day on a 'Gold' you will receive a certificate via email. 

 If you remain 'Green' all week (ending every day either on a green, silver or gold) you will receive some 'Good to be Green' time at the end of each week.


If you receive a yellow you need improve your behaviour choices. **Warning Card**

**Consequence Card** If you receive a red:

- You will sit on the reflection bench (with a member of staff) during your next playtime and complete a reflection sheet.
- Your grown-ups will be informed at the end of the day via phone or email.

If you receive a purple you will:

- Speak with a senior leader immediately.
- Miss your lunchtime.
- Be issued with a behaviour report.

Your grown-ups will be informed by phone. 

## NON NEGOTIABLES

You will automatically receive a PURPLE CARD for:

- Deliberate physical contact (including retaliation)
- Disrespecting any adult in school
- Swearing
- Racism
- Stealing.



We have temporarily adapted our 'Good to be Green' behaviour system so that it advocates social distancing and minimises risk.

We will continue to strive to adopt a fair approach to behaviour management within our learning spaces, using positive praise to help keep behaviour on track.

As usual, each day, children will restart on a blank (in the middle of the two triangles). If rules and core values are being adhered to then children will follow the green triangle. However, if rules and core values are not adhered to, children will follow the red triangle.





# Academic Curriculum

We have been busy developing a 'recovery curriculum' for each year group which aims to do the following:

- Welcome children back to school
- Re engage children with their learning
- Develop pupil confidence
- Revise basic skills and quickly identify and address gaps in knowledge and skills
- Encourage independence, ensuring pupils continue to develop their skills
- Reinforce our school's rules, expectations and core values.

# School Trips

Currently, all trips and visits have been cancelled for the Autumn term and this will continue to be reviewed in line with future guidance.

Overnight residential trips are not yet permitted as per Government guidance.



# Pupil Attendance

School attendance will be mandatory again from the beginning of the Autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence.

.

# Newsletters and Important Updates

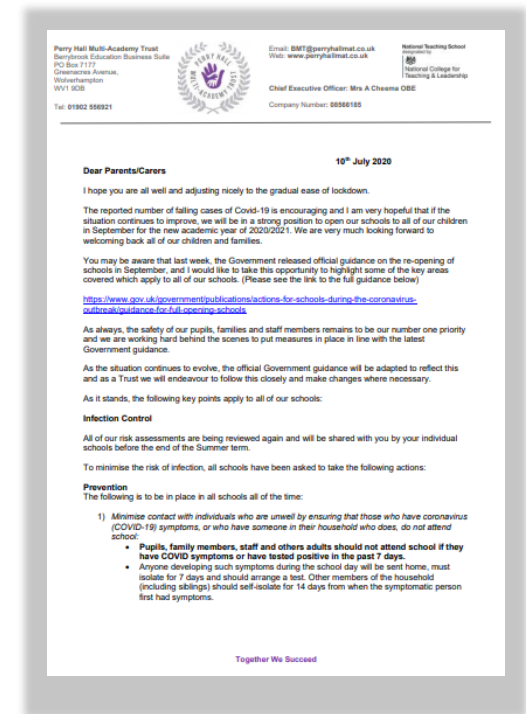
Please look out for regular newsletters updates.

You can expect to receive these via:

- Our school mobile app
- Our school website
- Text message
- Emails

Please make sure your contact details are up to date on our school records to ensure you don't miss out on any important updates.

We will no longer be issuing paper correspondence.





# Important Information

- If your child needs medication, please complete the appropriate form available by emailing the address below.
- All medication must be recently prescribed, clearly labelled and sent into school via the office.
- If your child has an inhaler please ensure a health care plan is completed via the office, it is clearly labelled and sent into school via the office
- Please do not send any type of hand sanitiser gels in to school.
- If you have any questions or queries about you child's medical needs please email the school on the email address below during term time:

[phmedical@perryhallmat.co.uk](mailto:phmedical@perryhallmat.co.uk)



Please talk to us – email to inform us if there has been any changes to your child's health needs.

# Transport To and From School

All families are encouraged to avoid using public transport to travel to and from school wherever possible.

All families using public transport to travel to and from school, please refer to: <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

# Pupils at Home

All of our pupils are taught the importance of our school core values and are expected to make sensible choices when they are outside of school.

We urge all children and their families to follow Government guidance at all times in relation to avoiding the spread of Covid-19.

All parents/carers should also closely supervise their children when using the internet or any social media sites.

For more information:

<https://www.internetmatters.org/advice/>

# Visitors in School

**We will not be accepting any meetings with parents or visitors in school unless a prior appointment has been made.**

Remote online meetings via Microsoft Teams are strongly encouraged as an alternative to face to face meetings, and visitors will be invited to communicate with school using these methods wherever possible.

Appointments with staff members can be made for before or after school via a telephone call to our front office or via our year group email addresses:

[ph.twoshomelearning@perryhallmat.co.uk](mailto:ph.twoshomelearning@perryhallmat.co.uk)

[ph.nurseryhomelearning@perryhallmat.co.uk](mailto:ph.nurseryhomelearning@perryhallmat.co.uk)

[ph.receptionhomelearning@perryhallmat.co.uk](mailto:ph.receptionhomelearning@perryhallmat.co.uk)

[ph.y1homelearning@perryhallmat.co.uk](mailto:ph.y1homelearning@perryhallmat.co.uk)

[ph.y2homelearning@perryhallmat.co.uk](mailto:ph.y2homelearning@perryhallmat.co.uk)

[ph.y3homelearning@perryhallmat.co.uk](mailto:ph.y3homelearning@perryhallmat.co.uk)

[ph.y4homelearning@perryhallmat.co.uk](mailto:ph.y4homelearning@perryhallmat.co.uk)

[ph.y5homelearning@perryhallmat.co.uk](mailto:ph.y5homelearning@perryhallmat.co.uk)

[ph.y6homelearning@perryhallmat.co.uk](mailto:ph.y6homelearning@perryhallmat.co.uk)

**All adult visitors in school will be expected to wear a mask.**



# Breakfast Club

At Perry Hall 'Kids Club' we offer both breakfast and after school facilities for children in Nursery up to year 6.

Breakfast club runs between 7.45am until 8.45am and we offer a variety of breakfast choices.

Breakfast club £4.00

Contact Details for Perry Hall Kids Club are:  
Mrs Ferguson (breakfast club lead) 01902 558538  
Email : [phbreakfast-asc@perryhallmat.co.uk](mailto:phbreakfast-asc@perryhallmat.co.uk)



**Please note, due to the number of pupils that use this service from across a range of year groups, it is not going to be possible to maintain year group bubbles. Therefore, we intend to use small groups within the provision and aim to reduce the amount of mixing where possible - following government guidance.**

# After School Club

After school club is split into two sessions. The early session runs between 3.15pm and 4.15pm and the late session is between 3.15pm until 5.55pm. During after school club, the children are offered a range of snacks. We offer a range of fun activities for all ages including arts and crafts, games and outdoor sports.

Please see cost information below:

After-school early session £ 4.00

After-school late session £6.50

Contact Details for Perry Hall Kids Club are:

Miss Parkinson (after-school club lead) 01902 558538

Email address [phbreakfast-asc@perryhallmat.co.uk](mailto:phbreakfast-asc@perryhallmat.co.uk)



**Please note, due to the number of pupils that use this service from across a range of year groups, it is not going to be possible to maintain year group bubbles. Therefore, we intend to use small groups within the provision and aim to reduce the amount of mixing where possible - following government guidance.**

# Website for further information

Please visit our school website by clicking on the link below for further year group details.

<https://www.perryhall.co.uk/class-information-2020-2021/>

There is information for each year group, including:

- A September 2020 information flyer
- A video with key details about the year group
- PDF slides to download of the video.

# Summary of what your child will need

We are asking that all children only bring to school the following:

- A coat
- Water bottles – please ensure your child brings a full bottle of water (not juice or flavoured water) each day.
- Lunch box– if they are bringing in their own sandwiches
- A healthy snack if they are in Key Stage 2
- A small bag containing a spare change of uniform/clothes if they are in Two's, Nursery or Reception.

Children should not bring in backpacks, pencil cases or anything additional.

# Before your child returns



Before your child returns to school, please ensure you have:

- emailed your child's new year group email address, agreeing to all of the statements outlined in the home school agreement (all year groups) and behaviour policy (Y1-6).
- emailed the breakfast/after school club email address to book your child's place if required
- emailed the Friday afternoon provision for working parents/carers email address and provided proof of working, if you require a place for your child to remain in school on a Friday afternoon [phfriday@perryhallmat.co.uk](mailto:phfriday@perryhallmat.co.uk)
- emailed the Year 6 email address (if your child is in Year 6) to give permission for your child to walk home from school alone if you wish for this to happen. Your child will not be allowed to walk home until this email has been received.

All documents can be found on the school website:

<https://www.perryhall.co.uk/category/letters-whole-school/>

# Finally...



We are delighted to be finally welcoming all of our children back into school this September.

We would like to reassure you that the safety of our children, families and staff remains to be our highest priority, and will be at the forefront of any decision we make in relation to school life.

We appreciate that there will be lots of changes in school this September. We hope this presentation, as an overview of all of the previous information you have already received, has helped to alleviate some of your questions or concerns. As always, please do not hesitate to contact us if you require any further information.

**Email us:** [perryhallprimaryschool@wolverhampton.gov.uk](mailto:perryhallprimaryschool@wolverhampton.gov.uk)

**Call us:** 01902 558538