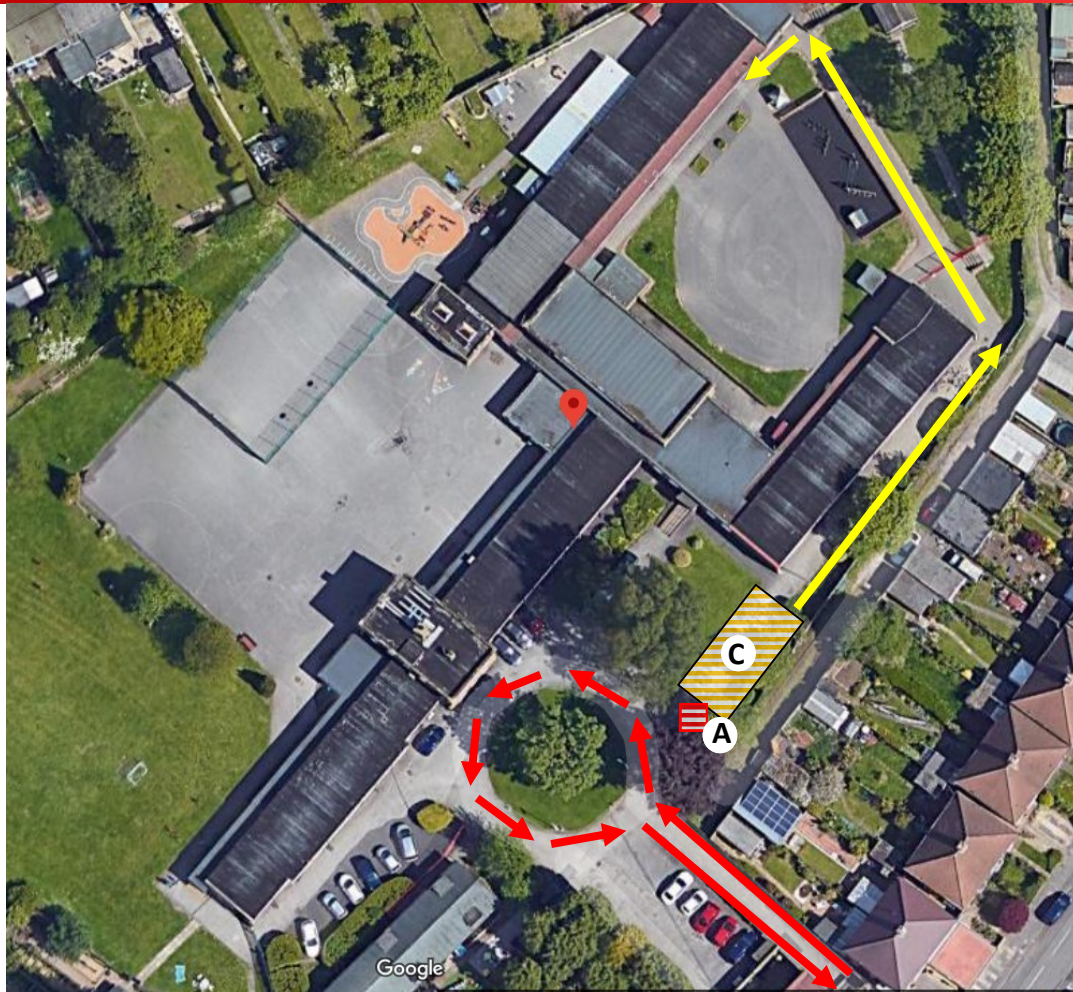




Stanville Primary School



Stanville Road, Sheldon, Birmingham, B26 3YN
 Tel: 0121 4642322 Fax: 0121 4642531
 Email: enquiry@stanville.org



Code	Description
A	Collection box for communications and letters for School Office. Main entrance is inaccessible to parents without prior appointment
C	Reception and Nursery Pupils assembly point upon arrival and departing school
G	External handwashing station
	Route for all parents to bring children to and from school. Parents are not allowed beyond this route without prior appointment
	Route for Reception and Nursery children to and from school. Parents are not allowed to access EYFS/KS1 areas without prior appointment

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Arrival instructions for all Nursery and Reception children

All parents will have received their individual information regarding the Stay and Play Sessions and also the induction sessions. Some of these will be morning only and some afternoon only but these will increase in duration towards a full session (in the case of some Nursery children this will be just for a morning or afternoon session(s)). Upon arrival parent and child will be met as indicated on the map at area **C**. If there is no member of staff present upon arrival please go to the main office and make them aware that you have arrived. Unfortunately you will not be able to enter the building, but instead you will have to wait outside until a member of staff is available to escort you to the Early Years department. This is in line with Covid-19 policy to safeguard all site users. At the end of the session this will be repeated in reverse with a member of staff escorting all departures.

Once your child is required to attend fully after the induction period then parents will be met at the front of the school as highlighted on the map at the start of this document. Parent and child(ren) will be required to remain together at all times as they follow the **red** route around the grounds. Children will then be passed to staff at the collection point **C**. Parents must then continue along the **red** route and leave the school site. Please do not gather at the entrance as this will prevent others from accessing the site safely. If you have a child in another class who is allocated a separate arrival time then you will need to leave the site and then re-enter at the correct time. Please do not remain on site after dropping off your child(ren) as this will prevent others accessing the grounds. The same applies at the road side as well as we need to consider all families and residents.

Allocated arrival and departure times for year groups. This is to minimise the number of site users.

Year Group	Arrival time	Departure time	Additional information
Nursery	8.30am-8.45am	2.45pm-3.00pm	If your child is only part time please go to the school office to make the admin staff aware that you have arrived and your child will be collected or brought to you at area C
Reception	8.45am-9.00am	3.00pm-3.15pm	From 10 th September

Nursery children will be collected at **C** between **8.30am and 8.45am** before being escorted around to the classroom entrance in the KS1 playground area. The relevant staff connected to your child's class will undertake this duty and all children will access the toilet area and handwashing facilities within the Nursery area. This is in accordance with current government guidelines.

Reception children will be collected from the same area (**C**) from **8.45am until 9.00am** and follow the same route and procedures.

If a child should arrive outside of their allotted time they will **not** be able to access the building via the main entrance as has been the case before lockdown and Covid-19. Instead a member of SLT will need to be contacted and they will escort the child around the outside of the building to the relevant class. This will mean that the parent/guardian will have to wait until a member of staff is available. For this reason please allow plenty of time when travelling to school.

At the end of the school day (or morning session for some Nursery children) classes will be brought to the same area (**C**) at the relevant time slot by school staff (**Nursery from 2.45pm-3.00pm** and **Reception from 3.00pm-3.15pm**). Parents will again be required to follow the **red** route and queue accordingly near the relevant collection points for their child. It is essential that parents observe a 2m distance between other site users. This will mean dismissal of children may take slightly longer than normal, but the safety of all users is paramount. If a parent needs to collect a child from another year group at a different time slot then the parent/guardian will need to vacate the school site and return again when it is the time to do so. Individual children cannot be sent for as there are not sufficient staff to accommodate such requests.

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If a child is not collected at the correct time they will be taken back into the school building. Any parent arriving late will then have to wait until a member of SLT is available to escort the child around the outside of the building to the parent. This again may cause inconvenience but the safety of all children and staff has to take priority. Again, please allow plenty of time when travelling to school to avoid this from happening. Children may only be collected by one adult and not by friends or similar.

How to access the school site

As the school site is single access only it is imperative that all site users (children and parents) observe social distancing at all times, remain together rather than mixing with other children and parents and follow the designated routes. Children may **not** come to school unaccompanied for safety reasons. Please ensure that you vacate the site as soon as possible so as to minimise numbers and to enable others to drop off/collect their children.

School uniform and items that may be brought to school

All children will be required to wear uniform, as directed by the government. This is to reinforce as much normality as possible even if other aspects have changed. It is not necessary to wash items each day, but instead treat uniform as effectively work clothes which are changed out of when your child returns home. These could be placed in a bag to avoid contact with other items. It is recommended that your child washes at the end of each day and especially their hands. Masks and gloves are **not** permitted by the government and will not be allowed in school. This is in accordance with PHE and scientific advice. Adults may wear masks when accessing the site. Pupils will only need to bring their PE kit to school, coat and where applicable, lunchbox. No other items may be brought on site by children.

Class groups and structure of the school day including breaks and lunchtimes

Children will be placed in their class "*bubbles*" and will access equipment in their group. Children will follow as normal a school day as possible with access to the majority of the curriculum unaffected both inside and outside learning environments. Children will also be required to wash their hands frequently throughout the school day and this will be under adult supervision. All of this again is following government guidance and may be a significant change for some of the children. PE lessons will be as normal with the use of the outdoor areas being prioritised if the weather permits. There will be **no** whole school assemblies for the foreseeable future and lunchtimes will be class-based so as to ensure the safety of the children.

Social distancing requirements and Health and Safety arrangements

The government has highlighted that class bubbles negate the need for social distancing especially in the youngest children as they will struggle to maintain this. To ensure health and safety of children and staff the washing of hands will be required on a regular basis throughout the school day. In addition the promotion of the 'catch it, bin it, kill it' approach is required and the cleaning of frequently touched surfaces using standard products. The minimising of contact and mixing with other children outside of their class group will be followed.

Behaviour expectations of all site users

Obviously these changes are essential for safeguarding all children and staff so that we can work together safely. For this reason the behaviour of pupils needs to be of a high standard and follow the safeguarding measures applied to all. If a child is unable to comply with age-related behaviour expectations for all children and through their behaviour places other children and staff at risk as a result then they may have to follow a reduced access timetable for their education.

Communication with the school/staff

Unfortunately parents will not be able to communicate with staff in the informal manner we normally operate on site and entrance into the school building is **by appointment only**.

If there is a message that needs to be passed to your child's class teacher or a member of the Pastoral Team then this will need to be via phone or email. If your concern or question is related to your child(ren)'s class work you can email the relevant year group email address (e.g. Reception@stanville.org, Nursery@stanville.org). Please be aware though this is only to be used in relation to class work. Any other enquiries will be forwarded to the Pastoral and Safeguarding Team.

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If you have a pastoral or similar concern about the well-being of your child or the new systems operating within the school then please contact the concerns@stanville.org email address. This is to be used for all other aspects of school life apart from class work. We also of course still have the main school email address for all other communications (enquiry@stanville.org) and the main telephone number (0121 464 2322). A member of the Administration Staff, Senior Leadership Team or Pastoral and Safeguarding Team will address such enquiries.

What to do in the event of suspected Covid-19 illness

If you or your child have symptoms of COVID-19, however mild, or you have received a positive COVID-19 test result, the clear medical advice is to immediately self-isolate at home for at least 10 days from when your symptoms started. Do not go to a GP surgery, pharmacy or hospital. Read the government's [Stay At Home](#) guidance. You must arrange to have a test to see if you have COVID-19.