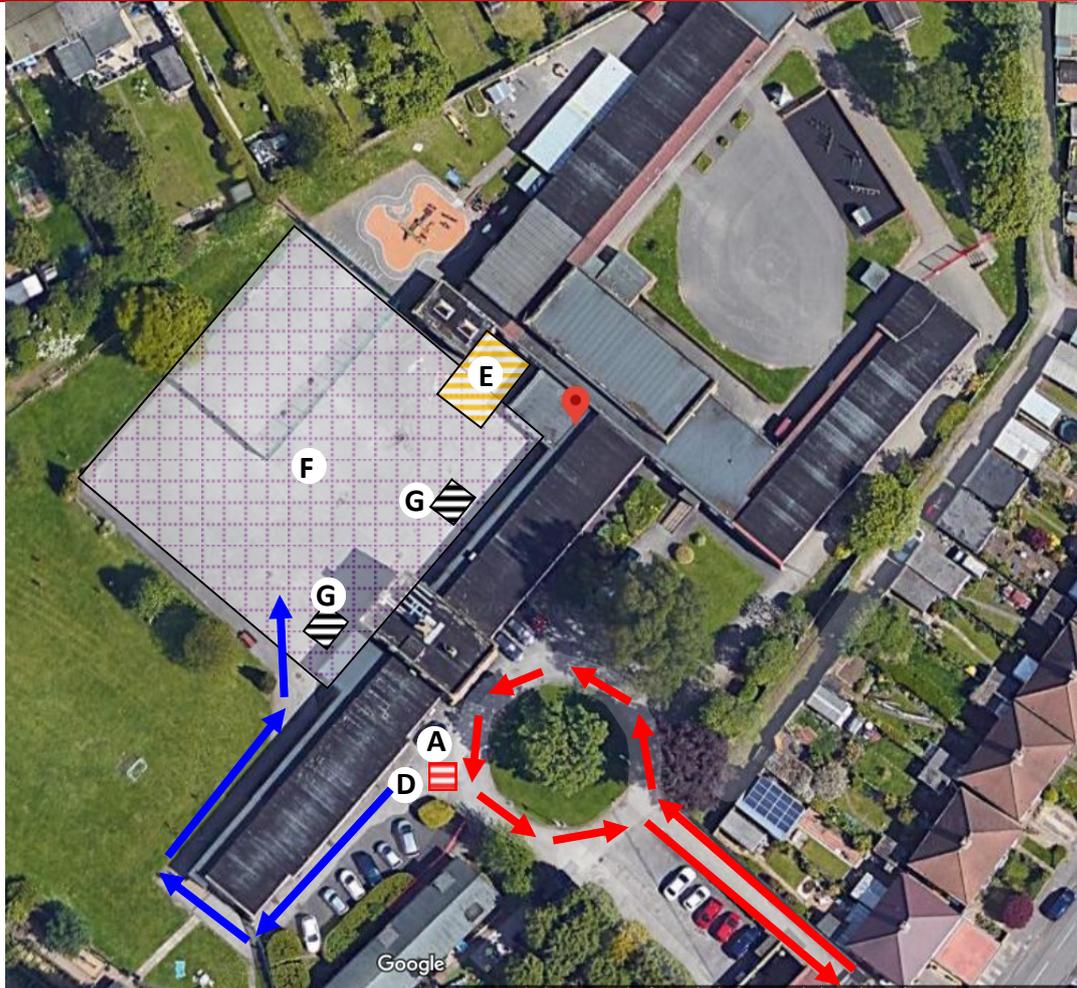


Stanville Primary School



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
D	Year 3, 4, 5 and 6 drop off and collection point. No parents beyond this point
E	Year 3 Assembly point
F	Year 4, 5 and 6 area
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 Year 3, 4, 5 and 6 children to and from school. Parents are not allowed to access KS2 areas

Arrival instructions for all Key Stage 2 children—Years 3, 4, 5 and 6

All children must be brought to school by **one** parent/guardian only between their allotted time (see page 2). Children and adults are required to follow the designated one-way system to minimise risk for all site users highlighted in **red** on the map. Parents and child will be required to observe a **2m space between other families**. No interaction will be allowed between staff and parents as part of social distancing plans. If communications (letters, payments) are required then these may be deposited in box at **A** or a telephone/email call made to the school.

Please read additional instructions on page 2

Stanville Primary School



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

Arrival instructions for all Key Stage 2 children—Years 3, 4, 5 and 6

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 directed by staff along the **blue** route to the playground area. 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
Year 3	8.30am-8.45am	2.45pm-3.00pm
Year 4B	8.45am-9.00am	3.00pm-3.15pm
Year 4K	8.30am-8.45am	2.45pm-3.00pm
Year 5	8.45am-9.00am	3.00pm-3.15pm
Year 6	8.55am-9.10am	3.10pm-3.20pm

Upon arrival **Year 3** children will be directed to area **E** on the map and taken directly into school. This is in recognition of the fact that they have not been able to access the usual transition programme in the summer term. The children will then be taken into the school by the relevant staff to access the toilet facilities and to wash their hands. This is in accordance with current government guidelines.

Year 4, 5 and 6 children will be directed to **area F** on the map and social distancing applied in readiness for entering the school. All children will be required to wash their hands before entering the building at one of the external handwashing stations (**G**).

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 classes will be brought to the front of the grounds by relevant staff. 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. Individual children cannot be sent for as there are not sufficient staff to accommodate such requests.

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. Child 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 including mobile telephones (Year 6 pupils).

Stanville Primary School



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

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

Children will be placed in their class “*bubbles*” and allocated their own equipment as normal. Children will follow as normal a school day as possible with access to the majority of the curriculum unaffected. However children will be seated in class in rows rather than groups. Children will also be required to wash their hands frequently throughout the school day and this will be under adult supervision. Children will not have the usual level of independence and will be escorted outside the classroom and also remain seated in class. 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. Shared equipment such as iPads and computers will be temporarily suspended and alternative arrangements applied. 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. Break times and lunchtimes will see children access the usual areas but they will be required to remain within designated class areas to prevent mixing with other children.

Social distancing requirements and Health and Safety arrangements

Children will be required to observe appropriate social distancing, but the school is not designed for this to be feasible at all times. This is why the government has highlighted that class bubbles negate the need especially when children will struggle to do this. To maintain 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 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 or possibly be excluded for a fixed period. This is not ideal and would only be used in extreme cases but the safety of all must be maintained.

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, Year1@stanville.org, Year5@stanville.org etc.). 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.

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.