



REOPENING GUIDE FOR PUPILS

JUNE 2020

Live Love Learn

Welcome back to school! Some of you have not been here for a long time and some of you have been coming to school throughout the lockdown. However, now that there are more of you, we have had to make changes to the way in which we run the school in order to keep everyone safe. It might feel a bit strange at first but this is our 'new normal'. You have done a fantastic job so far in adapting to these strange times.

The main difference that you will find is that you will remain with your class at all times. You will be looked after by a team of 3 adults, who will be the same adults all of the time. You will be based in a classroom most of the time, other than when you go outside for break time, lunch time or a sporting activity. Your little group will not be mixing with other groups in the school at all, you will become a self-contained community or family.

Everything that you need to know is in this booklet, but if you have any questions, ask them straight away as talking is the best way to keep each other safe.



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Introduction

We hope you will find this booklet useful to help your son/daughter settle back into school, given the changes we had to put in place.

On the next few pages there is a social story to help explain the differences.



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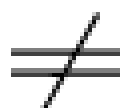
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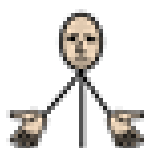
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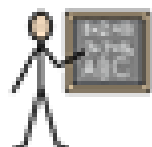


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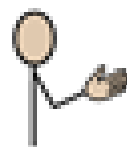
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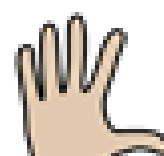
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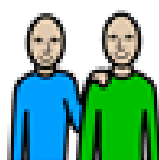
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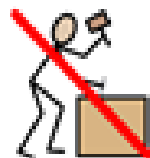
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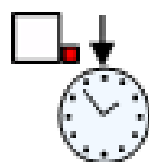
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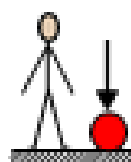
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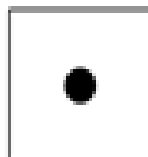
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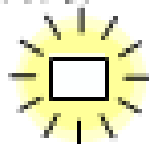


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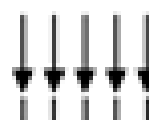


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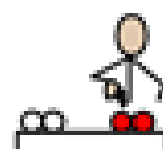
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Section 1: What if someone gets the virus in school?

What if someone gets the virus in school?



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The adult or child with symptoms must self-isolate for 7 days and arrange to be tested



14
days

The people who live with that person must also self-isolate for 14 days.



14
days

Please note: If anyone in school contracts the virus, and is tested positive, we will be closing the whole school for 14 days and not just the class, to allow for a deep clean.

Section 2: Communication

Whether you are joining us back in school, or are continuing to learn at home, we want to keep you updated with all the latest information that we need you to know.

We will do this in the following ways so make sure you ask your parent/guardian to check their emails, and the following platforms, for school news on a regular basis;

- ♦ Letters
- ♦ Newsletter
- ♦ School website
- ♦ Class Dojo
- ♦ Facebook




If you are based in school and have any questions or queries, feel free to ask your class teacher.

Otherwise, please ask your parent/guardian to email or phone the school office with their query. The office can then forward this email to the correct person to answer the query/question.

Remember, if you have a question about your home learning, you can message your teacher via the comment function on Class Dojo.

Section 3: Protection for all

The safety and wellbeing of all members of our community remains our highest priority.

<div>Cleaning</div> <div></div>	<p>Surfaces and equipment will be cleaned regularly. Extra bins will be around the school site. You will be expected to use tissues and hand sanitiser.</p>
<div>Ventilation</div> <div></div>	<p>Windows and doors will be open to ensure classes have lots of fresh air.</p>
<div>Handwashing</div> <div></div>	<p>All children: frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand washing. You will be expected to do this when you come into school, as well as at break and lunchtime.</p>

Touch



Pupils are encouraged not to touch their mouth, eyes and nose.

Hand sanitiser stations will be set up for staff and pupils entering the building and in classrooms.

HSC Public Health Agency



CATCH IT.



BIN IT.



KILL IT.

Outside spaces



For exercise, break and lunch only. For outdoor education only.





No large outdoor equipment to be used.

Parents/guardians

Parents/guardians will be required to book telephone appointments with staff, if they have any questions or concerns, as we will not be answering these on the gate.

No parent/guardian's vehicles will be permitted on the school site or front drive. The school will actively promote walking, in line with government recommendations. We cannot allow cycles or scooters to be left at school.

Parents/guardians should not gather outside the school, or on the public footpath immediately outside the main gates.

<p>Transport</p> 	<p>Parents/guardians and pupils should, wherever possible walk between home and school, or travel by private car.</p>
<p>Front office</p>	<p>Only come to the front office if you arrive late for school.</p>
<p>Personal Protection Equipment</p> 	<p>Masks are not needed in school. Parents/guardians might ask you to wear a mask when visiting shops or going on public transport.</p> <p>First aid staff will wear a mask when they provide treatment. Please don't be worried about this. They will still be very friendly and kind.</p> <p>Staff that have to change nappies, will also be wearing full PPE equipment.</p>
<p>Lunchtimes and break times</p> 	<p>Lunchtimes will be shorter when you return to school. You will eat in the classroom with a member of staff. No food can be shared with friends. Lunch and break will be at different times, for different classes.</p> <p>You must bring a water bottle and labelled lunch bag/ box. You will still be able to go outside for a short period of time.</p> <p>The climbing frames and pirate ship will be out of bounds. We will have some balls and hula hoops for you to use by yourself.</p> <p>Remember we are doing this to keep you safe.</p>
<p>Toilets</p> 	<p>Toilets will be able to be used by pupils one at a time (one in one out). You will need to wash your hands before and after use.</p> <p>Make sure you flush with the toilet lid down !</p>

Staircases and entry/exit points



Pupils will use different entry points to reach their classrooms.

Nursery the back door – via the side gate.

Reception – the main door

Year 1 – The side gate coming in via the side door with the ramp

Year 6 – the side gate via the side door by the toilets.

Key worker Children (Years 2, 3, 4 and 5) – via the side gate and up the stairs to the back classroom.





Please don't worry - your teacher will be there to guide you.

Signs and floor markings



Signs showing the different routes around the building. Social distancing posters will be displayed in key areas.

Floor markings or signs are used, where necessary, to indicate any two-meter spacing, e.g. where queues are likely to form.

<p>Equipment</p> 	<p>No pencil cases, folders or other equipment will be allowed into the classroom.</p> <p>You will be given a labelled ziplock wallet, with your name on. Zip lock wallets will be placed in the classrooms before you arrive.</p> <p>Each zip lock wallet will contain a pencil, rubber, sharpener, coloured pencils and ruler.</p> <p>The zip lock wallets will be wiped down by the cleaning team each day.</p>
<p>Classrooms</p> 	<p>Desks and chairs will be arranged 2m apart, along with play areas and workstations or activity tables.</p> <p>Soft furnishings, like cushions and blankets, have been removed. Windows will be open to get as much fresh air as possible. You will not be able to visit other classrooms.</p>
<p>First aid</p> 	<p>You will still be given first aid treatment for injuries or illnesses. Teachers will explain the new procedure on your first day.</p> <p>The first aid staff will be still very friendly and kind to you.</p>
<p>Fire safety</p> 	<p>Fire drills are still happening before you arrive on the school site.</p> <p>Fire exits will be used as normal.</p> <p>The fire muster point will remain on the playground due to spacing restrictions around the site. Your class will be given a fire line number.</p> <p>Social distancing may not be followed during the evacuation process. The priority is to get you out of the building of people in a given timeframe.</p>

Section 4: The school day

To ensure the safety of pupils and staff, it is not possible to have everyone arrive, have break, lunch and leave at the same time. There will be some staggering of the school day as shown below:

Arrival at school

8.00am – 8.45am	Breakfast Club for Key worker children
8.45am	Children in Year 2, 3, 4 or 5 who are Key worker Children or have an EHCP or Social Worker
8.50am	Year 1 side gate
8.50am	Reception – Main door
9.00am	Nursery – side gate
9.10am	Year 6 Side gate

Break times

Breaks will be staggered and staff should send the children 1 boy and 1 girl at a time to the toilet 5 minutes before break begins for that class

10.00 – 10.20am	Reception
10.30 – 10.45am	Year 1
10.50 – 11.05am	Key worker group
11.10 – 11.25am	Year 6

NB: Nursery will be in their own outside area at all times

Lunchtimes

Lunch will be staggered and staff should send the children 1 boy and 1 girl at a time to the toilet 5 minutes before break begins for that class

11.50am—12.30pm Eating: 11.50am—12.30pm Outdoor play in their own area: 12.30pm - 1pm	Nursery
11.50am—12.30pm Eating: 11.50—12.10pm Physical activity: 12.10pm—12.30pm	Reception
12.10pm—12.50pm Eating: 12.10pm—12.40pm Physical activity: 12.40pm-1.00pm	Year 1
12.50 – 1.30pm Eating: 12.50pm-1.10pm Physical activity: 1.10pm-1.30pm	Key worker group
1.20 -2.00pm Eating: 1.20-1.40pm Physical activity: 1.40 -2.00pm	Year 6

Leaving school

2.50pm	Nursery
3.00pm	Reception
3.10pm	Year 1
3.15pm	Key Worker group
3.25pm	Year 6

NB: Please note the school will close at 12pm on a Wednesday for all children, other than the key worker group.

Leaving school on a Wednesday afternoon

11.50am	Nursery
11.55am	Reception
12.05pm	Year 1
3.15pm	Key Worker group
12.15pm	Year 6

Section 5: Safeguarding

If you have any concerns about the safety or wellbeing of yourself or another member of our community you can ask to speak to our Designated Safeguarding Lead, **Miss Hayward**.



or one of our Deputy Designated Safeguarding Leads:



Mrs O'Brien



Mr Rutter



Mrs Devereux

Section 6: Behaviour

Our Behaviour and Attitude to Learning in response to Covid-19:

This is a strange time and the school you return to will not resemble Moggerhanger Primary School before lockdown. We must put in place a wide range of processes so that everyone within our community is kept safe.

The safety of all of our community matters and is valued. We have an even higher expectation of how you conduct yourselves during this time.

Everything we do is in the best interests of individual pupils and the school community in terms of safety, wellbeing and expectation.

On your first day back, you will be taught the new expectations in terms of conduct in school and how we must all work together to keep us all safe. You have a key role in all of this. As Government guidance is released, we will review our procedures, always with our community safety as our first priority.

Safe Caring Learning

Behaviour and Attitude to Learning - The school policy will be followed as it stands, with the following amendments:

Social distancing - Where possible, the 2m social distancing expectation will be adhered to, in all circumstances.

Physical Contact - is not acceptable within school and pupils will maintain the 'bubbles' and will not share any equipment unless it has been sufficiently cleaned. Breaks and lunchtimes will be staggered and we will continue to observe the social distancing expectation, supervised by members of staff.

Movement around school - pupils will observe the expectations of social distancing wherever possible and will move around school following the one way systems, where signposted, the staggered breaks and lunchtimes, and the markers around school, to indicate distancing and direction.

Pupils are not to gather in groups but always observe the 2m distancing expectation.

Where any pupil puts themselves, or others' safety at risk, they may be required to remain at home.

Toilets and hygiene - toilets will be able to be used by pupils, but one at a time (one in, one out) with supervision from outside by a member of staff. H and sanitisers will be stationed outside for use on entry and exit of toilets. Frequent hand washing, and use of hand sanitisers is the new norm.

Spitting or coughing - deliberately spitting or coughing at or towards any member of our community is unacceptable, the safety of our community is important.

Please also see Appendix 2: Coronavirus (Covid-19) Update

Section 7: Home Learning

HOME LEARNING

We hope you have found the home learning activities provided by your teachers to be useful, challenging and enjoyable. Thank you for doing your best and completing these tasks whilst you have been at home.

Remember, that the best way to be productive at home is to try and work out a routine that works for you and your household. You might need to discuss with people at home how you will share resources and devices, or you might like to arrange doing some daily activities together (such as the Joe Wicks PE workout, setting aside some time to read a favourite book or Timetables Rockstars).

Whatever routine you and your family decide on, review it once a week to make sure it works for everyone involved and remember that going for walks, bike rides, getting crafty, doing some DIY or drawing a picture are all important for your mental health and wellbeing too, so try and fit at least some of these activities into your week whenever you can.

Even though we at Moggerhanger Primary School are beginning to open our doors to more pupils, please don't worry that work will stop being provided to those of you that are continuing to learn from home at this time.

Your teachers will carry on setting work on Class Dojo for you to complete throughout the week. You may, however, notice a few slight changes. Your teachers will be spending a lot more time teaching pupils face to face in the classroom at school; this will mean that if you message them on Class Dojo, or send them your completed work, they won't be able to get back to you straight away like they have been over the last couple of months.

Please be patient; if you are stuck, try to re-read your work or use strategies that you might use in school to help e.g. use a dictionary, underline the key parts of the question or ask someone if they are able to help you. If these strategies still leave you stuck, message your teacher telling them your problem (you could even screenshot the part of the task you don't understand), then move on to another question or piece of home learning. Once your teacher has responded to your message, go back and try again.

If you would like some extra tasks and resources to have a go at whilst working at home, you might want to look at some of the websites below:

Reading for pleasure (Improving your reading skills helps increase your attainment levels across a whole range of subjects).

Maths Whizz - <https://www.whizz.com/login/>

Oak National Academy - <https://www.thenational.academy/online-classroom>

BBC Bitesize Daily Online Lessons - <https://www.bbc.co.uk/bitesize/dailylessons>

Section 8: Curriculum and teaching sessions

During the first week in school, we will focus on showing you how our school will work from now on, as well as focusing on your mental health and wellbeing. There will be plenty of time to talk and share your thoughts and feelings.

We will also have a number of creative activities and tasks, which will allow you to focus on things separate from academic learning.

We will be covering a range of subjects and topics in class, making use of activities set by your usual class teacher, but still maintaining social distancing as much as possible.

Year 6: please make sure you bring a reading book with you as you will be asked to complete some independent reading and we cannot allow you to borrow books at the moment.

Section 9: Key information

Removal of items from school

Staff and pupils should aim to limit the items taken to and from school. Books and folders used by children should not be removed from the school site.

Clothing

Staff will not be wearing suits, ties or formal dress. Casual clothing will be worn when staff are in school during this period. Pupils should be wearing school uniform during this period, which now can be the summer uniform of shorts and a polo shirt, or the blue summer dress. Please ensure your child has a named cardigan or jumper, as well.

Items to bring to school

Labelled packed lunch, if you are not having the school packed lunch.

Named water bottle.

Bag to carry these items in.

Labelled prescription medication, inhalers or epi pens if required.

A reading book

Food

Pupils bringing in their own food must be in a sealed and labelled bag or box. Items should not be shared with other members of the school. The shared use of snacks, drinks and other refreshments is not allowed. No celebration cakes or sweets will be permitted in school during this time.

Walking/cycling/using a scooter

We cannot allow cycles/scooters to be stored in school, so please do not allow your children to bring them to school, unless you are taking them home with you. We are encouraging everyone to walk as much as possible. The school is following Government advice regarding public transport and cars.

Section 10: Wellbeing and support



What can help your mental health and wellbeing?

Please refer to the school website and look at the wellbeing newsletter for additional support and guidance.

Bedfordshire Health Visiting and School Nursing Service provides a confidential texting service, offering advice and support—ChatHealth Text: 07507 331450.

If you are at school speak to a member of staff, observing social distancing about your concerns. Talking is good.



Kooth is a web-based confidential support service available to young people. Kooth provides a safe and secure means of accessing mental health and wellbeing support designed specifically for young people.

Kooth offers young people the opportunity to have a text-based conversation with a qualified counsellor. Counsellors are available from 12noon to 10pm on weekdays and 6.00pm to 10.00pm at weekends, every day of the year, on a drop-in basis. Young people can access regular booked online counselling sessions as needed. Outside counselling hours, young people can message our team and get support by the next day.

To find out more visit www.kooth.com where young people can register and others can find out more about the service.

You can also view a short video about the service at: <https://vimeo.com/318731977/a9f32c87de>.

5 Steps to Wellbeing:

Connect with the people around you— your family, friends, teachers and neighbours. Spend time developing these relationships.

Be active – you don't have to go to the gym. Take a walk, go cycling or play a game of football. Find an activity that you enjoy and make it a part of your life.

Keep learning – learning new skills can give you a sense of achievement and a new confidence. So why not sign up for that cooking course, start learning to play a musical instrument, or figure out how to fix your bike?

Give to others – even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering at your local community centre, can improve your mental wellbeing and help you build new social networks.

Be mindful – be more aware of the present moment, including your thoughts and feelings, your body and the world around you. Some people call this awareness "mindfulness". It can positively change the way you feel about life and how you approach challenges.

Appendix 1: Useful websites and resources

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<https://www.gov.uk/government/publications/guidance-to-educational-settingsabout-covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/common-questions/>

Department for Education Coronavirus helpline

The Department for Education has a new helpline to answer questions about COVID19 related to education. Staff, parents and young people can contact the helpline as follows:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk Opening hours: 8am to 6pm (Monday to Friday)

Wellbeing sites and resources:

<https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/>

<https://www.studentminds.org.uk/coronavirus.html>

<https://mailchi.mp/successatschool/looking-after-your-mental-health-during-lockdown>

<https://www.mind.org.uk/information-support/for-children-and-young-people/coronavirus/coronaviruses-and-your-wellbeing/>

5 steps to wellbeing:

<https://www.nhs.uk/Conditions/stress-anxiety-depression/Pages/improve-mental-wellbeing.aspx>:

If you give them a try, you may feel happier, more positive and able to get the most from life.

<https://www.annafreud.org/coronavirus-support/support-for-young-people/>

<https://www.childline.org.uk/info-advice/your-feelings/mental-health/taking-care-of-yourself/>

<https://www.childline.org.uk/get-support/message-boards/>

<https://www.childline.org.uk/info-advice/friends-relationships-sex/friends/helping-friend/>

Appendix 1: Coronavirus (Covid 19) Update

In light of the need for children to behave and act differently upon their return to school, we have updated our policy to help give clarity on how children should behave. The primary focus of this document is to ensure the safety of our children and staff by implementing measures designed to mitigate the threat posed by Covid-19 and to reduce the spread of the virus. This guidance should be read in conjunction with information already circulated, and which outlines the steps taken by the school to ensure that the school continues to remain safe for the school community.

Routines for arrival and departure on the school site:

We will be operating a one-way system for children in the morning and afternoon, when children are dropped off/picked up at school. This one way system will be clearly marked out, similar to what is in place in many other public institutions. It is essential that children and their parents/guardians maintain a social distance of at least 2 metres from other children and their families. Children should be brought to the main reception (not to the side gate), where their teacher will welcome them, and then escort them to their classroom.

During this period, there will also be a staggered start and end to the school day. Details regarding this have been communicated to parents/guardians of pupils in Nursery, Reception, Year 1 and Year 6. This is to help ensure social distancing is maintained, and reduce contact between individuals.

Face to face discussion with parents/guardians at the beginning and end of the school day is no longer permitted. There will also be no meetings with external visitors to the school site that are not deemed essential. Parents/guardians should contact the school by email or telephone, should they wish to discuss any aspect of their child's education.

Pupil preparedness for school:

Close contact between staff and children at the school will be kept to a minimum. We, therefore, ask parents/guardians to ensure that they apply all day sun protection to their child, as staff are not permitted to apply this. The altered nature of the school day makes this more important, as children are likely to spend more time outside. It is also advisable that children arrive to school with the items listed below:

- ◆ Sun hat—named
- ◆ Sun glasses – if desired
- ◆ A labelled water bottle
- ◆ Trainers
- ◆ Lunch box (named)— if not having the school packed lunch
- ◆ Appropriate outside clothing in case it rains—please ensure these are named for ease of return

Personal Hygiene:

Children should not come into school if they, or any member of their family, are displaying symptoms of Covid-19. In these circumstances, the parent/guardian should contact the school as a matter of urgency, and seek medical advice on how best to proceed. All children that are attending school, and their families, are entitled to be tested for Covid-19 if they display symptoms. Children must inform their teacher if they feel unwell during the school day so that appropriate steps can be taken.

When in school, children will be expected to regularly wash their hands. Each classroom will also have hand sanitiser that children will be encouraged to use. In line with social distancing guidance (see below), children will be encouraged to maintain 2 meters distance from each other to reduce the risk of transition. This applies throughout the school day, including break and lunch.

Children should try to avoid touching their mouth, nose and eyes with their hands. When sneezing, children will be encouraged to use a tissue to '*Catch it, Bin it, Kill it*'. Alternatively they should cough into their elbow. Teaching staff will have a supply of tissues for children to use, although they are encouraged to bring their own.

Socialising:

During the school day, all children will need to maintain social distancing of 2 metres. While the risk of the virus being transmitting is extremely low when there is brief or intermittent contact, every care must be taken to ensure that close contact between individuals is kept to a minimum.

Children must not cough at, or in the direction of any other person. Spitting is not acceptable in any circumstance.

Children must not deliberately seek to touch, or come into close physical contact, with another person. This includes break and lunchtime. The altered nature of the school day will help with this, ensuring that children only have their break and lunch with a small 'bubble' of other children that they will have been with during the day.

Unfortunately, children will not be able to play with the school play equipment, or use the climbing frame. They will also not be allowed to bring in items from home to play with, as these will increase the risk of virus transmission. **They will be able to play with some of the smaller outside equipment on their own, which will be cleaned after each use.**

Movement around the school/toilet arrangements:

In addition to the arrangements put in place for the start and end of the school day, children will be discouraged from moving around the school building. Throughout the day, they will remain in the same classroom as part of their 'bubble'.

If children need to use the toilet, they should inform their class teacher, Learning Support Assistant, or member of staff, so that they can be escorted to the facilities. They will then be expected to wash their hands before returning to the classroom/playground.

Remote Education:

During the Covid-19 outbreak, more resources have been made available for students to access through Class Dojo. It is our expectation that for those students who are not attending school this continues to be used as a replacement for face-to-face teaching. Where children are accessing education on site, Class Dojo can still be used to complement the work that they are undertaking in school.

It is our expectation that remote learning continues to be used to supplement and enhance pupils' academic progress, but the focus continues to be on their mental and physical health. There will be no sanctions for failure to complete the work set.

Challenging Pupil Behaviour:

The behaviour exhibited by pupils of Moggerhanger Primary School is typically outstanding and it is our expectation that this continue. The 'no hands' policy of the school with respect to pupil behaviour continues to remain therefore, with poor behaviour being managed in line with the behaviour policy.

Preparing Your Child for Return to School

Advice for Parents and Carers

Central
Bedfordshire

Schools will look and feel different for your child when they return to school. It is so important that they are as prepared as much as possible for the changes they will experience. Here is how you can help them to be prepared, ready and confident.

Re-set Body Clocks!



In the week before your child is due back at school make sure they go to bed early and wake up in time to 'get ready for school'.

Clean Hands!



Show your child how to wash their hands properly click for [link](#) explain that their teachers will want them to wash their hands 5 or 6 times a day when they are at school.

Catch it, Bin it, Kill it!



Make sure your child knows how to blow and wipe their nose and to put the tissue in a bin. Show them how to cough into their elbow if they need to and do not have a tissue to hand. Click for [link](#)

Social Distance!



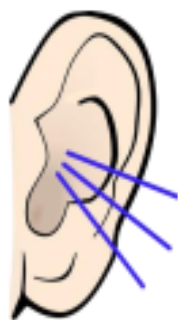
Measure out 2 metres and show your child what that looks like. They may not always be able to keep that distance but an awareness of what it looks like will help us and them to stay safe.

Be Independent!



Children will not be able to work with a partner or in groups like they often do and teachers will not be able to sit alongside children to help them with their work. Talk to your child about 'having a go' and not becoming upset if they are finding something difficult. Tell them that they can raise their hand or use a RAG card to ask for help, but remember, this help will be given from a distance.

Listen and Learn!



Your child needs to be able to concentrate. Limit the amount of screen time your child has, they will need to re-learn how to be in a class with other children and to listen to the teacher. Read with them every day, tell them stories and ask them to listen all the way through before you discuss what you have read. With older children, get them to read to you and to explain what the text means and what they think about it.

Play Safe!



Explain to your child that they will not be able to touch, hug or play close to other children. They may not be able to play on equipment or with some toys until we can clean them - so they will need to be patient and take turns.

Be Patient!



Everything will take longer than usual and your child may have to wait in line for lunch, or to be picked up to go home. They may have to follow a one way system in school and life will be very different to before lockdown - they need to follow instructions carefully to keep themselves and others safe.