



Tudor Grange Samworth Academy

**Primary
Pupil Reintegration
Handbook
March 2020**

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Introduction

This document aims to set out Tudor Grange Samworth Academy's plans to ensure the full reopening of the Primary school and the safe reintegration of children into their classes.

Details on the Full Reopening of Schools

[https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for- full-opening-schools](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools)

Guidance for Schools

[https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational- settings](https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings)

Planning Guide for Early Years and Childcare Settings

[https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare- closures/coronavirus-covid-19-early-years-and-childcare-closures](https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures)

Information for Parents and Carers

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Cleaning of non Healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>



A Message from Mrs. Collins

Dear Parents/Carers,

We are really pleased to be welcoming all our children back on the 8th March – we've missed you all! We'd like to thank all our parents who have supported online learning and made this such a success. We have been so impressed with the quality of learning that children have been able to maintain.

Currently, we are eagerly preparing for all the children to come back to school. The Government has made it clear that all primary school children must return to full time education. I know that after such a long break many parents and children will be anxious about this and I hope that the information in this booklet will help you to see how the school has put into place a detailed Risk Assessment, reviewed our curriculum to ensure it is relevant and worked to ensure that we are able to support all learners as they return to school with a wide variety of different experiences.

The information in this booklet will help to explain the measures that we have put in place. Much of this information is the same as the information that we provided in August, however, there are changes so please read it carefully. If you have any questions or concerns, please do get in touch. You can contact us via Class Dojo or by emailing the school office.

We are committed to following the government guidance closely to create a safe environment for our children, families and staff. If you are unsure about any of the information, please do email our school office, we will reply to any correspondence before the children return to school.

We care deeply about your child and we will do everything possible to look after them when you leave them at our door. We have very much appreciated your ideas and suggestions in this challenging time. Thank you for your continued support.

Kind Regards

Anika Collins





Tudor Grange Samworth Academy

If your child, or someone in your household, shows any of the symptoms of Coronavirus they MUST NOT come into school.

The symptoms are:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

What should I do if my child or other family member is displaying symptoms of Covid 19?

DO NOT SEND YOUR CHILD TO SCHOOL – Inform the school of the reason for absence via email office@samworth.tgacademy.org.uk or telephone **0116 278 0232**.

Book a test for all family members and self-isolate until results are returned. Please inform the School Office of the test results as soon as you receive them.



Uniform: Nursery & Reception



Please label all items with your child's name



White polo shirt

TGSA green jumper
with white shield*

Grey trousers or skirt

Dark plain socks

Smart black shoes



- No jewellery
- No earrings
- No extreme hairstyles – boys' hair no shorter than a number 2
- No large hair bows for girls

*These items, as well as the Academy PE kit, can only be purchased from the Academy's approved local stockist:



Schoolwear Solutions
64 London Road, Oadby, Leicester, LE2 5DH
T: 0116 2160665
E: oadby@newplansolutions.co.uk
[https:// www.schoolwearsolutions.com/](https://www.schoolwearsolutions.com/)



Uniform: Nursery & Reception



Please label all items with your child's name



PE kit



Primary book bag*



Acceptable
Styles of
Footwear



Summer dress

Girls may wear a green gingham checked dress throughout the Summer months



Unacceptable
Styles of
Footwear





Uniform: Year 1 to 6 Pupils



Please label all items with your child's name



White cotton shirt

TGSA blazer with white shield*

TGSA tie*

Grey v-neck jumper*

Grey trousers or skirt

Dark plain socks

Smart black shoes



- No jewellery
- No earrings
- No extreme hairstyles – boys' hair no shorter than a number 2
- No large hair bows for girls

*These items, as well as the Academy PE kit, can only be purchased from the Academy's approved local stockist:



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<https://www.schoolwearsolutions.com/>



Uniform: Year 1 to 6 Pupils



Please label all items with your child's name



PE kit



Primary book bag*



**Acceptable
Styles of
Footwear**



Summer dress

Girls may wear a green gingham checked dress throughout the Summer months



**Unacceptable
Styles of
Footwear**





Clothing

What should my child wear to school?

All children must wear school uniform:

- School Blazer
- White shirt and tie
- Dark grey trousers, knee length tailored shorts or skirt or a green checked dress
- Grey or white socks or grey tights
- Black polishable school shoes (not trainers)
- A suitable coat

If you need support with uniform, please contact the school office.

Children will need to wear their PE kit all day on their allocated PE days. For outdoor PE, they can wear black jogging bottoms and school jumper if the weather is cold/ rainy. PE will begin the week commencing Tuesday 1st September:

PE Days

Monday	Tuesday	Wednesday	Thursday
Year 3	Year 6	Year 1	Year 2
		Year 5	Year 4

In order to stop the spread of Coronavirus it is expected that children's clothes will be regularly cleaned.

We will be keeping the school building well-ventilated with doors and windows open so please make sure your child has a school blazer at all times. We can only return named clothing to your child, please check the name is still readable after washing.

We will also be working and playing outside as much as possible. Children will need a clearly labelled **sun hat** in school. Please send children to school with sun protection already applied. Please send clearly labelled sun protection into school for your child to apply throughout the day if needed.

All children must have a full, **labelled water bottle** with them every day as classrooms do not have cups.

Face Masks

The government has updated its guidance about the use of face coverings in schools:

[Face coverings in education - March 2021 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/90421/face-coverings-in-education-march-2021.pdf)

The advice for primary aged children is:

'In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.'

We will be following this advice and would ask also that masks are worn by any adults or secondary aged children who enter the academy carpark during drop-off or collection times.

Other measures

We have hand sanitizer dispensers throughout the school and will remind the children to use these frequently. Increased handwashing will also be built into the daily routine.

We will be making every attempt as a school to encourage children and staff to adhere to social distancing, but we are a primary school and some of our children are still very young. Our classrooms have been set out to distance children as much as possible. We have to accept that, despite rigorous risk assessment, careful planning and consideration, our children will not always distance themselves from each other or the staff.

Reading Books

Reading is vital! We will make sure that all children have the opportunity to practice their reading at home as often as possible. On return from home, reading books will be quarantined. Thank you for encouraging your child to read every day. A love of reading is one of the greatest gifts you can give your child.

Class Organisation

What is a Bubble? Each class will be an independent unit to help stop the spread of Coronavirus more widely. These independent units are known as **Bubbles**. Each Bubble will have an assigned Classroom called a Bubble Home.

Each bubble and their class teacher will also be part of a **Super Bubble** which will consist of the two classes in the child's year group, sports staff and lunchtime supervisors. Contact between class groups will be minimized in indoor settings.

Classroom Organisation

What measures will be taken in the classroom?

The site map below indicates where children's classrooms will be. We will ensure groups of children use the same designated toilets.

- The classrooms are set up to ensure that, as much as possible, the children will maintain social distancing within their designated bubble. They will not mix with children from any other Super Bubble throughout the day. Children will be working in the classroom and outside with movement around the school restricted to key staff.
- Where possible, adults will support the children by maintaining social distance. Social distancing will be taught and expected between children and their classmates.
- Classroom furniture will be laid out so that children all sit at forward facing desks
- Classrooms will be well ventilated.
- Children will sit in the same seat throughout the day.
- Children will not be able to bring in any learning materials or equipment from home, with the exception of reading books..
- Classroom-based resources such as books and equipment can be used and shared within a group. These will be cleaned regularly.
- Resources such as sports, art and science equipment will be rotated so they can be unused for a period of 48 hours (72 hours for plastics) between use by different groups

First Aid

Each classroom has a first aid kit for minor injuries, cuts and grazes. Where possible, we will ask children to carry out their own first aid (under supervision) e.g. washing and cleaning graze, applying a plaster.

For more serious injuries, we will follow our normal first aid procedures and we have first aiders on-site at all times. They will wear PPE when administering first aid.



Drop-off and Collection Arrangements:

What are the drop-off and collection arrangements?

To maintain social distancing and avoid any mixing of groups we are staggering the start and end times of the school day. It is essential that we keep the different groups of children isolated from each other throughout the whole day. This includes drop off and pick up. Access to the school will be through specific gates identified on the maps below.

- Drop-Off: The gates open at 8.40am and close at 9.00am. Please call the school office if you are going to be late. A member of staff will open the gate. Remember school starts at 8.55am.
- Only one adult should come to school with their child.
- Where practical we are operating a one way system. Please use the pavement and maintain a 2m gap when entering or exiting the school via the gates.
- Please allow others to access school safely by not congregating at the entrances.
- Parents are asked to leave the school via the car park gate as soon as possible.
- Year 4, 5 and 6 can arrive and leave on their own with parental permission. Households should avoid meeting up on the way to or from school and children should only walk their own parent. Mixing of groups will compromise the bubbles we are creating in school.
- Staff will be at the gate to welcome children. Please do not stop or gather with others.
- For some children, separation from their parent at the school gate may be difficult. Sadly, if this is the case, we cannot invite you into the building, but we will contact you later in the morning to let you know that your child has settled.

Collection Times:

Groups	Gate	Departure Time
Green	Top Car Park Gate	2.40pm
Blue	Bike Gate	2.40pm
Red	Top Car Park Gate	2.50pm
Yellow	Bike Gate	2.50pm

The site map below indicate where each colour group should be dropped off and collected. There will be signs and markings on the floor to enable social distancing during this time.



Site entry and Drop off Points: (Please note: 1 parent per child)



Tudor Grange
Samworth Academy

Tudor Grange Samworth Academy
Trenant Road
Leicester
LE2 6UA
Tel: 0116 278 0232
www.samworth.tgacademy.org.uk
email: office@samworth.tgacademy.org.uk

KEY:

- | | |
|--------------------------|-------------------------------------|
| 1 Main Reception | 8 Food Tech / ICT D/T (Lower Floor) |
| 2 Primary Wing | Classrooms (First Floor) |
| 3 Church | 9 Art Block |
| 4 Assembly Hall | 10 Additional Classrooms |
| 5 Restaurant | 11 Car Park |
| 6 Sports Hall | 12 Disabled Car Park spaces |
| 7 Science (Lower Floor) | 13 MUGA |
| Classrooms (First Floor) | |





Movement Around School

In accordance with the government guidance “where children can be kept in small groups 2 metres away from each other, they should do so.” However, it is also recognised that “brief, transitory contact, such as passing in a corridor, is low risk.” To enable our children to safely move around school, we are implementing the following:

- All non-essential movement around the school will be avoided.
- All classes will use external doors where available
- Some areas of the school will be marked with the appropriate signage.
- Where possible, children will be supervised in corridors and the main areas of the school to manage the number of children in these spaces.
- Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles.
- A fire drill will be conducted when all children are back in school.

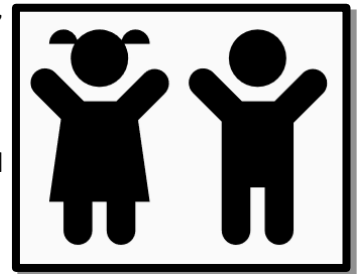
What will my child be doing in school?

- As in September, we will be supporting your child to settle back into the school routine. We know that they will need time to build up stamina and to get used to being in school once again
- The majority of children have continued their learning through live lessons and we are aiming to transfer lessons back into school as seamlessly as possible.

- Once children have settled, we will be assessing so that we can build on the learning that has happened at home.
- A key focus for everyone will be reading.

Wellbeing

Whilst the wellbeing of our children, staff and families is always hugely important to us, ensuring that we are proactively addressing this is now more crucial than ever. Whilst many of children may be feeling very positive about returning to school, this might not be the case for all. The children have spent a lengthy period of time at home with their family and some may feel very reluctant about coming back to school. Equally, they will be returning to a school which, in order to adhere to safety guidance, will look different. We want to assure you, that whilst the environment might look a little different, TGSA will remain a warm and inviting place for children. Our curriculum will provide opportunities for discussions and activities centered around PSHE themes such as friendship, managing anxiety, building resilience and transition. All of these topics will be delivered in a sensitive and age-appropriate way.





Break Times and Lunchtimes

Break-times

Break and lunch times will be staggered and children will play in their Super Bubbles within a zoned area of the school grounds. We are very lucky to have a lot of outdoor space to allow the children to have plenty of room to play, have fun and relax.

- Children will all wash their hands before and after break and lunch.
- The EYFS and Key Stage 1 school fruit programme has now been reinstated. This means that all EYFS and Key Stage 1 children will be provided with free fruit and should not bring any other snacks into school. Key Stage 2 children are welcome to bring in a healthy snack. Suggestions include fresh or dried fruit, vegetable sticks, rice cakes or crackers.
- Children will eat in their group bubble. All tables will be cleaned with disinfectant before and after lunch.
- Children will be able to choose from a menu every day. In order to minimize risk of contamination, we strongly encourage all children to order a school lunch. All children who are in EYFS, Year 1 and Year 2 should take advantage of the universal free school meals they are eligible to have. For children in KS2, the cost of a school dinner is £2.30. Please preorder food via Parent Pay a week in advance.

Weekly Lunch Menu

		Monday	Tuesday	Wednesday	Thursday	Friday
Week One	Option 1	Macaroni Cheese	Pork Sausage, Mashed Potatoes and Gravy	Roast Chicken with Stuffing, Roast Potatoes and Gravy	Chicken Tikka Curry with 50/50 Rice	Fishfingers/ Salmon Fishfingers with Chips
	Option 2	Soya Spaghetti Bolognese	Vegetarian Sausages, Mashed Potato and Gravy	Vegetable Wellington with Roast Potatoes and Gravy	Lentil and Sweet Potato Curry with 50/50 Rice	Wholemeal Cheese and Tomato Quiche with Chips
	Vegetables	Sweetcorn Peppers	Caiflower Cabbage	Sweede and Carrot Mash	Broccoli Carrots	Baked Beans Peas
	Dessert	Marble Sponge with Custard	Pineapple Cake	Fresh Fruit or Yoghurt	Apple, Cheese and Crackers	Chocolate Cocoa Cookie
Or a choice of Yoghurt & Fresh Fruit available daily						
Week Two	Option 1	Sausage Roll with Wedges	Mexican Beef Chili with 50/50 Rice	Roast (as advertised), Roast Potatoes and Gravy	Chicken and Red Pepper Pizza with Wedges	Fish in Batter with Chips
	Option 2	Tomato and Vegetable Pasta	Vegetable Hotpot	Quorn Roast Fillet with Roast Potatoes and Gravy	Chickpea Curry with 50/50 Rice	Cheese Frittata with Chips
	Vegetables	Sweetcorn Broccoli	Peas Carrots	Fresh Mixed Vegetables	Sweetcorn Tomatoes	Baked Beans Peas
	Dessert	Oaty Apple Crumble and Custard	Chocolate Cake with Chocolate Drizzle	Fresh Fruit or Yoghurt	Pear and Ginger Slice	Orange and Lemon Shortbread
Or a choice of Yoghurt & Fresh Fruit available daily						
Week Three	Option 1	Cheese and Tomato French Bread Pizza	Chicken and Sweetcorn Pie, New Potatoes and Gravy	Roast (as advertised), Roast Potatoes and Gravy	Cottage Pie with Gravy	Fishfingers with Chips
	Option 2	Jacket Potato with BBQ Beans	Five Bean Chili with 50/50 Rice	Potato and Courgette Stack with Roast Potatoes	Broccoli and Cheese Pasta Bake	Vegan Mexican Bean Roll with Chips
	Vegetables	Coleslaw Mixed Salad	Sweetcorn Broccoli	Peas Cauliflower	Green Beans Carrots	Baked Beans Peas
	Dessert	Oaty Cookie	Banana Sponge and Custard	Fresh Fruit or Yoghurt	Chocolate and Mandarin Brownie	Peaches and Ice Cream
Or a choice of Yoghurt & Fresh Fruit available daily						

Added Plant Power

Vegan

Wholemeal

Available Daily:

- Freshly cooked jacket potatoes with a choice of fillings (where advertised)
- Bread freshly baked on site daily
- Daily salad selection

ALLERGY INFORMATION:

If your child has an allergy or intolerance please ask a member of the catering team for information. If your child has a school lunch and has a food allergy or intolerance you will be asked to complete a form to ensure we have the necessary information to cater for your child. We use a large variety of ingredients in the preparation of our meals and due to the nature of our kitchens it is not possible to completely remove the risk of cross contamination.

(Please note: This menu will start from 15th March)



Contacting the School

How do I contact the school?

Unfortunately, we are still not able to receive visitors without appointments.

- Please do not come to the office at all unless you have a pre booked appointment.
- Office staff will be in school and available to answer any questions by telephone or email
- If your child forgets something, we will do our best to help them until the next day
- Parents should return any forms or documentation via e-mail or Forms to the school office.
- We may arrange online meetings where appropriate.



Contact Details:

	office@samworth.tgacademy.org.uk
	0116 2780232



Coronavirus FAQs

Will you be encouraging social distancing on site?

Yes – children will be taught about social distancing and this will be reinforced throughout the day. We will limit the number of visitors to the site by not having the office open and allowing a maximum of 1 adult per child into the site.

We will also be initiating a one way system around the school site.

Will you observe social distancing in classrooms?

Government Guidance on 2m social distancing is relaxed for classrooms and the school aims to offer the maximum possible distance between children whilst in the classroom. Classrooms will be organised so that children all sit forward facing (except EYFS)

Will you take children's temperatures?

We won't take temperatures of all children routinely. However, we might still take a temperature if we think that the child is unwell.

What are the main symptoms of coronavirus?

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed that you cannot smell or taste anything, or things smell or taste different to normal

What should I do if my child or other family member is displaying symptoms of Covid 19?

DO NOT SEND YOUR CHILD TO SCHOOL – Inform the school via email or telephone of their reason for absence

Book a test for all family members and self-isolate until results are returned

Please inform the School Office of the test results as soon as you receive them

What will happen if a child is displaying symptoms at school?

The child will be removed from the 'bubble' and put into isolation. Parents will be called and the child collected. Parents should collect their child from school as quickly as possible. A test should then be booked and the results reported to the school. The child and their family should self-isolate until the results are returned. It is now possible to have their child tested for COVID-19 - if proved negative they may return to school if well enough.

What if a child in a Bubble has a positive test?

Where the child or staff member tests positive for Coronavirus, the rest of their class or group within their education setting will be sent home and advised to self-isolate. The local health protection team will be contacted to carry out a rapid risk assessment. They will ensure that any pupils or staff who had close contact with the person when they were infectious are asked to self-isolate for 14 days from when they were last in close contact. Classrooms, offices and other rooms used by the member of staff or pupil with a confirmed case of Covid-19, will be closed off for enhanced cleaning.



School FAQ's

Some questions we have been asked:

Will my child need a facemask?

The guidance is very clear that primary aged children do not need to be wearing facemasks in school.

What cleaning is being carried out?

The school has been deep cleaned over the last few weeks and most rooms have been unused. We will be cleaning tables, door handles, toilets, light switches and taps regularly throughout the day. The school will be following additional government guidance on cleaning.

Will resources be cleaned?

All resources used by the children will be cleaned before and after use. Children will have their own pencil case with their own personal equipment.

Do I have to send my child to school?

Yes. School attendance will be mandatory in autumn and the usual rules on attendance will apply. This includes our responsibility to record attendance and follow up on absence.

What do I do if I want to talk to someone in school?

Please do not come into the school without an appointment. If you would like to speak to Mrs Collins or a member of staff, please either phone or email the school office. Wherever possible, we will hold meetings remotely. If this is not possible, we may invite you in but this will need to be under social distancing rules.

Will there be any before and after school care provision?

Breakfast and afterschool Club will be operating its full hours but with a limited capacity. Bookings need to be made online via ParentPay at least 24 hours before.

Will Extra Curricular Clubs be running?

We are constantly reviewing our ability to offer extra curricular clubs and will update you as soon as these are possible.