

**Box CE VC Primary School**  
**Parent Information September 2020**

The Parent Information September 2020 has been updated to include COVID-19 precautions. Please make sure that you read it as some of the information is very different from previous years.

**Pupil Information Forms**

So that we can minimise the risk of the virus spreading it is essential that we have two local contacts for each child so that children can be taken home from school as quickly as possible if they are ill. A copy of your child's Pupil Information Form will be emailed to you in the next few days for you to check. Please return the updated form as soon as possible.

**Start and finish of the school day**

To ensure that parents and children can social distance, the only entrance to the school that will be used for drop off and collection will be the **back gate** on the rec. We are not able to allow parents on to the school site and the children will be met at the gate by school staff. If you have any messages for your child's teacher please email the office and they will be passed on. The back gate will also be used to dismiss children at the end of the day; please ensure that you social distance while you wait and that only one adult drops off and meets your child.

Each class bubble will have its own drop off and pick up time. Please pick up and drop off your child as close to their allocated drop off time as possible:

<b>Class</b>	<b>Drop off</b>	<b>Collection</b>
Ash	9:05	3:25
Oak	8:40	3:00
Willow	8:45	3:05
Beech	8:50	3:10
Chestnut	8:55	3:15
Sycamore	9:00	3:20

**If you have more than one child please drop them off at your first drop off time.**

Unfortunately we haven't found a workable solution to enable parents to collect families at the same time so please bear with us with the different collection times at the end of the day.

**Attendance**

From September attendance at school will be made compulsory by the government again. If you have any queries or concerns about your child attending school in September, please email [admin@box.wilts.sch.uk](mailto:admin@box.wilts.sch.uk) or phone (01225 742663) before the end of term. We recognise that for some children and adults, a return in September will be an anxious time and we will be doing our best to mitigate these issues.

**School uniform**

In September children will be expected to wear full school uniform to school, including school shoes. The school uniform is as follows:

- navy blue sweatshirt or cardigan
- navy blue or grey trousers, skirt or pinafore dress

- a white or pale blue shirt or polo shirts
- black school shoes
- blue gingham dresses or school shorts may be worn during the summer

*NB Please note that black is not a school colour.*

**All clothing needs to be clearly labelled with your child's name so any lost property can be returned as soon as possible. Uncollected lost property will be recycled.**

### **PE Kits**

- navy shorts plain white T-shirt.
- sweatshirt and jogging bottoms for when the weather is cold.
- daps or trainers for outside games - inside PE takes place in bare feet.
- a clearly named drawstring bag to keep PE kit in.

### **Hand washing and additional school rules**

Protective measures are in place to make the school as low-risk as possible. For example, hand washing and hygiene will be a key feature of your child's time in school. They will wash their hands on entry to school, after breaks, before they eat etc. The children will have their own work stations and writing equipment and resources will not be shared across the 'bubbles' without being cleaned first.

We also have a few new school rules that children will be taught to follow so that everyone is kept as safe as possible:

- Follow our school rules
- Say goodbye to the adult bringing you to school at the rec. gate.
- Wash your hands as soon as you come into school, before you eat, after playtime and before you use equipment that other people will touch.
- Stay in your bubble at all times.
- Stay in your place in the classroom unless you are told you can move
- Only bring the things you need for the day to school e.g. water bottle and lunch
- Use the outside doors to the classrooms as much as possible and avoid using the corridors
- Only one person can go into any of the toilets at a time and only one person may queue outside of the toilet
- Cough or sneeze into your elbow or a tissue ('catch it, bin it, kill it') and then wash your hands
- Avoid touching your mouth, nose and eyes with hands
- Tell an adult if you don't feel well.
- Bring a water bottle to school and only eat and drink your food
- Play in the area you have been told to play in. Do not mix with anyone from another bubble.
- \*When you are not in school make sure that you complete your home learning

*\*All schools are expected to have contingency plans in place so that remote learning can be resumed immediately if schools are closed again.*

### **Authorised absence**

If your child is ill please inform the school by telephone in the morning before the start of each day. If you take your child out of school for any reason during term time you need to complete an 'absence from school form', which are available from the school office. Please see the 'attendance policy' for full details.

### **Unauthorised absence**

Any absence that you do not notify us of or obtain permission for in advance has to be recorded as an unauthorised absence.

### **Dropping children off by car**

Please use the Selwyn Hall car park to drop off and collect your child if you need to drive to school.

### **Walking to school**

If you walk to school and need to cross the A4 please use the zebra crossing. Seeing adults use the crossing helps to reinforce in children that this is the safest place to cross the road and means that they are less likely to cross the road where there isn't a crossing.

### **Collecting children during the day**

If you need to take your child out of school for a medical or other appointment during the school day please fill in an 'Absence from School Form'. When you come to collect your child please report to the school office.

### **Someone unknown to us collecting a child**

If a family friend or grandparent etc. is collecting your child from school please email the office so that this information can be passed onto the class teacher.

### **Late arrivals**

Please remember that if children are late for school without a valid reason then the absence is recorded as unauthorised. You will need to sign your child in at the office and the late arrival will be marked in the register.

### **Medicines**

The school has an Administration of Drugs and Medicines in School Policy which you are welcome to see. Most medicines can be administered by you before or after school. Staff are not obliged to administer medicines but will administer medicines prescribed by a doctor if it is absolutely necessary. Please phone or email the school office staff about administering medicines and complete the relevant permission slip.

### **Inhalers**

Please ensure that we are aware if your child is asthmatic. Children should self administer inhalers wherever possible and should keep their inhaler with them at all times. You may wish to let us have a spare inhaler to be kept at school. Inhalers should be clearly labelled with your child's full name and class.

### **Swimming**

We are not sure when we will be able to start taking children swimming again. When we can we will let you know. Our usual pattern is for children in Yr 4 to swim from September to February

and Yr 3s from February half term until July. Swimming is on a Monday and any child in Year 5 and 6 who is not able to swim 25 metres confidently will also go.

When children swim at the Springfield Centre in Corsham boys should wear speedo style trunks and girls a one piece costume. Parents need to provide any swimming aids their child needs, such as armbands, and if your child wants to wear goggles then we must have a letter from you giving permission for them to be worn.

### **Jewellery**

The only jewellery children are able to wear in school is stud earrings and wrist watches (not novelty watches).

### **Toys**

While we are still subject to the Coronavirus restrictions we need to reduce the number of items coming into school from home so please can toys wait at home for your child to play with when they get home.

### **Communicating with teachers**

If you have any messages for your child's teacher please email the office and they will be passed on and teachers will respond as soon as they are able to. In September most meetings with parents will need to be by phone. If you need to come into school to speak to a member of staff please make an appointment in advance.

We are working on how we can still do activities such as, the initial parents' evening and parents' evening from a distance and will let you know once we have found a solution.

### **Concerns**

If you have a concern we would like you to tell us about it and we welcome suggestions for improving our work. Be assured that no matter what you want to tell us, our support for you and your child in the school will not be affected in any way. Please tell us of your concern as soon as possible. It is difficult for us to investigate an incident or problem which has happened some time ago.

Most concerns can be sorted out quickly by speaking to your child's class teacher. We hope we can resolve your problem informally. We will try to make sure that we understand what you feel went wrong and will do our best to help put things right. Of course this does not mean that in every case you will be satisfied with our response, but it will help us all to understand the situation. It may also help to prevent a similar problem arising again. If you are dissatisfied with a teacher's response, you can arrange to discuss the matter with the headteacher. If you wish you can take a friend or someone else with you. The headteacher will conduct a full investigation of the complaint and may interview any members of staff or pupils involved.

If your complaint hasn't been resolved a copy of our Complaints Procedure and complaints form is available on the school website. It is important that only the chair of governors receives the complaint so that an investigation by 'untainted' governors is possible.

### **Behaviour, homework and attendance policies**

Our key policies, such as behaviour, homework and attendance are on our school website.

### **Staff Development Days (SDDays)**

For five days each year the school is closed for staff development. We have an SDDay on 1<sup>st</sup> and 2<sup>nd</sup> September so children will return to school on **Thursday 3<sup>rd</sup> September 2020**. We have another SDDay on 19<sup>th</sup> April. We will give you the dates for the two remaining SDDays as soon as we know them.

### **Emergency Closure of the school**

Should it ever be necessary to close the school due to bad weather or for any other reason a text message will be sent to parents who have signed up to Schoolcomms, a message will be placed on the school website; Heart FM and BBC Wiltshire will be informed and will broadcast this information. A member of staff or a governor will inform parents who have not heard the broadcast and turn up at school of the closure. Any children arriving at school unaccompanied will be looked after while we contact you.

### **The school office**

Please only come into the office if you need to drop off or collect something and either email or phone for anything else. Tracey and Hayley, would really appreciate it if you would make sure your child knows at the beginning of the day who is picking them up and they come to school with their lunch box.

### **Money**

Our preferred method to collect payments for trips and activities is online through School Gateway. Any money should go in the black post boxes by the school office in envelopes clearly labelled with your child's name, class, the amount of money and the purpose.

### **Telephone**

The school telephone number is 01225 742663. The telephone is staffed during office hours but not usually between 1:30pm and 2:00 pm; the answer phone is checked regularly if you leave a message.

### **Dinners**

In September we will initially be offering packed lunches and once our new systems are established we will be reintroducing hot meals. Our school meals are provided by Chartwells and currently cost £2.30. Chartwells operate an online ordering service, whereby meals need to be ordered online by midnight on the Sunday one full week ahead of the week meals are requested. Meals for children in Reception, Year 1 and Year 2 are free and funded through the Universal Infant Free School Meals Grant. To order meals you first need to register with Chartwells on their website [www.wiltshireandswindon.mealselector.co.uk](http://www.wiltshireandswindon.mealselector.co.uk) The deadline for orders for the first week back will be midnight on **Sunday 23<sup>rd</sup> August 2020**.

### **Sandwiches**

Children having a packed lunch should bring their lunch with them to school in the morning in a suitable lunch box with a secure drink container or carton. Please avoid dropping your child's lunch later in the morning as this disrupts the work of our office staff.

MDSAs encourage children to eat their lunch and anything they do not eat will return home in their lunch box.

### **Water bottles**

Please provide your child with a water bottle so that they have access to a drink when they are in the classroom; the bottle can be refilled with water from the classroom taps. Please note that during the Coronavirus pandemic the water fountains are out of action.

### **Mid-morning milk**

If you would like your child to have lower-fat milk in school during the morning break, this can be purchased from our provider Cool Milk. Free milk will continue to be provided to all children under five and those children in receipt of statutory free school meal entitlement.

If you wish to register your child for milk, at a subsidised cost of 22p per day, please visit: <http://www.coolmilk.com/register>. Orders have to be placed and paid for by 5pm on a Tuesday for delivery the following week. You can pay Cool Milk either online, over the phone, at a local PayPoint or by cheque.

If you want to order milk but aren't able to access the internet please speak to the school office.

### **Break time snacks**

Children can bring in a snack to eat at morning break time; they should bring a healthy snack on Monday, Tuesday, Wednesday and Thursday. On Friday they may bring in a small snack of their choice. At the end of the information sheet is the list of snacks compiled by the children. All children in Ash, Oak and Willow classes will be given a piece of fruit or veg daily as part of the government's free fruit to the under sevens initiative.

### **First Aid**

If your child has a minor accident such as a bump or a graze we will treat it accordingly. If anything more serious, or a bump to the head, happens we will notify you either with an accident letter or a phone call.

### **Box Kids**

We work closely with Box Kids as our local provider of after school care. Teachers are informed of children attending the club on a weekly basis. If you would like further information on Box Kids please contact Becky Townsend on 07966 237215

### **Assemblies**

Unfortunately, for the foreseeable future we will only be able to have assemblies in our class bubbles. We will let you know as soon as we are able to have our usual family assembly on Friday mornings and church services.

<b>Healthy Snacks</b>	<b>Treat</b>
Any fruit or vegetable e.g.	Crisps
Bananas	Popcorn
Apples	Small chocolate bar
Plum	Chocolate biscuit
Pear	Cake
Orange	Chocolate raisins
Tomato	Strawberries in chocolate
Carrot	Dairy Dunkers
Radishes	Pepperoni
Olive	Milkshake
Celery	Fruit Strings
Raisins	Chocolate brownie
Fruit salad	Biscuits
Dried fruit	Jelly
Fruit Flakes	Custard/jam tart
Fruit smoothies	Mini donut
Salad	Mini pie
Yoghurt/frubes	
Cheese	
Pitta bread	
Muesli bars e.g.	
Go Bar	
Geo Bars	
Humzingers	
School Bars	
Strawberries	
Grapes	
Pineapple	
Mango	
Breadsticks	
Raspberries	
Cherries	
Cucumber	
Peas	
Apricots	
Nectarine	
Watermelon	
Avocado	
Beetroot	