23 March 2020

Dear Parents/Carers,

**Emergency Provision at Britannia Community Primary School: TERMS AND CONDITIONS**

1.**Times of provision are as follows:**

Breakfast Club: 7:30am -8.55am

School Day: 8.55am- 3.25pm

After School Club: 3.25pm- 5.30pm

Please note that these may be subject to change. Parents will be updated as/ when the situation changes.

**2.Registering / signing in:**

All parents / carers will be required to sign their children in and out of our provision at the school at the main gates. All children attending must be in school by 8.55am so that we can record their attendance and follow safeguarding protocols. Any absences on days when your child is booked in for a session should be reported to the school office before 8:30am in the usual way. Any absences not reported will be followed up by a phone call to parents as per our usual attendance policy.

**3.Collection of children:**

Parents/ carers should collect their child from the main entrance and will be required to sign them out. Parents should ensure that school staff are made aware of who will be collecting their child.

**4. Early Collection of Children:**

Parents/carers are permitted to collect their children early should they wish to. Ideally, **prior notice** should be given in the morning when signing your child in.

**5.Prompt collection of children:**

It is imperative that your child is collected on time. If this is the end of the school day, they should be collected at 3:25pm. If your child is attending after school club, they should be collected at 5.30pm. Our school staff are working hard putting themselves at risk to provide this provision in challenging circumstance and parents and carers are asked to abide by these conditions.

**6.Respect for social distancing advice when dropping off / collecting:**

Due to the current government guidance which requires everybody to practise social distancing, only one parent is permitted to be at the gates at a time. Government guidance states that there should ideally be a 2 metre minimal distance between people in public spaces, queues, etc. and we require parents to follow this guidance whilst on school site. This is for the health and safety of pupils, staff and parents on site and is part of the national efforts to reduce contact between individuals.

**7.Emergency contact details:**

Whilst school hold emergency contact details on our system for every child, the current situation in relation to COVID-19 requires us to request updated contacts. Many of our emergency numbers beyond parents and carers are grandparents who may now be identified as being within an ‘at risk’ group according to government guidance and therefore should not be attending school site.

Parents / carers MUST be contactable AT ALL TIMES during the school day. In the event that your child/ren exhibit symptoms of COVID-19, you would be required to collect them URGENTLY. This is for the safety of all pupils and staff on school site. Parents are required to complete the contact form provided. Further information on this is provided on the contact form itself.

**8.What to do if your child shows symptoms of COVID-19:**

If your children shows symptoms of 1) a new, continuous cough AND/OR 2) a fever (temperature of 37.8°or higher) THEY MUST NOT ATTEND SCHOOL AND YOU MUST INFORM THE SCHOOL OFFICE URGENTLY. Parents should follow the guidance on what to do next by visiting the following website:https://www.nhs.uk/conditions/coronavirus-covid-19/

**9.What to do if your child is ill for any other reason:**

If your child is ill for any other reason, the usual guidance from the Health and Safety Executive will be followed. This includes a strict 48 hour rule for children with symptoms of sickness and / or diarrhoea. In the event your child is ill, parents will be required to arrange alternative provision.

**10.What should my child wear:**

Children should attend wearing non uniform and they should wear something that they can move easily in and trainers. Children should wear clean clothes each day and on return from school tehri clothes should be washed immediately and they should have a shower or bath- washing their hair.

**11.Social distancing in school:**

Children will be encouraged and expected to practise social distancing, particularly when working inside wherever possible. Desks in classrooms may be separated so that children may be seated a minimum of 2m apart when working. Parents must support the school by explaining the concept of social distancing to their child at home.

**12.Visitors to school site:**

Visitors to the building will be kept to a minimum for social distancing reasons.

**13.What the provision will look like:**

The reduced provision schools have been asked to provide for the children of Key Workers is to facilitate child care arrangement. There will be some structure to each day however they will not be receiving ‘lessons’ as they would do if schools were open as normal. Children must therefore bring their home learning packs into school every day when they are attending. They will be given the facilities and resources needed -including access to our online learning resources -in order to complete the work they have been set.

**14.Number of places in our provision:**

Our current provision has been arranged online with advice provided to schools that the number of children permitted to attend will not exceed 20% of our intake.

**15.Staffing our provision:**

The provision will be staffed by the whole staff team who will operate a rota system. Either the Headteacher or Deputy Headteacher will be on-site or contactable each day.

**16.If staffing levels are affected in school:**

Should staffing levels in school be reduced leading to a reduction in the number of places we are able to offer, priority will be given to the following groups:

•1. Pupils where either parent is a member of NHS frontline staff e.g.doctors, nurses, etc.

•2. Pupils who have a social worker or are known to the school to be extremely vulnerable

•3. Pupils where both parents are on the key worker list

•4. Pupils where one parent is on the key worker list

**17.Hand Hygiene:**

Children will be required to adhere to strict hand washing routines regularly throughout the day. Staff will also be required to follow hygiene protocols. Site staff will be conducting more thorough cleaning routines, following guidance from the government relating to high traffic areas including handrails, door handles, etc.

**18.Contact details:**

Contact details for school remain the same. During office hours, email [bursar@britannia.lancs.sch.uk](mailto:bursar@britannia.lancs.sch.uk) for urgent matters outside of these hours and between 7am and 6:00pm, you may contact [head@britannia.lancs.sch.uk](mailto:head@britannia.lancs.sch.uk). To reduce email traffic to these email addresses, if your query relates to your child’s home learning arrangements, please contact the class teacher directly via their class email address. Details of these can be found on the newsletter to parents regarding home learning and on the webpage.

**19.Concerns / complaints:**

If you have any concerns, these should be raised with the school directly in line with our complaints policy. A copy of this policy is available on our school website and paper copies can be obtained from our school office.

**20.We reserve the right to amend these terms at any time should this unprecedented situation require us to do so. Parents and carers will be provided with an updated copy in the event of this being the case.**

**………………………………………………………………………………………………………………………**

Please sign below to confirm you agree to our terms and conditions.

Name of child/ren:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of parent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to child:…………………………………………………………………… Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate below the names of adults who are permitted to collect your child and their relationship to your child. Please indicate also if this will be particular adults on particular days. We would ask that the number of adults collecting your child is kept to a minimum to reduce the number of visitors attending our school site.

**Adult 1 Collecting:**

Name of adult collecting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day/s they will be collecting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of adult/s to your child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Adult 2 Collecting:**

Name of adult collecting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day/s they will be collecting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of adult/s to your child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE PROVIDE A MINIMUM OF 3 ENERGENCY CONTACT DETAILS (UP TO 5 IF POSSIBLE). At this time, family members/friends in vulnerable/at risk groups due to the Coronavirus outbreak are not suitable contacts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Priority | Name | Relationship to child | Contact number | Other important details (work number, ward working on etc.) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**PLEASE NOTE- THE SCHOOL PROVISION IS AN EMERGENCY PROVISION ONLY. IF STUDENTS CAN BE LEFT AT HOME BECAUSE THERE IS ADEQUATE CARE OR THEY ARE OLD AND RESPONSIBLE ENOUGH TO THEN THIS IS WHAT MUST HAPPEN. THE WHOLE POINT IS TO REDUCE THE SPREAD OF TRANSMISSION. WE NEED TO ENSURE THE MINIMUM NUMBER OF STUDENTS SO THAT WE CAN DEPLOY THE MINIMUM LEVEL OF STAFF AND EXPOSE THE MINIMUM NUMBER OF PEOPLE TO RISK.HELP US HELP OUR EMERGNECY WORKERS AND FOLLOW ADVICE #STAYATHOME.**

|  |  |
| --- | --- |
| Name of Child/Children |  |
| Name of Mother |  |
| Key Worker Role  Hours of work  Days of work |  |
| Name of Father |  |
| Key Worker Role  Hours of work  Days of work |  |
| Confirmation of key worker role seen | Yes No |
| I confirm that my child can not be left home safely because there is not adequate care and I understand that this is emergency childcare provision only.  Signed…………………………………………… Date……………………………………….. | |
| Childcare needed W/C 23.3.20  (Please circle) | Monday  Tuesday  Wednesday  Thursday  Friday |
| Childcare needed W/C 30.3.20  (Please Circle) | Monday  Tuesday  Wednesday  Thursday  Friday |
| Does your child require BEST club provision?  (This provision is chargeable)  If so please state which days and whether this is before/after school. | Yes No |

Staff Only

|  |  |
| --- | --- |
| Has the child self-isolated? |  |
| Date SI commenced |  |
| Date child due back |  |

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