



## Douglas Valley Nursery School

### Information for parents/carers - January 2021

| <p>Minimising contact</p>                     | <p>The school has been organised in 'bubbles' based on age groups. This allows us to limit the amount of contact between children and staff to those in the same bubble and reduce the risk of transmission across the school.</p> <p>Staggered arrival and collection are in place to reduce the number of people waiting outside school. Please only arrive at your allocated time and leave the school site as soon as you have dropped off / collected your child</p> <p>There is a one way system in place to enter and exit the school site to avoid congestion on pathways.</p> <p>Each age group bubble will have separate access to an outdoor area to limit contact between bubbles outdoors.</p>   |                   |                   |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
|---|---|-------------------|-------------------|--|--|----------------|---|--|--|---|--|--|----------------|----------------|-------------------|---------|--------|---------|---------------|---|--|--|---|--|--|----------------|----------------|-------------------|---------|--------|---------|-----------------|---|--|--|---|--|--|----------------|----------------|-------------------|---------|--------|---------|
| <p>Staggered arrival and collection times</p> | <p>Children's arrival and departure from school is being staggered at busy times so you are able to social distance outside school. This may mean that you have to drop off and collect your child earlier or later than was usual.</p> <p>Please see the pedestrian entrance and exit points to the site and staggered times for each group below:</p> <table border="1" data-bbox="507 1149 1386 1995"> <thead> <tr> <th colspan="4"><b>Pre school</b></th> </tr> </thead> <tbody> <tr> <td rowspan="4">Sandra's group</td> <td colspan="3"><b>Entrance</b> - pedestrian gate / main door</td> </tr> <tr> <td colspan="3"><b>Exit</b> - main carpark gate / back carpark gate accessed across the carpark</td> </tr> <tr> <td><b>Session</b></td> <td><b>Arrival</b></td> <td><b>Collection</b></td> </tr> <tr> <td>Morning</td> <td>8.55am</td> <td>12.05pm</td> </tr> <tr> <td rowspan="4">Molly's group</td> <td colspan="3"><b>Entrance</b> - pedestrian gate / main door</td> </tr> <tr> <td colspan="3"><b>Exit</b> - main carpark gate / back carpark gate accessed across the carpark</td> </tr> <tr> <td><b>Session</b></td> <td><b>Arrival</b></td> <td><b>Collection</b></td> </tr> <tr> <td>Morning</td> <td>9.00am</td> <td>12.05pm</td> </tr> <tr> <td rowspan="4">Carolyn's group</td> <td colspan="3"><b>Entrance</b> - pedestrian gate / main door</td> </tr> <tr> <td colspan="3"><b>Exit</b> - main carpark gate / back carpark gate accessed across the carpark</td> </tr> <tr> <td><b>Session</b></td> <td><b>Arrival</b></td> <td><b>Collection</b></td> </tr> <tr> <td>Morning</td> <td>9.05am</td> <td>12.05pm</td> </tr> </tbody> </table> | <b>Pre school</b> |                   |  |  | Sandra's group | <b>Entrance</b> - pedestrian gate / main door |  |  | <b>Exit</b> - main carpark gate / back carpark gate accessed across the carpark |  |  | <b>Session</b> | <b>Arrival</b> | <b>Collection</b> | Morning | 8.55am | 12.05pm | Molly's group | <b>Entrance</b> - pedestrian gate / main door |  |  | <b>Exit</b> - main carpark gate / back carpark gate accessed across the carpark |  |  | <b>Session</b> | <b>Arrival</b> | <b>Collection</b> | Morning | 9.00am | 12.05pm | Carolyn's group | <b>Entrance</b> - pedestrian gate / main door |  |  | <b>Exit</b> - main carpark gate / back carpark gate accessed across the carpark |  |  | <b>Session</b> | <b>Arrival</b> | <b>Collection</b> | Morning | 9.05am | 12.05pm |
| <b>Pre school</b>                             |   |                   |                   |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
| Sandra's group                                | <b>Entrance</b> - pedestrian gate / main door   |                   |                   |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
|   | <b>Exit</b> - main carpark gate / back carpark gate accessed across the carpark   |                   |                   |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
|   | <b>Session</b>  | <b>Arrival</b>    | <b>Collection</b> |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
|   | Morning   | 8.55am            | 12.05pm           |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
| Molly's group                                 | <b>Entrance</b> - pedestrian gate / main door   |                   |                   |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
|   | <b>Exit</b> - main carpark gate / back carpark gate accessed across the carpark   |                   |                   |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
|   | <b>Session</b>  | <b>Arrival</b>    | <b>Collection</b> |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
|   | Morning   | 9.00am            | 12.05pm           |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
| Carolyn's group                               | <b>Entrance</b> - pedestrian gate / main door   |                   |                   |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
|   | <b>Exit</b> - main carpark gate / back carpark gate accessed across the carpark   |                   |                   |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
|   | <b>Session</b>  | <b>Arrival</b>    | <b>Collection</b> |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |
|   | Morning   | 9.05am            | 12.05pm           |  |  |                |   |  |  |   |  |  |                |                |                   |         |        |         |               |   |  |  |   |  |  |                |                |                   |         |        |         |                 |   |  |  |   |  |  |                |                |                   |         |        |         |



|              |   |                |                |
|--------------|---|----------------|----------------|
| Gail's group | <b>Entrance</b> - pedestrian gate / main door                                   |                |                |
|              | <b>Exit</b> - main carpark gate / back carpark gate accessed across the carpark |                |                |
|              | <b>Session</b>  | <b>Session</b> | <b>Session</b> |
|              | Morning   | 9.10am         | 12.05pm        |
|              | Afternoon   | 12.30pm        | 3.30pm         |
|              | Full day  | 9.10am         | 3.10pm         |

|                     |   |                |                   |
|---------------------|---|----------------|-------------------|
| <b>Under 3s</b>     |   |                |                   |
| Under 3s<br>Group 1 | <b>Entrance</b> - Back carpark gate / Under 3s entrance |                |                   |
|                     | <b>Exit</b> – Back carpark gate / main carpark gate     |                |                   |
|                     | <b>Session</b>  | <b>Arrival</b> | <b>Collection</b> |
|                     | Morning   | 8.55am         | 11.45am           |
|                     | Afternoon   | 12.30pm        | 3.25pm            |
|                     | Full day  | 8.55am         | 2.50pm            |

|                     |   |                |                   |
|---------------------|---|----------------|-------------------|
| Under 3s<br>Group 2 | <b>Entrance</b> - Back carpark gate / Under 3s entrance |                |                   |
|                     | <b>Exit</b> – Back carpark gate / main carpark gate     |                |                   |
|                     | <b>Session</b>  | <b>Arrival</b> | <b>Collection</b> |
|                     | Morning   | 9.05am         | 11.55am           |
|                     | Afternoon   | 12.35pm        | 3.25pm            |
|                     | Full day  | 9.05am         | 3.00pm            |

|                     |   |                |                   |
|---------------------|---|----------------|-------------------|
| Under 3s<br>Group 3 | <b>Entrance</b> - Back carpark gate / Under 3s entrance |                |                   |
|                     | <b>Exit</b> – Back carpark gate / main carpark gate     |                |                   |
|                     | <b>Session</b>  | <b>Arrival</b> | <b>Collection</b> |
|                     | Morning   | 9.15am         | 12.05pm           |
|                     | Afternoon   | 12.35pm        | 3.30pm            |
|                     | Full day  | 9.15am         | 3.10pm            |

Children attending an extended day in pre school can be dropped off at the main entrance between 8.00am and 8.45am and collected between 3.40pm and 4.30pm.

**Social distancing**

There is a strict one way system in place, please follow this. You must social distance whilst outside school and wait with your child 2 metres apart from other families

Keep your children with you whilst you are waiting outside and support them not to touch anything e.g. railing, door, touch pad

It is important that you arrive and collect within your allocated time slots to minimise the number of people on school premises.

We ask that only one adult comes to school to drop off and collect your child.



|                                   |  |
|-----------------------------------|--|
|                                   | <p>Government guidance states that parents should not gather around the school gates.</p> <p><b>All parents / carers must wear a face covering when entering the school site, including dropping off and collecting children, unless they are exempt from doing so.</b></p>  |
| Clothing                          | <p>Children will need to bring sets of spare clothes in case they need to be changed in school. These should be brought in on the first day in a drawstring bag and left in school. Staff will inform you if you need to replenish clothes.</p> <p>Please also provide a pair of wellies, clearly named, that can be left in school.</p> <p>Please ensure all coats, cardigans etc are clearly named.</p> <p>We are ensuring the rooms are well ventilated, during cold wear please ensure your child is wearing warm clothing.</p>                          |
| What children can bring from home | <p>Do not bring any bags, toys etc into school on a daily basis. Spare clothes bags will be left in school.</p> <p>The only thing your child should need to bring into school is their lunchbox in they stay over lunchtime.</p> <p>Under 3s - If your child is still in nappies please provide unopened packs of nappies, wipes and nappy bags to be left in nursery.</p>   |
| Appointments                      | <p>It may not be possible to speak to staff at the beginning and the end of the school day, except for brief messages. Please do not hesitate to telephone school if there is anything you would like to discuss.</p> <p>Parents are not allowed in the school building except the main entrance area unless an appointment has been arranged and agreed by the headteacher or deputy headteacher. Only 1 person at a time can enter the main entrance area.</p> <p>You must wear a face covering if entering the school building unless you are exempt.</p> |
| Lunches                           | <p>Children will eat their lunch in their designated area with their bubble.</p>   |
| Hand cleaning                     | <p>Hand sanitising stations are available at entrances to school. Please support your child to sanitise their hands before entering the building, making sure they cover the palms and backs of hands and in between their fingers. Children will be asked to wash their hands on arrival and at regular intervals throughout the day.</p> <p>Staff will supervise children's hand washing. Please practice effective handwashing for 20 seconds at home.</p>  |

|                               |   |
|-------------------------------|---|
|                               | <p><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p>  |
| <p>Classroom organisation</p> | <p>Children are organised into age group bubbles and will access identified indoor and outdoor areas.</p> <p>Resources will only be shared within a bubble.</p>   |
| <p>NHS Test and Trace</p>     | <p>Schools must ensure they understand the NHS Test and Trace process and how to contact their local Public Health England health protection team. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to book a test if they are displaying symptoms.</p> <p>Staff and children <b>must not</b> come into the school if they have symptoms</p> <ul style="list-style-type: none"> <li>○ High temperature</li> <li>○ New continuous cough</li> <li>○ Loss or change to your sense of smell or taste</li> </ul> <p>and <b>must be</b> sent home to self-isolate if they develop these symptoms in school.</p> <p>It is vital that all parents ensure that the school has the most up-to-date contact details and parents <b>must</b> collect their child immediately if they develop symptoms in school.</p> <p>All children can be tested, including children under 5. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>If you or a member of your family are waiting for a test, or for the results of a test, your child must not attend school until the person concerned receives a negative test result.</p> <p>Staff and parents must provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.</p> <p>Staff and children must self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms until a negative test result is received. If staff or children have had close contact with someone who tests positive for coronavirus (COVID-19) they must self isolate for 10 days from the onset of the positive case's symptoms or from the test date if the positive case did not display any symptoms.</p> <p>If an individual tests negative, they feel well and have been fever free for 48 hours they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> |



If someone tests positive, it is vital that you inform the school immediately via e mail or telephone. If a positive test result is received during the evening, weekend or during school holidays please e mail [headteacher@admin.douglasvalley.wigan.sch.uk](mailto:headteacher@admin.douglasvalley.wigan.sch.uk)

Anyone with a positive test must follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal.

Other members of their household should self-isolating for 10 days