

SPORTS DAY, LEAVERS EVENTS AND PARENT EVENINGS - COVID-19 CHECKLIST – 18th JUNE 2021

Name of School: The Carey Federation (Halwill and Ashwater Schools)		Staff lead name: Ruh Alford (Executive Headteacher)		
		Date completed: 22.6.21		
Purpose:				
H&S/PH understand the importance of school events especially transition, sports events and parent evening. However, with an increasing rate of transmission and cases amongst the young population, it is important that we protect our communities. Therefore, we advise that schools consider virtual and outside events. We have produced some checklists for various events for you to consider how to proceed within the current government guidelines.				
Mitigation:				
The schools must work to their updated RA100 V2.6 Covid-19 risk assessments and mitigation processes they have in place, this checklist is to aid the schools covid-19 mitigations for sports day, Y6 parent evenings and leavers events. Depending on how the schools wants to run Sports Day Y6 Parent Evenings you must be mindful of the close contact definition for contact tracing should a case be identified. The smaller the better in terms of close contacts and disruption for education should there be a test. It is vitally important that both staff, pupils and parents are briefed on what is expected of them to provide a safe and Covid secure event. The focus of whether the event should take place, the assessment <u>must</u> take into consideration Covid transmissions rates in the community.				
	Sports Day	Yes	No	Comments/Actions required to comply with schools COVID-19 operational guidance
	Sports days can go ahead with the following measures. <ul style="list-style-type: none"> Pupils should stay in bubbles, early years children should stay in their consistent groups Clear recording for contact tracing 	X		Halwill Information to parents: Although we do need to keep outdoor spectators to groups of 30 – the legal gathering limit, multiple groups of 30 are permitted.

- Sports equipment should be regularly cleaned throughout the event.
- Spectators must keep to social distancing guidance.
- Outdoors, spectators can gather in separate groups of up to 30 – the legal gathering limit. Multiple groups of 30 are permitted.

The key to mitigation is still:

- hands
- face
- space
- ventilation

Therefore, following agreement from Governors, we will set up two groups of 30 spectator chairs so each child will be able to have **2 parents / carers** attending their Sports Day session.

We will still hold the afternoon in 3 bubble sessions and parents / carers will only watch their own child's bubble session (if you have siblings in other bubbles you will of course be able to watch your other child's session).

Each child will be issued with 2 tickets. You will need to write the names and contact details of each spectator on these and hand them in to a member of the office team, who will be at the main pedestrian gate. This will be necessary for NHS Test and Trace, as well as enabling us to know who is on site for our safeguarding procedures.

If you **do not require both tickets, please return them to school as soon as possible**. We can then reissue them to children who would like to bring an additional adult. Please email the office if you would like an additional ticket, if any are available, they will be reissued on a first come, first served basis.

This is a completely new and un-trialled way of running Sports Day so we thank you in advance for your patience and understanding if things don't run as smoothly as we hope and if there is any disappointment regarding the number of adults that can attend. We 'Aim High' to work within the legal parameters, whilst offering the children and families the best possible experience that has been so missed in the last year.

Please do not attend if you have symptoms of COVID-19. Please wear a face covering on arrival and when leaving (unless exempt) but once seated, these can be removed as seats will be socially distanced. We will not be offering refreshments so feel free to bring your own thermos or cold drinks (non-alcoholic). Please remember we are a nut-free school.

The children will be participating in field sports in the morning and parents are invited to watch the track races, which will take place in these time slots and we ask you to leave promptly at the end of your child's session. The children will be seated in bubbles so will be able to watch the whole afternoon.

	Time
Class 1 & 2	1:00 – 1:30
Class 3	1:45 – 2:15
Class 4	2:15 – 3:15

Pick-up arrangements will be as usual.

Thank you for your understanding and flexibility, given the current challenges. **Please be aware, the above is subject to COVID restrictions remaining as they are and Halwill School remaining free from COVID cases at the time of the event.**

Ashwater Information to parents:

Although we do need to keep outdoor spectators to groups of 30 – the legal gathering limit, multiple groups of 30 are permitted.

Therefore, following agreement from Governors, we will set up two groups of 30 spectator chairs so each family will be able to have **2 parents / carers** attending their Sports Day.

Each family will be issued with 2 tickets. You will need to write the names and contact details of each spectator on these and hand them in to a member of the office team, who will be at the side gate. This will be necessary for NHS Test and Trace, as well as enabling us to know who is on site for our safeguarding procedures.

If you **do not require both tickets, please return them to school as soon as possible.** We can then reissue them to families who would like to bring an additional adult. Please email the office if you would like an additional ticket, if any are available, they will be reissued on a first come, first served basis.

This is a completely new and un-trialled way of running Sports Day so we thank you in advance for your patience and understanding if things don't run as smoothly as we hope and if there is any disappointment regarding the number of adults that can attend. We 'Aim High' to work within the legal parameters, whilst

			<p>offering the children and families the best possible experience that has been so missed in the last year.</p> <p>Please do not attend if you have symptoms of COVID-19. Please wear a face covering on arrival and when leaving (unless exempt) but once seated, these can be removed as seats will be socially distanced. We will not be offering refreshments so feel free to bring your own thermos or cold drinks (non-alcoholic). Please remember we are a nut-free school.</p> <p>Pick-up arrangements will be as usual.</p> <p>Thank you for your understanding and flexibility, given the current challenges. Please be aware, the above is subject to COVID restrictions remaining as they are and Ashwater School remaining free from COVID cases at the time of the event.</p>
Parent Evenings			
	<p>Y6 parents' evenings - the advice is to hold online/virtually in the first instance, if held indoors the rule of 6 or 2 households applies which is likely to make them unviable. It is important that the school reduce the amount of contacts, so 1 parent and child for parents evening. Schools should consider:</p> <ul style="list-style-type: none"> • staggered times for arrival / departure • contact tracing in rooms – clear recording of attendees for contact tracing purposes. • no large room gatherings e.g. all in a hall • ventilation important inside – • masks for parents in doors and 2m social distancing adhered too. • bathroom facilities. Key to reduce the number of close contacts and mixing of bubbles / classes without time for clean down. 	X	<p>Halwill info to parents:</p> <p>Due to the current COVID situation and restrictions not lifting on 21st June, we intend to hold this outside and will need to have set timings for each bubble with time between each to clean and disinfect seats. We appreciate that if you have children in multiple classes, you will need to remain for more than one session. Following latest guidance, we are able to have 2 parents per child attending.</p> <p>There will be a short introduction from the teacher and then opportunity to ask questions at the end. Your child's current teacher will also be present so you will have a chance to speak to them too.</p> <p>Please do not attend if you have symptoms of COVID-19. On arrival at your child's allocated time, please come to the pedestrian gate, where you will be signed in, this will be necessary for NHS Test and Trace as well as our usual safeguarding procedures.</p>

			<table border="1" data-bbox="1339 240 2141 363"> <thead> <tr> <th data-bbox="1339 240 1740 272">September Class</th> <th data-bbox="1740 240 2141 272">Time</th> </tr> </thead> <tbody> <tr> <td data-bbox="1339 272 1740 304">Class 2 – Rebekah Warran</td> <td data-bbox="1740 272 2141 304">3:30 – 4:00 pm</td> </tr> <tr> <td data-bbox="1339 304 1740 336">Class 3 – Alix Rothery</td> <td data-bbox="1740 304 2141 336">4:10 – 4:40 pm</td> </tr> <tr> <td data-bbox="1339 336 1740 363">Class 4 – Jayne Miners</td> <td data-bbox="1740 336 2141 363">4:50 – 5: 20 pm</td> </tr> </tbody> </table> <p data-bbox="1339 427 1933 451">Ashwater info to parents (small group so will not exceed 30):</p> <p data-bbox="1339 488 2107 539">Due to the current COVID situation and restrictions not lifting on 21st June, we intend to hold this outside.</p> <p data-bbox="1339 576 2134 659">Please do not attend if you have symptoms of COVID-19. On arrival at your child’s allocated time, please come to the gate, where you will be signed in, this will be necessary for NHS Test and Trace as well as our usual safeguarding procedures.</p>	September Class	Time	Class 2 – Rebekah Warran	3:30 – 4:00 pm	Class 3 – Alix Rothery	4:10 – 4:40 pm	Class 4 – Jayne Miners	4:50 – 5: 20 pm
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Leavers events											
<p data-bbox="147 818 477 842">Please see the DfE update:</p> <ul data-bbox="197 850 1104 1161" style="list-style-type: none"> <li data-bbox="197 850 1104 911">• Avoid hosting large group gatherings indoors for more than one bubble (or consistent groups in early years), e.g. assemblies/mass worship. <li data-bbox="197 911 1104 943">• Children should be kept in separate, independent groups or bubbles. <li data-bbox="197 943 1104 975">• For early years minimise contact between groups within settings <li data-bbox="197 975 1104 1070">• Schools may consider an outdoor event (leaver’s event/prom) for more than one bubble/consistent group; groups must be kept separate and there must be a risk assessment (planned in line with controls). <li data-bbox="197 1070 1104 1161">• Parents attending outdoor events must follow social distancing. Where outdoors spectators can gather in groups of up to 30 and multiple groups of 30 are permitted. <p data-bbox="147 1198 248 1222">Singing</p> <p data-bbox="147 1230 1111 1315">If you are planning an indoor or outdoor face-to-face performance in front of a live audience, you should continue to follow the latest performing arts guidance, and the guidance on delivering outdoor events. Registered early years settings,</p>	X		Same advice as above								

	schools and colleges are, however, exempt from the requirement to limit group numbers to 6 for singing indoors.			
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