



# **Parent / Carer Handbook**

## **GROVE ACADEMY**





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### **Parent/Carer Handbook 2021**



#### **Welcome from the Principal**

I am extremely proud and privileged to introduce myself as the Principal of Grove Academy, 'where every child DOES matter'. We want children to dream big – in the words of Walt Disney: 'if you can dream it, you can do it, so go out there and change the world'! To achieve this, we ensure that we provide a range of opportunities for our children to raise their aspirations of what they could achieve in the future. We also offer a high quality academic curriculum tailored to the needs of every child.

We pride ourselves on working closely with parents/carers to ensure that every child reaches their full potential and enjoys their learning every day. Communication with and partnership between parents/carers and school is key to achieving success for your child. This is a top priority for us, as we believe that this provides the best support for children to learn. We will communicate with you all regularly through Class Dojo, Facebook, letters, texts and our website. So please get in touch with us too if you have a query or a worry – we will always do our very best to work with you to solve it!

We are part of the Esprit Multi-Academy Trust, which is a small community trust of three schools, the other two schools being Hamilton Infant Academy and Northwood Broom Infant Academy. The three schools work very closely together, and work to the same policies, and many of the same practices, to ensure the smoothest transition, and to make things as easy as possible for families who have siblings in 2 of our schools.

At the moment, this handbook is heavily focussed on providing information relating to our operation during the pandemic. However, it will be developed this year so that it contains all of the information that parents/carers could need. At the moment, most of this additional information is on our website, on the 'parents' and 'our school' tabs. This is where to look for information about times, term dates, uniform, etc.

School should be an exciting place for children, where they learn many academic, social, emotional skills, and gain lots of new knowledge too. Learning isn't always easy, but we're here for you and your child. In the words of Winnie the Pooh "You are braver than you believe, stronger than you seem, smarter than you think and loved more than you know." Let the journey continue!

Stay safe and well – your support is immensely appreciated

Shirley Carrigan

*Principal*



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#### **COVID security**

*After implementing many safety measures and all our community playing a part in this, we are in a strong position to ensure the greatest safety for all of our community. Even though the government has eased most COVID restrictions, we have chosen to maintain a number of our health and safety measures. This is mainly because, as you are no doubt aware, transmission rates are still very high, particularly amongst children. We will continue to operate very much as we did last year, with bubbles being kept separate, regular handwashing, increased ventilation and social distancing where possible. This handbook supports our risk Assessment and is intended to support our school to remain safe – your children are precious to you and to us. We have carried out a thorough risk assessment and implemented a host of measures to ensure school is as safe as possible for everyone in our Grove family. Some of the decisions we have had to make are not going to be convenient for everyone, but we have to put safety first, so we hope that you will be patient and respectful of us during this time. We aim to work in line with all guidance that is issued in a timely manner, and communicate changes as soon as possible. Please do not hesitate to get in touch via Dojo or email ([grove@espritmat.org](mailto:grove@espritmat.org)) to communicate any queries and we will do our very best to resolve them.*

#### **Our provision will be *continually assessed* due to:**

1. Local and national Government directives
2. Numbers of children that we need to provide childcare for
3. The health of our team

#### **Contact details:**

**Grove Academy**

**Turner Street**

**Northwood**

**Stoke-on-Trent**

**Staffordshire ST1 2NL**

**Telephone Number: 01782 234550 Email: [grove@espritmat.org](mailto:grove@espritmat.org) Website: [www.grovejunior.co.uk](http://www.grovejunior.co.uk) Facebook: Grove Academy**



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This handbook will share with you the arrangements for children attending Grove Academy from September 2021

<b>Entrance to school</b>	<ul style="list-style-type: none"><li>• Your child will be allocated an entrance, which will be either: (see grid below for full details)<ul style="list-style-type: none"><li>○ Keeling's Road black gate, where you will enter and follow a one- way system and exit the blue gate on Turner Street</li><li>○ Turner Street main black gate, where you will enter and follow a one- way system and exit the blue gate on Turner Street</li><li>○ Myatt Street, where you will drop your child at the gate then follow the one way system on the pavement</li></ul></li><li>• Please do not join the queue until the sign is held up for your year group. This will help to alleviate some congestion.</li><li>• When dropping off and collecting your child we are asking parents/carers to follow a one-way system so that social distancing measures can be put into place. The map below shows the school and the one-way systems. Times will be staggered as detailed below. There are spots marked on the pavement, please wait on one of these. Where 2 bubbles use the same entrance at staggered times, please don't join the queue until the first bubble has entered (or for Keeling's, wait where directed). We will be dismissing from 3 exits which again is detailed below.</li><li>• The government advice, as you know, is that whilst COVID safety measures are no longer mandatory, the following are still strongly recommended:</li></ul>
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- In line with the above advice, we are asking parents/carers to consider wearing face coverings in and around our school, where it can be difficult to maintain social distance, and also to maintain distance as far as possible.
- **Parents/ Carers must not smoke or vape while waiting in line to drop off or collect their children**
- **If you choose not to wear a face covering, please respect other people who choose to continue to wear one, and keep your distance as far as possible.**
- Times will be allocated as per the grid below, and will be confirmed via text message prior to your child's first session in school (excluding BASC children).
- Parents/carers will not be permitted onto the site (unless using the designated one way systems) except by appointment
- Due to limited space in and around school, where possible, only one person should accompany their child to and from school. A responsible person over the age of 14 can collect, and Year 5 and 6 pupils can walk alone with prior written permission by emailing the academy office [grove@espritmat.org](mailto:grove@espritmat.org)
- Members of school staff will supervise each entrance, and will encourage respectful, safe behaviour so please respect and support us!
- A member of staff will indicate when your child can enter through the gate.



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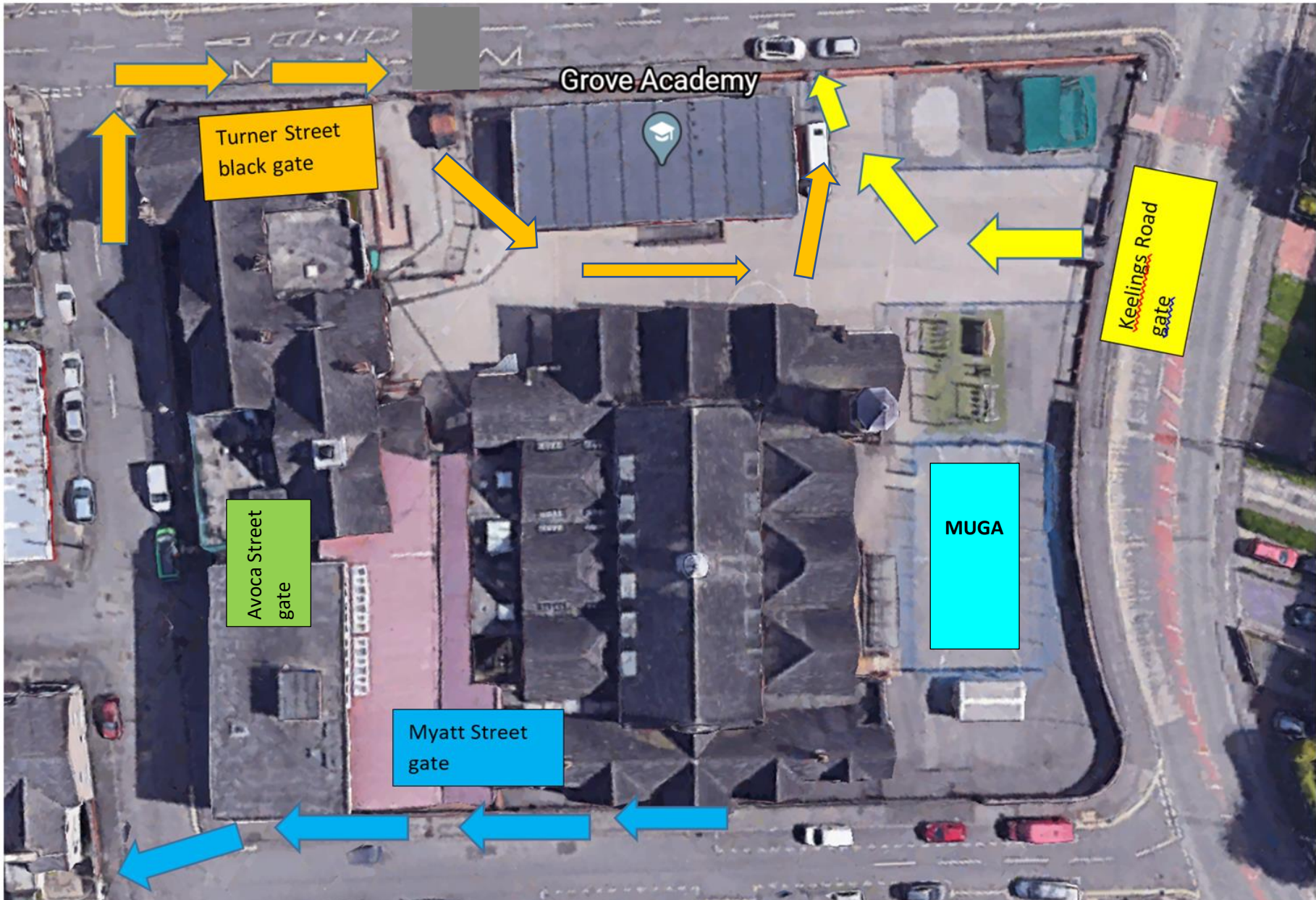
- On collection of siblings, once the sibling with the earlier time has been collected, parents/carers should make their way to join the queue for the later child. Please contact us if you have children leaving school at the same time from different exits so we can support you and find a solution.
- All children in Years 3 and 4 should be accompanied onto school grounds by a responsible adult, **EVEN IF they are entering at the same time as an older sibling.**
- Pupils will sanitise their hands on entry to school, enter the classroom and sit on designated seats.
- If your child is late, you will need to bring them to the Avoca Street gate if before 8.45 and a member of staff will collect your child. If arriving after this time, please ring the buzzer at the main Turner Street gate.
- BASC (Before and After School Club) needs to be booked and paid for in advance via ParentPay system, or the place will be withdrawn. We require 1 weeks' notice of any changes to your requirements. If you need to contact the BASC team in an emergency, or have arrived to collect your child, please contact the team directly on 07376 046826. Parents/carers must drop off and collect BASC children using the Myatt Street entrance.
- Parents/carers will not be allowed onto the premises without an appointment. If parents/carers attend an appointment, they will need to complete the visitor questionnaire and have their temperature checked before entry. **All visitors will be required to show evidence from NHS Test and Trace of a negative LFD test before being admitted.** All visitors will be required to wear a covering during their visit.
- **IMPORTANT - Our Academy is NUT FREE**





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#### TIMETABLE & ARRANGEMENTS

<b>Groupings</b>	<ul style="list-style-type: none"><li>• Pupils will remain in their year group bubbles throughout the day. Children will access outdoor provision as much as possible, including participating in daily active time.</li><li>• Children to bring only what they need to school in a small rucksack, e.g. water bottle, reading book, lunch, tissues, inhaler or other medication.</li><li>• Pupils SHOULD NOT touch each other during any activities, including play / active time.</li><li>• Pupils within a bubble must maintain as much distance as possible, 2 metres may not be possible at all times, but where it is possible for pupils to distance then they should (e.g. when outside).</li></ul>
<b>BASC</b>	<ul style="list-style-type: none"><li>• <b>IMPORTANT - Our Academy is NUT FREE</b></li><li>• Before and After school provision (BASC) can be pre-booked at a cost from the hours of 7:30-start of academy day and after school until 5:45 pm. Early collection can be arranged by calling 07376 046826. These places will be offered on a first come first served basis as numbers are capped due to staff capacity, and ensuring year group bubbles remain together. Places must be requested and paid via ParentPay in advance. If this can be accommodated, there will be a charge - £3 for the morning session, £6 for the afternoon session until 4pm and £9 until 5.45pm. *Sports club on Friday pm will be included in price*</li></ul>
<b>Attendance</b>	<ul style="list-style-type: none"><li>• School attendance is mandatory, therefore, we will apply our normal attendance policy and processes. This includes referring to CME (Children Missing in Education) for those pupils we are unable to locate or contact, and referrals to EWS (Education Welfare Service) for fines in relation to unauthorised holidays in term time. We will follow all local government guidelines for fines for non-attendance. Please note we do NOT authorise holidays taken in term time.</li><li>• Attendance is expected unless your child is ill, or needs to self-isolate while awaiting test results. In some instances, children will attend on a part- time basis if this best suits their SEND (Special Educational Needs and Disability) needs. If your child will be absent, please follow our usual attendance process by ringing to update us each day and leaving a voice message on the absence line 01782 234550. Please DO NOT communicate attendance via Class Dojo, as it is unlikely that these messages will be seen before the school day begins.</li></ul>





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	<ul style="list-style-type: none"><li>• The government has clearly stated that fines of up to £120 will be issued to parents/carers whose children fail to attend school.</li><li>• It is essential that arrival and dismissal times are kept to, in order for us to welcome all the children back into their bubble.</li><li>• Children in school will be accessing the full curriculum so please do not ask for your child to start or finish at a different time.</li><li>• If your child has a medical appointment and needs to be collected early, please inform the office by emailing <a href="mailto:grove@espritmat.org">grove@espritmat.org</a>. Where possible, all medical appointments should be arranged after school hours. Please provide evidence of appointments.</li></ul>
<b>Remote Learning</b>	<ul style="list-style-type: none"><li>• If a pupil is self-isolating, appropriate remote learning will be set. Usual wellbeing calls will be completed, and lack of engagement will be challenged.</li></ul>
<b>Clubs and Enrichment</b>	<ul style="list-style-type: none"><li>• We offer various clubs as enrichment opportunities for our children and you will be notified in advance of these. Places must be requested and paid via our ParentPay system in advance.</li><li>• Grove Academy closes early every Friday (see times below). We offer a dedicated club to the end of our Academy day and this club has limited availability so book quickly! Places must requested and paid via our ParentPay system in advance, please note that siblings within Grove will receive a 50% discount.</li></ul>



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#### **Entrances and Exits for 2021 - 2022**

<b>Year group</b>	<b>Arrival time</b>	<b>Collection Time Mon-Fri</b>	<b>Gates</b>
Y3	8:20-8:30	3.10	3JK (Miss Keen) – Keelings Road 3JB-C (Mrs. Beresford-Copestake) – Keeling’s Road 3JW (Miss Wynne) – Turner Street 3 KE (Mrs Exintari) – Myatt Street
Y4	8:20-8:30	3:10	4CC (Miss Clutton) – Turner Street 4EH (Miss Huxley) – Keelings Road 4SJ (Miss Johnson) – Turner Street 4KN (Miss Newton) – Myatt Street
Y5	8:20- 8:30	3:15	5CM (Miss Mobley) – Myatt Street 5PR (Miss Rogers) – Turner Street 5HC (Miss Craddock) – Turner Street
Y6	8.20- 8:30	3:15	6CPe (Miss Peacock) – Keelings Road 6LP (Miss Pate) – Keelings Road 6JB-P (Mr. Bateman-Price) – Myatt Street 6CPo (Mrs Potts) – Keelings Road
The Spitfires (Year 3/4 mixed)	8.30	3.10	3/4 HF (Mrs Fairbairn) Keelings Road
The Den (Year 5/6 mixed)	8.30	3.15	5/6SK (Miss Killick)- Keelings Road

#### **WHAT YOU NEED TO KNOW**



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<b>Clothing</b>	<ul style="list-style-type: none"><li>• Pupils to wear clean uniform and BLACK trainers. The black trainers should be worn every day, due to daily active time. During cold weather, children may wear additional jumper (Grove Logo – can be purchased from uniform shop), black leggings under skirts, gilets and scarves, as windows need to be kept open for ventilation.</li><li>• On PE days, children will attend in their PE kit (purple t-shirt with Grove logo, black shorts, leggings or joggers with no logo). Plain black jumper or hoodie may be worn over the top (weather permitting).</li><li>• If you are struggling to buy uniform, please send a dojo message to Mrs Oakes or Miss Scally, as we have some pre-loved uniform available at a reduced cost.</li><li>• Address/Contact details for the National Schoolwear Centre Shop - 97-101 Stafford St, Hanley, Stoke-on-Trent ST1 1LS, <a href="tel:01782272991">01782 272991</a></li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• Pupils should bring a refillable water bottle every day (a sports bottle with a spout or straw), CLEARLY LABELLED with their name (NOT disposable bottles e.g. Evian/ Buxton). We are unable to provide cups for pupils to drink from, so a bottle is very important. <del>If children attend without water, we will provide a bottle for them, and parents/carers should then pay for this on ParentPay (cost = £1).</del> (We are currently out of stock of water bottles.)</li><li>• If needed, suncream can be applied BEFORE attending school, then to be reapplied by child as needed during the day.</li><li>• If your child uses an inhaler, this must be brought to school every day with them, and kept in their tray (please check expiry dates).</li><li>• To aid safety, communication between parents/carers &amp; staff is restricted to non- contact methods- please communicate via Class Dojo where possible, or email the academy office to book an appointment (<a href="mailto:grove@espritmat.org">grove@espritmat.org</a>). Class Dojo messages are checked every day Monday to Friday, however, they are rarely checked during the school day, as teachers are teaching so please be patient – we WILL definitely get back to you!</li><li>• <b>If any action is required during the academy day e.g. change to dismissal arrangements for that day please contact the academy office by telephoning 01782 234550.</b></li><li>• Children are invited to bring in a HEALTHY SNACK (fruit or cereal bar) to eat at their break- if they bring an unhealthy option we will ask them to return it to their bag and take it home. All snacks from home must be NUT FREE</li><li>• The Academy will continue touch point cleaning throughout the day</li></ul>



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<b>Pupil wellbeing</b>	<ul style="list-style-type: none"> <li>• We will continue our ‘wellbeing days of the week’ to promote pupil wellbeing, and give children opportunities to talk to trusted adults through the use of the wellbeing scale.</li> <li>• Pastoral Staff will continue to offer referrals to the MHST (Mental Health Support Team) (with parental consent) where concerns arise for a child’s wellbeing.</li> </ul>
<b>Lunch and snacks</b>	<ul style="list-style-type: none"> <li>• <b>IMPORTANT - Our Academy is NUT FREE</b></li> <li>• For FSM (Free School Meal) children and those requesting school meals, please visit our academy website for the menu options.</li> <li>• School meals must be paid for in advance £13.05 per week. <b>Please commit to school lunches or sandwiches for half a term.</b> If your child brings a packed lunch, please provide your child’s HEALTHY lunch in a sealed lunch bag. This will be stored in the child’s designated place (under the desk).</li> <li>• Lunches and HEALTHY snacks to be eaten in classrooms – no tuck will be provided or on offer from the academy.</li> <li>• Please ensure your child has sufficient healthy snacks and drinks if they are attending BASC.</li> <li>• If children are celebrating their birthday, they may bring in treats but these must be individually wrapped, e.g. lollies or haribo mini bags.</li> <li>• <b>The kitchen are unable to provide a specific diet without a doctors letter being supplied – this to be issued directly to our office via email <a href="mailto:grove@espritmat.org">grove@espritmat.org</a></b></li> </ul>
<b>Hygiene</b>	<ul style="list-style-type: none"> <li>• When children will visit the toilet, they will sanitise their hands on entry and exit.</li> <li>• Regular handwashing is modelled and observed by staff.</li> <li>• Children are not permitted to use hand sanitizer from home.</li> <li>• Hand sanitiser will be readily available at all entrances and exits to the academy.</li> <li>• Enhanced cleaning of resources and environment will be undertaken daily.</li> <li>• PPE (Personal Protective Equipment) equipment will be used by staff when necessary.</li> <li>• If a child falls ill with COVID symptoms, they will be placed in isolation (and supervised from a safe distance).</li> <li>• Please send in a small packet of tissues with your child to help us to promote the ‘catch it, bin it, kill it’ approach to hygiene</li> </ul>



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	<ul style="list-style-type: none"> <li>• As per Government guidance, face coverings are not to be worn in school, therefore, we will ask children to remove these before entering. Disposable masks must be thrown away into a lidded bin on entry to school. Reusable face coverings <b>MUST</b> be placed in a plastic bag inside your child’s bag for the remainder of the day.</li> <li>• A risk assessment must be completed if you require your child to wear a face covering in school.</li> </ul>
<b>Test and Trace (COVID)</b>	<ul style="list-style-type: none"> <li>• In cases where staff need to self-isolate, it may be necessary for us to close a bubble at <b>very</b> short notice. This is out of our control, and we will communicate this with parents/carers as soon as we become aware this may happen. In this case, online learning will be provided for pupils and they are expected to complete this every day.</li> <li>• If your child needs to borrow an electronic device to complete their home learning, please contact the class teacher immediately and one will be allocated.</li> <li>• We will work with the local Health Protection Team and follow their guidance for any confirmed cases of coronavirus to ensure we act quickly to prevent further spread.</li> <li>• Please inform the academy office <b>IMMEDIATELY</b> if your child has COVID symptoms or tests positive for COVID, this includes positive results over weekends or holidays.</li> <li>• Schools are no longer required to track and trace close contacts, and we are not required to close bubbles of close contacts.</li> <li>• <b>Please refer to the chart at the end of this handbook for further clarification of the procedure to follow if children or their families develop symptoms of Coronavirus.</b></li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Parents/carers to communicate via Class Dojo where possible. Parents/carers will only be permitted to enter the school building by prior appointment. <b>IMPORTANT - Our Academy is NUT FREE</b></li> <li>• By sending your child into school you are agreeing to abide by all expectations within this document to help us provide the safest possible environment.</li> <li>• If a child becomes ill at school, you will be contacted and updated and they must be collected immediately</li> <li>• Parents/carers to activate your child(ren) on line reading diary.</li> <li>• Parents/carers to activate your child(ren) ParentPay account as we are a cashless academy.</li> <li>• Parents/Carers to read, sign and return the signed copy of Home School Agreement – see attached appendix.</li> <li>• Parents/Cares to read, sign and return signed copy of Parental Code of Conduct Policy – see attached appendix.</li> </ul>



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<b>Revised School Rules</b>	<ul style="list-style-type: none"><li>• I will socially distance from my peers and teachers</li><li>• I will regularly wash my hands throughout the day for 20 seconds</li><li>• I will sanitise my hand on entry to and exit from school</li><li>• I will tell an adult if I feel unwell</li><li>• I will not bring items into school from home, or take items home from school</li><li>• I will only use the equipment provided</li><li>• I will not mix with children in a different bubble in school</li><li>• I will ask an adult when I need to use the toilet, so they can keep me safe</li><li>• I will use the catch it, bin it, kill it rules (coughing and sneezing into my elbow or tissue)</li><li>• I will follow these rules at all times so that I do not get sent home and am unable to come back to school</li><li>• If I am wearing a mask I will remove this on entry to school</li></ul> <p><b>The Children will be taught the following to support the revised rules:</b></p> <ul style="list-style-type: none"><li>• What 1/2 metres looks like and how to keep this distance between others</li><li>• How to thoroughly wash their hands</li><li>• What feeling unwell means</li><li>• The reasons and importance for not bringing into school items from home or taking items home from school</li><li>• The reason and importance of why they can only use their own equipment in their packs</li><li>• The reasons and importance of why they are not able to mix with children in different bubbles when in school</li><li>• The importance of asking an adult when they wish to use the toilet</li><li>• What is meant by the catch it- kill it- bin it rule</li></ul>
<b>Safety and Fire Drills (lockdown)</b>	<ul style="list-style-type: none"><li>• Each bubble has their own fire exit route to maintain social distancing as far as possible.</li><li>• Each bubble will practice their fire exit routes regularly.</li><li>• We will conduct fire drills to ensure children know what to do in the event of a fire.</li><li>• We will conduct lockdown practices to ensure children know what to do in the event of an emergency.</li><li>• Usual safeguarding processes apply- there is a Designated Safeguarding Lead contactable at all times if not on site.</li></ul>





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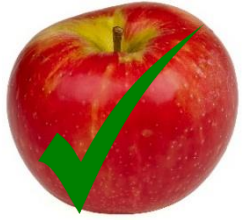
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- Where children are displaying signs of anxiety or requesting 1-1 conversations, support for this will be from the staff within their own bubble.
- A designated email address is used for safeguarding concerns from parents/ carers- [safeguarding@espritmat.org](mailto:safeguarding@espritmat.org)

 <p><b>Uniform</b></p>	 <p><b>PE Kit on PE day</b></p>	<p><b>Black Trainers</b></p> 
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**Healthy Snacks**



**Lunch & Ice Pack**







**Coat**



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		 <p><b>Appropriate clothing</b></p>
 <p><b>Sun Cream</b></p>	 <p><b>Sports Water Bottle</b></p>	 <p><b>Coat</b></p>



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What to do if...	Action needed	Return to school when...
...my child has coronavirus symptoms	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• <b>Complete PCR test and Self-isolate pending testing results</b></li> <li>• <b>Inform school immediately about test result. If positive, self-isolate and repeat LFD test on day 5 and 6, if negative isolation can end</b></li> </ul>	...the test result comes back negative and you now feel well. Remain at home if symptoms persist or if test is positive.
...my child tests positive for coronavirus on a LFD test but they have no symptoms	<ul style="list-style-type: none"> <li>• <b>Do not come to school</b></li> <li>• <b>Contact school daily</b></li> <li>• <b>Self-isolate for at least 5 days- you can stop self-isolating after 6 days if you do a rapid lateral flow test on days 5 and 6 and both are negative (providing they have been taken 24 hours apart) and you do not have a high temperature.</b></li> </ul> <p><b>If you are unable to take a PCR test, or still have a temperature, you must isolate for the full 10 days</b></p> <ul style="list-style-type: none"> <li>• <b>Inform school immediately about test result</b></li> </ul>	When two negative LFD tests return and they have no temperature.
...somebody in my house has coronavirus symptoms	<ul style="list-style-type: none"> <li>• <b>Inform school immediately of test result</b></li> <li>• <b>LFD test to confirm positive case- family member to self isolate until 2 negative tests are completed (first re-test to be taken on Day 5)</b></li> </ul>	<b>Child can attend school if they have no symptoms, If the test is positive, daily LFTs should be completed by the child.</b>



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...somebody in my household has tested positive for coronavirus	<b>Child is now strongly advised to take a rapid lateral flow device (LFD) test every day for 7 days or until 10 days since their last contact with the person who tested positive for COVID-19 if this is earlier. If any of these LFD tests are positive they should self-isolate and complete a PCR test.</b>	Child can continue to attend providing they feel well and their daily LFT is negative.
...NHS test and trace have identified my child as 'close contact' of somebody with symptoms or confirmed coronavirus	<b>You should follow the advice given by Test and Trace and complete daily LFD tests. If any return positive, your child should self- isolate and follow the latest guidance.</b>	Child can continue to attend providing they feel well and their daily LFT is negative.
...we/my child has travelled and has to isolate as part of a period of quarantine	<ul style="list-style-type: none"> <li>• Do not take unauthorised leave in term time</li> <li>• Consider quarantine requirements and FCO advice when booking travel</li> <li>• Provide information to school as per attendance policy</li> </ul>	...the quarantine period of 10 days has been completed



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	<p><u>Returning from a destination where quarantine is needed:</u></p> <ul style="list-style-type: none"><li>• <b>Do not come to school</b></li><li>• <b>Contact school daily</b></li><li>• <b>Follow the government guidance given to you</b></li></ul>	
<p>...my child is unwell with symptoms NOT related to coronavirus</p>	<p>Follow the usual procedures as per the attendance policy</p> <ul style="list-style-type: none"><li>• <b>Contact the school daily</b></li></ul>	<p>...the child feels better again</p>