

Whitnash Primary School

‘Learning, growing and succeeding together’

School Arrangements for Returning 8th March



Aims:

- To ensure **safest possible work practice** for all employees
- To **reduce risk as best as we can** to all children and parents on the school site.
- To reduce direct contact between children **wherever practically possible**
- To ensure government guidance is **followed correctly** in the context of **our school site**

Introduction:

This short booklet is intended to supplement:

- Previous guidance and correspondence on the school website regarding school return from 8th March 2021.
- The cover letter with this booklet.
- All national guidance relating to schools return on 8th March 2021.
- The letter issued to parents by Warwickshire County Council regarding the school return.

It has been written after very careful consideration and taking into account:

- Safety of staff and pupils
- Staff and pupil mental health and well-being
- Government Guidance
- Union Advice
- LA advice
- Contracts and working patterns
- Workload
- The current situation relating to Coronavirus and the R Rate
- The mixed opinions of our parents

We have devised a plan that we believe minimises risks wherever possible, within the recommendations for whole-school return, and supports our staff, children and families. We believe the arrangements that we have planned have put the best interests of our pupils and staff at the forefront of the decision making. Child and staff well-being and safety is paramount and whilst we cannot eradicate all risks, we aim to **minimise** them.

We have been successful in September 2020 returning all pupils following lock down closure. We have therefore learnt that it is possible to have our children return in large numbers, whilst implementing and maintaining measures for safety and protecting children's mental health.

At Whitnash Primary School we want to continue to ensure that we build on our excellent track-record, so that all parents and children will have the confidence in the planned school return for 8th March.

The planned arrangements are fully documented in this booklet. By providing this information now, parents can be reassured that we will follow the government recommendations for compulsory education from 8th March 2021, and maintain our own measures that have proven successful.

The government has made it clear that **compulsory education will be expected again from 8th March.**

Government guidance on school plans for the Spring Term 2021

The prevalence of coronavirus (COVID-19) has decreased since schools restricted their opening to most pupils in January. Furthermore, the vaccination programme is being rolled out rapidly and twice weekly Lateral Flow Testing **for staff** has also been introduced in Primary Schools. As a result, the Department of Education (DfE) have asked schools to plan for all children and young people to return on 8th March 2021.

The government believes that the scientific evidence shows that coronavirus (COVID-19) presents a much lower risk to children than adults. They state that children are far less likely to become severely ill, and there is no evidence that children transmit the disease any more than adults. Of course, there will still be risks while coronavirus (COVID-19) remains in the community, and that is why schools are being asked to put in place a range of protective measures.

Hopefully the rest of this school booklet will go further to reassure you about your child's return, and demonstrate that our school has considered carefully how to make the school situation as safe as possible **for everybody** in this situation. The booklet will hopefully answer many of your questions or queries around what our school day and school site will look like.

We are sending this booklet today to enable you time to digest the arrangements before children are asked to return.

What will the return will look like?

All classes will be expected to attend **full-time, every day** from 8th March 2021.

Key Workers school provision will now be the **same** as for all other children e.g. the children will be in their respective classes being taught by their allocated teacher. The school has kept year group Key Worker bubbles separate in anticipation of the school return.

Class Arrangements

The government have recommended front-facing desks, space between desks, and for staff to maintain a 2 metre distance from each other and children where possible.

Whilst taking the guidance into account, we must ensure that all parents and staff are confident about our arrangements.

Therefore, we have opted for a classroom model which:

- still ensures a degree of social distancing
- would allow us to more easily identify any possible contact children have had with one another or staff should anyone become infected with the virus.
- enable staff to manage classes within classrooms more effectively, whilst also trying to minimise direct contact with children and other staff e.g. keep 2 metres away from pupils.
- Provides support for the most in need, whilst not creating an increased risk of cross-contamination between classes.

Whilst there will be 30 pupils in a room, all desks will be arranged 'front-facing', as per the government guidance. Therefore only 2 pupils will share a desk. Tables **will not** be arranged in the 'normal' manner in groups, with the exception of Reception and possibly Year 1 (Year 1 arrangement is under continual review).

In addition, each collection of 4 front-facing desks will be classed as a 'Quad'. This means that there will be 8 children maximum in a Quad, as we had in place prior to this lock down. The school will endeavor to ensure that any close proximity of 'less than 1 metre' will only take place between children within the Quads. However, within these Quads children will still be reminded of the need for a degree of social distancing, so that the message remains clear for them e.g. they will therefore be discouraged from getting too close to one another, playing contact games, or touching each other. The other quads will be kept 2 metres or more away from each other.

The lunchtime arrangements will also be based on this principle of Quads. Therefore, your child's classroom Quad will also form their social -Quad-Pod- for playtimes. See the later section on lunchtimes. Please rest assured, that teachers will give really careful consideration of which children will be in each Quad-Pod as they have done before. They will take account of your child's positive social friendships groups, along with what the teachers deem to be the best mix of groups for classroom provision.

It may be that for a short-time, your child is not able to play in the same Quad as a few of their other friends, however I hope parents and children can appreciate that this measure will exist to protect us all. This measure will help ensure that the school will be able to contain any outbreak swiftly and more precisely should the need arise.

The teacher will conduct all teaching from the front of the classroom, which is 2 metres or more away from pupils.

Teachers will continue to assist pupils' individual learning needs as they always have. However, please refer to the later proposed actions on face masks.

Teaching Assistants will continue to support classes. However, to ensure that they are not mixing between classes and groups. A Quad in each class will be formulated appropriately with pupils the teacher has carefully identified as benefiting from direct work with a Teaching Assistant. The Teaching Assistant will therefore only work with these children for the time being. The Teaching Assistant may be positioned in the

room within this Quad, or withdraw these identified pupils for targeted work in the normal manner. However, they will follow the school recommendations regarding face masks when in close proximity to children.

If the virus continues to remain controlled locally and nationally, the school will look to relax these measures and this will be reviewed in 3 weeks and at Easter. Parents will be kept informed of these decisions, and consulted where possible.

Early Years / Reception

We accept that our youngest children will not be able to work in the same way as other year groups. We need to enable children to still access the play-based approach in the Early Years Foundation Curriculum, whilst putting additional protective measures in place. Therefore, each class in Reception will be divided into 2, and the whole year group will operate in 4 Quads as they did before this latest lock down. With the low-class sizes, there will be approximately 10-12 children in each quad. Children will access activities normally within their Quads, but careful attention will be given to the cleaning of areas and toys, before another Quad uses them.

Drop off and Collection Arrangements

We will continue to operate a staggered approach to start and finish times of the school day, as per the government recommendation. We will also be operating a one-way system for collections. This arrangement has been in place for some time and has worked effectively in managing the social distancing. Along the way, we have considered those parents with children in different year groups and are therefore continuing the collection arrangements so that they are operated alphabetically by the first letter in a child's surname. This negates the need for parents to be waiting unnecessarily for siblings.

It maybe that in time we will need to review and modify our staggered times due to the impact the Acre Close building work of the new community hub may have on the space available at the rear entrance to the school. However, currently we believe existing plans are sufficient.

We also encourage:

- ✓ Walking to and from school wherever possible
- ✓ Parking safely away from the school where walking is not possible.
- ✓ Children being dropped off and collected by just **one** adult.
- ✓ Social distancing at drop off/collection points and on the school grounds.
- ✓ The wearing of masks by adults.
- ✓ Parents to arrive only at their allocated time to help the situation e.g. not arriving too early or too late
- ✓ Parents to leave their children with school adults on arrival at the gates and should not come onto the school site in the mornings.

This will all help minimise unnecessary contact with others, and avoid congestion outside the school gates which could lead to unintentional close contact between

households. Being doing this you will help ensure the safety of the children and community.

We appreciate that these arrangements may still cause some minor inconvenience as we prioritise safety. However, we thank you for your continued co-operation and respect.

There start times remain the same, and will be as follows:

Alphabetical Surname – First Letter	School Start/Arrival Time
A to L	8:45 am start
M to Z	9:00am start

The finish times will be as follows:

Alphabetical Surname – First Letter	School Finish/CollectionTime
A to L	3:00pm
M to Z	3:15pm

Allocated entrances and systems have been planned to enable the safest possible solution for all. The entrance and exit points will be the same as they were before Christmas.

We have had a temporary path laid for the Year 1 pupils to ensure that they can get to their entrance without walking over the grass. This path will be upgraded to tarmac when the field is dry enough for the plant vehicles.

If the virus continues to remain controlled locally and nationally, the school will look to relax these measures. Parents will be kept informed of these decisions, and consulted where possible.

Travelling to and from school

Where possible, children and young people are encouraged to avoid public transport, particularly at peak times, and to walk or cycle to school.

Where your child relies on public transport to get to school or college, and cannot walk or cycle, the safer travel guidance for passengers will apply.

Attendance

It is vital that children and young people return to school - for their educational progress, for their wellbeing, and for their wider development. School attendance will again be mandatory from the 8th March. For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply. A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating due to a close contact, a positive test within their home or have symptoms themselves.

It is absolutely essential that parents do not send their children to school if they are

unwell, or if someone within the household tests positive **or has symptoms.**

It is absolutely essential that all parents take the time to call school and inform us immediately e.g. **before 9:00am** of the reason for your child's absence.

Whether they are poorly or not, we will be monitoring attendance and quickly seeking explanations for absence. This is because we need to be able to react swiftly in the event of symptoms, and track and monitor these across the school. By not calling, you will be creating additional workload for us chasing calls and uncertainty in school regarding children's health. It is vital that all parents act responsibly at this time for the sake of our children, staff and community. Please help us to keep your children and the children of others safe.

Please be aware that if a child who has been in school tests positive, those in their Quad Pod (or possibly the class dependent on circumstances) will be sent home to self-isolate for 10 days from the date of last contact with the child who has tested positive. In this instance, the rest of your family or household will not need to isolate, but you should all be alert to the child who is isolating becoming unwell, or becoming unwell yourselves

School Office and Administration

The business of the school office will continue to operate at a distance. This is to ensure the safety of our office staff and parents.

If you have any information you need to pass on please email the school office on admin@whitnashprimaryschool.com or Ellison.d@welearn365.com

Please note that office staff will be advised to avoid visiting classes wherever possible, in order to minimise risk. Office staff will avoid taking messages to children in person, but will continue to communicate with teachers via the phone and Walkie Talkies. Staff will respond as soon as they are able. We will aim to continue to deal with all matters swiftly, but appreciate your patience where this is not always possible.

Parents and other adults **will not** be allowed into the main school buildings unless this is essential. Parents will be expected to observe social distancing of 2 metres and wear a mask.

In most circumstances, face to face meetings with teachers will not be possible until further notice. However, there may be some exceptions where this is deemed necessary to protect the welfare or educational quality for some children. In the majority of cases, if a parent wishes to discuss a matter with a member of staff this should be done via email or by phone.

Visiting professionals will be managed on an individual basis and where this relates to children, parents will be consulted as to the safest way to enable meetings to take place.

Parents Evening in the Summer Term will be conducted virtually wherever this is

possible. This will utilise our Parents Evening booking system. Details of this will be communicated nearer to the time. This system will be kept under review, and the school will seek to resume normal meetings when the time is right.

Lunches

As we will be operating normal school hours, we will be able to provide school meals to all pupils entitled to Welfare Free School Meals, those entitled to Universal Free School Meals and to those who want to purchase them through Parent Pay.

We will continue to serve meals to classrooms for Year 2 to Year 6, rather than opening our dining hall. This will ensure that classes do not mix unnecessarily. By children eating in a set space within their own classroom, we will be better able to manage any likely cross- contamination and clean desks promptly and efficiently. For Reception and Year 1 the hall will be used with robust cleaning in place between sittings and Quad Pod arrangements in place.

Lunches will be provided as a Hot Deli Lunch or a packed lunch for the time being, and will be served to children in their classrooms in a paper bag. These meals are easier to deliver to classrooms. This is currently under-review but a move to hot tray meals will increase the cost of school meals for each family. We will be writing to parents shortly regarding this matter and governors will be consulted.

Children are still able to bring a packed lunch from home, but this **must** only be provided by home in a paper bag. We do not want children to bring plastic boxes or carrier bags, which can increase the risk of cross-contamination between settings.

The free school meal vouchers will therefore stop for all children on welfare school meals and resume at Easter.

Playtimes

The government have advised that children in Primary School should socially distance where this can be achieved.

Therefore, we have opted to continue with our existing playtime model which:

- still ensures a degree of social distancing
- would allow us to more easily identify any possible contact children have had with one another or staff should anyone become infected with the virus.
- enable staff to manage classes during play and lunches more effectively, whilst also trying to minimise direct contact with children and other staff
- Provides support for the most in need, whilst not creating an increased risk of cross-contamination between classes.

Therefore, as per the classroom children will be organised into Social Quad-Pods (bubbles) of 7-8 children. These Quad-Pods will contain the same children as each classroom quad. Each playground space will also be divided into quads/4. At break and lunchtimes, play activities will be offered on a rotation/carousal e.g. each quad will have different equipment and play activities, and children will rotate round these over the course of the week. There will also be opportunity for free-play within a

Quad-pod. Between each rotation over the week, the equipment will be thoroughly cleaned before another group/Quad of children use it.

We are fortunate at Whitnash that we have so much outdoor space available to us. It seems sensible to maximise the opportunity we have to use this space to support us in the endeavour to keep children safe and control of any possible COVID-19 cases. These measures will be kept under review. If the virus continues to remain controlled locally and nationally, the school will look to relax these measures. Parents will be kept informed of these decisions, and consulted where possible.

We hope parents can see, that whilst we do not want to restrict children's enjoyment of play and lunch in any way, we need to take an approach which satisfies all parents concerns. The reality is, that despite the need for whole-school return we fully appreciate life is still not 'back to normal' yet. This planned approach recognises this fact.

Face Coverings

Teachers are absolutely clear that they should endeavour to follow the guidance and keep 2 metres apart from each other and children where possible. However, at times this is not possible in a school. Whilst the use of face coverings is not in the Department of Education guidance for Primary Schools, our staff have collectively agreed that it is in the best interests of the whole school, the staff, and the community for adults in school to wear face coverings.

We want to make it clear that teachers will wear masks where a safe distance cannot be maintained, and therefore not necessarily whilst teaching.

As a school we feel that if staff or children would like to wear a face covering in school that it is a personal choice that school will support. However, if children choose to remove their face mask we will encourage them to wear it but we cannot strictly enforce this. Parents also need to be mindful of the scientific advice regarding children's use of masks e.g. they can encourage children to touch their own face more often and potentially increase rather than decrease any risk. They also need clear advice on how to safely take off their mask so not to increase the risk to themselves or others.

School would ask that all face coverings are appropriate.

Uniform

We have been more relaxed about school uniform for those children attending school over the lockdowns as we understand the shops are closed. However, we are returning to our usual uniform policy and expect parents to support this appropriately. Please note that all children should wear black school shoes (not trainers). Uniforms do not need to be cleaned any more often than usual, or in any different way to normal due to coronavirus (COVID-19). However, as a school we always encourage good hygiene and that children are in clean clothes.

Home Learning and the Curriculum

The government has set out clear expectations on what schools are expected to teach when pupils return in March. We will continue to provide an ambitious and broad curriculum in all subjects. However, there may need to be slight changes to the way we teach some subjects - such as PE and Music - to ensure they can be delivered as safely as possible. It is also expected that teaching time is prioritised to address the most significant gaps in pupils' knowledge and informed by an assessment of children's starting points. Therefore, gathering information regarding pupils' starting points will be the focus on our return to school. Re-establishing good progress in Reading, Phonics, Writing and Maths will be a key priority.

The school has clear plans regarding the allocated 'Catch-up Funding' given to school to support all pupils.

At the moment, there will be no swimming lessons in the Spring Term.

We are making plans for the provision of education where needed, to ensure that the small number of children that need to be educated at home, for example, due to shielding or self-isolation, are given the support they need to continue learning. This provision will be made through the website as per lockdown.

All children are expected to bring their lockdown work to school on the 8th March as this is required to assess where children are with their learning levels.

PE and PE Kits

Given that we are keen not to restrict the school curriculum, and that the government are encouraging full curriculum entitlement, we are taking a different approach for PE lessons.

As you are aware, we work with a PE provider called 'Fit4Schools' for some of our PE lessons. We are delighted that 'Fit4Schools' will be continuing their partnership with us. However, there will only be one consistent adult from this company working with our school. This is Mr Grayling and he worked with us before lockdown. Mr Grayling will only be working with Whitnash Primary School, so this negates any risk of any cross contamination between local schools.

Mr Grayling will, like the teachers, conduct PE lessons predominantly from the front of the hall / outdoor space and keep 2 metre distance from all pupils. This will ensure that Mr Grayling will be safe to work with a range of classes, without the risk of any cross contamination between our classes.

PE will also be arranged in the Quad Pods, like lunchtime and breaktime play, which means that the risk of any potential cross contamination within classes is reduced.

On PE days, we would welcome children coming to school dressed in their PE clothes. This will reduce the need for changing in their classrooms. During the remaining winter months and chilly Spring days, children will need to be dressed in PE clothes suitable for outdoor activity e.g. black or grey jogging bottoms with suitable pumps or trainers.

Items your child needs

To minimise cross contamination and ensure safety we are asking children **not** to bring in book bags or other items from home EXCEPT:

- ✓ Their **named** water bottle and a coat.

Waterbottles will continue to be routinely sanitised on children's entry and exit from the school building.

Reading Books

Children will continue to have home reading books. Books need to be brought to school with the same arrangements as before Christmas.

The process for returning books to school will continue to be done safely e.g. on return children will add their books to a box. They will be left for 72 hours before being wiped by an adult with gloves and returning to the school shelves.

Your child's book drop-off day is dependent on your child's new allocated pod colour. Children's pod colours will be shared with them on Monday 8th March.

If your child is returning a book on Monday, a box will be available outside each classroom and teachers will register your child's book return.

Children should not be bringing book bags to school, but should use the clear wallet issued before Christmas.

Resources

Children will continue to be provided with individual resources to minimise potential spread through shared objects. A clear pencil case, for every child has been purchased. This will be named and will contain coloured pencils, ruler and a pencil/pen.

Please do not bring any other items from home. This will reduce the risk of cross contamination between home and school.

Children **do not need** bookbags or books, and should not have plastic lunch boxes or toys with them.

Marking of Work

Children's books will be marked. However, teachers will request children to leave their book open on the desired page. Moving forward the school is focusing on improving the quality of verbal feedback to children, as this is proven to have the greatest impact on their progress. Work will still be marked, but extensive written comments

have been replaced for a system of daily feedback to the class and a greater focus on guided/supportive self-editing.

Homework and Lockdown Learning

Homework will be set through the school website as it currently is. This is to reduce the passing of paper/books to and from school and home. This term the weekly homework will focus on Maths and English rather than topic-based work. It is felt that this will help ensure that specific skills and gaps can be supported at home to help 'catch up'.

Homework will not be collected for marking in the usual way. This will only be done at set intervals through the rest of term. Children will add their books **to a box. They will be left for 72 hours before marking.**

It is expected that all children will bring their lockdown books and the learning completed to school on **Monday 8th March**. This is so that the teachers can quickly establish what had been covered by each child during lockdown. Feedback will be provided to the children in school relating to the work from the last week of lockdown.

Teacher's Planning, Preparation and Assessment Time (PPA) and Assemblies

As you are aware, all teachers are entitled to time within their working week for planning and preparation. As you can appreciate, this small amount of time is only a fraction of the real time teachers dedicate to work outside the classroom. It is important that we protect this time, in order to support teachers with the heavy workload of both working in class with pupils and supporting others through home learning where this becomes necessary.

Usually in school, this time is covered by a range of other teachers, or outside providers such as Fit4Schools, Martial Arts, The Warwickshire Music Service, etc. Unfortunately, we will be limiting this cover due to the COVID-19 situation. We will endeavor to continue to ensure children mix only with one adult where possible.

Therefore, Mr Grayling from Fit4Schools will cover the majority of the schools PPA requirements. Mr Hitchins will support classes where the teachers are on a part-time contract. Therefore, he will be working 1 day in Year 5 and 1 day in Year 1. Mr Hitchins will ensure he works at a 2 metre distance and follows the guidance on face masks to ensure that any cross contamination between classes is minimised.

Senior staff members management time entitlement will be covered by Miss Hartnett, our new Higher-Level Teaching Assistant. She will be following the same measures as Mr Hitchins. Her cover initially will be predominantly with Key Stage 1.

Assemblies

The school is advised not to hold assemblies in the traditional way, as this would create a large gathering of pupils in one space. Therefore, daily assemblies and our weekly 'Thrive' assembly (based on social and emotional well-being and

'Growth Mindsets') will take place in the children's individual classrooms and be delivered by the class teacher.

In addition, Mrs Ellison will visit each class once a week to deliver a class award/Head Teacher assembly. Mrs Ellison will deliver these assemblies at the front of each class, appropriately socially distanced so not to compromise the class bubbles or quads. There will still provide the opportunity for the Head to praise the work of classes and individuals. Parents unfortunately will not be able to attend, but certificates will be emailed if a child is selected for an award.

Assessment and Tests

The government has announced that there will no formal Statutory Assessment Tests will not be undertaken this summer. However, the school will be collating Teacher Assessment grades for our own internal tracking and to share with a receiving school should a child leave or in Year 6 transitioning to secondary school.

School Ofsted Inspections

The government has also confirmed that in the Spring Term, Ofsted inspectors will resume for schools most in need e.g. Schools rated as Requires Improvement. It is intended that normal routine Ofsted inspections will restart from September 2021.

Trips

The government is currently advising against educational visits at this current time.

Breakfast Club

The government has advised schools will be permitted to run breakfast and after-school activities from 8th March.

Breakfast Club arrangements will remain as they were before Christmas. Therefore, it will be run utilising our 4 allocated staff, in 4 different locations in the school and children will be organised into 4 age ranges e.g. Reception, Key Stage 1, Lower Key Stage 2 and Upper Key Stage 2. The children will have to remain socially distanced. The environment will be thoroughly cleaned prior and after use. The breakfast will be served from a breakfast trolley within each individual room.

If your child is currently an attendee of Breakfast Club, your child's place will continue as normal and you will be charged for the place. If you no longer wish to use the service, you must inform us as.

Go Go Makers

Go Go Makers will also be resuming from Monday 8th March. The arrangements will remain as they were before Christmas. This means the club will continue in the school hall and provision will keep children in the bubble they are in during the school day.

The disruption from the Nurture Room building work continues. Therefore, Go Go

Makers will continue in the school hall until further notice. This is also the largest school space which enables the social distancing and the pod arrangement needed.

Cleaning

- The school has been thoroughly deep cleaned during closure and throughout our reopening by our own site services team.
- All material classroom blinds have been replaced by, either PVC wipeable roller blinds, or window film.
- Cleanliness of often used and touched items, such as doors, door-handles, keypads, light switches etc will continue to be a priority. The school cleaning team are following the government recommendations for cleaning non-healthcare establishments, using the most effective anti-bacterial cleaners.
- The classrooms and corridor spaces will be cleaned daily, and throughout the day.

Personal Protective Equipment and First Aid

As a school we have already been stocking up on PPE in readiness for any return to school. This includes:

- Anti-bacterial hand sanitiser
- Hand soap
- Disposable paper towels
- Cleaning equipment for individual classrooms
- Disposable face masks for First Aid
- Disposable aprons
- Disposable gloves
- Visors and goggles for cleaners
- A material apron for staff members in school colours for Teachers and Teaching Assistants
- Protective clothing for our Site Services Officer
- Mobile handwashing sinks

When administering First Aid or intimate care, First Aiders will use PPE (aprons, gloves, masks and visors) and have been briefed on appropriate use of PPE.

Please rest assured you child will all First Aid support in the normal way.

Disposable aprons, gloves, face masks and wipe-clean visor shields will be provided and should be worn by any member of staff dealing with anyone with symptoms of Coronavirus.

Medicines in school

If your child requires medication to be held at school (I.e. Epi-Pen, Inhaler or similar) please return it to school on your first day back. Labelled with clear instructions for use. It will be kept in their 'bubble' classroom and normal medication procedures will apply and should be followed by parents and staff.

In Classrooms and Spaces

All classrooms will have their own hand sanitiser, cleaning equipment, hand wash and disposable paper towels. Some classrooms will have an additional mobile handwashing sink, dependent on their proximity to the toilets.

They will also have their own allocated toilet/cubicles and sinks for their use. These areas will be deep cleaned every evening, and throughout the day.

Throughout the day staff will have cleaning equipment to regularly wipe down any high touch areas – door handles etc and where they deem it is necessary. This will be expected and encouraged.

Internal doors will be propped open safely where possible to avoid unnecessary surfaces being touched and hand washing will be timetabled regularly throughout the day.

All classrooms and spaces used by the children will be set up by staff to include only what the children need whilst remaining welcoming.

Equipment and items the children do not need will be removed to minimise cross contamination through touch of objects in the room.

Classroom windows will be open wherever possible to encourage ventilation.

Children will be provided with their own personal set of stationary and all resources. This will be kept on their assigned desk or in their assigned space. There will be no cross-contamination of any school resource.

The school is currently having building work undertaken to install new toilet facilities for Year 3 and 4 for after Easter.

Handwashing

Handwashing will be encouraged regularly and more often than normal, and children will be supervised by an adult to ensure they are doing it properly and for 20 seconds.

This will happen:

- On arrival at school – using alcohol hand gel
- Before and after playtime or time outdoors
- Before lunch
- After lunch
- Before going home – using alcohol hand gel
- Between lessons if necessary

Hand sanitiser and mobile handwashing sinks will also be available for all children and adults to use in class. Adults will also be handwashing regularly.

The school is also ensuring good respiratory hygiene is being promoted e.g. 'catch it, bin it, kill it' approach and specific identified bins in classrooms for tissues.

Risk Assessment

We are currently completing a new health and safety risk assessment for the Spring Term and the return of all pupils. As part of this, there are certain approaches that the government has asked schools to implement which are essential to reduce health risks.

Social Distancing Guidelines

As a school, we trust that parents will adhere to the social distancing and COVID guidance issued by the government. We point out to everyone that it is in our school and community's best interest to act responsibly during what is still a pandemic situation. The success of any full reopening of school depends on everyone acting cautiously and appropriately.

We also expect all our families to follow the government guidance, as this is in the best interests of the health of our pupils. Therefore, we would encourage parents to carefully consider who their children are having contact with outside of school, and where possible consider reducing their social contact to those in their social 'Quad-Pod' in school. This will really add and much more secure measure to protecting your own and others' children. The more we can reduce any likelihood of cross contamination between classes and Quads the better. This will really help us control any outbreak and ultimately protect you all.

I ask that parents respect the safety of our teachers too. We are willing as a staff to do our role to the best of our ability, despite the pandemic. However, we would appreciate everyone helping to reduce the risk to our health.

National Guidance – Top Three Symptoms

Coronavirus has three main symptoms; these are a cough, loss or change in sense of smell or taste or a high temperature. When anyone displays these symptoms, it is most likely a Coronavirus infection. We would therefore ask that pupil or student to isolate with their household, book a PCR test (<https://www.gov.uk/get-coronavirus-test>).

If positive, the child **must self-isolate** for 10 days (from start of symptoms) and the other members of your household for 10 days (from start of first person in house with symptoms).

If any child tests negative for Coronavirus but then goes on to feel unwell, we will be continuing with previous guidance – before Coronavirus – **that children who are unwell should not be in school**. We will ask for them to remain home and

seek a PCR test. This is especially important when they develop a cough, high temperature or a loss of, or change in, taste or smell – as this is very likely to be Coronavirus.

Symptoms like sore throat, muscle aches and severe fatigue are possibly a seasonal cold, **but many children (and their families) with positive Coronavirus tests have only had these lesser symptoms.**

We do understand that this new guidance may be inconvenient to you, but it is necessary to ensure that we can maintain education provision for your child(ren) and to prevent the transmission of the virus into the community. We want to keep your child, your family, and your local community safe so that we are able to not only keep schools open for as many children as possible but also to play our very important role in helping the country to come out of lockdown and get back to doing the things that we enjoy and miss so much.

Summary

We all recognise that returning to school will be a wonderful relief for a number of people. The sign that 'normal life' may be around the corner is exciting for everyone. We hope that the impact of reopening will be a positive one for everyone.

Recognising that initially, the stress associated with this will affect a considerable number of people is also clear. We aim to balance our arrangements to suit everyone, with varying views and vastly different concerns. It will not be possible for everyone to have the return to school arrangement that they want.

By presenting this guidance we seek to reassure parents that school have given extremely careful thought to the return of pupils. However, we want to make it very clear that whilst we will endeavor to do all we can to keep children safe, we cannot guarantee this. We have planned in a way that we feel best meets children's needs in these challenging circumstances. We believe these arrangements are as safe as possible under the circumstances.

These procedures will be constantly reviewed, taking into account any changes we feel necessary.

We thank you all for your continued support and understanding at this unprecedented time in all our lives.

Mrs Ellison
Headteacher