

Whitnash Primary School

'Learning, growing and succeeding together'

School Arrangements for Returning in September



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 in September.
- The cover letter with this booklet.
- All national guidance relating to school returns for September.

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 **proposed** 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.

The school were keen to ensure that pupils were given the opportunity to return to school before the summer break, so that we could support pupils with feeling ready for September and to maintain a link with school for children's mental well-being.

We have been successful in returning **all** year groups ahead of the summer holiday. Over 60% of our pupils returned. 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 this excellent starting point, so that all parents and children will have the confidence in the planned school return for September.

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 September, whilst adding additional measures to ease the concerns of those who have not yet been confident enough to return to school.

Currently your child's return to school is your choice. The government has made it clear that **compulsory education will be expected again from September.**

Government guidance on school plans for the Autumn Term

The government have published guidance for parents and carers on the plans for the Autumn Term to help reassure you about what to expect for your children. The full guidance for what parents and carers need to know about schools in the Autumn Term can be found by following this link below:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak>

Why the government are re-opening schools in September

The prevalence of coronavirus (COVID-19) has decreased since schools restricted their opening to most pupils in March. Furthermore, the NHS Test and Trace system is up and running and the government understands more about the measures that need to be in place to create safer environments in schools. As a result, the Department of Education (DfE) have asked schools to plan for all children and young people to return from the start of the new academic year.

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 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 for each Year Group?

All classes will be expected to attend **full-time, every day.**

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.

However, to ensure that we can comply with the most recent government recommendations for schools, the rules for social distancing for adults and ensure we minimise the contact of children between classes, arrangements will be different to 'normal'.

Class Arrangements

One of the main concerns parents may have is how children will interact with one another in school.

The government have advised that children in Primary School do not necessarily need to socially distance. However, they have recommended front-facing desks, space between desks where possible and for staff to maintain a 2 metre distance from each other and children.

Whilst taking the guidance into account, we appreciate that as a school we must ensure that all parents, including the 35% of parents who had not wanted to return their children to school before the summer, 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 the government have stated that there is an assumption that children will go back to whole-class sizes of 30. We are also aware from conversation with Public Health England, that we should ideally be able to quickly identify children who have been in close proximity with one another or an adult in the event that a child or teacher presents with COVID-19 symptoms. Therefore, we are keen to put an additional protective measure in place, to enable this robust identification and to satisfy parents who may have a concern about the larger class sizes.

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.

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. 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. 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 shields.

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. These Quads will likely 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 shields when in close proximity to children.

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.

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. 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.

With the planned meetings in your child's first week of school, there will be opportunity for us to provide more detail on this arrangement, and answer any questions you may have.

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 during our partial reopening 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 amending 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.

There start times 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

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. It is important the parents adhere to these arrangements for the safety of us all.

Where possible, children should be dropped off and collected by just **one** adult. We appreciate this isn't possible for everyone but if one adult can drop and collect a child/ren without siblings they should. This is of course to help us all minimise unnecessary contact with others, and avoid congestion outside the school gates which could lead to unintentional close contact between households.

Please take some time to explain and reiterate the social distancing message to your child, as this will still be expected on school site during drop off and collection times. We are keen to continue to promote this so that we can to minimise any risk of the mixing of children between classes and keep adults of site safe.

We understand that this is an unusual situation and not all children will find it easy coming into school. We hope the Quad plan, alongside the other arrangements, will help reassure our families and children. However, where there are particular difficulties with individual children, these will be discussed with parents.

We urge parents and children to be **prompt and on time** - reducing the risk of social mixing outside the school gates. We really need all parents to be vigilant and careful at these times. As you can see the school is doing all it can to make school life as safe as possible, and to keep your children and our staff safe – we desperately need all parents to help by observing the guidance, otherwise our efforts will be fruitless and your own children and our teachers will be placed at a unnecessary added risk.

Parents will be asked to leave their children with school adults on arrival at the gates and should not come onto the school site in the mornings.

Allocated entrances and systems have been planned to enable the safest possible solution for all. These entrance points will be broadly similar to the system we have currently developed for the phased return of pupils. As we have before, we will make this information available via a video for the return in September, so that all children and adults understand the requirements.

As the plans will be clear and have been communicated early on, we anticipate that if everyone uses the correct time of arrival and allocated entrance, it will be possible for everyone (including pupils) to maintain the 2 metre social distancing on site during these times.

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. Please find a link to this guidance below:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

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 beginning of the new academic year. 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 and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19).

It is absolutely essential that all parents take the time to call school and inform us 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.

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 (or 1 metre plus, if the 2 metres isn't possible).

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 Autumn Term will be conducted virtually wherever this is possible. This will utilise Zoom or Teams, dependent on parental preference. 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.

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.

Lunches and Lunchtimes

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, 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.

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. Please see the table in the next section which shows times for the serving and eating of meals for each class.

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 Edenred vouchers will therefore stop for all children on Welfare School Meals after the summer holiday.

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.

Lunch and Breaktime Play

One of the main concerns parents may have is how children will interact with one another in school.

The government have advised that children in Primary School do not necessarily need to socially distance. However, they have recommended front-facing desks, space between desks where possible and for staff to maintain a 2 metre distance from each other and children as much as possible.

Whilst taking the guidance in account, we appreciate that as a school we must ensure that all parents, including the 35% of parents who had not wanted to return their children to school before the summer, are confident about our arrangements.

Therefore, we have opted for a 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 not 'back to normal' yet. This planned approach recognises this fact.

The school will no longer be offering a Tuck Shop service at breaktimes.

Face Coverings

Public Health England does not recommend the use of face coverings in schools. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission.

However, as an additional measure our school has decided to issue Perspex Face Shields/visors to all teachers. 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. It is our feeling that it is therefore safer for all for us to adopt the '1 metre plus mitigation' guidance the government has issued for non-educational settings. We hope that by doing this, we will be offering further reassurance to those parents and children who are still dubious about the whole-school return. We also feel that given our duty of care to our staff, it is the most sensible approach.

We want to make it clear that teachers will not be wearing these visors to teach, as teaching is predominately conducted from a distance at the front of a classroom. However, they will be used when closer contact is unavoidable.

If staff or children would like to wear a face covering in school that 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.

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 last few months. However, in September, we are returning to our usual uniform policy. Please note that all children should wear black school shoes (not trainers) in September. 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 September. 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.

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

We will update parents regarding this provision in September, and as and when it is needed.

During the summer we will be providing information regarding ideas for 'Home Learning' for those parents who wish to continue with a degree of home schooling. This information will include Accelerated Reader, Myon Online Books, useful website links, the Oak Academy provision and encouraging children to look into the extensive work that already exists on their class page, and for their next year group up.

We will be planning in September for children to share any work they have been doing at home during lockdown. Whilst the teachers won't be able to mark all of this work, they will enable children to share with them what they have been learning. Please keep hold of this work for the time being, and we will confirm the arrangements in September.

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, moving forward for the foreseeable future, 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 winter months therefore, children will need to be dressed in PE clothes suitable to possible 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.

We will write specific guidance for September regarding Reading Books and Book Bags, therefore initially please do not send these into school, but await this guidance.

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' books will be marked in their usual way. However, teachers will request children to leave their book open on the desired page.

Teachers will mark work when children are not in the room, wearing gloves and avoiding touching the physical pages of the book wherever possible.

Homework

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.

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.**

Teachers will mark work when children are not in the room, wearing gloves and avoiding touching the physical pages of the book wherever possible.

Pupils books will not be taken home to mark by teachers.

Reading Books

Children will continue to have home reading books. However, the process for returning books to school will 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.

Children should not be bringing book bags to school.

Additional information on this matter will be sent when your child returns to school.

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 4 and 1 day in Year 1. Mr Hitchins will ensure he works at a 2 metre distance and follows the guidance on face shields to ensure that any cross contamination between classes is minimised.

Senior staff members management time entitlement will be covered by Miss Zeen, our new Higher-Level Teaching Assistant. She will be following the same measures as Mr Hitchins. Her cover initially will be predominantly with Miss McCourt's class (Pine), as she is our Special Needs Co-ordinator and has more consistent time out of class for this role.

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, singing practice assembly 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. The 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 is planning on the basis that statutory primary assessments (for those going into Year 6 in September) will take place in summer 2021. Schools have not yet received any further information regarding the Year 1 phonics screening check; the Year 4 multiplication tables check; or Year 2 SATs.

School Ofsted Inspections

The government has also confirmed that in the autumn term, Ofsted inspectors will visit a sample of schools to discuss how they are supporting pupils back into school. These visits will not result in a graded judgement for the school. It is intended that routine Ofsted inspections will restart from January 2021, so that parents can have the information and assurances they need and rely on, with the exact timing being kept under review.

Trips Clubs

In the Autumn Term, the government has advised that schools can resume educational day trips, in line with the latest public health guidance and wider guidance for schools on the actions we can take to reduce risks. However, any decision to embark on such a trip will be done with the utmost care and careful consideration. As yet, we will wait until September and assess the success of the wider opening of venues before any plans are made.

Regrettably, we are postponing the usual Autumn Term Year 6 residential trip to Marle Hall. We hope that we may be able to offer this opportunity in the Summer term instead. We will keep the necessary parents informed.

Breakfast Clubs

Although the government has advised schools will be permitted to run breakfast and after-school activities in September, we need to make sure these can be delivered in line with the wider guidance on protective measures. We will need to run things differently and adapt over time.

We are confident that we will be able to run our Breakfast Club. This 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, and / or successful in

gaining a place from the current waiting list, you will be contacted ahead of our September return. However, we will not be resuming Breakfast Club until week beginning 14th September to allow time for the new arrangements to be finalised and staff supported in understanding these plans.

We will keep this under review, and inform you of any updates. There is government advice available for parents on the use of these clubs and activities

Go Go Makers

We are currently in discussion with Emma Canning, the manager of 'Go Go Makers' after-school club about how to ensure the running of this provision supports the safety arrangements made by the school. We need to work with Go Go Makers so that they can operate without compromising the protective Quad approach the school is taking.

We are also expecting a significant degree of disruption from September, as the building work to improve the Nurture Room begins. Go Go Makers currently use this room, so the school will need to consider what suitable space can be offered, and ensure this is sustainable.

We will be providing further information about this service nearer to September.

Weather Plans

If the weather is warm and sunny please send your child to school with a named sunhat.

Sun cream should be applied at home before attending school.

In the event of wet weather days, your child will remain in their classroom during playtimes. This is not dissimilar to the normal arrangements for wet play. The classes usually watch a film or do other fun activities led and supervised by an adult.

Cleaning

- The school has been thoroughly deep cleaned during closure and throughout our reopening by our own site services team.
- As an additional measure, the school arranged for all rooms and corridors to be fully sanitised through a 'fogging' process. This is a certified cleaning method, which specifies being effective against COVID. This process was conducted during half-term by an external contractor. The school will repeat this process during the summer break.
- All material classroom blinds have been replaced by, either PVC wipeable roller blinds, or window film.
- The school kitchens have also been deep cleaned, including all vents by an external contractor.
- 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.
- All staff should be off site by **4.00pm** to enable the cleaning team to clean classrooms thoroughly each day.

Personal Protective Equipment

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

We anticipate that the masks, aprons, gloves will only be necessary when administering First Aid or intimate care. First Aiders will be briefed on appropriate use of PPE and administering first aid.

Visors will be worn when in close proximity for wider purposes, as these are less unsettling for children given their transparent nature.

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.

Handwashing

Handwashing will be encouraged regularly, 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.

First Aid

- Please rest assured you child will all First Aid support in the normal way.
- Appropriate PPE e.g. gloves, aprons will be worn for undertaking normal First Aid duties.
- 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.

Symptomatic Response

- If children are displaying symptoms, they will be isolated from their 'Quad' and class by a First Aider and await collection by a parent.
- Our normal supportive and nurturing care will be provided.
- Advice will be issued to ensure their safe return as soon as possible. The government has said that all children returning to school and their families will be eligible for a coronavirus test.
- Parents will be asked to observe the strict 7 day self-isolation before your child will be able to return to school. For other family members, including siblings related to the child who presented with symptoms, will need to follow the 14 day self-isolation guidance.
- Government guidance says: 'if a child, young person or other learner

becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask will be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn'.

- The staff will be ensuring a close monitoring of their own health and act appropriately for the safety of all.
- The school will consult and seek advice from Public Health England in the event of a positive result of COVID-19.
- **We urge parents to inform school if they, their child, or anyone in the household has symptoms and request the appropriate steps are taken to isolate.**

Process in the event of outbreaks

If we experience an outbreak, either because we have 2 or more confirmed cases of coronavirus (COVID-19) among pupils or staff within 14 days, or we see an increase in pupil or staff absence rates due to suspected or confirmed 5 cases of coronavirus (COVID-19), we will contact our local health protection team. This team will advise if additional action is required, though the closure of the whole school will generally not be necessary.

Where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class (in our case, hopefully, our Quad), followed by their year group, then the whole school, if necessary.

If our local area sees a spike in infection rates that is resulting in localised community spread, decisions will be made on what measures to implement to help contain the spread. The government will be involved in decisions and will support individual schools to follow the health advice.

In all cases, where groups of pupils need to self-isolate or where a larger restriction of attendance at school is needed, we will seek to ensure children and young people's education can continue.

Holiday Abroad and General Social Distancing Guidelines

As a school we will be unaware of where parents and children have travelled during the summer break. However, we trust that parents will adhere to any necessary guidance issued by the government regarding safe travel and any necessary quarantining. 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.

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.

How everyone can make school as safe as possible

We are currently completing a new health and safety risk assessment for the Autumn 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.

Parents and carers can support this by:

- ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who has symptoms, does not attend school - this means if your child, or someone in your household, has symptoms you should not send them to school;
- engaging with the NHS Test and Trace process so that cases can be identified and action taken - this means if your child develops symptoms, you should arrange for them to get a test and you should inform your school of the results of that test

Alongside this, at school, we are:

- managing confirmed cases of coronavirus (COVID-19), in line with current public health guidance - this means your child may be asked to self-isolate for 14 days (based on advice from our local health protection teams) if they have been in close, face-to-face contact with someone who has tested positive for the virus;
- ensuring everyone at school cleans their hands more often than usual, including when they arrive at school, when they return from breaks, and before and after eating - with soap and running water or hand sanitiser;
- ensuring good respiratory hygiene, by promoting the 'catch it, bin it, kill it' approach; • enhanced cleaning, including cleaning frequently touched surfaces more often; and
- minimising contact and maintaining distance, as far as possible – through children staying within specified separate 'Quads' and through maintaining

distance between individuals. The government's guidance to schools recognises that younger children may not be able to maintain social distancing so it is likely that for younger children the emphasis will be on separating groups.

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.

We wish you a safe and peaceful summer.

Mrs Ellison
Headteacher