

Return to school booklet



SCHOOL VISION

Promoting excellence within a caring, Christian community

- Confident** – We embrace challenge and persevere
- Aspire** – We aim high
- Respectful** – We are friends and cherish God's world
- Inclusive** – We welcome everyone and are all of equal worth
- Nurturing** – We look after each other so we can all flourish
- Generous** – We give to each other and our community

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Additional Services

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1. School Environment and Curriculum

1a. How are pupils grouped?

In order to minimise contact between groups of pupils and adults, we have divided each year group into smaller groups that we will refer to as 'bubbles'. Each bubble will consist of **no more than fifteen pupils** and at least one member of staff.

Each bubble will work within the same classroom / learning area each day with the same members of staff. We will inform you of these.

The current provision for the children of key workers remains mostly unchanged. These children will be in groups of up to 15, one group per classroom, and will be grouped according to age (where possible). We will continue to operate a flexible timetable for the pupils of key worker parents to support varying working patterns. The children of key workers in Reception and Year 6 will be with children in their own year group who are also children of other key workers.

Children of key workers may remain on site on a Friday afternoon. Year 6 pupils (excluding those of key workers) must be collected at their given time on a Friday lunchtime.

Whilst every effort will be made to maintain social distancing we cannot guarantee, particularly with younger pupils, that this will be the case.

Please read the separate letter which explains more about groupings and drop-off and pick-up times.

1b. What will learning look like?

We recognise that our pupils have not been physically attending school for some time and many of them will have had different experiences and understanding of the reasons why they had to work from home. When pupils return to school, they may not be working in the same classroom or with the same teacher; the classroom environment will look different as we will have removed a lot of equipment. We therefore recognise the importance of pastoral support for our pupils as they return to school. As

a result, we will have an increased focus on PSHE (personal, social and health education). We will enable pupils to ask questions and we will support them to understand the changes that they are experiencing in their time at school and to understand the safety measures we have put in place. We have asked our teachers to teach PSHE daily. The Year 6 pupils will have a focus on emotional health and wellbeing and transition to Year 7.

We recognise that many of our pupils are using the Oak Academy lessons each day. We have asked that our teachers also follow the Oak Academy lessons for English and Mathematics. Teachers will also have a focus on the four operations in Year 6 and ensuring that a recovery curriculum covers as much as we can in the short space of time that we have. Afternoons will cover foundation subjects including physical education. No PE kits will be required.

1c. Vulnerable children / Children in households with vulnerable adults

Pupils who are classed as clinically extremely vulnerable should not come into school and should continue to shield themselves. We will signpost your child to learning activities through the Oak National Academy, Google Classroom (for Key Stage 2) and BBC Bitesize. If you are unable to access remote learning through the Internet please contact school by emailing or texting the school office.

If a pupil lives with someone who is clinically extremely vulnerable they should only be in school if stringent social distancing can be adhered to and they are able to understand and follow those instructions. We will do everything within our power to ensure that those pupils who do attend school are kept as safe as possible, however, the concept of social distancing in school is not something that we can guarantee. In the interests of clarity, we feel it is important to emphasise that it may not be possible for pupils and staff in our schools to remain 2 metres apart from each other at all times; the school buildings and the nature of primary education makes this challenging. We advise that pupils who live with someone who is clinically extremely vulnerable remain at home.

If a pupil is clinically vulnerable, we will discuss with parents the medical advice about their child to agree what adjustments we are able to put in place. We will probably need to complete an individual pupil risk assessment if the pupil is to come on site. Again, please be advised that we cannot guarantee that pupils and staff will be able to remain 2 metres apart from each other at all times.

If a pupil lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend school. Again, please be advised that we cannot guarantee that pupils and staff will be able to remain 2 metres apart from each other at all times.

1d. Behaviour Management / Code of Conduct

As more children return to school, a number of important safeguarding principles which are related to the behaviour of pupils must be considered and guide policy.

To prevent the spread of coronavirus, schools and other settings have been directed to use a range of protective measures to create safer environments in which the risk of spreading the virus is substantially reduced.

Staff will:

- meet and greet the children at their designated drop off point and ensure they enter the classroom in a calm and orderly manner, maintaining a social distance of 2m wherever possible
- take the temperature of each pupil as they enter the building and only allow pupils who have a temperature of less than 38° to enter the building
- encourage all pupils to maintain a social distance of 2m when lining up, moving around the school (this may include following a one-way system) or working in their classroom
- ensure pupils work at/in their designated work space in the classroom
- ensure pupils are socialising and playing in their allocated zones during social time
- supervise hand washing; praising those who are doing this well and support others to complete it appropriately

- explicitly teach, check and remind pupils about hand hygiene expectations
- when required, request additional soap, sanitiser, tissues etc for their classrooms
- promote and expect good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach from all pupils
- ensure pupils eat their packed lunch in their classroom so that they are not sharing the dining space with other bubbles

Pupils will:

- follow altered routines for arrival and/or departure to the site
- maintain a social distance of 2m from their peers and members of staff when lining up, moving around the site and working in their classroom/learning area

Note: The government recognise in their guidance that primary aged children, particularly those in EYFS/KS1, may find the concept of social distancing difficult to understand and follow. Staff will model and encourage this behaviour to raise pupil awareness and support change in behaviour. Children will be expected to:

- exclusively use their allocated stationery and equipment during lessons
- exclusively use the play equipment that is allocated to their 'social group' during social times
- remain at their allocated desk or learning space and ask the member of staff leading if they feel they need to leave their place
- socialise and play in their allocated zones during social time
- practise good hand and respiratory hygiene in relation to sneezing, coughing, tissues and disposal (in line with the "catch it, bin it, kill it" message) and avoiding touching your mouth, nose and eyes
- not deliberately cough or spit at another pupil or member of staff

Rewards and Sanctions

In order to comply with government guidance, we will be using alternative methods to give both rewards and sanctions where appropriate, that will reduce the contact of physical items being passed between adults and pupils and not mix children between 'bubbles'.

2. Health and Hygiene

2a. Staff Training

It is vitally important that our pupils can be supported effectively when they return to school therefore all staff have received familiarisation training to enable them to be aware of the actions they should take in various situations e.g. if a child displays symptoms of coronavirus, if a child needs to visit the toilet, handwashing routines, PPE.

We have ensured that we have staff on-site at all times who are designated child protection staff and who have first aid qualifications.

2b. Handwashing

The most effective ways of reducing the transmission of germs, including viruses, is the regular washing of hands with soap and water. Staff will regularly remind all pupils of the importance of hand hygiene and wherever possible handwashing will be supervised. Hand sanitiser will be provided in classrooms and other areas of school e.g. reception/office area.

We will ask pupils and staff to wash their hands when they enter the building, before and after eating, after sneezing or coughing, after touching faces, after learning outside, after visiting the toilet and before leaving the premises.

Children in the Infant school will see that there is a handwashing station now installed outside school; children will wash their hands here before entering the building.



Children in the Junior School will come in through their designated cloakroom (via the playground) and wash their hands before entering the classroom. They will also wash hands at the end of each playtime and lunchtime.

Children will be encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').

We would ask that you support us with maintaining levels of hygiene by reminding your child of the importance of handwashing and other hygiene practices.

2c. Personal Protective Equipment (PPE)

The government have advised that PPE is not required in school settings, however, we realise that some people feel safer wearing masks. Pupils and staff are therefore welcome to wear masks provided they can wear them and dispose of them safely. We cannot accept responsibility for ensuring that any child who brings a face mask to school is wearing it at all times. It will be the responsibility of the child to look after any face

mask they bring and to wear it appropriately. If any child does not use a face mask sensibly we will have to ask them to remove it.

Activities such as close intimate care e.g. first aid, nappy changing, invasive medical procedures, assisting with feeding will necessitate closer contact with pupils. Staff carrying out these activities will wear disposable gloves and aprons and may need face masks and eye coverings. This will be assessed on a case by case basis.

If PPE is identified as necessary for certain activities or for staff through a risk assessment, then this will be provided by the school. Reusable eye / face coverings will be thoroughly cleaned between each individual person being assisted.

2d. Tissues, Waste Bins and outdoor equipment

Every classroom and some common areas will have waste bins for discarding disposal tissues and masks. These will be emptied regularly throughout the day. Tables and chairs will also be cleaned throughout the day along with any outdoor equipment which has been used by the group (such as bats and balls).

2e. Social Distancing

Social distancing measures will be implemented as per the government guidelines and according to the details in our risk assessment. This includes but is not limited to:

- A maximum of 15 desks in each classroom. Excess furniture has been removed and desks rearranged to maximize the space between pupils and to ensure all pupils face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Staff will not move between bubbles. Only staff within the bubble should enter the classroom space. Cleaning staff are the exception to this but must only enter rooms when they are empty and they must wear a clean pair of gloves for each classroom/social space they enter.

- Pupil friendly rules and key messages relating to social distancing measures will be displayed around school and regularly referenced throughout the day.
- Corridors will be one way where possible. Where this is not possible a taped line down the middle of the corridor will support one-way traffic. Pupils must move around school in single file appropriately distanced. There will be very few opportunities for pupils to move around school other than going from their classroom to the playground. The dining area, library and ICT suite will not be accessed by pupils.
- As many external doors will be used as possible to reduce social interactions.
- Pupil must remain in classrooms – toilet trips must be supervised by adults. Hand wash must be applied before leaving the classroom and on return to the classroom.
- Staggered start and finish times will be in place for each bubble.
- Staggered playtimes and lunchtimes will be scheduled.
- Each bubble will be allocated an outside space. This will be social distanced from other bubbles and will be used for playtime, lunchtime and outdoor learning. Each bubble will have an allocated box of play equipment.

Each pupil will have their own table which will look like this:



Tables are spaced apart and classrooms look like this:



Classrooms have taped areas which shouldn't be accessed by pupils. They look like this:



Some areas around school will be taped off. Please show your child these images so that they know what to expect upon their return:



2f. Restricted Access to School Premises

Until further notice, parents will not be permitted to enter the school buildings or anywhere else inside the school perimeter except for emergencies, for example picking up a sick child. If your child is sick they will be sat in the main entrance away from other pupils. You will be contacted and asked to come to the school office should this be the case.

Contact with the School Office should be via email or telephone. If you have to come into the school office we ask that only one parent stands in the entrance whilst others remain outside the door until a space becomes available.

No other visitors will be allowed in the school buildings unless their visit is essential, for example emergency services or emergency maintenance.

2g. Drop-Off and Collection Arrangements

A plan is in place to stagger arrival and dismissal of pupils. This plan includes using as many external entrances to the school building as possible and also allows as much time as possible where the same external door is used by different bubbles. You will be provided with details as to where your child should line-up when they arrive at school and where you should collect them from at the end of the day in a separate letter.

Children will be allowed into school in an orderly line and an adult working with the group will check them off on the attendance register as they

enter. This is to ensure that children do not enter school with the wrong group. All children will be supervised washing their hands as they enter the classroom.

Only one parent per child should accompany a child onto the school grounds at drop off and come to collect at the end of the day. We encourage you to drop your child off at their designated door (this will be communicated in a text). Pupils must be accompanied by an adult and will not be allowed on site without one. Their temperature will be taken upon arrival and pupils with a temperature of less than 38° will be allowed to enter school. One adult must collect each child at the end of the school day.

Entrance points will be clearly marked and social distancing measures in place at all entry points (i.e. 2m markers). Please ensure that when you are queuing with your child that a 2 metre space is adhered to.

2h. Breaktime Snacks and Class-shared Snacks

Pupils will all need their own snacks (fresh fruit or vegetables) if they wish to eat this at break time and their own water bottles as usual. Water bottles will be sent home daily and must be cleaned and re-filled before coming back into school. It is important that snacks are not shared. Until further notice, please do not send any food for pupils to share, e.g. birthday cakes, treats, etc.

2i. Lunchtime Arrangements

We will provide a school meal to all pupils in the Infant School. All Junior School pupils must bring their own packed lunch in a clearly marked lunch bag/box. Pupils must not share their lunch with anyone else. If your child is in Key Stage Two and receives free school meals, you will continue to receive the food voucher but must send your child in with a packed lunch. There will be no food preparation available on site in the Junior School. All pupils in the Infant School who receive free school meals will get their meal in school and will not receive the food voucher.

Due to the fact that we will have to stagger lunches it will not be possible to offer a hot lunch, but cold lunches in the form of a 'grab bag' will be

issued. Pupils eating packed lunches may be asked to eat them in their classroom or outside.

2j. Personal Belongings, Uniform and Administration of Medication

Pupils should not be sharing belongings. We ask that pupils do not bring any toys into school until further notice.

We ask pupils to only bring to school:

- Clearly labelled, filled water bottle
- Coat
- Change of clothes (if you think this will be required in Reception)
- Packed lunch (if required)
- Snack for break time (fruit or vegetable)

Should you wish your child to wear sun cream, please administer it before school. Staff will not be able to apply this to pupils throughout the day.

We ask that pupils and staff come to school each day in freshly washed clothes and therefore we have removed the requirement for pupils to wear school uniform. Pupils do not need to bring their PE kit to school.

If your child requires medication for an illness, other than Covid-19, it must be brought to school in a clearly labelled see-through plastic bag and be in the original dispensed packaging. You will need to drop-off the medication at the school office where we will ask you to complete the relevant medical form. A member of office staff will tell you where to place the medication and will then collect it when you have left the foyer. They will wipe the plastic bag and ensure the medication is stored safely. They will inform the member of staff that is with your child's bubble that medication needs to be administered and it will be an adult in the bubble who administers it. Should the medication need to be sent home at the end of the day it will be given to your child.

If your child takes regular medication e.g. an inhaler. They should bring it into school with them. This should only be the case for medical conditions that we are aware of and for which we already have a completed medical form.

2k. Cleaning

A detailed cleaning plan is in place for throughout the school day. This includes but is not limited to:

- cleaning of high touch areas throughout the day e.g. door handles, light switches, hand rails, toilets and sinks etc.
- cleaning of classrooms and areas of learning at the start and end of the day

A sanitisation plan will ensure a record is kept of the cleaning undertaken in each area being used.

During the day, as many internal doors as possible will be left/propped open to reduce the need to touch door handles or security code pads. All classrooms will be ventilated in between lessons as a minimum, although windows are likely to be open during lessons too.

2l. Sickness

We request that parents regularly check their child(ren)'s temperature at home to ensure there is no onset of fever.

Pupils or staff with any of the common symptoms of Covid-19, listed below, are required to stay at home for at least 7 days from the onset of symptoms, and until they have been free of symptoms for at least 48 hours (without medication that can mask symptoms). Family members must also self-isolate for 14 days if anyone in their household displays symptoms.

Symptoms of Covid-19

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

2m. Onset of Symptoms Whilst at School

All persons who develop Covid 19 symptoms whilst on site will:

- Be sent home as soon as possible and will be advised to follow government guidance on self-isolating and testing. They should self-isolate for 7 days and their fellow household members should self-isolate for 14 days. All staff and pupils who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.
- Whilst awaiting pick-up persons will be isolated in a separate area. Pupils will be supervised whilst this takes place.
- A face mask will 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 gloves, an apron and a 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.
- If part of a group, the remaining group will move to a different room / learning area to allow for cleaning / disinfecting of the potentially contaminated room.
- Pupils and staff who have been in a group with a child displaying the symptoms of Covid 19 will also be sent home and instructed to isolate for 14 days. If a negative test is returned from the unwell child, then all pupils and staff in the group will be able to return to school the next day. School will inform parents of this via a text or phone call.

When a person displaying symptoms has left the site:

- Any member of staff who has helped someone who was unwell will go home along with the rest of the pupils in their bubble. The member of staff will be asked to wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.
- Core areas that those staff or pupils have been in will be cleaned with standard cleaners / disinfectants.
- A separate sanitary facility will be provided for individuals who display symptoms. These facilities will be cleaned and disinfected

using standard cleaning products before being used by anyone else as will any areas they have been isolated in.

If a person is tested and it is negative they will be advised:

- they can return to their setting and the fellow household members can end their self-isolation. The rest of the bubble will also be able to return to school.

If the test is positive:

- The rest of the group they have been working with will be sent home and advised to self-isolate for 14 days.
- A member of the Senior Leadership Team shall contact the Public Health Authority to discuss the case, identify all other individuals who have been at risk of exposure (so far as is reasonably practicable), and will take advice on any further actions or precautions that should be taken. As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

3. Additional Services

Please check if your before and after school provider are able to offer their usual service.

The **school's before and after school clubs are not currently open** and we are unable to offer the wraparound care we usually provide. We will inform parents when this will become available.

3.b Extra Curricular Activities and Individual Music Lessons

Unfortunately, we cannot offer any extra-curricular activities or music lessons until further notice. We will continually review this decision and inform you if we decide to offer this provision.