



4th June 2020

INFORMATION FOR PARENTS OF CHILDREN RETURNING TO SCHOOL IN YEAR R, YEAR 1, YEAR 6 AND KEYWORKER CHILDREN.

The school will work through the following hierarchy of measures:

1. Avoid contact with anyone with symptoms
2. Frequent hand cleaning and good respiratory hygiene practices
3. Regular cleaning of setting
4. Minimising contact and mixing

The information in this document is the school's plan for reopening, how it will implement the hierarchy of measures and is based on a risk assessment that has been approved by the Governors. However, as with any risk assessment, it is a working document that may require alterations due to changing circumstances. Therefore the following information may be subject to modification but please be assured we will notify you as soon as possible of any significant changes.

The school site and its environment

- The water system has now been disinfected and therefore safe for the return to school for Monday 8th June.
- A full clean has taken place of the school and all premises safety checks have been carried out.
- The school will only be open to essential visitors with pre-arranged appointments. All school gates will be locked, during the day, to prevent access to the site.

Organisation for drop off and pick up times including staggered start and end of the day:

- In order for this to be effective, so that everyone is as safe as possible, parents must socially distance (not gather together too closely) at drop off and pick up times.
- Parents will not be allowed to enter the school site, unless they have a prearranged appointment.
- To avoid too many people gathering at the designated drop off and collection points only one parent should bring their child/children to school.

Start of the day:

- 8.50 am **Children of keyworkers** to use the right gate to enter the school, the gate nearest to the Five Bells. Parents should form a socially distant queue on the pavement away from the school railings. The teachers will unlock the gates and direct the children to stand in a designated place on the playground. The children will be walked to the children's entrance door, where they will use an automatic hand sanitizer before entering the school building. Keyworker children will be based in Pearls Class and the resources area.
- 8.50 am **Children of Year 6** to use the left gate to enter the school, the gate leading to the school administration offices. Parents should form a socially distant queue on the path and pavement away from the school railings. The teachers will unlock the gates and direct the children to stand in a designated place on the playground. The children will enter the school via Emerald's Class door, where they will use an automatic hand sanitizer before entering their classroom. Year 6 children will be based in Emeralds Class.
- 9.00 am **Children in Year 1** to enter the school via the large five-bar gate on the recreation ground which leads onto the meadow. Parents should form a socially distance queue on the recreation ground towards the Parish storage shed. The children will form a socially distanced queue on the meadow where they will be walked into school and enter via Sapphires Class door, they will use an automatic hand sanitizer before entering their classroom.
- 9.10 am **Children in Year R** to enter the school via the small gate on the recreation ground by the steps. Parents should form a socially distance queue on the recreation ground towards the village hall. The children will walk into the school via Diamonds Class door, they will use an automatic hand sanitizer before entering their classroom.

End of the day:

Please could parents follow the same procedure as the start of the morning to collect their child/children from school. The children will then be brought to the exit gate by a member of staff. Home times will be as follows:

- 2.50 pm **Children in Year R** - Parents to collect children from the recreation ground gate.
- 3.00 pm **Children in Year 1** – Parents to collect from the large five-bar gate on the recreation ground.
- 3.10 pm **Children in Year 6** – Parents to collect children from the left gate at the front of the school.
- 3.15 pm **Children of Keyworkers** – Parents to collect children from the right gate at the front of the school.

Any parent who is first in their queue are requested to please leave at least 2 metres clear from each gate to let the teachers have space to socially distance and allow the children to enter and exit the school site.

Children arriving late:

Please be prompt to arrive at school at your designated time. Any child who is going to be late must not enter the school until 9.20 am via the main school gate which leads to the administration office. The gate will be locked but a door bell will be in place for you to use. The pupils will enter the school via the main door where they will have their hands sanitized before being taken to their classroom. If possible, please telephone to inform the school office if you are going to be late.

Parents arriving late:

Please contact the school to inform us if you are going to be late. We will then let you know where to collect your child/children from.

Siblings in school:

Any siblings in school will be able to be dropped-off at the earlier times, but should be taken to the drop-off point for their class. It is essential that you let us know if you require staff to collect your child from you earlier than their class drop off time.

Punctuality will be key throughout this period – so please arrive on time at both ends of the day and leave the school site immediately.

Attendance:

Parents will not be fined for non-attendance of pupils.

Learning:

The school's priority in getting these groups of children back to school will be considering their mental health and wellbeing and establishing the new routines and rules. Learning needs of the children will of course be addressed however the curriculum will not be as structured as it was before the lockdown.

Organisation of classrooms and school day:

- Year R children will be taught in Diamonds class by Miss Burrough.
- Year 1 children will be taught in Sapphires class with Miss Moore and Mrs Evans
- Year 6 will be taught in their own classroom, Emeralds class by Mrs Rose and Miss Green.
- The children of keyworkers and children who are vulnerable from Year 2 to Year 5, will be accommodated in Pearls class. These children will be taught by Mrs Holloway and Mrs Carrick on alternate weeks.
- Mrs Evans and all the teaching assistants will also be supporting groups of children throughout the school.
- Classrooms have been organised so each child will have a desk to sit at which will be socially distant as far as possible from others in the class.
- Each child has either a tray or plastic wallet with stationery for only their use.
- Year 6 children **ONLY** may bring in their own pencil case which must be kept on their desk. All pencil cases must be made of either plastic or tin so that they can be wiped

down before coming into school, no material pencil cases will be allowed. Alternatively they will be supplied with their own stationery to use in school.

- Equipment must not be shared with any other child unless the item has been cleaned by the teacher.
- All unnecessary items have now been removed from classrooms and stored elsewhere, including soft furnishings, soft toys and toys that are hard to clean.
- Year R will have toys that will be used on a three day rota.
- Books will be used in school only and will not be coming home, once a book has been used they will not be re-circulated into the library until they have been left for several days.
- Children will come into contact with several different adults during their time in school and these adults will work with more than one group of children in a week.
- Children will stay with their class group as much as possible to minimise contact with children in other classes.
- Each class group will have their specific zone in which to play on the meadow. This will be used for play and lunch times, as well as for outdoor learning. If the playground has to be used for playtimes, then these will be staggered at different times for the classes, it will also be zoned to enable the children to stay in their class group.
- Eating lunch will also take place in their class groups in the classrooms or, if weather permits, children may eat in their zoned area on the meadow.
- There will be no assemblies or other occasions where all the children are brought together.
- Each class will have a selection of outdoor play equipment which will be kept in their classroom for their use only each day.
- Children will not be able to use the Timbertrail or any of the playground furniture and outdoor buildings.
- Wherever possible the school and classrooms will be well ventilated with windows and doors open, whilst still maintaining a secure site.

Clothing and equipment

- Children will be required to wear school uniform whenever possible, please let us know if you have any problems with this. On PE days children will wear their PE kit into school to avoid the need for changing. Days when PE kit need to be worn are detailed below.
- Please could you endeavour to put children in fresh clean clothes everyday
- Children will need to bring in the following which **MUST** be named:
 - Full water bottle – children will be able to refill them from the taps in their classroom, they will not be able to use the water dispenser.
 - Sun hat
 - Sun protection cream if they are able to apply it themselves. Alternatively please apply a sun cream before they come to school in the morning, which will protect you child for the duration of the school day.
 - Light waterproof jacket.
 - Cardigan or sweatshirt as the school will be well ventilated.
- Book bags **MUST NOT** be brought into school.
- Children should bring in a small rucksack or bag that will fit all these items in including their packed lunch and waterproof jacket.
- Children should be hands-free so that they can easily use the automatic hand sanitizer.

PE lessons:

- PE will be taught by external sports coaches from JC Sports and Paul Evans who will provide the school with their own risk assessment for their activities.
- Timetable for PE lessons is as follows:

Class	Day	Time	PE Lesson
Year R	Tuesday	1.00-1.50 pm	Tennis with Paul Evans, Miss Burrough and Mrs Thompson-Smith
	Thursday	1.00 – 1.50 pm	Multi sport activities with J C Sports and Mrs Tapster
Year 1	Tuesday	2.00 – 2.50 pm	Multi sport with J C Sports, Miss Moore and Mrs Pinhorn
	Thursday	2.00 – 2.50 pm	Tennis with Paul Evans and Mrs Pinhorn
	Friday	1.00 – 1.50 pm	Multi sport with J C Sports and Mrs Evans
Keyworker Children	Tuesday	1.00 – 2.00 pm	Multi sport with J C Sports and Mrs Tweddle
	Thursday	1.00 – 1.50 pm	Tennis with Paul Evans and Mrs Tweddle
	Friday	2.00 – 3.00 pm	Multi sport with J C Sport and Mrs Tweddle
Year 6	Tuesday	2.00 – 3.00 pm	Tennis with Paul Evans and Mrs Evans
	Thursday	2.00 – 3.00 pm	Multi sport with J C Sport and Miss Green

- On PE days children will come to school in their PE kit.
- Unfortunately, there will be no swimming timetable this year.

Catering:

- School lunches will be available each day. The menu choices will be the same as the menu before the school closed, but there will be an option of a picnic bag. A copy of the menu will be sent out shortly.
- Children will either eat their lunch in their classrooms or outside on the playground or meadow.
- Lunches will be served to the children by their class teacher.
- We will not be accepting any cash or cheques for school lunches. We are currently in the process of adopting an on-line payment scheme and we will let you know further details as soon as the system is in place, which will hopefully be in two weeks. We will then inform you of any payment that should be made.
- Alternatively, please provide your child with a packed lunch. Please could you avoid any items that is in packaging that your child will need assistance to open.

- Your child may have a healthy snack or piece of fruit for break time. It is, as yet, unknown if the school free fruit and veg scheme will be operating for the infant children, as soon as this information is known we will let you know.

First Aid, Medicines in School and PPE:

- The school will always have qualified emergency aid trained staff in your child's class or on site to deal with any accidents and injuries.
- First aid kits have been provided to each class.
- All asthma inhalers will be kept in the child's class for them to self-administer under the supervision of a member of staff.
- Any child who is prescribed or requires medication must be able to self-administer it under the supervision of a member of staff.
- If a child is unwell and requires medicine they should not be in school.
- Staff have been provided with personal protection equipment (PPE) for use in their classes and around the school.
- When dealing with any injury that requires close contact with a child, staff will wear either a medical disposable mask or a protective visor.

Cleaning and hygiene including regular handwashing

We will be following the government guidance: Coronavirus (COVID-19): implementing protective measures in education and childcare settings:

- The school will follow the [COVID-19: cleaning of non-healthcare settings guidance](#)
- Ensure that sufficient handwashing facilities are available. Where a sink is not nearby, provide hand sanitiser in classrooms and other learning environments:
 - Some classrooms have small water tanks and therefore a limited supply of warm water. Warm water is more effective when washing hands however, cold running water is fine for handwashing as long as the correct hand washing technique is used with soap and hands are rinsed thoroughly. Hand washing with soap will not kill the coronavirus but it washes it off. (Professor Sally Bloomfield, London School of Hygiene and Tropical Medicines).
 - Hand Sanitizer – this will be used throughout the school and is an alcohol based sanitizer (above 70%). It will be used as follows:
 - for children, staff and visitors arriving on site.
 - when soap and water is not available e.g whilst on the meadow, playground or on the tennis courts.
 - If needed in an emergency as the sinks are already being used.
- Hand sanitizer will not be used as replacement for soap and water if it is available.
- Clean surfaces that children are touching, such as toys, books, desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal. Each class will be supplied with a disinfectant solution and disposable paper towels to wipe down any area surface or object that may be touched regularly or accidentally sneezed or coughed on.

- Ensure that all adults and children:
 - frequently wash their hands with soap and water for 20 seconds and dry thoroughly,
 - clean their hands on arrival at school, before and after eating, after sneezing or coughing, after they have touched equipment or toys, after playtimes and any other times the staff feel it is necessary.
 - are encouraged not to touch their mouth, eyes and nose. Please could children with long hair have it tied back and/or use an Alice band to avoid them having to touch their face.
 - use a tissue or elbow to cough or sneeze:
 - Catch it, Bin it, Kill it – this campaign will be displayed around the school and children will be told by the teachers the importance of this. Each desk will be supplied with a small box of tissues for the children to use. Each classroom and the toilets will be provided with a pedal bin.
- Ensure that help is available for children who have trouble cleaning their hands independently.
- Consider how to encourage young children to learn and practise these habits through games, songs and repetition
- Each class will have a designated toilet to use and there will only be one person at a time in the toilet, unless it is an emergency.
- Hands **MUST** be washed after going to the toilet.
- Toilet break times will be staggered to reduce congestion before break and lunch times, however children will be allowed to use the toilet whenever they need it.

What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?

When a child, young person or staff member develops symptoms compatible with coronavirus (COVID-19), they should be sent home and advised to self-isolate for 7 days and arrange to have a test to see if they have COVID-19. They can do this by visiting [NHS.UK](https://www.nhs.uk) to arrange or contact NHS 119 via telephone if they do not have internet access. Their fellow household members should self-isolate for 14 days.

All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus (COVID-19), and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

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 – perhaps the whole class, site or year group. 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.

Procedure for a suspected case of COVID-19 in school:

The symptoms of COVID-19 are:

- persistent new cough
- high temperature
- loss or change to sense of smell or taste.

Any child showing these symptoms during the school day will be treated as follows:

- Any children or adults will be moved away from the child discreetly.
- A member of staff will put on the appropriate PPE (apron, gloves, mask and visor).
- The member of staff will accompany the child to the nearest covered outside exit (the children's glass door or the main reception door), and stay with them.
- The parent will be contacted by the school office to come and collect their child immediately.
- Any siblings that are in the school will also be removed from their classroom and await collection by the parent.
- Parents must follow the [COVID-19 guidance for households with possible coronavirus infections](#)
- Please inform the school as soon as the results of the test are known.

Any child showing these symptoms **MUST NOT** attend school, nor should their siblings. If a child shows signs of having a temperature on arrival at school, their temperature will be taken using a hand-held non-contact thermometer. If their temperature is raised parents will be asked to take the child/children home.

Danielle Brown

Headteacher