

Return to School Plan – Parent Update Version

1st June is the proposed date for certain year groups in schools to begin to return. This was announced on May 10th. This document will set out our school's approach to implementing this announcement. This plan is a starting point and may well be subject to small, or larger, changes as the days and weeks progress. This plan covers the first phase of wider opening from 2nd June only. The Government's plan is for all primary school children to return to school before the summer for a month, if feasible. We will look at further planning around that expectation at a later date.

Each area in this plan will draw on advice from the Government, taking into account these three main principles:

1. Risk assessment and managing of risk of contamination
2. Social distancing guidance as far as is practicable
3. Welfare of staff and pupils

The Government's advice on effective infection protection and control, which is followed closely throughout this document, states the following:

There are important actions that children and young people, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
- *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- *ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach*
- *cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

The year groups initially being introduced back into school are Reception, Year 1 and Year 6. The advice to place pupils into social bubbles of no more than 15 children is being followed. No classroom is large enough to permit this with 2m social distancing, but desks will be spaced as widely as possible to minimise contact with other children within the bubble.

Please be assured that I have tried to ensure that everyone in school is as safe as possible – hence the strictness of some of the aspects below. It is imperative that we adhere to this at all times. It will be a challenging time for all of us over the coming weeks, but I know that we have a good team who will work together to make things as ‘normal’ as possible for the children.

Documents Used In The Creation of This Plan



<https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/covid-19-school-closures/guidance-for-schools-about-temporarily-closing>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

The School Site

	<p>School building opening times: 7.45am – 5.00pm Mon-Fri (4.30pm latest for staff to leave. Cleaners start at 3.30 so will be already cleaning before you leave. Need school as empty as possible for as long as possible for clean at the end of each day). Please bar code on your lanyard to sign in and out the building – refrain from using keypads as much as possible.</p>
	<p>A Health and Safety check of the building and grounds will be undertaken by the Site Manager and Head Teacher. A deep clean and all statutory H&S checks (if not already up-to-date) will be completed before opening.</p>
	<p>A new fire evacuation procedure will be implemented and a fire drill to take place when all three year groups are present.</p>
	<p>Ventilation - wherever possible windows and doors to be open. Classroom corridor doors (even if fire doors) to be held open at all times to avoid handling/contamination of touching handles etc. This contravenes fire safety measures; however, the risk of spreading the virus is greater than the risk of a fire. However, if a fire alarm is sounded, you must ensure those doors are closed.</p>
	<p>Cleaning of classroom items (frequently-touched surfaces/ equipment/tables/chairs/door handles etc) will be constant throughout the day. This will be facilitated by staff in each room. Deeper cleaning will take place at the end of each day - staff MUST LEAVE by 4.30pm at the latest to help facilitate this.</p>
	<p>Cleaning materials to be provided for each room for cleaning throughout the day. Only materials provided by the Site Manager are to be used, and advice for their correct use followed. There are different products for different uses – clean vs anti-bacterial wipe, etc.</p>

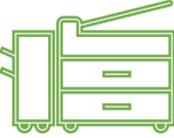
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	<p>Different entrance and exit points will be used for different groups of children in school. Please see “Overview of Bubbles for Parents” document on the school website.</p>
	<p>One-way systems in school will be very difficult but we will try to minimise children passing on the way to toilet. Signs will help show children the way to enter and leave classrooms.</p>
	<p>No adults to enter the school office (other than admin staff). To speak to someone at Reception please exit the main door and speak through the glass screen. If needing to speak to someone in the meeting room, please speak from the doorway. Doors will be open whenever possible. Office staff will not all be in, all the time. They will be sorting out a timetable and working from home where possible. Some rooms will not be used at all. Further information to follow.</p>
	<p>All non-essential resources and furniture to be put away/stacked out of use. All soft furnishings and soft toys to be removed (e.g. floor cushions in reading corners; soft toys; etc.).</p>
	<p>Visitors and deliveries to be restricted as far as possible. Deliveries to be only taken by caretaker or office staff.</p>
	<p>External areas to be clearly marked – for example, marked areas for keeping groups separate at breaks and lunch. Social distancing to be encouraged during pick up at the end of the day.</p>

Hygiene and Management of Contamination

	<p>Nothing to be brought in from home other than lunchbox/drinks bottle (this should apply to staff also if possible – no taking books/work home from school).</p> <p>All items used by staff (cups, plates, etc.) need to be washed by the member of staff using them, not left in kitchen, sink, etc. Main staff room not to be used initially.</p>
	<p>It's imperative that handwashing is encouraged regularly for staff and children: on entrance to the building, after breaks, before and after lunch, after every visit to the toilet and if they cough/sneeze into their hand, as a minimum. If they are not in classrooms, groups need to coordinate with one another so that all children can wash hands whilst remaining a sensible distance from one another. Where children are struggling to wash independently, they may receive support assuming the adult supporting is also washing their hands. Hand sanitisers have been installed in every classroom and at other points around school. Extra supplies of both soap and sanitiser have been arranged.</p>
	<p>Children and staff will be grouped in 'bubbles'. Each bubble will be self-contained and no mixing will be allowed – toilet breaks, lunch breaks and outside breaks will be taken as a group. This is following Government advice to ensure that different groups are not mixed during the day, or on subsequent days. The staff which are assigned to each group will need to remain with the same group each day and on subsequent days, in the same classroom/area of school each day.</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings (p.8)</p> <p>I fully appreciate this is not ideal but, at this current time, all measures to reduce the risk of cross-contamination must be adhered to. All groups will have left school by 3.20 (with some earlier) which will allow some time at the end of the day to clean tables/equipment used/etc.</p>
	<p>Children will bring in with them a stationery pack for them to use for the duration of time they are in school. With older children, equipment sharing will not be allowed.</p>
	<p>PPE will be provided if required or necessary (face shields, gloves and aprons have been sourced for staff use). Although wearing a face covering or face mask in schools is not recommended by the Government, they will be available for staff should they choose to wear them. According to Government guidance, any form of PPE should not be required beyond what is normally used, e.g. gloves/aprons for intimate care/first aid. The only time this would change is if a child becomes unwell with symptoms of coronavirus and needs direct personal care until they can return home.</p>

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	<p>https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings (p.5)</p>
	<p>Any person (adult or child) showing symptoms of covid-19 (the main ones being a new, persistent cough and high temperature) will be isolated in the snug (or meeting room) while arrangements are made for them to be sent home. If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines outlined within this document:</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>
	<p>Staff must always model social distancing and take opportunities to teach this to children, especially the older ones. Whilst this will be nigh-on impossible, we must try to show how to keep distance as much as possible.</p>
	<p>Send any copying / printing to the main printer in the meeting room. Please notify JN when you have sent it and she will endeavour to leave it outside the door of the classroom.</p>
	<p>Uniform/staff wear. Children will be encouraged to wear their school uniform but this will not be strictly enforced. This is to enable parents who have not had opportunity to get new uniform or footwear for their child to not feel under pressure to have to sort something out just for the last few weeks of school. We will mention to parents about regular washing of clothing, but the recommendation is that clothing doesn't need to be washed every day.</p>

Start and End of the Day



There will be staggered arrival and dismissal times (see overview of bubbles for parents document) to avoid congregation of parents and/or children. There will also be different entrance and exit points for each group.



Parents will be discouraged from making face-to-face enquiries but directed instead to telephone the office or email. Parents will not be allowed into the school building except in exceptional circumstances. If they are, the glass screen will always remain closed.



Entrances/exits will be used as follows:

- ☑ Year 6 groups to use the Foundry Rd gate and enter through the door to their bubble.
- ☑ Year 1 groups to use 2B classroom door or Peace Garden fire door depending upon their bubble. They will enter and exit from the Dudley Rd gate.
- ☑ Reception groups to use their Reception entrance door or spare classroom door depending upon their bubble. They will enter and exit school through the Dudley Rd gate.
- ☑ Key worker group to use the main gate on New St and enter through the main front door, the hall or the Y3/4 corridor door depending upon their bubble.

In the morning, parents will be asked to drop off at the school gate and leave. Parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. The playground will be open to Rec and Y1 parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to.

Any child who is late being collected, will return to the room they were in, with the member of staff they have been with.

Please note that in order to facilitate teachers' PPA time without compromising the bubble they are responsible for, school will close to pupils in YR, Y1 and Y6 at lunchtime – around 12:30 each Friday. We will not be able to accommodate these children within the childcare bubbles. Children of key workers in Y2-Y5 will have the facility to remain in school until 3:20, but may leave earlier if they have a sibling in YR, Y1 or Y6.

Planning What To Teach, and How



We will all have been changed by this experience. It will take time for us to adjust to the 'new' normal. We will need to recognise and allow for this by being kind to each other and ourselves. Everyone will be reminded that we will take our time to return to 'normal' and it will be done in a holistic way. If wellbeing is cared for the children will hit the ground running when they are ready and make up the lost learning relatively quickly. It is important for the transition back to school to involve a routine being put in place swiftly as children prefer routine and it gives them a sense of comfort.

Re-establish behaviour expectations, how we speak to each other, how we treat each other and our attitude to being in school. Constant focus on our values will need to be evident here.



Children will be organised into small groups. The Government recommend groups of no more than 15. At present there are 10 groups with the largest one being 14 pupils. The smallest group is 9. Around 100 pupils have indicated that they will be returning as members of Rec, Y1 and Y6 or as children of critical workers.



We will follow the same structure for planning as we do now. Each teaching member of staff will plan one Maths, one English and a.n.other activity for each day, and share through the school website as they are currently. These will be the same lessons that are picked up and used in school each day with each group. Keep the lessons/activities short – no more than 45 minutes each for Year 6, and around 30 minutes for Year 1. Reception normally have very short focused sessions anyway!

Spend the first couple of weeks (at least) focusing on revision/recap work. It cannot be assumed that children now understand the content delivered through home-learning, and we can't afford to widen gaps in understanding by racing through curriculum content in an attempt to try to catch-up. This approach will be evaluated after a couple of weeks. There will be no marking of any work that children complete in school – this will ensure all staff can keep distance where possible from children and also mean they can leave school by 4.30pm.



Across school there will be a huge range in what learning children have engaged in while not in school. There will be children who have spent every day, including the holidays, engaged in formal learning activities and completed every piece of work set by the school. Equally, there will be children who have not engaged in any focused learning activity for the entire time they were not in school. Most children will come somewhere in between. We will need to respond to what children have learnt, not what we expected them to have learnt. We will need to understand what children have learnt and what they have forgotten and also make no assumptions or judgements based on this.

Assessing learning: we will do this informally, to restart children's schooling with formal testing will mitigate any focus on re-building relationships and exacerbate the anxieties about restarting formal schooling. It will be more important to value and celebrate what children have learnt. Staff should spend time allowing the children to 'show and tell' what they have been doing, what they have learned

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	<p>and what their lives have been like over the lockdown. Assessment may not be possible for a while and may prove to be difficult depending on numbers of children in school. Don't worry about this aspect at all.</p>
	<p>Allow time each day for reflection/prayer/worship. It is important that we don't overwhelm children, especially early on, and give them 'time'.</p>
	<p>Bereavement. It is essential that we are clear with children why someone has not returned to our school - house moves, job changes, parents deciding to continue with home education, etc. This will need to be discussed, or children could build up rumours and stories that will be neither helpful nor healthy. As a school family we are transparent about any changes that have occurred. This should be within class setting where necessary.</p> <p>Even for those who have not experienced a death in their family or community, any illness will become a greater source of anxiety as the link between illness and death will have been reinforced in a way that was not common experience in twenty first century Britain. This will lead to more anxiety and may make many children (and adults) more risk adverse.</p>
	<p>The majority of children will have become used to being with their parents and immediate family for an extended period. Even for those who are excited to regain their freedom and see their friends, this is a potential source of anxiety. There will be children who struggle with this separation and experience anxiety while they are in school, particularly where their family includes key workers or those going back to work in crowded spaces.</p> <p>Many children separate from their families easily every day, but even in normal circumstances some do not. Staff know who those children are; however, now there may be many more who do not want to leave their family. Staff may need to constantly reassure the children that their family are safe, all working, shopping etc just as we would when a child shows these anxieties. For children particularly distressed we can arrange for children/parent to talk about things.</p>
	<p>The impact of all these issues may be even greater for those with special needs. Their learning will have been impacted as will issues of being or not being in school, managing change, routines and anxieties. There may be particular issues with managing transitions into school and where there is a change of setting.</p> <p>For most of our SEN children the biggest hurdle will be expectations of behaviour, establishing routine again and reassuring them that all is ok.</p> <p>Each group should have a visual timetable every day to reassure the children how the day will look.</p> <p>If behaviour is an issue for individual children and that leads to us not being able to ensure the safety of others, in terms of the virus control, then we may seek to suggest that those children are on reduced timetables as they transition back to school.</p>

	Break Time and Lunchtime
	<p>Children are to be encouraged to play outdoors as the transmission of the virus is reduced in outdoor spaces. However, we need to reduce the risk of contact between groups of children.</p> <p>Each group will have an allocated space in the playground so that they don't come in to contact with other children from different groups. This will be planned and shared with staff.</p> <p>Games that encourage distancing and little touch need to be made available to the children – CB is working on this. However, outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is then gathered back in at the end of their break/ lunch time.</p>
	<p>Children will bring their sandwiches if they normally do. Those children accessing school meals will receive a grab bag. We are only offering grab bag provision so that children do not need to leave the room to eat their lunch.</p> <p>Grab bags need to take in to account dietary requirements as the kitchen normally would.</p> <p>Initially at least, midday supervisors will not be required to come into school.</p> <p>Where children are in school for the whole day, the staff with each group will have their lunch whilst the group(s) are outside playing. A timetable for lunchtime will be arranged so that there are limited children outside at any one point.</p>