

Higher Walton CE Primary School

Returning to School in September

Year 1 - 6

Information correct as at 15 July 2020



Introduction

“It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term” (Government guidance for full opening of schools - 2/7/2020)

Safety

Schools have been asked to put into place a range of measures to ensure children, staff and families are kept safe. We have a full risk assessment available on our website detailing our response. The main changes will be keeping classes separate, staggering arrival and departure times, along with plenty of handwashing and cleaning.

We are implementing the Government's **system of controls**:

“This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process
 - 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
 - 9) contain any outbreak by following local health protection team advice
- Numbers 7 to 9 must be followed in every case where they are relevant.”

(Government guidance for full opening of schools - 2/7/2020)

Fully opening school in September

Subject to the Government and Lancashire's Director of Public Health giving the go-ahead, our school will open for **Years 1 – 6** on Tuesday 1st September; separate arrangements apply for **Reception and Nursery** children.

All children are expected to attend school from September.

We have already been successfully operating with enhanced cleaning, handwashing and “bubbles” in the second part of the Summer term.

Please read this booklet carefully to make sure you understand the changes we have made.

Our classes and bubbles

We have followed the Government's principles and organised our school into 3 age-group "bubbles" based on shared use of toilets and playground space.

EYFS have their own classroom, toilets and outdoor space.

Year 1 and Year 2/3 will have their own classrooms but they share a toilet block and the side yard.

Year 4/5 and Year 6 will have their own classrooms but they share the junior toilets and the front yard.

Children will be kept in their classes for lessons, playtime and lunchtimes, and interaction between classes will be minimal as playtime and lunchtimes will be staggered.

Arriving at and leaving school – staggered times and one way system

Each class has a different starting and finishing time. Please keep to your allotted times to aid social distancing, reduce congestion on the car park and minimize mixing of families.

- EYFS will arrive at **9.00 am** and leave at **3.25 pm**.
- Year 1 will arrive at **8.55 am** and leave at **3.15 pm**.
- Year 2/3 will arrive at **9.10 am** and leave at **3.30pm**.
- Year 4/5 will arrive at **8.50 am** and leave at **3.20pm**.
- Year 6 will arrive at **9.05 am** and leave at **3.35 pm**.

We are operating a **one-way system**. Parents should enter by the yellow playground gates, drop their child off at the play area gates (EYFS and Year 1) or external classroom door (Year 2 – 6), then walk round the outside of the building keeping away from the classroom doors, going through the green playground gates and along the path between the mobile and hall to leave by the blue gate.

The gates will be opened just before 8.50am for the first class to arrive, and locked at 9.15 am after the last class has arrived.

A member of staff will wait at the classroom door / yellow play area gate to welcome the children and apply hand sanitizer. Once the children have gone into school, parents are asked to leave the site swiftly, and the gates will be locked after all parents have left. Please make sure you maintain a social distance from staff and other parents.

Only one parent should accompany their child to and from school. Please keep your child by your side until they have gone into school. If you have more than one child to drop off and collect, then please either keep them close to you while waiting away from others and away from the building, or use the one way system to return to your car to wait.

Please leave the site swiftly; we ask that you do not stop to talk to other parents anywhere on the school site. Please remember to park safely and considerately in the car park.

At the end of the day the yellow and blue gates will be opened just before 3.15 pm ready for the first class to leave school.

Teachers will call children out of their classroom when they see their parent has arrived. Parents are asked to use the one way system to leave the site via the green and blue gates. Again, please leave swiftly and keep your child by your side.

Children must not play on the field or playground at the start or end of the day.

Lateness

All parents are asked to be punctual in bringing their child to school to avoid interaction with other classes.

No children will be allowed into school via the main entrance. Families who arrive after their class's allotted time must remain in their car until 9.15am when all classes been admitted and parents have left the site. They should ring the school office and remain in their car until a member of staff is free to open the gate and let the child into the classroom.

The daily timetable

(HW = handwashing)

	Year 4/5	Year 1	EYFS	Year 6	Year 2/3
Arrive	8.50	8.55	9.00	9.05	9.10
HW/Register	8.50 – 8.55	8.55 – 9.00	9.00 – 9.10	9.05 – 9.10	9.10 – 9.15
Lesson 1 / HW	8.55 – 10.15	9.00 – 10.15	9.10 – 12.00	9.10 – 10.45	9.15 – 10.45
Play / HW	10.15 – 10.30	10.15 – 10.30		10.45 – 11.00	10.45 – 11.00
Lesson 2/ HW	10.30 – 11.45	10.30 – 11.45		11.00 – 12.15	11.00 – 12.15
Lunch - eat	11.45 – 12.00	11.45 – 12.15	12.00 – 12.30	12.15 – 12.30	12.15 – 12.45
Lunch – play	12.00– 12.30	12.15– 12.40	12.30 – 1.15	12.30 – 1.00	12.45 – 1.10
Lesson 3	12.30 – 1.45	12.40 – 1.45	1.15 – 3.10	1.00 – 2.15	1.10 – 2.15
HW/Play/ HW	1.45 – 2.00	1.45 – 2.00		2.15 - 2.30	2.15 - 2.30
Lesson 4	2.00 – 3.10	2.00 – 3.00		2.30 – 3.25	2.30 – 3.15
Tidy / HW	3.10 – 3.20	3.00 – 3.15	3.10-3.25	3.25 – 3.35	3.15 – 3.30
Leave	3.20	3.15	3.25	3.35	3.30

Playtime

Classes will not mix at playtime or lunchtime, as they have different times and designated areas. Staff will supervise children and ensure that the designated area is unoccupied prior to playtime starting.

Children will wash or sanitise their hands before and after playtime.

Wet playtimes will be held in the classroom as normal.

Lunch time

If children are in Reception or Year 1 or 2, they are entitled to their Free Universal Infant Meal. School meals can also be bought by children in other year groups as usual.

Until Autumn half term, school meals will be "grab and go" packed lunches consisting of hot and cold options. These will be delivered to each class to eat at lunchtime each day.

Children may also bring their own packed lunch from home to eat in their classroom at lunchtime.

They will wash their hands thoroughly before lunch is eaten.

Lunch will be eaten in each class's classroom. From Year 2 upwards, children will eat at their own desk / chair. In EYFS and Year 1, tables will be wiped and disinfected between groups eating.

Children will be encouraged to use the toilet before going out for lunchtime play to reduce the need to come inside. Children are not to access the building during lunch time other than via their own classroom door to use their own class's toilet, with permission from their adult on duty.

Class teachers will supervise children eating their lunch, and TAs will supervise children playing at lunchtime. Any equipment used will not be shared with other classes until it has been disinfected.

During wet dinner breaks, children will stay in their own classrooms.

Tuck shop will not be operating, but children may bring a healthy snack for playtimes.

What will I need to bring?

Children should only bring essential things to school:

- lunch boxes (if they are not ordering a school packed lunch)
- filled water bottle
- hats and coats as appropriate for the weather
- book bags – only on your child's library book changing day

Please make sure you bring everything necessary at the start of the day – delivering forgotten lunchboxes, coats etc exposes children and staff to greater risk by increasing numbers of people accessing their bubble.

Children SHOULD NOT bring

- pencil cases
- PE kits – children will be asked to come wearing their PE kit on PE days
- book bags – other than on library book changing day
- rucksacks or school bags
- toys
- mobile phones (please email the office if it is absolutely essential that your child brings a mobile phone to school)
- masks - Children may wear masks on the journey to and from school but should take these off and leave them with a parent before entering the building. This is to avoid spreading germs through playing with face coverings or picking up discarded face coverings

What should I wear to school?

Children should wear their school uniform, unless it is their class PE day. Uniform should be cleaned as normal, no special washing arrangements are necessary.

Some pre-loved uniform is available from school.

On PE days, they should wear their PE kit to school. Jogging bottoms or leggings may be worn instead of shorts, and school sweatshirts/fleeces may be worn for warmth. (School shoes may be worn and trainers brought in a named PE bag to change into; this should be hung on their chair or peg)

Wrap around care (Before and After School Club)

Breakfast club will resume operation, running from 7.30 am in the school hall.

Children will be collected from breakfast club by their class teacher or TA just before the start of the morning session.

After school club will resume operation, running until 6pm in the school hall.

Younger children will be collected from class and taken down to the hall, Year 4 and above will make their own way to the hall at the end of their day.

We do not have the staff or facilities to operate in separate class groups for wrap around care, but we will do our best to maintain separation within the hall, working in 3 areas – EYFS, Year 1-3 and Year 4-6.

Government advice is that parents should limit the number of providers accessed as far as possible, and that if you choose to use other providers (for example going to a childminder for breakfast club but using our after school club), you should seek assurance that these providers are also carefully considering their own protective measures.

Keeping everyone safe

Social Distancing

It is accepted that children of this age may find it difficult to adhere to social distancing. We set up our classrooms to support social distancing where possible which includes:

- keeping children in class bubbles throughout the day, other than in wraparound care
- children in Year 2 upwards seated side by side and facing forwards
- each child from Year 2 upwards having their own seat and resources , and not moving places for different lessons
- cloakrooms not used for Year 2 upwards– children keep their possessions on their own chair
- in EYFS and Year 1 , where table sharing cannot be avoided, wiping tables between groups of children
- windows and doors open where possible to aid ventilation
- accessing rooms directly from the outside
- removing unnecessary furniture from classrooms
- limiting the amount of work / books going between home and school
- large gatherings such as worship and whole school events will not take place

Staff will avoid face to face contact with children and minimise the time spent within 1 metre of anyone.

Pupils who are old enough to understand will be supported to maintain a distance from each other and encouraged not to touch staff and their peers where possible

Moving around the classroom/school

Children should enter and exit their classes from the exterior doors, and should not leave their classroom to go anywhere else in school other than to their allocated toilets, for PE if inside and for split lessons in Year 4/5 where 2 rooms are needed

No child should enter another classroom.

Handwashing

Handwashing and sanitizing will be a frequent part of our daily routine. Staff, pupils and visitors are instructed to wash hands thoroughly with warm running water and hand soap for at least 20 seconds when they arrive at school, when they return from breaks, when they change rooms, before and after eating, after using the bathroom, after touching shared resources or after touching their face, blowing their nose, sneezing or coughing. Where necessary pupils are supervised and monitored to ensure safe and appropriate hand hygiene.

Coughs and sneezes

The Catch it, Bin it, Kill it guidance is promoted to catch coughs and sneezes in tissues and throw them in the bin immediately (hands to be washed immediately after disposal). Tissues are readily available around school including in all classrooms, and lidded bins in place for disposal.

Cleaning

We are operating an enhanced cleaning regime in school. Particular attention is given to frequently touched surfaces such as door handles, table tops, play equipment, toys, electronic equipment and bathrooms. Welfare assistants clean surfaces and bathroom areas at lunchtime while the children are outside at play. Our site supervisor cleans all rooms thoroughly every day.

Behaviour expectations

Our behaviour policy has an addendum covering changes as a result of social distancing.

Pupils are expected to follow staff instructions for hygiene and social distancing.

Pupils must keep to their own room and designated outdoor spaces.

Pupils must not share drink bottles or lunches.

Pupils must not have physical contact with other pupils (eg hitting or kicking) or deliberately cough or spit at others.

Pupils will be given a warning if they fail to comply with rules, and repeated ignoring of rules will result in them being sent home for a fixed period. Permanent exclusion will continue to be used only as a last resort

The first lessons back will be designed to help to settle the children and support them to adjust back into classroom routines and enabling them to rebuild positive relationships with peers and staff. We will ensure children become familiar with new routines and behaviour expectations, and reinforce handwashing and tissue hygiene throughout the day.

Parents have been asked to share any experiences during lockdown that may have adversely affected their child eg bereavement, separation, safeguarding issues. Pupils who struggle to reengage in school will be helped to reintegrate back into school life by the class teacher and/or TA. Staff will be mindful that poor behaviour may be the result of experiences during lockdown

First aid

Each classroom will have its own accident book and first aid book. There will also be PPE available in the first aid box.

Communicating with staff

To keep everyone safe, all communication between staff and parents should be telephoned or emailed via the school office. On no account will parents be allowed into the school building without an appointment.

The glazed panels in the office will not be opened, as a measure to protect staff.

Adults in the classroom

There is a space at the front of the classroom space 2m away from the pupils. This is the base location for adults.

At the time of writing, adults are not required to wear a face covering but may choose to do so. Adults dealing with first aid will wear PPE (disposable gloves and aprons; masks if considered necessary).

Coping with change

Transition to new classes

Transition discussions have been held between your child's previous and new teacher.

If you have shared information with us about your child's experiences of lockdown learning, these have been passed onto the new teacher.

Staff will be particularly aware of the needs of SEND pupils, and will support them in understanding rules and new routines.

Over the summer holiday, social stories/ video / photos will be prepared to help allay any anxiety from children returning to school

Pupil wellbeing

Mental and physical wellbeing will initially be a daily curriculum focus in all classes, and time will be spent supporting pupils to adjust back to classroom routines. Opportunities will be provided for children to talk through their experiences in lockdown if they wish to do so. Nurture support will be made available if appropriate, to support pupils with anxiety, stress or low mood, in order to help children understand these are normal responses.

Curriculum activities will promote opportunity to rebuild and develop new friendships.

Pupils who are clinically extremely vulnerable

Pupils who were previously advised to shield, are now advised by the Government that they can return to school when the rest of their class returns. Those pupils under the care of a specialist health professional may need to discuss this with their consultant in order that an individual risk assessment can be carried out.

If infection rates rise, they may be advised to shield again for a period of time.

In case of illness

Illness

Parents are asked not to send their child to school if they are feeling ill.

Anyone displaying symptoms of coronavirus (COVID-19) - a high temperature, cough or loss of sense of smell/taste – must not access the school site

If a pupil displays symptoms of COVID-19 they will not be permitted to remain in school. Their parent/carer will be required to take them home. Where this is not immediately possible, the pupil will be moved to the group room, observed by a member of staff, until they can be collected.

Parents should access testing for the child to see if they have COVID-19. This can be booked online or ordered by telephone from NHS119. Please inform school immediately of the results of a test in order that appropriate further action can be taken.

If the test is negative, children can return to school once they are well enough to do so and no longer have symptoms similar to coronavirus. Other members of their household can also stop self-isolating.

If the test is positive, you should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. Children should self-isolate for at least 7 days from the onset of their symptoms and will only be allowed to return to school when they do not have symptoms including; a high temperature, cough or loss of sense of smell/taste. Other members of their household must continue self-isolating for the full 14 days.

Staff and families are asked to abide by advice from NHS and the test and trace programme in order to keep the school community safe.

If / when someone in our school community tests positive

The School will contact the local health protection team as soon as they have been notified of a positive result. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

Close contact means:

- direct close contact - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
- travelling in a small vehicle, i.e. a car, with an infected person

School will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms.

School closures

If there are two or more confirmed cases within 14 days, or there is an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the local health protection team will advise the school of what additional action is required.

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, then the whole school if necessary, in line with routine public health outbreak control practice.

The school will follow DfE and PHE health protection team advice if instructed to close temporarily to help control transmission. In this instance, remote education will be provided.

And finally ...

Home School Agreement

All parents must read the revised home school agreement document and go through it with their child; you will be asked to confirm this via a Parentmail Form before the start of the new term.

We are looking forward to welcoming our children back in September, and hope everyone will continue to keep safe and support our school community at this time.