



**Information for parents and carers on plans for wider opening at Lytham C.E Primary School from September 2020**

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# 1 CURRENT GUIDANCE AND STATISTICS

## **1.1 Department for Education Guidance**

The DfE guidance for schools returning in September 2020 was published on July 2nd and is available [here](#) and further guidance for parents [here](#).

The DfE guidance outlines an aspiration that all schools will return to school full time from the beginning of the autumn term and this is also the plan for the Lytham CE Primary School. However, at the time of writing there is still public health advice in place to minimise the risk of transmission of coronavirus (COVID-19) in schools and thus the school will be making changes to the way it operates in September 2020 to keep children and staff safe from contagion.

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19)

## 2 OPERATIONAL SITUATION

### 2.1 *Preventative hygiene and PPE*

Our staff are now well used to what is required for preventative hygiene and have been working with the children of keyworkers since March 24th and those who returned from 22nd June to make sure expectations are made clear. Good practice was outlined in our Risk Assessment (RA) for return which was approved by Governors.

Most children will be familiar with the need to:

- Clean hands thoroughly and more often than usual. We now have good stocks of sanitiser throughout the school. We will spend time in the first weeks back ensuring that children understand the importance of cleaning their hands regularly, including when they arrive at school, when they return from breaks, if they move around school and before and after eating;
- Undertake the 'Catch it, bin it, kill it' approach with enough tissues and bins available in school to support children and staff to follow this routine; The guidance states that staff and children do NOT need to wear masks or face coverings (apart from the one situation if isolating a child with symptoms whilst awaiting their collection by a parent or if administering first aid). **Children must discard PPE worn on journey to school and leave with a parent/carer.**

### 2.2 *Class and year group 'bubbles'*

The school will group its classes into 'bubbles' which will remain consistent and separate from other 'bubbles' for the majority of the time. Bubbles will have staggered start and finish times, break and lunch times with allocated drop-off and collection points. More than one bubble may have the same timings as another bubble elsewhere in the school. As per government guidance, we will allow mixing into wider groups for specialist teaching and wraparound care. Therefore, children from different bubbles are able to mix for short periods of time to ensure full provision is maintained. This will 'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible'.

Adults will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at a higher risk. **Only one parent can bring their child to school and must ensure they are following the most recent social distancing guidance.** Please prepare your children for this and support the school by staying socially distanced from school staff and other parents.

### 2.3 *Children new to school – Reception.*

Reception children will start school in September in the usual way with part-time attendance for 2 weeks, before attending full time in the third week.

### 2.4 *Classroom seating.*

For Years 2-6 children will be seated for the autumn term side by side, facing forward, in either rows, a 'rounded horseshoe' or a 'double horseshoe' arrangement where classroom

space allows. Children will sit in a designated space and not change seats for different subjects.

## **2.5 Children in EYFS (and Year One in the Autumn term)**

Children will be following a free flow, play based curriculum. To reduce contact, there will be limited numbers of children sat on the carpet. Whole class teaching sessions will be shorter and all classrooms will be well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. Staff will endeavour to maintain a 2 metre distance from each other, and from the children.

## **2.6 Learning resources.**

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces.

### **2.6.1 Shared Resources**

Resources that are shared between classes will be kept to a minimum, such as sports, art and science equipment. There will be 'bubble-based packs' of equipment at play times or lunch times.

## **2.7 Attendance.**

All children will be welcomed back to school on 1<sup>st</sup> September and attendance is mandatory. We support the government here which notes:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence;
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.
- All children who have an EHC plan have been contacted separately about attendance in the first two weeks.

## **2.8 Collective Worship**

There will be no traditional whole school or key stage worship during the first part of the autumn term. Classes will still do individual class worship.

## **2.9 School trips.**

We are currently not planning any school trips during the first half of autumn term. This will be reviewed as guidance changes or is updated.

## **2.10 Group work and interventions**

Children working in learning spaces outside the classroom should take their own equipment packs they require with them to the intervention area. Intervention areas will be cleaned between different bubble uses. Staff and children will wash their hands before returning to their own classroom.

Nurture work with Mrs Reams will take place with individuals, not groups, but only where necessary – the room will be well ventilated and Mrs Reams will keep at least a 2m distance from the children. Again, this will be reviewed should guidance change.

### **2.11 Breakfast and after school clubs**

We will be opening on 1<sup>st</sup> September. Miss Wilkinson has spoken previously to families who used this provision about the new arrangements. Children will be in either a KS1 or a KS2 bubble. These bubbles will be no greater than 15 children in each with 2 staff members always taking the same bubble. Booking arrangements are on the website, and all families have been made aware the bookings can be made from 24<sup>th</sup> August. We will review this weekly.

### **2.12 Activity clubs.**

There will be no outside providers for activity clubs in the autumn term (e.g. football, netball etc.).

### **2.13 Start and end of the day**

**Children should not arrive at school before their allocated time.** We will have already placed notices outside school and on the playground to remind children and families of the importance of social distancing. Children should proceed straight to their classrooms without delay, entering directly via their classroom's external door. Collection points are at the same door. IF YOU HAVE CHILDREN IN DIFFERENT CLASSES, YOU MAY DROP OFF/PICK UP AT THE EARLIER TIME.

<b>Class</b>	<b>Drop-Off Time</b>	<b>Collection Time</b>
<i>Reception</i>	9:10am	3:10pm
<i>Y1/2</i>	9:05am	3:25pm
<i>Y2</i>	8:45am	3:20pm
<i>Y3</i>	9:00am	3:35pm
<i>Y4</i>	8:55am	3:30pm
<i>Y5</i>	8:50am	3:25pm
<i>Y6</i>	8:45am	3:20pm

In a change to our established practice, we do ask that parents do not speak at length to teachers at the start or end of the day and that if parents need to talk to the teacher to contact the school office and/or dojo the teacher.

Children and parents should leave the school premises promptly and without congregating with others.

We have re-issued the video on 'class dojo school story' which clearly shows the one way system around school.

**PLEASE ENSURE YOU LEAVE THE PATH CLEAR BY STANDING BACK ON THE GRASS TO ALLOW FAMILIES TO PASS WHEN COLLECTING CHILDREN AT THE END OF THE SCHOOL DAY.**

### **2.14 School office**

The School office will remain closed to visitors. All other communication should be done by telephone, e-mail or class dojo.

### **2.15 Children or staff suspected of having COVID-19**

In line with DfE guidance (see link [here.](#) ) in the case of a suspected infection the school will:

- Engage with the NHS Test and Trace process. We ask that parents and staff inform the school immediately of the outcome of any test.
- Contain any outbreak by following local health protection team advice. The health protection team will provide definitive advice on who must be sent home;
- When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
- Any member of staff who has been supervising a child with suspected symptoms should immediately wash their hands in line with current guidance. The room that a child has used in this circumstance (and any bathrooms they have used) should be fully cleaned before anyone else uses them.
- We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice and have a COVID-19 test. Parents must inform school of the outcome of a test as soon as the results are known.

### **2.16 Households with a confirmed case of Coronavirus**

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England guidance regarding isolation and should keep their school informed about their planned date of return following isolation.

### **2.17 Containing any outbreak by following local health protection team advice**

If our school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, the school will continue to work with their local health protection team who will be able to advise if additional action is required.

### **2.18 Enhanced cleaning regimes**

Enhanced cleaning will take place in school. Particular attention will be paid to those surfaces that are frequently touched like door handles. Extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice. Mr Joyner will continue to carry out the enhanced cleaning that he has been doing since March.

### **2.19 Coats and bags/PE**

Coats are to be left in class on chairs as we are not using cloakrooms. Please send only your child's water bottle, packed lunch if required and reading book (once issued). **All other equipment will be provided.**  
**Children will wear kits to school on the days they have PE.** Class teachers will advise which days via dojo.

### **2.20 The importance of fresh air**

Windows and doors should be left open in most cases even as the weather gets colder. Where possible teachers may take the opportunity to move some subject teaching or groups outside.

### **2.21 Behaviour**

An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and remains in place.

### **2.22 Planning, preparation and assessment (PPA) release time**

The government advice makes it clear that adult staff members can now work across groups of pupils as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils. The use of additional adults has been minimised as many staff who cover PPA are also already working in that class bubble.

### **2.23 School lunches**

School lunches will be available in the form of a packed lunch. This will then be reviewed in a meeting which has been arranged for the end of September. Year 3 parents have been made aware that universal free school dinners do not apply in KS2 and that payment may be required. If parents are unsure about whether they need to pay or not they should contact their school office. Classes will eat in their classrooms. Reception Class will eat in the hall.

### **2.24 Break times**

**Toast will not be available for the first half term.** This will then be reviewed. Children are encouraged to bring in a healthy fruit snack – no sweets, biscuits, chocolate or crisps. The use of the Trim Trail at any time will be prohibited.

**Children will have staggered break and lunch times in their class bubbles** – they will not mix with any other class.

### **2.25 Availability of water on site**

All pupils should have their own named water bottle that is untouched by other children. Where staff do touch the water bottles (e.g. filling them for younger children), they will wash their hands before and after. Water bottles will be sent home every night to be washed.

### **2.26 Travel to and from school**

In accordance with our current risk assessment we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children should not travel to or from school with other children or with another family outside of their “bubble”. Face coverings are required at all times on public transport (including for children, over the age of 11)

### **2.27 School uniform**

School uniform should be worn as normal. Please ensure that you send your child with a school jumper/cardigan every day as the windows and doors will be left open to ventilate school. We ask that parents wash uniform more regularly than normal in order to attain the highest levels of hygiene within the school. PE kits should be worn to school on PE days as per previous item.

### **2.28 Toilets**

We are assigning ‘toilet times’ before break and lunch to minimise contact. All children should wash hands after they have been to the toilet and be reminded to do so. We recognise that children, especially younger ones will need access to the toilet when they need to ‘go’. This will be maintained, and staff will need to ensure the children are prompt and do not stay in the toilet for any longer than required.

## 3 CURRICULUM

### 3.1 *Recovery curriculum*

The school will focus in the first weeks on strengthening routines, relationships and resilience. This will form the basis of the first work undertaken when children return in September. We will focus on Maths and English 'catch-up' for the first half term. There will be teaching of RE, PE and creative subjects – but we may not be teaching all the foundation subjects for the first half term.

#### 3.1.1 *Emotional support*

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

#### 3.1.2 *PSHE*

We will continue to teach PSHE in the autumn term to ensure we are sensitive to the needs of our pupils.

### 3.2 *Collective mindset – contextualising the lockdown*

Our staff will remain calm and measured in September knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required.

### 3.3 *Assessment*

Teachers will use their own expertise to establish starting points for each class in the autumn term and will ensure that they correlate this with the previous term's expected learning in order to help the children then move forward with confidence.

### 3.4 *Computing*

We will not be using the ICT suite for the first few weeks. Once we begin to use it, the computers in the ICT Suite and laptops will be wiped clean after use.

### 3.5 *PE*

We will endeavour to have as many PE and games sessions outside as we can. Sam will still be providing activities during lunchtime on a rota basis, but he will socially distance from the children during these sessions.

### 3.6 *Swimming*

Swimming will not take place during the autumn term. Mr Jones did a parent survey in July which indicated low parent confidence in swimming.

### 3.7 *Music*

The Dfe guidance says 'Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting'. Therefore we are revising our music curriculum for the autumn term 2020 so that children do not participate in any of these activities. We are working closely with the peripatetic music teachers from Lancashire Music Service to risk assess how best to deliver these sessions safely to our children.

### **3.8 Daily mile**

As the benefits of exercise on mental health have been well described, teachers will do all they can to facilitate children being able to walk or run the daily mile with their class.

### **3.9 Year 1 & 2 phonics catch up**

Children in Year 1 & 2 in September 2020 will have additional phonics sessions in the autumn term to support catch-up.

### **3.10 Reading books for home**

School reading books to go home in KS1 and EYFS will proceed as normal. Once they are returned they will be 'quarantined' for 48 hours before being used again. KS2 children may choose a reading book from school but all books that they touch must be similarly quarantined and put in a separate box.

### **3.11 Broad and balanced curriculum**

As mentioned previously, we will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught initially.

### **3.12 Pupils with additional needs**

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by Mrs Gelder and Mrs Reams to ensure a smooth transition when returning to school. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, 1:1 sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE. Physical contact will be kept to a minimum and all staff working with children requiring such support are familiar with the use of preventative hygiene, including regular hand washing. Referrals to external agencies such as Speech and Language, CAMHS and the Educational Psychologists will continue. We will also support families by signposting them to organisations who may be able to provide support during this time.