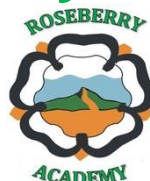


Roseberry Academy



Maintaining provision from 8th September 2020 Information for parents and carers updated 3rd November 2020

NB This plan has been written with reference to DfE and Enquire Learning Trust Guidance and should be read in conjunction with the associated Risk Assessment, which may be found on our school website. It will be reviewed regularly and is subject to change. Key points to remember may be found at the end of the plan.

Please note that ALL children are expected to attend full time school from 8th September 2020.

How will children be grouped?

Classes are in self isolated bubbles that arrive, learn, play, eat and leave together. Some bubbles will consist of one class, others two. They are arranged according to where they are located within the school so that, should there be an outbreak of Covid-19 in school, specific areas may be closed down and specific bubbles sent home to self isolate. We will try to avoid a full close down wherever possible but will always follow the advice of Public Health England.

Bubble 1: EYFS Mrs Barker's Class

Bubble 2: Y1 Miss Lindo's class and Y2 Mrs Kearns' class

Bubble 3: Y3/4 Mr Moore's class and Y3/4 Mrs Charlton's class

Bubble 4: Y4/5 Miss Harmar's class

Bubble 5: Y5/6 Mrs Meadows' class and Y6 Mrs Murton's class

Bubbles will not mix or use the parts of the school that other bubbles frequent (intervention areas/rooms must only be used by specified bubbles). Children will not be expected to social distance with one another within bubbles but adults are expected to distance from one another and from children wherever possible.

Arrivals and collections

There will be staggered timings for each bubble's arrival and collection. We request that only one adult come to school to drop off / pick up at the gate, please, to reduce the number of people near the school gates at any one time, thus allowing space for social distancing. Parents **MUST** adhere to their child's arrival and departure times in order to ensure the safety of all, please - this is also in the behaviour policy May 2020.

8.45am arrival 3.00pm departure

Bubble 1: EYFS Mrs Barker's Class

Bubble 2: Y1 Miss Lindo's class and Y2 Mrs Kearns' class

8.55am arrival 3.10pm departure

Bubble 3: Y3/4 Mr Moore's class and Y3/4 Mrs Charlton's class

Bubble 4: Y4/5 Miss Harmar's class

9.05am arrival 3.20pm departure

Bubble 5: Y5/6 Mrs Meadows' class and Y6 Mrs Murton's class

Upon arrival at the pedestrian gate, Mrs Channing will direct your child to where they need to go – EYFS (Bubble 1) will go to Mrs Barker, who will be waiting for children so that they all walk into class together. Years 1 and 2 (Bubble 2) children will be directed down the main path, into the front entrance and straight into their classroom. Bubble 5 will be directed to the lower school Y5/6 side entrance. Bubbles 3 and 4 will be directed to the upper school side entrance.

At collection time, teachers/Teaching Assistants will escort children out of the building(s). **Any adult on school premises who is not a staff member MUST wear a face covering from 5th November 2020, please. Staff who meet and greet parents will also wear face coverings.** Parents of EYFS (Bubble 1) to walk through Little Bears' garden to access the EYFS outdoor area and wait (socially

distanced) for children to be handed over to them. Parents of Y1 (Bubble 2) children to wait in a socially distanced queue either side of the main entrance path (notices are on fences to indicate where to wait for Y1 and Y2). Children will be brought out to parents and handed over.

Parents of children in Bubbles 3 may wait on the entrance path into school, once clear of children and adults from Bubbles 1 and 2. Parents of children in Bubbles 4 and 5 are politely requested to wait outside the school gates.

Children who have siblings in bubbles entering school before them will be able to go to their classrooms at 8.45am.

Children attending Breakfast Club will go to their classes at 8.45am (Bubbles 1 and 2 will be taken to their classrooms by Miss Charlton). All other children will leave and go straight to their own classroom at 8.45am, when Breakfast Club ends. Their teacher will be in their classroom upon their arrival. NB Breakfast Club will be set out in bubbles (5 tables).

Parents have a responsibility to maintain social distancing on school journeys and cross the road to avoid passing next to people queuing to come into school.

In exceptional circumstances when a child is late, they are to request access via the main gate entry system. The child only (no adult) will be granted access through the gate and be asked to go to the main entrance of the lower school to be signed in. If parents wish to speak to staff, this must be done via telephone wherever possible and not face to face.

Preparing children to leave parents at the gate and to social distance

Parents are advised that if they need someone to talk to after leaving their child at the gate, they may call Mrs Channing or our Family Mentor, Lesley, for telephone support.

Children may not understand why we need to social distance and why they can't hug their friends and teachers. Mrs Channing has posted a video on her blog on the school website www.roseberryacademy.org demonstrating 'magic hugs' with Stan, something parents may find useful to watch with their child. Also, on class Teams pages, there is a Powerpoint that TAs have created, explaining social distancing in a child-friendly way.

Movement around school/ breaktimes

Once children are in their classrooms they will not need access to the rest of the school – only toilets and access to the playground. Lunches will be served in the upper hall for all children, with staggered times to ensure that bubbles are kept separate. PE will take place in the halls. Intervention/break out areas will not be shared by Bubbles wherever possible.

The Behaviour Policy has been amended with reference to Government guidance and is on the school website. The adult Code of Conduct has also been amended to reflect expectations and responsibilities re social distancing.

Golden Time cannot be mixed – children will stay with their class bubble and go outdoors if possible for ‘fun’ learning activities / team building / Forest School type learning. Teachers to decide upon Golden Time activities within their classes.

There will be no mass gatherings in the hall. Assemblies will be delivered via technology (Teams) into every classroom, rather than children gathering in the hall) and singing is not permitted, as per Government guidance. There will be no performances for parents and the community until Government guidance states that this is permissible.

Playtimes will be staggered so that bubbles do not have contact with one another. Wherever possible, staff within bubbles will supervise and rotas have been arranged accordingly.

Playtime resources will be provided for each bubble, accessible on playgrounds at break time so that equipment isn’t handled by lots of different children. The pirate ship, traversing walls and book telephone boxes will not be used.

Children will not be allowed to wander from one playground to another.

Drinking fountains are taped off with DO NOT USE notices.

How we will manage the safe provision of meals at dinnertime

Staggered lunch times will ensure that children eat and play within their Bubbles, thus limiting contact with other children and staff. Tables will be cleaned between sittings. Hot meals will be available.

Bubbles 1 and 2: 11.30am – 12.30pm (upper hall and lower playground)

Bubbles 3 and 4: 11.45am – 12.45am (upper hall and upper playground split for 2 bubbles)

Bubble 5: 12.00 – 1.00pm (upper hall and upper playground)

Children to be taught and reminded regularly that they DO NOT mix with children from other Bubbles (TAs have prepared a Powerpoint to explain social distancing / reasons / what to do / giving oneself a hug etc and this has been shared with families via Teams).

In order to deliver the fruit scheme for infants, staff will wear gloves to put fruit on the table for each child to collect on their way out to play – children will not touch and choose from large bowl as usual.

Managing hygiene

Hand sanitiser is available in all classrooms, staffrooms, offices. There is additional hand sanitiser in dispensers on walls at each doorway: classrooms, staffrooms, office, ICT suite, Lesley's room, entrance. COSHH documentation for sanitiser is kept in the school office.

To be used on entry and exit – staff and children. Staff will remind children. Children are requested not to bring their own sanitiser into school.

Staff, children and parents advised to:

- Keep social distance – do not shake hands and try not to touch your face / people / surfaces / objects unless necessary
- Cover your mouth with a tissue when you cough or sneeze, then throw the tissue in the bin and wash your hands or cough/sneeze into your bent arm
- Wash your hands for 20 seconds more often / use hand sanitiser e.g. when you start or finish work, when you enter and leave the building, using electronic door pad systems, or before and after eating your lunch
- Keep your work area clear and clean e.g. wipe surfaces and equipment frequently with a wipe or normal cleaning agent at the end of the day
- Continue handwashing / sanitising routines for all staff, i.e. stop work or lesson to wash hands once per hour
- Adults who are not staff members to wear face coverings when on school premises (even outdoors)

NB Government guidance for full reopening removed the need for clothes to be washed daily.

How we will manage hygiene across the school including our practices and the spaces we use eg toilets.

*Mrs Channing has liaised with the cleaning company who has stated the following:
To assist the cleaning provision, all cleaning staff should attend daily (Monday-Friday) at a time when pupils have left the premises and school support staff (if not already left) are at largely reduced numbers. Staff will not “gather” in cleaning cupboards, and one nominated cleaner should organise “sets” of equipment. Areas for cleaning should already be well defined and worked in, without staff gathering. Emphasis will be placed on “regular daily cleaning” to include both hard floors and carpeted areas, with staff still being encouraged to clean touch points as a priority.
D10 should be used to clean all surfaces (including toilets, floors, desks, chairs etc.) Daily deep cleaning of high traffic areas, door handles etc. will take place.*

Toilets to be used:
Bubble 1 EYFS: EYFS toilets
Bubble 2 KS1: Y2 toilets
Bubble 3 and Bubble 4: Upper school toilets
Bubble 5: Lower school KS2 toilets

Children’s toilets and hand washing: Notices are displayed to remind children of which classes may use the toilets in specific areas.

Laptops / iPads to be kept near classroom areas being used to prevent children from walking around school. Items to be wiped after use if there is to be less than 72 hours between usage.

PE cupboards will be locked and there will be NO access for children or staff, apart from Mrs Davis, so that equipment can be managed effectively, ensuring the correct amount of time left between use of different bubbles. External sports providers will NOT be permitted to use school equipment.

EYFS/KS1 staff will consider carefully resources accessible to children and ensure cleaners are informed of what needs to be cleaned at the end of the day. No play dough (unless dough disco dough is in named pots for each child) or cuddly/fabric toys to be used. Outdoor equipment used will be wiped down thoroughly after use. Sand will be disposed of should a child have symptoms of Covid-19.

Managing health and safety

Visitors will be limited to *essential* visitors only and will arrive at lower school main entrance as normal following access gained through secure entry system (notice stating not to crowd the entrance and 2m marked tape at entrance). Visitors will be required to wear face coverings once on school premises. Glass partition to remain CLOSED at all times to protect office staff. Parcels to be left in the main entrance and collected once the delivery person has left the area.

Fire assembly points are still fit for purpose and will continue to be used (upper school on upper playground, lower school on lower playground) but children will line up in separate bubbles.

Management of learning spaces and equipment

Children will have their own pencil / rubber / ruler / whiteboard / whiteboard pen, either in freezer bag or set of 'cups', with their name on it. Children will sanitise hands after using shared equipment such as colouring pencils / scissors.

There will be a limit to the amount of things children bring into school from home: PE kit and classroom stationery will stay in school. No bags / pencilcases etc to come into school, except book bags on specific days set by classteachers. Children will need to bring: lunch (if not having a school meal), coat, water bottle, snack.

Medicines / inhalers to be given to the school office (medicine administration form to be signed).

Y5/6 and Y6 children will change in classrooms for PE (girls in HD/JaM class, Boys in RM class, rather than using the Learning Lounge).

How we will organise staff, ensuring the safety of staff and pupils inc first aid

Staff will remain within the same Bubble wherever possible, although there will be cross over for PPA cover / intervention groups.

Intervention areas: EYFS break out area: Bubble 1, Lower hall: Bubble 2, Upper school offices: Bubbles 3 and 4, Learning Lounge: Bubble 5

Family Mentor, Lesley, will be available for parents via telephone and for children at a distance. Children will not be able to wander to find Lesley. Lesley will make herself available to children to speak outside wherever possible with a 2m distance between her

and child - art therapy room may be used for this, with doors open for ventilation. If children meet with Lesley in her room, the door will be open for ventilation and there will be at least 2m between child and Lesley.

First Aid will not be administered by the office in the first instance to ensure that children do not wander the school buildings – first aid rotas are included in break time rotas. MSAs will deliver first aid at lunch time. Teachers/TAs will deliver basic first aid (inc staff during PPA). Staff administering First Aid or helping a child who has had a toileting accident MUST wear PPE – mask, gloves, apron, as they will be in close proximity to child. Staff on duty at playtime will have PPE to hand to use should immediate first aid need to be administered. In the event of an incident needing more than basic first aid attention (ie wipe and plaster), staff member with child to radio the office to arrange assistance.

How we will support the wellbeing of staff and reassure them and parents that we will minimise risk

This plan and corresponding Trust guidance and Risk Assessment has been shared with all staff, with the opportunity for comments / questions.

Copies of the COVID and Test and Trace flowcharts are around school so that all staff know the procedure to follow should a member of the school community exhibit signs of symptoms of Covid-19.

Parents have been asked via newsletters to inform the school office straight away, should members of their household show Covid-19 symptoms, and to share test and trace information with the school.

Online learning at home

If individuals or bubbles are forced to isolate, or the whole school is directed into localised lockdown, teachers will use Teams to set online learning and give feedback for their own class from day one of lockdown. If one teacher is responsible for one class only, they will offer some online video/audio learning sessions for children, with a Teaching Assistant in attendance. Children will be able to access twice weekly assemblies with Mrs Channing via Teams.

How we will manage the provision of homework and reading books whilst promoting safe practices

Homework to continue through Teams – this has proved effective for home learning.
 Reading books: Enough books to be taken home at the start of the week to save daily changing of books – will be put into book bags on Monday* afternoon (child will handle books and bag). Books will be brought back the following Monday* and each child will place theirs in a box which is left until Friday, when books will be put back onto the shelf. Reading records will be seen by staff but not signed (staff will tick off in their own records that they've been seen). *NB Some teachers may operate Friday-Friday system

What will the primary focus of our curriculum be?

Expectations / social and emotional / behaviour / rules / routines / specific hygiene lessons / use of social distancing were addressed upon children's return to school and reminders are given regularly.

Teachers have used assessments from Spring 2020 to identify gaps in teaching / where objectives were covered but children's understanding was not secure. This has been done at class and individual child level to inform planning. Baseline assessments took place in the first week of September to identify starting points for planning.

Planning can NOT be based upon usual expectations for the start of the year, as learning has been missed. Assessment for Learning will be used to plan, as we will be unaware of where the gaps are in learning for every child (all children will be different according to their learning engagement/experience during lockdown).

Our exciting Cornerstones topics is being taught as planned, following initial reconnection (as above) to ensure a broad curriculum offer is in place.

PE will be taught in Bubbles so that equipment may be shared. Equipment must be cleaned OR left for 72 hours before being used by another Bubble. PE lessons will be rotated so that there is no cross over / contamination.

PE kits will be left in school.

Children will be encouraged to help one another with clothing when changing so that staff are able to social distance as much as possible.

After school clubs resumed in September but ceased in October until further notice due to rising Covid infection rate locally and nationally. Once resumed, they will be delivered in Bubbles and providers will be asked to provide a risk assessment and follow school procedures re hygiene and social distancing. School equipment will NOT be used by external providers.

Staff will need to ensure that they see children's work / give feedback from a distance.

Regular breaks and wellbeing sessions / access to Family Mentor will be planned throughout the day, if needed, in order to allow children to de-stress.

Different ways of collaborative learning will need to be developed and established, as guidance states that, wherever possible, children should not work facing one another.

Managing illness

Copies of the most up to date COVID flowchart in each staffroom and office so that all staff are clear of procedure.

If someone becomes unwell with COVID-19 symptoms whilst in the building

- Discretely move person to isolation area (secured vestibule front entrance of lower school) avoiding contact with others, surfaces & highly populated areas
- Ask person to go home or arrange for them to be collected and self-isolate
- Isolate room and clean after person has left building
- Try and gather any details of where else the employee/child has been within the building to ensure a full clean can take place

The lower school entrance area will be used for isolation if a child or member of staff is ill. This is not an enclosed space and there is access to a door for fresh air. This is not a main circulation route but if visitors request access via the main security gate, they will be spoken to at the office window on the path, rather than them entering the entrance isolation area. Child will need to be supervised – PPE will be provided for the member of staff supervising. NB Any other area would pose the risk of someone needing to walk through it to access staff toilets / Lesley's room etc.

Parents are requested to disclose any Test and Trace information and/or test results immediately to the school – on newsletters from 10.7.2020.

Working with pupils with Education Health and Care Plans/ vulnerable pupils

The school SEND Information report has been amended, with a COVID appendix and may be found on the school website.

PPE may be needed when meeting the needs of specific children with Special Educational Needs, as social distancing will not be possible.

Every child (and adult) will be considered to be emotionally vulnerable until we establish that they are not. It will be remembered that vulnerability may become apparent at any time, not just upon reopening of school.

External agency staff will be allowed to visit school as deemed necessary and will be given a specific space in which to work. Signing in procedures as above. They will be responsible for their own safety re social distancing and will be emailed the Adult Code of Conduct, which has been updated to include safe working practice re social distancing. They will be required to wear a face covering once on school premises.

How will we ensure effective lines of communication with parents and members of staff?

Communication will continue via letters on the blog, text messages alerting parents to the blog and Teams.

Key points from the information above for parents to remember

All children are expected to return to school on 8th September and be in school every day unless they have symptoms of Covid or have been advised to self isolate. If a child is going to be absent, parents must inform the school by phone before 9am, please. Parents are requested to inform the school straight away if someone within their household has COVID-19 symptoms and to share test results and Track and Trace information.

One adult only to drop off / collect, please. Parents **MUST** adhere to the times below to minimise contact between bubbles, please:

8.45am arrival 3.00pm departure

Bubble 1: EYFS Mrs Barker's Class

Bubble 2: Y1 Miss Lindo's class and Y2 Mrs Kearns' class

8.55am arrival 3.10pm departure

Bubble 3: Y3/4 Mr Moore's class and Y3/4 Mrs Charlton's class

Bubble 4: Y4/5 Miss Harmar's class

9.05am arrival 3.20pm departure

No parents on site during drop off.

Collection:

Bubble 1 parents walk through Little Bears' garden to the EYFS outdoor area, where children will be handed to them.

Bubble 2 Y1 parents wait along the side of the main entrance path nearest to the car park (signs are on the fence to show parents where to wait).

Bubble 2 Y2 parents wait along the main path, opposite Y1 parents (signs are on the fence to show parents where to wait).

Bubble 3 parents may wait on the entrance path into school

Bubbles 4 and 5 asked to wait outside the school gates.

Bubble 5: Y5/6 Mrs Meadows' class and Y6 Mrs Murton's class	Children who have siblings in bubbles entering school before them will be able to go straight to their classrooms at 8.45am. Parents have a responsibility to maintain social distancing on school journeys and cross the road to avoid passing next to people queuing to come into school.
Children to be in full school uniform, including school shoes – no trainers, please.	
PE kit and classroom stationery will stay in school. No bags / pencilcases etc to come into school, only book bags. Children will need to bring: lunch (if not having a school meal), coat, water bottle, snack, tissues, bookbag (on the day of the week specified by child's teacher). Children don't need sanitiser – this is provided by school.	
Medicines and inhalers to be given to the office (labelled with child's name) and a medicine administration form signed.	
Reading books: Enough books will be taken home once a week to save daily changing of books. Classteachers will advise children of which day to bring book bags to school.	
Breakfast Club starts at 7.30am and costs £4 per session, payable by ParentPay – no need to book, just bring your child to the upper school main entrance and ring the bell for access. Tables are set out in bubbles.	
School meals are available. KS2 meals payable via ParentPay (if not eligible for Free School Meals). Children may bring a packed lunch to school if preferred.	
Staff are still available (and happy) to talk to parents, but this will be via telephone, rather than face to face contact.	
Key dates for the school year are on the school website, but are subject to change.	