



FAMILY GUIDANCE

Plans for wider opening when it is safe

Rye Community Primary School
"Dream, Believe, Achieve!"

Last updated: 22nd May 2020
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Welcome

As you will know, English schools closed for the majority of their pupils from Friday, 20th March 2020. Since then we have supported our community by safely delivering childcare for essential workers and those children that may be more vulnerable during this time.

As a result of the huge national effort to adhere to social distancing measures, the transmission rate of coronavirus has decreased. Accordingly, UK Government has asked that we plan for the potential re-opening of schools.

Primary schools are being asked to welcome back all children currently in nursery, reception, year 1 and year 6. Secondary schools are also being asked to provide some face-to-face support for students in Year 10 and Year 12 facing exams next year to supplement their remote education.

This guide is designed to help families understand how school will change when we return.

Our planning is based wholly on UK Government guidance. This was accurate at the time of publication. We will update this document as necessary.

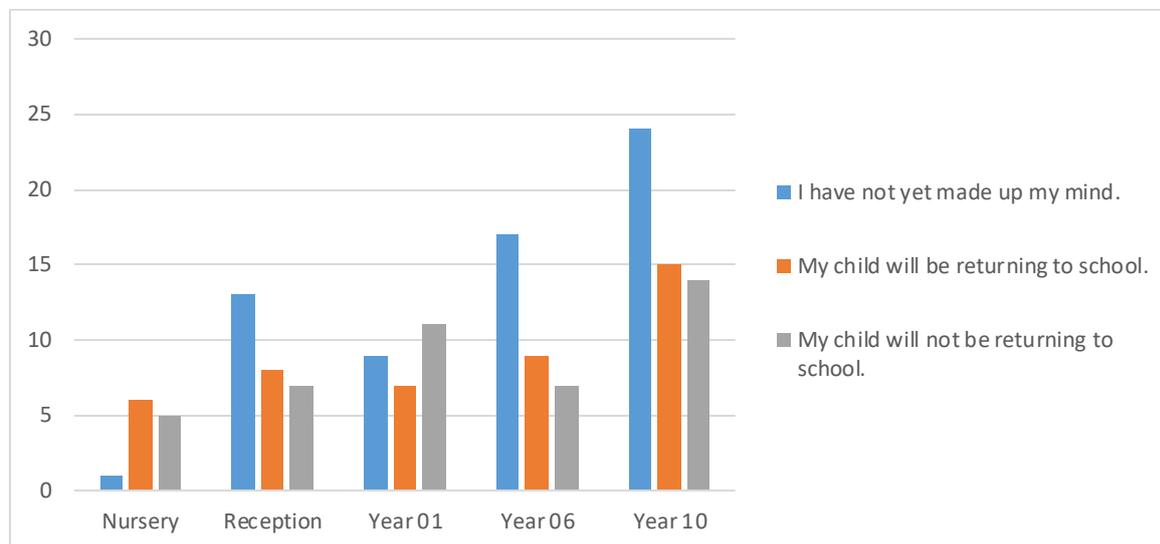
Further details can be found online.

www.gov.uk/coronavirus

Bringing children back

Parent survey

In preparation for potential reopening, we surveyed families in Nursery, Reception, Year 1, Year 6 and Year 10 asking for their views. We had 153 returns with the following opinions.



Of those that said “I have not made up my mind”, there was a fairly equal division between those who wanted to see the outcome of the government review on 28th May, those who wanted to send their child back in September and those who thought they might send their child back later.

Pupil health

When it is safe to do so, we will invite families to send their children back to school. We are very conscious some families will be anxious about making this decision.

Throughout our planning, your child’s health and safety has been the most important thing to us.

Before returning, families should be clear about the suitability of their child for school :

- Children classed as **extremely clinically vulnerable**, due to pre-existing medical conditions, should stay at home and shield;
- Children classed as **clinically vulnerable** (those considered to be at a higher risk of severe illness from coronavirus) should follow medical advice;
- Children living in a household with someone who is **extremely clinically vulnerable** should only attend school if the school and family have agreed stringent social distancing can be implemented, otherwise they should stay at home;
- Children living with someone who is **clinically vulnerable**, including those who are pregnant, have the option to attend school.

Families **must** inform the school if their child has any specific medical needs.

You should only send your child to school if they are healthy enough to attend.

Families **must** notify us if:

- They, their child or any family member in the same household displays any symptoms of coronavirus.

If this is the case, your family should self-isolate and your child cannot return to school for 14 days.

Only healthy children and colleagues, without symptoms and not self-isolating, may attend school.

Bereavement

We are very much aware some families may have suffered recent bereavement. If this is the case and you feel your child would benefit from additional support, please get in touch with us.

Organisation

Arrival

Re-joining the school

Families must notify the school **in advance** if they wish their child to attend school.

Children can re-join school on the Monday.

Families should notify us by the Wednesday of the week previous if they wish their child to attend.

Families should provide the school with 're-joining information'.

- Any changes in contact details including telephone number and email;
- Which Monday they wish their child to restart school;
- Whether they require the Camber or Rye Harbour bus service;
- Whether they require a school meal.

At present, families do not face any sanctions for low or non-attendance to school.

Transport to school

Transport arrangements have been reviewed for school reopening.

- The bus from **Camber** will run as normal (without an escort at present);
- The bus from **Rye Harbour** will run as normal.

The bus company will be implementing social distancing measures.

Local buses are mostly running limited services – please check with your operator.

We encourage all families to walk or cycle to school.

Drop-off

To maximise social distancing, families will have a staggered arrival by surname.

Only one adult from each household should bring their child to school.

- Surnames A to M: 8.45 to 9.00am;
- Surnames N to Z: 9.00 to 9.15am.

There is a one-way system in place on the school site.

- Enter via the main gates;
- Congregate in the playground following social distancing guidelines as displayed;
- Await instruction to 'drop-off' from the class teacher;
- See their child safely into the ground floor classroom entrance;
- Leave via the playground gates.

Departure

Pick-up

To maximise social distancing, families will have a staggered departure by surname.

Only one adult from each household should collect their child from school.

- Surnames A to M: 2.30 to 2.45pm;
- Surnames N to Z: 2.45 to 3.00pm.

On a Wednesday the school closes early to facilitate enhanced cleaning.

- Surnames A to M: 12.30 to 12.45pm;
- Surnames N to Z: 12.45 to 1.00pm.

There is a one-way system in place on the school site.

- Enter via the main gates;
- Congregate in the playground –following social distancing guidelines as displayed;
- Await instruction to 'pick-up' from the class teacher;
- Leave via the playground gates.

Communication with families

Maintaining our high levels of communication during this time will be a challenge.

During drop-off and pick-up, all messages should be passed on through the office.

Follow-up telephone calls can be arranged with our 'first-response' team:

- Alison Homewood, Family Liaison Officer;
- Lisa Nice, Assistant Head (Inclusion);
- Fran Brassleay, Assistant Head (Learning).

Initially, there will be no face-to-face contact between teachers and families. All communication should take place via telephone or email. Families should contact the office to arrange a conversation with the teacher via office@ryeprimary.co.uk or telephone 01797 222825.

Whilst families are welcome on school site, only employees can enter the school building.

Lunchtime

The school will be offering a lunch service through our provider. Chartwells will be working in line with their own protocols agreed with the school.

We will offer free school meals to all children in Reception, Year 1 (and eventually Year 2) under the Universal Infant Free School Meals programme. We will also offer free school meals to children in other years attending school and in receipt of benefit related free school meals.

Families who wish to pay for a school meal should do so through TUCASI.

No cash will be accepted.

We would prefer children in the nursery to bring a packed lunch however a school meal can be arranged through the nursery manager if paid in advance through TUCASI.

No cash will be accepted.

Children may bring a packed lunch into school with them. They may not share their packed lunch with other children in their class bubble. All resources associated with a packed lunch are considered the personal property of the child and to be treated as such including being labelled.

Lunches will last 45 minutes and food will be eaten in the classroom. Chartwells lunches will be brought to the classroom.

Snacks

Children should bring in their own snacks. We will not be offering fruit at present.

Clubs

There will be no clubs after-school, in the morning or at lunch time. School will start and end promptly.

Grouping

Children will be grouped into class bubbles. Class bubbles will contain:

- No more than 15 children;
- No more than two adults (unless risk-assessed otherwise).

Teachers and assistants will be assigned a bubble. There can be no movement between bubbles.

Unless it is part of their normal role teaching assistants will not be expected to lead classes. The school will not be using supply teachers. Senior leaders will be available to cover classes if needed.

Class bubbles may start below fifteen children and fill-up over time. To control social mixing, once a child enters a class bubble they cannot move into a different bubble. Smaller friendship groups within the bubble, maintained throughout the day, will be used to reduce social mixing.

Class bubbles will be homed in the same classroom and have access to the same outdoor area every day. These spaces will be for the exclusive use of each class bubble.

All children will be assigned a specific seat and table. Carpet time will be encouraged with children assigned a specific spot. Seating plans will be maintained.

It is important to reduce contact between people as much as possible. Children and adults will only mix in their class bubble. We will encourage children to socially distance within their bubble where it is achievable.

Key Worker Childcare

Children in year groups returning to school will be transferred into an appropriate class bubble on their first day after half-term only. Other children attending key worker childcare will remain in this bubble until the end of term.

Teachers and other adults in the building

We aim to keep the number of employees on site to a minimum for the effective and safe running of the school. As well as there being two adults in every class, there will always be a nominated head, designated safeguarding lead, first-aider, nominated SENCO and premises officer on site. Additional capacity has been added to the cleaning team.

Special Educational Needs and Disabilities

Children with special or additional educational needs, medical needs or existing reasonable adjustments will have their access to the setting risk assessed with their families prior to returning to school. Risk assessments will be shared and discussed with teachers.

The SENCO is Lisa Nice. Matters can also be referred to the head.

All teachers are very much aware there may be pupils, including those with special educational needs and disabilities, who display symptoms of stress or anxiety and may need additional support.

Uniform

To facilitate good personal hygiene, children can attend school in their own clothes. **Fresh clothes should be worn for school every day.** We recommend families to wash children's clothes every day.

Children should not wear face masks in school.

Timetable

Staggered approaches

In order to maximise social distancing and minimise social mixing, we will be running a **staggered timetable** throughout the day. Whilst each class bubble will have a similar structure each day, between the groups they will vary. These include:

- Arrival and drop-off;
- Break times;
- Play times;
- Lunch times;
- Access to some parts of the site;
- Pick-up and departure.

Routine approaches

In order to maximise good health and hygiene, we will be observing some routine approaches throughout the day. Whilst each class bubble will have a staggered timetable, all groups must follow routine approaches. These include:

- Teachers and assistants handwashing on arrival, on departure;
- Registration at the very start of the day and immediately after lunch;
- Everyone handwashing before break and lunch, after break and lunch;
- Everyone handwashing before going outside and after going outside;
- Children eating their lunch in the classroom.

Teachers and assistants will use a greeting routine every morning to welcome children into the class bubble and wash their hands immediately on arrival.

Pupil toilet facilities

Pupils will access toilets from their classroom. Children should only use cubicles allotted to their class bubble and only when available. Toilets should be flushed. They should wash their hands afterwards and only use paper towels to dry their hands on. Towels should be disposed of in the bin provided.

We will be using:

- Allotted cubicles;
- Paper towels;
- Liquid soap.

Classroom management

Ground floor classrooms will be used in the first instance to facilitate drop-off, pick-up and easy access to outside spaces.

Furniture will be reorganised in the classroom to maximise distancing. Distance tape will be used at the teacher's desk and by the sink as a visual reminder of 2 metres. Unnecessary items will be removed from the classroom.

Soft furnishings, toys and resources that are hard to clean will be removed from the classroom.

Drinking water

As part of their personal equipment, **all children should bring a named water bottle to school** which is filled up in the classroom. Children should only drink water from their water bottle.

Ventilation

Windows and external doors will remain open where possible.

Air-conditioning will be turned off.

Sun cream

All children should arrive at school with an application of sun cream for the day. Nursery will apply during the day as needed. Other children should bring their own and be able to apply themselves.

Shared resources

There will be no taking home of school resources. This includes reading books.

Reading at home will take place through the online reading schemes already in use for remote study.

There will be no marking of books at present.

Children will not touch the classroom's interactive display screen.

Stationary

Children should have their own stationary that is kept in school. If they have a pencil case they should bring this in on the first day they attend. If children do not have their own stationary, they will receive a school stationary set which will be personal to them and stay at school.

Physical activity

Physical activity will be encouraged. Children will take part in such activities as an individual rather than teams, whilst maximising opportunities to distance. Activities involving a number of bubbles or competitive team sports will not take place.

Class bubbles will be able to spend time on the field at allotted times in given spaces.

Behaviour management

We will continue to use "Good to be Green" however expectations will change to reflect new arrangements in the school.

Adults will teach children our new expectations and use reward rather than consequence:

- Following new routines for:
 - Arrival or departure;
 - Hygiene, such as handwashing and sanitising;
 - Respiratory hygiene, e.g. catch it, bin it, kill it (blowing your nose);
 - Use of toilets;
- Following expectations about:
 - Coughing or spitting at or towards any other person;
 - Not sharing equipment or items such as drinking bottles;
- Staying in friendship groups and class bubbles;
- Moving around the school as per specific instructions (e.g. out of bounds areas, queuing);
- Telling an adult if they are experiencing symptoms of coronavirus.

We understand a change in expectations will be difficult for some children, so will manage this with kindness, care and compassion. We will be patient as children adjust.

Outside the classroom

Movement around the building

In corridors, there will be "keep left, observe a distance" approach with floor signage to support this. Queues will be dispersed. Posters around the school will support this.

Whilst children and colleagues in different class bubbles will be kept apart, brief transitory contact, such as passing in a corridor, is low risk.

Shared spaces

The main hall will not be used for any reason. Assemblies are cancelled and will be replaced with circle time activities in each class bubble. There will be no sharing assemblies for the time being.

The library, music and art rooms will not be used. The Children's Centre will not be used.

Education

Priorities

We have identified the following priorities in our planning:

- Socialisation and return to school routines;
- Health education;
- Play and outdoor learning;
- Remote study.

Settling

All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. Adults are planning to provide opportunities for:

- Children to talk about their experiences of the past few weeks;
- Supportive one-to-one conversations;
- Activities on relevant topics including mental wellbeing or staying safe;
- Renewal and development of friendships;
- Other enriching activities.

We will balance getting children back into school and learning on one hand with taking the time to address individual concerns or problems on the other.

Health education

An important part of the new curriculum will be teaching children about their health during a pandemic in an age-appropriate way. This will include:

- Posters in each class bubble;
- Social stories to understand new routines;
- Games and songs to promote effective handwashing.

Adults will teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing. Adults will encourage children not to touch their mouth, nose and eyes.

Outdoor resources

There will be minimal use of specialist outdoor equipment and shared resources.

The "trip-trap trail" is closed.

Offsite trips and visits

All off-site trips and visits are postponed.

Year 6 residential has been cancelled and families are being refunded.

Remote study

Remote learning will mirror the work being undertaken in school. This will ensure children at home or attending school will have access to similar opportunities.

Health and Safety

The health, safety and well-being of your children is very important to us.

Key measures

There are four principles in the management of coronavirus. These are:

1. Avoid contact with anyone displaying symptoms;
2. Ensure frequent handwashing and good respiratory hygiene practices;
3. Ensure regular cleaning of settings;
4. Minimise contact and mixing.

Policies and procedures

All appropriate health and safety checks will be undertaken before the building reopens.

Key policies and procedures will be updated to reflect guidance during the pandemic.

Updated policies will be available on our website.

Handwashing

Children will have access to handwashing facilities throughout the day in their bubbles.

We will provide:

- Handwashing facilities;
- Paper towels;
- Liquid soap.

Adults will ensure children wash their hands for at least 20 seconds providing additional support to any child that might need it. Everybody should wash their hands regularly, and certainly no less than those times stated in the timetable.

Sanitiser

Sanitiser will be provided in each classroom primarily for the use of adults.

Children will be directed to wash their hands. The washing of hands is preferable for everyone.

Sanitiser will also be available at stations located at entrance and exit points.

Respiratory practices (blowing your nose)

Everyone should have good respiratory practices. This means "catch it, bin it, kill it".

Children will be directed to use a disposable tissue, place it in the bin then wash their hands.

Adults will support any child that might need it.

- Disposable tissues will be available in every classroom;
- 'Lidded bins' will be available in dedicated locations for medical and intimate care.

Personal Protective Equipment (PPE)

In addition to washing facilities and sanitiser, adults have access to third tier personal protective equipment:

- Disposable gloves;
- Disposable plastic aprons;
- Sanitising wipes.

Cleaners have access to second tier personal protective equipment:

- Surgical masks;
- Disposable gloves;
- Disposable plastic aprons.

Adults who provide additional medical or intimate care have access to first tier personal protective equipment in 'dedicated locations':

- Surgical masks;
- Eye protection;
- Disposable gloves;
- Disposable plastic aprons.

Dedicated locations are:

- Medical room;
- Nursery changing facilities.

Adults will only use personal protective equipment when it is appropriate so as not to divert important resources away from health and social care settings.

Procedure for managing symptoms

Any child displaying symptoms will be immediately referred to the first-aider and moved to the medical room. If symptoms are present, the child's family will be asked to collect.

Adults supervising the medical room must wear appropriate personal protective equipment (first tier) and observe a minimum two metre distance. Windows will be open but the door closed.

If needed, children in the medical room will use the ground floor disabled toilet. This toilet is reserved for medical room use only.

Areas accessed by a potentially infected child will be thoroughly cleaned once vacated. Used equipment including all PPE will be disposed immediately.

If children are sent home with symptoms, the family should self-isolate. The child cannot return to school for 14 days unless they subsequently test negative for coronavirus.

The child's class bubble including adults will be sent home to self-isolate. Members of the bubble cannot return to school for 14 days unless the child who displayed symptoms subsequently tests negative for coronavirus.

We will inform families if a child in their bubble has shown symptoms and the outcome of any test.

We will be open and honest.

Only healthy children and adults, without symptoms and not self-isolating, may attend school.

The decision to send a child to school lies with the family.

The decision to send a child home lies with the head.

Specific coronavirus health advice for children is available online.

www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children

If a child is over 5 years, families should use the NHS 111 online coronavirus service.

www.111.nhs.uk/covid-19

If a child is under 5 years, families should call NHS 111.

Cleaning

Materials

Ample cleaning materials are in stock for the school.

Cleaning schedule

Most cleaning takes place at the end of the school day.

Additional cleaning takes place on a Wednesday afternoon when the school will be closed.

A deep clean will be taking place over half-term.

Enhanced hygiene will focus on:

- Surfaces (especially those that children are touching)
- Desks and chairs;
- Doors and handles;
- Toilets, sinks and taps;
- Bannisters and light switches.

Adults working in class bubbles will support good hygiene practices throughout the day:

- Maintenance of good hygiene practices in the class bubble;
- Maintenance of personal resources e.g. wiping down the keyboard;
- Wiping down surfaces after some activities;

- Understanding what resources have been used.

Cleaners will undertake ongoing activities over the course of the day. These include:

- Emptying bins and 'double-bagging';
- Cleaning dedicated and specialist spaces after use;
- Cleaning specific resources;
- Safely disposing of waste (in line with guidance).

Kitchen

Chartwells has undertaken a deep clean of the kitchen and food preparation area. Safe practices in line with guidance have been introduced by the provider.

Site management

Visitors to site

All non-essential visits to site have been postponed. Face-to-face meetings are being cancelled or replaced with telephone calls and online meetings.

Other visitors to site will be managed in our reception area. All visitors should report to reception and state their business. Requests for meetings will be taken and subsequent telephone calls arranged at a later date. Packages will be left in the reception area for collection when cleared.

- The reception glass will remain closed at all times;
- No visitors to school are allowed inside the building without approval from the head.

Contractors

Some contractors will be visiting the site however they will not meet children or teachers and assistants. Their employer has submitted appropriate paperwork to us to demonstrate they meet the requirements laid out for their sector by UK Government.

Contractors are given an induction on protocols by a premises officer before starting any work.

Fire drill

We will update procedures for a fire drill during the pandemic. Fire takes precedence – we will exit the building as normal. Social distancing will be observed as best as practicably achievable at the muster point (playground).

Training

There is a training programme for all employees to help them deliver these new expectations.

Policies and protocols are regularly updated to reflect current guidance from UK Government, local authority and education trust. Colleagues will be notified of such updates.

Training is provided on the safe use of the PPE used by the school.

Monitoring

Well-being

We will regularly review our approaches to minimise any detrimental impact on children's well-being. This includes regular discussions with teachers and assistants.

Black, Asian and Minority Ethnic (BAME)

We will regularly review our arrangements to ensure those children who fall within this category do not face any disproportionate risk of catching coronavirus when attending school.

Employee health

Colleagues complete a regular health survey and update us of any changes.

Colleagues will inform us immediately if they have symptoms or need to self-isolate.

Testing

We support colleagues with testing to determine whether they are fit to return to work.

Afterword

We hope you find the detail in this guide useful and reassuring.

This document has been written in compliance with guidance from UK Government and reviewed against guidance from Public Health England and other professional bodies.

We will regularly review this document as guidance is updated and our practices develop.

Feedback on practice is always welcome.

Training and support for colleagues in the application of this guidance will be ongoing.

We thank everyone for all they are doing to support our community at this challenging time.

We will only open when it is safe to do so.