



Return to School in September 2020 Handbook for Parents

Aims:

- To ensure safest possible work practice for all employees
- To reduce risk to all children and parents on the school site.
- To reduce direct contact between children wherever practically possible
- To ensure government guidance is followed correctly in the context of our school site

What a return to school in September will look like:

Following Government Guidance the school's senior leaders have been working to interpret this guidance for our school and community. This handbook should be used together with the Government guidance. We have written this document to inform and prepare for a full return to school in September.

After very careful consideration and taking into account:

- Safety of staff and pupils
- Staff and pupil mental health and well-being
- Government Guidance
- Union Advice
- LA advice
- Contracts and working patterns
- Workload

We have devised a plan that we believe minimises risks and cross contamination where possible and supports our staff, children and families. Child and Staff well-being and safety is paramount and whilst we cannot eradicate all risks, we can minimise them.

At Tanworth-in-Arden the return for all children will be as follows:

- All children in Years 1-6 will return to school full time on Wednesday 2nd September 2020
- Reception children will start on Thursday 3rd September (more details to follow)
- Children will be taught in their normal class groups
- Where possible there will be two consistent adults (teacher and learning assistant) for each class

- During the first three weeks there will be a focus on PSHE, outdoor learning and well-being type activities to support those children who have not been in school for six months to adjust
- Children will be encouraged to hand wash regularly
- Hand sanitiser will also be available for all children and adults to use in class
- The classroom space used by the children will be set up by staff to include only what the children need whilst remaining welcoming with equipment and items the children do not need removed to minimise cross contamination through touching of objects in the room
- Where possible desks will be forward facing and children seated side by side
- Up until half-term packed lunches will be the only option for school meals. All children in Reception, Year 1 and Year 2 will receive a free packed lunch as part of the universal free school meals offer. Children in junior can bring their own or order one from school.
- Where possible lunches will be eaten outside.
- Lunch times and break times will be taken as class groups, there will be no social mixing with other groups
- If it is sunny 'Once a day' suncream should be applied before coming in to school
- All children need to wear school uniform, following the school uniform policy.
- On PE days children should come to school wearing their PE kit. All children will need a pair of plain black or school green jogging bottoms for the days they have PE.
- If a child is displaying symptoms, you will be isolated from their class and you will be contacted to collect your child.
- If there is a confirmed case in your child's class the whole class will need to self isolate following Government guidelines.

Arrival and departure of Children and Parents

With welcoming children back to Tanworth-in-Arden we understand that children and families will be apprehensive about the return to school. As a school, during the day we are following the guidance that where possible children will remain in class groups and will not mix with other class groups. We are asking you to support this approach at drop off and collection times. We know they will be excited to see their friends from other class groups, but please take the time to have a conversation about keeping a safe distance during arrival and drop off times with children and parents from different class groups. To support this we are operating staggered drop off and collection times this is to reduce the number of adults and children on the playgrounds and rest of the site at any one time.

YEARS 1,2,5 and 6

For children in Years 1,2,5 and 6 you will need to park in the Butts Lane carpark. Children in 5 and 6 will be encouraged to say good bye to parents at the gate and walk straight in to school. Staff will be on the door to welcome and direct your children. Children and parents in Years 1 and 2 may walk their child up to the classrooms out door areas where staff will meet your children. Parents will not be allowed in to the school cloakroom areas or classrooms. We ask that once your child has gone in to class you leave the site immediately.

Collection at the end of the day will operate in a similar way. With parents in Years 1 and 2 meeting near the outdoor area. Children in Years 5 and 6 will walk down as a class to meet parents. We ask

that once your child has been collected you leave the site immediately to allow other parents to collect.

YEARS 3 and 4

Children in years 3 and 4 should use the Doctor's Hill entrance. Parents may come on to the playground to say good bye, but once your child is in class should leave the site. Parents will not be allowed in the classrooms or cloakrooms.

At the end of the day parents of Years 3 and 4 should wait on the playground until their child is dismissed to them.

RECEPTION CHILDREN

Parents should use the Doctor's Hill entrance and walk down to the Reception outdoor area where the class teacher will meet you at the gate. Parents will not be allowed in the classroom or cloakroom area.

Year	Drop off	Collection	Where to park	Drop off/collection spot
6	8.30	3.15	Butts Lane Car Park	Butts Lane Car Park
5	8.35	3.10	Butts Lane Car Park	Butts Lane Car Park
4	8.40	3.15	Doctor's Hill/The Green	Junior Playground
3	8.45	3.10	Doctor's Hill	Junior Playground
2	8.45	3.05	Butts Lane Car Park	Year 2 outdoor area
1	8.50	3.00	Doctor's Hill/The Green	Year 1 outdoor area
R (from 7 th September)	9.00	3.00	Doctor's Hill/The Green	Outside Reception outdoor area

Please ensure you keep to your times. If for any reason the times are not convenient please let us know. Because of the number of siblings we have in various year groups it is not always possible for the times to coincide with times and areas for drop off. When this is the case we just ask that you are mindful of other parents and children around you and ensure you keep your distance.

Where you have more than one child, please take the oldest child first and then younger siblings. Teachers will be on their classroom doors from 8.30 to welcome children earlier with older siblings, we do not expect children and parents in years 1 and 2 to have to wait for 15/20 minutes before going in to school after dropping off big brother or sister.

We also acknowledge that for parents and children who live in the village, it is easier to come through the playground rather than walk all around, this is fine. We just ask that you are mindful of other parents and children and ensure you keep your children with you.

If you are late we ask that you ring school from the car park so we can advise you what to do.

Uniform

The children will need to wear full school uniform, as the guidance states that clothes do not need any additional washing than normal. Children will be required to wear their PE kit on the days that

they do PE, as a result all children will need a pair of plain black or school bottle green jogging bottoms. Leggings or 'skins' will not be allowed.

Breaktime and Lunchtime

Breaktimes and lunchtime will be in class groups and where possible outside. These will be staggered and/or spaced out so that class groups cannot mix. Children may bring a piece of fruit/vegetable sticks for morning break. Chocolate bars, cereal bars, biscuits, crisps, popcorn etc. will not be allowed. Please note there will be no Junior Tuck Shop at morning break.

The school kitchen will only be serving packed lunches initially. All children in Reception, Year 1 and Year 2 will be provided with a school packed lunch as part of the universal free school meals.

Children in Year 3,4,5 and 6 can bring their own picnic lunch from home or can order one from school. Children in receipt of a free school meal will be provided with a school packed lunch.

Communication

If you need to speak to us please ring the office on 01564 742284 or email tanworthschool@welearn365.com. Office staff will then forward your message on to the correct member of staff. Parents should not come to the office this is to ensure the safety of office staff and parents, 2m distancing is mandatory so the school office will not be accessible to parents. Late books and signing out books are removed and kept updated by office staff directly.

If your child is poorly we will arrange for the member of staff responsible for your child's class group to meet you at the drop off and collection point.

Face to face meetings will not be possible until further notice. If as a parent you wish to discuss a matter with a member of staff this can be done via email or by phone.

Other visiting professionals will be managed on an individual basis and where this relates to children, parents will be consulted as to the safest way to enable meetings to take place.

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.

It is essential that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should also self-isolate for 14 days from when the symptomatic person first had symptoms.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms

themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future.

3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

The 'catch it, bin it, kill it' approach continues to be very important, so we will ensure that we have enough tissues and bins available in the school to support pupils and staff to follow this routine. As with hand cleaning, we will ensure younger children and those with complex needs are helped to get this right, and all pupils understand that this is now part of how school operates.

Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education.

4. Enhanced cleaning, including cleaning frequently touched surfaces often:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

5. Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). As a school we will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The overarching principle is to reduce the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining distance between individuals.

At Tanworth the emphasis will be on separating groups. For our Junior children they will also be supported to maintain distance and not touch staff where possible.

How will we group children?

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. We have used this method since school reopened to Reception, Years 1 and 6 recognising that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes 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.

In the guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, we have increased the size of these groups to whole class groups.

Separating groups and maintaining distance are not 'all-or-nothing' options. Where possible we will keep children in their class groups for the majority of the classroom time, at this point we do not see any need for mixing of groups. Siblings (not twins/triplets) will be in different groups.

Where possible teachers and learning assistants will not operate in different classes and year groups. There may be exceptions to this, however we will inform parents of when this will happen and why. Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. We recognise this is not likely to be possible with younger children.

What will happen in the classrooms?

Measures within the classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission. It is strong public health advice that staff in secondary schools maintain distance from their pupils, staying at the front of the class, and away from their colleagues where possible. Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, however the adults will avoid close face to face contact and minimise time spent within 1 metre of anyone.

Children will be supported to maintain distance and not touch staff and their peers where possible. Again this will not be possible for the youngest children and some children with complex needs and it is not always feasible. Keeping pupils in the smaller, class-sized groups will help reduce risk. To support distancing further where possible pupils will be seated side by side and facing forward.

What will happen around school?

Class groups will be kept apart, meaning we will avoid large gatherings such as assemblies or collective worship with more than one group. Assemblies and collective worship will take place through Microsoft Teams.

Movement around the school site will be kept to a minimum to avoid groups mixing. Passing briefly in the corridor is low risk, however there will be staggered break times and lunch times with designated areas for outdoor play to support this.

Outdoor playground equipment and classroom resources will be cleaned more frequently. It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and bags. School will provide all the stationary children will need. Children will be advised not to share their equipment with others.

Protection

Child Protection

Our safeguarding duties have not altered throughout the school closure so far and we will continue to operate as normal.

Personal Protective Equipment

As a school we have already been stocking up on PPE in readiness for a full return to school. This includes:

- Disposable face masks
- Face visors
- Disposable aprons
- Disposable gloves
- Anti-bacterial hand sanitiser
- Anti-bacterial Hand wash
- Cleaning equipment for individual classrooms.

We anticipate that the masks, aprons, gloves and visors will only be necessary when administering First Aid or intimate care. First Aiders will be briefed on appropriate use of PPE and administering first aid.

Government guidance states that in school, staff and pupils do not need to wear face coverings or PPE. If staff or children would like to wear a face covering in school that is a personal choice that school will support. However, if children choose to remove their face mask we will encourage them to wear it but we cannot strictly enforce this. School would ask that all face coverings are appropriate.

In Classrooms and spaces

All classrooms will have their own hand sanitiser, cleaning equipment, hand wash and disposable paper towels. Throughout the day staff will have cleaning equipment to regularly wipe down any high touch areas – door handles etc. and where they see it is necessary.

Internal doors will be propped open safely where possible to avoid unnecessary surfaces being touched and hand washing will be timetabled regularly throughout the day. All classrooms and spaces used by the children will be set up by staff to include only what the children need whilst remaining welcoming.

Equipment and items the children do not need will be removed to minimise cross contamination through touch of objects in the room. Classroom windows will be open wherever possible to encourage ventilation.

Handwashing

Will be encouraged regularly and children will be supervised by an adult to ensure they are doing it properly and for 20 seconds. This will happen:

- On arrival at school
- Before and after playtime or time outdoors
- Before lunch
- After lunch
- Before going home
- Between lessons if necessary

Hand sanitiser will also be available for all children and adults to use in class. If children or staff would like to bring in their own hand sanitiser the school will support this but small bottles are encouraged and MUST be labelled with the child's name.

First Aid

Disposable aprons, gloves and face masks will be provided and will be worn by any member of staff dealing with symptoms of coronavirus.

If a child is displaying symptoms and this is noticed by parents/carers before the child comes to school they must stay at home, the parents/carers must tell the school immediately. If this is noticed in school the child will be isolated immediately and staff will wear PPE whilst supporting the child. The parents/carers will be notified immediately and the child will need to be collected as soon as is possible. The government has said that all children returning to school and their families will be eligible for a coronavirus test. Adults working in school are already eligible.

Medicines in school

If your child requires medication to be held at school (i.e. Epi-Pen, Inhaler or similar) please take it to the classroom on your first day back. Labelled with clear instructions for use. It will be kept in your child's classroom and normal medication procedures will apply and should be followed by parents and staff.

Clinically extremely vulnerable

If someone in your family is currently shielding because they are 'clinically extremely vulnerable' (i.e. someone with a serious underlying health conditions and who are at very high risk of severe illness from coronavirus) or 'clinically vulnerable' (i.e. 'they are at higher risk of severe illness from coronavirus and they have been advised to stay at home as much as possible and, if they do go out, take particular care to minimise contact with others outside of their household'), we do not expect

to see your child in school yet. Please visit this link for more information:

<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>.

Extra-curricular provision

We will be resuming breakfast and after-school provision as soon as we are able to and will build this up over the first half term in order to be fully operational after the half term break. It will not be possible to offer wraparound care maintaining the same bubbles being used during the school day and so we will be using consistent groups i.e. KS1 wraparound, KS2 wraparound.

We know that the wraparound provision will help ensure pupils have opportunities to re-engage with their peers and with the school, ensure children have a healthy breakfast and are ready to focus on their lessons, provide enrichment activities, and also support working parents.

Clubs will also resume as soon as possible but will be offered to particular year groups or consistent groups in order to maintain the groupings being used during the school day and at wraparound.

Curriculum, behaviour and pastoral support

Curriculum expectations

The key principles that underpin our curriculum planning are:

- education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects
- remote education, where needed, is high quality and aligns as closely as possible with in-school provision:

We will teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content.

We will plan on the basis of the educational needs of pupils: Curriculum planning will be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work)

We will develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown.

For children in nursery, we will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development.

For pupils in Reception, we will assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.

For pupils in key stages 1 and 2, we will prioritise identified gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum to read widely, and develop their knowledge and vocabulary. The curriculum will remain broad, so that pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.

We will provide pastoral and extra-curricular activities to all pupils to:

- support the rebuilding of friendships and social engagement
- address and equip pupils to respond to issues linked to coronavirus (COVID-19)
- support pupils with approaches to improving their physical and mental wellbeing

We will also provide more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.

We acknowledge that some pupils will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children, will need additional support and access to services such as educational psychologists, social workers, and counsellors. Additionally, provision for children who have SEND may have been disrupted during partial school closure and there may be an impact on their behaviour. We will work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for pupils.