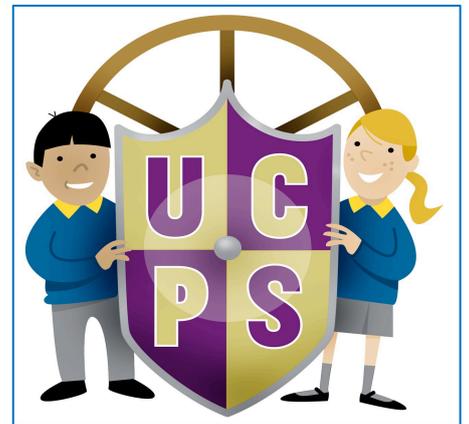


# INFORMATION FOR PARENTS REGARDING REOPENING FOR ALL PUPILS IN SEPTEMBER 2020

As a school, we have spent a lot of time looking to see how we can follow government guidance regarding the safe re-opening for all children in September 2020

It is clear it will be very different when we do reopen to more pupils. We have been operating a similar approach since June with a smaller number of children, but this will now be extended this to the whole school. These actions will be in place initially for the Autumn term.



Below is a comprehensive list of actions we will be taking to try to limit the risk of infection amongst children and staff linked to the government guidance

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>).

Our full whole school risk assessment will be published on our website prior to September. Parents will be made aware when this is published.

## **SECTION 1: PUBLIC HEALTH ADVICE TO MINIMISE CORONAVIRUS**

### **1. Minimise contact with individuals who are unwell by ensuring those who have symptoms (or who have someone in the household with symptoms) do not attend school.**

- Any child or member of staff with symptoms will not be able to attend school.
- Parents/carers must inform school if their child or member of their household has symptoms and school will advise the next steps.
- A child or member of their household with symptoms can be tested and will be advised to do so.
- If tested positive the person will need to self-isolate for 7 days and the others in the same household will need to self-isolate for 14 days.
- If tested negative, then the child can return to school.
- If a child or member of staff develops symptoms whilst in school, then they will be isolated in an allocated room with ventilation. If a child, parents/carers will be called to pick them up. A member of staff will stay with the child in isolation and if unable to follow social distancing will wear PPE (personal protective equipment). Once the child or member of staff has left then the room must be thoroughly cleaned and handwashing procedures take place. If the person uses the toilet while in isolation, then it must be cleaned immediately. Testing will be recommended, and the procedures above will need to be followed regarding isolation.

### **2 & 3. Clean hands thoroughly more often than usual. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.**

- Children will be taught about effective handwashing/respiratory hygiene and younger children supported, where necessary.
- Each classroom will have soap and hand towels next to the sink which are replenished throughout the day. Every toilet facility has hand washing facilities with paper towels and lidded bins for waste.
- Each classroom will have a station with a lidded bin for waste, hand sanitiser, paper towels, paper tissues, anti-bacterial spray and blue roll.
- Bins will be emptied and double bags at lunchtime and at the end of the day by a cleaner.
- Staff and pupils will wash/sanitise hands on entering the building.
- Hands will be washed/sanitised before and after breaks/lunch.
- Children will be supervised when using hand sanitiser.
- Skin friendly cleaning wipes may be used as an alternative if pupils have skin conditions.
- Classroom doors will be kept open and a window open in each classroom for ventilation.
- Risk assessments will be in place for all products used and facilities.
- No face coverings in school (advice from Public Health England)

#### **4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach.**

- When children are on their lunch break outside, a cleaner will clean surfaces and empty bins.
- The amount of furniture in each classroom and corridor will be reduced, in order to reduce the number of surfaces needed to be cleaned.
- Unnecessary resources will be removed from the classrooms and resources kept to a minimum. If resources are used, then they must be cleaned by staff after use. See point 5 for further information regarding resources.
- A deep clean will take place at the end of the day for each classroom used.
- All internal doors pinned back to avoid the need to touch handles. External doors remain closed.
- Each class will have a supply of detergent and blue roll for staff to clean surfaces if needed.
- Staff wash/sanitise hands prior to and after marking books.
- Further advice on cleaning is going to be published by Public Health England during the summer which will be adhered to.

#### **5. Minimise contact between individuals and maintain social distance wherever possible.**

- Pupils will be with the same groups each day (their class) forming a social bubble. Timetabling, rooming and restricted movement around school ensure that groups do not mix at any time during the day. Each group attends every day and is taught by their teacher.
- Due to guidance, we have not been able to offer our full transition programme. However, we plan to do this in the lead up to and the beginning of the term. In the morning of the first day back in September, the children will be taught by their previous class teacher but in their new classroom. This will provide closure from the previous year, look at home learning and introduce new school procedures. The previous class teacher will maintain social distance. In the afternoon, after the rooms have been cleaned, then their new class teacher will begin teaching them. Pupils who we know may struggle with transition will be offered further support. New class teachers will share a video via email prior to the new academic year to introduce themselves. Social stories will be produced for pupils with ASD to share at home prior to returning to school. New reception will have a programme of events in September.
- Teaching Assistants in Y2 to Y6 will operate across a year group. Reception and Y1 classes will have a Teaching Assistant for each class.
- Mrs Mole & Mr Arthur will be able to teach art and ICT each week but will need to maintain social distancing between themselves and the children. This allows the teachers to have their statutory planning and preparation time. Timetabling, rooming and cleaning regimes will be altered to ensure that the risk of potential infection as a result of this is low.
- Pupils will not access any other area of school apart from their classroom, allocated toilets and outdoor space. In event of inclement weather, classes will be allocated time in the main hall.
- Breaks (15 minutes in the morning and a further 15 minutes in the afternoon) and lunches are staggered for each class (30 minutes each day), so they do not interact with another class/bubble.
- We will be open full-time. Start and finish times for each class will be staggered. Each group will have the same amount of time in school each day – 6 hours with 5 hours teaching time. Start times are between 8.30am and 9.15am. Finish times will be between 2.30pm and 3.15pm. Details for each class will be shared on 14/7/2020, along with information about their new class teacher.
- It is very important that children are dropped off within their allocated 15 minute time window to ensure social distancing between groups. Parents/carers and children are not allowed on the premise before their time slots.
- Only one adult is allowed to drop off and pick up each child. Gathering at school gates is not allowed and you will be asked to move on. The amount of time parents/carers spend on the school site needs to be kept to a minimum.
- 2m markings are on the playground to ensure social distancing during pick up and drop off and senior leaders will be on the yards each day to monitor this.
- Groups have their own main entrance and exit. Back gates are open for reception only, pedestrian gates from Manor Road next to the nursery for Y1/Y2 pupils, ASD pupils through the main staff car park gates and top yard pedestrian gates for Year 3, 4, 5 & 6.

- We are attempting to gain funding to have doors added to each classroom so pupils can enter and exit directly to their classrooms and reducing the need to move around internally in school (similar to those that have been added to the Year 1 classrooms). More information will follow.
- Play spaces will be allocated for each class/bubble. There will be limited access to fixed outdoor play equipment, including trim trails, gym equipment and climbing frames. They will be cleaned regularly, and cannot be used outside of school hours.
- A small selection of play equipment – balls, hoops, etc. will be available for each class to play with during break. These will be cleaned at the end of the day. Pupils wash hands after breaks. They may be able to play with other children in the bubble outside, ensuring social distancing wherever possible and non-contact games are played.
- Adults will operate strict social distancing between other adults at all times (2m). Passing in corridors is limited due to timetabling and classrooms/areas used for each group, although this is considered low risk. The staffroom use will be kept to a minimum and a new room in KS2 will be allocated for the staff in this area. Virtual staff meetings will take place and there will be no face-to-face meetings between two adults for longer than 15 minutes (maintaining social distancing).
- We will encourage social distancing between children if at all possible. However, children within the bubbles (class) do not need to maintain social distancing and impossible in the classrooms as children will be sitting sit side by side. Guidance states that if social distancing can occur for some of the time this will help reduce risks.
- We will encourage social distancing between children and staff at all times. However, it is recognised by the government that this will not always be possible, so good hygiene has to be adhered to.
- All children will have their own seat and part of a desk in the classroom. Our younger children will have allocated spaces on the carpet. We are reducing the amount of furniture in the classroom in order to keep desks as far apart as possible. As recommended desks will all be facing the front.
- There will be no assemblies or events within school to avoid large gatherings and mixing of bubbles. Virtual assemblies and events will continue.
- Reception will have the opportunity in learning time to access areas of the classroom as usual, but numbers of children allowed in each area will be limited.
- If a child is hurt or upset, then staff will initially attempt to support through social distancing. If social distancing cannot be adhered to then the contact should be as brief as possible and handwashing guidance followed as soon as possible afterwards.
- Each phase will have use of their own toilets – Year 5 & 6 (KS2 boys), Year 3 & 4 (KS2 girls), Y2/ASD Base (KS1 toilets) and Reception/Year 1 (Reception toilets). This is to avoid unnecessary movement around school. There will be girl only cubicles within in KS2. Access will be staggered and supervised when in use. Main toilet doors are pinned back as all toilets have cubicles.
- There will be markings on the corridor floors to show circulation – corridors will be split in half and 2m spacings shown. Spaces which children have no access to will be cordoned.
- The majority of the children in the ASD Base will be taught in the provision. The children accessing Thrive will also be taught solely in the Thrive classrooms. Thrive and the Base will form a social bubble together.
- The office will remain closed to visitors and the doors will be locked. If you need to contact the office via telephone or email. Lines will be manned from 8am to 4pm each day. We recommend payment of dinner money is made electronically. Letter and money collection boxes will be placed around the outside of school for parents to make deposits at the start and end of the day. They will be emptied twice a day by the office staff.
- Parents are not able to enter the school building. Teachers can be contacted via email or telephone call where needed.
- All children will be given their own pencil cases with basic equipment which will remain on their desks.
- Resources in the classroom are allowed now but need to be cleaned regularly. We will be limited the amount of equipment shared across classes (bubbles), but if they are used then they need cleaned between use or left unused between 48 and 72 hours depending upon the material
- Children are allowed to only bring in: a packed lunch (if they usually do), a coat, water bottle and home reading diary with reading books. No bags at all in school, due to the lack of safe storage

space. Note: All items will be kept in the classrooms and cloakrooms will not be used. No toys are allowed to be brought in from home in any instance and no sweets/cake for birthdays.

- Any reading books at home must be brought back in at the start of September and these will be stored for 48 hours before being cleaned and replaced on the bookshelves. Home learning books should be brought back into school on the first day and shared with their previous class teacher.
- Only Year 5 & 6 children will be able to walk to school and home alone. A survey will be sent out to parents over the summer to ascertain preferences. These children may need to bring in a mobile phone but must be placed in a box within the classroom.

#### **6. Where necessary, wear appropriate personal protective equipment (PPE)**

- The Government state that no PPE (personal protective equipment) is required for staff or pupils. The only instances will be if a child becomes ill with suspected coronavirus or intimate care where staff usually use PPE.

#### **7. Engage with NHS Test and Trace process.**

- Staff and parents/carers need to understand that they must:
  - Book a test (online or via NHS 119) if they or their children are displaying symptoms and self-isolate. All children can be tested.
  - Provide details of who they have been in close contact with if they test positive or if asked by NHS Track and Trace.
  - Self-isolate if they have been in contact with someone who develops coronavirus symptoms or someone who has tested positive.
  - Inform school immediately about the result of their test. If negative and they feel well, then they and family members can stop self-isolating and return to school. If positive, follow guidance and self-isolate for seven days. Other family members need to self-isolate for fourteen days.

#### **8. Manage confirmed cases of coronavirus amongst the school community**

- School will contact Local Public Health as soon as a case is confirmed.
- A rapid risk assessment will be carried out to confirm those who have been in close contact with the person and they will be asked to self-isolate for fourteen days immediately.
- School will keep a record where close contact occurs (1-2 metres for more than 15 minutes, travelling in a small vehicle together or face-to-face contact for any length of time) to support Public Health in determining who needs to self-isolate.
- Household members of those contacts who are sent home will not need to self-isolate unless they develop symptoms (this includes siblings if a child is sent home).
- If anyone self-isolating develops symptoms, then they will need to order a test and follow the guidance above depending upon the result.
- School does not need evidence of test results.

#### **9. Contain any outbreak by following local health protection team advice.**

- If school has two or more confirmed cases in 14 days, or overall rise in suspected coronavirus, there may be an outbreak and need to work with Public Health to advise next steps.
- In some cases, larger number of pupils may be asked to self-isolate. Whole school closure may not be necessary.
- If there is an outbreak, then a mobile testing unit may be dispatched. It will focus initially on the infected person's class, then year group, then whole school if necessary.

## **SECTION 2: SCHOOL OPERATIONS**

### **Transport**

- Those children transported into school via taxi will be set up by the Local Authority who have the statutory responsibility for transport. School will ensure measures are in place, including grouping of children, hand sanitising, cleaning of vehicles, queuing, boarding and social distancing. The government will provide further guidance.
- Although the vast majority of our children will not be coming to school via public transport, those who do must follow safer travel guidance for passengers published on the government website.

## **Attendance**

- Attendance will be mandatory from September and all children must attend. School will record absence and follow this up. The use of sanctions such as fixed-term penalty notices will be reinstated for schools to use.
- Shielding advice pauses on the 1<sup>st</sup> August meaning all children currently shielding can attend. However, in some instances, parents/carers may need to discuss this with their child's or their own specialist health professional. If rates in local areas rise, children who have previously been shielded may be asked to shield once more. If this is the case, then home learning will resume and attendance not penalised.
- If parents/carers have concerns about returning to school, then they need to discuss concerns with Mr Dickinson who will be able to discuss measures school have in place to prevent risk.

## **School workforce**

- Clinically vulnerable or extremely clinically vulnerable staff will be able to return to work due to the risks been mitigated, if they are able to maintain social distancing. Final decisions will be made in consultation with the Headteacher and appropriate measures put in place.
- Teaching assistants will be able to support SEN pupils in class and also be able to complete interventions with small groups of children as long as the children are within their bubble.
- We have to minimise the number of temporary staff in school. We will not be having visiting specialist teachers/artists/sports coaches in school but will review this as the year goes on. This is the same for volunteers.
- Music tuition will begin later in the Autumn term and further information will be given at the start of the new academic year. It is likely that this will be outside of school hours and follow specific guidance.
- Trainee teachers will be working in school later in the autumn term, but placements have to comply with all legislation and guidance. Placements will be kept to a minimum.
- Catering in school will continue. Dolce is our new school meal provider from September. It would be impossible to get all children through the dinner hall whilst maintaining social bubbles. Therefore, lunch will be in the form of a packed lunch with a hot food item (such as a burger, sausage roll, pizza, etc.). Lunch will be available for those who are free school meals, infant free school meal or pay for lunch. This will be constantly under review and we hope to bring back normal service as soon as possible. Further information about our change of contractor will be shared before September.
- Lunch will be eaten in the classroom followed by a break outdoors. Lunches will be delivered to the classrooms by lunchtime supervisors. Teaching assistants will supervise in the classrooms whilst lunch is eaten and lunchtime supervisors will supervise a bubble each outside whilst maintaining social distancing.

## **Educational Visits**

- There are no overnight stays allowed at the moment in the autumn term. We are constantly following guidance from Derwent Hill and hope that we will be able to attend if guidance changes.
- Although we are able to complete day trips within the community, these will not be taking place until further notice, including swimming lessons. This will be reviewed in the Autumn term.

## **School Uniform**

- All pupils are to wear full school uniform from September. There is now no requirement to change clothes on return from school and be washed each day.

## **Extra-Curricular provision**

- There will be no after school clubs or breakfast clubs, although this will be in continuous review. However, we will offer a breakfast service for each class when they enter each morning.
- Usworth Colliery Nursery are not operating their after-school provision initially in September. We will look to operate after school provision for the children who usually access Nursery. Numbers will be limited as we need to minimise the mixing of classes. We will contact the affected parents.

## **SECTION 3: CURRICULUM, BEHAVIOUR & PASTORAL SUPPORT**

### **Curriculum expectations**

- The number of hours teaching remains the same but over a shorter period of time. The children will have access to the full curriculum. We have been looking at our curriculum and will make sure that we cover the most important parts of the curriculum that have been missed for all children. We intend to teach the content of their current year group but make sure that we fill gaps from the previous year's missed curriculum. You may have heard this called the 'recovery curriculum'. Our curriculum is bespoke to us. Staff subject leaders are working hard to ensure that little is missed and opportunities are available to catch up for all pupils. We will not be buying resources produced nationally as they do not fit with our school. There will be a focus throughout school on essential skills (phonics/reading, increasing vocabulary, writing and maths), however not at the extent of the whole curriculum.
- Learning may take place outside where possible due to the lower risk of infection. Again, social distancing will take place where possible and groups will not mix.
- Children will not be continually tested when they come back to school. Our assessments will be through the teacher assessing the work that they produce, quizzes, talking to the children and observing them in class. This will be continuous and work will be planned to meet the needs of the children.
- For reception children, focus will be on prime areas of learning initially, but also addressing gaps in language, early reading, phonics, extending vocabulary and maths. All pupils will have equal access to outdoors.
- We will consider reducing risks when teaching music as this has been identified as an area which could potentially spread the virus. Lessons may be taught outside or in smaller groups with careful consideration to positioning of children, good ventilation and no sharing of instruments. There will be no large scale singing, including choirs, class singing or assemblies.

### **Physical activity in school**

- PE will be taught within each class/bubble. Sports equipment will be cleaned after each use before the next set of children use them. Children will be expected to wash/sanitise hands prior to PE lessons and afterwards. The vast majority of the lessons will take place outside. Lessons need to maximise social distancing
- At the moment, children will not be getting changed for PE. They will remove their jumpers. Therefore, on their PE day/days they will need to wear trainers. PE day/days will be communicated with parents/carers in advance.
- Equipment to keep active during breaks and lunches will be provided for each class.

### **Catch up support**

- We are looking to set up catch-up sessions for all children one day each week. This will be an opportunity to spend time working with their teacher in a small group supporting them to catch up on missed content. This will be after school for 30 minutes and all pupils are expected to attend but further details of this will be issued when we are back in September.
- Teaching assistants will provide small group teaching and intervention for their year group depending on the needs of the children. This may be as a result of teaching that day and extra support may need to be provided or as a planned intervention to boost essential skills in reading, writing, spelling, phonics or maths. We have a series of resources we use which can be adapted to meet the needs of the pupils and teaching assistants are trained in delivering these.
- Year 6 will have small class sizes throughout the year to support in preparation for secondary school and their SATs.
- The government are providing a limited amount of money per child for catch-up and we will be using staff within school, who know the children, to deliver this as described above.
- There is also a National Tutoring Programme but we have had no further details about how this will operate. We do know that school will have to pay 25% of the cost and we do not have the funding to pay for this. We believe that the best way to allow the children to catch up is through effective teaching in class by the adults that they know.
- SEN children will be supported by teaching assistants, the ASD Base staff and Thrive staff. Where appropriate, SEN children may be taught sessions in smaller groups with higher adult to child ratios.

## **Pupil well-being and support**

- We have a strong Personal Social Health Economic (PSHE) curriculum in place throughout school in the form of the SCARF scheme, this includes relationships, health and mental health. This alongside our effective and extensive team of pastoral staff will provide the support for all pupils to understand and make sense of the last few months.
- Although our counsellor will not be able to offer face-to-face contact, she will be working remotely for telephone conversations and possibly video calls.
- Transition will be carefully planned as described earlier in the document to ensure all children are supported in both returning to school and being introduced to a new class teacher.
- All current practice for SEN children will resume according to guidance supplied by the government and the local authority.

## **Behaviour expectations**

- Our school behaviour policy will still be in force, but we have published an addendum which is on our website taking into account the new rules relating to a return of the whole school.
- As usual, we will work closely with individual children and their parents if they are struggling being back in school providing appropriate support, in order to reintegrate and follow the new rules. Thrive will operate in a bubble to support specific children.

## **SECTION 4: ASSESSMENT AND ACCOUNTABILITY**

### **Ofsted**

- Inspections are suspended in the autumn term. This does not affect us as we had our inspection just before the lockdown. Inspectors will visit some schools in the autumn to sample how they are managing the return to education. This will not result in a judgement. Ofsted can still inspect a school in response to any significant concerns, such as safeguarding.

### **Primary Assessment**

- At the moment, the government have announced that all existing primary assessments will take place. This includes, the phonic screening check for Year 1 and 2, KS1 tests and teacher assessments for Year 2, Year 4 multiplication tables check and KS2 tests for Year 6. They state that this is so they can monitor the impact that coronavirus has had upon pupils nationally.
- The Reception baseline assessment has been postponed until September 2021.

### **Accountability expectations**

- There will be no performance tables for individual schools in 2019/2020 published in the public domain this year.

## **SECTION 5: CONTINGENCY PLANNING FOR OUTBREAKS**

### **Process in the event of local lockdowns**

- If there is a local spike in infection rates, appropriate authorities decide which actions need to be taken. The Department for Education will be involved in decisions at local and national level.

### **Contingency plans for outbreaks**

- If individuals or groups of child have to self-isolate or the government initiate a local lockdown, then home learning will be provided. This is the same for pupils who cannot yet attend school due to coronavirus. Note: It will not be provided if parents/carers choose not to send their children into school. In this instance, attendance procedures will be initiated as described previously.
- In these instances, home learning will be provided in a similar way as it was during lockdown – Seesaw activities, home learning grids and online apps such as reading plus. This again will be tailored to individual needs of children and all home learning will be linked to what is being taught in the classroom.
- We will be doing a review of previous home learning and engagement in September and future home learning activities (if needed) may be adapted as a result.