



## COVID-Secure for September 2020 Notes for Parents

These plans have been informed by [government guidance](#) and [early years guidance](#)

### **Our Priorities**

We are intending to be welcoming all pupils back to school in September. This document has been adapted from our internal Handbook to Staff with the intention of sharing as much detail as possible with parents about our plans. Our top priority for September will be the safety of pupils and staff at all times. These plans have been written to ensure that we can all be as safe as possible.

Priorities for the 2020-2021 Academy Development Plan include the school's response to COVID including identifying and addressing attainment gaps as well as supporting pupil attitudes and behaviour, wellbeing and mental health.

### **How will the classes be organised?**

The school will operate in a similar manner to the Summer Term. Pupils will still be organised into 'Pods, however these groups will now be allowed to have more pupils - effectively a whole class. Each pod will have a consistent team of staff made up of 2 or 3 teachers and support staff depending upon the needs of the group. Unlike during the Summer term, we will rotate some staff between groups (such as Support Staff and Specialist Staff), however this will be kept to a minimum.

Two rooms have been allocated to each pod to help with distancing when working with small groups. Classrooms from Year Two up will be set up with all tables facing the front to support safe whole-class teaching. The additional room will be set up for a group of children to work in a safe way - utilising the space as much as possible, for instance with a horseshoe set-up of tables to allow a group to work together.

Early years classes (and Year One in the autumn term) will operate slightly differently: more time has been allocated for drop off and pick up time for these classes, and they have been split up into smaller groups to assist with this. We want our youngest children to continue to access a broad range of activities for themselves throughout the day. This child-centred approach dictates that they do not have their own tables or resources as outlined for older classes.

# How will we stay COVID Secure?

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**For this next phase of school reopening, government guidelines focus less on social distancing, and instead emphasise the following essential measures:**

- A requirement that people who are ill stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- Reducing contacts and maximising distancing between those in school wherever possible

**How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:**

- Grouping children together
  - Avoiding contact between groups
  - Arranging classrooms with forward facing desks
  - Staff maintaining distance from pupils and other staff as much as possible
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Pods will remain distant from one another. They may occasionally pass in the corridor but this should be avoided whenever possible. They will have separate playtime spaces and will be separated during lunchtime by a rota. Lunch tables and seats will all be wiped down in between each use.

It will not be possible to allocate particular toilets to particular pods, however an enhanced cleaning regime will be implemented to help keep these areas as clean as possible.

There will be no whole-school assemblies or other events or gatherings in September, however this will be reviewed on a case-by-case basis as the term progresses.

## **Risk Assessments**

A whole school risk assessment has been conducted - Parents are welcome to view this if they wish to do so, please contact the school for a copy.

## **What to do if you or a member of your family has symptoms of COVID-19**

The main symptoms of coronavirus are:

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least 1 of these symptoms.

### **If you have any of the main symptoms of coronavirus you should:**

1. Stay at home (self-isolate) – do not leave your home or have visitors. Anyone you live with, and anyone in your support bubble, must also self-isolate.
2. Get a test – get a test to check if you have coronavirus as soon as possible. Anyone you live with, and anyone in your support bubble, should also get a test if they have symptoms.
3. Call 111 if you have any questions

### **You should not send your child to school if they or anyone in your household or support bubble has symptoms of coronavirus.**

We have a strict set of protocols in place at the school and will send children home if they have any symptoms. Children who have been sent home from school with suspected coronavirus will be expected to isolate at home and will need to have had a test before returning to school.

### **If you have recently returned from overseas:**

You must follow the law in relation to [entering the UK from abroad](#). Children and families required to self-isolate under this law must not come to school until the end of their period of self-isolation.

## Drop off and Collection

The pods are organised differently for September

**It is absolutely vital that all parents drop off and pick up at the correct time to avoid overcrowding.**

The routines for drop off and pick up are as follows:

Year Group Pods	Drop Off Time	Pick Up Time	Gate	Place
Nursery	Times allocated between 8:45am and 9:15am	Times allocated between 2:45am and 3:15am	Right Hand Side Pedestrian Gate	Nursery Outdoor Space
Reception	Times allocated between 9:00am and 9:10am	Times allocated between 3:00am and 3:10am	Left Hand Side Pedestrian Gate	Reception Outdoor Space (Back of school)
Year One	Times allocated between 9:20am and 9:30am	Times allocated between 3:20am and 3:30am	Left Hand Side Pedestrian Gate	Year One Outdoor Space (Back of school)
Year Two	9:00am	3:15pm	Vehicle Gate A	Front Playground A
Year Three	9:00am	3:15pm	Vehicle Gate B	Front Playground B
Year Four	8:45am	3:00pm	Vehicle Gate A	Front Playground A
Year Five	8:45am	3:00pm	Left Hand Side Pedestrian Gate	Side of School
Year Six	8:45am	3:15pm	Vehicle Gate B	Front Playground B

Parents will only be allowed on site to briefly drop-off and collect children at the start and the end of the day. Drop off and pick up has been staggered to ensure that social distancing rules can be adhered to. Drop off will take place outside. Children will be expected to wash their hands as soon as they enter the building.

In order to support transition and separation, the youngest classes have been split into smaller groups with staggered drop off and pick up times. Reception and Nursery will share more details about all of these arrangements during the one to one meetings. Parents in these year groups should also be aware that pupils do not all start out on full time timetables, and so the times set out above are for the weeks following this initial transition period.

Year One pupils have also been split into two groups to support a safe drop-off and pick-up. These parents will be informed via email with details.

The Pedestrian Gates are named 'Left Hand' and 'Right Hand' when you are facing the school from the front. The Vehicle Gate will be split into two entrances: A and B.

We have organised the timetables to reduce the wait times between siblings as much as possible. If you are concerned about the individual timetable produced for your own children then please let the school office know and we will try our best to accommodate.

Again, it is vital that all parents drop off and pick up at the correct time for this system to be able to keep everybody safe.

### **Lunches and Playtimes**

Timetables have been rewritten to accommodate staggered drop off and collection times. Playtime and lunch hall timetables have also been adapted to allow each pod to remain separate from one another.

Cooked meals will resume in September. Service will be adapted to reduce risk eg. serving food in clamshell boxes, pre - serving salad rather than salad bars, eliminating shared utensils, etc.

### **Curriculum, Lesson Content & Timetables**

Class teachers will aim to cover the full curriculum from September. A focus on wellbeing will also be implemented across the school. Hygiene and especially hand washing will also be a significant focus for all classes

There will be no clubs, after school activities or breakfast club in order to avoid the mixing of pupils. This will be reviewed however on a regular basis, with clubs being reintroduced as soon as it is felt safe to do so.

Assemblies may take place as a class, however no larger gatherings will take place.

We have decided not to book any school trips for the time being but teachers are encouraged to look at workshops and visitors that could come into school and enrich the curriculum, whilst strictly following our protective measures.

### **School Events**

Given that it will not be possible to gather in large groups, TAPs events such as International Food Day, Quiz Nights, The Christmas Fair etc. will all need to be reconsidered and reorganised to ensure that they meet government guidelines.

Class Assemblies for parents, and events such as the KS1 Christmas Show will need to be carefully considered to ensure social distancing. It may be possible to use technology to live-stream or pre-record these events in order to allow them to continue in some form.

## School Uniform:

School Uniform will be reinstated and should be worn every day. As usual, children can wear the summer uniform until the October ½-term. Parents should consider purchasing extra items of school clothing as it is important that clothes are washed very regularly. We request that parents wash their children's clothes as often as possible.

All of our uniform is supplied by Sogan's, so please visit their [website](#) or call in to buy uniform and see the newest updates, which include:

- Option of navy Culottes for girls Y1 -Y6
- Long sleeved red polo shirts for N-Y4

## PE Kit:

Younger children often need help to change in and out of their PE kit for PE lessons so to avoid unnecessary close contact, **we would like your child to wear their PE kit to school on the day they are scheduled to have PE lessons.** They should also wear **suitable trainers** on this day as the majority of PE lessons will be held outside, socially distancing from each other where possible.

Please ensure that the children have trainers that they are able to put on and fasten themselves so they do not require adult help. If they cannot tie their own laces, for example, please choose trainers with velcro fastenings. Trainers will only be allowed on your child's PE day. If the weather is cold, they can wear the school uniform jogging bottoms and sweatshirt or their regular school jumper and school coat.

## School Hygiene

There are a number of approaches already in place for the Summer term, which are planned to continue to help reduce the likelihood of virus transmission within the school building. These include the following:

- Learning environments adapted to maximise the distance between children's desks and to reduce the number of shared resources.
- Additional cleaning taking place during the school day - regular cleaning of surfaces is required and will be conducted by a full time on-site cleaner
- Hand sanitisers, hand washing stations etc have been upgraded and will continue to be used

## Hand washing and COVID Hygiene

- Pupils should wash hands when they arrive at school.
- Everybody should wash hands/use hand sanitiser when
  - moving around the school building.
  - after blowing your nose, cough or sneeze.
  - before and after eating.
  - after the toilet.

## Hand washing technique

- A good hand washing technique involves wetting the hands under warm running water before applying liquid soap.
- We request that parents discuss hand washing technique regularly at home and use the poster at the end of this document so that a consistent message is being embedded at home and at school

- The hands should be rubbed together for **20 seconds** so that the soapy water comes into contact with all surfaces of each hand.
- Hands should be rinsed thoroughly and then dried.

Please do let the school know if you have any questions or concerns about the full return in September.



## Hand-washing technique with soap and water

