

Academic Year 2020/21

Please note the following is a plan for opening in September as per government guidance issued on 2nd July 2020 for the full opening of schools. This is subject to ongoing review by the school, updated guidance from the government, the Trust and working with Public Health England. It may be that further Risk Assessment reviews by the Trust/Governing Board/Headteacher deem that this plan has to be altered. The Headteacher/Governing Board/Trust reserve the right to amend the plans in place, subject to the regular review that is and will be in place.

The most recent and up-to-date information will be on the school website, where it can be regularly referred to. Our usual form of communication – MyEd app and e-mail – will also be used to share important messages. We would also encourage you to use the links to government guidance for parents:

<https://www.gov.uk/coronavirus/education-and-childcare>

Parents and carers must be aware of their crucial role in following all guidance and requests fully. Failure to do so, may cause safety measures to be breached and could result in the closing or reducing our service.

Our formal risk assessment continues to be reviewed fortnightly or as and when needed.

The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If school follows the guidance set out, they can be confident they are managing risk effectively.

Essential measures include:

- 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
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will 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

Protective Measures

Following guidance will effectively reduce risks and create an inherently safer environment. We would appreciate it, if you would spend a little time explaining the importance of how we are all working together to stop coronavirus from spreading, explaining what social distancing means. Please share with your child(ren) that we have new rules at school that we need to follow.

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.

The personal responsibility of everyone in our community is crucial in acting properly and consistently to defeat the virus. All staff will be vigilant in looking for symptoms of the virus and will act accordingly. A detailed plan, following government advice, will be completed should a child or adult become ill in school.

Prevention 2: Clean hands thoroughly more often than usual.

A regular and thorough regime will be established for the more frequent washing or using hand gel on hands. This will form part of a classroom charter that will be developed on the first day in school. The charter will involve the children in understanding what will keep everyone safe and explanations of how to follow the safety rules. This will be

displayed in each classroom and regularly referred to. Automatic hand gel dispensers have been installed throughout school and each classroom has its own bottles. Behaviour expectations will support all protective measures.

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

This also forms parts of the classroom charter. Children are strongly encouraged to come to school with their own tissues, but there will also be tissues in every classroom. Children will dispose of their own tissues in lidded bins in the classrooms. Posters around school and regular verbal prompts will remind children.

Prevention 4: Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.

Classrooms will be provided with detergent and tissue to allow for regular cleaning of surfaces and door handles. A cleaning schedule will be in place to ensure toilets are also cleaned more regularly.

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

Our aim is always to reduce and minimise contacts between children and children, between children and staff and between staff and staff. The school will do everything possible to minimise these contacts and mixing while delivering a broad and balanced curriculum. It will be helped by keeping the children in separate class bubbles. Staff spaces will be established for phases only to allow distancing from each other.

Each class will be a bubble. Staff will aim to maintain a two metre distance from each other and from children where possible. Staff will walk between aisles to look at children's work and give verbal feedback, but this will be of limited time and will not involve the teacher crouching down to the child's level. Staff will always avoid close face to face contact and minimise any time spent within one metre of an individual. Adaptations have been made to classrooms to support distancing. This includes seating pupils' side by side and facing forwards rather than face to face in years 1-6. It is recognised that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their bubble.

While teachers will remain with their class bubble the majority of the time, teaching assistants will cross bubbles (limited as much as possible) to provide support to children or cover teaching where needed. Lunchtime supervisors will also cross bubbles (also limited as much as possible).

Large gatherings such as assemblies cannot take place, as to do so inside would increase opportunity for transmission across bubbles. Start and finish of the day, break times and lunch times will be staggered. *An additional sheet has been included with these specific details.* Gatherings at the school gates and otherwise coming on to the site without an appointment will not be permitted.

Supply teachers, peripatetic teachers and other temporary staff are permitted to move into and out of school, but only by strict arrangement and following control measures. We have, as of yet, not been notified of arrangements for music teachers. We do have a music room in school which allows teaching while maintaining social distancing. As soon as we know more information, we will inform parents. Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions.

Pupils will limit the amount of equipment they will bring into school each day to essential items such as coats, water bottles, tissues and lunch boxes. Ideally each child will have their own stationery (pens/pencils/colours/ruler/rubber etc). Bags are allowed, but only for essential items. Classroom based resources will be cleaned regularly and not shared between class bubbles. If resources are shared between class bubbles (sports/art equipment), they will be left for 48hrs (72hrs for plastics) between use by different classes. Planning is in place to minimise the need to share resources. No mobile phones will be allowed into school.

Prevention 6: Where necessary, wear appropriate personal protective equipment (PPE)

Current guidance and practice will continue to be followed, presently it states that as a standard, face coverings are not allowed in schools. Children who arrive to school with disposable face coverings should then place these coverings in a refuse bag and these will be disposed of as normal domestic waste. Any homemade non-disposable face coverings that children are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic

bag that the wearer has brought with them in order to take it home. The wearer must then clean their hands. There are a small number of cases where PPE is required. All staff have been provided with plentiful amounts of this.

Response to infection 7: **Engage with the NHS Test and Trace process**

Staff members and parents/carers will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Response to infection 8: **Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

School will take swift action when we become aware that someone has tested positive for coronavirus (COVID-19). We will contact the local health protection team immediately, who provide definitive advice of the actions needed to be taken. School will also keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups.

Response to infection 9: **Contain any outbreak by following local health protection team advice**

As with before, the local health protection team will provide definitive advice of the actions needed to be taken.

Social Distancing

We are advised to keep a one metre plus distance (or more) at all times. Continue to talk to your children about doing this. After such a long time away some friends may be tempted to hug each other – please explain why this cannot happen. Take note of social distancing markers, signs and structures on arriving at school. IT IS MORE IMPORTANT THAN EVER TO ARRIVE ON TIME - NOT BEFORE - NOT AFTER.

The start and end of day arrangements could potentially cause the most conflict with social distancing guidelines. At all times aim to be patient and respect the needs of others and remember that social distancing is the priority, i.e. be prepared to stand back.

Government guidelines are asking parents to make sure that **ONLY ONE PARENT** brings their child to and from school. They also emphasise no parents inside school. Any questions, conversations needed with staff must be by MyEd app, phone or by email and not at the start or end of day when staff are needed to promptly get children into class or back to parents to allow for the next groups to arrive/depart.

Breaktimes and Lunchtime Arrangements

These times will be carefully managed to ensure class bubbles do not mix. Where possible these will be staggered, if not the areas will be partitioned for safe play. Fruit will be available for children in Early years and Years 1 & 2. Snack is available for children in Years 3, 4, 5 & 6, when paid for and ordered on a Monday, monies will not be collected at any other time during the week. This will start 7th September 2020. It will be delivered to the children in the classroom. It will consist of toast and bagels on alternative days and will cost £1 for the week, please provide exact money as no change will be given to limit the touching of money.

Lunchtimes will be divided into two distinct periods, and the children will not be able to move freely between them, but must stay as a whole bubble. The first period involves eating lunch, either in the classroom or hall/dining area. The second period involves play in the designated area. Hot dinners continue to be available, and there is also an option of a packed lunch, which includes a baguette, cake/biscuit, fruit, drink and veggie sticks.

Uniform

Children will wear normal school uniform, with sensible footwear, trainers are allowed, to enable outdoor activities to be undertaken more easily.

Once in school, you will be informed of when your class PE day is. On this day we ask that children come to school in sports kit (Tracksuit, trainers, t-shirt, sweatshirt), this is to allow for a more skilful PE session without the risk of spreading the virus when getting changed, it also avoids the need for bringing additional clothing into school. Please ensure the children have layers and a suitable coat for outdoor activity.

Air Flow

Internal doors and windows will be kept open where possible to promote air flow. These doors and windows are opened each morning as the teacher arrives, to maximize dispersal of possible air born virus. Emerging evidence this week from World Health Organisation of even greater importance of ventilating rooms to encourage dispersal of aerosol particles.

Behaviour

An amended behaviour policy will be available in September that takes account of the rules/policies that keep everyone safe. This will be communicated to children and parents, setting clear, reasonable and proportionate expectations of pupil behaviour.

Pupil Mental Health and Wellbeing

School will support children who:

- Have found the long period at home hard to manage.
- Have developed anxieties/worries/concerns related to Coronavirus.
- Have been bereaved in their family or wider circle of family/friends.

The first 7 days of school will have a strong emphasis on re-establishing relationships, addressing any worries and letting children become comfortable with new routines, rules and expectations.

Children who have experienced neglect/physical abuse/emotional abuse or suffered other experiences which may be safeguarding concerns will have those concerns addressed in the usual fashion through the school's safeguarding and protection policy. Staff will, where necessary, provide lessons on mental wellbeing and staying safe. Pastoral activities to provide opportunities to develop and renew friendships will also take place.

Curriculum

The full national curriculum will be re-introduced for all year groups. It will be ambitious, broad, and balanced in all subjects. *Except for swimming, while we wait for both confirmation of swimming pools opening and have secured a new provider as Staffordshire Swimming Service ceased trading during lockdown.*

Unfortunately singing inside is advised against, as it is an additional risk of infection. Therefore, choir will not be starting in the immediate future. Initially no extra-curricular clubs will be starting as the mixing of class bubbles goes against the minimising contact between individual's prevention factor. This decision will be reviewed regularly.

We will make use of the government Catch-up support programme, once we have been provided with details.

Any form of individual child, whole bubble, whole year group, full school or local lockdown in the Lichfield or Staffordshire area will mean families needing to use remote learning. More details of this will be provided in the new academic year.

Attendance

All children are expected to return to school from September 2020. In March when the coronavirus (COVID-19) outbreak was increasing, the government made clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed, and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Jozone

Jozone's before and after school provision will be starting again in September. All bookings and registration is online at <http://www.jozonekidsclub.co.uk/>. You can also e-mail at jozone.office@gmail.com

Please rest assured we will continue to have everyone's safety as our number one priority, and we encourage all parents to keep the situation under review and continue to communicate with us.

Thank you for your co-operation.



Mrs Grainger