



## William Penn Timetable, Logistics, Health and Safety and Safeguarding – 23.09.2020

Dear Parents

Following the reopening of schools to all children at the beginning of this month, we have been thoroughly impressed by the attitude of the children and also the support of the parent body.

As you might reasonably expect, as we have put our policy in to practice, we have been able to make some changes to the running of the school in order to maximise the efficiency and sustainability of our provision, whilst operating within guidance from national and local government. Some of these changes have been obvious to all, such as refining the end of day arrangements, whilst others have been more subtle. We have tried to limit the amount of notifications to parents as we appreciate that it is difficult to deal with changes in arrangements at school, whilst juggling everything else.

However, after some consideration, it has been necessary to make some changes to how provision looks in these unusual times. We have not changed the timings of the school day, other than to emphasise that the pick-up for Cadbury and Fox is between 3.15pm and 3.25pm rather than specifically at 3.25pm. This should limit the time that some children will spend on the playground as the weather deteriorates and work towards an even smoother collection period.

As previously, I would like to share with you, the information below, which will give you some detail as to further adaptations that we have made. The main factors that have been considered are:

- Health and Safety considerations
- Wellbeing of pupils and staff
- Increasing and maintaining indoor and outdoor provision for the pupils during the autumn and winter
- The sustainability of school provision and ability to stay open in the event of staffing shortages

It is important to emphasise that the information below is not exhaustive but summarises many of the points that will be of interest to you. As you might imagine, the details are also subject to change depending on external guidance and staff availability, as well as the health of the pupils and staff within the groups, and indeed at home.

The principle behind the school day remains that the pupils are divided in to 'bubbles' which are largely independent of each other, although there will now be two evenly sized bubbles rather than one larger and two smaller bubbles. The rationale for this reflects the considerations outlined above and also the existing cross over between the bubbles as a result of siblings being in more than one bubble (and subsequent implications for potential self-isolation).

Our risk assessment has been revisited and updated in order that we are able to build on the learning to date and practices already developed. We are continuing to develop contingency plans in case of a local outbreak and more details on this aspect of provision will follow shortly.

I hope that the information is useful to you and if you require further information, please contact the school via the school office and we will do our very best to get back to you as quickly as possible.

With very best wishes  
Stephen Kear  
Headteacher

## Timetable:

	Base Room	Drop Off	Pick Up	Break Time	Break Location	Lunch Time	Lunch Locations	Staff Class, Break and Lunch
<b>'Bubble' 1</b>								
<b>Year 6 Year 5</b>	JBB	8.25	3.05	10.30	Front Playground	12.15	Front Playground (nearest car park end)	Mrs Constable Miss Buckfield Mrs Peters Mrs Sillett Ms Lipscombe*
<b>Year 4 Year 3</b>	Fry	8.35	3.15					
<b>'Bubble' 2</b>								
<b>Year 2 Year 1 Year R</b>	Cadbury/ Fox	8.45	3.15 - 3.25	10.00	KS1 Outside Area and Mound	11.45 (eat at 12.00)	KS1 Outside Area and Front Playground (nearest outdoor gym end)	Mr Phillips Mrs Anderson Mrs Enticknap Ms Passfield Ms Thomas

\*Ms Lipscombe will not be in school at the start of the new academic year. Mrs Spencer and Mrs Groves, both of whom are familiar with William Penn, will be covering this position.

### Access to School Site and School Office

- We ask that children are brought to school by one adult.
- Parents are asked to queue 2 metres apart before entering the school via the pedestrian gate.
- No parents are allowed on site further than the double gates between the playground and the carpark.
- Parents and pupils will enter via the pedestrian gate and leave via the main double gates.
- Whilst we appreciate that parents may wish to self-distance and 'catch up', we ask that they leave the area promptly to allow for the safe arrival of subsequent families.
- School office access will be via email or telephone but there will be no entrance to school building for any reason.
- Access to and from classrooms will be via external doors only (except in an emergency).
- Please keep closely to the pickup and drop off times outlined above. However, if you have siblings with different start and finish times please use the hours of 8.35am -3.05pm for all your children.

### School Attendance

- School attendance is mandatory and the usual rules on attendance will apply.

## **Safeguarding**

- Parents are asked to update any safeguarding information and inform of any developments that may not be known to the school.

## **Health and Safety**

- Handwashing routines for children will continue to be published and established with pupils – 6 times a day – as they arrive, before and after break – before and after lunch and before they leave plus whenever they go to the toilet or undertake outside learning.
- Bubble 1 and Bubble 2 have their own facilities for handwashing
- Children are reminded to cough/sneeze into elbow and not to touch faces.
- Classrooms remain organised with separate desks giving as much space as possible between seats and facing forward, where possible.
- Fire and Lock Down Drills will take place as soon as possible and before half term.
- Emergency access will be maintained through the hall
- Parents are asked to update any healthcare plans and confirm that the school is fully informed of any changes in medical needs and requirements.
- Face coverings do not need to be worn in school.
- If pupils arrive wearing disposable face coverings they should wash hands, dispose of covering in the covered bin and rewash hands.
- If pupils arrive wearing reusable face coverings they should wash hands, place the covering in their own sealable plastic bag, then in their school bag, and rewash hands.

## **‘Bubbles’**

- We have 2 ‘bubbles’
  - Bubble 1: Year R/1/2
  - Bubble 2: Years 3/4/5/6
- Whilst, the aim will be to keep bubbles separate, the government has said that some mixing may be necessary, such as for specialist teaching. We will try to keep this to the minimum.
- Older children will be encouraged to keep their distance within groups.
- It is now permitted for staff to work across different groups in order to deliver the school timetable, but they will keep their distance from pupils and other staff as much as they can (ideally 2 metres apart).

## **Break and Lunchtimes**

- Time spent outside will be in separate and specifically demarcated spaces for each bubble, as shown in the timetable above.
- Break time equipment will be separate too; YR/1/2 – trim trail and KS1 outdoor area plus part of the playground, Y3/4 and Y5/6 part of the playground or the field if dry enough
- Children will be supervised by the adults in their group.
- Each group also has a first aider.
- Hot lunches are available. Lunchtime will be staggered to allow table cleaning between uses by children from different bubbles. Children in Fry and JBB need to order via the Chartwells portal.
- Lunch boxes or plastic bags should be used by pupils to bring food to school (plastic bags will not be returned home). Children will need to be able to open and eat all food without adult help.

- Please apply sun cream to children before they come to school if the weather is to be sunny. Pupils will need to be able to apply sun cream under adult direction if reapplication is required so please practice this.

### **Equipment and Resources can be shared within Groups**

- Classroom-based resources like books and games can be used and shared within a group. They will be cleaned regularly, as will frequently touched surfaces.
- However, children are not able to share individual and very frequently used equipment like pencils and pens.
- Any resources shared between groups, such as sports, art and science equipment, will be either:
  - Cleaned frequently and meticulously, and always between groups using them; or
  - Rotated so they can be unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups
  - Children will keep their stationery in pencil cases with their own pencil, pencil sharpener, ruler, rubber, glue stick, coloured pencils, pen (Y6). **We request that these are clearly labelled and supplied from home, to stay in school.**
  - Children will be asked to wash their hands after returning books to the library or book boxes and after selection.
  - Home/School books not to be used until further notice.

### **Measures for Responding to Infections**

#### **If someone has symptoms**

- The child or member of staff is required to self-isolate for 10 days from the onset of symptoms or until they are in receipt of a negative test outcome.
- Family members are required to self-isolate for 14 days or until the negative test outcome has been received.
- Parents are asked to inform the school immediately of the results of a test.

#### **If there's a Confirmed Case of Coronavirus**

- If the school becomes aware that someone has tested positive, we will contact our local health protection team. This team will also contact the school if they become aware that someone at your school has tested positive.
- The team will carry out a rapid risk assessment to confirm who's been in close contact with the person when they were infectious, and make sure they are asked to self-isolate.
- Close contact means:
  - Direct close contact - face-to-face contact with an infected person for any length of time, within 1 metre, including:
    - Being coughed on
    - A face-to-face conversation, or
    - Unprotected physical contact (skin-to-skin)
    - Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected person
    - Travelling in a small car with an infected person
  - To help the local health protection team, the school will keep a record of pupils and staff in each group, and any close contact that takes place between children and staff
- The school is not permitted to share the names or details of people with coronavirus unless it's essential for protecting others.

#### **If there's a possible outbreak**

- If there's 2 or more cases within 14 days, the school will work with our local health protection to decide if additional action is needed.
- In some cases, the team may recommend that a larger number of other pupils self-isolate as a precautionary measure, such as the whole year bubble.

- Whole-school closure will not generally be necessary, and the school has been advised **not to** consider this except if the local health protection team advises it.
- If an outbreak is confirmed, a mobile testing unit may be dispatched to the school.

### **Some Trips Can Start Again**

- The school will not be running any school trips during this term. There will be no events/gatherings of parents at the school this term.

### **The Friends (Before and After School) Club**

- The children attending The Friends Club will operate as a bubble/bubbles with small consistent groups, before and after school.

### **After School Clubs**

- As Mr Petros will be returning to school in his capacity as sports coach, he will also be able to run his after school club.
- Mrs Constable will also be resuming her Maths Club.
- No other clubs will be operating at this stage other than Friends Club, in order to manage risks.

### **Return to Usual School Uniform**

- Normal school uniform requirements will operate in the Autumn Term, with the exception that pupils are asked to wear their PE kits on days when they have PE or are attending the after school sports club. Pupils will not need school uniform in school on these days.
- Uniforms won't need to be cleaned any more than usual, or with methods different from normal.

### **No routine Ofsted inspections in the Autumn Term**

- William Penn is not due an Ofsted Inspection and Ofsted has suspended routine inspections for the time being.
- However:
  - Inspectors will visit a sample of schools to discuss how they're managing the return of all their pupils, but these visits won't result in judgements. The insights that inspectors gather will be aggregated nationally to share learning with the education sector and beyond
  - Ofsted can still inspect a school in response to any significant concerns, such as safeguarding
  - The government intends for routine inspections to restart from January 2021, though the exact timing is under review.