

# Woodthorpe J.I School



## Guidance for Parents during wider opening of Woodthorpe J.I School

**Summer Term 2020**

V1 June 2020

## **Aims and introduction**

This document sets out our current plan for the wider opening and operation of Woodthorpe J.I School for the period of June and July 2020. The world's understanding, and our Government's response, to Covid-19 is evolving and developing on a daily basis. This document outlines our proposed response as of conditions and guidance available in May 2020.

All of us have gone through the most unusual, challenging and unprecedented events in living memory. The coronavirus outbreak and lockdown has affected us all. Not least in terms of our mental health - leading to increased levels of anxiety and stress. And now it's time for another big change - the return to school.

**But it won't be anything like what pupils are used to...**

So it's important we get the next few weeks right - and set our families (and us) up for success. I apologise for the length of this document, but there is much to let you know.

Before I set out these arrangements, I would like to take this opportunity to thank our parents and carers for their understanding and cooperation since we had to close to the majority of children from 19<sup>th</sup> March, 2020. I know that this period has been challenging for many families, in particular when you have had to juggle work commitments with managing childcare, if you have children with special educational needs or disability, or if you are a single parent.

This plan is based on thorough risk assessment identifying limiting factors that might have significant effect on the safe opening of school. In most cases, these are factors out of our control. This plan deploys our buildings and staffing resources beyond their usual full capacity. Not only have spaces been re-purposed and set out, many staff have been asked to adjust their working patterns and working roles in school.

Please take the time to read and understand this document as we ask that it is followed strictly by all in our community: staff, children, parents. Failure to do so could seriously jeopardise the safe operation of school. We have given as much detail as we possibly can here but there may well be further, as yet unforeseen, details that are added or amended at a later date once we have consulted further with parents and carers. Any changes will be clearly communicated.

Our re-opening plan will be under continual review: a plan of this magnitude has never been done before and must be gradually tried, tested and improved. We see that as the only safe way to proceed.

As you will be aware, schools must continue to prioritise provision for the vulnerable and children of key workers. So far, we have planned to welcome back pupils in Year 6 and Reception with a staggered/phased approach to ensure that we have the capacity in school, the physical space and staffing, to bring the children in these classes back this term. However, if numbers of key worker children increase from 1st June, it will greatly reduce our capacity in school to offer a return date for Year 1 this

term. School leaders and governors will keep this under review against current government guidance for social distancing. Of course we will let you know as soon as possible if this is the case.

We are looking forward to welcoming our children back and I hope that you are assured that we have taken all possible steps to ensure their safe return in our setting.

Please see our website for up-to-date information, guidance and advice on Covid-19.

Stay alert, stay safe, protect the NHS.

Yours sincerely,

Ms McGrath

Head Teacher

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## Section 1

### Times of the day and phased return arrangements

#### Family Groups

Children have been put in to family groups or 'bubbles' to keep class sizes small so that children can be socially distanced in the classroom. Where there are children with vulnerabilities or special educational needs, we have tried wherever possible to put them with their class teacher. However, due to staffing shortages to cater for the increasing number of family groups required, this is not always possible.

Staff will do all they can to ensure that children's transition from home to school is a positive experience and that they enjoy their time back in school. We will support children's mental health and well-being as a priority within their daily lessons and activities.

Provision for key workers remains the same as last half term and is for children in all other year groups (years 2 to 5) or for children of key workers who require child care provision including Friday afternoon.

We will be sending out an email/message informing you of your child's family group by the end of the week.

#### Timetable

A staggered approach has been taken to the school day to ensure that children are not mixing with other family groups. There are staggered drop off and collection times, breaks and lunch times. Please see below:

**Year 6 from Monday 8<sup>th</sup> June, 2020** (based on re-survey results of 18 pupils returning)

Year 6 family groups (relates to which group on register)		Max number of children in each group
Mrs Jacob	6LJ	8
Ms Ali	6UA	8
Mr Cotterell	6AC	8
Drop off	9.00am	
Collection	Mon-Thurs 3.20pm	Fri 1pm
Break time	11.00-11.30am	
Lunchtime	12.45-1.30pm	

**Reception from Monday 15<sup>th</sup> June, 2020 (to be re-surveyed)**

Year Reception family groups		Max number of children in each group
Mrs Coleing (Mon-Wed)/Mrs Mason (Wed-Fri)	RCM	7
Ms Howard	RNH	7
Ms Malcolm	RM	7
Mr Markham	RJM	7
Drop off	8.45am	
Collection	Mon-Thurs 3.00pm	Fri 1.05pm
Break time	10.00 -10.30am	
Lunchtime	11.45 – 12.40pm	

**Phased return arrangements**

In order to establish new routines and ensure that we can increase numbers of pupils in school safely, we will be taking family groups in a phased approach. A message will be sent to families informing you of your child's family group.

Please see below:

**From 8<sup>th</sup> June – Key Workers plus**

Monday – 6LJ

Tuesday - 6LJ & 6UA

Wednesday - 6UA, 6AC

Thursday - 6AC

Friday – Key Workers only

**From 15<sup>th</sup> June – Key Workers plus**

Monday – 6LJ, 6UA, 6AC, RCM, RM

Tuesday - 6LJ, 6UA, 6AC, RCM, RM

Wednesday - 6LJ, 6UA, 6AC, RNH, RJM

Thursday - 6LJ, 6UA, 6AC, RNH, RJM

Friday – Key Workers only

**From 22<sup>nd</sup> June we welcome all Year 6 and Reception family groups each day** with an earlier close on Fridays (see above).

Please note that arrangements for Year 1 returning from 22<sup>nd</sup> June will follow when we have reviewed and updated our risk assessments. It will be subject to the staff we have available for small groups of pupils and the capacity of the site in order to follow all the safety measures in place, including, daily hygiene routines and social distancing.

### **Arriving for Reception and Year 6**

Children arriving for Reception and Year 6 should enter through the pedestrian gate and leave through the car park gate. A sign will be displayed for your safety to prevent cars from using the car park at drop off and collection times. Please observe social distancing at all times. Markings will be provided on the floor. Please follow the yellow arrows showing the one-way system.

Reception children can be handed over at the black gate and we ask that parents do not enter the Reception play area. Reception hand over will be done beyond the gated area so parents can observe social distancing.

Year 6 children may walk to school and home alone, as long as we have parental consent to do so and on the understanding that you have discussed social distancing with them. Year 6 should be dropped off at the pedestrian gate. Year 6 will line up in the ball court.

### **Arriving for Key Worker childcare**

Arrangements for key worker pupils will stay the same. Children will enter and exit through the Year 1 door

Please observe social distancing at all times. These measures are in place for the safety of parents and children. Parents are asked not to congregate or gather in groups on the school grounds while dropping off or collecting their children.

For your own safety we ask that you keep to the arrival/ collection time slot allocated to your child's 'family group'.

Wherever possible, only one adult should bring a child or children to school and try to avoid bringing siblings not attending school. Again, this is to prevent gatherings on the school site. If you have multiple children attending school but entering different 'family groups', including the Key Worker childcare group, we require that both children are dropped off in the later of the two slots and collected together at the same time in the earlier allocated time slot.

## **Section 2** **Behaviour and Safety**

Whilst, I cannot guarantee everyone's safety, we have done all we can to follow government guidance available. I understand that some parents do not wish their

child to return to school and we respect that decision and no action will be taken by school for pupils who do not attend. Absences during this period will be authorised.

Please can we ask that parents also adhere to government guidance by not mixing with other households, not gathering in groups at the gate or on the playground - one parent to accompany their child for 'drop and go' and not to use public transport to travel to and from school. There will be a one-way flow for bringing and collecting your child from school. Enter using the pedestrian gate and depart through the carpark gate. This will prevent queuing and gathering at the school gate.

Yellow spots around the site and markings along corridors are there to help children and adults maintain a safe 2m social distance from each other. Arrows show the direction of flow in around school to ensure safe distances are maintained

I understand that contact with staff has been limited since we partially closed and face-to-face contact will not be possible on drop off and collection. To contact your child's family group member of staff (if not their class teacher) please do so by phone or email. To contact your child's class teacher, use the email address used for remote learning contact or [enquiry@woodthorpe-school.com](mailto:enquiry@woodthorpe-school.com).

As you would expect, staff will not accept any behaviour from our children which puts other children or staff at risk. We will be following specific safety measures in school to keep us safe. We will take seriously any children purposefully flouting these rules in school and risking the spread of infection (for example, spitting or sneezing on someone). Any repeated non-compliance will mean a phone call home for that child to be collected and can return when we are confident that our safety measures in school can be maintained.

There are other categories of children and household who need to very carefully consider whether return to school is safe or in their best interests. Please see guidance below:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protectingextremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protectingextremely-vulnerable-persons-from-covid-19>

You will be asked to categorise your child when considering whether they should return to school. Please make sure that you have read all of the guidance before deciding which is the most appropriate category. We have advised that pupils with underlying health conditions do not return to school this term.

### **Section 3**

#### **Health and hygiene**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/886276/COVID19\\_guidance\\_education\\_poster.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/886276/COVID19_guidance_education_poster.pdf)

For the vast majority of children and young people, coronavirus is a mild illness. Some categories of children with specific serious health conditions should not attend their early years setting. If you are unsure whether your child should attend the

setting due to a health condition that they or someone they live with has, please contact us so we can discuss the details with you.

We will be encouraging children to clean their hands more often than usual:

- entering school
- returning home from school
- immediately after going to the toilet
- immediately before eating and after eating
- immediately before using equipment
- after touching their face or mouth.

We will develop routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Younger children may be supervised in doing this properly.

We will be ensuring our children understand good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout the setting

### **Dealing with illness and signs of Covid-19**

**The main symptoms of Corona virus 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**

Staff will be vigilant at all times for any child displaying symptoms of Covid-19. A procedure has been developed so that any children who display symptoms will be required to wait in our medical isolation area under supervision of staff from a 2-metre distance. If they require the toilet, they are to use the designated disabled toilet. The member of staff supervising the child will wear adequate Personal Protective Equipment if they cannot remain at a safe distance.

Where it is not possible to fully care for a symptomatic child at a safe distance, or a child who needs intimate personal care during the day, the member of staff will wear enhanced protective equipment which will include a mask and potentially, in some

cases, a visor. This is the only time we are requiring staff to wear such equipment. This is in line with government and Local Authority guidance.

If pupils are sent home due to Covid-19 symptoms, they are advised to self-isolate for 7 days. People in the same household are to self-isolate for 14 days. We will ask for verification that a completed test has been returned as a negative.

To request a Coronavirus test for you or your family follow this link:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-tocheck-if-you-have-coronavirus/>

If a child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. However, verification of a negative test will be required before they are allowed to return. If a child, young person or staff member tests positive, the rest of their group will be sent home and advised to self-isolate for 14 days.

Parents are reminded that children should not attend school if they show signs of illness or symptoms of corona virus. Further guidance is available about [getting tested](#). Please make sure we have all up to date contact details, at least *two emergency contacts* for your child/ren.

If your child becomes unwell at home, with corona virus or any other illness, please contact the office and inform school on the first day of absence.

Any medication that your child requires that was sent home in March, please return this to school with your child (check it is in date or contact your GP to arrange a replacement).

## **Section 4** **Protective measures**

First and foremost, it goes without saying that the safety of your child and of our staff is our top priority. We are working hard, following the latest government guidance, to develop and implement a number of new ways of operating. This will allow us to open as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our setting.

### **Uniform expectations**

Children will be expected to wear clean clothes every day. We understand that some children may have outgrown their uniform since March. Therefore, children may wear their own clothes but these should be suitable for school activities.

Children will not be required to bring a PE kit to school as they will not be asked to change for PE lessons. However, they should bring a change of shoes that they would find more comfortable to exercise in outdoors. These will need to be left at

school. Children will also need a coat and a sun hat and sunscreen for warmer weather.

### **Classroom environment and learning**

Curriculum activities will start once we are assured that children are settled and happy to be in school. Teachers will plan curriculum activities which are well matched to the year group's curriculum and helps children to catch up with some lost learning, as best they can.

For year groups not yet returned to school, home learning continues to be set for the rest of this term.

Children should not bring toys, books or other items from home to school. Equipment will be provided by school which will be kept within each family group and only used by pupils within that group. They will not need book bags and we will avoid sending resources between home and school.

Signage around school reminds children about social distancing, hand washing and containing coughs and sneezes.

### **Year 6**

We have devised a classroom layout which keeps children at their tables approx. 2m apart. This will not be possible for reception and so staff have organised the children's learning spaces which is appropriate to their age and needs, whilst adhering as much as possible to the guidance on social distancing.

Windows and doors will be open as much as possible, propping them open to avoid the need to use the handle. Classrooms will be cleaned at least daily with an extra, deeper, clean on a Friday.

Adults will expect to remain at 2 metres distance from all pupils at all times. In the event of a child have difficulty for any reason, then proportionate PPE will be worn (eg: gloves and a mask in the first instance).

Equipment will be very limited and not shared between family groups. Children will not be allowed to move around the classroom but encouraged to engage in different activities at their desk space. Work will be marked via teacher's verbal feedback.

### **Reception specific**

The classroom will be sectioned and outdoor environment will be fully utilised to ensure family groups do not mix. Resources for play and learning to be kept within the family group. Any that must be shared will be cleaned before being used by another group

Classrooms have had all non-essential equipment removed. Displays, soft furnishings, soft toys and 'role play areas' have been removed and furniture moved to make more space.

If children are upset or emotional, staff will not be able to console them using physical contact. This can only be done by communicating verbally with the child.

Children will be regularly reminded to keep their safe distance from each other and staff but this will not be easy to enforce or guaranteed.

Learning will be very different. We will try and make learning through play, phonics and early reading our priority but the children will see a difference in learning and this will need to be explained carefully to them.

## **Section 4**

### **Attendance**

There is no expectation from government or Woodthorpe JI School that you send your child to school. No penalty will be incurred for not attending school. Pupil absences will be authorised. However, school will follow all safeguarding procedures as outlined in our policy (see website for updated version of school's Safeguarding and Child Protection Policy).

If your child is unwell prior to attending school, the school office should be notified as normal. If your child is unwell during school, but not displaying Covid-19 symptoms, parents will be notified and asked to collect as normal.

If you have not sent your year 6 or reception child back to school and change your mind, we require at least five days' notice in order to make the necessary arrangements in school.

### **Staff absence**

In the event of staff absence, we may be unable to offer a place in school for the children in that member of staff's family group. This is due to the school staff being stretched to maximum capacity and there being no spare staff to cover. It is not appropriate to use supply agency staff, as this brings another person into the child's 'family group'. Depending on the circumstances this could be for 7 days or more.

### **Lunches and break times**

The school kitchen will be open to provide Universal Free School Meals for Reception children and Free School Meals (FSM) to pupils in school. This will be in the form of a 'grab and go' type system. Children will eat their lunch in the classroom or outside (weather dependent) to limit risk of mixing or gathering with other family

groups. Children preferring to bring their own lunch or not eligible for FSM will need to bring a packed lunch to school each day.

The voucher scheme will continue for those pupils not attending school.

They will need 2 filled water bottles and a healthy snack (we are not sure whether free fruit for infants will be available as yet). There will be no handling of money in school and so toast and school meal purchases will not be possible for the rest of this term.

## **Section 5**

### **What can I do to prepare my child for returning to school?**

**Bedtime routine-** returning to school sees the return of previous routines that children may not be familiar with during lock down. So it is important to get your child back in to good habits and getting back in to the timings of a normal school day.

**Talk about the changes to expect at school** – from the information shared in this document, share some of the details that will help your child know what changes have taken place in school, some timings and arrangements for their day. This will help ease any anxiety. Resources are available on blog sites and school's website.

<https://youngminds.org.uk/find-help/for-parents/supporting-your-child-during-the-coronavirus-pandemic/>

**Importance of hand washing and hygiene** – children need to know how to wash their hands properly and learn the 'catch it, bin it, kill it' principle so that they can follow these guidelines in school.

**School values and rights respecting** – remind children of the rights of the child, perhaps starting with 'the right to an education', 'the right to safety and 'the right to receive health care.' We will be reminding children of our school and class charters which guides their behaviour, conduct and interactions with others.

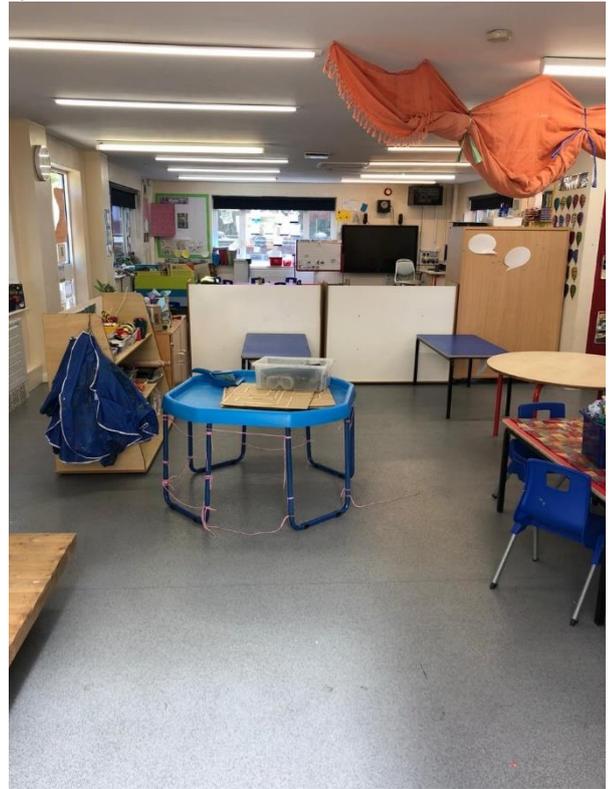
Our school values to share at home are:

Trust, Acceptance, Honesty, Kindness, Respect, Confidence



One of the Year 6 Classrooms

Reception Classroom



Corridor



Playground – ball court

