

# Woodthorpe J.I School



## Guidance for Parents/Carers for Opening Woodthorpe J.I School to all Pupils

**Autumn Term 2020**

V1 September

## **Aims and introduction**

This document sets out the re-opening and full operation of Woodthorpe J.I School for the period of 2<sup>nd</sup> September to 18<sup>th</sup> December 2020.

This plan is based on our revised whole school risk assessment identifying limiting factors that might have significant effect on the safe opening of school. In most cases, these are factors related to our physical site and to enable classes to be kept apart throughout the day.

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 jeopardise the safe operation of school. We have given as much detail as we possibly can here but there may well be further developments that are added or amended as government guidance is updated in light of scientific evidence. Any changes will be clearly communicated.

Just like the summer term, we will be welcoming back pupils with a staggered timetable but this time we are opening to **all** 210 pupils. We will continue to manage our school site with specific safety measures in place to keep everyone safe.

Please be advised that parents must now send their children to school, unless it is still necessary and advised that s/he continues to shield.

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 and returning to schools.

Keep well and stay safe.

Yours sincerely,

Ms McGrath

Head Teacher

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## **Section 1 - Timings and arrangements of the school day**

### **Class bubbles**

Children will return to school within their class year group to form a class 'bubble'. There will still be social distancing in the classroom between seating arrangements and the 2m rule will still apply between staff and between staff and pupils wherever possible; a 1m distance between pupils. As with our family groups, class bubbles will not be able to mix with other class bubbles throughout the day. Passing in the corridor or brief interactions in and around school pose little or no threat.

Staff will do all they can to ensure that children's transition from home to school is a positive experience, especially for those pupils who did not return in June. We will support children's mental health and well-being as a priority within their daily lessons and activities for the rest of the half term before commencing with catching up with the curriculum. This forms a central part of our school improvement goals for next academic year

### **Timetable**

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

#### **Years 5 & 6 from Wednesday 2<sup>nd</sup> September, 2020**

Year 5 & 6 Max number of children in the bubble -30		
Drop off	09.10	For siblings please use the earlier collection & drop off time.
Collection	Mon- Fri 3.30pm	
Break time	10.45-11.00am	
Lunchtime	12.45-1.45pm	

#### **Years 3 & 4 from Wednesday 2<sup>nd</sup> September, 2020**

Year 3 & 4 Max number of children in the bubble -30		
Drop off	09.00	For siblings please use the earlier collection & drop off time.
Collection	Mon- Fri 3.20pm	
Break time	10.30 -10.45am	
Lunchtime	12.45-1.45pm	

## Years 1 & 2 from Wednesday 2<sup>nd</sup> September, 2020

Year 1 & 2 Max number of children in the bubble -30		
Drop off	08.50	For siblings please use the earlier collection & drop off time.
Collection	Mon- Fri 3.10pm	
Break time	10.15-10.30am	
Lunchtime	11.45-12.45pm	

## Reception from Wednesday 2<sup>nd</sup> September, 2020

Year Reception Max number of children in the bubble - 30		
Drop off	08.40	Siblings may be dropped off at this time.
Collection	Mon- Fri 3.00pm	Please collect siblings in other year groups at this time.
Break time	10.15 -10.30am	
Lunchtime	11.45 – 12.45pm	

### Arriving to and departing from school

Please enter through the pedestrian gate and leave through the car park gate. Signage helps to prevent cars from using the car park at drop off and collection times. There is still **no parking or stopping on the zig zag lines** outside the carpark gate and this is important for all of our safety as it continues to be used as an exit for gate both before and after school. Please observe safe social distancing at all times and follow the markings on the floor to help with this. The yellow arrows show the one-way flow system.

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

For Reception, Year 1 and Year 2, hand over will be completed to parents as they arrive through the gate.

All other children should be dropped off on the playground and where children can proceed to their line up area as before the school closure. A member of staff will be available to receive them.

For Junior children collection can take place as normal from the playground but parents **should not gather in groups** and remain at a safe distance from other families. 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. We continue to ask that only **one parent/carer** drops off and collects your child from school.

Parents to collect KS2 pupils have an allocated a zone in order to prevent queuing at the gate and gathering in groups on the playground. Please try to adhere to the year group's allotted times to help us stay safe. Here are the zones for collection at the end of the day:

Year 3- A; Year 4 - B, Year 5 – C, Year 6- D

Please continue to support our cleaner, safer streets campaign by walking, scootering or cycling to school whenever possible. Last year 49% of our children were walking to and from school. Let's keep this up.

## **Section 2 – Attendance, safety and behaviour**

### **Attendance**

The government's new guidance for schools stipulates that:

*'Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.'*

*'The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.'*

There is now an expectation that you must send your child to school and penalties may be incurred for non-attendance. Pupil absences will no longer be authorised unless there is a valid reason (please see our Attendance policy). 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.

### **Safety**

Whilst, I still cannot guarantee everyone's safety, we have done all we can to follow the government's guidance. I understand that some parents may feel anxious about their child returning to school and we will work with you and support how best we can to ensure that every child returns to school on 2<sup>nd</sup> September.

Please can we ask that parents also adhere to the guidance and avoid gathering in groups at the gate or on the playground - one parent to accompany their child for 'drop and go'. 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 so that we reduce 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 continue to be limited at drop off and collection. To contact your child's class teacher please do so by phone or email. To contact your child's class teacher, use the class teacher's email address or [enquiry@woodthorpe-school.com](mailto:enquiry@woodthorpe-school.com).

## **Behaviour**

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. Please see our Behaviour Regulation policy, Anti-bullying policy and revised Covid-19 Home School Agreement on the website.

### **Section 3 - Health and respiratory 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 sanitise and wash their hands more often than usual and regularly throughout the day:

- 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 that all of 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.

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Parents are reminded that children should not attend school if they show signs of illness or symptoms of corona virus. 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.

[guidance for households with possible coronavirus infection](#). If you have symptoms, you should [arrange to have a test to check if you have coronavirus \(COVID-19\)](#).

Any medication that your child requires that was sent home in March or July, 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 have maintained a number of safety measures in place in line with the latest government guidance, to allow us to re-open as safely as possible. These measures will help limit the risk of coronavirus transmitting within our setting.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual 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 individual
- travelling in a small vehicle, like a car, with an infected person

### **Uniform expectations**

Children will still be encouraged to wear clean clothes every day. Therefore, will need to wear a clean set of uniform each day. However, in order to settle them back in happily, we are allowing children to wear their own clothes for the first three days of the new term - 2<sup>nd</sup> to 4<sup>th</sup> September.

***“There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniforms do not need to be cleaned any more often or differently than usual.”***

Children will be need to bring a PE kit to school. As normal, these will need to be left in school and taken home to wash at the end of each half term (at least).

### **Classroom environment, curriculum 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 ensures children catch up with lost learning and swiftly identify the gaps which need to be addressed. The year group’s curriculum will be followed as soon as the recovery curriculum has been effectively established. For any pupils in self-isolation home learning will be offered (paper pack or class blog page) and is calibrated to complement in-school learning and address gaps identified. Plans for interventions will be designed for those pupils who have fallen behind in their learning and are supported through home learning and Home Challenge activities (home work).

We will continue to make sure that the children’s curriculum is ambitious, broad and balanced throughout the year. Our priority throughout pupils’ learning will be phonics and reading, increasing vocabulary, writing and mathematics, identifying

opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary.

Equipment will be provided by school which will be kept within each class bubble and only used by pupils within that class unless it is thoroughly cleaned before being used by another class. Children will need their book bags. We will try to limit the amount of correspondence and resources sent between home and school.

Signage around school reminds children about keeping a safe distance, hand washing and containing coughs and sneezes.

### **Other school activities**

There will be no whole school assemblies and events or year group educational visits planned for the autumn term. We are also unable to offer before or after school clubs during the autumn term due to the difficulties in keeping children from class bubbles apart and ensure their safe social distancing from others.

Information about wrap around provision with Dainty Little Hands will be sent out as soon as possible. This provision will be subject to being able to comply with current government guidance and would not start until and after 7<sup>th</sup> September.

Parents' Consultation Meetings will go ahead in the autumn term but finalised arrangements for this will be sent out at the start of the new academic year.

### **Equipment and resources**

It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.

Equipment will remain in classes and any shared resources will be cleaned carefully before being used by another class bubble or left for 48hours (72 hours for plastics). Children will be able to mix with children within their own class.

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared.

Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

## **Classroom layout**

We have devised a classroom layout which keeps children at their tables approx. 1m apart. Children will be sat at desks in rows facing forward towards the front of the classroom.

This will not be possible for reception and so staff will organise 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 during the school day for ventilation and to avoid the need to use door handles. Classrooms will be cleaned at least daily with an extra, deeper, clean both before and after school.

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).

## **Reception class**

Learning will still be a little different than usual for early years' children. Soft furnishings and toys have been removed from the classroom and we must continue to limit what is sent between home and school. Please can we ask that children do not bring toys to school.

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.

## **Supply staff, peripatetic tuition and visitors**

In the event of staff absence, schools are allowed to use other school staff or supply teachers to cover the class bubble.

We are now able to continue with music tuition in school from September and allow visitors to school. These will still be by prior arrangement and in accordance with the usual checks to ensure it is safe to do so.

## **Lunches and break times**

The school kitchen will be open to provide meals as normal under a new catering provider, Baileys. Children will be on a rota to eat their lunch in the hall to limit risk of mixing or gathering with other class bubbles. Reception will eat their lunch in the classroom.

Children will still need 2 filled water bottles and a healthy snack. The free fruit scheme for infants should be operational from September.

We will be limiting the handling of money in school and so toast and drink purchases will be made & delivered to each class bubble rather than by pupil monitors.

Our new catering provider, Baileys, will be providing training for our kitchen staff and ensuring all safety measures for the lunchtime period are fully in place.

## **Section 5 - What can I do to prepare my child for returning to school?**

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

**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 respiratory 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

**Keeping in touch-** please ensure that you keep up-to date with all communication from school through the following:

### **Schoolzine**

Please download and subscribe to Schoolzine, our parental engagement app and principal method of communication with our stakeholders. (Search for 'SZapp' in the app store on your device and then search for 'Woodthorpe JI School.)

### **Class Blog Sites**

Regularly visit your child's class blog site to see what the class have been getting up to. This might include looking at photographs from a recent educational visit, to checking to see what homework they've been set that week.

### **Twitter**

The school uses Twitter to share good practice and to interact and support our local community, and beyond. Our Twitter handle is @woodthorpeji .

**Email**

All enquiries should be made through the following email address:  
[enquiry@woodthorpe-school.com](mailto:enquiry@woodthorpe-school.com) .

**Newsletter**

This is released weekly on Fridays and includes news and information about the week as well as any important up-dates for you to be aware of for the week ahead or over the rest of the half term.