



Oakmeadow Primary School 
Part of the Marches Academy Trust

Oakmeadow CE Primary School
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25th August 2020

Dear Homes

Our Reconnection Plan – September 2020

This is an addition to the information shared in July and supports all other information on the return on website.

Current guidance

The Government guidance released on 2nd July 2020 (with some updates in August) provided us with a context for their decision to request all schools to open to all children from September and issued guidance for schools to adhere to and manage when opening. The guidance issued can be found in full [here](#).

Parent information is here:

<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>

At Oakmeadow CE Primary & Nursery we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us
- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

Keeping children and staff safe

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures.

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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

All schools have been provided with a set of actions to ‘prevent’ and ‘respond to infection’ which are summarised below:

Prevention:

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - ‘catch it, bin it, kill it’
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

Class and phase ‘bubbles’

As shared previously we will group each phase (Foundation, KS1, Lower KS2 and Upper KS2) into ‘bubbles’ which will remain consistent and **separate from other ‘bubbles’**.

During the school day they will only ever mix in their BUBBLE – in KS1 and KS2 preferably staying in **yr. group mixing only** if possible, throughout the day. If there is contact with ‘wider than the class (but remaining in the bubble)’ this will be recorded with the **date and time for future reference (in case of positive cases or lockdown needs).**

For the majority of their time in school the children will be in their own class bubble with their own teacher and support staff but at playtimes and lunchtimes they will be separated into their bubbles – we are **limiting this as much as possible** however and when this happens we will record it (only briefly in a note pad for reference if needed).

This will ‘make it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible’.

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Attendance

Nursery, Reception, Year 1, 2 and 3 children will be welcomed back to school from **Wednesday 2nd September** and then **all year groups will be required in.** **Attendance is mandatory for all from Thursday 3rd September.** (Please refer back to our letter dated 10th July 2020, containing the logistics arrangements).



We support the government here which notes:

- *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.*

Shielding children

Shielding advice for all adults and children paused on 1 August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of the SLT team and we will work with you to support your child the best possible way we can.

Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident do not send them to school, contact us on 01743 875020 or email return@oakmeadowprimary.co.uk as soon as possible

Government advice must be followed, it can be [found here](#).

Travel to and from school

In accordance with our current risk assessment we encourage parents, staff, and pupils to walk, we are allowing the use a scooter or cycle for year 5/6 children but limiting this due to social distancing requirements.

Children and families should ensure they are **following social distancing guidelines** whilst travelling to and from school. We ask that there is no meeting at the gates/stopping to talk around these areas.

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Morning Drop Offs

First day back for all year groups – THURSDAY

To ease congestion, we will continue to have staggered start and finish times. It is important that we do not have parents congregating at the school gates and that we limit the number of interactions across bubbles.

We would encourage only 1 parent/adult to drop off and collect to help minimise the number of adults on site.

TIMINGS ARE AVAILABLE ON THE WEBSITE (originally sent to homes in July)

Phase 1	Gates	Entrance
BUBBLE 1- EYFS (Nursery & Reception children) ** Lunch will be served in this bubble area from 11.30am-12.30pm (or as detailed in your Reception induction logistics letter for the first week)	Nursery: Front door of Nursery To arrive no earlier than 8.50am for a 9.00am start Reception: Beeches gate Gates opening at 8.40am for an 8.45am start Finish time is 3.00pm	Nursery: Front door of Nursery, Longmeadow Road Reception: arrive at the channel provided on the playground (or to the place as detailed on your induction logistics letter for the first week)
BUBBLE 2 KS1 (This is year 1 & 2 children)	Beeches gate To arrive NO earlier than 8.50am for a 9.00am start Finish time is 3.00pm	Arrive at the channel provided and await teacher collection – You will be lining up in channels on our MUGA on our playground.
Bubble 3 LOWER KEY STAGE 2 (This is year 3 and 4 children)	Beeches gate To arrive NO earlier than 9.05am for a 9.15am start Finish time is 3.30pm	You will be entering using DOOR C . There will be line up channels provided outside this door.
BUBBLE 4 Upper KS2 (This is year 5 and 6 children)	Lansdowne Road gate To arrive NO earlier than 9.05am for a 9.15am start Finish time is 3.30pm	You will enter through your classroom's BACK doors on entry.

<http://www.oakmeadowprimary.co.uk/website>

MORNINGS:

Parents will asked (where possible) please do not come onto site be in the mornings after the first week (apart from the Nursery, reception, and year 1 parents) we are encouraging a 'goodbye' and drop approach at the gate. There will be lots of familiar staff to welcome the children and guide them to their classrooms on our playground and this will then limit congestion further to increase safety. Thank you for your support in this. We recognise this will be distressful for younger children and so we are asking parents to make judgements on their child's capacity to do this independently. If you feel they can – please do. If not- please feel free to walk onto site and bring them to their channel.

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End of the day – Collection

To ensure we are **minimising contact and ensuring social distancing** at the end of the day parents are asked to **not enter the site if possible** (again with the exception of the younger children) - the children will be **taken to their channel/walked to the named gate (for their bubble - see above and on the website)** – teachers will coordinate this.

The children will be brought out to their parent/adult at their **allocated time**.

Please can parents ensure they are on time to ensure a swift collection.

****Please note we will review the collection arrangements regularly in September and continually update according to the government guidelines to ensure they are working effectively, and we are happy with the safety precautions in place. Please be aware we will make amendments to timings if we feel it is necessary.**

Nursery and Foundation

As there is now limited time for talking and a change to the usual parent flowing EYFS we normally have, we will be ensuring NEW Nursery and Foundation children and their parents will be invited for an individual appointment to meet the teacher in September 2020 or an individual team/zoom meeting (at parents' discretion). This will be to follow up the first few weeks in school, how your child is feeling and to ask any questions

EYFS parents and Yr. 1 who we are being more flexible with allowing on site if necessary, at drop off times (am and pm) please line up with your child in the channels. Please line up on socially distanced spots, keeping a social distance from the other families. The class teachers will meet you there. At collection time please wait in your child's channel and your child will be brought out to you by their class teacher.

If you have older children, they will be brought out to you.

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Arrangements in school

Children in EYFS (and Year One in the Autumn term) will be following a free flow, play based curriculum. Whole class teaching sessions will be no longer than 15 minutes and all classrooms will be well ventilated.

It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will encounter all the children in their class and they are likely to come into contact with all the children in the year group during outside free flow and lunchtimes. Children will wash their hands often and surfaces and equipment regularly sanitised.

Learning resources

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 class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2 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.

Assemblies

There will be no traditional whole school or key stage assemblies during the first part of the autumn term and these will be replaced by a Virtual Assembly (sometimes with Mrs Whelan's emoji!!), which will be watched by children in multiple classrooms on touchscreens.

We are keeping an open mind about Harvest, Diwali and Christmas productions but all should be aware that, even at this early stage, full-scale productions **look unlikely in the autumn term**.

Reading Books

Reading books can still be brought home, however on their return to school **they will be placed in a box** and left **for 72 hours** before returning to the shelves. **If your child has a reading book at home, please return on the first day back in September.**



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Enhanced cleaning regimes

Since lockdown and opening for keyworker children our school has had enhanced cleaning systems in place and has also been regularly deep cleaned. We have adjusted our cleaning rotas with our site team to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

Coats and bags

As children have their own cloakroom facilities in their individual classrooms coats and bags can be left in their normal places, however we are asking that *you consider* whether you need to bring in the bag and it must be a material that is wipeable. No fluffy material bags will be allowed. Any bag must be able to be wiped/cleaned at home and sized the same as the Oakmeadow official rucksack.

Please keep items brought into school to a minimum as much as possible.

Children are asked to wear PE kit on PE days to reduce the need for PE bags and changing in school. This can remain on all day.

The importance of fresh air

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities.

Activity clubs

Clubs will be phased in gradually over autumn term and this will be sent out as and when. This will start with football club returning at the end of September.



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School office

School offices will remain closed to personal visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements.



An office staff member will then arrange to meet parents with their child in the open air at the front of the school at main reception.

All other communication should be done by telephone or e-mail as far as possible. Please note contact detail on our website:

http://www.oakmeadowprimary.co.uk/website/contact_us/488961

Communication

Communication with parents is really important to us. Due to the current restrictions we would request that meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. If you would like a phone conversation or a face to face meeting please email return@oakmeadowprimary.co.uk

Or headpa@oakmeadowprimary.co.uk

or telephone the office 01743 875020 to support making these arrangements.

Please keep face to face conversations to a minimum at the school gates

Behaviour

An addendum to our Accountability, relationships and responsibility policy was formulated in June 2020 when the first groups of children returned to school and remains in place.

In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously.

Our Oakmeadow values and ethos remain unchanged, and children are expected to aim to uphold them.

In addition to our school rules **Ready, Respectful, Safe** children must be aware of the new requirements in the addendum namely that they must:

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- Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to EYFS and younger pupils and being mindful of classroom restrictions);
- Use their own specific equipment (including resources) and not share any of these;
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in our designated group, and minimise contact with children from other groups (including in the playground, anywhere on the school site and on our way to and from school)
- Move around school as instructed by our teacher/adult and avoiding other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands
- Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available;



It is essential that the children always listen to and follow instructions and adhere to the guidelines set by the government and the school. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will ask parents to collect them immediately.

A risk assessment will then be completed to determine whether it is safe to have the child back in school. If we deem a child to be unsafe to have in school, we will work with parents to arrange provision the child can access safely.

School lunches.

We intend to have a full school offer for hot lunches again SEPTEMBER with a return to the normal payment arrangements via our Online Booking System.

Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment for meals booked will be required. Please check on the Shropshire website to see if you meet this criteria, we are aware that many families' situations have changed due to the COVID-19 pandemic and therefore if you could now be entitled to free school meals and the pupil premium funding.

We have arrangements in place to ensure that during lunch time separation between 'bubbles' is maintained. Children will always have the chance to wash their hands within the classroom before eating.



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Packed lunches

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own. Lunch Boxes need to be a wipeable material.

Availability of water on site

All pupils should have their own school water bottle that is untouched by other children or staff. No water fountains are currently available at school. Water is available in school to refill children's own water bottles. Disposable plastic cups may also be available that should be thrown away after use.



School uniform

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school.

Curriculum for reconnection

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

In September we have planned a specially designed curriculum for our children to support their adjustments. Information is available on our website. We also have a fully planned remote package to revert to if needed.

Collective positive mindset – contextualising the lockdown

We do not feel that it is helpful to focus on what has been 'lost' during the shutdown. A young person's school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career.

Moreover, during that time many of our children have been working hard and producing good work remotely and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts.

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Our staff will remain calm and measured in September knowing that **whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children** in 'closing the gap' where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves our language will reflect our established 'growth mindset' philosophy – 'you can't do it yet'. We have got this Oakmeadow family!

Assessment

Our teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long term plans. Class teachers will use their own expertise to establish starting points for each class in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence but each child and class will be different.

To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working rather than spending too long on a formal testing regime, especially when children's confidence will be low.

Broad and balanced curriculum.

Although there are some restrictions in place (eg singing in large groups) we fully intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term.

Pupils with additional needs.

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by the school inclusion team to ensure a smooth transition when returning to school. Mrs Morris has been working with our families to support children in their transition back into school. In some cases, children with additional needs may require a risk assessment to be completed.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE.

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Children or staff suspected of having COVID-19

In line with DfE guidance in the case of a suspected infection the school will:



- engage with the NHS Test and Trace process.
We ask that parents and staff inform the school immediately of the outcome of any test;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we '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' now means:

- 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.
- When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
 - We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

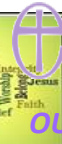
The guidance says *'Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.'*

If no test is undertaken then we expect children to self isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

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In the event of a local authority wide lockdown: The school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown and remote learning will be continued as homework from September to continue this link.

Wrap around care

We will be offering after school provision in our wrap around care, alongside Ms Thomas from the BHASC.

Information on the doorways and details for this are in our reopening section.

Wherever possible we will limit movement and try to contain the children’s own bubbles with the same set of staff. However, this cannot be guaranteed and parents should be aware that children are likely to mix with a limited number of children outside their ‘bubble’ in Wraparound.

We have made the decision that this was justifiable given that the alternative is no provision at all for working parents. The children will sanitise their hands regularly and additional cleaning measures will be in place.

We hope you find this update useful and please do not hesitate to contact us if you have any questions.

Kind Regards

The Oakmeadow Leadership Team

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