



Information for parents and carers on plans for wider opening within the Blakeney, Pillowell and Walmore Hill Federation from September 2020

Staff will also be trained on an updated Risk Assessment (RA) on INSET days in September 2020. This document supports the RA already in place, and which will be an updated version of the one in use in the Federation since June 1st 2020 (published on each school website)

<u>CURRENT GUIDANCE AND STATISTICS</u>	<u>SCHOOL OFFICES</u>	<u>CURRICULUM</u>
<u>DEPARTMENT FOR EDUCATION GUIDANCE.</u>	<u>CHILDREN OR STAFF SUSPECTED OF HAVING COVID-19.</u>	<u>COLLECTIVE MINDSET - CONTEXTUALISING THE LOCKDOWN</u>
<u>OPERATIONAL SITUATION</u>	<u>HOUSEHOLDS WITH A CONFIRMED CASE OF CORONAVIRUS</u>	<u>PE, GAMES AND COACHING.</u>
<u>PREVENTATIVE HYGIENE AND PPE.</u>	<u>CONTAINING ANY OUTBREAK</u>	<u>SWIMMING.</u>
<u>CLASS AND YEAR GROUP 'BUBBLES'</u>	<u>ENHANCED CLEANING REGIMES</u>	<u>MUSIC.</u>
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<u>CLASSROOM SEATING</u>	<u>THE IMPORTANCE OF FRESH AIR</u>	<u>READING BOOKS FOR HOME.</u>
<u>LEARNING RESOURCES</u>	<u>BEHAVIOUR</u>	<u>PUPILS WITH ADDITIONAL NEEDS.</u>
<u>ATTENDANCE</u>	<u>PLANNING, PREPARATION AND ASSESSMENT (PPA) RELEASE TIME.</u>	
<u>ASSEMBLIES</u>	<u>SCHOOL LUNCHES</u>	
<u>SCHOOL TRIPS</u>	<u>AVAILABILITY OF WATER ON SITE</u>	
<u>GROUP WORK AND INTERVENTIONS</u>	<u>TRAVEL TO AND FROM SCHOOL.</u>	
<u>BREAKFAST AND AFTER SCHOOL CLUBS.</u>	<u>SCHOOL UNIFORM.</u>	
<u>ACTIVITY CLUBS</u>	<u>TOILETS.</u>	
<u>START AND END OF THE DAY</u>		

Current guidance and statistics

The DfE guidance for schools returning in September 2020 was published on July 2nd and is available [here](#) and further guidance for parents [here](#)

The DfE guidance outlines an aspiration that all schools will return to school full time from the beginning of the autumn term and this is also the plan for the schools within our Federation. However, at the time of writing there is still public health advice in place to minimise the risk of transmission of coronavirus (COVID-19) in schools and thus the Federation will be making changes to the way it operates in September 2020 to keep children and staff safe from contagion. These changes are outlined in the sections below.

In summary the DfE guidance plans two main ways to limit transmission of the virus from September:

- i. Ensuring pupils remain in consistent groups (known as 'bubbles') wherever possible, thereby minimising the number of contacts between different people across the school. The new guidance says 'schools may (now) need to change the emphasis on bubbles within their system of controls and increase the size of these groups'
- ii. By maintaining distance between individuals wherever possible ('social distancing'). Our experience with keyworker provision and the limited return to school since June 1st shows us that this is harder for children in EYFS and thus we propose different arrangements for children of this age

Operational situation

Preventative hygiene and PPE. Our staff are now well used to what is required for preventative hygiene and have been working with the children of keyworkers since March 24th and those who returned from 1st June to make sure expectations are made clear. Good practice was outlined in our Risk Assessment (RA) published on each school website.

Most children will be familiar with the need to:

- **Clean hands thoroughly and more often than usual.** We now have good stocks of sanitiser by every door and in all classrooms within the Federation. We will spend time in the first weeks back ensuring that children understand the importance of cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating;
- **Undertake the 'Catch it, bin it, kill it' approach** with enough tissues and bins available in each school to support children and staff to follow this routine;

Both staff and children will be allowed to wear **PPE** (masks and gloves) if they wish to. Staff and children must discard PPE worn on journey to school on entry and replace it with new. According to DfE guidance the risks to children under 19 from COVID-19 is 'very low' and they ask us to consider the 'negative health impacts of being out of school'. However, at this time schools will not be a 'totally risk-free environment' and thus children may wear PPE if families have made that decision, especially if there is a clinically vulnerable person within the household that are at statistically higher risk. Staff cannot, however, help very young children with masks or gloves and if children cannot manage these independently we would not suggest that parents send children in with them. We will not provide PPE for children. Further information of the risk to children of various ages, which is reassuring, can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/897210/COVID19_Weekly_Report_30_June.pdf

Class and year group 'bubbles'. We will group our year groups into 'bubbles' which will remain consistent and separate from other 'bubbles'. For the majority of their time in school the children will be with their own teacher and support staff but at playtimes and lunchtimes they will be separated into

classes that will only have limited contact with other classes. 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'.

For the majority of the time a distinct group of adults will support each 'bubble'. Adults will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at a higher risk.

Children new to school – Nursery and Reception. Reception children and their parents have been invited for an individual appointment to meet the teacher in September 2020. Reception children will start school on part time hours for the first week to ease transition to school. On arrival at the school gate, children in Nursery and Reception will have to enter the building on their own, saying goodbye to their parent at the external door to their classroom where they will be greeted by their class teacher. Where possible, please limit the number of adults accompanying a child to school or collecting them at home time to one per child.

If a child is reluctant to separate from their carer at the door, for the first day only, parents wearing face coverings will be allowed into the building to settle children. Parents without face coverings will have to remain outside the building. After this day we ask that parents then remain outside until further notice. Please prepare your children for this and support the school by staying socially distanced from school staff when you do enter the building.'

Classroom seating. For Years 3-6 children will be seated for the autumn term side by side, facing forward, in either rows, a 'rounded horseshoe' or a 'double horseshoe' arrangement. Children will sit in a designated space and not change seats for different subjects.



Children in EYFS will be following a free flow, play based curriculum. The children in Y1 and Y2 will also benefit from aspects of this.

To reduce contact, there will be limited numbers of children sat on the carpet with others seated in chairs around or at the back of the carpet area. Whole class teaching sessions will be no longer than 15 minutes and all classrooms will be as well ventilated as possible. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will come into contact with 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. Staff will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at higher risk.

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 should be cleaned regularly, along with all frequently touched surfaces. Resources with multiple small parts (e.g. Duplo and polygon in EYFS) should be avoided as they are time consuming to clean after use.

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. Individual year group bubbles will not share equipment at playtimes

Attendance. All children will be welcomed back to their schools on Thursday 3rd September and attendance is mandatory. 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.

Please prepare your children for return in good time for the first day back on Thursday 3rd September

Assemblies. There will be no traditional whole school or class assemblies during the first part of the autumn term. We will be reviewing this over the term.

School trips. We are not planning any school trips during the autumn term.

Group work and interventions. Interventions will not take place with children from mixed classes, and shared spaces and equipment will be allocated for the time being to a single year group. Children working in learning spaces outside the classroom should take all equipment they require with them to the intervention area. The area will be cleaned over lunch, before pupils from another bubble use the same area – i.e. a single group using the space in the morning and a single group in the afternoon. Staff and children will wash their hands before returning to their own classroom.

Activity clubs. There will be no outside providers for activity clubs in any of our schools in the autumn term and where additional clubs are run 'in house' by school staff they will be restricted to children from a single class group. No activity clubs of any kind will take place before the autumn half term.

School offices. 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 emergency meaning that their child needs to be collected at a different time should telephone the school first. Senior staff will then arrange to meet parents with their child in the open air. All other communication should be done by telephone or e-mail as detailed on the



Children or staff suspected of having COVID-19. In line with DfE guidance in the case of a suspected infection our schools will:

- a) engage with the NHS Test and Trace process. We ask that parents and staff inform the school immediately of the outcome of any test;
- b) manage confirmed cases of coronavirus (COVID-19) amongst the school community. We 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 confirmed to have coronavirus;
- c) 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:
 - i. 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);

- ii. proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
 - iii. travelling in a small vehicle, like a car, with an infected person.
- d) The health protection team will provide definitive advice on who must be sent home;
 - e) 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.
 - f) Any member of staff who has been supervising a child with suspected symptoms should immediately wash their hands in line with current guidance. The room that a child has used in this circumstance (and any bathrooms they have used) should be fully cleaned before anyone else uses them.
 - g) 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>
 - h) We look forward to the delivery of 'a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.'

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.

Containing any outbreak by following local health protection team advice. If any of our schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and we will continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. As our schools will be implementing controls from the suggested DfE list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school can hopefully be avoided. In the case of a shutdown home schooling will resume as detailed in section 4 below.

Enhanced cleaning regimes. Since some children returned on June 8th all schools have been subject to enhanced cleaning and have also been repeatedly deep cleaned and as a consequence the schools have never been cleaner. We have adjusted our cleaning rotas with caretakers and contractors to ensure that cleaning is even more thorough than usual – 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 year group bubbles will not often share the same cloakroom facilities coats and bags can be left in their normal places in most cases. If there is a risk of 'bubbles' coming into contact with each other's bags or coats then bags and coats can be hung on the back of chairs in classrooms instead.

The importance of fresh air. Windows and doors should be left open in most cases even as the weather gets colder. Children may be allowed to wear coats in class with permission from their class teacher. Where possible teachers may take the opportunity to move some subject teaching or groups outside.

Behaviour.

In addition, and in order to keep ourselves safe, healthy and happy children must be aware of the new expectations of behaviour and conduct that they must:

- i. Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to EYFS pupils);
- ii. Use their own specific equipment (including resources) and not share any of these;
- iii. Not share any food, drinks, cups or water bottles;
- iv. 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)
- v. Move around school as instructed by our teacher/adult and avoiding other people
- vi. 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
- vii. 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;
- viii. Not touch or hug anybody in school for any reason;
- ix. Not bring or take home anything from school apart from our book bag, water bottle (and packed lunch if required)

Planning, preparation and assessment (PPA) release time. The government advice makes it clear that adult staff members can now work across groups of pupils as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils. PPA and class cover arrangements which may bring additional adults into contact with groups of pupils will continue. In these cases, staff will maintain appropriate distance from the children for their own and the children's safety.

School lunches. We intend to have a full school offer for hot lunches again as soon as possible. Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment may be required. If parents are unsure about whether they need to pay or not they should contact their school office. There will be local arrangements at each school with regard to school dinners to ensure that separation between 'bubbles' is maintained. An amended menu will be in place with more limited choice of dishes – basically meat or vegetarian, with no open salads or bread. Some children may be eating at their desk in their classroom, once it has been wiped down and sanitised. Children will always have the chance to wash their hands within the classroom before eating.

Availability of water on site. All pupils should have their own school water bottle that is untouched by other children or staff, whether it comes from home or is one that is provided by the school. Water is available in school to refill children's own water bottles.

Travel to and from school. In accordance with our current risk assessment we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children should not travel to or from school with other children or with another family outside of their "bubble". - Face coverings are required at all times on public transport (including for children, over the age of 11)

School uniform. School uniform should be worn as normal. We ask that parents wash uniform more regularly than normal in order to attain the highest levels of hygiene within the school.

Toilets. Where toilets are shared between year groups we may allocate certain toilet stalls to a particular classes and additional cleaning will be in place. For older children the need to visit the toilet during teaching time will be discouraged as it is not possible to supervise all older children as they visit the toilet with the potential risk of cross ‘bubble’ contamination. All children should wash hands after they have been to the toilet and be reminded to do so.

Curriculum

It is clear from those children who returned in June that the enforced break has had an impact on children’s behaviour for learning. We have a good idea about what will need to be done on our return and we will focus in the first weeks on strengthening our own routines, relationships and resilience. This will form the basis of the first work undertaken when children return on the 3rd and 4th September. In addition we will be informally assessing the children, in order that we can carefully and sensitively identify gaps, strengths and weaknesses; and plan accordingly

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 had long planned to begin our updated PSHE curriculum and we have now adjusted this for autumn 2020 so that work in all year groups centres on health and wellbeing. We will allow extra time for this in the autumn term as well as ensuring that circle time is timetabled and staff are trained in best practice with regard to the importance of circle time.

Our Realistic Approach. Our staff 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. 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 this

PE, games and coaching. On the days that children have PE, they can wear PE kit rather than uniform in school and when travelling to and from school. This will help to reduce the use of extra school bags and the need for the older children to find spaces to change. All PE and Games activities for a given class should take place on the days specified. We will be using our normal coaching organisations as allowed in the guidance (but these staff will socially distance from the children during taught sessions. We will inform you by text of the day/s your child will have PE.

Swimming. Swimming will not take place during the autumn term.

Music. The DfE guidance says ‘Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting’. Therefore, we are revising our music curriculum for the autumn term 2020 so that children do not participate in any of these activities. Our schools will pursue other possibilities for music teaching like including digital tools

Daily mile. Many of our schools have tracks laid out for the completion of the ‘daily mile’. As the benefits of exercise on mental health have been well described teachers will do all they can to facilitate children being able to walk or run the daily mile with their class. This can be done in a social way in twos or small groups to support our aims of strengthening relationships in each class to aid reconnection. Staff will also take part wherever possible.

Reading books for home. School reading books to go home in KS1 and EYFS will proceed as normal. Once they are returned they will be 'quarantined' for 48 hours before being used again. KS2 children may choose a reading book from school but all books that they touch must be similarly quarantined and put in a separate box.

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 to ensure a smooth transition when returning to school. To ensure a shared understanding of pupils' pastoral needs, staff will share information prior to transition and appropriate plans will be put in place where required. In some cases, children with additional needs may require a risk assessment to be completed. This will be completed with input from the class teacher, child, parent/carer and SENDCo. 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. Physical contact, such as guiding a child or hand-over-hand support will be kept to a minimum and all staff working with children requiring such support are familiar with the use of preventative hygiene, including regular hand washing. Referrals to external agencies such as Speech and Language, CAMHS and the Educational Psychologists will continue. We will also support families by signposting them to organisations who may be able to provide support during this time, including staff members on the inclusion team such as the Family Support Worker or Learning Mentor

1. Contingency planning for further lockdown / no full September start

Having learned a lot from the initial nationwide lockdown, our schools are well prepared should further lockdowns be advised. Our expectations would vary according to the type of shutdown which is advised. However, it is likely to be a blend of online learning, and digital teaching, wherever possible. Staff will also continue to 'check in' with pupils via the telephone.

If you have any worries or concerns about your child returning to school, please email the appropriate school office and one of the senior members of staff will get back to you as soon as possible.

The government have produced guidance for parents, which you can find [here](#):