



Return to School Guide June 2020

The school day

Morning drop-off

- Staggered drop-off times will be in place
- **Year 6:** Please drop your child off at **9am**. Please leave your child at the school gate. Children should walk independently around the left-hand side of the school building and enter school through the hall fire door
- **Rec/Year 1:** Please drop your child off at **9:15am**. Please enter the school playground with your child on the right-hand side and, when your child is with their teacher, exit on the left-hand side (markings will be in place)
- Only one parent/carer per child should drop off
- Parents/carers must social distance and must NOT gather at the school gates or doors or on the school drive
- Parents/carers must NOT enter the school building (other than by pre-arranged appointment)

Class sizes

- There will be no more than 15 children allocated to a group or 'bubble'
- Children will stay within their bubble at all times
- Each bubble will be assigned staff members, and will remain with the same staff members. Please note that this may not be your child's usual class teacher
- Please see the attached timetable for information regarding bubbles, assigned teaching staff, and designated classrooms

Classroom layout

- Please see the attached appendix for information regarding which classroom will be used for each bubble
- The number of children using the class cloakrooms at any time will be limited
- Children will have designated areas within their classroom, where they will remain
- Desks will be spaced as far apart as possible, and children will sit at the same desk every day
- Children will be allocated their own, named, pack of resources, including stationery equipment, to avoid cross-contamination. These will be kept in a named pouch
- All unnecessary items from classrooms, where there is space to store it elsewhere, will be removed, such as soft furnishings, soft toys, and toys that are hard to clean

Lessons and curriculum

- Learning in school will follow the same pattern and themes as work being set for home-learning
- As much learning outdoors will be scheduled as possible

Break times and outdoor play

- Children will remain in their bubbles during all break and play times
- Each bubble will be assigned a separate playground area for play
- Each bubble will have their own outdoor play equipment, which will be cleaned after each session

Lunchtimes

- School meals will be provided as usual for children who require them
- Lunch will be held in two stages, with Rec and Year 1 pupils eating first in the hall while Year 6/key worker children have playtime. Followed by keyworkers/Y6 pupils eating second, and Rec/Y1 having playtime
- Tables will be spaced as far apart as possible and will be cleaned between each sitting

Uniform

- Children will be required to wear school T-shirts and jumpers/cardigans where possible, but can wear their own 'sporty' trousers/shorts and trainers, to enable them to be outside and to do exercise and PE without getting changed

Belongings

- Please restrict what your child brings to school to a minimum: packed lunch if not having a school dinner, named snack, named water bottle, and a coat/jacket
- Please ensure that your child brings their named water bottle into school every day. These will be sent home at the end of each day
- Books and resources from school will not be sent home, and NO toys, stationery or other items from home should be brought into school

Afternoon pick-up

- Staggered pick-up times will be in place
- **Rec/Year 1:** Please pick your child up at **3:15am**
- **Year 6:** Please pick your child up at **3:30pm**
- Only one parent/carer should attend to pick up
- Please pick up from the school playground, observing social distancing measures of a minimum 2 metres
- Parents/carers must pick their child(ren) up punctually in their allotted time slot, and depart the school grounds swiftly
- Parents/carers must social distance and must NOT gather at the school gates or doors or on the school drive
- Parents/carers must NOT enter the school building (other than by pre-arranged appointment)

Treetops before- and after-school care

- Treetops will be operating in the mornings and after school as usual
- Please drop your child at the hall fire door and do NOT use the buzzer at the main school entrance
- Children attending Treetops in the morning will be taken to their classrooms at the allotted times
- Children attending Treetops will be kept in their school bubbles as far as possible
- Please contact Helen Morris directly for any further details

Parent/carer contact and site access

Contacting school

- Parents/carers should contact school by email or phone rather than face to face
- Mrs Pye and Mrs Berthinussen will be in school every day

Parent/carer access to school building

- Parents/carers must NOT enter the school building (other than by pre-arranged appointment)
- Any pre-arranged appointments will be carried out remotely (for example, on Zoom or Skype) where at all possible. If this is not possible, any pre-arranged meetings in school will take place with social distancing measures in place

Other visitors

- Visitors to the premises will be discouraged and all non-essential visitors will be cancelled or postponed
- Contractors are to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely
- Contractors will be asked to provide risk assessments prior to their visit which includes their own controls around infection spread prevention
- Hand sanitiser will be available in the school entrance for any visitors who must enter school

Hygiene/safety precautions in school

Social distancing

- The number of children using the class cloakrooms at any time will be limited
- Children will have designated areas within their classroom, where they will remain
- Desks will be spaced as far apart as possible, and children will sit at the same desk every day
- Children will stay within their allocated group or 'bubble' at all times
- We will implement social distancing where possible, but please note that government guidance acknowledges that this will not be an expectation in primary school settings. Please refer to 'Class or group sizes' in government guidance for further details: [Government guidance for implementing protective measures in education settings](#)

Indoor spaces

- Each bubble will only use their designated classroom, to minimise movement around school
- Windows and doors, including toilet doors, will be kept open where possible when the building is occupied, to aid ventilation (bearing in mind fire safety and safeguarding)
- Separate indoor play equipment for Rec/Year 1 will be allocated to each bubble and cleaned after each use

Outdoor spaces

- Lessons will be taught outdoors wherever possible, rather than indoor classrooms
- Further opportunities for outdoor learning, in designated areas, will be scheduled as much as possible

Hand-washing

- Children and staff will wash their hands for the recommended time before leaving home, on entry into school, and at regular intervals throughout the day (including, but not limited to, eating/drinking, using the toilet, after PE/sports activities)
- Handwashing posters are in all toilets to help provide a visual reminder about effective handwashing
- Children will be supported with this where needed
- Paper towels and bins will be provided in toilets alongside hand driers, to ensure adequate drying of hands to prevent infection and prevent drying out
- Handwashing posters are in all toilets to help provide a visual reminder about effective handwashing
- Hand sanitiser will be available in the school entrance for any visitors who must enter school

Tissues and facial hygiene

- Disposable tissues are available in each room for both staff and child use
- Children and staff must sneeze/cough into tissues (never into hands), adhering to the 'Catch it, bin it, kill it' guidance
- Used tissues will be put in a bin immediately after use
- Children will be reminded not to touch face (eyes, mouth, nose) with hands that are not clean

Toilets

- Each bubble will have designated toilets outside/near their classroom
- Staff will ensure that toilets do not become over-crowded, by limiting the number of children who can use the toilet facilities at any one time
- Handwashing posters are in all toilets to help provide a visual reminder about effective handwashing

PPE

- PPE is available in school for staff to use when administering first aid or dealing with an unwell child

Cleaning

- In addition to the daily cleaning which takes place on site, a cleaning schedule will be implemented for more frequent cleaning and disinfecting throughout the day for high-touch areas, including door handles, light switches, toilet flushes, and taps, as well as toys, books, desks and chairs
- Key times for extra cleaning will be:
 - Once all children have arrived in school

- After playtime
- After lunchtime
- Mid-afternoon
- Electronic entry systems and keypads will be regularly sanitised, particularly first thing in the morning and, where possible, after each use
- Bins for tissues and other rubbish are emptied throughout the day
- School will remain fully-stocked with: liquid anti-bacterial soap (moisturising), sanitising wipes, anti-bacterial spray, paper towels, toilet roll, tissues, gloves, aprons

Fire safety & lockdown procedures

- Normal procedures will be in place for fire and lockdown drills

Mental health & well-being support

- Staff are aware that the coronavirus outbreak may be causing mental health or well-being difficulties for some children, and that there will be an increased need for mental health support in school and opportunities to talk and share experiences within the school day
- There will be support available at both individual and group levels where required
- Year 6 transition arrangements will unavoidably be different from previous years, and support will be given to our Year 6 children for this. Further details will follow when we receive these from secondary schools

Attendance

- According to government guidance, children in eligible year groups are strongly encouraged to attend (where there are no shielding concerns for the child or their household), so that they can gain the educational and wellbeing benefits of attending
- School will work on the assumption that eligible children will be attending unless we hear otherwise
- However, parents will not be fined for non-attendance at this time, and schools will not be held to account for attendance levels
- School supports families who choose not to send their children in at this time (please see later for further details regarding provision for home-learning)

Full government guidance regarding attendance and exceptions:

- vulnerable children of all year groups continue to be expected and encouraged to attend educational provision where it is appropriate for them to do so (for children with Education Health and Care Plans (EHCPs), this will be informed by a risk assessment approach)
- children, young people and staff who have been classed as [clinically extremely vulnerable due to pre-existing medical conditions](#) have been advised to shield. We do not expect people in this category to be attending school or college, and they should continue to be supported to learn or work at home as much as possible. Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. Few, if any, children will fall into this category, but parents should follow medical advice if their child is in this category
- a child/young person who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their education or childcare setting
- if a child/young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [guidance on shielding](#), it is advised they only attend an education or childcare

setting if stringent social distancing can be adhered to and, in the case of children, if they are able to understand and follow those instructions. This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home

- staff and children or young people should not attend if they have symptoms or are self-isolating due to symptoms in their household

Home-learning provision

- Work will continue to be set on Google Classroom for children not attending school
- Staff working from home will continue to monitor Google Classroom throughout the school day, during the hours of 9am and 3:30pm
- However, please note that the majority of staff will be teaching in school

Illness in school

Illness in school - children

If a child becomes unwell with a new continuous cough or high temperature, they must be sent home

All children over the age of 5 who are attending an education or childcare setting will have access to a test if they display symptoms of Covid-19, and are encouraged to get tested in this scenario

Procedure if child displays symptoms of Covid-19 in school:

- School will contact parent/carer
- Child isolated from others in well-ventilated area. If they need to use toilet, use accessible toilet in main corridor
- Any staff member staying with child to remain at least 2 metres away from the child
- The child (if aged over 5) will go for a test ASAP. Tests can be booked online at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- The children within that group will remain in school until the outcome of the individual's test result
- Anyone who has been in contact with the child or shared a classroom environment must wash his/her hands for the recommended time
- All affected areas to be cleaned thoroughly
- Parents of the remainder of the children will be notified that a member of the group has been sent home with symptoms and that we will confirm the outcome of a test ASAP
- Where the child tests negative, they can return to their setting and the fellow household members can end their self-isolation
- School will need to see confirmation of a negative test result before allowing the child to return to school
- The child will return to school and into the group that they were in before becoming unwell
- Where the child tests positive, the rest of their group will be sent home and advised to self-isolate for 14 days. The other household members of that wider group do *not* need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms
- All staff and children connected with the group will be sent home to isolate
- NYCC will be informed and a deep clean of the areas that have been used by the individual will be carried out

Illness in school – staff

If a staff member becomes unwell with a new continuous cough or high temperature, they must be sent home

All staff who are attending an education or childcare setting will have access to a test if they display symptoms of Covid-19, and are encouraged to get tested in this scenario

Procedure if a staff member displays symptoms of Covid-19 in school:

- Staff member will return home and a replacement teacher will be brought in to teach the children of that group
- The staff member will have a test ASAP
- The children in that group will remain in school until the outcome of the staff member's test result
- If there are no available teachers to cover, then children in that group will be collected from school. They will sit in the hall separated until parents can arrive to collect them. Mrs Berthinussen will oversee these children
- Where the staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation
- Where the staff member tests positive, the rest of their group within their education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider group do *not* need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms
- All staff and children connected with the group will be sent home to isolate
- NYCC will be informed and a deep clean of the areas that have been used by the individual will be carried out

Resources for parents/carers

[Government guidance for education and childcare settings to prepare for wider opening from 1 June 2020](#)

[Government guidance for implementing protective measures in education and childcare settings](#)

NHS COVID-19 guidance, and how to book a coronavirus test:

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

How to book a coronavirus test - essential workers:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

The Department for Education coronavirus helpline:

0800 046 8687

Available to answer questions about COVID-19 relating to education and children's social care