

**SEPTEMBER 2020 - TEMPORARY REVISIONS TO STANDARD ROUTINES AND EXPECTATIONS.**  
**Effective to 31<sup>st</sup> October in the first instance.**

To create a school environment which can allow for the return of all children on Wednesday 2<sup>nd</sup> September we will be making the following temporary revisions to our normal routines (set out in the 2<sup>nd</sup> Edition of our handbook). We hope these will be relatively short term measures. They will be reviewed regularly, managed daily and will change as guidance changes as it surely will. These measures reflect the current situation and guidance at 26<sup>th</sup> August 2020. We will update you if, and when, this happens.

**Do not bring your child, and any siblings, if they or any member of your household or those who they/you have had close contact with develop symptoms relating to Covid-19 and self-isolate as per government advice. CONTACTING SCHOOL IMMEDIATELY TO INFORM US OF THE SITUATION. THIS IS A VITAL MESSAGE.**

- **WE WILL BE ADOPTING A YEAR GROUP BUBBLE PLAN.** This is in line with government guidance and will ensure that friends across year groups can safely meet and mix without exclusion whilst retaining sensible bubble guidance within school hours.

**ARRIVALS & COLLECTIONS**

- **ARRIVALS:** We don't want to mess parents around and create confusion. So we are going to use our large playground and field to help us. Gates and school doors will be open earlier from 8.35am to 9.05am for an extended registration time but in effect registration will still end at the same time. We hope by doing this that families will stagger their drop off time, we can create a manageable steady flow of arrivals and we can avoid any larger gatherings and avoid the need for more formal staggered starts that are less than helpful for families.
- **COLLECTIONS:** We don't want to mess parents around and create confusion. We will commence a slightly staggered departure from 3.00pm. Gates will open at 2.50pm to avoid queues at the gates. Please don't arrive too early and crowd around the gates! This will start with reception children and work upwards through school ending with year 6. By doing this we hope no-one will be waiting too long for siblings across school but again we hope we can stagger departures without the need for great changes to the school timetable which cause confusion and long waiting times.
- We will be using year group zones for families to stand in during arrival and collection time. We will be asking for families to stand 2 metres apart in these bubbles.
- We will have exclusion zones where no-one can wait. These spaces must be clear to keep people moving. We will ensure they are adhered to.
- Please send just one adult to drop off and collect your children.

Families must ensure they show due respect and patience at the gates ensuring that we can adhere to social distancing when moving between these more narrow spaces.

**RECEPTION CLASS CHILDREN SHOULD FOLLOW THEIR SEPARATE INDUCTION TIMETABLES UP TO FRIDAY 11<sup>TH</sup> SEPTEMBER.**

**OUR SITE TEAM WILL BE ON DUTY BEFORE AND AFTER SCHOOL TO ASSIST AND ENSURE ADHERENCE TO THESE PROTOCOLS. YOU WILL NEED OUR ASSISTANCE AND GUIDANCE ON DAY ONE CONSIDERING EACH CHILD IS IN A NEW CLASSROOM AS WELL. PLEASE SHOW PATIENCE FOR THOSE FIRST FEW DAYS – WE WILL SOON FIND THE ROUTINE. REMEMBER WE ARE DOING THIS SO WE CAN GET BACK TO 'NORMAL' AND TRY OUR BEST TO KEEP EVERYONE SAFE AT THE SAME TIME.**

If anyone decides not to adhere to these protocols, we will take action to prevent the said person from returning on site. This plan will work if everyone uses their common sense, shows respect, patience, tolerance and understanding.

**Please turn over**

## DURING SCHOOL HOURS

- Hand washing/sanitizing protocols and routines will remain. Hand washing stations and methods will be used upon entry and exit, similar to those used in shops – due to much higher numbers hand sanitizing stations will play an important role when managing time during the school day.
- If you wish your child to have a water bottle, this must be brought clean from home each day and full ready for use. We cannot fill water bottles or retain them in school at this stage – just consider how they are used by individuals and then consider the possible transmission issues.
- It seems entirely sensible that face masks can be worn by the children if the family wishes it and if the child is comfortable with this. If a child becomes uncomfortable during the day we will not stop them removing the mask if they decide to do so. This will be something for you to discuss with your children at home as it stands. Teachers need to project their voices so unless we are told it is necessary in a given situation, we will not be insisting staff use these at this point in time. It is up to families to provide face masks from home at this stage. **Please remember to keep face masks plain and simple – they are not a fashion accessory.** THE FACE MASK POSITION IS COMPLETELY DEPENDENT UPON GUIDANCE AT THE TIME. IT WILL SURELY MOVE AS SCIENTISTS UNDERSTAND MORE ABOUT TRANSMISSION. WE WILL UPDATE AS WE ARE TOLD MORE. WE WILL FOLLOW SAFEST GUIDANCE AT ALL TIMES.
- Breaktimes will be short exercise time spent in year group bubbles.
- **LUNCHTIMES** will be spent in year group bubbles – this includes eating lunches within designated year group bubble areas and using the playground according to rotated bubble play zones over a series of days. Our lunchtime offer will be a hot packed lunch style takeaway for those who wish to have a school dinner. Packed lunches can be brought from home as usual – please include items that can easily be opened by your child. Water will be available at this time but cups must be managed by the children.
- As per guidance, staff may move between bubbles. Only essential external professionals relating to teaching, learning, behaviour and safeguarding and necessary maintenance staff will be on-site beyond staff and children.
- There will be no additional larger, internal gatherings of children or non-staff adults beyond bubbles and beyond the school day. Therefore our extra-curricular clubs will not commence until at least 2nd November.
- Parents will not be invited to attend any larger gathering events in school until at least 2nd November - only new reception parents will attend planned, socially distanced events in the first two weeks in September.
- Parents Evenings can be managed but will have new temporary restrictions and routines enforced.
- Children must take PE kits home after use each week. Many have previously remained in school longer term. They need regular cleaning and returning to school on the following Monday.
- Assemblies will be in class groups only until at least 2nd November. Some of the class assemblies will take place in the theatre. Most will be in classrooms.
- Ventilation is difficult in a busy classroom during Autumn. However we hope the weather will allow for open windows and doors to aid ventilation during more sustained periods in class.
- **WE CANNOT CREATE A FULL INTERNAL ONE WAY SYSTEM IN SCHOOL DUE TO ITS DESIGN. THEREFORE WE WILL ACCESS OUTDOOR ROUTES WHILST THE WEATHER ALLOWS AND OPERATE A 'DRIVE ON THE LEFT' SYSTEM WHEN MOVING THROUGH CORRIDORS.**
- All non-fire doors will remain open. Fire doors will need to remain closed.
- The site management team will remain on their current revised cleaning detail.
- Families can provide small hand sanitizer for their child/ren to use on their desks if they wish. Please add your child's name to this if you wish.
- Break time snacks must be brought from home (OPTIONAL/SUGGESTED). None can currently be provided in school. There will be no Breakfast Bar provision or bacon sandwich options at this time.
- It is clearly not possible to socially distance children as current if we are to open to all in September. We do not have the space. We will however be attempting to model and retain at least 1 metre of social distancing as much as possible – this will not be easy. Staff will be encouraged to keep their work at close quarters to an absolute minimum and not remain with one child or group for prolonged periods at close quarters. **Should an absolute distance be further clarified or altered by government, regarding pupil and staff distances, we will adapt and revise our plans accordingly.** We will therefore be using our pupil self-marking approach more than usual and reducing the feedback that staff would put into books during lessons.
- Staff will continue, as per current extended opening procedures, to wear PPE where necessary when dealing with children at close quarters for prolonged periods of time i.e. first aid.
- Children will be given their own personalised stationery.

- Classroom settings will be revised where possible to maximise safety but enable meaningful learning.
- Should a child fall ill and school suspect Covid-19, families will be informed immediately and the child will be taken to our identified isolation space for collection. Siblings will also need to be collected at the same time.
- The school will follow latest guidance on isolation of children and bubbles as situations arise and inform families as soon as possible. Please be aware that these things may be unexpected and immediate action may be required. This is beyond our control.
- **VIRUS BEATER STAR OF SAFETY WILL BE USED.**
- **PE LESSONS** will be affected and we will follow relevant risk assessment guidance on such timetabled activities. It is possible that indoor PE lessons/activities may not start immediately in September for all/some groups. Swimming lessons will not commence during this initial period either. Again, we will be guided by advice at the relevant moments.

*It is important to note that all plans shared relating to opening for your child may need to be changed or cancelled without notice should a particular situation arise. In such circumstances, school will endeavour to contact yourselves as quickly as possible. School leaders may change any aspect of our plans should advice change and the national situation change. All decisions will be based upon health, safety and reducing risk.*

*We will take a cautious approach to any changes or cancellations/suspensions to school arrangements. If in any doubt we will take the safest solution. We would rather be over cautious than take any risk at all. We would rather prove to be wrong but safe, than take any kind of risk with anyone's health.*

**DON'T ARRIVE LATE FOR SCHOOL! THIS CREATES REAL DIFFICULTIES AROUND MOVEMENT AND BUBBLES!**

