



Parent and Carer September Handbook

Coronavirus Covid-19

Updated November 2020

Introduction

The Coronavirus Covid-19 pandemic has affected all aspects of the lives of people across the whole planet and will continue to do so for a long time to come.

The staff and governors at Grange Farm Primary School have a clear, shared understanding of the importance of school and education to children's lives. It is our aim to provide the best educational experience that we can, as safely as we can, playing our part in helping the school and wider community recovery.

The aim of the renewed Parent and Carer Handbook is to:

- Provide information about the plans and measures we have in place to make this happen
- Explain what we need you to do to help make this happen

We have tried to create a handbook which is comprehensive but also accessible. If you feel more information is needed from us, please do ask. The handbook is likely to be updated as time progresses and we will inform you when this happens.

Core Principles

We have three core principles as follows:

- Creating an environment that is as safe as possible for all
- Focussing on wellbeing of all
- Providing the best quality of education we can for all pupils

Creating an environment that is as safe as possible for all

All of our plans and all of the measures we are intending to put into place are designed to reduce risk of Covid-19 infection as much as possible. This risk cannot be eliminated completely.

Current government guidance gives us a summary of the health and safety guidelines that we will follow:

- 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

How contacts are reduced will depend on each school's circumstances and will (as much as possible) include:

- grouping children together
- minimising contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Focussing on wellbeing of all

This means “mental wealth” as well as physical wellbeing. We all need to be aware that adults and children alike will be dealing with a range of issues which many of us will find challenging:

- Anxiety over becoming ill (self and others)
- Getting used to a school as a different environment
- Getting used to a set of reviewed rules and guidelines
- Working and learning in unfamiliar ways
- Potentially dealing with bereavement

We have in-school and out-of-school support available for children and adults and PSHE / Wellbeing will be an important part of our curriculum approach when we return. More than this, it is really important that we continue to keep looking out for and looking after one another.

Providing the best quality of education we can for all pupils

The fundamentals of our approach, based on current government guidelines, are as follows:

- education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- the curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.
- remote education, where needed, is high quality and aligns as closely as possible with in-school provision: we will continue to build our capability to educate pupils remotely, where this is needed.
- we will plan on the basis of the educational needs of pupils: curriculum planning will be informed by an assessment of pupils’ starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils’ work) while avoiding the introduction of unnecessary tests and tracking systems.

The remainder of this Parent and Carer Handbook deals with a range of significant topics one at a time. Many of the sections link and they are not presented in any particular order. We would encourage you to read the whole document carefully to understand how each element fits into the broader picture.

Safeguarding

Safeguarding remains at the core of all we do. Our Child Protection Policy is still in place and we are guided by Keeping Children Safe in Education. The school's three Designated Safeguarding Leads (Mr Ledgard, Mrs Sahota and Mrs Heath) continue to fulfil their roles.

Local outbreak contingency planning

Coventry Local Authority have created a local plan for managing outbreaks (whether school level, city level or otherwise). In the event of an outbreak, we will seek advice from Public Health and the Local Authority and follow their protocols and guidelines.

All members of the community need to be aware that there is a possibility of future outbreaks which could lead to school being partially or completely closed.

Handwashing and Hygiene

Handwashing remains a key tool in the fight to reduce the risk of infection. All adults and pupils on site will wash hands regularly (entry and exit to building and at regular intervals through the day) with soap and water and this will also be supplemented with the use of hand sanitiser. Signs around school will serve as a regular reminder and guide for this. We have ensured stocks of soap and hand sanitiser are high. Paper towels will be available in all toilets to supplement hand driers to ensure all school users can dry their hands thoroughly.

Any child who experiences dry, chapped or uncomfortable skin from frequent washing is advised to seek medical guidance and will be supported by school if they are advised to use alternative soaps etc.

The "Catch it, Bin it, Kill it" message will be a key hygiene message in school and we have plenty of tissues in school.

Hand Sanitiser

We have supplies of hand sanitiser in school to supplement handwashing practices and we will be talking to the children about how this should be used safely and effectively. Children can bring their own hand sanitiser if you would like them to but we would ask you to talk to them about how this should be used sensibly. Any hand sanitiser provided from home needs to be clearly named and must not be shared between children.

Personal Protective Equipment (PPE)

We are following government guidance on the use of Personal Protective Equipment in school.

Staff will not typically wear PPE during the course of their normal activities in school but may need to do so for certain activities. Teachers will show children masks and other PPE so that they understand what it is and what it is for in case they do see anyone using it. From November 2020, staff will routinely wearing masks in communal and circulation areas within school.

Guidance does not recommend that children wear masks and we will not be providing any PPE for children. Should you wish your child to wear a mask, we would not prevent this but you will need to understand the practical limitations of this (e.g. when eating and generally knowing how to put them on and remove them safely and effectively), especially for younger children. If a child is wearing a mask and we can see they are struggling (e.g. touching their face more often as a result), we will talk to you about this.

Emergency Medication and Care Plans

Any child with an epipen or inhaler will have this in their classroom. If their medication has to be stored in a fridge, this will be the nearest possible fridge available. Any care plans relating to medical conditions will also be stored within a child's classroom base.

Medicines

School is not obliged to administer medicines to children (e.g. antibiotics or Calpol). However, we typically do because this enables children to attend school when otherwise they may not. Our intention is to continue with this practice.

Forms must be completed to enable us to administer medicine and can be found on the school website ([click here](#) – Section 9 of the policy document) and can be completed and emailed into school. If this not possible, parents must visit the school office (following all appropriate guidance) to drop off medicine and complete a form. Any medicine should be clearly named.

It should be clearly noted that any child with any Covid-19 symptoms should not be attempting to use medication to keep them in school.

First Aid

We always have enough first aid trained staff on site.

Most first aid will, where possible, be dealt with by staff that the children typically see (e.g. class teacher, teaching assistant or lunchtime supervisor). Should more significant first aid be required, a suitably qualified first aider will come to the classroom to collect the child and take them to an appropriate area to be treated or looked after. PPE will be available for first aiders to use should they need it and this will depend on each situation as it arises. First aiders will be mindful of the need to minimise physical contact but this may be an inevitable part of care and treatment.

Where any staff member suspects a child may have Covid-19 symptoms, we will remove them from their group and contact parents immediately.

Children in Reception have to have any first aid reported to (and signed off by) their parents. We still need to follow this guidance. Parents will not be able to sign the book physically so, in each case, we will get in touch to advise you of the incident and ask for acknowledgement by email (a phone call is not enough).

We will contact parents of children of any age where we have given them first aid that involves a head injury or where we feel you would want to be aware for another reason.

Public transport

Everyone is being asked to avoid using public transport wherever possible at present. Where this is unavoidable, the government has provided guidelines to make this as safe as possible:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Test and Trace

Testing is available to anybody who shows symptoms of the Coronavirus. A link to the NHS advice on how to book a test is here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

We can provide support with this if required. We would ask all members of the community who get tested to advise us of results when they are received.

The new Test and Trace service is now running. More information about it is available on the NHS website here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/>

If you are contacted by the Test and Trace service, it is imperative that you follow their advice and guidelines.

When adults or children are symptomatic outside of school

Anybody displaying symptoms must follow the government guidelines available 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>

All parents and carers must make sure they are familiar with up to date guidance. **If school becomes aware that guidance is not being followed, we will be in touch.**

When adults or children are symptomatic at school

If a staff member displays symptoms in school, they will leave the site as soon as possible.

If a child displays symptoms, they will be isolated within school as quickly as possible. Parents will be contacted and must come and collect their child as a matter of utmost urgency because of the risks to others. The child will be looked after by an adult but at a safe (2 metre) distance and the adult will be required to wear PPE.

Thorough cleaning of areas where a symptomatic person has been will take place before that space is used again.

Confirmed and unconfirmed cases

In the event that we have a suspected case, we will contact Public Health and we will follow their advice and guidance.

Until a case has been confirmed, any associated adults and children (within their “bubble”) will remain in school as normal. If a case is confirmed, self-isolation measures will be brought into place (following advice from Public Health and the Test and Trace service) and we will communicate as quickly as possible with all parties affected.

If we are particularly concerned about an individual case (even whilst still unconfirmed) or have multiple (more than two) unconfirmed symptomatic cases within the same group in school, we will seek guidance from the Local Authority.

Cleaning

Our Cleaning Regime follows government guidance. It takes into account the way that the building (and different rooms) are used throughout each week. Cleaning will be more frequent throughout each school day. All classroom spaces (and other key areas) will have cleaning materials available such that all staff can contribute to regular cleaning of the spaces used.

The Cleaning Regime includes a clear checklist of expectations, including key contact areas to be focused on (e.g. surfaces that are likely to be touched on a regular basis such as table tops, door handles, taps, toilet flushes and light switches).

Mental Wellbeing Support

The mental wellbeing (mental wealth) of all people in school is always central to what we do and this has never been more important.

Personal, Social and Health Education (PSHE) will be an important part of the curriculum in September and beyond but all staff are aware that mental wellbeing is a key focus during every part of every school day. Where children have specific needs, we have in-school support available and we can also refer to external expertise where we need to.

Bereavement

We are keenly aware that many families and their networks may have been directly or indirectly affected by bereavement during this period. This could be directly Covid-19 related or otherwise (where the usual process of bereavement will have been affected by social distancing).

Where a child has been affected by bereavement we would ask parents and carers to please let us know. We can provide and signpost support where this is needed.

Class organisation

All children will be back full-time from September and will work within their usual classes of (approximately) 30. Guidance for primary schools is to work at a level where class groups can be defined as “bubbles” where possible and, at Grange Farm, this is something that we can do to a large extent. Children will remain within their class, as a fixed group, for almost all activities during the school day, including at lunchtimes.

However, the government guidance does acknowledge that the use of small groups can restrict the normal operation of schools. We will consider increasing the size of “bubbles” within school when local and national conditions indicate that it is safe to do so.

There could be occasions where children do work in groups with children from other classes but this will be planned, recorded and limited to the following reasons:

- Joint intervention work for children across two classes in the same year group
- Joint peripatetic music lessons with children from other classes
- Fun for Kids groupings – children will be organized into groups by age but potentially with a larger age range than just their age group (e.g. R; 1&2, 3&4; 5&6)

Staggering the day

The start and end of the day will be staggered such that parents, carers and children will be spread out as they drop-off and pick-up. There will be three “waves” for drop-off and collection:

	Drop-off	Pick-up
Wave 1	8:45 to 8:55	3:00 to 3:10
Wave 2	8:55 to 9:05	3:10 to 3:20
Wave 3	9:05 to 9:15	3:20 to 3:30

All families will be allocated a particular wave (so that siblings arrive and leave at the same time) such that each class is split into thirds with slightly different start and end times to the day. We will inform you of which wave you have been allocated before the end of the Summer term.

We understand that the times allocated may not be the most convenient for families but we would ask parents and carers to understand that allocating these times across the whole school is complicated. If the time allocated proves absolutely impossible, please let us know and we will do our best to help. Please note, no family will be able to be in a different “wave” at the beginning and end of the day (e.g. Wave 1 at the start of the day and Wave 3 at the end). This would jeopardise our aim of reducing pedestrian traffic on and near the site at any one time.

We will also stagger break and lunch times to a similar pattern to reduce the number of children outside at any given point (and even when different groups are out at the same time, they will be allocated different areas).

Drop-off and collection

We will have a one-way system whereby all parents and carers will walk around the building in a clockwise direction following a path of marked arrows (see route below). Everybody has to complete the full lap, regardless of which class they drop their child into. Class names will be clearly shown on the outside of the classroom they will be in and parents will send them to the door from a safe distance. At pick-up time, parents will need to wait well away from the school building with children sent to them when teachers can see they are waiting. You will have to be patient with us about this, especially at the beginning of the year as teachers get used to who picks up each child.

All parents / carers (especially those who have had children at school since June) need to be aware that, despite us staggering drop-off and collection times, there will be a large number of children and parents on site during these phases of the day when we start back in September.

It will be even more important for everybody dropping off and picking up to adhere to the following guidelines. Please make sure that...

- You follow the set route
- Only one person collects per family (on each separate drop-off or pick-up)
- You make your best efforts to maintain a 2 metre distance from other people both on the school site and on your way to and from school
- You avoid stopping and talking to friends along the route and on or near pavements near the school gates (this will cause issues with pedestrian traffic and social distancing)
- You arrive on-time and move promptly around the school site but are also patient with other parents and carers, children and staff
- You understand that teachers cannot easily talk with you at the door because they are looking after children and also because you could be blocking someone else's route
- You understand that however comfortable you feel in terms of social distancing rules, other people may feel less confident and their feelings must be respected
- As in more normal times, dogs should not be brought onto the school grounds

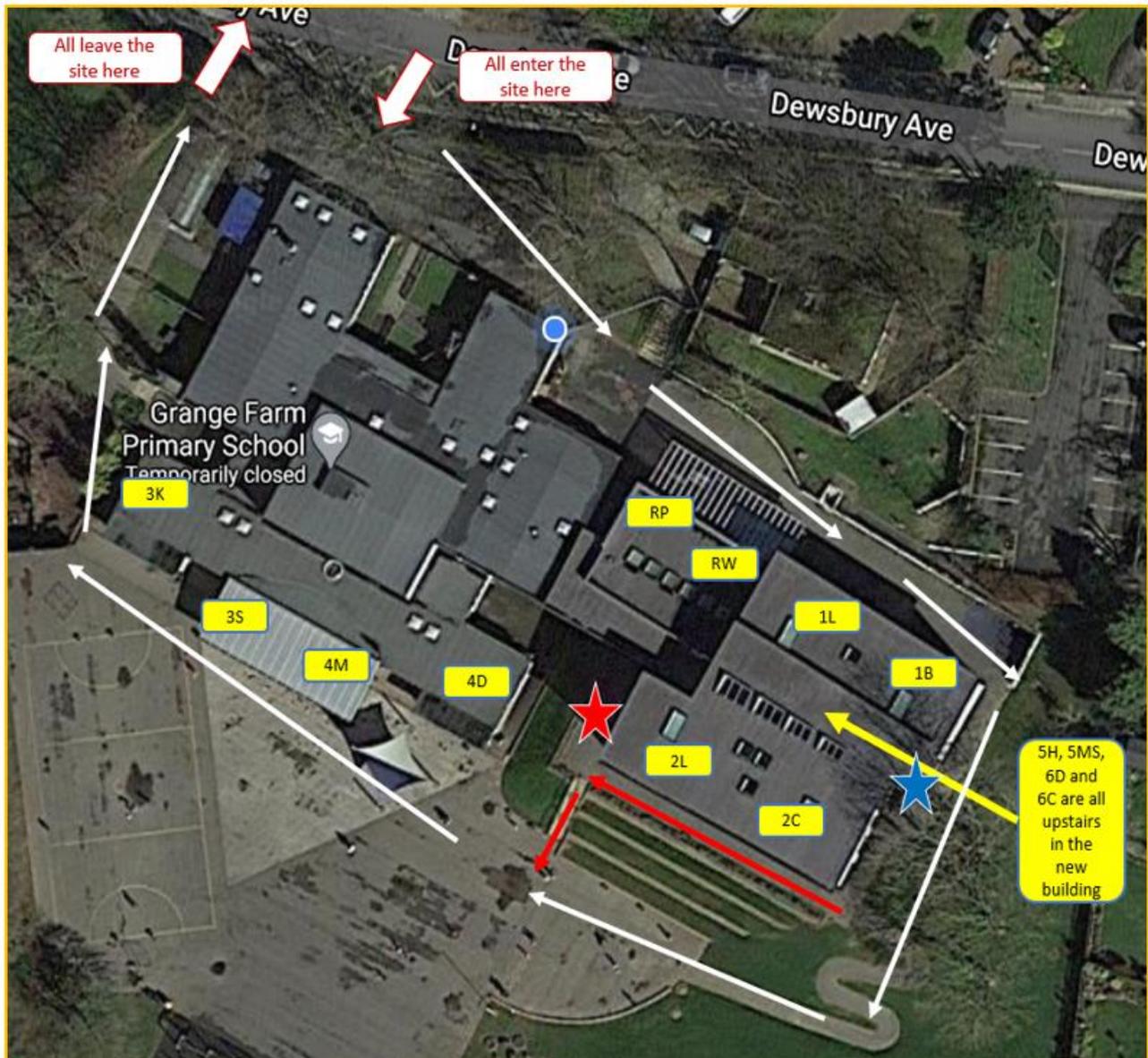
Also, all parents, carers and sublings are asked to wear a face mask for drop-off and pick-up (unless they cannot for medical reasons).

The site plan on the following page shows the one-way route and where classes are based. All classes access through the external door straight into their classroom with the exception of Year 5 and 6. For these classes, children will enter through the door at the end of the Key Stage 1 corridor (this will be clearly marked) and at the end of the day parents and carers should wait on the main playground at the rear of the school with children being sent down the steps next to the terrace to meet them.

Where children are old enough to walk to and from school independently, this will be allowed and those children will enter and exit in the same way as the rest of their class. Staff and parents / carers should talk to them to ensure they are aware of appropriate social distancing behaviour both on and off the school site.

Where children arrive on bikes or scooters, their parent/carer should take these and lock them in the bike shed just before they exit the site on the one-way system. Where children arrive on their own with a bike or scooter, staff will help them to store this somewhere appropriate.

This site plan shows the access routes around school and marks where each class is based:



- The blue star indicates the entry door for Year 5 and 6
- The red star indicates where Year 5 and 6 children will exit the building
- Red arrows show the route that just Year 2 parents and carers need to take for access to their classrooms

Wrap-around care

Wrap-around care will be provided by Fun for Kids again in September and will run to the usual 8am to 6pm timeframe. Children will enter and exit through the dining room doors as usual (with access in and out at this part of the day through the pedestrian gate nearest the bike shed). Fun for Kids will be responsible for their own procedures and risk assessment but we will be liaising closely with them to ensure our approaches are consistent, particularly in terms of grouping children.

Government guidance recognises that wrap-around care is logistically challenging in terms of maintaining “bubbles” (i.e. Fun for Kids will not be able to run 14 separate groups within their provision). It suggests that schools use small, consistent groups where necessary and that this should be done in partnership with a broad range of other measures to reduce risk. At this stage, we would envisage splitting Fun for Kids children into 4 age groups as follows: R; 1&2; 3&4; 5&6 and we will make both the hall and dining room available to the club to enable plenty of space.

The school’s breakfast club will not run until further notice as this would involve children from multiple year groups mixing between their bubbles at the same time.

Toilets for children

When children go to the toilet, it will be one of the very few times they will access part of the building that is not their classroom. The numbers of children able to go to the toilet at any one time will be limited with clear and strict queuing systems in place. We will be encouraging children to go to the toilet frequently to avoid situations where they are “desperate”, especially when they are outside.

Outdoor Space

Each group will be encouraged to use outdoor space as this is advised in the government guidance. We will have a rota to ensure space can be used effectively whilst minimising the risk of social contact between groups.

For break and lunchtimes, we will split the outdoor space into defined areas which groups will use in rotation.

We are carefully considering what equipment will be available but children will not be using the climbing frames and agility equipment until further notice.

Please do send your child with a coat every day. We will go outside for a break even in fairly persistent rain.

Social distancing in school

Grouping children into bubbles is one of the measures involved in reducing risks for September but this works in tandem with appropriate social distancing.

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face contact lowers the risk of transmission. Ideally, adults should maintain a 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger

children but adults will do this when circumstances allow as all such efforts do help. In particular, staff will avoid close face to face contact and minimise time spent within 1 metre of anyone. This will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support will be provided as normal with PPE used as appropriate.

For children old enough, we will support them to maintain distance and not touch staff and their peers where possible. This is harder for the youngest children and some children with complex needs. However, doing this where we can, and even doing this some of the time, will help.

We are planning to limit the number of staff who work within multiple bubbles and the number of bubbles they access where they do need to. However, all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. Again, we recognise this is not likely to be possible with younger children and government guidance is that staff in primary schools can still work across groups if that is needed to enable a full educational offer.

Physical layout and use of classrooms

Desks will be placed in rows with chairs all facing the front of the classroom such that children are all facing the same direction. Children will need to share tables but will sit shoulder to shoulder. Children can move places if needed (e.g. for learning behaviour reasons) but desks would need to be cleaned in between different children using them. Children will not have different places for different subjects.

Movement space between desks will be maximised. Any extraneous furniture will be removed, where possible, to enable desks to be spread out as much as possible.

Children will have a allocated spaces that they will stay at for a large majority of the time. Movement around the room will be minimised. This will depend to an extent on the age of the children and movement breaks are recommended in all classes (e.g. because younger pupils in particular are not used to sitting still working for periods longer than 30 minutes). Some children may need more frequent movement breaks but this should always be considerate of social distancing guidelines.

Bags and coats will be stored in cloakrooms. Children should have minimal equipment and other things with them and these should be with them in the classroom. Individual named trays will be used but contents will be kept to a minimum to reduce the need to access them regularly.

We recognise that our new Year 1 children have had a different length of time in school than would normally be the case before they complete their transition into Key Stage 1 and we will be making some changes to our Year 1 curriculum organisation to reflect this. At times, their experience will be more in line with that described below for our Reception classrooms.

Reception classrooms

Children in Reception will not be expected to sit at desks for extended periods of time – this is not a reasonable or educationally valid way of working.

Our approach in Reception classrooms includes:

- A mix of play-based and more formal activity
- Toys and activities split across teaching spaces such that equipment is not shared between groups
- Children rotating between activities with limited numbers at each activity
- Adults talking to them about social distancing but in a way and with expectations suitable for the age group
- Gathering on the carpet but sitting distanced apart as much as possible
- Not using any materials or resources that are hard to clean (e.g. shared play-dough or sand, soft toys and equipment with intricate parts)
- Some access to outdoor provision but only within their own class

Parents and carers of children in Reception need to understand that we will be doing our best to reduce contact between children within each class in line with the social distancing guidelines mentioned above. However, the age of the children and the style of learning will make controlling distancing and minimising contact more challenging. In order to reduce risks further the two classes will operate separately with the doors in between them shut at all times and with different outdoor areas. We will review this as the term progresses.

Behaviour Policy

The general principles of the school's Behaviour Policy remain the same as at all other times. Our golden rules remain our key focus with handwashing and hygiene added as an important part of how we look after one another.

Class Dojo will start up again from September and we will be adding Dojo points onto everyone's running record to make sure they do not lose out due to the loss of time in school. There will be a lot of certificates and cups to catch up on and we are planning a series of special assemblies in school to help us with this. Unfortunately we won't be able to have assemblies other than for just one year group (or any that involve inviting parents in) until further notice but we will be using our imagination to make them special in other ways!

If children's behaviour is inappropriate, we will continue to use our usual systems of warnings and consequences including contacting you as parents and carers.

If children's behaviour puts others at risk, we will talk to their parents/carers about putting additional measures into place so that they can continue to attend school in a way that is as safe as possible for them and others.

Uniform

Uniform expectations will be as normal for the beginning of the Autumn term. Parents will be encouraged to wash their children's clothes frequently.

On days where children have PE (teachers will let parents know which days this is for their child), we are asking children to come to school in their PE kit and they will stay in their kit all day. This is to remove the need for changing in school. Parents are advised to be aware of the weather forecast with a tracksuit over shorts and t-shirt being advisable.

Stationery and other resources

School will provide all usual stationery items. Frequently used items (pen, pencil) will be given to individual children, just for them to use. Less frequently used items (e.g. glue sticks, colouring pencils, scissors) will be shared within the class group. Children can bring a pencil case with items in from home if they wish but this can only be for their own personal use.

Other equipment (e.g. art or PE equipment) will be shared inside class groups although this will be limited as much as possible. If equipment is shared between classes or across year groups, there will either be a quarantine period (48 hours; 72 hours for plastic items) or it will be thoroughly cleaned in between being used by the different groups.

Home / School transfer of items

Items will be able to move between home and school but this should be minimised where possible.

Children should limit what they bring into school to:

- A named water bottle which needs to be filled each day and which will remain at their desk space. Children will be explicitly told and reminded not to share water bottles.
- Hand sanitizer for their own use if they wish. This will need to be clearly named and it cannot be shared with other children.
- Sunhat and sunglasses if the weather is hot. We will advise parents to apply sun cream in the morning before children come to school.
- A coat
- A pencil case with items only for their own use if they wish
- A reading book from home (Key Stage 2 children - if they wish to do this as an alternative to a book provided by school)
- A packed lunch from home if that is their lunch choice

Children can bring a bag or book bag to hold items but, as usual, this should be as small as it can be due to our limited storage space.

Items can be sent home but teachers will consider whether this is essential and whether a quarantine period is needed before things are sent (i.e. depending on who has had contact with it).

Library and reading books

September will see us start to give out library books, classroom library books and home readers again. We will not do this from the very beginning of term but will aim to get started within the first two weeks. All children will be supported to choose books and encouraged not to touch multiple books whilst doing so. When books are returned this will be to a 72-hour quarantine (blanket rule for all books as some have plastic covers) before being returned to circulation. Parents and carers will need to be patient with us as we get this system set up and understand that it will mean we are unable to change books as frequently as normal. We will confirm procedures early in the new school year.

Lunchtime supervision

Each class will work as a separate bubble through the lunchbreak and will be supported by a lunchtime supervisor. Each of these class bubbles will form part of a wider group who will follow the same timetable through lunchtime but won't mix.

Children will all stay together for their 30 minute "eating" time in the classroom and also have a 30 minute "play" time outside if the weather permits (in their own dedicated space). The aim is for all children to eat their lunch within the 30 minutes allocated time but where this is an issue we will talk to parents / carers about it. Some children will eat first and some will play first.

Handwashing and cleaning of key surfaces will take place before and after lunch is eaten.

Catering provision

You can find our current menu of lunches on our website by [clicking here](#).

These are available free of charge to children eligible for free school meals (regardless of age) and also for all children in Reception, Year 1 and Year 2. Children in other year groups will also be able to order them - £2.20 per day payable via School Comms. Lunches will be delivered to classrooms in time for lunch.

Alternatively, children will be able to bring their own packed lunch in a lunchbox or lunchbag which will stay on their lunch trolley through the day. All lunches will be eaten in classrooms. Children will wash hands before and after eating.

The national fruit scheme restarted in September and children in Reception, Year 1 and Year 2 have a free fruit snack each morning. Children in Reception also have free milk every day should they wish to. Children in other year groups may bring a piece of fruit with them to eat at morning break if they wish to and will be encouraged to follow good handwashing and hygiene routines.

Equality of opportunity

Our Single Equality Plan remains in place during this period. We are committed to the equality of opportunity for all and we need to ensure that our response to the current situation reflects this.

We are aware that the impact of Coronavirus Covid-19 has been higher for people from a BAME background than for other groups and that people with some other particular characteristics are disproportionately likely to be affected. If anybody has any concerns regarding this, we are happy to talk them through.

Communication methods

Email, phone and texting will remain the central communication methods with information also shared via the website and Twitter. If parents have specific queries, they will need to email or ring about these as we are still aiming to reduce social contact. Meetings in school may be possible but would require careful planning and organisation.

Unfortunately, parents and carers will not be able to talk at any length with staff at the door at drop-off and pick-up. Teachers will not be able to easily talk with you at the door because they are looking after children and also because you could be blocking someone else's route.

Parents will not be able to enter any part of the school building apart from the entrance lobby but this will be strictly one at a time and should only be done if absolutely necessary.

We are aware that English is not the first language of all members of our school community and a lot of written communication is currently being sent. We will provide support where needed to the best of our abilities.

Curriculum

From September 2020 we have returned to our usual curriculum cycle for English, Maths and the wider curriculum (as guided by our topic themes).

We are aware that children have had a wide range of experiences between March and July 2020. Wellbeing (through PSHE but also on an ongoing basis) is at the forefront of how we work. Children need to feel safe and secure in order to learn.

Academically, the work we do with children as they return is helping us to gauge children's current attainment levels and what we will need to put into place to best meet their needs from this point. It is inevitable that some sense of "catching-up" will be required for many children but we will look at this over time rather than as a quick fix. No-one should feel under pressure by this as an idea.

The government has announced some additional "catch-up" funding for schools and we are working on how this will be used to greatest effect across the whole academic year.

Google Classroom

Government guidance is clear that returning to remote learning needs to be considered as a distinct possibility in the Autumn term. This could mean for the whole school, for particular bubbles or for individual children.

We are reviewing our remote learning approach to ensure that, should it be required, we will be ready to use it including any appropriate improvements from how we have used it during Spring/Summer 2020.

We have updated Google Classroom for new classes for September 2020 as it will now play a part of our usual provision (especially with respect to homework) and updating classes and users will mean we are ready for wider use as and when we need it.

Physical Education

PE will be a part of the curriculum from September but with the following measures in place to enable it to take place with reduced risk:

- Activities will be individually risk assessed and undertaken where we are able to follow the guidelines set out by national governing bodies

- Outdoor activities will be the norm (we will have a rota for outdoor space)
- Equipment can be shared amongst one class group as long as good hygiene and handwashing routines are adhered to
- The same equipment cannot be used by another group for 48 hours (72 hours for plastic) unless it has been thoroughly cleaned
- The hall can be used for PE activities if the weather makes it unsafe to be outside or if being outside is unsuitable for the activity (e.g. gym or dance). The windows must be opened but, even then, the hall remains a relatively enclosed space – too small for 30 children taking part in strenuous physical exercise. Therefore the hall will only be used for skills-based activities that are not too strenuous in terms of cardiovascular effort.

On days where children have PE (teachers will let parents know which days this is for their child), we are asking children to come to school in their PE kit and they will stay in their kit all day. This is to remove the need for changing in school. Parents are advised to be aware of the weather forecast with a tracksuit over shorts and t-shirt being advisable.

Music

Guidelines regarding singing have changed and we are now allowed to sing with the children in classrooms as long as we fit to certain rules (e.g. ensuring ventilation is good and only working within their usual bubbles).

SEND (Special Educational Needs and Disabilities)

We have a duty to continue to make our best endeavours to meet the needs of children with special educational needs. This year, as in all years, SEND has been a key part of all of the transition work that we have been undertaking.

Attendance

From 2nd September, all aspects of our Attendance Policy become “live” again. **Attendance will be mandatory for all school age children and all normal rules and accountabilities for school, parents and carers will apply.**

The only temporary amendment to the Attendance Policy will be associated with the official start time of the day and when “lates” will be registered. Children will enter school on a rolling basis between 8:45am and 9:15am and the register will close at 9:20am. A “late” mark will indicate children arriving more than 5 minutes after the time indicated by their own allocated “wave” time.

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. It should be noted however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of

pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)

- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will immediately offer them access to remote education and we will monitor their engagement with this.

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.

All other pupils must attend school. We understand and will bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and we will aim to put the right support in place to address this. This may include pupils who have themselves been shielding previously but have been advised that this is no longer necessary, those living in households where someone is clinically vulnerable, or those concerned about the comparatively increased risk from coronavirus (COVID-19), including those from Black, Asian and Minority Ethnic (BAME) backgrounds or who have certain conditions such as obesity and diabetes.

If parents of pupils with significant risk factors are concerned, we will discuss their concerns and provide reassurance about the measures we are putting in place to reduce the risk in school. We will be clear with parents that pupils of compulsory school age must be in school unless a statutory reason applies (for example, the pupil has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc).

Trips and Visits

Government guidance says that we are able to run trips and visits from September 2020. However, we are not going to plan trips until we have re-established school systems in the Autumn term and had time to plan them safely. We are also mindful of the risks of having to rearrange and cancel trips in the event of further outbreaks.

Extra-curricular Clubs

We will not be starting up any extra-curricular clubs in the first instance in September 2020. We will review this as soon as we can during the Autumn term but each club will need to adhere to the same guidelines as all other aspects of how school is running and this will involve consideration of a number of practical issues.

Music Lessons

Peripatetic music lessons will be able to carry on from September as long as music teachers (who are external contractors) are able to demonstrate a robust process and risk assessment. This will involve them collecting children from classes and using appropriate spaces.

Monitoring and review

School leaders (including governors) will be regularly monitoring and reviewing the arrangements and measures we have in place to evaluate their suitability.