



## Overview of procedures and protocols for school re-opening at

### Viscount Beaumont's CE Primary

1<sup>st</sup> September 2020

Welcome back!

We are looking forward to seeing all of the children back with us this week for our phased return.

This return to school pack is an update of the one we published in the summer with the latest government guidance dated August 7<sup>th</sup> and our new plans for wider opening. All references quoted in italics are taken directly from the latest guidance.

The government guidance to schools states, *'Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19)'*

Oval Learning Trust is a cluster lead for the local area and we are pleased that other schools have chosen to come and join us for mutual support. We have continued working together as a Trust and with other local schools to give very careful and considered thought to safety measures in re-opening our schools. In evaluating the safety of all our pupils, wider community and staff we have continued to maintain a very clear safety culture with all best endeavours and we want to ensure that everyone, parents & carers, pupils and staff continue to feel confident in our procedures.

We hope our continued vigilance with safety as demonstrated across the summer term encourages confidence with you all and do please reassure children that we're all ready and can't wait for them to get learning again!

#### **Phased return and return to normal routines**

As we shared with you in July the first week is a phased return:

	<b>Thursday 27<sup>th</sup></b>		<b>Friday 28<sup>th</sup></b>	
Reception and Year 1	Reception: Stay and play sessions		Year 1	8:40am – 11:40am
Year 2, 3, 4	Year 2	8:50am-11:50am	Year 3 and 4	8:50am-11:50am
Year 5 and 6	Year 5	8:40am-11:40am	Year 6	8:40am-11:40am

Below outlines the start and end times for Year 1 to 6, from 1<sup>st</sup> September. This is when the doors will open. Each group must be inside promptly to allow for learning to start and the next group to enter.

W/B Tuesday 1 <sup>st</sup> September	Start time	End time	Where?
Year 1 (Reception from 14 <sup>th</sup> )	8:40am	3:00pm	Parents and children to use the big gate. Line along the R/1 playground.
Year 2/3/4	8:50am	3:10pm	Parents and children to use the front gate. Line along the external fence, inside the playground.
Year 5/6	8:40am	3:00pm	Parents and children to use the front gate. Line along the external fence, inside the playground.

If your child is starting in Reception, you will have been given details of either Group A or B for a phased transition.

	Reception Transition		
w/b Tuesday 1 <sup>st</sup> September	Group A	Group B	Where?
	Mornings 9am – 11am	Afternoon 12:45- 2:45pm	Parents and children to use the big gate and line up outside the R/1 playground.
w/b Monday 7 <sup>th</sup> September	Group B	Group A	
	Morning 9am – 11am	Afternoon 12:45pm – 2:45pm	
w/b Monday 14 <sup>th</sup> September	All children See Year 1 above		
All day including lunch	8:40am – 3pm		Parents and children to use the big gate and line up outside the R/1 playground.

From the 1<sup>st</sup> September, Year 1-6 will be in full-time. From Monday 14<sup>th</sup> September, everyone (including Reception) will be in full-time. All children MUST attend every single day as normal with the above times from 1<sup>st</sup> September. Good attendance will be vitally important for children to ensure they get back into regular routines and catch-up on learning missed last year.

**Gates will be open from 8:35am – 8:55am and 2:55pm – 3:15pm.** (Please note: To accommodate the Reception transition, for the first two weeks the big gate will be open 5 minutes before and after the pick-up and drop off time.)

Please stick to the times outlined above. The gates will open 5 minutes before the doors open to allow children to be ready to enter at their given time and reduce congestion near the road. If your child is in Year 2/3/4 you will need to wait outside the gates until Y5/6 are no longer on the playground.

The success of our plans can only be realised if everyone takes individual ownership and responsibility and we all model safe practices.

We have the caveats of our provision in what we can reasonably achieve with the staff and resourcing (and school site) we have. The statutory guidance as updated August 7<sup>th</sup> clarifies *‘Schools should use their existing resources to make arrangements to welcome all children back. There are no plans at present to reimburse additional costs incurred as part of that process’*. We

therefore have to work within our existing budgets and staffing structures which is a challenge for us all.

This overview is supported by school specific Risk Assessment and Protocols for staff and we will put these on the website for parents to see once we have fully consulted with staff about them.

We continue to remind parents **that we can reduce the risk of infection but we cannot remove this risk. We aim to** *'minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission'*. We have adopted the PHE endorsed *'system of controls.'*

There is not a one-size fits all and schools will adopt their own variations based on their own contexts.

*'The protective measures as outlined in the guidance are:*

- *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 the school's circumstances and will **(as much as possible)** include:

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

**If you believe your child has symptoms please follow the stay at home guidance here:**

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

### **Viscount Beaumont's Context**

We have our class structures of:

- Reception/ Year 1
- Year 2/3/4
- Year 5/6

Each class has their own classroom and they will play outside at separate times or in separate areas. During lunchtime, classes will share the lunch hall but will be eating at different ends of the hall. There are siblings who sit across classes. They will remain with their class and distance from each other during the school day.

There are areas of the school that more than one class will use. Classroom 2 will be used by R/1 and Y2/3/4 but this will be at separate times of the day and they will use separate areas of the classroom.

### **Before and After School Care**

For those children who are booked to attend the before or after school care, please arrive at the specified times outlined in the letters previously sent.

Start of the day: via the main entrance.

End of the day: Children will come out at the end of the club from the hall door. Pick to be from the front playground.

Children will sit with people from their own class.

Children will clean their hands when they arrive and depart.

Parents to follow the same social distance rules for picking up and dropping off for the start and end of the school day.

### **Classroom organisation**

Classrooms are now more back to normal but minimised in respect of soft furnishing and quarantining items like books for 72 hours will be in place.

Tables and chairs in Year 2 and KS2 face the front following government guidance.

Freeflow setting and groups for direct instruction remain with EYFS and Year 1.

Windows will be open as much as possible in all rooms for ventilation.

**Safe hand washing routines** will be in place in classrooms with continual reminders and posters and readily available sanitiser. Children will clean their hands when they arrive and leave school, when they return from breaks, when they change rooms and before and after eating.

*'Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review'.*

Distancing is no longer in place in respect of desks and seating but additional cleaning routines remain as much as possible.

### **Measures at home to prepare for school**

Be positive! Chat through these measures in an informative way to help prepare children.

Children must wear uniform every day.

Children must not bring equipment from home unless requested to do so. Teachers will liaise directly with arrangements for reading books.

Children attending school will need to bring packed lunches in a lunch box until further notice. We are working with School Food Support to work out the logistics of providing hot dinners. We will not provide hot dinners until we are clear our protocols are running smoothly.

Please ensure this lunchbox is cleaned every day. Your child will be provided with a water bottle.

## What to bring to school...

Yes please	Reason	No thank you	Reason
PE kit	Children need to bring their PE kit in during the first week of school which will be returned at the end of the half term. Children need to have PE kit appropriate for both indoor and outdoor activities.	Stationery	We will supply the stationery each child needs
Coat	As weather is changeable, coats will need to be brought into school every day so children can go outside for playtime.	Rucksack	To allow easy access to their coat and minimise items from home
Lunch box	For Y1-6, from 1 <sup>st</sup> - 11 <sup>th</sup> September, children will need their own lunch. We will update you during that time about re-opening the school kitchen.	Water bottle	Children are provided with school water bottles which are cleaned each day.
Healthy snack (Y3-6)	At breaktime, children are allowed to eat a healthy snack which is brought in from home.	Healthy snack (R/1/2)	If your child is in Reception, Y1 or Y2, your child is provided with a healthy snack.  This will be supplied from Monday 14 <sup>th</sup> September (due to our current delivery time). Before then please supply your child with a healthy snack.
Inhaler	If your child requires an inhaler in school, they must have it with them when they start. It will stay in school. Please make sure your child's medical information is up-to-date.		
Glasses	If your child has a second pair of glasses they can stay at school. Alternatively, they can be brought home each day.		
Bookbag	This will contain book(s) from school and a reading record. More information about reading and homework will be given out later this half term.		

## Arrival and departure



**Please ensure you read and follow these instructions exactly – we may review and update them as we evaluate our Risk Assessments and Protocols.**

We continue to regulate entry to the site and stagger parents coming in at the allocated times for drop-off. Please ensure you respect the 2m distance with all supervising staff and when queuing to get on the premises and whilst here.

Face-masks may be worn for arrival and departure by adults but if children wear them they must be removed on arrival at school and taken home or kept in coat pockets.

If you are dropping and collecting for multiple classrooms – arrive at the earlier time and depart at the later times indicated. **Registrations will close promptly at 9.00am and children will be marked late.**

**Only one parent to accompany their child to school at one time.**

Please avoid additional adults and children wherever possible so we limit people on site.

**Please do not arrive late or early – you will need to wait.** Arriving late will mean you delay us in making the site secure for our children and add extra movement around school outside of the allocated times. Arriving early could mean two classes clashing so please keep to the times.

**The gates will be locked promptly at 8:55am so all children MUST be with their teacher by then as staff need to be in class.**

All children and staff will clean their hands on arrival and departure.

There are time limited allocations to minimise people on site so please do not gather in groups or stay on site any longer than needed to drop-off.

No face-to-face queries to staff during arrival and departure times – if a conversation is needed please telephone the office or email.

Late arrivals will need to call the office and may need to wait outside until someone is able to supervise entry.

## Attendance



Please help by calling and reporting absences **before 8.30am** and leave messages on the answer machine if your child is not attending that day.

The office is really busy and this will reduce their burden in chasing parents at busy times.

Government guidance is clear that parents **MUST** send their children to school.

We will be monitoring attendance as we have done before. Any illness please seek advice using the links provided on the DfE site.

## Entrance and reception



No parents or visitors can enter the building. We're really sorry. Please do not approach the glass panel or ask to enter school without an appointment. Please call or email queries to the office. All staff need to supervise arrival and departure times.

The office phone is likely to be on answer machine between 8.30am-9.00am and 2.50pm-3pm to allow for supervision of arrival and departures. Please help by calling and reporting absences if you are in a scheduled year group to attend **before 8.30am** and leave messages on the answer machine.

## Corridors and circulation

Only one group of children will be allowed to move down the corridor at any one time. Corridors mark the spaces of 2m for queuing. Children will be encouraged to use the toilet at break and lunchtimes.

## Behaviour management

We will remind children of the expectations. It would be helpful for you to talk to them about this guidance so they are prepared. There will be a clear pupil induction and walkthrough of procedures and safe practices in a fun and engaging way! Any new children will receive a clear induction and other children in the class will provide reminders.

There will be zero tolerance to *intentional* non-distancing / safety measures. It will be made clear to children that they should avoid hugging, and should maintain a 2m distance between others at all times. They will be reminded not to share any resources, food or water bottles. If after due reminders and induction safe-distancing rules are not obeyed or are intentionally ignored this may mean you have to collect your child as a temporary exclusion. We doubt this will be even a consideration as our behaviour is, I am proud to say, exemplary. Children have been to date simply fabulous.

There will be reminders from staff as needed about expectations.

## Collective Worship

Collective Worship (CW) is an important part of our Christian school ethos & identity and will still continue in some form every day. The Government guidance suggests no large group gatherings or singing in groups of more than 15. To mitigate this (because singing is important) we shall try and host CW outdoors - well-spaced out. We shall continue to host CW 'virtually' with children in classrooms but also in the hall with only two year groups at a time – spaced out at the left and right and not facing each other.

## Toilets



Allocated toilets for each group. Y2/3/4 have a toilet that is one in one out.

R/1 and Y5/6 share toilets areas but have allocated toilets. Children in the same class, when accommodated by an adult can use the toilet and sink at the same time. A waiting area for one person marked out in the corridor for each toilet room.

Toilets will be monitored throughout the day and when necessary will be cleaned throughout the day. Children will be continually reminded to wash their hands.

## Classroom cleaning protocols



Clean as you go approach will be used by staff – so frequently touched surfaces wiped during the day as needed.

All classrooms have access to cleaning cloths and cleaning sprays.

Staff will be mindful to wipe down other common touch areas (door handles, cupboard tops).

Staff will wipe computer keyboards before and after use.

Hands sanitised before passing and on receipt of any paperwork.

Floors marked with learning spaces and movement advice.

No pupil movement unless instructed by class teacher.

Shared resources will be minimised but cleaned between use.

**No bags/rucksacks** or personal belongings. See table for what children can bring to school.

PE kits to be brought in and stay in school all half term.

Pens & equipment kept on desks – one per pupil no equipment from home - school will allocate.

At all times, where weather permits, windows should be kept open from first thing in the morning.

## EYFS & Year 1 classroom



Government guidance recognises that these younger year-groups are unlikely to maintain distances. We have taken as many measures as are reasonable in marking smaller spaced areas to sit into smaller groups. However, we do expect children in these year groups to be near to each other. The classroom is organised to utilise the opportunity for quarantining resources on rotation and encourage regular cleaning of common contact surfaces as much as is reasonable and children cleaning their hands regularly.

## Cleaning procedures



Children and staff will keep surfaces clear. Staff will clean desks during the day and then cleaned by the cleaner at the end of the day. Unnecessary clutter and resources will be removed from classrooms including soft furnishings where items are not easy to clean. Staff may use 72-hour quarantining for some items e.g. reading books.

## Staff Supervision

We cannot limit staff members to only one bubble as we need to cover classes for example for teacher PPA. Staff will try and maintain distances as much as is reasonably possible with their classes. The guidance supports this: '*teachers in primary schools can still work across groups if that is needed to enable a full educational offer*'.

## **Contingency for staff illness**

This will be a challenge. If staff need to isolate we will contact our regional health team to seek advice where needed. We do not have additional resource to cover the extended periods recommended in the guidance. We may need to split children across classes to support cover and keep learning going. We'll deal with it on a case by case basis and take health advice.

## **Illness and first aid administration**



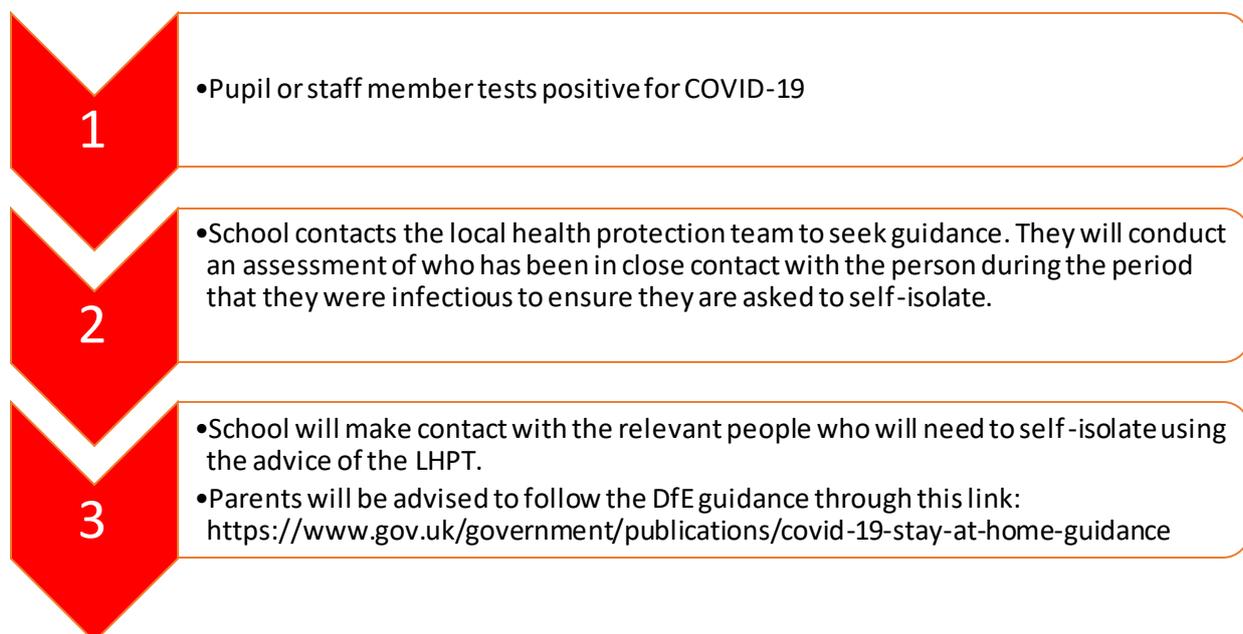
If a child is ill (showing signs of COVID-19), we will send them home. Parents must follow the online guidance for isolating (which need to be checked every time as it changes frequently). We have removed the step by step guidance from our protocols because of the frequent changes and to ensure we do not advise you incorrectly if it is updated.

For other illness, school policy will be followed in line with social distancing. If there is any bodily fluids involved (e.g. vomit), cleaning will happen in line with guidance (i.e. use of PPE and quarantining area). We will not inform parents about 'suspected' cases – only confirmed cases. Children are poorly for all sorts of reasons with temperatures for all sorts of reasons. First-aid will be administered in line with school protocols (including the use of PPE where necessary).

## **Quarantine area – main entrance**

This area is to be used as a quarantine area. It can be well-ventilated and has easy access for picking up. First-aiders will clean down any surfaces as they go when using the area and first aid equipment is available in this room.

## **Actions if there is a confirmed case of COVID-19 in a school**



## **PE and equipment**



Sports activities are permitted and will only include ones where children can be spaced. If equipment has to be shared with other classes, it will be quarantined before use. Children must clean their hands before and after PE. PE lessons will take place outside and in the hall. We will use the hall for smaller groups of children and low velocity activities such as yoga or stretching.

## **Pedagogical approaches to support more distanced teaching instruction and limited teacher movement**

We have been working on a 'recovery curriculum' to ensure that lessons support pupils to re-integrate into school life and prioritise PSHCE and pupil's emotional well-being. Staff will also consider their teaching approaches to keep a safe distance as much as possible.

Whole class instructional approaches & feedback.

Use of visualisers where possible for whole class marking and feedback.

Use of small whiteboards for pupils to show answers from a distance.

Emphasis on attention and minimising distractions.

Clearly modelled examples by the class teacher.

Self-marked learning with answers projected on the board.

Use of quizzing, review and retrieval to go over previous learned work.

Wherever possible, equipment will not be shared as part of the activities.

## **Dining and catering**



Packed lunches only for all children until further notice and until we are able to safely integrate our new systems to extend to providing dinners.

All children will eat lunch in the dinner hall maintaining class group seating or separate times in the hall.

We anticipate dinners to be available again from 15<sup>th</sup> of September (at the earliest).

## **Outside play and first-aid**



There are staggered break times and lunch-times to allow classes to allow classes to use the same area but at different times. Alternately, classes will use different playgrounds. Adjustments to the school timetable, will allow children to maintain their separation and allow

for cleaning to take place.

Staff will carry first aid kits so they can be used as normal 'on location' First aid room will be in use by all children and staff. After each use, surfaces will be cleaned.

Appropriate PPE will be used in line with risk assessments when administering first aid.

## **Offices / Staffroom**



No parents to enter the school building or reception area unless attending a pre-arranged appointment.

Maximum 2 staff members in the office at a time – spatially distanced (2 in seating area).

Hand sanitiser used on arrival and departure to the office and after handling paperwork.

Only 4 people in staffroom at any one time – they should ensure they are socially distancing.

Class 2 to be used during lunch and after school when more than two members of staff need to be seated in the same room. A clean as you go approach to be used and this will be when children are not in the room. Staff to clean their hands when entering and will keep 2m apart.

Hands sanitised before passing on and after receipt of any paperwork – especially daily post.

Windows should be kept open at all times – weather permitting.

Sanitise hands at the hand station at the top of the stairs and before and after using the photocopier.

Glass panels used closed for visitors for extra protection.

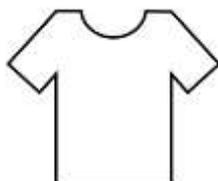
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This plan has been drawn up using government guidance, with health and safety guidance and in consultation with headteachers across schools to benchmark best practice. **It is not fixed** and details or approaches may change as a result of new government advice or as a result of schools changing local arrangements based on their ongoing evaluations and refinement. Arrangements for individual schools have been personalised into this template and may be different in different settings.

## Parents & Carers: How we need you to help us re-open school safely



**No school if there are ANY symptoms in your home**



Children must wear their uniform everyday



Children can bring their PE kit to school



No other personal belongings such as pencil cases or rucksacks



Packed lunches in boxes only thoroughly washed everyday



Book bags can be brought in to school, children will receive reading books



Walk or Cycle:  
This will avoid creating crowds trying to park cars near school.



Be on time:  
This will reduce risk by keeping your child from mixing with other groups



No face masks in school.  
If they are brought to school, they must go back home with an adult



Obey the special signs and markings around school. Doing this will keep all families safe.



Keep a safe distance from other families whilst waiting at the start and end of the school day.