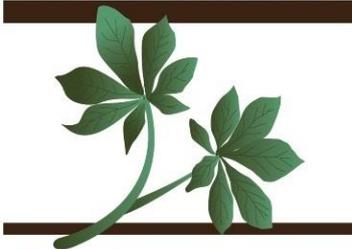


HALL ORCHARD



CE Primary School

9th July 2020.

Dear Parents and Carers,

We are looking forward to next academic year and ALL pupils returning to school. We have been working hard, following the Government announcement on 2nd June, to develop our Safer Systems of Working following the latest Government guidance.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Central to our planning has been to ensure that **safety comes first**.

To achieve this, we have set plans on the following basis:

- We encourage appropriate social distancing at all times, where possible.
- Avoiding contact with anyone with symptoms.
- Frequent hand cleaning and good respiratory hygiene practices.
- Regular cleaning of settings.
- Minimising contact and mixing.
- Resources not being used across class groups.
- Staggered start and finish times.

As I have stated previously, I will not say that we can provide an environment where all risks are eliminated, but I can't do that in a 'normal' school environment either. What we have done, through these plans, is to create an environment where risks are managed to a level that we feel is appropriate, and is in line with guidance, and what we're being asked to deliver by the Department for Education.

We are going to achieve this by creating 'class bubbles' as much as possible. These bubbles will mean that each class of children will be kept together for the whole school day, including playtime and lunchtime.

ALL pupils (with the exception of our new reception intake) will start back on Tuesday 25th August, as planned.

Arrival to and departure from school

- There will be a **staggered start and end** to each day, the purpose of which is to help enforce social distancing of both pupils and parents. There will be a one-way system for arrival of parents and children depending upon the entrance used.

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- When you arrive at school to your allocated entrance, queue in order of time slot (in your 'class bubble'). The staff will then direct your child's class to their teacher. Where possible, we will have one-way systems in place to help keep everyone as safe as possible.
- It has not been possible to ensure that children from the same family will not need to be at different entrances to school at the same time. With such a large school and every possible combination of siblings we could not achieve this. However, we do have a 'late drop off and collection' area and, if this applies, we ask that you drop off 1 child to their class bubble and then bring the other(s) to the late collection point.
- We ask you to arrive for drop off and collection at the specified times and to keep your children with you so they do not play with other children who could be in a different class 'bubble'. This is important as any mixing of pupils will negate the segregation that we are aiming to enforce. We ask that only one parent brings their child to school as this will minimise the number of adults on site.
- We will strictly require adults NOT to enter the school site and ask that you only go to the school office if it is a matter that cannot be dealt with by telephone or email.

Movement around the school

- All but essential movement around the school will be avoided. Staff will ensure movement at break and lunchtimes is also organised in a staggered way. No use will be made of the library and there will be no school assemblies.
- There will be one-way systems to help enforce social distancing.
- Children will enter and exit classrooms using separate doors wherever possible. As much as is possible, without compromising fire risk, shared doors will be left open in order to reduce the number of times they are touched by pupils and staff.
- Learning outdoors will be encouraged (still maintaining segregation of class 'bubbles').
- Hand washing will be a requirement upon entry or re-entry to every classroom.

Before and After School Provision

- We will continue to provide breakfast and after school club provision for the pupils who have a place booked.
- Before and Afterschool provision will be provided in the Victorian part of the school to maintain separation from our Preschool bubbles.

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- Pupils attending Breakfast and Afterschool provision will be placed into 3 distinct bubbles (Early years and Key Stage 1, years 3 & 4, years 5 & 6.

SEND Support

- SEND support will be provided. However, some provision will differ to that provided previously as we will not be withdrawing groups of pupils from more than one class for interventions.

Safeguarding

- The Senior Leadership Team will continue to support the needs of all children in the school.
- Designated Safeguarding Leads will continue to be on site every day.
- This will include adherence to the Keeping Children Safe In Education guidance with regard to safeguarding all children.

Playtime plan

- Children will have a staggered, well supervised playtime, with class 'bubbles' playing in defined areas, segregated from other class 'bubbles'.
- Pupils in the Pre School and Foundation Stage will have access to their usual areas throughout the day but the class 'bubbles' will be kept separate from each other as much as possible.
- The trim trails will not be used at playtime.

Lunchtime plan

- School meals will be provided as normal. Pupils may bring sandwiches, as normal.
- Class 'bubbles' will eat within their groups, separated from other pupils. They will then play, also in segregated groups in identified areas of the playgrounds/field, as at playtime.
- At lunchtime pupils will go to their normal class 'bubble' toilets.
- The trim trails will not be used at lunchtime.
- Pupils will wash their hands before eating and before entering their class base after lunchtime break.

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Cleaning, hygiene and PPE

- We will be implementing regular and rigorous hygiene, including: 'Catch it, Bin it, Kill it,' with tissues and new bins in every class; rigorous hand washing on a very regular basis; soap in all toilets and classrooms; paper towels.
- Staff will have PPE available to them should pupils become unwell or need support for intimate care but otherwise will not be using face masks or gloves routinely unless a greater risk is identified. Pupils are not required to wear masks or gloves.
- Some staff may be choosing to wear their own PPE whilst in school.
- We will be aiming to have maximum ventilation for all classrooms and if the weather permits, open windows and doors as much as possible.
- There will be an enhanced level of cleaning in school with toilets cleaned multiple times a day. In addition to the normal end of day cleaning, we are having extra cleaning done before and after lunch, with a cleaner also on site for most of the day to do a constant round of cleaning of priority areas that we identify (e.g. toilets, door handles).
- Unnecessary items have been removed from classrooms and especially those that are difficult to clean e.g. soft toys, rugs, cushions and throws.

Toilets

- Class 'bubbles' will have their own allocated toilets and should not use other toilets. Toilets will be cleaned multiple times per day.
- Only one child at a time will use each toilet facility (wherever possible).
- Over playtime, children in each 'bubble' will be expected to use only their allocated toilets.

School office

- Our school office will be open for the duration that children are in school. However, parents should avoid coming to reception and should call or email the office with any query.

Classroom expectations

- We are aiming for our Year 6 pupils to socially distance within school but we CANNOT guarantee that this will always be the case as pupils may gravitate towards each other and whilst a slightly lower risk, they may pass by each other in the classroom or when moving around the school and, at these times, may be closer than 1m.

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- Whilst it is possible and easier to enforce social distancing with our Year 6 pupils, we do not feel it possible or reasonable to do so with younger pupils i.e. we will not be enforcing social distancing within each of our class 'bubbles' but will always aim to segregate the classes.
- Pupils will be taught in their class' bubbles' at all times; children will not move between classes as they have done in previous years e.g in year 6 ability groupings for mathematics / literacy, phonics in Key Stage 1, free flow activities in the Foundation Stage.
- Staff will insist upon hand washing throughout the day.
- Children will be very well supervised and will not leave their class 'bubbles' other than (usually) one at a time to use the identified toilets or when going out to play/lunch. No children will be asked to complete errands such as taking something to the school office.
- NO PE equipment or classroom resources will be shared by class 'bubbles.' If PE equipment is required, it will be allocated to each class 'bubble' for their exclusive use. Any PE we do will be of the type that minimises contact between pupils e.g. passing skills if playing football but no tackling. Gym apparatus in the hall will not be used.
- We will be providing a full broad and balanced curriculum. However, in the first few weeks our focus will be largely on mental health and well-being, expectations for behaviour, rules and routines in terms of our safer working practices and identifying gaps in learning.

Expectations of children

- Children will be expected at school every day. Parents should let us know, as normal, if we are not to expect children in school, for example due to normal illness.
- Parents, with their children, must arrive promptly at the given times and **only attend** school if they, or a member of their household do not have symptoms of COVID-19. If any child has symptoms of or is diagnosed with the virus, school must be informed.
- Pupils should come in their school uniform and should have their PE kits which can be left in school for the half term.
- Children should bring a named, filled water bottle to school as water fountains have been turned off.
- We ask pupils **NOT** to bring toys or other items from home.
- Pupils should bring their book bag as they will have a reading book which they will need to transport between home and school.

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- Children must wash their hands regularly when in school and, we suggest, before and after school.
- Children **must not share** possessions (including clothing or food) with others.

Expectations of Parents

- Parents will NOT be able to access the school site; pupils MUST be left with the member of staff at the appropriate entrance.
- Parents will NOT go to classroom doors and will be unable to speak directly to teachers without a prior appointment.
- Appointments must be made by e-mail or telephone.
- Parents should not access reception unless they have an appointment or are returning necessary paperwork. Only 1 adult is allowed in reception at any one time.
- Please treat all school staff with respect; this is a very different way of working for all of us.

What happens if there is a confirmed case of Coronavirus in our school?

If a pupil develops symptoms, we will err on the side of caution and will isolate the child, and parents will be required to collect the child **immediately**. Equally, if a staff member develops symptoms they will be sent home immediately. If a pupil or staff member in any class bubble has symptoms, following government advice, the individual will need to self-isolate for 7 days and the rest of household for 14 days.

If anyone develops symptoms, they should be tested.

- If they test negative, other members of their household can stop self-isolating. If they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.
- If they test positive, they should follow the [Coronavirus \(COVID-19\): Stay at home guidance for households with possible or confirmed coronavirus \(COVID-19\)](#) and inform school.

All staff will be tested if they develop symptoms. If any staff member or pupil is confirmed as having Covid-19 you will be informed immediately and the entire class of pupils and staff will be directed book a test and to self-isolate for 14 days.

If a single child or adult in school is confirmed as having the virus, we shall inform ALL parents and staff members; nothing will be hidden from you. If there is a confirmed case of Covid-19 in the school, further advice will be sought from the Public Health England who have committed to moving very quickly with further preventative measures should a wider outbreak be detected within a school. We will not hesitate **to shut the entire school** if we are directed to or if we feel it is necessary.

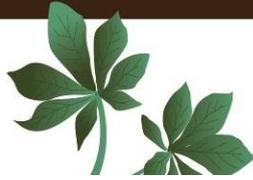
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Summary

In the spirit of complete transparency, we cannot say that we can provide an environment where all risks are eliminated. However, we cannot do that in a 'normal' school environment either. Our plans have been created to ensure that we have an environment where risks are managed to a level that we feel is appropriate and, as much as possible, is in line with Government guidance.

No doubt our plans will have to change as we go along. This is an unprecedented situation and whilst we are well versed in identifying and managing risk, we find ourselves in uncharted territory. We commit to being open and frank with you at every turn and will continue to do all we can to educate your children and keep them as safe as is possible at this difficult time.

We have shared these plans with our colleagues and Trade Unions, and continue discussions with both groups to ensure that we are liaising fully, and collating and acting upon feedback.

A further letter will follow with information regarding the location and timings for our segregated / staggered start and finish times. Thank you for your patience and understanding and I look forward to a full and happy return to the 'new normal' Hall Orchard on the 25th August

A handwritten signature in black ink that reads "JEM McKay". The signature is written in a cursive, flowing style.

Jane McKay
Headteacher