

## **RE: Arrangements for school reopening**

Dear Parents,

In line with the Department for Education's instruction, it is our plan that all pupils in all year groups, will return to school full time from the beginning of the Autumn term. I am writing to share with you the arrangements we will implement to ensure the safety of all staff, pupils and visitors to the school. These arrangements have been put into place following a robust risk assessment process. The full Risk Assessment can be found on our school website (Policies, Docs & COVID 19 section) and contains the government guidance and specific details of the corresponding actions that we will take. A few of the main points are also outlined in this bulletin.

### **Return Date**

I can confirm that school will reopen to pupils in Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6 on **Wednesday 2<sup>nd</sup> September 2020** (1st Sept is a staff INSET day). Year R pupils will return on **Monday 7<sup>th</sup> September**.

### **Attendance**

We recognise that some of you may have some concerns and reservations about your child returning to school. In March when the virus was increasing, we made it clear that parents would not be penalised or sanctioned for their child's non-attendance at school. The Government has now made school attendance mandatory from the beginning of the Autumn term. Where a pupil is unable to attend school, because they are complying with medical or public health advice, attendance will not be penalised.

We understand that the past weeks and months have been challenging for many families. If you would like to talk to us about your child and any concerns you have about their return to school, please contact your child's current class teacher via email before the end of term.

### **Prevention Measures and Systems of Control**

Our planning is underpinned by the Government's advice on effective infection protection and control. Many of the protocols and procedures that were implemented during the Summer Term will remain the same in the Autumn Term. The main amendment to our plan is the reduced social distancing measure. Preventative measures taken in school for infection control include:

- Minimising and limiting contacts and mixing between people where possible.
- Ensuring that staff and pupils **do not come to school if they have coronavirus symptoms**. Symptoms include a continuous cough or a high temperature, or a loss of or change in their normal sense of taste or smell.
- Anyone who develops symptoms in school will be sent home to self-isolate for at least 7 days and arrange for a test. The return to school is conditional on a negative test. Other members of the household (including siblings) should isolate for 14 days from when the symptomatic person first had symptoms.
- Displaying coronavirus infection control measures information posters around school.
- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap:
  - On arrival at school

- After using the toilet
- After breaks and sporting activities
- Before eating any food, including snacks
- Before leaving school
- Having alcohol-based hand sanitiser gel available for use throughout the school day.
- Ensuring pupils and staff understand that they must cover their mouth and nose with a tissue before they cough or sneeze, then throw the tissue away.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual.
- Actively engaging with the NHS Test and Trace system.

### **Grouping Pupils**

Social distancing has now been replaced with an overarching principle to reduce the number of contacts between staff and pupils. This will be achieved through keeping year groups separate (Year Group Pod) and maintaining distance between individuals. These two measures will be dependent on:

- children's ability to distance
- the lay out of school
- the feasibility of keeping distinct groups separate whilst offering a broad curriculum

Maintaining distinct year groups that do not mix will make it easier and quicker in the event of a positive case to identify those who may need to self-isolate. We recognise that younger children will not be able to maintain social distancing.

Staff have been assigned to Year Group Pods and staff can operate across different year group pods in order to facilitate the delivery of the timetable, but this will be kept to a minimum.

Mixing of year groups will only be allowed in the provision of wraparound care i.e. at the Playstop. Please contact Mrs Sandwell for the Playstop risk assessment.

In the classroom, adaptations will be made, according to the Government Guidance, to ensure that all children are sitting side by side and facing forward rather than face to face as much as possible.

During the school day, break and lunch times will be staggered and zoned, assemblies and P.E will be in Year Group Pods and all large gatherings will be avoided.

### **Arrangements for the start and end of the school day**

The beginning and end of the school day are the busiest times for children and adults congregating together in one place, so maintaining safe distances within normal arrangements will be a challenge. It is important to note that due to the staggering of Bishop Rawstone buses we are unable to use the layby until at least 9am and so our start and finish times have changed.

We are implementing the following measures to the start and end of the school day:

- We **encourage pupils and parents to walk or cycle to school** where possible.
- We will extend our usual, staggered arrival. The new time will be **9-9.15am**.
- Entrance to the school site is either via Bishops layby gate or the pedestrian gate on Out Lane.
- Only one parent/adult to drop off and collect.
- Where appropriate, pupils to be dropped off at either of the two school gates (Bishop Layby Gate or Out Lane Pedestrian Gate). Year R and Year 1 pupils can be taken by one parent to their classroom doors.

Staff will be on the gates to support the pupils on their arrival. Parents of Years 2, 3, 4, 5 and Y6 will remain off site. Exceptions will be made by prior discussion and agreement with the Senior Leadership team.

- At the start of the day teachers will not be available for conversation unless a teacher initiates the contact. Teachers will prioritise the safe arrival and dismissal of all pupils. Please contact the office if you have any queries about the day or to arrange a telephone appointment with the class teacher. You can also write a note in the home school diary.
- At the end of the school day the playground will be opened at 3.15pm for parents to briefly wait. Whilst waiting, social distancing must be adhered to. Social distancing is the most instrumental factor in keeping safe.
- Ensure that you arrive to collect at your assigned time, please do not arrive early. Collecting pupils on time will help staff to safely dismiss the pupils.
- Year group zones will be marked on the playground for parents to stand and wait at the end of the school day and pupils will be sent to their zone for collection.
- Pupils are not allowed to play in the ball area or on the tyre park after school.
- **There is no vehicular access to school via Out Lane. The road becomes a private road with no scope to turn around and is the main pedestrian access to both schools.**
- Pupils in the PlayStop will be taken to their classrooms at the appropriate time in the morning and collected at the end of the day

Year Group	Parental Access to Playground in a Morning.	Drop off time	Morning Access to site – Drop Off Points	Morning Access to classroom	Afternoon access to site	Afternoon collection time	Afternoon collection Point
YR	Yes	9am-9.15am	Bishops Layby or Ginnel Gate	YR External Classroom Door	Ginnel Gate or Bishops Layby Gate	3.15pm	Zone outside YR Classroom Door
Y1	Yes	9am-9.15am	Bishops Layby or Ginnel Gate	Y1 External Classroom Door	Ginnel Gate or Bishops Layby Gate	3.15pm	Zone outside Y1 Classroom Door
Y2	No	9am-9.15am	Bishops Layby Gate	Y2 External Classroom Door	Bishops Layby Gate	3.20pm	Zone outside Y2 Classroom Door
Y3	No	9am-9.15am	Out Lane Pedestrian Gate or Bishops Layby Gate	Lower Key Stage 2 Door (Fire door)	Out Lane Pedestrian Gate or Bishops Layby Gate	3.20pm	Zone outside Lower Key Stage 2 Door
Y4	No	9am-9.15am	Out Lane Pedestrian Gate or Bishops Layby Gate	Lower Key Stage 2 Door (Fire door)	Out Lane Pedestrian Gate or Bishops Layby Gate	3.20pm	Zone outside Main Key Stage 2 Door
Y5	No	9am-9.15am	Out Lane Pedestrian Gate or	Main Key Stage 2 Door	Out Lane Pedestrian Gate or	3.30pm	Zone outside PE door area

			Bishops Layby Gate		Bishops Layby Gate		
<b>Y6</b>	No	9am-9.15am	Out Lane Pedestrian Gate or Bishops Layby Gate	Main Key Stage 2 Door	Out Lane Pedestrian Gate or Bishops Layby Gate	3.30pm	Zone outside Ball area

### Arrangements for breaktimes and lunchtimes

We recognise the importance for all pupils to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of pupils settling back into school life, so we have made some adjustments to break and lunch times to ensure they can do so safely.

- Break times will be staggered, and the pupils will remain in the year group pods with a member of their teaching team.
- Lunch time will be reduced to 45 minutes to accommodate the staggered start and end of the day and to ensure that statutory teaching and learning time is maximised and met.
- The playground and field will be split into three zones so that play remains in Year Group Pods.
- Children can either bring a packed lunch from home or have a school lunch.

### Response to any infection

- Staff members and pupils are required to have a test if they are displaying symptoms of COVID 19 and will be sent home to self-isolate if the symptoms are apparent at school.
- Staff members and pupils are required to self-isolate if they have been in close contact with someone who tests positive
- If someone tests negative, and they feel well and no longer have symptoms similar to coronavirus they can stop self-isolating and return to school
- If someone tests positive, they must self-isolate and their return to school is conditional on a negative test result
- School will send home those people who have been in close contact with a person who has tested positive, advising them to self-isolate for 14 days. This period starts from the day they were last in close contact with the infectious person.
- If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolating period they should be tested. If it is:
  - negative**, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus within the remaining days.
  - positive**, contact school immediately, and must isolate for at least 7 days from the onset of their symptoms. This could mean the self-isolation ends after the original 14-day isolation period.

If school have two or more confirmed cases within 14 days, we will work with our local public health protection team who will advise if additional action is required. The recommendation may be that a larger group or the complete school site will be asked to self-isolate as a precautionary measure.

### School Uniform

From September we return to our usual uniform policy. Please see the school website for more detail ('About Us', School Brochure pg.10). Your child's class teacher will notify you of the day that your child will need to wear their PE kit.

Uniforms do not need to be cleaned any more than usual, nor do they need to be cleaned using methods which are different from normal.

### **Curriculum, behaviour and pastoral support**

The emotional health and well-being of our pupils is our greatest priority. Throughout the Autumn Term we will be listening to, monitoring and responding to their emotional needs. Every pupil is different and will react to returning to school in different ways, e.g. excitement, worry, anxiety and may even experience some separation anxiety. It will be important for us to reassure the pupils that these feelings are normal and accepted. There will be a period of adjustment for us all. Staff will have access to resources to support the wellbeing of the children provided by our colleagues in The Educational Psychology team.

We will teach a broad curriculum in all subjects from the start of the Autumn term, but we will also prioritise addressing any significant gaps in pupils' knowledge. Curriculum planning will be informed by the assessment of pupils starting points and in order to increase the momentum we will re-establish good progress in the core areas (phonics, reading, vocabulary, writing and mathematics), identify opportunities across the curriculum to read widely, and develop their knowledge and vocabulary. We will teach a full range of subjects over the year including science, humanities, the arts, PE/Sport, RE and PSHE to ensure that the pupils have breadth and depth to their curriculum.

Your child's class teacher will send you a detailed curriculum letter at the beginning of September which will outline their curriculum, additional catch up activities and ways that you can continue to support your child with their learning and emotional wellbeing.

In the Autumn Term, once we have had sufficient opportunity to effectively assess the children and plan their next steps, we will provide you with formal feedback on your child and their progress to date.

An addendum has been written to our behaviour policy and this can be found on our website (Policies, Docs & CV19 – COVID 19 – TSM Behaviour Policy Addendum). Our Behaviour Management System will remain, and weekly Golden Time will continue but will be based in Year Group Pods.

We await more specific information regarding the Government's pledge to provide financial support to help schools provide catch up programmes. Hopefully, we will have more information to share with you in September.

### **Before and After school Club**

The Playstop will commence on Wednesday 2<sup>nd</sup> September. There will be strict routines to follow as pupils move from Year Group Pods to Playstop Pods. Mrs Sandwell will contact you directly with more information regarding the new procedures and will include the Play Stop's Risk Assessment. If you do not currently use the Play Stop and would like further information about this provision, please contact Mrs Sandwell via email, [theplaystop123@gmail.com](mailto:theplaystop123@gmail.com)

## Support for parents

We do not underestimate how difficult the recent months have been for us all and we all will have been touched in some way by the coronavirus pandemic.

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter provide free confidential information, support and legal advice on all housing and homelessness issues if you call 0330 0536 083 (please note, this is not a free phone number and your call will be charged), or their free webchat is available at [https://england.shelter.org.uk/get\\_help/webchat](https://england.shelter.org.uk/get_help/webchat)

Further support materials on Mental Health and Wellbeing can be found on our website (Policies, Docs & CV19 – COVID19 Section)

## Pupil Premium- Free School Meals (FSM)

Free School Meals (FSM) is a statutory benefit available to school age children from families who receive other qualifying benefits and who have been through the relevant registration process with the local education authority.

Eligible qualifying benefits include:

- Universal Credit with a household income of less than £7,400 a year (after tax and not including any benefits you get)
- Income-Based Jobseekers' Allowance
- Income-Related Employment and Support Allowance
- Child Tax Credit, **not** entitled to Working Tax Credit and household income less than £16,190
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Income Support
- Working Tax Credit 'run on' – the payment you receive for a further four weeks after you finish work

Once registered, school will receive additional funding called **Pupil Premium**. Part of this funding allows pupils (regardless of their year group) to access free school meals (FSM).

If your financial circumstances have changed and you think your family is now eligible for qualifying benefits, please contact the local education office.

Please register with the local education office at:

<https://www.lancashire.gov.uk/children-education-families/schools/free-school-meals/>

We are very much looking forward to seeing the pupils once again, but I would like to reassure you that the safety of our school community is our priority. We will continue to review arrangements, in response to changes in Government advice or local circumstances and will update you with any changes as and when we make them. It may be necessary to communicate with families during the Summer holidays and this will be

via the ParentApp. Please ensure that your app is working, and that school has up to date parent contact information.

I hope that this bulletin, along with the Risk Assessment, provides you with the information you need to facilitate your child's return to school. Parents of our Year R starters will receive additional information about starting school during the week beginning Monday 20<sup>th</sup> July.

I would like to take the opportunity to thank you for supporting the school over recent months and supporting your child with their home learning.

Yours sincerely,

*Claire Procter*