

6 August 2020

RE: Arrangements for school extending opening to all pupils from September 2020

Dear Parents and Carers,

COVID-19: UPDATE 06.08.2020

Following the government's announcement that schools will reopen more widely to **all pupils from September 2020**, we are writing to outline the arrangements we have introduced to ensure we are continuing to minimise risks to children, staff and parents as much as possible. These arrangements have been put into place following a review of our existing robust risk assessment. We have drawn up a plan in line with all current government advice and recommendations, to keep everyone in our school community as safe as possible as larger numbers of pupils begin to return to school. We have shared this plan along with the risk assessment with our Governing Board who have approved it.

The expectation is that **all children will return to school on Thursday 3rd September full-time**, except for Nursery children who will attend for their usual morning sessions only.

All children should return in school uniform. Wearing a face covering or face mask in schools is **not recommended**. If children wear these to travel to school, they should be removed on arrival at school and retained by the parent accompanying the child.

Class Groupings

Under the DfE guidance, class sizes are restricted to no more than 30 pupils per class. The children will work with their classmates only and will be seated in rows facing the front of the classroom. Their class will form a 'bubble', with each 'bubble', being allocated a colour. Each 'bubble' will have a teacher and teaching assistant allocated to it each morning to support the children with their learning. In the afternoons, the teaching assistants will be undertaking intervention with children with different groups of children or individuals. We have also recruited an experienced HLTA (Higher Level Teaching Assistant) who will be covering each teacher's PPA (Planning, Preparation, and Assessment) time each week and will also be undertaking intervention work in the morning sessions.

Your child has been allocated a place in their class for September, details of which will have been noted in your child's end of year report which was sent out towards the end of last term.

The classes are as follows:

Saplings/Fir	: Nursery, Reception and Year 1	: Red 'bubble'	: Saplings/Fir Class bases
Elm	: Year 2 and Year 3	: Green 'bubble'	: Elm Class base
Ash	: Year 4	: Yellow 'bubble'	: Demountable class base
Oak	: Year 5 and 6	: Blue 'bubble'	: Oak Class Base

In line with DfE guidance, to minimise contact between individuals and the spread of disease, staff and pupils will have to remain within their 'bubble' for the entire day. Children in different 'bubbles' will not be able to mix. These 'bubbles' will have a separate playtime and a separate box of play equipment - colour coded to match the colour of their 'bubble'. This is to reduce the risk of any potential of viral transmission between groups.

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past few months will have been challenging for many families. If you would like to talk to us about your child and have any concerns about their return to school, please email us on admin@hanwood.shropshire.sch.uk.

Maintaining a safe school environment

Be assured that we will be continuing to do all that we can to mitigate any risk and to make the school as safe as is possible for children and staff. Please note however that we can only minimise the risk of Covid-19 in our setting through careful risk assessment and management but cannot eliminate the risk.

As per the advice from the government, the following actions for infection control will be in place:

- Specific staff have been allocated to each group of children or 'bubble'. The staff will work with the children in class and also cover playtimes and lunchtimes. Some staff may work with groups of individuals across 'bubbles' in order to facilitate interventions. This will be particularly important next term as we work hard to support children in returning to school socially and emotionally and also in addressing any curriculum areas where additional support is required. The number of people each group come into contact with throughout the day will however be far less than would normally be the case.
- Continuing to encourage good hygiene by promoting the importance of handwashing for at least 20 seconds using running water and soap in the following circumstances:
 - Before leaving home
 - On arrival at school
 - After using the toilet
 - Before and after breaks and sporting activities
 - Before food preparation
 - Before eating any food, including snacks
 - Before leaving school
- Providing adequate soap and paper towels in the toilet areas and ensuring hand sanitiser dispensers are available in each 'bubble'.
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away and providing adequate supplies of tissues and lidded bins throughout the school, including in each 'bubble'.
- The water fountain is not in use; all pupils attending **must come to school with a named water bottle.**

- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual, including throughout the school day.
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate toilet, where possible.

As an important part of our school community, I would ask that you continue to encourage good infection control practices, such as thorough handwashing, at home and keep your child informed about the things they can do to discourage the spread of infection.

As per the current NHS and government advice, you should keep your child at home for a period of **ten days** if they develop coronavirus symptoms. Symptoms include a high temperature, a new, continuous cough, loss of or altered taste or smell. Where symptoms continue after ten days, or begin to worsen, you should call NHS 111. If someone in your child's household has symptoms, your child must self-isolate for **14 days** from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Please ensure that you check your child's temperature before school and **DO NOT** under any circumstances bring them to school if it is high or they are displaying any other Covid-19 symptoms. If your child becomes ill at school, they will be isolated, and you will be requested to collect them immediately. They will be looked after by one of the adults from their 'bubble', (wearing PPE) until they are collected. **If you think your child may have been exposed to or has coronavirus, please contact the school at the earliest opportunity.**

Classrooms

All class bases have been organised so that each child will have their own designated space. All tables will be facing the front of the classroom in rows. All the equipment for the day will be in a clear bag or clear pencil case and placed in a box on their desk. They will have their lunchbox and water bottle in their box or tray. Doors will be wedged open to reduce contact points on things like door handles and push plates.

Social distancing

Given the nature of young children, we cannot guarantee that all children will stay socially distanced from each other throughout the school day. Through control measures such as the seating arrangements in the classrooms, line markings and carpet spots, we will be endeavouring to limit children's close contact with each other. It is recommended that adults should keep a 2-metre distance from children however and this is what we will endeavour to do, with 2 metre areas demarcated around teacher desks.

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 and maintaining safe distances within normal arrangements can be a challenge. We have planned the following measures for when pupils return to school:

- Each Year group or 'bubble' will enter the school in the mornings and enter through the classroom doors that they are based in.

- We are operating staggered arrival and departure times for different groups of children. In order to make this easier for families who have more than one child in school, we have decided to organise the staggered start and finish times alphabetically. These are as follows:

Arrival:

- ❖ Children with surnames beginning with **A- E at 8.45**
- ❖ Children with surnames beginning with **F-O at 8.55**
- ❖ Children with surnames beginning with **P-Z at 9.05**

Please do not enter the school grounds before your designated arrival slot as this will lead to potential congestion at the beginning of the school day.

All children **must be accompanied to school by an adult** with only one parent accompanying their child or children. Parents and children can access school via the pedestrian gate at the front of the school, next to the main gate to the carpark. Access will be via a temporary pathway across the front path for all class bases. Children in Nursery, Reception and Year 1 will enter via the classroom door at the front of the school. Children in all other class bases will need to follow the one-way system and enter the school via the side green gate, next to Fir Class. Parents **must** heed social distancing whilst waiting to access school and will not be allowed within the perimeter of the green fence boundary in the mornings. Staff will be outside at the beginning of the day to act as marshals at the front of the school and to guide children from their entry point to their class base entrance, monitoring pupil flow and social distancing. Please note that your child will need to say goodbye to you at their entry point and separate independently from you to enter the school at a safe distance. The one-way system will be clearly signposted for you to follow with arrows and notices. Once you have said good-bye to your child you will need to exit the one-way system via the side green gate to the path that leads to the Village Hall. Please note that no bikes or scooters should be left on the school site during the day.

Collection:

- ❖ Parents are to pick up their child/children at the following times. Please note that **one parent or responsible person must collect their child**. This will ensure social distancing is maintained on departure. Access to the school site will be via the side pedestrian gate and along a cordoned pathway across the carpark and through the side green gate by the field. The route will then follow around the back of the school past Oak Class, then across the playground to the demountable and then to Elm Class who will be dismissed via the small gate to the Nursery play area. Children in Fir Class can then be collected via their side door that leads on to the small playground and then finally exiting through the green gate and up the path towards the path that leads to the Village Hall. Again, staff will be on duty, acting as marshals to supervise the departure of pupils.

- ❖ Children with surnames beginning with A- E at 3.05
- ❖ Children with surnames beginning with F- O at 3.15
- ❖ Children with surnames beginning with P- Z at 3.25

Communication

- We ask for all communication with teachers to be via telephone or email via the admin email address. Teachers will not be available for any conversations at the start or end of the school day.
- It is unlikely that staff will be able to respond during the school day and that this will be after the school day has ended, but not necessarily the same day unless urgent.
- The front door will not be open during the school day. Access for parents will be limited. Only one parent will be allowed in the outer lobby at any one time.

Arrangements for breaktimes and lunchtimes

Reconnecting with friends will be an important aspect of pupils settling back into school life, but with the following adjustments:

- Children in each class base or 'bubble' (no more than 30 children) will eat in their own classrooms to begin with. Food will be available from the school kitchen, but all meals will be taken to the classrooms for children to eat. We will not be offering hot lunches for the first three weeks. Free packed lunches will be available for all children in Reception, Year 1, and Year 2 and any other children in KS2 who are in receipt of free school meals. Children in Years 3,4 5 & 6 will need to bring a packed lunch from home or purchase one from the school kitchen. All pupils will need to bring in a named refillable water bottle. During the second and third week of term we will introduce gradually each 'bubble' into eating their lunch in the hall. This will build up over the two-week period so that all children are eating in the hall, but only with others in their 'bubble'. They will be supervised by a member of staff designated to their 'bubble'.
- The playground will continue to have zones. Children will only play in their zone for a set time to ensure that all classes have an opportunity for outside play.
- There will be limited equipment available at lunchtimes and playtimes for children to use and play with and some restrictions unfortunately in games that the children are able to play.

Early Birds

- Early Birds will operate from 8.00am each day until 8.50am. Pupils must arrive before 8.30am to access this provision. Normal charge rates apply, and places need to be booked at least a week in advance. Booking forms have been emailed out for return. **Once capacity within the club is reached, we will not be able to take further bookings.** There has been a flexibility previously about this but unfortunately this will not now be the case due to restrictions on space and staffing. If you think you will need provision, please book well in advance to prevent any disappointment and inconvenience as the maximum number of children that we will be able to accommodate will be 12 pupils.
- Entry to this provision will be via the front door. After 8.30am, this door will be closed and will not be used as an entry or exit point.

Revised school day

- There will be no after school clubs next term.
- Children will not need to bring in their PE Kits. In order to avoid pupils changing in school, children will need to come in their PE Kit on their designated PE Days - these days will be communicated to you during the first week back.
- Children should bring a coat if needed depending on the weather. The cloakrooms will be out of use and their coat will be kept on the back of their chair at their designated working space within the classroom. No bags at all or anything else should be brought into school. The children will be provided with a plastic book wallet to carry their reading book between school and home. They may use their school book bag if your child has one, but this is not a necessity.

School Events

We will review all school events as the term progresses and update you via the weekly newsletter.

Next steps

We hope that this information provides you with all the information that you need about returning to school in September. Should you have any specific queries then please do not hesitate to contact us.

We are very much looking forward to welcoming everyone back on Thursday 3rd September!

Best regards,

Judy McFall
Chair of Governors

Kate Budd
Headteacher