Wider Reopening Guidance

16/6/2020 update

Yesterday and today saw the reintegration of the first group of Year 1s to school.

As you know this has been a meticulous process to enable the children to return as safely as possible. During these planning and assessing stages schools continue to be embattled on all sides by seemingly hurried government statements, translated into ominous media headlines. In our recovery stage, headline government policy had to be translated into a tailored, manageable, risk assessed and safeguarded procedure to create the model which would safely scale up as far as possible in terms of premises and staff.

Now, we are back at the beginning for planning purposes, with echoes of my statements from the first parent updates in March which explained our fragile and invidious position having to make decisions which will stand the test of time and of the fluid situation with the landscape changing and the government expectations changing with it. As such, we are now running two plans, the operational recovery plan along with an emerging 'consolidation' plan, focusing on the questions, issues and models of the short term future. On the surface, you can observe our physical constraints by viewing the map of the school. However, as in March, I want to make clear the monumental jigsaw hidden behind this, in terms of staff numbers, vulnerability, and the contention of a school needing to serve social and academic development while ensuring risk is as low as possible and existing health and safety expectations are always met.

Put simply, our key priority going forward is planning the stages needed to confidently return to normal practices. These stages include assessing the most beneficial methods of online provision and maximising onsite opportunity.

Myself and the SLT, as parents of children in Year 4, 7, 9 and 11, understand and empathise with the difficulties of managing your work as well as your child's online learning. We appreciate your continued support as we continuously plan, model and monitor the provision. There is a close focus to online provision and we are mindful to make the end of the year beneficial and eventful, but without causing undue pressure on you at home.

We are also mindful that anxiety could stem from the number of communications from school and therefore continue to make these as explicit as possible (hopefully infinitely more so than the continually redesigned national guidance). Nevertheless, it's really important to read these updates and help us to ensure others do also. I must admit there have been occasional difficulties when children are not entirely prepared because a parent has relied on word of mouth.

Here's what's happening at school now and next:

School Development Plan

Wider Reopening Guidance

All schools create a development plan which usually runs from one academic year to the next and addresses the specific ways to develop the school. These plans are formed by and responsive to the issues raised by the school for it's local population and by national/society agenda (as well as the usual monitoring of quality of teaching and learning).
We already know our school development plan next year has clear additional drivers in terms of the issues raised by the virus situation. The first is well being, health and understanding/dealing with risk. This happens to be a continuation of the mental health priorities we piloted the last two years.
There will also be a greater focus on pupils' critical analysis of their experiences and of the information they are fed in today's society. This crisis has reaffirmed for us the powerful range of information media, especially when combined with the immediacy and boundarylessness of technology.

Transition to next year
Parents of children **currently in Reception**: your child hasn't been able to finish Foundation Stage. We are very aware of that and take it directly into our planning for Year 1, to have the important elements of FS while pursuing development into Year 1 approaches.

Parents of **Year 6**: onsite and online materials will increasingly move focus towards the transition your child needs. As I've stated before, the link with secondary schools is strong and we know they are preparing the ground for altered approaches to Year 7 to further aid transition.

All parents: every year we meticulously plan the staffing jigsaw. We look carefully at individual class pupil makeup and teacher strengths. This includes cross referencing and historical checking. This year has been specifically more challenging because we are focused on what things should remain the same for consistency and what should alter for more benefit. There is no formula and no assumptions are made, we start from the ground up taking into account all the current factors.

Prospective parents of those **coming into Foundation Stage** are getting personal updates about the normal operation and expectations of school but with altered timelines to support this unique year of transition into school. We have made a conscious decision not to rush into these plans as it would be more damaging to have to backtrack on any decisions while you prepare your child for their step up to 'big school' as the landscape formed nationally by the crisis still continues to rearrange itself. Be assured, you will be informed of all plans in a timely manner, to enable you to prepare.

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School reports and transition arrangements

School reports (written in a different format for this year) will be sent out starting 1st July. Year 6 will be done first on 1st July and we will work down through the year groups through that week.

The report will also include notification of your child's teacher for next year and a more detailed transition letter. This will include the usual messages such as what PE kit to use, but obviously this year it will include specific changes if the crisis persists at that time.

Staffing changes

Mrs Vicky Owen will be leaving after exceptional service to the school for almost the entire life of the school itself! You might also be aware that Vicky commutes a long distance from Swindon and after this incredible career pouring all her energy into developing the children of Ladygrove she has chosen to pursue and re engage in more quality time with her own family.

Mrs Heather Manthorpe has been the backbone of the school as an HLTA supporting every aspect of many generations of pupils. Last year we supported Heather through teacher training and she has just been offered a teaching position at Stephen Freeman.

Mrs Sarah Coleman has been a hugely proactive and intuitive TA since beginning at Ladygrove and we are proud to be supporting her in her teacher training with us next year.

We wait to hear from Mrs Carly Clarkson who is due to have her baby in the next 2 weeks. Mrs Carrie Barringer steps ably into her role as KS2 DHT alongside Mrs Elaine Li-Koo as FS/KS1 DHT.

Finally, we have recruited two new teachers:

Mr Matthew Addison begins as a teacher and will be known to some of you for his sterling work as a residential leader and classroom volunteer in previous years. This year he completed his teacher training (outside Oxfordshire) with outstanding reports from his placement schools.

Miss Jade Corrick comes to us from Westminster in her third year of teaching with teacher specialism in drama and sport and a great passion for child development.

The SLT and I have always been proud of the way our staff team and the wonderful Ladygrove community can pull together in a crisis. Just like you, we are longing for normality while we watch the diary of events for 2019/20 slip away (last weekend would have been the summer fair at school). We continue to discuss how to commemorate the

end of the year for the children and celebrate our leaving staff and pupils. At the same time we have to concentrate on preparing for every eventuality while the final stages of this crisis unfold and the government chooses how to navigate them. Nevertheless, we remain positive and will continue to plan, organise and pilot as we find the right path out of the crisis for the school.

12/6/2020 update

This is a short update/reminder that school reopens to children in Year 1 from Monday. We contacted Year 1 parents yesterday to share your child's bubble number (1a, b or c) and lead staff member. Get in touch if you think you have not received this information yet.

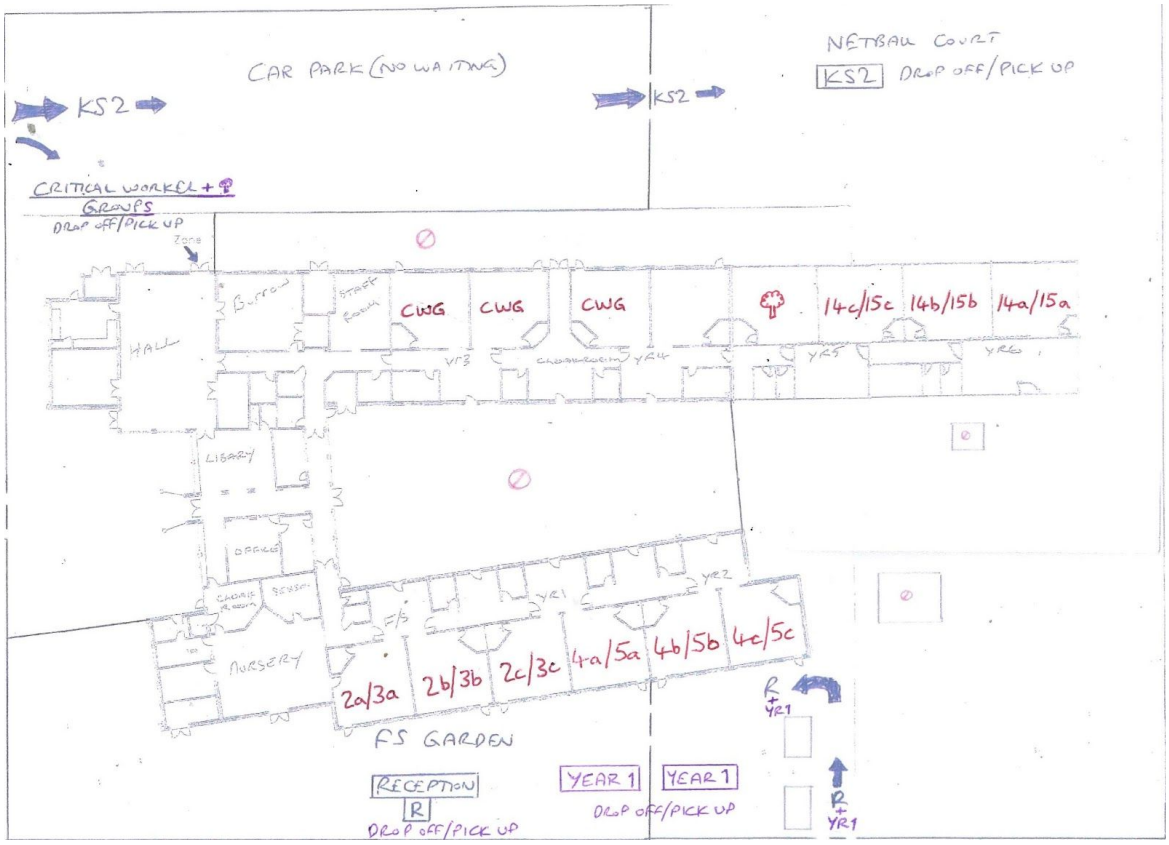
Arrangements for Week 3 (wb 15th June)

Class 4 bubbles can attend on Monday 15th June and Tuesday 16th June 9.30-2.30pm.
Class 5 bubbles can attend on Thursday 18th June and Friday 19th June 9.30-2.30pm.
Class 2 bubbles continue on Mondays and Tuesdays 10-2pm.
Class 3 bubbles continue on Thursdays and Fridays 10-2pm.
Class 14 bubbles continue on Mondays and Tuesdays 9-3pm.
Class 15 bubbles continue on Thursdays and Fridays 9-3pm.

Week 4 (wb 22nd June) will be the same as Week 3

The map illustrates Year 1 placement and also demonstrates the limited capacity while the current protective measures are still advised and in place.

Wider Reopening Guidance



For more information on our procedures please read the detailed operational guidance below (previously published as the 21/5/2020 and 5/6/2020 update). Any additions or changes are highlighted ***in blue/italic text***. For even more information please see the FAQs page on the website below the link to this document on the Newsletters tab.

5/6/2020 update

On Tuesday our first new bubbles attended school. The children were very sensible and in good spirits, and the new systems were initiated well. This is a good early sign but we are ensuring not to be complacent. Success lies in the slow ramping up which allows us to monitor and verify our protective safety and pupil well being procedures thoroughly.

Arrangements for next week (Week 2: wb 8th June)

Class 2 bubbles can attend on Monday 8th June and Tuesday 9th June 10-2pm.

Class 3 bubbles can attend on Thursday 11th June and Friday 12th June 10-2pm.

Class 14 bubbles can attend on Monday 8th June and Tuesday 9th June 9-3pm.

Class 15 bubbles can attend on Thursday 11th June and Friday 12th June 9-3pm.

Wider Reopening Guidance

Arrangements for Week 3 (wb 15th June)

Year 1 introduced to the timetable:

Class 2 bubbles can attend on Monday 15th June and Tuesday 16th June 10-2pm.

Class 3 bubbles can attend on Thursday 18th June and Friday 19th June 10-2pm.

Class 4 bubbles can attend on Monday 15th June and Tuesday 16th June 9.30-2.30pm.

Class 5 bubbles can attend on Thursday 18th June and Friday 19th June 9.30-2.30pm.

Class 14 bubbles can attend on Monday 15th June and Tuesday 16th June 9-3pm.

Class 15 bubbles can attend on Thursday 18th June and Friday 19th June 9-3pm.

Week 4 (wb 22nd June) will be the same as Week 3

During this time we will be constantly reviewing government guidance to see if other year groups are expected to attend but as you can see from the map below there is no capacity for this if the current protective measures are still advised and in place.

For more information on our procedures please read the detailed operational guidance below (previously published as the 21/5/2020 update). Any additions or changes are highlighted ***in blue/italic text***.

For even more information please see the FAQs page on the website below the link to this document.

Wider Reopening Guidance

School Operational Guidance

A. Rationale about Returning to School

1. Levels of anxiety are high for all. Anticipation of the next steps in June, along with some negative media coverage, certainly doesn't help the situation. Our first priority in the recovery plan is health and immediately second is Mental Health/Well Being. Your child's first day back will focus on helping them to acclimatise to being back and the new systems.

2. The planning stages have been very rigorous. We will do our best with the implementation, using the current knowledge we have of the situation. But, schools are not hospitals and teachers are not doctors. As the DFE states: 'schools should use their best endeavours to implement the government plan'.

3. The government have not yet allowed reopening for Years 2, 3, 4 and 5. They will continue to be catered for with home learning but staff will now be further stretched between provision for learning onsite while also online. Refer to the last point in Section B below. If your child is in a year group applicable to attend (FS, 1 and 6) but you choose not to attend, online teaching provision will continue on the above terms.

4. Protective measures have been put in place onsite and staff will be nurturing children and supporting them through, albeit within our new limitations which make this more difficult, as below.

5. We need to manage your expectations: our planning emphasises minimising any issues for health and therefore has to address difficult issues including children not being with friends, children being anxious about coming back and possibly being upset by the change.

6. You will find some of this guide to be unapologetically strict. This is to minimise risk onsite. Of highest priority, **if anyone in your household has symptoms- you cannot enter our site and should be isolating at home.**
7. We are very aware that the most anxious period will be the run up to the first day back. The hardest part of this may be when you drop off your child, for some it will feel like the first day of school all over again and this feeling might not hit them until they get to the school gate. In normal times, we have systems in place to help anxious children in. *We need to reemphasise:* Unfortunately, there will be no opportunity and no spare time to have a quick catch up at the school door with the teacher. It is important that you consider your Plan B (such as cancelling commitments on that first day) in case drop off doesn't go to plan at school.

8. We won't have the capacity to handle the usual type of queries which, in normal times, arise at drop off. If you have any query which makes you uncertain about attending then don't attend and put it in an email. We can't risk having 'a quick word' at the door and

the teachers will be busy from the very moment we open, mainly ensuring social distancing is happening. This is not business as usual.

9. Considerations for staff and other adults: the government have asserted that there is strong evidence on how children do not spread the virus between each other and are affected less but there is no similar evidence on how staff members would be affected or how your household would be affected. Therefore staff will be using PPE when it is deemed necessary and they will be acting for their own distancing safety as well as all others, see Daily Routine section. Bear in mind that staff are anxious to do their best to support the children but also for their own safety.

10. You might have missed the contentious guidance that social distancing can be relaxed in primary schools but only as long as contact is minimised and cleanliness maintained. We will continue to go beyond this guidance hence the slow start from June 1st and the smaller groups (not up to 15 as advised). *If the government chooses to move to 1m social distancing it is important to understand that our classrooms still do not support higher numbers safely and all our staff are now attached to bubbles or unable to attend school. A third more children in a class would lead to close interaction being very common.* We have also been instructed to put small groups in 'bubbles' which do not interact. I'm sure you can understand the headaches hidden within such a broad expectation, which includes children not being able to interact with some friends or staff. Of course, we will do what we can but this guidance is at odds with the assertion that schools will reopen to help childrens' social development.

11. The government have stated that the youngest (FS and Year 1) return first where possible to ensure parents can go back to work. However our assessment, involving protective measures, means that of the youngest year groups, only Reception can return first. To admit Year 1 at the same time would cause too much strain on a system which needs to be tested safely with smaller numbers across school. Our gradual ramping up of R, 1 and 6 through the weeks will ensure we can attempt to better handle social distancing, mental health issues, arising safeguarding matters and staff vulnerability. Unfortunately we currently don't expect to admit Nursery children this term due to staffing vulnerability and their heightened need for close and/or personal interaction.

12. Year 6 can return at the same time as Reception because they are more capable of handling social distancing as a group. Again to manage your expectations, the government have asserted that Year 6 should go back in order to achieve closure and be socially ready for secondary school. This is unlikely to happen as you would hope (in any school) since they will only be placed in small groups with a member of staff and cannot mix.

B. <u>The Intended Offer and Attendance Expectations</u>

13. Gradual ramping up week by week based on small groups (bubbles).

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14. In the first week, if your child is in **Reception or Year 6** they can attend for **one day**, if you want them to (it is not currently an expectation to attend- see point 34) . This will be set by the school as either Tuesday 2nd June or Friday 5th June.
15. In the second week (**from Monday 8th June**) Reception and Year 6 will attend for **2 days**, either Mon and Tuesday consecutively or Thursday and Friday consecutively, set by school.
16. In the 3rd week (**from Monday 15th June**), **Year 1** is expected to be added to this 2 day a week system. Further updates will clarify this.
17. Note that Year 6 is prioritised over Year 1 because it is not prudent to have too many younger children onsite at first and Year 6 are more likely to quickly achieve the new distancing expectations as a group.
18. Years 2, 3, 4, 5 please read the final point of this section.
19. Staff Reopening Training Days (Health and Safety matters): Mon 1st June and Thurs 4th June school will only be open for critical workers childcare to allow staff to discuss final details and acquaint themselves with the new systems.
20. **School timings are staggered** until further notice. **Being prompt is essential** and loitering either before or after drop off is not allowed as it will cause bottlenecks.
21. **<u>Timings are:</u>**
    Reception: 10am to 2pm
    Year 6: 9am to 3pm
    Critical Worker Childcare continues to be between 8.40am and 3.10pm.

    Starting in the third week:
    Year 1: 9.30am to 2.30pm
    Wednesdays are set aside for the deep clean team working between the change of bubbles. This also happens on Friday after school.
22. Siblings in different year groups: with staggered timings we recognise that you will be coming back and forth and cannot wait onsite between these times. We are sorry but this is unavoidable.
23. 'Bubbles' of children: All classes are split into groups of 10- now commonly referred to as bubbles. These bubbles cannot mix and since they are small it is not likely your child will be with their own teacher. In our very early original plans we would have rotated pupils to see their friends and own teachers but this is not allowed under the safety bubble concept. I'm sure you are aware that all teachers are trained for all year groups at primary and all TAs are more than able to teach small groups especially with teacher planning/guidance. You will be informed of your child's lead staff member and which classroom they will be in, in good time before starting back. All children will now be allocated a bubble (even if there has been no parent response or if a parent has decided not to admit their child as soon as it is applicable) Parents can change their mind later (to stop or start). Starting later than the applicable time for your child is entirely acceptable. Notify us by email with 2 days notice.
24. Please note pupils will not be moved from the bubbles in which they are placed. These will have been carefully arranged according to attendance and pupil needs. Friendship groups are considered but not as a priority compared to allergies, disabilities, health

vulnerabilities and behavioural needs. There is no time to reorchestrate this preparation safely- moving one child impacts on all the others.

25. Bubbles will have to be entirely removed from school for 14 days if a child shows symptoms while at school- hence the small number in a bubble. This policy will have to remain in place until we are confident that the government's test and trace system has been fully implemented or a test proves negative. If members of staff are absent for any reason then, due to staffing restrictions, their bubble may not be able to attend school until they return. In this case we will attempt to find cover but it will be highly unlikely because the additional adult must not have been in contact with another group for 7 days previously.
26. If your child shows symptoms it will be necessary to isolate them away from their bubble until you can pick them up. This will, of course, be done as sympathetically as possible. We will call you to pick up from the front office.
27. If another child has symptoms in your child's bubble during the day, we will communicate this with the parents of that bubble. We will keep the bubble up until the end of their day because protective measures remain in place for everyone in it. In this situation only, you can pick up at anytime but must arrange it with the Front Office.
28. Important to note: your child's set days cannot be changed. This is not a childcare offer, it's reduced education provision.
29. With the small groups, it is also likely your child will not be in their own classroom and they will have limited resources (see 'Movement Around School' below to understand this).
30. Critical workers' children: the key worker group remains the top priority but it will have to remain a separate group. Therefore, you have the hard initial decision between being grouped with your own year group or continuing with the key worker group- children can't mix and can't be moved once your decision is made. This group child care is available everyday including Wednesday.
31. Critical workers' group: to help us with this more complex attendance routine you will need to email us by Friday 2pm with your childcare arrangements for the following week.
32. For parents of children with EHCPs: in the usual weekly catch ups we will assess the appropriate time for your child to return subject to 'SEN Risk Assessment During Covid Outbreak'.
33. Breakfast Club and After School Club will not be running until further notice.
34. It is important to note that there is **no penalty or negative record** for choosing to keep your child at home under the current guidance. We are only asking for this information ~~in Section E~~ to help finalise our plans onsite and to be sure that we know who is supposed to be present at school. (What is known as a Disapplication Notice is in place nationally to temporarily remove the expectation on schools to ensure pupils' attendance.)
35. Please maintain contact about any circumstance changes by email, so we can be sure who intends to be at school and we don't have to chase each day.
36. Those who have initially chosen not to admit their applicable child can change this decision of attendance by emailing us but this must be two days before the intended

start date, to give us time to do due diligence and make any necessary changes. You can choose to withdraw your child by emailing us the day before you intend to withdraw. *Please do not ask the staff to make the decision whether your child should attend- we have minimised the risk as far as we understand it but we cannot make your decision on whether to attend or not.*

37. Years 2, 3, 4 and 5 (and those in FS, 1 and 6 who choose not to attend): 'dual teaching' will be put in place. The government expects teachers to continue to provide home learning but accepts that the wider expectation for them to provide learning onsite and possibly out of year group will mean that provision will have to change. We are lucky that we have 2 form entry and can currently continue to have at least one teacher from your year group providing home learning. We will endeavour to keep quality high but with the new expectations, the teachers will be stretched between onsite and online much more thinly. As one of the two deep cleans is on Wednesday, the teachers will also use this day for Planning, Preparation and Assessment time (PPA non contact time is a statutory weekly requirement for teachers). This means that teachers will not be available on Wednesdays but this will give them time to ensure onsite and online materials remain of best possible quality.

C. Daily Routines

38. Drop off: see our Movement Around School document below and School Map below.
39. There should to be only 1 parent per drop off/pick up to minimise bottlenecks onsite.
40. We are asked to encourage everyone to walk to school if possible.
41. We cannot yet be confident that the office will be manned, due to various vulnerabilities and shielding. Please email if you believe you will have trouble with drop off/pick up of siblings in different year groups to discuss this with us. At pick up the teacher will hold on to any child until their adult arrives.
42. There is no capacity to aid pupils who find it hard to enter school. There will be no opportunity to make contact and no spare time to nurture an anxious child to the classroom. It is important that you consider your Plan B (such as cancelling commitments on that first day back) in case drop off doesn't go to plan at school.

43. School dinners: We are advised to offer meals to anyone who requires it. These will be in the form of brunch bags. It will certainly not be a problem preparing the food, however, it would help us immensely with movement and timetabling the more pupils are self sufficient with packed lunches. Nevertheless, if you choose school meals this must be registered by Monday 9am of that week. Day to day choices cannot be catered for. Last minute requests will not be possible unless it is an emergency. We will endeavour to produce the menu for you (on the website) before we return.

44. Lunch will be eaten at class desks by all children (for Year 6 this is already common).
45. Children's Belongings: It is vital that your child attends being able to holding their own **lunchbox, water bottle (and sunscreen/hat/coat** depending on the weather). Any forgotten items will be much harder to submit to school at a later time. IE. The office may not be immediately occupied and hand over would involve 2 further external

contact situations. We will obviously be using our outdoor area where possible so please ensure your child has sunscreen applied before they arrive on sunny days. You may also give them cream to keep and apply in the day but there are some good 'all day' creams which could be of use.

46. Uniform: No need for uniform- the focus is on clean clothes each day. This is not to be treated as a non uniform event- no fashion accessories.
47. Most helpfully, clothes which are suitable for outdoor sport so there is no need for children to change.
48. As far as possible, please coach your child to get dressed by themselves. Of course, staff will help if necessary but it would be best to minimise this need.
49. In FS it would also be prudent for children to have a bag of spare clothes which can be kept under their desk.
50. Environment: For more detail on your child's environment and the changes to school please see the 'Movement Around School' document below.
51. Behaviour: all children will be supported and coached in the new, temporary rules around keeping physical distance. If they unintentionally invade distance they will be helped and supported to learn what to do instead (to be clear they will not be told off). However, if a child purposefully breaks physical distance with unkind aims this will have to be regarded as a danger to safety for all. Sanctions will need to be used in line with the normal behaviour policy (red rule for being unsafe). If this is repeated it may involve official exclusion (based on the pupil's understanding of their intentions to harm). This is for high level issues. **Please be assured we will treat every child sympathetically to their level of understanding of the situation**.
52. First Aid: carried out as normal but staff will wear PPE if needed.
53. Toileting for young or vulnerable: carried out as normal but staff will wear PPE. This refers to those children who, through disability or other special need, usually have staff support toileting. All other children can only have staff help if they get into difficulties.
54. Playtime: will be in small and dispersed groups. Children will continue to be encouraged to practice social distancing.
55. Resources: only bring lunchbox, waterbottle, suncream if needed (and personal pencil case for Year 6). Keep all belongings on own table. School can provide resources which will then be kept by that child throughout that day. Year 6 will be sent a list of what to bring.
56. Home/School Communication: It remains most efficient for us to tell you everything in this update instead of replying to individual emails about general operations. Everything we know will continue to be in this update, individual discussions will take place with parents whenever specifically needed, mainly for 'vulnerable' children. The Front Office will hopefully be manned 8-4pm but email remains the best option. Emergency and personal issues will be prioritised. Therefore, responses to general queries about our practices will be delayed and most of these will point you back to this update guide.

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57. Cleaning: a much enhanced routine. We are fortunate to have always had a cleaning team which works through the school day, not just after school. Nevertheless, deep cleaning takes place after each 2 day period.
58. Remember to complete Section E.

D. Acknowledgement

59. Remember, this is all temporary.

60. We will be constantly reviewing and adjusting for the best for the children and the safety of our staff.
61. These plans are fragile- for example, if one person falls ill it may be difficult to find further cover.
62. This update forms only a fraction of our in depth planning. *We have not yet had any guidance or advice on expectations in September.* ~~The government have told us to expect a final announcement on May 28th. You will understand that this gives us only a few days before opening.~~ We will react as quickly as possible.
63. ~~If the government delay opening we will attempt to enact the same plans but at the later date- therefore eliminating the need for yet more information. However,~~ From experience of these announcements, the decision might not be a straight forward ~~open or delay.~~ As ever, we will keep you informed with what we know.
64. Please bear in mind that many staff are anxious too. We have to enact strict controls to help shield staff who are vulnerable or have vulnerable at home.
65. When your child returns they will be cared for and given the best possible approach to their development academically and socially but only under the (albeit temporary) limitations with which we are given. Please be clear that due to the protective measures, as in all schools now, social interaction is limited and quite restrained and academic development is similarly temporarily reduced, compared to normal provision.
66. At any point that protective measures are still deemed to be necessary, such as social distancing, the normal running/full capacity of a school is impossible.
67. Face-coverings vs PPE: Government advice- "Face-coverings are not intended to help the wearer, but to protect against inadvertent transmission of the disease to others if you have it asymptomatically…" "...Face-coverings should not be used by children under the age of two, or those who may find it difficult to manage them correctly, for example primary age children unassisted…" The questions we had to answer for staff wearing PPE included: how to assist when a large number of children need help, what to do when someone has a cold, how to deal with first aid. In answer: staff will certainly be allowed to wear a mask if this makes them more comfortable in these situations. At this time staff will be mindful of nurturing against the childrens' anxiety, even through the mask.

68. Protective measures are in place to reduce the risks. The risks are still somewhat unclear but the government has advised that schools should begin to widen attendance. Therefore, we must ask you to acknowledge that if you choose to admit your child to

school you are agreeing with our current methods and our intentions of keeping your child safe within the limitations of the current knowledge of the virus.

Our plans will now be carefully orchestrated, continuously evaluated and based on a dynamic assessment of risks as we currently understand them.
I speak on behalf of all the staff when I say how devastated we are that we can't run a normal summer term for the children with all the usual exciting social events and academic activities. However, as a community we all understand why these strict and detailed measures are very important right now.

Movement Around School and Changes to the Environment

I'm sure you have all been frustrated at some point in the last few months by an unclear direction plan in a shop or elsewhere. People get frustrated because they don't know what the new rules are. With this in mind, we have been working on a movement around school plan. I'm sure it's not perfect but it will be backed up by clear signage onsite and a map available on a future update.
School will also send out some prompts for following protective measures for preparing the children at home before attending school.

- Attempting to keep social distance maintained is a priority.
- The car park will be kept clear of cars. This will be one area for parents to drop off pupils. This being largely empty, people will be able to keep better social distance.
- Staggered start for relevant year groups and critical worker groups to ensure no bottlenecking. Each group goes to a different area of school.
- It is vital you turn up at the start time, not before or after. If you are early this may cause further bottlenecks. If you are late the class will already be in their room. (See Front Office section below.)
- No markings for social distancing outside. We have made this decision because we are lucky to have large outside play areas which lead directly to classrooms. All parents to keep social distance as they would when out in the community. All parents are in charge of their children and their distance management until they are handed over the staff.
- As a new general rule on school premises: travel on the right (down corridors, along pavements and through entries). See photos below.

Drop Off/ Pick Up Points - All classes will be signposted and all entry to classrooms will be directly through playground doors (not the courtyard).

Once we've told you where your child's temporary class is, locate it and use the shortest, most appropriate route to it.

Reception children

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Come through side gate and follow the pavement to Reception as normal. Stay on right as you go through the gate towards Reception.
When leaving, stay on the right, the fence has been removed next to the Reception gate and the scooter rack has been removed between the cycle parks.
Bikes and scooters can still be parked in the racks pictured below.

Year 1

Come in through side gate and follow the pavement to Reception- wait in the Year 1/FS garden to be called. Do not go in the courtyard as this could cause a bottleneck.
Bikes and scooters can still be parked in the racks pictured below.



Year 6

This is very different: Enter through the car park gates, go straight through the car park in to the KS2 playground (these gates will be open for you).
Wait on the KS2 playground to be called.

We recommend for you to drop off your child even if they usually make their own way to school. This will help them to navigate the new systems and ensure they are maintaining social distancing on the way to school.
Bikes and scooters can be left in the corner of the playground behind the stage (on the left as you enter the gates).

Wider Reopening Guidance

Critical Workers Group

Unfortunately due to the current advice on maintaining a ‘bubble’ group for the Critical Workers, this group has to remain independent of their own year groups. Parents will therefore need to make the choice initially if they are to keep using the childcare of the critical worker group which remains flexible on timings and days OR if they want their child to join their year group in a bubble. In the case of the latter, they will have to maintain the attendance of the set days of those year groups only..

For drop off/pick up, wait in the car park outside the side hall doors using social distance. Your child will be called in through the hall side doors, the same as we have been doing daily through lockdown for this group.
Bikes and scooters can be parked in the racks at the front of school (outside the front office doors).

Front Office

We will endeavour to man the front office during school hours but please ensure you have the email address to hand in case you can’t get through by phone. Emails will be dealt with as quickly as possible.

If you are late, or need to pick up your child early, please go to the front office and ring the bell. We will take your child to and from their group. Note: we can only allow one family/household in the office reception area at one time. If there is already someone in the reception area please form a line outside in the front courtyard.

Use the letterbox (which has now been reopened) next to the front doors for any non urgent messages.

There can be no external visitors unless for emergency or as long as professional procedures are followed.

<u>What it looks like in school</u>

We thought it might help your decision making process (see Section E) for you to know what the school now looks like inside.

Wider Reopening Guidance

Hall

Tables equally spaced at 2m and a one way system to the hatch which starts in the library and goes out through the main corridor. The environment does not look much different for your child, the main difference will be the low numbers of children in it and markers on the floor and tables telling them which way to go, sit or stand. Children will be guided by staff if needed. No one will be disciplined for accidentally doing the wrong thing.



Creative Areas

We are lucky to have an existing layout which includes extra sinks directly outside classrooms. There are now also hand sanitiser stations in between paired class entries. So, including toilets, lots of areas to wash hands.

There are no curtains at the class entrances anymore but the dividing screens we use in the creative areas are now in front of the entrances. This is to help the children not to walk straight out into the corridors. This represents a minor change to what they are used to- same furniture, different positioning.

Wider Reopening Guidance

Corridors

Everyone can travel down our wide corridors as long as they stay **to the right** next to the wall. There will be guide tape down all corridors which helps children stay in single file and stick to the right.

When they get to a door, it will normally be open, unless it's a fire door. There is tape to show that they must wait before the door if someone else is going through it. If there are lots of people then they must take turns from each direction. Apart from the tape there is no change to what they are used to. Similarly to supermarkets, there are times when pupils will pass each other slightly within the 2m distance, schools have been advised this is acceptable.





Wider Reopening Guidance

Toilets

Now have place markers in them to show that there can only be three children in any toilet at one time. Otherwise there is no material change to what they are used to.



KS1/2 classrooms

Tables are laid out with 2m distancing, in rows, to maximise the space.
Soft furniture has been removed and some other furniture which is taking up too much space.
Apart from this the environment looks the same as the children are used to.
However, it is important to note that **it is unlikely your child will be in their normal classroom**.



Wider Reopening Guidance

FS classrooms

We have always kept the FS environment quite minimalist in keeping with good practice about child stimulus overload. However, the environment is now much more sparse. Children are not allowed to play with soft resources at all and are also not allowed to share resources. FS staff aim to give your child the best experience within the limitations we have been dealt but these are strict.

In FS we will specifically endeavour to place your child with an adult they have already come to know during the first part of the year.

We can't dress this up, for FS children the experience at school will be different to what they are used to but the staff are of course aware of this and will be nurturing them through it. All children have their own individual spaces marked out at 2m distances and will need to sit at their own tables and chairs with no physical interactions with other children or adults.





Wider Reopening Guidance

Children's Belongings

Due to the lower numbers in class each child has a large personal space and whole desk. They will be asked to put all their belongings including coats and packed lunches in this space through the day. They will need to completely clear their belongings after every second day of attendance to make way for the deep clean and for the child in the other bubble to use the space. For obvious reasons cloakrooms are out of bounds. If we need to give the children any resources from school they will keep them to themselves.

FS children will have a crate each for their belongings, those previously used in After School Club.

Reminders about personal space and cleanliness will continue as before through staff guidance and a number of reminders on posters.

PPE

You will have heard contradictory messages about this from the media. The school approach will be clear. Staff have the option to use PPE if they feel they need to. This is sensible for protection in many different situations such as first aid, if a child is unwell or needs intimate care (for example, the more vulnerable). When the staff use it they will of course be very mindful of how it makes the children feel. But above all it's for everyone's safety.

