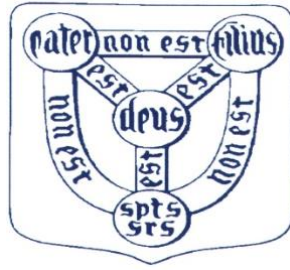


# Shellingford CE (A) Primary School

Headteacher: Miss Judith Terrell



"Inspiring hearts and minds"

27<sup>th</sup> May 2020

## Return to School Plan – Information and Expectations for Parents

Dear Parents,

This letter sets our current intentions on how the school will operate from Tuesday 2<sup>nd</sup> June 2020. Everything has been done with the best interests of your child/children and our staff uppermost in our minds, having carefully followed all national and local guidance.

This is a continually evolving situation with new guidance being released daily from the DfE and from OCC. It is important to note that while this is our plan right now, you should expect the plan to change over the next few weeks. We will of course keep you updated with any changes.

The information is for Key Worker and Vulnerable families, plus children in Reception, Year One and Year Six.

On Monday 1<sup>st</sup> June, the school will be closed to all children. This is in order to carry out crucial staff training and to ensure all procedures and measures in place are clearly understood by staff to reduce the risk and transmission of COVID-19.

From Tuesday 2<sup>nd</sup> June the school will accept Key Worker and Vulnerable children. There will be two groups (bubbles).

Our intention is to open places for Reception children from Monday 8<sup>th</sup> June. This decision will be made on Wednesday 3<sup>rd</sup> June and communicated to parents.

Please read the following carefully.

### General Operation:

- Children will be in a bubble (group) of no more than 8 pupils.
- Each bubble will be allocated two members of staff.
- Children will have their own designated Classroom/Area and Outdoor space for learning, playing, eating their packed lunch.
- Children **must** wear cleanly washed school uniform every day. It is recommended children change out of their clothes and shower as soon as they arrive home. Staff will be doing the same.
- The children must not bring in anything from home except their packed lunch in a disposable bag, a named sunhat and a named water bottle. Book-bags, PE kits or any other items must not be brought into school. The children will not require a coat unless it is raining or there is a sharp drop in temperature.
- Sun-cream must be applied before children come to school.
- Children will not be using their cloakroom pegs. Their sunhat, water bottle and packed lunch will be kept on or under their designated table.
- Staff will encourage the children in each bubble to work 2m apart from each other and move around their designated classroom and designated outdoor space in that way. We

ask parents to reinforce this with their children at home by explaining the importance of needing to do this.

- If children fall over, they will be encouraged to clean their own scrape or cut.
- If children have a toileting accident, they will be encouraged to change themselves.

***Children's temperature should be checked every morning and evening by parents. Please do not send your child to school if their temperature is raised or they are feeling unwell. The school also asks for parents to check their own temperature. Do not send your child to school if someone in the household has a raised temperature, a new cough, or a loss of taste and smell.***

***Parent are advised to follow the: 'Stay at home: guidance for households with possible coronavirus (COVID-19) infection: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>***

***If a child shows symptoms the school will advise for their child to be tested. Household members will need to self-isolate for 14 days should one person become unwell and until they have had the results of the Coronavirus test.***

***Likewise, any staff who have shown symptoms have been asked to have an antibody test before they are permitted to return to school. Any staff who develop COVID-19 symptoms will be required to follow the same government procedure.***

***If a child becomes ill at school or has an accident such that the child is not capable of managing independently, a member of staff will attend to the child wearing PPE (a mask, gloves, and plastic apron) for their own protection. The child will be treated and isolated in the EYFS building. This room been designated for any child or staff member who develops symptoms. The parent will be called immediately to collect their child.***

#### **Drop off and Collection Arrangements:**

Children will arrive at school in the morning and be collected in the afternoon at specified time slots. Parents will receive an email from the School Office informing them of their slot and it is absolutely vital that parents only arrive between the times given. This is to minimise the numbers of people on the site at any one time. If a parent is late arriving their child will not be able to attend school that day.

*Parents must:*

- Enter the school premises via the steps, follow the one-way system and exit the site via the double gates at the front of the school, and walk along the footpath to their vehicle.
- Always adhere to the 2 metre markings and social distancing rules.
- Leave the school premises immediately and not gather with other parents.
- Arrive within the allocated 15 minute drop-off / collection period.
- Ensure only one parent from each household enters the school premises and avoid bringing siblings where possible. If you do need to bring siblings, they will need to be by your side and adhering to the social distancing measures we have put in place. Please do not let them mix with other children attending school.

*If parents have two children in different bubbles attending school, parents must wait off-site until their other child's allocated arrival time.*

Pupils will be 'called' one at a time by their allocated member of staff and will go straight to their bubble's external classroom door where a designated second 'support' member of staff will be present.

**Parents will not be permitted to enter the school buildings or to ring the school entrance doorbell. If parents need to speak to a staff / pass on a message they will need to email or ring the School Office. So please be sure to check your emails regularly throughout the day as this will be our key means of contact, e.g. for medication permission.**

This will continue to be our procedure for arriving and leaving the school regardless of weather conditions.

**Breaktimes:**

- Break times including lunchtimes will be staggered for each bubble so that groups of children do not mix with any other groups in the schools. This is in order to prevent infection of the virus.
- Pupils must remain in their designated area during any outside play and adhere to the social distancing guidelines but we cannot guarantee they will always be 2m apart as naturally children will want to talk/sit/play together in their bubble.
- Each bubble will be allocated a box of playtime equipment which will be disinfected after use. The Playtrail will be out of use.

**Lunchtimes:**

- The only option for lunch is a packed lunch. If you child/ren are eligible for Free School Meals (FSM) or your child/ren are in Reception, Year One and Year Two they are eligible for an Universal Free School Meal (UFSM). If you child/ren are not eligible for either of these, then your options are to pay for an OCC packed lunch (£2.30) or to provide your child/ren with their own packed lunch in a disposable pack. Please read the attached letter and respond by 12noon on Thursday 28<sup>th</sup> May.

**In the classroom:**

- Children will remain in their designated classroom for the duration of the day. They will not see or mix with children from other bubbles. Where possible Key Worker groups will be organised into younger / older groups, but this will be dependent on numbers within different year groups and for this reason friends or siblings may not necessarily be in the same bubble.
- Each child will have a designated table 2 metres apart to carry out learning tasks and to eat their packed lunch. (Packed lunches can also be eaten in their designated Outdoor space.)
- Each child will have a named zip wallet with their own resources to use. Classroom resources to support play, literacy and numeracy will not be able to be used. Soft furnishings and toys will need to be removed from classrooms.
- Children will only use the toilets in their designated Classroom/Area. Only one child at a time will use the toilet/sinks.
- Learning will involve a lot of independent work as staff will not be able to sit next to children or give them targeted support. Staff members will need to keep the required social distancing when teaching. However, it should be noted that staff will not always or easily be able to keep a 2m distance from children. This is especially the case with young children or children with SEN.

All exterior and interior doors and windows will be kept open to avoid touch and for ventilation.

**Cleaning:**

- Tables, seats, taps, switches, door and window handles in classrooms and toilets will be cleaned throughout the day by staff in each bubble.
- Laptop keyboards will be wiped before and after use.
- Disposable gloves, cloths and disinfectant spray, hand sanitiser will be located in each room.
- Each classroom will have a lidded bin for dirty tissues and waste.
- Contract cleaners have been arranged to deep clean the school at the end of each day and more cleaning materials have been purchased to ensure a high standard is maintained.

**Staff:**

- All Staff will be expected to stay in their designated room unless to visit the toilet, get a drink or lunch.
- The Staffroom will only be used by 2 staff at any one time from the same bubble.
- Staff will have staggered breaks throughout the day
- Where possible each bubble will be looked after by the same 2 members of staff, but in the case of staff illness or part-time staff, this will not always be possible.
- There are a number of staff who currently cannot attend school either because they are 'clinically extremely vulnerable,' or are isolating, or because of their own personal circumstances. These staff will work from home.

**Key Worker and Vulnerable children:**

Children whose parents are on the [Key Worker list](#) will still be able to come to school. When the school is in a position to open up reception, Year One and Year Six, any Key Worker/vulnerable children will join these year groups. Key Worker children in Years 2, 3, 4 & 5 will not mix with any other groups of children.

**Attendance:**

Parents must email the school by 12noon on Friday if they do not want their child/ren to attend school the following week. No parent must change their set days/requirements without the school being informed the preceding week.

**Focus of teaching and learning of children attending school:**

The focus of much of the initial work for children attending school will be on re-establishing relationships, rebuilding confidence, and new style school routines and expectations. We know that every family will have experienced lockdown in a different way. Our curriculum plans and teaching will need to be flexible and based on the emerging social and emotional needs of the children. We envisage that regaining confidence with literacy and numeracy, sharing stories, singing and being outdoors will be a typical school day. We need to be prepared for dealing with bereavement, sensory needs, separation and anxiety so will respond as sensitively as we can.

Home learning and remote education will remain in place for pupils not attending school, however teaching staff may not be able to provide the same level of support as they have done previously.

**Hygiene expectations:**

All of children and staff will wash their hands upon entry to school, before eating, after working outside, after using a tissue, going to the toilet, before leaving the school and at other points throughout the day as required. Additional hand sanitation dispensers have been purchased and will be used in each room.

All Public Health England hygiene requirements will be followed by school staff.

All these measures have been put in place to reduce the risk and transmission of coronavirus and to ensure that we everyone takes as much care as possible to avoid groups of children, parents and staff coming into contact with each other. The above measures are our best endeavours, however ultimately, we understand that the decision whether you send your child to school at this time is yours alone. If we find that a child is repeatedly and intentionally not conforming to these procedures, they will be sent home and only re-admitted when we are satisfied that they will follow these school safety rules.

I hope this has given you more information regarding how the school will operate during these difficult and challenging times.

Thank you for taking the time to read this document and for your patience.

Judith R Terrell  
Headteacher

Anna Marlow  
Chair of Governors

Helen Wilson  
Vice Chair of Governors

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