



# Chaddleworth St. Andrew's and Shefford Church of England Federated Primary Schools

*'Going The Extra Mile'*

14<sup>th</sup> July 2020

## Overview

This document provides parents with an overview of draft plans for the return to school on 3<sup>rd</sup> September 2020.

1. Attendance from September will be expected. This means that we are looking forward to seeing everyone back in school from the start of term on Thursday 3<sup>rd</sup> September. (Reception children from 7<sup>th</sup> September or 14<sup>th</sup> September).
2. There is an expectation that the whole community complies with Public Health England advice and engages with NHS Track and Trace.
3. Children will be encouraged but not expected to socially distance from each other. The children are allowed to sit next to each other at desks. If they do this, they will all be facing towards the front, sitting in rows, as directed in the guidance. There will be socially distancing in place between pupils and staff and between staff themselves.
4. Routines around hygiene, including hand washing, cleaning and toilet hygiene will be strictly adhered to.
5. All children will be expected to wear school uniform if the school uniform order arrives before 3<sup>rd</sup> September. We will arrange collection when it arrives and if it does not arrive in time, will contact all parents to let them know of the new arrangements.
6. Owls and Red Kites will eat their lunch in the classroom, Robins and Kingfishers will eat in the hall. The children can have either a school picnic bag (ham cheese or tuna) or a packed lunch from home. Hot meals will be available as soon as children have got used to the new routines. Please remember we are a nut aware school so please make sure your child's lunch does not contain nuts or nut products.
7. Our focus for the first few weeks will be supporting everyone's safety and wellbeing, embedding new routines and expectations and assessing where children are with their learning.

## 'Bubbles'

The school will be in two bubbles. Robins and Kingfishers in one bubble and Owls and Red Kites in the other. Classes will be kept separate as much as possible to reduce transmission risk.

At the time of writing, West Berkshire is the lowest risk area in the country (based on ONS data of 150 LAs in England). Class bubbles will be segregated from each other to reduce social interaction during the school day.

**We would ask all parents and carers to support the school with our measures by preparing your child as much as possible in advance; this can be done by discussing the measures or practicing at home (keeping this as fun as possible!).**

1. Practice 'Catch it, Bin it, Kill it' and teach sneezing and coughing into elbow
2. Practice good hand hygiene – washing hands for 20 seconds
3. Practice self-care and dressing – staff will not be able to help your child with shoelaces, jumpers and sun cream
4. Practice unscrewing and tightening water bottle lids.
5. Practice opening the regular items of food you wish to put in your child's packed lunch.
6. Practice applying sun cream and hand cream if required
7. Children who use inhalers should be taught to use them without practical adult help

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## Dropping off and picking up your child

We need to start the term with a staggered pick up and drop off. We have tried to keep times as similar to normal as possible. In order to accommodate working parents, we are starting earlier with less time in between each drop off/pick up and have ensured that each parent only has one drop off/pick up time. It may be possible that once all children are on site and we have operated the full system, we can have a 'window' for drop off/pick up times. Teaching time remains the same regardless of when your child is dropped off or picked up as the teachers will be using the time to offer catch up and consolidation of learning at both ends of the day.

Group	Bubble	Drop off time	Pick up time
N/A	Breakfast Club	7.30 am – 8.00am	N/A
1	Families with chn in more than one class	8.30am	3.00pm
2	KS2	8.40am	3.10pm
3	KS1/Reception	8.50am	3.20pm NB: Reception – please follow timetabled/agreed times for first week in school.

## Arriving by car:

- Make sure your child is sitting on the left hand side of the car and that all the children you are dropping off are able to move through the car and exit on the left hand side.
- Drive onto school site.
- Keep to the left, using the turning circle as a roundabout / one way system
- There may be a queue of cars that you need to join, a member of staff will be there to give you instructions
- Join the line for dropping off/picking up and wait for instructions from a staff member.
- Come to a complete stop at the wide double gate (where the minibus usually stops) and switch your engine off.
- Stay in the car if you can and allow your child/ children to get out safely and walk through the gate where a member of staff will direct them
- If you can't stay in the car, help your child/ren out first and then remain by the car.

## Arriving on foot:

- Please enter through the main gate and follow the one way system (arrows on the path show the route).
- Only one adult may accompany a child/ren onto the school grounds. Parents can only come past the security gates if pre-arranged.
- Socially distance at all times
- Wait on one of the floor stickers on the path, ensuring your child/ren stay with you until you are invited in by a member of staff
- If a member of staff is not outside, please ring the school for attention as the security gate buzzer will not be in use.

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## Minibus from Chaddleworth to Shefford

The minibus will operate from the Chaddleworth School to Shefford and back every day. The children do not need to wear face coverings. Where possible, the children will sit with other children from their bubble. The children need to use hand sanitiser before getting on the bus in the morning and when getting off the bus at the end of the day.

Please:

- arrive at Chaddleworth School at 8.25am in order for the minibus to leave by 8.30am. The minibus will not be able to wait for latecomers.
- socially distance from other families while waiting for the minibus.
- collect your child at 3.20pm from Chaddleworth School.
- ring school if, for any reason, your child is not going to be on the minibus as soon as possible.
- ring school to book a place on the minibus by 16<sup>th</sup> July.

## Breakfast Club

Breakfast Club starts at 7.30am and finishes at 8.30am, at which point, your child will be taken to their class. Breakfast will be served until 8.10am. The children will be in one of two areas in the hall, according to which bubble they are a part of. All cutlery, crockery and play equipment will be for the exclusive use of your child's group. Places are limited so please book early via the school office. The Breakfast Club charge is £3 per session.

## What your child should /should not bring to school

Bring

- Packed lunch if needed
- Sun cream only if your child can apply it themselves
- One pair of wellington boots to be left in school
- PE kit, spare underwear and socks to be left in school from Monday to Friday.
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Do not bring

- Anything else from home including toys or a water bottle (all pens, pencils etc will be provided, as will a water bottle which will be labelled for exclusive use and washed daily)

## Toilets

Only one child will be allowed in the toilet area at any one time. Robins and Kingfishers will use the girls and boys toilets. Owls and Red Kites will use toilet 3 which was the ladies toilet and is now used just by the children. Visits to the toilet will be supervised by an adult.

## Addendum to behaviour policy during COVID-19 wider opening of schools

In order for your child to attend school, your child should be able to:

- Separate from parent/carer easily.
- Be aware of socially distancing even if your child is not able to do this all the time.
- Cope with changes of adults in the classroom without distress.
- Stay within set boundaries of the playground and class (both indoor and outdoor areas).
- Behave appropriately and non-aggressively.
- Follow altered routines for the school day.
- Follow school instructions on hygiene, such as handwashing and sanitising.
- Tell an adult if they feel unwell.

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If children cannot adhere to the behaviour expectations which support everyone's health and safety, they will have an individual risk assessment completed in discussion with parents. Similarly, children who cannot manage their own intimate self-care will also have a personal risk assessment to support the management of their needs.

## Infection Control

Everyone who attends the school (staff and children) will follow the protocols below that are designed using the government guidance and the 'hierarchy' of priorities for infection control:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

## Social Distancing

If you have a child or children attending school it is essential for the safety of the whole school community that your entire household follows the latest government guidelines concerning social distancing and other measures.

## Symptoms

Any child who displays symptoms will be sent home. If there is a persistent cough, a temperature or loss of sense of smell, they will need to be tested and will not be able to return to school until they have received a negative test result or have gone through the subsequent isolation period following a positive test. Tests are available for any member of the public who displays symptoms. The whole household must self-isolate until results of tests are known, as per the current guidance, at the time of writing.

Parents will be expected to ensure that there is never a time that there will not be an adult from the same household available to collect a child within 30 minutes of receiving a call from school. If the child needs to go home because of symptoms, school will have an area that is not used for anything else where the child will be isolated whilst being supervised by an adult who will be wearing PPE. Details of how you will collect your child will be provided should you be called;

If there is a confirmed case in school, we will enact policies to test and/or isolate the rest of the staff and children in that bubble and all parents of children attending school that day will be informed.

## Playtimes/Lunchtimes

Robins and Kingfishers will play together on the back field. Owls and Red Kites will play together on the playground. Both bubbles will be allocated a space on the top field. Robins and Kingfishers can use the playground at a different time to Owls and Red Kites if they wish to.

## Curriculum

We want to do everything we can to keep the classrooms happy and relaxed with lots of time outside to begin with. The focus will be on reading, speaking, listening and practical maths. There will be opportunities for creativity and socialisation. The curriculum offer will be kept constantly under review with teachers

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expected to make professional judgements about when children are ready to move forward, after assessing gaps in learning and ensuring that these gaps are addressed and consolidated. No formal assessments will take place.

## Signage

We will continue to have hand-washing guides up in appropriate areas and child-friendly distancing signs. The playground will have 2m markers so that your child knows where to stand.

## Clubs

We will start to introduce before and after school clubs once we are satisfied that providers have completed their own risk assessments. More details of these will follow in September.

## Resources

Each child will have their own tray with all of the resources they will need for regular tasks. We want to avoid having to clean resources day-to-day and children having their own things that no-one else touches, is one way of achieving this. We plan to use other resources on a rota basis e.g. if the Robins were using Lego, they can each have a pile of their own, but once they finish it will all be swept into a box which will then be removed from the classroom and left for 72 hours before it can be used again.

## Uniform and Items from Home

We are expecting children to come to school in their normal uniform. Other uniform requirements: hair longer than shoulder length should be tied back, including boys, and ear studs only, no make-up or nail varnish. On a PE day, please make sure your child is able to either take out their own earrings themselves or does not wear earrings on that day. All children will need their own sunhats and sun-cream to be able to play outside on sunny days. Children must be able to do this themselves – we suggest that these are brought in on the first day and remain in school.

## Visitors

We will have no unplanned visitors to the school and the only planned visitors will be for things like essential maintenance. Where we do need to have a visitor, they will undertake their visit away from everyone else with strict distancing, hand-washing and all other infection control measure in place. Regular visitors such as the clergy will not be coming in to deliver whole school collective worship. Music teachers who work with individual children to provide lessons will be asked to provide the school with a risk assessment. Parents are included in this protocol and will not be allowed onto the school site unless by appointment, which is likely to be at the end of the school day.

## Ventilation

As much as possible windows and external doors will be opened when it is safe and appropriate to do so. We do intend to use our outdoor spaces for learning as well as break times as much as possible. Our risk assessment will be under constant review. Here are a number of key areas that we have already agreed:

## Personal Protective Equipment (PPE)

Although we will have a stock of PPE (gloves, apron and face masks), the guidance is clear that this is not something we should use regularly and will only be used for isolating symptomatic children or where first aid requires it. As part of our protocols, staff may use gloves for certain tasks. Staff and children have the choice, whether they would like to wear an appropriate mouth and nose covering. This must be

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independently manageable, particularly for young children and should not cover the whole face and head. Handwashing and good hygiene will be the priority.

Thank you for your understanding in these matters. We are all working together to create the safest possible environment for everyone and will be reviewing our procedures regularly. If there are any changes, we will let you know.

**Take care, keep safe,**

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