

Full School Reopening Document V6 (Parents and Carers) September 2020

The full opening of schools from the 2nd September 2020

Updates are highlighted in Green

On 2nd July the Department for Education (DfE) released guidance to schools regarding the return to school for all pupils from September 2020;

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

This was supplemented by additional guidance that can be read here.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The government states that the risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and that there are negative health impacts of being out of school. The government also recognises that school closure has had an impact upon parents' ability to work and that in order for the economy to begin to recover, we need to remove this barrier so parents and carers can return to work.

Whilst the government's aim is to have all pupils back at school in the autumn, it recognises that every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education. This is something that we have continued to review and develop during lockdown and now as we plan for September and the next academic year.

Protective measures:

The Government continues to recognise that primary children, particularly younger children will not be able to maintain social distancing, and it is therefore acceptable for them not to distance within their group. Rather than relying on social distancing, the aim from September is therefore to limit the points at which the infection could be spread by implementing an expansion of the "protective bubble" approach already used.

Public Health England (PHE) advice therefore highlights that schools should build upon the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak.

We will therefore continue to employ the following hierarchy of essential measures:

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
2. Ensure children and adults in school wash their hands thoroughly more often than usual.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

4. Maintain enhanced cleaning programmes, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

5. Minimise contact between individuals and maintain social distancing wherever possible

Risk Assessment

The schools COVID-19 Risk Assessment will be updated and posted on the school website.

To ensure that we can all work together to make the full opening of Woodmancote School as safe as we possibly can, we would like you to read and complete the COVID-19 Specific Home School Agreement. We will send this to you separately and ask you to complete a form to confirm that you have read it. This replaces the previous agreement that some of you signed.

Response to any infection

7. Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-

isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

School Office and Access to the Building

- Where possible, parents are encouraged to use phone / email to communicate with the school;
- For the time being we will not be able to have any volunteers into school.
- Only parents with an appointment will be allowed into the school, but will be required to wear a face covering;
- If a Priority Visitor (Social Worker, contractor, etc) arrives, only 1 person will be allowed in the entrance hall at any one time.
- Adults should maintain their distance from the office screen;
- Communication with parents from the school will be via text / email/ DoJo rather than letter-based wherever possible: SLT and Admin will have access to these systems.

We are hoping that many of your questions and concerns will be answered on the following pages. However, if they are not, please do email me at head@woodmancote.gloucs.sch.uk.

I may answer you directly or will pass your questions on to the relevant member of staff. We want everyone, Parents, children and staff to return in September, confident with the measures we have put in place and eager to start the new academic year afresh.

Mr G Tucker

What changes will there be to the day-to-day running of the school and how will you ensure my child is safe at school?

There are things that we can do as a school to give children and adults more space so that it's less likely for germs to spread. To keep everyone as safe as possible, there will be a range of new measures in place to reduce the chances of transmitting the virus. These largely centre around having more space in classrooms and minimising the equipment that pupils will need to handle.

- The government have asked schools to create 'bubbles' or groups of children to limit the risk of transmission of the virus. From September we will be operating a flexible bubble system. This means that the children will be in class bubbles for the majority of time but also part of a larger year group bubbles when outside undertaking 'Outdoor Learning' once a week.
- All children will be required to remain in their 'class bubble' throughout the day and will be unable to interact with other 'class bubbles' at any time; including break times and lunchtimes.
- There will be a window of drop off at the beginning of the day (8.40-9.05), with register at 9.10. At the end of the day, Infant children may be picked up at 3pm, followed by Juniors at 3.15pm
- Face Coverings are required when parents are on site as Social Distancing has not always been possible with 900 children and adults arriving at the same time.
- There will be a one-way system around the circulation areas of the school (inside and outside) This is to avoid pinch points at both gates and allow for the steady stream of parents and children at busy times.
- Parents will not be able to enter the school building unless they have made an appointment and are wearing a face covering
- Parents are also requested to wear face coverings when bringing their children to school in the morning and when collecting them at the end of the day.
- We will not have any 'whole school' events such as assemblies.
- Break times and lunch time will be staggered so pupils do not mix with pupils outside their 'class bubble'
- Pupils will only use the toilets in their 'Class Bubble' area. Separate cubicles will be allocated to each class.

As some of you are already aware, hand washing has become an integral part of the school day with regular opportunities for children to wash their hands or to use many of the sanitizing gel units around school. Our aim is to reassure children that whilst we cannot totally eliminate the risk of the virus, we can all do something to minimize any potential spread.

Where do the children get dropped off and picked up from?

- SLT and other allocated members of staff (wearing Hi-Viz) should be outside and visible throughout drop off and pick up times to reassure parents in the initial few weeks.
- Parents will not be able to enter the school building and should use the one-way system, so that they access the site via Britannia Way and exit via Station Road whilst maintaining social distancing by using the coloured feet around the school;
- Parents of children in Reception, should drop them at the classroom door and then should make their way to the front of the school, walk along the designated path, which will then join up with the exit route on to Station Road.
- Children will enter and exit classrooms using the doors that open out on to the playground to minimise movement between groups of pupils; Pine class will enter via the courtyard.
- No pupils will be allowed to enter/exit via the main office entrance (other than Woodpeckers and those we have already spoken to);
- If older children bring in mobile phones, these will not be collected by the office, but must stay in the child's classroom. Children will not have access to their phones throughout the day.
- To exit the school site, you will be directed to follow the feet around the Key Stage 2 building towards Station Road. Please do not exit via Britannia Way.
- Can we ask that only one parent brings their child on site, in order to reduce the number of people moving around the school
- There is no parent parking in the car park, other than for those displaying a blue badge or the school's own badge.

How do I stop germs transferring from home to school and back again?

Your child should only bring what they need for the day

- a water bottle
- their lunch in a washable plastic container. Do not send anything in made of fabric
- a coat/hat as they will be spending as much time as possible outside.

They should not bring

- toys (of any kind)

From Year 2, we would appreciate your child bringing in their own plastic pencil case, with pencil, rubbers, etc. This will then be left in school and be for their sole use. If it is not possible for you to supply this, please let us know and we will make alternative arrangements.

PE Bags should be brought in and left in school. They will be sent home each term for washing.

Please can you make sure your child washes their hands with soap and water prior to leaving home in the morning and as soon as they return home in the afternoon.

What time should I bring my children into school and what time should I pick them up?

All the measures we are introducing are designed to keep your child as safe as possible within the guidelines we have been provided with.

Drop off

Any time between 8.40-9.05am

Pick Up

The gate will open at 3pm

3pm Reception, Years 1 and 2

3.15pm Years 3-6

Both the Britannia Way Gates and Station Road gates will have members of staff stationed on them. For the safety and well-being of all children and staff at the school, the gates will be locked at 9.10. Any child not in school by then will need to be taken home by the parents. This may appear quite dogmatic, however, it is absolutely essential that clear and consistent boundaries are in place for the health and safety of all, with minimal interactions between children and staff not in Class bubbles.

What arrangements do you have in place for Little Chestnuts?

The school's Risk Assessment includes information about what measures we have in place for the full reopening of Little Chestnuts. There are some slight changes to how you drop off in the morning, with entrance into the building being via the outdoor play area. Government guidance recommends that no parents enter the setting, so children will be able to meet the team in the outdoor area. Parents will then exit the school site via the one-way system.

For a lunch time pick up, as numbers are generally smaller, parents may collect as normal from the front door of the Little Chestnuts building. They may then exit via Britannia Way. However, at the end of the day, after having collected your child, you will need to once again follow the one-way system out via Station Road.

The wonderful team at Little Chestnuts are looking forward to planning for more outdoor activities throughout the Autumn, so please send your child in with suitable clothes.

Can children attend more than one setting for example a childminder and preschool, out of school club and school etc?

There seems to be a great deal of confusion around this aspect of provision. We have returned to the guidance and have quoted it below. If you have any queries, we are happy to go through them with you.

Yes, children can attend more than one setting so long as full risk assessments and safety advice is followed. The guidance states

'Parents and carers should be encouraged to limit the number of settings their child attends, ideally ensuring their child only attends the same setting consistently. This should also be the same for staff.'

This provides flexibility for parents and childcare providers allowing children to attend more than one setting. It is for parents and settings to discuss how best they can minimise contacts and settings the child attends.

What should the children wear to school?

We will be wearing school uniforms. Please be aware that to ensure good ventilation in each of the classrooms, windows will be open for the majority of the time. *This will continue in the coming months, so please ensure your child dresses appropriately.*

What will happen for lunch?

Universal Infant Free School Meals (UIFSM) will be provided by Caterlink.

We had hoped to be able to provide hot lunches, however our risk assessment deemed the movement of children and hot meals to be a potential risk. We have therefore decided that initially we will only provide a packed lunch to those in Reception, Years 1 and 2, along with children in Key Stage 2 who are in receipt of Free School Meals (FSM). These packed lunches may not contain everything your child likes. At the moment the only choice they get is ham or cheese for the roll filling.

Packed lunches should be brought to school in plastic lunchboxes that can be easily cleaned. Can we politely ask that no child brings in a fabric or fluffy lunch box of any kind. Thank you.

Indoor Arrangements:

- Staggered lunchtimes, with lunches taken in classrooms
- 12-1pm-Reception, Years 1 and 2, with one Year 6 class
- 12.30-1.30-Years 3 to 5, with one Year 6 class
- Each sitting monitored by the class teacher and allocated MDS who is responsible for collecting FSM or UIFSM from kitchen counter and taking to allocated classroom, cleaning tables after use and ensuring all children eat appropriately.

What about breakfast club and after school club? (Woodpeckers)

Woodpeckers will be organised into three distinct groups, with their own set of staff. Reception and Year 1 will form one group, whilst Years 2, 3 and 4 another. This will then leave Years 5 and 6 to make up the third. They will be kept apart, with the Hall acting as the central hub, but with separate resources for each group that will be rotated around. Breakfast and snacks will be prepared in line with our Risk Assessment.

What happens if my child shows symptoms of illness at school?

We have robust and Public Health England approved protocols to follow that include isolating your child away from everyone else in a well ventilated room, whilst we contact you. This is why it is absolutely vital that we have up to date contact details. We all do not want any child to have to sit in the allocated area longer than is necessary. If you work in certain sectors that do not allow mobile phones, please ensure that we have the relevant contact details. You can email these to the office. office@woodmancote.gloucs.sch.uk

In the event of a lockdown, would you have Key Worker Groups again?

In the event of a total lockdown of the school because of a cluster of cases, no, we will not be open at all and will be following PHE advice. If there is another local or national lockdown, we will need to re-establish Key Groups, but these will be very specific with certain criteria and parents will need to apply again. It is envisaged that we will receive further guidance on this in the Autumn Term.

I am sure you can appreciate that we have all become accustomed to U-Turns, so this advice may well change in the coming weeks!

How are you going to engage and motivate our children if we do enter another lockdown? What will 'Remote Learning look like?

We recognise that for those of you who have had your children at home throughout this period, home learning has been difficult. Whilst we have been able to provide some support, we also know that in the event of a further local or national lockdown, our provision will need to change so that children have daily interaction with their class teacher and that there is the opportunity to submit work either electronically or in person, in order to have feedback.

We are working with Microsoft 365 Education, for which the Government has given funding, in order for us to develop our remote learning offer.

There is now an expectation that on the first day of any absence due to Covid that your child will receive Remote Learning, planned for by the class teacher. In the event of you not having access to the internet, hard copies of work will be available.

In light of the lockdown, are you changing the school calendar for next year?

The calendar for next year remains as published. Staff will return on the 1st September for an INSET, with children other than Reception coming back on the 2nd. The October half term will stay at two weeks.

What is happening about Reading Books?

Thank you to everyone who supported their child with reading the allocated books online. Going forwards, we are returning to changing books in school, although slightly differently. From September different year groups from Reception-Year 4, will change their books on an allocated day. However, they will get several books that can be read over the week, not just one. Children in Years 5 and 6 will be able to change their own books as and when needed.

Monday-Year 2

Tuesday-Reception

Wednesday-Year 1

Thursday-Year 3

Friday-Year 4

