

Information for parents and carers on plans for wider opening at Pollington Balne from September 2020

(Staff will also be trained on an updated Risk Assessment (RA) on the INSET days in September 2020. This RA will be an updated version of the one in use in the school since June 3rd June and will available to see on the website in September)

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1. Current guidance and statistics

- 1.1 The DfE guidance outlines an aspiration that all schools will return to school full time from the beginning of the autumn term and this is also the plan for Pollington Balne CE Primary School. However, at the time of writing there is still public health advice in place to minimise the risk of transmission of coronavirus (COVID-19) in schools and thus the school will be making changes to the way it operates in September 2020 to keep children and staff safe. These changes are outlined in the sections below.
- 1.2 In summary the DfE guidance plans two main ways to limit transmission of the virus from September:
- Ensuring pupils remain in consistent groups (known as 'bubbles') wherever possible, thereby minimising the number of contacts between different people across the school. The guidance says *'schools may (now) need to change the emphasis on bubbles within their system of controls and increase the size of these groups'* (see 2.2)
 - By maintaining distance between individuals wherever possible ('social distancing'). Our experience with keyworker provision and the limited return to school since June 8th shows us that this is harder for children in EYFS/KS1 children and thus we propose different arrangements for younger children (see [2.4 and 2.5.1])

2. Operational situation

- 2.1 **Preventative hygiene and PPE.** Our staff are now well used to what is required for preventative hygiene and have been working with the children of keyworkers since March 24th and those who returned from 8th June and 7th September to make sure expectations are made clear. Good practice was outlined in our Risk Assessment (RA) for return. Most children will be familiar with the need to:
- Clean hands thoroughly and more often than usual.** We now have good stocks of sanitiser by doors and in all classrooms. We will spend time in the first weeks back ensuring that children understand the importance of cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating;
 - Undertake the 'Catch it, bin it, kill it' approach** with enough tissues and bins available in each classroom to support children and staff to follow this routine;
- 2.1.1 Staff will be expected to wear face coverings unless within their class bubble and children will be allowed to wear face coverings if they wish to but this will not be encouraged. According to DfE guidance the risks to children under 12 from COVID-19 is *'very low'* and they ask us to consider the *'negative health impacts of being out of school'*. However, at this time schools will not be a *'totally risk-free environment'* and thus children may wear PPE if families have made that decision. Staff cannot, however, help very young children with masks or gloves and if children cannot manage these independently we would suggest that parents do not send children in with them. The school will not provide PPE for children. Further information of the risk to children of various ages, which is reassuring, can be found at:
(https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/897210/COVID19_Weekly_Report_30_June.pdf)
- 2.2 **Class and year group 'bubbles'.** The school will group children into group 'bubbles' which will remain consistent and separate from other 'bubbles'. Bubbles will be in groups of 60. For the majority of their time in school the children will be with their own teacher and support staff but at playtimes and lunchtimes they will be separated into groups that will have limited contact with other members of staff. This will 'make it quicker and easier in the event of a positive case of covid 19, to identify those who may need to self-isolate, and keep that number as small as possible'.
- 2.2.1 For the majority of the time a distinct group of adults will support each 'bubble'. Adults will endeavour to maintain a 2 metre distance from each other and from the children and we will limit

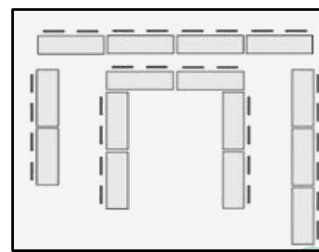
the amount of time in proximity contact as the adults are statistically at a higher risk. Having 'bubbles' of 60 allows for breaks and lunchtime to be covered using existing staff.

- 2.3 **First day back –Monday 7th September.** Children in Years 1-6 will be given an allocated time between 8:45 and 9:00 to arrive to allow all those arriving on site to be directed to the right place, for parents to feel comfortable about where their children will be and to ensure a calm and ordered start to the term. Children will be received by school staff who will guide children into school. Parents should prepare their child/children for the first day back and support the school by staying socially distanced from school staff on this day.

- 2.4 **Children new to school –Reception.** Reception children will start school on part time hours for the first week to ease transition to school. The children will either attend for a morning or an afternoon and have been notified of their slot. On arrival at school, children in Reception will be encouraged to enter the building on their own, saying goodbye to their parent at the external door to their classroom where they will be greeted by their class teacher. Where possible, please limit the number of adults accompanying a child to school or collecting them at home time to one per child. After 11th Reception children will be in full time.

- 2.4.1 If a child is reluctant to separate from their carer at the door, for the first days only, parents wearing face coverings will be allowed into the building to settle children. Parents without face coverings will have to remain outside the building. After the first week we ask that parents then remain outside until further notice. Please prepare your children for this and support the school by staying socially distanced from school staff if you do have to enter the building.'

- 2.5 **Classroom seating.** For Years 3-6 children will be seated for the autumn term side by side, facing forward, in either rows, a 'rounded horseshoe' or a 'double horseshoe' arrangement. Children will sit in a designated space and not change seats for different subjects.



- 2.5.1 Children in Reception, Y1 and Y2 will have some whole class teaching and also some free flow, continuous provision. All classrooms will be ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in class. This means that children will come into contact with all the children in their bubble during outside free flow and lunchtimes. Staff will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at higher risk.
- 2.6 **Learning resources.** For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are difficult to clean will be avoided.
- 2.6.1 Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and always between bubble use, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics). Bubbles will not share equipment at playtimes
- 2.7 **Attendance.** All children will be welcomed back to school on Monday 7th September (unless school have contacted a family individually) and attendance is mandatory. We support the government policy which notes:
- *It is parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*

- *It is schools' responsibilities to record attendance and follow up absence; following school policy*

Please prepare your children for return to school in good time for the first day back on Monday 7th September

- 2.8 **Collective Act of Worship.** There will be no traditional whole school or key stage assemblies/collective act of worship during the first part of the autumn term and these will be replaced by a 'Team Meet' versions, which will be watched by children in multiple classrooms on touchscreens. Classes will still take part in individual class worship time/assemblies over the week. We are keeping an open mind about Harvest and Christmas productions but all should be aware that, even at this early stage, full-scale productions look unlikely in the autumn term.
- 2.9 **School trips.** We are not planning any school trips during the first part of the autumn term.
- 2.10 **Group work and interventions.** Interventions will not take place with children from mixed bubbles but teaching assistants may take children from the same bubble out for intervention. Children working in learning spaces outside the classroom should take all equipment they require with them to the intervention area. The area will be cleaned before and after use so children from different bubbles can use the same area – i.e. a single group using the space in the morning and a single group in the afternoon. Staff and children will wash their hands before returning to their own classroom.
- 2.11 **Breakfast and after school clubs.** Pollington Pre-School will offer booked wrap around places only in autumn term. Parents should be aware that we cannot prevent the mixing of bubbles during these times and there will be slight heighten risk. Staff from breakfast and after school club will explain new arrangements (e.g. if certain year groups will be in different locations) at the time of booking.
- 2.12 **Activity clubs.** No before or after school activity clubs of any kind will take place during the first half of the autumn term. This will be reviewed in the first half term.
- 2.13 **Start and end of the day.** Children should not arrive at school until 8:45 and gates to the schools from the road will not be open until 8.40. As you arrive please can we remind you of the importance of social distancing between families. Children should proceed straight to their classrooms without delay, entering directly via their classroom's external door where possible. If you have been asked to come at the later time of 9am do not arrive early. Teachers will begin to get ready for the end of the day in good time to avoid children massing in corridors or shared spaces and will give other classes space on stairways where necessary. Senior staff will be on hand in the playgrounds before and after schools to assist and advise children and parents. In a change to our established practice we do ask that parents do not speak at length to teachers at the start and end of the day and that if parents need to talk to the teacher to contact the school office and the teacher will then call back at a convenient time. Because of congestion parents should leave the school premises promptly and without congregating with others.
- 2.14 **School office.** The school office will remain closed to ad hoc visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an emergency meaning that their child needs to be collected at a different time parents should telephone the school first. Staff will then arrange to meet parents with their child outside the office area. All other communication should be done by telephone or e-mail as detailed on the school's website.
- 2.15 **Children or staff suspected of having COVID-19.** In line with DfE guidance in the case of a suspected infection the school will:
- a) engage with the NHS Test and Trace process. We ask that parents and staff inform the school immediately of the outcome of any test;
 - b) manage confirmed cases of coronavirus (COVID-19) amongst the school community. The School will text or e-mail parents with a notification of a confirmed infection including which



'bubble' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;

- c) contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. 'Close contact' now means:
 - i. face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
 - ii. proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
 - iii. travelling in a small vehicle, like a car, with an infected person.
- d) The health protection team will provide definitive advice on who must be sent home;
- e) When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is to be used by staff. The school will contact parents and request they collect their child from the school immediately.
- f) Any member of staff who has been supervising a child with suspected symptoms should immediately wash their hands and not touch their face in line with current guidance. The room that a child has used in this circumstance (and any bathrooms they have used) should be fully cleaned before anyone else uses them.
- g) We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*' If no test is undertaken then we expect children to self-isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
- h) Children who are sent home with illness of any type should remain at home for 24 hours even if children see well.**

2.16 **Households with a confirmed case of Coronavirus** should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

2.17 **Containing any outbreak by following local health protection team advice.** If our school have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and the school will continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other children self-isolate at home as a precautionary measure – perhaps the whole site or key stage. As our school will be implementing controls from the suggested DfE list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school can hopefully be avoided. In the case of a shutdown home schooling will resume as detailed in section 4 below.

2.18 **Enhanced cleaning regimes.** Since some children returned on June 8th our school has been subject to enhanced cleaning and have also been repeatedly deep cleaned and as a consequence the schools have never been cleaner. We have adjusted our cleaning rotas with caretakers and cleaning staff to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

- 2.19 Coats and bags.** Children will keep coats and bags in their normal places in most cases
- 2.20 The importance of fresh air.** Windows and doors should be open. On colder days please make sure children wear sufficient clothing to keep warm.
- 2.21 Behaviour.** We have a new behaviour policy in place. It says children who show inappropriate behaviour will have consequences. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously and as such will have serious consequences if children purposely put other children or staff at risk re their health. Our values and ethos remain unchanged, and children are expected to aim to uphold them.
- 2.21.1** In addition, and in order to keep ourselves ‘safe, healthy and happy’ children must be aware of the new requirements namely that they must:
- i. Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to younger children);
 - ii. Use their own specific equipment (including resources) and not share any of these;
 - iii. Not share any food, drinks, cups or water bottles
 - iv. Work, eat and play in a designated group, and minimise contact with children from other groups (including in the playground and anywhere on the school site)
 - v. Move around school as instructed by our teacher/adult and avoiding other people
 - vi. Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands
 - vii. Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available;
 - viii. Try not to touch or hug anybody in school for any reason;
 - ix. Try to reduce the number of items brought to school or taken home apart from a coat, a book bag and a water bottle (and packed lunch if required)
- 2.22 Planning, preparation and assessment (PPA) release time.** The government advice makes it clear that adult staff members can now work across groups of children as they are able to regulate their behaviour and maintain an appropriate, safe distance. PPA and class cover arrangements which may bring additional adults into contact with groups of children will continue. In these cases, staff will maintain appropriate distance from the children for their own and the children's safety. They will now wear a face covering unless teaching.
- 2.23 School lunches.** We intend to have a full school offer for hot lunches again from the 7th September. Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment may be required. If parents are unsure about whether they need to pay or not, they should contact the school office. Children will eat in the hall with children from their bubble. The tables and chairs will be cleaned down before and after each bubble has used them. Children should always have the chance to wash their hands within the classroom before eating.
- 2.24 Availability of water on site.** All pupils should have their own school water bottle that is untouched by other children or staff. No water fountains are currently available at school. Water is available in school to refill children’s own water bottles. Disposable plastic cups may also be available that should be thrown away after use.
- 2.25 Travel to and from school.** In accordance with our current risk assessment we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children should not travel to or from school with other children or with another family outside of their “bubble”. If possible- Face coverings are required at all times on public transport (including for children, over the age of 11)
- 2.26 School uniform.** School uniform should be worn as normal. We ask that parents wash uniform more regularly than normal in order to attain the highest levels of hygiene within the school.
- 2.27 Toilets.** Wherever possible a set of toilets is allocated to a bubble. For older children the need to visit the toilet during teaching time will be discouraged as it is not possible to supervise all older

children as they visit the toilet with the potential risk of cross 'bubble' contamination. All children should wash hands after they have been to the toilet and be reminded to do so.

3. Curriculum

- 3.1 **Curriculum for reconnection.** It is clear from those children who returned in June that the enforced break has had an impact on children's behaviour for learning. The situation may change after the summer holiday. The work of Professor John Hattie who has [studied extended school disruptions across the world](#) gives us a good idea about what will need to be done on our return and the school will focus in the first weeks on strengthening our own '3 R's' - routines, relationships and resilience. This will form the basis of the first work undertaken when children return on the 7th September. They will also study a novel and carry out some cross curricular learning around the book. Work on building positive behaviour for learning will be revisited in virtual assemblies and class sessions.
- 3.1.2 Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time. There will be a potential disproportionate effect of the pandemic on some communities and individuals and we will do all that we can to support where appropriate - using our own teaching assistant and the SEN Manager. There may also be referrals to Educational Psychologists and signposting to other organisations who might provide support.
- 3.1.3 In September we have our long term PSHE plan reviewed so that work in all year groups centres on health and wellbeing. We will allow extra time for this in the autumn term as well as ensuring that circle time is timetabled and staff new to the school are trained in best practice with regard to the importance of PSHE lessons/circle time.
- 3.2 **Collective mindset – contextualising the lockdown.** Our staff do not feel that it is helpful to focus on what has been 'lost' during the shutdown. A young person's school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work. Our staff will remain calm and measured in September knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves our language will reflect our long established 'growth mindset' philosophy – '*you can't do it yet*'.
- 3.3 **Assessment.** Teachers in the school will be following the good practice outlined in Professor Hattie's work and establishing 'what has to be learned' rather than sticking rigidly to our usual [long term plans](#). Teachers will use their own expertise to establish starting points for each class in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence but each child and class will be different. In schools this way of assessing what should be taught next is known as 'formative assessment', that is the judgements teachers make on a day to day basis during class work and assessments which allow them to judge attainment and progress.
- 3.4 **Reading and maths tests.** During the autumn term children will undertake low key assessment which will be for the sole use of staff and senior leaders within school to be able to plan to fill the gaps that children may have.
- 3.5 **Computing.** The computing syllabus will continue where possible but the sharing of equipment will be limited and equipment will be cleaned down before and after use by children. Staff will make sure children are aware how to access Microsoft Teams in case of a local lockdown.
- 3.6 **PE, games and coaching.** On one day a week children can wear PE kit rather than uniform in school and when travelling to and from school on those days when they have PE. This will help to reduce the use of extra school bags and the need for the older children to find spaces to change. All PE and games activities for a given class should take place on that one day per week. We will endeavour to have as many PE and games sessions outside as we can. We will be using our

normal coaching organisations as allowed in the guidance but these staff will socially distance from the children during taught sessions.

- 3.7 **Swimming.** Swimming will not take place during the first half of the autumn term for KS2 but if possible extra sessions may be arranged later in the school year if this is allowed.
- 3.8 **Music.** The DfE guidance says '*Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting*'. Therefore, we are revising our music curriculum for the autumn term 2020 so that children do not participate in any of these activities inside. Fortunately, the school has many other possibilities for music teaching and staff will work with children using alternatives.
- 3.9 **Daily mile.** As the benefits of exercise on mental health have been well described staff will do all they can to facilitate children being able to walk or run the daily mile with their class. This can be done in a social way in twos or small groups keeping within the rules of the bubbles to support our aims of strengthening relationships in each class to aid reconnection.
- 3.10 **Year 1 & 2 phonics catch up.** Children in Year 1 & 2 in September 2020 will have additional phonics sessions in the autumn term to support catch-up. Some children in Year 3 may also require additional phonics teaching.
- 3.11 **Reading books for home.** School reading books to go home in KS1 and Reception will proceed as normal. Once they are returned they will be 'quarantined' for 48 hours before being used again. KS2 children may choose a reading book from school but all books that they touch must be similarly quarantined and put in a separate box. Children can bring a book from home as long as it is not shared with others.
- 3.12 **Broad and balanced curriculum.** School intends to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. As mentioned at [3.1] above we will but make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term although as we return to normal ensuring a full curriculum is taught across the year is our aspiration.
- 3.13 **Pupils with additional needs.** We are aware that for some children with additional needs, returning to school after lockdown may have additional anxiety or stress. Children with additional needs will be supported to ensure a smooth transition when returning to school. To ensure a shared understanding of children's pastoral needs, staff will share information prior to transition and appropriate plans will be put in place where required. In some cases, children with additional needs may require a risk assessment to be completed. This will be completed with input from the class teacher, child, parent/ carer and the SEN Manager or SENCo. Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example staff and pupils working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE. Physical contact, such as guiding a child or hand-over-hand support will be kept to a minimum and all staff working with children requiring such support are familiar with the use of preventative hygiene, including regular hand washing. Referrals to external agencies such as Speech and Language, CAMHS and the Educational Psychologists will continue. We will also support families by signposting them to organisations who may be able to provide support during this time.

4. Contingency planning for further lockdown

- 4.1 Having learned a lot from the initial nationwide lockdown the school is well prepared should further lockdowns be advised. Our expectations would vary according to the type of shutdown which is advised.
- 4.1.1 **In the event of a Borough wide lockdown.** The school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown. Planned changes would include:

- a) Work given via Microsoft Teams with daily contact for groups throughout the day. An expectation would be that children would attend. Quizzes and work may be required to be submitted for children in all year groups through Microsoft Teams for feedback. If children are absent or work set is not forthcoming phone calls would be made home.
- b) If parents don't have access to computers work paper copies of work would be made available for collection.

4.1.2 **Year group, class or school site lockdown as advised by local health protection team.** In this case as staff will be social distancing at work, even as part of a 'bubble' it may be that some or all staff can continue to work on site. If this was the case, then we would consider delivering an offer similar to that described in 4.1.1 above with the addition of a drop off/collection of printed work for those who needed it.

If you have any worries or concerns about your child returning to school, please email the school office and one of the leadership team will get back to you as soon as possible.

The government have produced guidance for parents for more information about what to expect.