

Parents' and Carers' Summary: Reopening and Recovery Plan Phase 3

Return to full-time provision for the whole school Sept '20

Harewood Junior School – Updated 25th August, 2020



This is a summary of our full reopening plan, which we developed and was signed off by our Chair of Governors and GCC prior to the end of term, in response to the DfE guidance on Thursday 2nd July regarding the return to full-time provision for all children in September and the existing guidance on protective measures and procedures throughout the partial closure. The government believes that it will be possible for primary schools to welcome all pupils back at the same time in September if we adhere to the new guidance and that we should plan accordingly, maintaining some but not all of the safety measures we already have in place.

The guidance for schools is extensive but in summary means that for Autumn Term 1, in the first instance, the vast majority of the changes and protective measures we put in place for Phases 1 and 2 will continue with some additional measures or adaptations as everyone will be in school:

- Children will be taught in full classes rather than in bubbles of 15 or less, because of the removal of the need for 2m spacing, but classrooms will be set up in rows with all children facing forward, sitting in pairs;
- Children will have a set place and will not get out of their seats unless given permission and they will not move seats for different lessons;
- Individual sets of resources will be provided for each child – they do not need to bring their own pencil cases - and they will have their drawer underneath their chair for easy access;
- **Children must not touch other people or anything which is not theirs;**
- Bags should be the smallest they can be to carry lunchboxes, water bottles and reading books;
- Class resources will be used but will be cleaned after use;
- Children will be provided with reading books by the teacher/TA, which, once read, will be wiped clean and left for 48 hours before being used again;
- There will be slightly staggered start and end times and children will need to come straight into school, wash their hands and complete activities while waiting for everyone to arrive – see below;
- We will operate class bubbles within a larger Yeargroup bubble, but mixing between classes will be kept to a minimum and mixing between yeargroups will be avoided;
- Maths will be taught in classes not in Maths groups, with the exception of Y6, however if need be, other SEN and catch-up interventions may have children from the different classes within each yeargroup;
- PE and other subjects using shared resources will be planned carefully so that resources can be used, cleaned and left for 48 hours between groups. However, we will not be using musical instruments nor will we be including singing within the curriculum as we normally would and Y3 and 4 will not be learning the recorder until the Summer term: this helps to minimise the risk of airborne transmission;
- Separate playtime equipment has been provided for each class bubble, which will also be used for PE;
- The outdoors will continue to be used as much as possible;
- There will be no swimming;
- Staff will support children from a sensible “safe distance” where possible, but everyone accepts that this will not be possible all of the time, particularly for those children requiring 1:1 support;
- There will be no whole school assemblies but there will be yeargroup assemblies twice a week with children spaced out across the hall;
- There will still be staggered playtimes and lunchtimes, with children playing in set zones for their bubble;
- Yeargroups will eat in segregated areas in the hall, separated by wheeled display boards, across two sittings;
- Children will need to follow the same handwashing procedures as we already have in place;
- Cleaning regimes will continue to be used by teachers and TAs throughout the day and the cleaners at night;
- Visitors will not be allowed on site without an appointment;
- Only Y3 and 4 parents will be allowed on site to collect their children at the end of the day;
- There will be no weekly drop-in, parents at Celebration Assemblies or FoH events and Parent Information Evenings will be virtual rather than face-to-face.
- Most other protective measures that we have put in place will continue, especially the regular handwashing, cleaning throughout the day and the procedures for if someone is ill.

Arrivals/Start of the day

Week 1 only: Wednesday 2nd - Friday 4th September:

- Parents of Y4, 5 & 6 children will drop their child off at one of the two pedestrian entrances (**Harewood Close or the bottom Holmleigh Park gates**) between 8:30 and 8:45am where they will be met by a member of the School Leadership Team (SLT) and directed to either the relevant playground or redgra. Once on the playgrounds, they will line up at their class's respective marker point with their class teacher. Teachers will then take their children into school – Y4 and 6 will enter through their respective fire escapes or in the case of 6D, the Y6 entrance and Y5 will enter through the front double doors.
- Parents of Y3 children will come on site with their child through one of the two pedestrian entrances between 8:50 am and 9am and will be directed to congregate on the Y5/6 playground by a member of the SLT. The children and parents will be met by their class teachers and the children will line up at the respective marker point. Parents will then leave the site following the one-way system through the top Holmleigh Park gate before the children enter school by their fire exits (3S and 3B) or the Y3 entrance (3H).
- Parents will need to arrive promptly for their slot, neither before nor after, in order for this to work safely.
- **Although we realise that this is the start of a new year and you will not have seen each other or school staff for a time, parents will not be allowed to stop and chat on the school site and you will be asked to leave immediately.**
- If parents need to speak to a member of staff about their child, they will need to ring the school office to arrange to speak to their child's teacher during the lunch break or after school. We will not be able to chat to parents and carers at handover as staff must be available to supervise the children in their care and the member of staff on duty needs to be ready to welcome the next group of children.

Monday 7th September onwards:

- **All children:** Parents will drop their child off at one of the two pedestrian entrances between 8:40 and 8:50am where they will be met by the two members of staff on duty. The children will make their way directly to their respective Fire Escape or, in the case of 5P, the front double doors and enter their classrooms. With the exception of the teachers on duty, teachers will be in their rooms to meet them. The two classes without a teacher will be supervised by a yeargroup TA/HLTA.

In the classroom and during the day:

- Children will hang up their coats; sort out their lunchboxes; and then wash their hands at the classroom sink or yeargroup toilets. They will then sit at their place and complete simple tasks to fill the time until everyone has arrived or the teacher is ready to register at 8:50am.
- Each class will be catered for in their designated classroom for the whole time they attend by their own classteacher or a member of the yeargroup team.
- The children will have an individual place at a shared table, which remains theirs for the whole term, with their drawer underneath with their own set of resources. **They must not bring anything from home other than their packed lunch, water bottle, reading book and record, and their PE kit.**
- Homework will be set on SeeSaw for the foreseeable future. Every child will be reissued their login details. This means that children will not have a Homework Book or any worksheets, which reduces transmission risks between home and school, and we are ready should there be a second wave necessitating a lockdown.
- Children must wash their hands, as has been our usual practice, throughout the day. Please remember as has been our stance all the way through, **they do not need to bring hand sanitizers** as hand washing is the best defence against the virus and hand sanitizers bring their own risks if the gel gets into eyes and mouths.
- Fruit and toast will be available for all children to order and milk will be provided to FSM as previously.
- School dinners will be available for all children either paid or FSM. They will be ordered in the normal way each morning. All children, including those with packed lunches, will eat in the hall but in segregated areas, separated by the wheeled display boards. We will spray and wipe down all tables between the two sittings, in order to safely receive the incoming yeargroups. Those children who have ordered a meal will be sent to

collect it from the servery in turns. We will aim to keep the queue very short and children will need to stand on the red markings and follow the one-way arrows, keeping left of the red dividing line.

End of the day:

- Y3 parents will collect their child from the Y5/6 playground. They will enter the site through the Harewood Close or bottom Holmleigh Park drive gates between **3 and 3:05pm** and come onto the playground. The children will be standing on the coloured spots ready for their teacher to hand them over to parents and they will be able to leave the site via their entry point.
- **Y4 parents** will collect their child from the Y3/4 playground. They will enter the site through the top Holmleigh Park gate (opposite their main entrance) between **3 and 3:05pm** and make their way up the side slope to the playground following the arrows. The children will be standing on the coloured spots ready for their teacher to hand over to parents at the top of the steps. They will need to leave the site following the arrows down the steps back to the gate they entered through.
- Parents will need to leave the site immediately in order for us to safely release the Y5 and 6 children.
- Only these parents should be on site.
- Y5 and 6 children will leave unaccompanied through the Harewood Close or bottom Beaufort/Holmleigh Park drive gate to meet parents at an agreed spot offsite **at 3:10pm**. A member of the SLT team will be on duty on each gate. Children whose parents aren't there to meet them will be looked after by this member of staff and then returned to the office in order to ring parents.
- Parents collecting children in different yeargroups should collect their youngest child first. Eg: collect Y3 child from the Y5/6 playground, walk around the side of school and up the slope to collect their Y4 child from the Y3/4 playground, leave the site via the top Holmleigh Park side gate and walk to their agreed meeting point offsite for their Y5 or 6 child.
- Some extra-curricular clubs will run but for groups of no more than 15 and only from within the yeargroup bubble.
- VIPs Breakfast and After-school Club will be running as child-care providers have been asked to reopen and have their own DfE guidance to follow, but will have no drop-in facility.

General:

Children and staff will need to continue to observe:

- good hygiene practices: washing their hands regularly; not touching their faces or surfaces and resources that aren't for their use.
- social distancing between staff, between children and staff, and between children, wherever and whenever possible.
- following the Catch it, Bin it, Wash procedures eg: using a tissue (or the crook of arm etc) to catch sneezes and coughs and binning it, before then washing hands.

First Aid will be provided, but where possible children should wash minor cuts/grazes themselves. Staff will continue to use appropriate PPE and ensure that contact with the children is safe.

All gates will be locked once the children attending are on site to ensure safety. Visitors to the site will need to phone in advance and have an agreed appointment.

Doors will be wedged or hooked open where possible to reduce the need for pupils and staff to touch them. Doors that cannot be left open for safety reasons will be cleaned at lunchtime and at the end of the day.

A full cleaning programme is in place, ensuring that school will be cleaned thoroughly during and at the end of each day.

Children and staff will not be wearing face masks. The announcement on Tuesday 25th August regarding masks in secondary school does not apply to primary schools at the moment but as with the whole plan we will adjust our practices to meet the current guidance as the situation develops.

Procedures for if someone is ill:

Good school attendance is key to your child achieving their potential and we will return to monitoring any absence and working with you to secure good attendance. However, children should not be coming to school if they are poorly. This is especially important if they or anyone in the household shows signs of COVID-19: fever, persistent cough or loss of taste or smell.

If a child presents with COVID-19 symptoms prior to coming school, parents must keep them at home and self-isolate. Parents must inform us and the child should be tested. Tests are being completed on the day of booking in most cases and results are generally back within 24 hours. Parents must notify us of the results whether positive or negative.

If a child presents at school with symptoms, they must go home as soon as is possible. Children will be moved from the classroom and kept isolated in a well-ventilated area, while awaiting collection. The other children in the bubble will wash their hands and be removed to an outside space while staff perform a deep clean. Parents will need to collect their child urgently and will need to arrange for them to be tested. PHE will be contacted and we will follow their advice as to whether to close for the bubble and for any members of staff they have been in contact with. Parents will need to inform me of the results of their child's test and "Test and trace" will then become operational, if necessary and we will follow PHE's advice as to next steps.

Where the child's test result is negative, they can return to school and the fellow household members can end their self-isolation.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

While we appreciate that these are worrying times, I can assure you that we are constantly working hard to ensure our school is as safe as we can make it in order for your child to access the high quality education you have come to expect from us.

It is likely that as the situation changes, both locally and nationally, we will have to adjust our plans and I thank you now for your understanding and continuing support. I will share any updates through our weekly newsletter or through specific letters, so please make sure that you have signed up to receive email and text updates from us via Parentmail.