

Titchmarsh Church of England Primary School

September 2020 Reopening Information for Parents and Carers

We are looking forward to seeing you back in school in September and hope that the information in this document will help reassure you and also support your own planning in the weeks to come.

All our planning in this document is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

System of controls:

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

Prevention:

- 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 clean hands thoroughly more often than usual;
- 3 ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach;
- 4 introduce enhanced cleaning, 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;
- 6 where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) engage with the NHS Test and Trace process;
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community;
- 9) contain any outbreak by following local health protection team advice.

Numbers 7 to 9 must be followed in every case where they are relevant.

1. Attendance - who should come in to school?

The Government is clear that all pupils should come to school full time from September 2020. The guidance says:

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct .

All pupils should attend school, unless they are ill and are complying with clinical and/or public health advice. However, if a pupil becomes ill with symptoms of COVID-19 they must stay at home (and will be sent home if they become ill during the school day) in order for us to meet the requirement of item 1 of the 'Prevention' controls stipulated by the government. Any pupil who displays symptoms of COVID-19 must get a COVID test, and isolate until the result of the test is known. Further details are given below.

2. Preparing to come to school.

Pupil Clothing

The government advice states:

We encourage all schools to return to their usual uniform policies in the autumn term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

We will, therefore, return to our usual uniform policy from the start of September and pupils are expected to be in school uniform each day. On days when pupils have PE, pupils will need to come only in their school uniform as we do not have the facilities for pupils to change at this present time.

We recognise that some families will be suffering particular hardship at this time due to the financial impact of the pandemic. Please contact the school if you need assistance.

Food and Drink

We will only be operating a limited menu for the foreseeable future and parents have the choice of providing a healthy lunch to school or ordering from the Kingswood website. If the lunch is brought from home, please ensure that the pupils can easily open any packets or containers so that social distancing with staff can be maintained. Pupils should continue to bring a water bottle and this should be labelled. There will be adequate opportunities for pupils to refill their water bottles during the day although the water fountains are currently switched off.

Bags, books and equipment

Bookbags are allowed in school but the sharing of equipment must be minimised. The usual expectation is that all pupils always have at least a pen or a pencil, an eraser and a ruler. From the start of term, we will be providing all equipment for pupils to store in a clear, wipeable pencil case which we will also provide. Any other equipment pupils wish to bring in must be placed in these pencil cases. Other equipment will be provided by the school and will be cleaned after use. Pupils are, as now, encouraged to read and any books that have been used will be quarantined for three days before being reused.

Reception pupils will also have their own malleable resources in sealed containers for their own use which will be wiped after each session.

As stated before, pupils will be wearing their PE kit on days they have PE so will not need to bring in kit bags. All pupils will have PE on Tuesdays and Years 1 and 4 will have PE on Mondays, Year 3 on Wednesdays, Year 2 and Owlets on Thursdays and Years 5 and 6 on Fridays.

Work books will continue to be used and pupils will wash their hands before each session to reduce any opportunity for contamination. Additionally, staff will also wash their hands before marking books for the same reason.

3. Education

The Curriculum and Timetable

We will continue to ensure that our curriculum is broad, balanced and ambitious and that pupils receive a full range of subjects wherever possible. However, we will spend time looking at pupil progress and ensuring that any gaps are addressed both in lessons and through special days – we will write to you about these beforehand. We remain committed to foundation subjects as these are the areas where pupils put many of their skills into action and we also recognise the benefits of practical subjects in boosting pupil well-being and confidence.

At the start of term, staff will be working closely with pupils to ascertain where there are any gaps caused by the lockdown and the schemes we are using have been adapted to allow this to take place, particularly for Maths and Phonics. Teaching Assistant timetables have also been adapted so that booster and intervention sessions are in place for pupils requiring support.

As now, teachers will continue to meet with the Executive Headteacher on a regular basis to review pupil progress and to identify the impact of support sessions and where any further interventions are needed. Class teachers will be readily available to speak with parents about any concerns and the help that parents can provide at home in helping to close those gaps further.

However, in order to remain safe, we will need to adapt our plans for some subjects, particularly Science, Art and Music where equipment may need to be shared and, for Music, schemes of work have been adapted to remove singing as this has been linked to increasing the spraying of droplets that may contribute to the spread of the virus.

Collective Worship opportunities will continue with daily opportunities led by staff and we will be looking at using Microsoft Teams to allow the different bubbles to join together as a whole school and we are looking at inviting parents to join our Sharing Assemblies in the same way.

4. Daily routines in school

Pupil arrival

Public Health England is clear that it is not necessary to check each pupil's temperature as they arrive at school as it is not a reliable method for identifying COVID-19. Consequently, we will not be checking temperatures on arrival. However, all pupils will be expected to wash their hands when they arrive at school.

Pupils will enter the site using the one-way system at set times and there will be a staggered start and end to each day. We have made the decision to operate in bubbles – one for Reception, one for Key Stage 1 (Years 1 and 2) and one for Key Stage 2 (Years 3 to 6).

In order to allow the new Owlets time to settle in, not to feel rushed in the mornings and to have a slightly shorter day at first, we will be operating the following timetable for the first two weeks of term (until Monday September 14th).

	Drop-Off Time	Drop-Off Place	Pick-Up Time	Pick-Up Place
KS2	8.45	Sixth Form Door (Years 4 – 6) Green Door (Year 3)	3.15	Playground
KS1	8.55	Green Door (Year 1) Car Park Doors (Year 2)	3.05	Playground
Owlets (Reception)	9.05	Owlets Exterior Door	2.55	Owlets Exterior Door

This will alter from Monday September 14th to give all pupils the same amount of teaching time. Thank you for your cooperation.

Parents may accompany their children on site but must not enter the school building. Any queries must be addressed outside of the classroom and payments, wherever possible, should use Parent Pay. Should parents need to speak to the Bursar, they should ring the bell and wait for a response.

Hand-washing routines

Hand sanitiser and soap will be available in every classroom and parents are encouraged to send their child in with their own bottle of hand sanitiser if they so wish, although this should be labelled with the child's name. All pupils will be required to sanitise their hands as they arrive at their tutor group room. They will also be required to sanitise their hands at the start of every session, as they enter the classroom, and as they leave the classroom to go to break, lunch, and at the end of the day before going home.

Pupils should obviously also wash their hands after going to the toilet and there are posters around the school reminding pupils to wash them for at least 20 seconds on each occasion and of the correct method to use in line with the current COVID-19 guidelines.

Toilet usage

There should never be more than one pupil in the toilet area at a time, and pupils will need to queue, observing social distancing, as necessary. Each bubble has its own designated set of toilets to use.

Classroom layout

Government guidelines state that classrooms should be set out with all the pupils facing the front and leaving a 2m wide space at the front of the room so that the teacher can stay 2m away from the pupils. It

is strong public health advice that staff maintain distance from the pupils, staying at the front of the class, maintaining a 2m distance from their colleagues and their pupils. In particular they should avoid close face to face contact and minimise the time spent within 1m of anyone.

Desks / table tops will be cleaned between sessions in line with our cleaning guidance. Where staff work in a number of schools, they will be required to wear face masks when working in classrooms. However, for the PE specialist staff, they will meet the pupils outside so will not be inside with the pupils unless the weather is poor.

The days will be staggered as much as possible to ensure that bubbles do not cross – each bubble will therefore have their own designated playtimes and lunchtimes.

Fire alarm

If the fire alarm sounds, pupils will need to leave their classroom as quickly as possible. In line with guidance, they will not need to socially distance until they are outside of the classroom as the threat of fire clearly poses a greater risk. Once outside, they will line up in their year group, based tutor groups ready for the register to be taken.

Leaving the school site

Parents should report to school at the allocated time to collect their child and leave the site immediately to prevent any crowding. Any issues that need to be discussed will initially be emailed to parents due to confidentiality.

5. Pupil Well- Being

Mental and emotional wellbeing

Pupils may be experiencing feelings such as anxiety, worry, grief and a sense of loss. They may be unsettled by the fact that, upon their return to school, things are very different and they may be in classes with different pupils and staff members. We will ensure that we support pupils with these issues and will inform parents of any concerns that are raised. Please contact your child's Class Teacher if there are any issues you feel they should be aware of.

If a pupil is hurt or becomes unwell

Pupils should not attend school if they are unwell, or if someone in their household is suffering from coronavirus symptoms.

If a pupil feels unwell or needs first aid they will go to their class teacher as usual. If any pupil or member of staff becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the government's COVID-19: guidance for households with possible coronavirus infection guidance.

The school has an infrared thermometer which enable a person's temperature to be taken without the need for physical contact. This may be useful in deciding if a pupil needs to be sent home. If a pupil who is suspected of having symptoms of coronavirus is awaiting collection, they will be moved to the practical room near the Green Door which has a window which can be opened for ventilation. They will be isolated in that room behind a closed door and monitored remotely by staff. If the pupil needs to use the toilet while waiting to be collected, they should use the toilet opposite the practical room, and reception staff will then put a sign on that toilet door to tell staff not to use it until it has been thoroughly cleaned.

PPE will be worn by staff caring for the child while they await collection if a distance of 2m cannot be maintained.

6. Response to any infection

Engage with the NHS Test and Trace process

Staff and pupils must not come into the school if they have symptoms of COVID-19, and must be sent home to self-isolate if they develop symptoms in school.

If a member of staff or a pupil becomes ill with symptoms of COVID-19 the school will contact their local Public Health England health protection team. The person who is showing COVID-19 symptoms will be required to:

- book a test. 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 have been in close contact with if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate until the result of the test is known. Members of their household should also isolate until the result of the test is known.

The school must be informed immediately the result of the test is known:

- If the test is negative, and the person feels well and no longer has 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 the test is positive, the person should must 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 from the onset of the person’s symptoms.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

The school must take swift action when it becomes aware that someone has tested positive for coronavirus (COVID-19) and contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will work with the school in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, the school 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 means:

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- direct close contacts - 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)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, the school will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.

A template letter will be provided to schools to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the pupil or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should also self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Contain any outbreak by following local health protection team advice

If a school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must 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 students self-isolate at home as a precautionary measure – perhaps the whole site or bubble.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

7. Contingency planning

Whilst we are planning for all pupils in all year groups to return to school in September, we will also continue to plan for potential changes to the school's routine and running.

These may include:

- Changes to the staggered day, particularly once our youngest pupils have settled into their new school routine;
- Providing online learning for bubbles or classes if the school has to close;
- Mixed packages of face-to-face and online learning due to staffing issues or site issues.

We would request that parents ensure that they have notified the school of any changes in contact details in case of potential closure or changes to our routines.

8. Wraparound Care

Breakfast Club will run from 7.50am to 8.50am in the Hall. You should ensure that you have booked a place with the School Bursar (bursar@titchmarshprimary.co.uk) as we are limited on numbers and we will not be able to accept pupils on the day unless there is a confirmed booking. Pupils will have a wrapped snack for breakfast until restrictions are lifted. Pupils should be delivered to the Hall doors adjacent to the car park. Separate tables will be available for different year bubbles so pupils from different bubbles will not be able to mix. For this reason, it is important to book in advance.

Afterschool Club will commence from Monday September 7th and will operational each day until 4.45pm. This is due to the vacancy for Afterschool Club Assistant remaining unfilled at present so staff have kindly volunteered to stay in school for an additional period to provide cover. We will seek to extend the hours once the vacancy has been filled. Again, bubble tables will be in operation.

At present, no other clubs will be running until advised otherwise. Music lessons will commence at the start of term using the risk assessment provided by NMPAT.

9. Visitors

At this time, we will be discouraging visitors into school unless absolutely necessary. Any visitors who do need to come into school must sanitise their hands, wear a face mask and provide contact details for Track and Trace.

Deliveries into school are socially distanced and a sign at the main door advises delivery staff of our protocol.

10. Cleaning

We will continue to follow government guidance as set out in COVID-19: cleaning in non-healthcare settings. We will:

- clean surfaces that pupils are touching frequently, such as desks, chairs, doors, sinks, toilets and light switches more regularly than normal
- ensure all classrooms have a box of tissues and hand sanitiser
- ensure that bins for tissues have lids on them
- ensure, where possible, all spaces are well ventilated using natural ventilation
- prop doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and further aid ventilation.

Government guidance states that there is no need for anything other than normal personal hygiene and washing of clothes following a day at school.

11. Policies and Risk Assessments

Risk Assessments

The Executive Headteacher and all staff have completed class specific risk assessments for Titchmarsh CE Primary School, although it is recognised that it will be subject to change as medical advice and government guidance change.

Behaviour Policy

Whilst we recognise the need to be tolerant as pupils re-adjust to the school environment, the health and safety of all staff and pupils is of paramount importance, and pupils must obey the instructions regarding social distancing and other measures to minimise infection. Consequently, an appendix has been added to our behaviour policy stating that:

Attention is also drawn to the section regarding dangerous behaviour. Exposure to the Coronavirus can have extremely serious consequences, therefore, deliberately wilful action to cause upset or harm to other members of the community will be treated as such.

12. One Way System Map is on the next page for your reference.

Titchmarsh Church of England Primary School – One Way System (image courtesy of Google Maps)

