

Thursday 16th July 2020

Provisional plans for a full return to school in September 2020

Dear Parents,

I write to confirm our **proposed arrangements** for when we reopen to all year groups when returning on Wednesday 2nd September 2020.

The full plan and risk assessment can be found on our website at:

<http://www.waterwellsprimaryacademy.org.uk/covid-19-updates/>

Please note the plans are 'proposed' on the basis that further guidance may be released by the government during the summer break, which could require a review/amendments of the plan, which has been mapped out based on the most recent guidance issued to schools on 2nd July. The Trust board will review the plans before the return in September and any necessary adjustments will be communicated to you.

Principles underpinning a return to school for all children in September 2020:

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> We agree that returning to school is vital for children's education and for their wellbeing.

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 governments' 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 this period and we will continue to make contingency plans to reintroduce remote education should the need arise in the future.

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 by expanding them from 15 children to 30 children class bubbles.

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, ensuring they 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 cleaning products.
5. Minimise contact between individuals and maintain social distancing wherever possible.

Returning to school safely:

We are pleased to be able to welcome all children back to school from September and plan to implement the protective measures outlined by the government in the following ways:

- Children will remain in their class protective 'bubbles' at all times during the school day and within year group bubbles at lunchtimes and when outside.
- Part time teachers and other staff may operate across different classes and year groups in order to facilitate the delivery of the school timetable where needed.
- Staff will avoid close face-to-face contact, but will meet children's basic physical and emotional needs during daily practice.
- We will continue to ensure that children and staff clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. We recognise that regular and thorough hand cleaning is going to be needed for the foreseeable future.
- Internal movement through corridors in the indoor environments will continue to be minimised.
- In most classrooms we will be asking our children to sit at desks facing the front as recommended by the guidelines, but for the youngest children the environment will be less formal to meet their social and emotional needs and to provide age appropriate curriculum opportunities.
- There will be no large gatherings such as assemblies or lunchtimes in the school hall.
- Break and lunchtimes will be staggered, with year groups using designated areas.
- We will ensure that indoor class based resources are only shared with children in each class group and that outdoor/other specialist lesson resources are regularly cleaned after each use and quarantined if used by multiple groups.

Staggered start and finish times and locations

In addition to the measures above, we have had to make small adjustments to drop off and collection times and locations to minimise large volumes of people in one place at any given time. The only parents that will come on site at morning drop off will be those of new Reception children. All other year groups (Years 1-6) will be dropped off at the specified gate location, with members of staff on hand to direct children in and to take essential messages. We have trialled this system with 100+ children/parents over the last couple months and this has worked remarkably well and the children have adapted brilliantly, with great independence. Please note, staff aware that the school car park will not be accessible during drop off and collection times to ensure this is a safe access point during these times.

Parents will come on site to collect at the end of the school day and should ensure only one parent at a time comes to collect and that social distancing guidelines are followed. Please keep younger siblings close to you and leave promptly, avoiding gatherings with other families on site and outside the school gates.

In addition to the points noted above, to help this run smoothly and to keep everyone as safe as possible, we ask for the following:

- Please say your goodbyes before arriving at the drop off location to avoid any 'hold ups' in gateways/entrances, and if your child is struggling to separate from you, our advice is to try and move to the back of the queue to try again with fewer parents/ children around to ease the pressure.
- Bikes and scooters cannot be brought/ left on site at this time.
- New Reception parents will drop off children at the Reception wooden gate (but will not enter the Reception outdoor area).
- Class teachers can be spoken to by prior appointment by the calling the school office, or at the end of the school day once all the children have been dismissed.
- Outside each external classroom door/outdoor area, there is a marked 'no entry zone'. Please do not enter this zone to support social distancing for staff.

Parents should not enter the school office area unless by prior appointment/ agreement with the Head of School or administrator. We are now a 'cashless' school (with exception of fundraising donations) and all payments can be made online via SCOPay, including ordering and paying for PE t-shirts. Please contact the office by telephone or email if you have any difficulties with SCOPay.

Please see the attached summary of drop off and collection points and times. Please read this carefully so you are clear on the arrangements for your child/ren. Please ensure you keep to the drop-off and pick-up times and arrive and leave promptly.

We have tried to minimise the disruption by keeping the school times similar to current timings without reducing actual teaching time. We will keep the plans under review and anticipate minor tweaks may need to take place based on the effectiveness of the system in the first week back.

Does my child have to attend school from September?

The government has outlined that attendance at school will be compulsory in September for all children. Children must therefore be in school unless a statutory reason applies (for example, your child has been granted a leave of absence, is unable to attend because of sickness, is absent for a necessary religious observance etc.).

We are hopeful that as parents/carers you will continue to trust that we will maintain our high levels of protective measures previously in place during the wider re-opening of school and that we will do everything we can to ensure that school remains as safe as possible whilst the virus is still prevalent. We will also continue to ensure that children's mental health and wellbeing alongside their developmental needs are prioritised within both our curriculum and daily provision.

You should therefore continue to follow our normal attendance procedures from September and inform us on a daily basis if your child is unwell and therefore unable to attend school by calling: 01452 881962.

How can I help to prevent germs transferring from home to school and back again?

The government continues to recommend that pupils limit the amount of equipment they bring into school each day. We therefore request that children only bring the following essential items into school:

- Named bag/book bag
- Named water bottle
- Named healthy fruit snack
- Named sunhat (weather permitting)
- Named coat
- Named lunch box (if they are not having a school packed lunch – see lunchtime arrangements)

Children should not bring any other non-essential items (such as toys, teddies, large bags etc.) as we will have everything they need at school, including stationery.

Please can you continue to 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.

The Government guidance for early years and school settings continues to state that PPE (personal protection equipment) is not necessary in a school setting and therefore should not be worn by staff or pupils within daily practice. As previously mentioned, evidence indicates that it puts children at higher risk of spreading germs and picking up germs if they wear face masks and PPE. This is because children would find it difficult to wear face coverings comfortably and this results in them touching their face more often and thus spreading germs more easily.

What should my child wear to school?

All children should wear full school uniform in September. The only exception will be that the children will need to come dressed in PE kit on their PE day with appropriate footwear for physical activity. Plain black joggers can be worn in colder weather and children should still wear their school jumper on top of their house coloured t-shirt. PE days are as follows:

PE TIMETABLE (Sept 2020 - commencing week beginning Monday 7th September)

Monday	Year 5s
Tuesday	Year 4 Starling and Year 3s
Wednesday	Year 2s and Year 4 Raven
Thursday	Year 1 Puffin, Year 6 Owl
Friday	Year 1 Penguin, Year 6 Eagle

*Reception parents will be notified when physical activity sessions commence.

What will happen for lunch?

Free school meals and Universal infant free school meals (free meals for all Reception, Year 1 and year 2 children) will be provided in the form of a packed lunch. (You can choose to send a packed lunch from home instead if you wish).

The school packed lunch for infants and free school meals will consist of:

- A sandwich or wrap with a choice of fillings from: Cheese, Ham, Tuna or egg. On Fridays, the children will have a choice of pizza or a sausage roll instead.
- A yoghurt, mousse or jelly
- Cake or a biscuit
- Fruit/vegetable sticks.

If your child is not entitled to free school meals, a packed lunch and a drink must be provided from home. All children need to bring a named water bottle from home. To limit movement around the site of large numbers, the children will eat their packed lunches in the classroom, or outside if the weather is pleasant, with bubbles/groups remaining separate from one another with staggered lunch times.

What will the curriculum look like in September and how will any gaps in my child's learning and progress be prioritised?

We recognise that many children have missed a significant proportion of the school year and therefore will not have engaged in all key learning opportunities within the broad and balanced curriculum. However, we also know that many children have continued to make good progress during this time with the support and commitment of you as parents, as you have worked tirelessly to support home learning during this time.

We will continue to provide a broad and balanced curriculum, teaching all subjects, which encourages our children to apply their developing core skills.

We will work to identify key gaps in pupils' learning and address these through teaching and interventions. We will ensure we support children with the rebuilding of friendships, social engagement and approaches to improving their physical and mental wellbeing.

Throughout lockdown, staff have been working hard planning our new curriculum and look forward to introducing many changes in the upcoming academic year.

Homework will be set as usual. A reminder of year group homework expectations will be sent out at the start of the academic year in September. Reading books will be sent home, but the government recommends a quarantine of 48 hours (72 hours for plastic items) for any resources shared between bubbles. We will ensure that book covers are cleaned between uses.

What about Breakfast Club/After School Club and extra curricular clubs?

Breakfast Club and After School Club are looking to run provision from September, as Government guidance stipulates wraparound care can happen and can be considered as a separate 'bubble' to that of in school bubbles. We are awaiting their full risk assessment and have communicated the key guidelines that we require. Please contact The Holiday Club directly to make enquiries for the next academic year: 01452 304636 / 07894 354756.

We will not be running other extra curricular clubs provided by staff during the first Autumn term, but will continue to review this in line with the requirements for continued protective measures in school. Once we have assessed the children following their return to school we will identify children who we feel will benefit from some additional educational or wellbeing support and hope to use the budget outlined by the government to provide this. We are still waiting for confirmation how this will be allocated to schools and how we are permitted to use it and will provide more information on this in September.

What will happen if we have a further period of enforced school closure?

In the event of a local outbreak, the PHE health protection team or local authority may advise our school or a number of schools to close temporarily to help control transmission. A contingency plan for this eventuality will be in place, which includes continued access to remote education resources.

Finally, I would like to say a huge thank you to you all for supporting your children during this period and to the staff, who have worked so hard to keep school open for Key Workers, vulnerable children and the Reception priority year group and providing home learning and support too.

I look forward to welcoming everyone back in September when the new academic year starts on **Wednesday 2nd September 2020**. Please look carefully at the timetable attached for details of timings and locations for dropping off/picking up in September. Also, attached is information about how we as a school will manage potential Covid-19 cases and the links to government guidance for you as parents.

Yours sincerely,

Mrs Rawlings

Covid-19 guidance

What if my child still needs to shield or self-isolate due to medical advice?

We recognise that:

- a very small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1st August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will ensure children are able to access our remote education provision.

What happens if my child shows symptoms of illness prior to attending or whilst at school?

Please ensure that your child **does not attend** school if they show symptoms of Covid19

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> If your child shows symptoms of Covid19, even if you think they are actually struggling with another medical condition, they should not attend school.

If children or staff become unwell during the day, we will isolate them. Children will be supported by a trusted adult if they become unwell during the school day and you will be called to collect them. We respectfully ask that you collect them as soon as you receive a call from us to keep all members of the school community safe and well. Staff will use Personal Protective Equipment (PPE) when helping your child in this instance if they are unable to socially distance themselves whilst caring for your child.

If your child or you show symptoms of Covid19, you should refer to the NHS website and arrange a test; <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/> If your child is tested, we ask that you alert us at school and inform us immediately of the outcome of the test. If your child's test is negative, they can return to school immediately (as long as they are feeling well enough). Should a member of staff become unwell with COVID19 symptoms, they will also be referred for a test. Should the outcome of the test be positive, we will follow the advice from Public Health England (PHE) and advise you accordingly of the actions to be taken.

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 7 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 7-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.

If there is a confirmed case of Coronavirus at school:

- The person with symptoms must self-isolate for 7 days
- The people they live with must self-isolate for 14 days
- The whole group they are in at school must self-isolate for 14 days

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 7 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 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’](#)

As a school, we would take swift action if we were to become aware that someone who has attended has tested positive for coronavirus (COVID-19) and would 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. We will then send a letter out to all parents and staff if needed outlining the action to be taken.

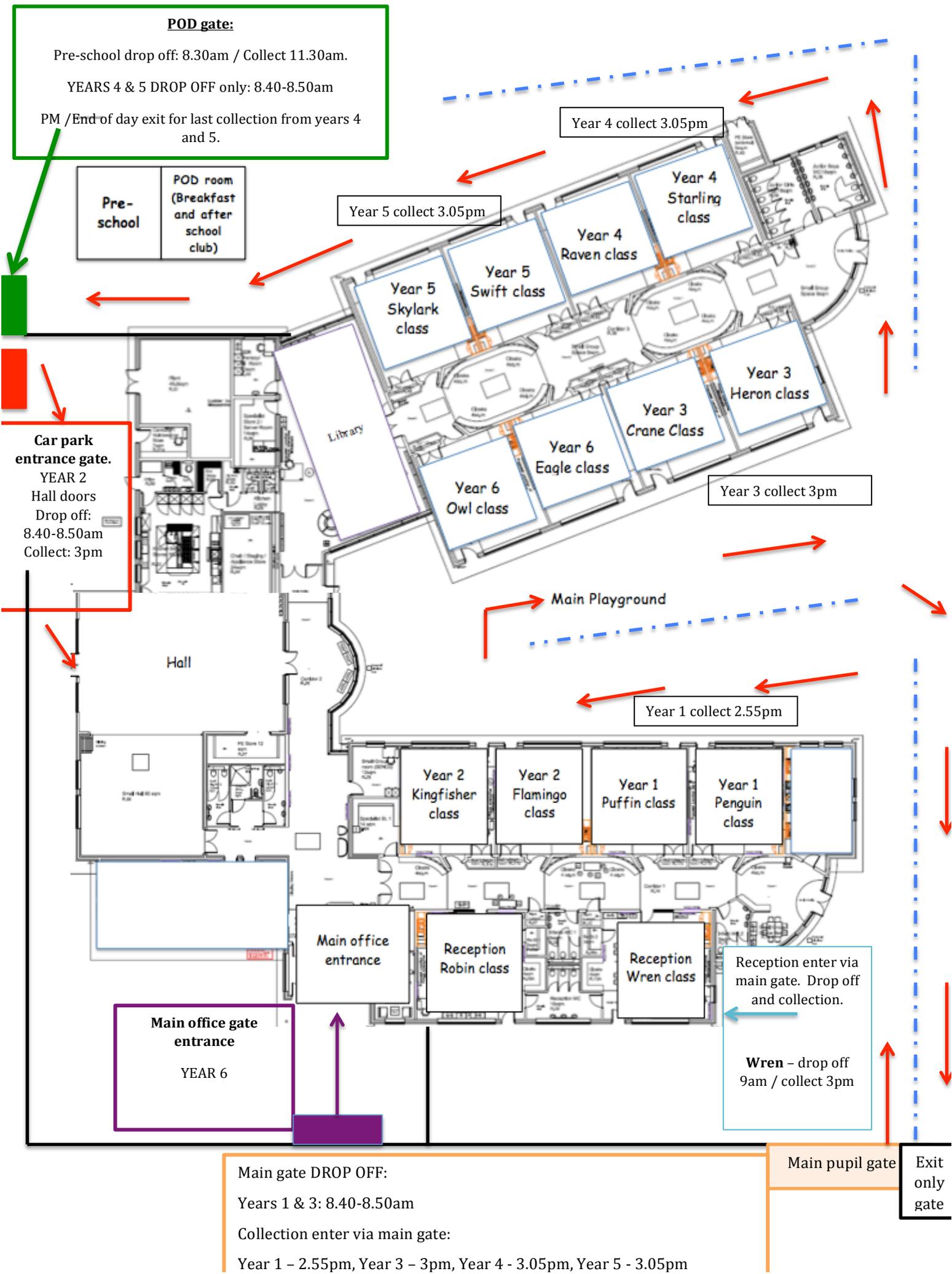
What will happen if my child needs to self-isolate due to a confirmed case of coronavirus in school?

You should follow the advice provided should your child need to self-isolate due to a suspected or confirmed case of COVID19. If your child does need to self-isolate, we will continue to ensure that remote education plans are available for them to continue to access our curriculum and planned learning opportunities at home.

September 2020 Drop off and collection procedures

Group	Class	Drop off		Collection	
		Time	Location	Time	Location
Pre-School	Left POD	8.30am	POD gate	11.30am	POD gate
	Duckling		New Pre-school entrance		
Reception	Wren	9.00am	Enter main gate. Drop off at Reception outdoor area wooden gate.	3.00pm	Enter via main gate. Collect from Reception outdoor area wooden gate.
	Robin	9.05am	Enter main gate. Drop off at Reception outdoor area wooden gate.	3.05pm	Enter via main gate. Collect from Reception outdoor area wooden gate.
Year 1	Penguin	8.40-8.50am	Main gate	2.55pm	Enter via main gate. Collect outside Year 1 classrooms.
	Puffin				
Year 2	Flamingo	8.40-8.50am	Car park entrance gate	3pm	Car park entrance gate. Collect outside hall side doors.
	Kingfisher				
Year 3	Crane	8.40-8.50am	Main gate	3pm	Enter via main gate. Collect outside Year 3 classrooms.
	Heron				
Year 4	Starling	8.40-8.50am	POD gate	3.05pm	Enter via main gate. Collect outside year 4 classrooms. Leave via back POD gate.
	Raven				
Year 5	Skylark	8.40-8.50am	POD gate	3.05pm	Enter main gate. Collect outside year 5 classrooms. Leave via back POD gate.
	Swift				
Year 6	Owl	8.45-8.50am	Main office entrance	3.05pm	Enter via main office gate. Collect from outside the office.
	Eagle				

SITE MAP - DROP OFF AND COLLECTION POINTS (Sept 2020)



POD gate:
 Pre-school drop off: 8.30am / Collect 11.30am.
 YEARS 4 & 5 DROP OFF only: 8.40-8.50am
 PM /End of day exit for last collection from years 4 and 5.

Pre-school
 POD room (Breakfast and after school club)

Year 5 collect 3.05pm

Year 4 collect 3.05pm

Car park entrance gate.
 YEAR 2
 Hall doors
 Drop off: 8.40-8.50am
 Collect: 3pm

Library

Year 3 collect 3pm

Main Playground

Year 1 collect 2.55pm

Hall

Year 2 Kingfisher class

Year 2 Flamingo class

Year 1 Puffin class

Year 1 Penguin class

Main office entrance

Reception Robin class

Reception Wren class

Reception enter via main gate. Drop off and collection.

Main office gate entrance
 YEAR 6

Wren - drop off 9am / collect 3pm

Main gate DROP OFF:
 Years 1 & 3: 8.40-8.50am
Collection enter via main gate:
 Year 1 - 2.55pm, Year 3 - 3pm, Year 4 - 3.05pm, Year 5 - 3.05pm

Main pupil gate **Exit only gate**