



Admin 67

03 June 2020

Dear Parents/Carers

## RE: PARENT REOPENING GUIDE

I would like to emphasise that the safety of the children, families and staff remains of paramount concern when planning for the phased reopening of school. A Risk Assessment, as directed by the Department of Education, has been completed working closely with the Trust. I would like to stress our plans are based upon thorough planning to determine our capacity to implement protective measures outlined by the Government for schools. This process is being carried out by schools both locally and national, whilst our individual plan may eventually differ slightly, it is based upon local circumstances, and we are working closely with all the other Trust primary schools. **Individual school circumstances are different - numbers in year groups, staff available to work, etc so you may hear of slightly different plans in another local school.**

Being mindful of everyone's individual circumstances we highlight that children with conditions which render them clinically extremely vulnerable '**should not**' attend school. Children who live with someone with conditions which render them clinically extremely vulnerable should only attend schools if strict social distancing can be maintained. A list of these conditions is on the government website.

We look forward to welcoming Year 6 on the 8 & 9 June and Year 1 on the 11 & 12 June alongside Educare and gradually, in a phased return, the rest of the year groups. Despite many changes, we aim to ensure that the children feel calm, happy and supported. I hope you find the guide below supportive in answering the numerous questions you will have regarding the practical measures we have taken.

The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, we acknowledge and will need to consider how to support some children who have found the long period at home hard to manage, those who have developed anxieties related to the virus, and some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. Please let us know if your child has anxieties around the virus or experienced bereavement so we can support you.

I appreciate that making a decision about your child returning to school may be difficult for you. The information provided in this guide is to offer reassurance rather than cause anxiety. However, I feel it is important that some detailed information on how we will implement protective measures in order to keep children, families and staff as safe as we are able and how these will impact on the day to day running of the school. It should be remembered that a risk cannot be entirely removed and so it is for parents to come to their own decision based upon the information that we have provided. I know this is a lot of information to process, after digesting and reflecting please do not hesitate to contact me if you have any queries via the admin email address: [admin@woodlandspark.devon.sch.uk](mailto:admin@woodlandspark.devon.sch.uk)

I would like to thank all parents for their cooperation and support of the school during this challenging time, whilst we know that home schooling in itself presents problems we are so impressed with how this has been handled. We have loved seeing all the work you have shared via the team emails. I am looking forward to seeing you all soon.

Take care and stay safe

Steve Bone, Head teacher





## Parent Reopening Guide

### Week start 1<sup>st</sup> June

- **School is open for Educare Monday – Friday.**
- Educare will continue as it has been (available to key worker and vulnerable children only if there is no other adequate childcare option at home).
- Online learning will continue in its current form.
- Class teachers are communicating with families via the team email or phone call.
- The SENDCo is communicating with some families weekly by phone consultation.
- Wednesday 3<sup>rd</sup> June will be a remote staff training day – this is to allow us to fully brief all of our staff and to ensure all the classrooms are fully set-up for reopening. Educare will remain open on the 3<sup>rd</sup> June.
- During half term the classrooms have been set up to maximise social distancing.

### Week start 8<sup>th</sup> June

- **School is open for Educare Monday – Friday.**
- Educare will continue as it has been (available to key worker and vulnerable children only if there is no other adequate childcare option at home).
- Educare is available to Reception, Year 2, 3, 4 and Year 5 pupils and will continue in its current form.
- For pupils in Year 1 and Year 6 who attend Educare, they can still attend when it is their days off school. However, when it is their day to be at school, they will join the other children in their class.
- **School is open for Year 6 Monday and Tuesday.**
- **School is open for Year 1 Thursday and Friday.**

## Communicating with School

- We will need to reduce the number of people on the school site in the interest of reducing contacts.
- Parents will only be able to access the school building if invited to do so only when strictly necessary by appointment, or to support their child in an emergency.
- All other communications with the office will need to be via email or phone.
- Staff will communicate with parents via phone calls and email when necessary.
- Staff will be available to greet the children and any daily messages can be passed on respecting social distancing to class teachers or teaching assistants.
- The office will ONLY be open to one parent at a time for emergency face to face communication.

## School Breakfast and After School Club

- From the 8<sup>th</sup> June, we are unable to offer breakfast and after school club provision through Little Orchards.
- We will let parents know when these can start back up.

## Extra-Curricular Clubs

- These will not be running this term.

## Start of Day - Drop Offs

|                 | Drop off    | Pick up      | Bubble Base      |
|-----------------|-------------|--------------|------------------|
| <b>Educare:</b> | 8.45 – 9:00 | 2.45 to 3.00 | Foundation Stage |
| <b>Year 1</b>   | 8.45 – 9.00 | 2.45 to 3.00 | Year 3/4         |
| <b>Year 6</b>   | 8:45 – 9.00 | 2.45 to 3.00 | Year 5/6         |

- The transition from home to school and managing infection measures, the children will need to wash their hands just before leaving home and again when they arrive in school.
- There will also be hand sanitising stations at each entrance into the school so that all pupils arriving in school can sanitise their hands.
- Staggered drop off and collection will help reduce contact between different groups.
- There will be an extended start and end to the school day to avoid too many parents congregating with their children at one time.
- Please can only **1 parent drop their child off at school.**
- Parents to say goodbye to their child on the playground/bubble base outside the classrooms as stated in the table above.
- Classrooms will be open from 8:45-9:00 for drop offs and from 2:45-3:00 for pick-ups.
- Teachers will be by the classroom door to welcome the children.
- Advice is that there should not be any gathering at the school gates to talk to other parents.
- We ask that parents do not wait outside the main school doors.
- At all entrances to the school, social distancing measures need to be followed.
- Families should avoid car sharing.
- Some children will need to come to school on the bus from Lee Mill. Some families might consider alternative arrangements in the short term. Parents are responsible for ensuring that their children socially distance on the bus.

## End of the Day-Pick Ups

- Educare children will leave via the foundation stage classrooms.
- Year 1 pupils will be collected by parents from the Year 3/4 classrooms.
- Year 6 pupils will be collected/will walk home from their normal classrooms.
- Children travelling back to Lee Mill on the bus will be taken to the bus by their teacher and social distancing will be maximised on the journey.
- Parents are asked to arrive in the allotted time slot to avoid late picks ups.
- Please talk to your child about social distancing if they walk with friends and to avoid congregating in groups before and after school.

## Uniform and daily items

- There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. The children will not be expected to wear school uniform.
- Your child doesn't need a PE kit in school but needs to wear clothes which enables them to be physical active.
- The children will need to wear a clean set of clothes each day they attend school.
- Packed lunch if required from home (the school kitchen will be open).
- Healthy snack for morning break, something your child can open on their own.
- Named water bottle, washed and prefilled.
- Sun hat and book bag, all named.
- No other toys or personal items.

## Staffing

- All staff returning to work have completed a self-risk assessment.
- Staff have been assigned to a 'bubble' of 15 children.
- Some staff may need to work across more than one bubble during the week.
- It will be the responsibility of the Year 1 and Year 6 teachers to plan the lessons in school – therefore, the children will be receiving age appropriate lessons and consistency between 'bubbles.'
- Depending on availability of teachers, teaching assistants can lead bubble working under the direction of a teacher.
- There will be a Safeguarding Leader and First Aider every day.

## Children using equipment

- Children will need to use the same: chair/table/stationery. All of these items will be provided by school.
- Children are asked not to bring individual pencil cases.
- Usual school books will be used for children to do their work.
- The use of self-marking will be encouraged as much as possible for older children, but staff may need to handle children's books for some marking.

## Class bubbles

- The Government guidance is a maximum number of children of 15 can be in a class at a time.
- Think of your child's year group as being in three 'bubbles' – they will only mix with children and staff in their bubble and not mix with other bubbles.
- Wherever possible children will be consistently taught by the same staff member in order to reduce 'contact' points.
- Due to staff availability some bubbles maybe managed by Teaching Assistants. However, teachers will oversee the work delivered for all age groups.
- Where possible, staff will lead the same bubble group, eg Monday and Tuesday, no contact time on the Wednesday and be timetabled to work with a different bubble on a Thursday and Friday.
- Any movement from classrooms to outside areas for playtimes/lunchtimes/outdoors learning will be done following social distancing.
- No unsupervised movement around the school will be allowed for MOST pupils, apart from going to their allocated toilets. Some exceptions to the above two points will be made for children with additional educational needs.
- Initially, children will eat their lunches either in their classrooms or their assigned outdoor area.
- Children will need to re-fill their bottles in the classroom. The bottles must be taken home daily and washed.
- There will be no collective assemblies.
- Classrooms will be kept well ventilated, classroom door and windows open if possible for air flow.

## Home Learning

- When Year 1 and 6 pupils are at home, home learning will be provided for these days only and not the full week of activities we have been publishing previously.
- For foundation stage and years 2, 3, 4, 5 pupils, online learning will continue in its current form, which can be found on the school website.

## The Classroom Layout

- Classrooms have been redesigned in order to promote safe practice and tables arranged separately.
- The tables have been spaced as far apart as possible.
- All unnecessary equipment/desks/other furniture has been removed and temporarily stored elsewhere.
- We recognise that younger children cannot be expected to remain at a table for lengthy periods of time and so this may be managed by reducing the group size further and making the most of outdoor learning opportunities.
- There will be a reduction in the number and nature of resources – particularly play-based resources for younger children, this will support regular cleaning at the end of the day.
- Soft furnishings will be removed from classrooms.

## Curriculum

- The initial focus, for as long as we feel necessary, will be on supporting personal, social, health and emotional aspects of learning to support children's wellbeing. They have all gone through an incredible period of change and may have experienced loss on a number of different levels. This shouldn't be ignored. However, we also know that children like routine; therefore, new routines will quickly be established and when children are ready, we will continue teaching lessons as normal.
- We plan to make use of our outdoor learning environment as much as possible.
- We will of course ensure that skills in English and Maths continue to be developed. We are currently working hard to ensure that children, who are remaining at home, get access to similar content on our website.
- We will focus on settling the children, and providing opportunities for them to talk, opportunities to focus on mental well-being and staying safe.
- Staff will ensure additional support and reassurance, and will be available to pick up on any issues or problems that may arise.
- We will consider how to encourage young children to learn and practise these habits through games, songs and repetition.
- Routines and advice will be embedded sensitively and age appropriately, such as:
  - School day timetable;
  - Social distancing and sharing rhymes to help them walking in their bubble line;
  - Social distancing routines in class and outdoors;
  - Use of a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');
  - Importance of toilet flushing and the designated toilets each bubble can use;
  - To reduce possible contact between different groups of children, and between adults, a one way walking circulation will be used in corridors at any given time;
  - Posters have been displayed around the school as a helpful reminder of social distancing.
- Government advice on the scientific evidence shows that the outdoor environment is much more manageable in terms of virus transmission. We will be moving towards more of an outdoor learning approach where we can timetable and take turns to use the space safely.
- The focus will be on reading, writing and maths, enhanced with physical activities, and 'play'.
- All previously planned gatherings (Year 6 Leavers' Assembly, Sports Days, Summer Fair, Walk Day etc.) will unfortunately not take place.
- We cannot say that some resources will not be handled by more than one child, especially with our youngest children. We have spent nearly half a year teaching our youngest children that sharing is good! Children will be encouraged to maintain good hand hygiene and we will rota equipment.
- There are no plans to take the children out of the school grounds until further notice.

## Positive Learning Behaviours

- If a child is struggling to follow the social distancing procedures in place, parents will be invited to discuss via a phone consultation the suitability of the child being able to attend school safely and we will work together to put a plan in place.

## Supporting Emotional Well-being

- In addition to the curriculum mentioned, all staff will be available to provide support. Our SENCO and PSHE lead will work to ensure that children's needs are met.
- There will be plenty of opportunities for children to discuss their feelings, play, rebuild friendships and have 'break out' or 'chill out' spaces for times when they may feel overwhelmed.
- Due to staff availability we do not have the capacity to lead Thrive sessions.

## Supporting Social Distancing

- We will of course do our best to support distancing, especially with any adults in the school. DfE guidance states *'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account.'*
- Therefore, we will do everything we can to promote and implement plans to support each child's understanding and maximise social distancing within each bubble. Children will only be able to socialise with children in their bubble, even at playtime.
- Parents need to know that in returning to school there is a very real likelihood that children will touch adults and one another and come into close contact. The nature of the school site and the age of our children is such that this is unavoidable and we cannot be expected to respond to complaints around this when it inevitably happens. We cannot alleviate every risk and parents must understand what we are able to do and use this to inform their decision making.

## Protection at school for staff and pupils

- The government guidance is that it is for individuals working in school to decide if they would like to wear a face mask. Therefore, some of our staff will choose to wear face masks, some won't.
- It is up to parents to decide if they want their child to wear a face mask or not.
- For any staff member providing first aid, additional medical duties or cleaning responsibilities then further PPE equipment may be used and provided by the school.
- For any staff carrying out an intimate care role with a child PPE equipment will be used.

## Hand washing

- All classes will have soap and hand sanitiser for the children to use.
- All toilet areas will have soap and paper towels.
- Avoid touching your mouth, nose and eyes.
- Children will be regularly reminded to wash their hands at least at the following times:
  - When they arrive at school;
  - Before/after eating their lunch;
  - Before/after each break;
  - Straight after they have coughed/sneezed;
  - There will be 'hand sanitising' stations setup in each classroom.

## Lunchtime

- In order to reduce 'contact points' the school timetable will be staggered including break times and meal times.
- A rota will be set-up for when each class will eat their lunch and play outside weather permitting.
- Our Kitchen Manager, will provide a grab bag lunch option each day.

## Cleaning and Hygiene

- The school has been deep cleaned and each classroom that is used by pupils will be thoroughly cleaned every evening.
- All tables/chairs/other equipment used by children, as well as teacher equipment will be cleaned each day.
- All classroom and other door handles will be cleaned daily, cleaning high touch points during the day.
- All toilets and classroom sinks used by children/staff will be cleaned daily.
- In addition all toilets will be cleaned mid- way through the day.

- All classes will have a disinfectant bottle to use to clean during the day (eg when resources are shared).
- Children will need to take all of their personal equipment (bags/coats/lunchboxes/water bottles) home each night and it is recommended that items are cleaned at home each evening.
- PE kits will not be needed.
- Equipment that is easy to clean will be available for children to share, although they will always follow social distancing rules. All this equipment will be cleaned daily.
- We have been mindful to minimise the number of resources in order to make sure they can be wiped clean.
- Wherever possible, resources which are not easily washable or wipe able have been removed.
- Some equipment (such as puzzles and reading books) which are hard to clean will be boxed and rotated with a gap of at least 72 hours between uses to ensure any infection by any virus is nullified.

## Playtimes

- Each class will be timetabled an outside space to use.
- Each class will be allocated outdoor play equipment to use which will be cleaned.
- The climbing equipment will be out of bounds during the school day and before after school.
- Children will be supervised at lunchtime by either the same staff they have been assigned in their 'bubble' or by a different staff member maintaining social distancing routines.
- The children will social distance during all of these break times.

## Shielding Vulnerable Adults or Children

- Children and young people who are considered [extremely clinically vulnerable and shielding](#) should continue to shield and should not be expected to attend.
- Clinically vulnerable (but not clinically extremely vulnerable) people are those considered to be at a higher risk of severe illness from coronavirus. A minority of children will fall into this category and parents should follow medical advice if their child is in this category.
- Children and young people who live in a household with someone who is [extremely clinically vulnerable and shielding](#) should only attend if stringent social distancing can be adhered to and the child or young person is able to understand and follow those instructions.
- Children and young people who live with someone who is clinically vulnerable (but not extremely clinically vulnerable) as defined in the [social distancing guidance](#) and including those who are pregnant, can attend. *DFE May 2020*
- We understand that some families will be shielding vulnerable people may prefer not to send their child back to school yet.

## Attendance

- No one with Coronavirus symptoms should attend for any reason.
- All children in the selected groups are encouraged to attend unless self-isolating or shielding.
- Parents will not be fined for non-attendance at this time and schools will not be held to account for attendance levels.
- DfE guidance states that eligible children should be strongly encouraged to attend school for social, emotional and educational reasons. However, they also clearly state that schools and families are not accountable for attendance during this period.
- However, to ensure the safety of your child, if your child has been invited in to school please do let us know if they are not coming in as normal, so we understand why and can discuss this with you if needed.
- Also, if your child is attending school and is unwell, please report this as normal on the school's absence line, so that we know not to expect them.

## Return of other Year Groups

- The Government's ambition is for all primary children to return to school before the summer if feasible, we therefore have plans to extend our partial reopening model.
- This position will be kept under review and further advice will be provided when we can.
- We are hopeful that foundation stage children will be able to return to school later in June.
- We will keep you informed if other year groups will be able to return whilst social distancing measures are in place.
- We need to reiterate that the dates and indeed the whole plan are completely subject to changes in the Government guidance. This is a very dynamic situation and we will adapt accordingly.

## Children and Staff who present with COVID -19 symptoms

We will follow the Government guidelines set out below.

- If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).
- If a child is awaiting collection, they should be sensitively moved, if possible, to a room where they can be isolated behind a closed door, (The Glade) depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.
- If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else. PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.
- If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home (although this will be offered to any member of staff if the case arises) unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

## Confirmed case of coronavirus in school

We will follow the Government guidance which sets out below:

- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.
- All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus and are encouraged to get tested in this scenario.
- Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.
- Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.