



HORRINGTON PRIMARY SCHOOL

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Autumn term procedures and safety measures for full re-opening of school

Information for parents/ carers

Together, we'll work to keep one another safe

These measures have been drawn up using the government guidance, advice from our Health and Safety adviser and through our risk assessment process. There has been consultation with staff and approval from the governors.

The plans are very detailed, as you might imagine, and will be subject to change in light of dynamic risk assessments and our ongoing regular reviews.

'Bubbles' – reducing contacts

From all the factors considered in our risk assessment process, we have concluded that the children in our school will be grouped into four class-based bubbles for lessons and for break times. Children will be taught as usual in their classroom. Mixing and contact with children in other bubbles will be minimised as far as possible. Although children will be with their groups for the majority of the time, there may be some times where the children are in wider Key Stage bubbles e.g. after school care provision. Where a key stage grouping is required, this will be kept as small and consistent as possible. This is in line with the government guidance.

Maximising distancing

The guidance specifically states, 'we recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their groups.' The emphasis for younger children is on keeping bubbles as separate as possible during the school day, but we will also be encouraging our children to maintain distance from others as far as possible. Our experience this term has shown that our children are able to understand social distancing with support and reminders. The aeroplane rule - hands out as wings and not touching each other when sitting or moving - is particularly helpful. Children will also be supported to remember to try not to touch other children or staff. Social distancing rules will also be modelled by all the adults on site, wherever possible. Within classrooms, the guidance stipulates that desks should be arranged facing forwards with children sitting side by side rather than facing each other across grouped tables. Our classroom desks will therefore be arranged in this way.

Staffing

The government guidance states that staff can move between 'bubbles'. This is necessary for schools to be able to deliver a full curriculum to all pupils and to manage the timetabling considerations in schools. To reduce the number of staff working with each 'bubble' and minimise movement between 'bubbles', we are aiming to keep staffing as consistent as we can. Teachers and Teaching Assistants will be classroom-based and it is these classroom staff who will supervise the morning break-time. Lunchtimes will be covered by lunchtime supervisors and teaching assistants. Again, we will keep lunchtime staffing of classes as consistent as possible.

Drop-off and pick up times

The following procedures have been devised in close consultation with our Health and Safety adviser owing to the unique location of our site.

All children will be dropped off in the morning using our 'stop and drop' system in the school car park. Staff will be on duty in the car park, at the five-bar wooden gate and in the playground to supervise the children coming in to school. As per government guidance, no parents/ carers are able to enter the school site. Each Key stage will have the following drop-off times:

KS1 children (Pioneer & Explorer)	8:30 – 8:45	Stop and drop
KS2 children (Discovery & Voyager)	8:45 – 9:00	Stop and drop
Families with children in KS1 & KS2	As near to 8:45 as possible	Stop and drop

If families walk to school, then a member of staff will greet your child at the wooden five bar gate at the top of the school field. There will be no morning exercise and children should go straight to their classrooms to wash their hands. There will be lots of opportunities for physical play, outside learning and sport within the learning times.

Collection will either be at 2:30pm or 3:15pm. For each collection time, one bubble will be collected from the school car park and the other bubble from the school field. The children will be accompanied by staff, and will line up along the path between the playground and car park or on the school field. Parents/ carers will need to wait socially distanced on the paths/ grassed areas of the car park or at the top of the school field. Teachers will indicate when you need to come forward to collect your child. There will be markings or coned areas as required to support with this.

Each class will have the following collection times and locations:

Pioneer Class	2:30	Field
Explorer Class	2:30	School car park
Discovery Class	3:15	Field
Voyager Class	3:15	School car park
Families with KS1 & KS2 pupil	A separate letter will be sent to outline arrangements	

For children in Explorer Class with a younger sibling in Pioneer Class, the older sibling will be brought to the field for collection. For children in Voyager Class with a sibling in Discovery Class the older sibling will be brought to the field for collection.

For children with a sibling in different Key Stages, we will send a separate letter next week with the different options for collection.

We may be able to move the pick-up time for KS1 to 2:45pm but this will very much depend on the time required to safely dismiss all the KS1 pupils, whilst allowing time for KS2 parents to arrive and park. Please could we request that parents in KS2 do not arrive and park in the car park or lanes before 3:05pm. It is also vital that cars are not parked on the yellow zig-zags in the lane.

As outlined previously, we cannot accommodate requests for certain drop-off and collection times owing to the other factors that need to be considered in grouping the children.

Staff will not be able to engage in parent/ teacher discussions at this time so please continue to email the parent email address if you need to arrange a telephone conversation with a member of staff.

Travelling to school

Schools have been asked to share the following government guidance with parents:

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Handwashing

Children will wash their hands on arrival at school, and then regularly throughout the day. Staff will be supervising the children's handwashing. Hand sanitiser, with adult supervision, may be used in some instances during the day. Posters with handwashing reminders will be placed around the school to help remind the children to follow the twenty second rule. Staff will be teaching handwashing songs and rhymes, and how to wash hands effectively, to ensure pupils understand the importance of good hygiene during this time. Please can we ask that parents support this by teaching it at home as well. Children should wash their hands before coming to school and on arrival home at the end of the day.

Movement around the school

Movement around the school will be limited. Each 'bubble' will stay in their allocated classroom space for all lessons. Children will be able to use the outside spaces, and areas will be designated to each class for their staggered break and lunchtimes, as well as for learning time outside. The one-way system down the main corridor in the school building and then up the path between the main building and the KS2 classrooms will remain in the autumn term. This is clearly marked using arrows and no entry signs. Each Key Stage will have designated toilets to use to avoid unnecessary mixing and staff will ensure there are only a small number of pupils at a time in the toilets. KS1 will use the Girls' toilets/ sinks and KS2 will use the Boys' toilets/ sinks. The urinal will not be used.

Break times

Break arrangements will be timetabled to ensure children only mix within their own classroom bubble and each class will have a designated area for their outside play. This arrangement has worked successfully during our phased re-opening.

Break time snacks and water bottles.

Break time snacks need to be brought in from home. We are a healthy school, so a piece of fruit or simple healthy snacks only please. Water bottles will need to be brought in to school daily. Please make sure these are named, thoroughly cleaned each evening and that your child is able to fill theirs independently if needed.

Lunch arrangements

Pioneer and Explorer children will have the same lunch break but will eat in the hall and play outside at different times. There will be cleaning in the hall between the two sittings.

Universal Infant Free School lunches will be provided by The Mendip School and we will be providing more information regarding menus and ordering meals as they become available.

Discovery and Voyager children will have different timings for their lunch break. They will eat in their classrooms and then have outside play when the younger children are back in class. There will be cleaning of the classroom areas and each class will have a designated area for their outside break.

Assemblies

As groups should be kept apart as much as possible there will be no whole school assemblies. Instead our daily assembly will take place in the classrooms.

Equipment and resources

Each learning area will have antibacterial cleaner available in order to continually clean items/ surfaces as required. Where fire risk assessments allow, doors will be propped open to reduce staff and children touching communal surfaces. Unnecessary items will be removed from the classroom to reduce infection risk and assist in cleaning.

For individual and frequently used equipment, such as pens and pencils, it is recommended that staff and pupils have their own equipment. As is our normal practice, we would request that KS2 children bring a pencil case to school containing the following named items: a pencil; a rubber; a small 15cm ruler; a pencil sharpener, which holds the sharpening; highlighters; a small selection of coloured pencils; and a glue stick. The school will provide the KS2 children with a pen, pencil, whiteboard pen, whiteboard and whiteboard rubber. Their pencil case will stay in school to minimise the sharing of items between home and school.

For KS1 children, the school will provide a small pencil case for each child with a set of basic equipment.

Classroom-based resources can be shared within the bubble. These items will be cleaned regularly. Resources that are shared between bubbles, such as sports, art and science equipment will be cleaned meticulously between use and will be left unused and out of reach for 72 hours between use by different bubbles.

After school care will use separate resources to those used during the school day.

Items from home

It is still recommended that pupils limit to essentials, the amount of equipment they bring in to school each day. For this reason, we will be asking that pupils only bring in their packed lunch box, snack, water bottle, hats, coats and their reading book/ reading diary. KS1 should use a book bag and KS2 should use the smallest bag possible to carry these essential items.

Clothing

Our school will return to our usual uniform policy from September. Uniforms do not need to be washed more often than usual, or cleaned by any method that is different from the usual routine. If needed for our youngest children, clean underwear in a named sandwich bag can be sent in to school in the book bag.

Sun protection

In the event that the weather is sunny at the start of the autumn term, please apply sun cream before school using the 8hr+ cream available online. We will not be able to apply sun cream on site. Sun hats will only be needed on hot, sunny days.

Cleaning

There will be continual and ongoing cleaning of the school during the day and after school. Staff will have access to cleaning equipment to wipe equipment, chairs, surfaces, door handles etc. regularly and our cleaning company will be completing an extensive checklist of cleaning as well as a sanitisation process each day after school.

Illness

If a parent suspects or knows their child is not well they **MUST NOT** send them to school and will need to email the school to inform us. As well as the persistent cough and high temperature the following symptom has been added to the list of conditions to lookout for;

a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

If anyone has a cough, temperature or feels unwell at school, parents will be contacted and children will need to be collected promptly. If a child is showing symptoms of Covid-19, then they will be isolated in a separate room whilst waiting to be collected. Staff will wear aprons, gloves, face masks and visors whilst waiting with your child.

Children, parents and families displaying Covid-19 symptoms need to be ready and willing to book a test and they **must self-isolate**. 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.

Parents **should inform the school immediately** of the results of a test and they should engage with the NHS Test and Trace as required.

If someone tests negative, feels well and no longer has symptoms they and their household can stop self-isolating. **If people feel unwell in any way it is still recommended that they only return to school when they feel fully well to prevent the spread of other illnesses.**

If a child or adult shows symptoms and tests positive for Covid-19, then they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus infection'. **School must be informed immediately.**

The school will take swift action if they become aware that someone who has attended school has tested positive. Staff will contact the local health protection team who will carry out a rapid risk assessment and they will work with the school in this situation to guide us through the actions we would need to take. Based on the advice from the health protection team, schools 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 contact with that person when they were infectious.

If two or more cases are confirmed at the school, or if there is an overall rise in sickness absence where coronavirus is suspected, then Public Health England will continue to work with the school and advise the school if additional steps are required.

PPE

PPE, including face masks, should not generally be worn in schools by staff or children according to the advice of the government. We have PPE supplies in school and these are available to staff for use in certain situations to protect your child and themselves. In most cases, because of the arrangements that have been made, this will not be necessary. If children wear face coverings on their journey to school, then these need to be removed before entering the school site.

Staff availability or absence

With the new guidelines, we hope to have most staff back working on site for the autumn term.

In the event that there are unexpected staff absences, which result in insufficient staff being available to maintain safe staffing levels within the current guidelines, we may need to close the school for one of the bubbles at short notice. In this event, we will use the text alert system as we do for other emergency school closures, and where possible the school will provide remote education for the pupils not in school.

Curriculum provision

In line with our normal practice, we will be publishing our medium-term planning for each class at the start of each half term. These plans, which will be available on the website, will

give an overview of our broad and balanced curriculum provision. There is specific guidance for some lessons such as PE and music. Staff will follow the guidance when teaching these subjects.

Homework

Homework tasks will now be set and feedback provided using Google Classroom. This will minimise paper/ books going between home and school and it will ensure we all continue to become more familiar in using this remote learning platform.

Remote learning

In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily. In this instance, or where an individual or group in a school may need to self-isolate, schools will resume remote education for these pupils. The replies from the Google Classroom online survey for parents will help us to continue to enhance the quality of our remote education should this be needed in the coming months.

Behaviour Policy

Our behaviour policy will be updated for September to clarify the expectations of pupils in keeping everyone safe. We will send out this reviewed policy at the start of the autumn term.

Pupils and families who are anxious about the return to school

If parents or families with significant risk factors are concerned about the return to school, we would ask you to contact the school to discuss your concerns.

Supporting younger children and children with SEND needs

As required, children will be given additional support to understand and follow the new rules and procedures. If your child has a special educational need and you would like to speak to our SENCo, Miss McLaurie, about your child's learning or emotional well-being, please email the school to arrange to speak to her.

Meetings with teachers

For the start of the term, most staff meetings and meetings with parents will continue to be conducted remotely via phone or using Microsoft Teams. Parents should not come onto the school site without an appointment. The school staff value our close home: school contact so if parents would like to speak to a teacher, they can phone the office to make a telephone appointment or email Horringtonparents@educ.somerset.gov.uk.

Thank you for your continued support.