



HORRINGTON PRIMARY SCHOOL

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Wednesday 2nd September

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 recognises that the youngest children will not be able to maintain social distancing from staff and from each other. 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 in the summer 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 have therefore been 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. Music and PE teachers will teach all four classes. They will teach children in the same key stage on the same day of the week.

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 has been 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, separate letters have been sent to families 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.

Respiratory hygiene

The 'catch it, bin it, kill it' approach continues to be very important. The school has plenty of tissues and pedal bins in each classroom area to support pupils and staff to follow this routine. Staff will remind children of the importance of good hygiene through lessons, assemblies and posters. Please can we ask that parents also remind children at home.

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 have been 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 meals can be ordered via Tucasi. If you did not order meals by the deadline in July then you will need to provide a packed lunch for the first week back.

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 has 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 or will be left unused and out of reach for 48 hours (72 hours for plastic) 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 returned reading book. KS1 should use a book bag and KS2 should use the smallest bag possible to carry these essential items.

Reading books

KS1 children will bring home reading books as normal. When these are returned to school, they will be quarantined for 48 hours before being used by other children.

Children in KS2 will be given a reading book for school use and a reading book to take home. When children finish their home reading book this should be returned to school and placed in the box in the classroom so it can be quarantined for 48 hours.

Reading diaries will be online using Google Classroom.

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 parents will need to email the school to inform us. Please could we request that parents take their child's temperature before coming to school each day. As well as the persistent cough and high temperature, the following symptom has been added:

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 **must be collected as soon as possible**. It is therefore vital that contact details are up to date. If you have **changed contact phone numbers** since March, please could you email your new details to Horringtonparents@educ.somerset.gov.uk **before your child returns to school on Monday**.

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** as outlined below. 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.

Procedures for suspected or confirmed cases

The following outlines the actions parents and the school must take in the event of a suspected or confirmed case of Covid-19. Together with this letter, you will find a letter from Somerset local authority and a very helpful flow diagram that sets out the contingencies referred to below. Keeping that flow diagram to hand may prove useful as the year progresses.

Contingency 1: a suspected case

The key symptoms remain as outlined above: a high temperature, a continuous cough and/or a loss of sense of smell/taste.

1. If the symptoms arise at home, your child should stay at home.
2. If the symptoms arise at school, your child will be isolated, you will be contacted and asked to come and collect them as soon as possible.
3. You should request an immediate test and your child should remain at home for 10 days.

4. All other members of the household should self-isolate for 14 days or until a negative test result is known.
5. If the result is negative, your child can return to school when well and the household can leave the house.
6. All other children, except those in the household, should attend school until the test result is known.
7. If the test result is positive, we move to the next contingency.

Contingency 2: a confirmed case

When we have a confirmed case, we should all act as follows:

1. The pupil with the positive test should remain at home for at least 10 days from the day that symptoms started. If they remain unwell, they should continue to stay at home. See 'stay at home: guidance for households with possible or confirmed coronavirus infection'. **School must be informed immediately.**
2. The household of that pupil should self-isolate for 14 days from the day that symptoms started. If any other member becomes ill, they should request a test.
3. We will work with the local health protection team to identify all of the close contacts of that pupil. This will include pupils in the same class(es) and other individuals that they have had close contact with. It could include the whole key stage in certain circumstances.
4. All close contacts will be asked to self-isolate at home for 14 days. This will include staff as well as pupils.
5. Pupil work will be set using google classroom following their normal curriculum.
6. Households of the contacts sent home do not need to self-isolate unless an individual in that household develops symptoms.

Contingency 3: more than one confirmed case

If we have more than one confirmed case, we will act as follows:

1. Any individual with a positive test should isolate for 10 days.
2. The household members of any positive test should self-isolate for 14 days.
3. All close contacts will be sent home for 14 days.

4. Where pupils are asked to self-isolate at home, work will be set using google classroom following their normal curriculum.
5. We will work closely with the local health protection team to help identify those infected and to plan for the appropriate steps. This could include a mobile testing unit being placed on site.

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.

As you will appreciate there is the potential for substantial disruption to the way the term operates. A 14 -day period of isolation is a significant proportion of a term and, the greater the number of infections, the greater the risk that some pupils could be asked to undertake this isolation on more than one occasion.

It is important to understand that it is contacts of positive cases that are required to isolate. So, if you are in a household with someone who has had a positive test or been in close proximity with a positive case for a sustained period of time, you must isolate. However, contacts of contacts do not isolate. Households of those pupils sent home can still go out and/or go to work provided that individual does not develop symptoms.

That is why it remains very important that the children follow the hygiene guidance that they have been given; this will be emphasised at the start of term. Equally, pupils must stay within their bubbles to reduce the number of 'contacts' that they have.

The school will not share personal medical information about individuals. There is a danger, if we have a positive case, that speculation could take place about a pupil or their family. We would ask that everyone is aware of the duty that they have toward each other, particularly in social media online. Speculation or discussion about an individual should be avoided wherever possible.

Quarantine

If you have just returned from holiday and been advised to quarantine for 14 days, you must not send your child to school until the quarantine period is over. Please email horringtonparents@educ.somerset.gov.uk to inform the school in this instance.

Medical

If your child has a medical need, such as asthma, or if your child had a medical health care plan, Miss McLaurie will have emailed you individually as parents with information for the start of term. Please could we ask that you contact the school via horringtonparents@educ.somerset.gov.uk if your child has a medical need and you haven't received an email from Miss McLaurie.

We will be using hand sanitiser in school at certain times during the day. If your child has eczma or a skin condition, which means they cannot use the hand sanitiser provided by the school, please could you also contact the school on the Horrington parent email address.

PPE and face coverings

The guidance for primary school remains the same, PPE, including face coverings is not generally required in school. 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 safely before entering the school site and stored in a small plastic bag. Safe wearing of face coverings requires cleaning hands before and after touching – including to remove and put them on.

We will keep this area under review in light of Government guidance as it is updated.

Staff availability or absence

With the new guidelines, most staff will be back working on site for the autumn term. Please see the newsletter for more information about staffing arrangements for September.

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 is updated every 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.

Orbit after school care

Orbit Organisation

To keep group sizes as small and consistent as possible, children attending After School Care provision will be grouped in Key Stage bubbles. For each day after school, there will be a set number of places available in each bubble. Key Stage 1 ORBIT will take place in the Hall and Key Stage 2 ORBIT will take place in Satellite room. When children are playing outside, each bubble will have designated areas on the playground and school field.

The After School Care will follow the same hygiene measures as during the school day.

Booking sessions for Orbit

There will be two Key Stage 1 booking options: 2:30 – 4:30 or 2:30 – 5:30 and two Key Stage 2 booking options: 3:15 – 4:30 and 3:15 – 5:30

The after school care has an earlier finish than previously to allow for thorough daily cleaning of the rooms and equipment.

Sessions can be booked via SCOPAY (Tucasi). New Reception parents will get login details in September and can book sessions starting after the induction period when their child is attending school for full days.

All sessions need to be booked in advance and the school will not be able to accommodate requests made via telephone on the day.

If we need to cancel ORBIT at short notice, due to staff absence or unforeseen reasons, we will send a text alert to parents.

New ORBIT registration forms, with updated terms and conditions were emailed to parents during the summer break. Before your child attend the after school care, these forms will need to be completed and returned using the Horrington parents email address or via post.

Orbit after school care collection arrangements

Children can be collected at 4:30 or 5:30 only. The children will be accompanied by an ORBIT staff member, and will line up on the school field. Parents/ carers will need to wait socially distanced on at the top of the school field. The ORBIT leader 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.

All of our plans and procedures will be regularly reviewed and we will communicate regularly with parents where changes to the operational running of the school is required.

Thank you for your continued support.