



Arrangements for September 2020

From September, we hope that we will be able to welcome all our children back to Goat Lees Primary School, as well as introduce 30 new children to our community.

The procedures we have been using for the partial opening of school have worked well and we aim to continue along these lines when we return. This includes a one-way system of movement in the corridor and children remaining in their classroom areas or outside as much as possible.

For the vast majority of the day, children will be maintained in their class groups. However, there may be occasions where this is not possible and they will then form a 'super bubble' with the adjacent class. This will mean Yr1/2, Yr3/4, Yr5/6 may be grouped together on occasions. In these cases, there will always be additional precautions taken, e.g. they will only be together if they can do so safely in a larger area either outside or in the hall.

We will be maintaining our high expectations around children's conduct and behaviour as we feel that stability and security is best for our children at this time. These expectations will also apply to school uniform and PE kit as the children need to realise they are back in a learning environment. In KS2, the children are expected to wear a tie with any type of shirt/blouse/polo top. The following procedure detail how, as a school, we will be working. Please note that this is a working document and may be subject to change. We will of course keep you updated and will send a further letter via email and add to the school website in August.

Attendance and Punctuality

There is an expectation that all children will return to school at the start of next term. The government has indicated that it will seek to impose fines on parents who do not send their children to school. It is our belief that almost all parents will welcome the fact that their child is back in school and be reassured by the preventative measures that the school has taken. Where parental anxiety remains, the school will seek to work with the parent to introduce the child back to full-time education. Fines will only be used as a last resort where all other avenues have been exhausted.

We will be making a temporary amendment to our Attendance Policy to allow for the variation in school timings. Children arriving after 8.55am will have to enter via the school office and will be marked as late (L). Children arriving after 9.30am will be marked as absent (U). These changes are a temporary amendment to the school's Attendance Policy and will be reviewed termly. Please support the school and your child by getting to school on time.

Beginning and End of Day

We intend to extend the window for children arriving for the start to the school day and parents will be able to drop children off between 8.35am and 8.55am. Parents will continue to enter via the top gate and follow the path down to the playground. The current one-way system onto the playground will continue and arrows will mark the way for those who have not been onto the school site in recent months. Everyone will leave via the lower gate. Please do not arrive too early as we do not want everyone congregating on site.

The same route will be used at the end of the school day. The gates will be open at 3.05pm and parents will collect children direct from classrooms. The children will start to leave from 3.10pm and gates will close at 3.25pm.

Markings spaced 2 metres apart will be on the top path and we ask all parents to respect these. **Please do not congregate in large groups or wait around on the school site unnecessarily. Exit the school site as soon as possible.**

Please note that there is a ‘pinch-point’ at the path leading to the Year R classroom and we will be asking parents to quickly move on from this so as to not create a bottle-neck.

We will be operating the school drop off at the main gate and parents can drive through the main gate for this purpose. Please note there will be **NO PARKING ONSITE** for parents/carers unless you have a blue badge which is displayed or have registered your badge with the school office. This will also apply to the end of the day and there will be a limited amount of time that these spaces can be occupied.

Breakfast Club

In order to support our working parents, the breakfast club will once again be running for all registered children. Parents have been asked to book spaces in advance in order to ensure sufficient child to adult ratios.

Classroom Practice

Seating arrangements will need to be set so that no child is directly facing another.

Children who may require additional support, will be seated in positions in the classroom where adults can easily access them.

Each child will have their own stationery which will be kept on their desk in order to limit the amount of movement around the classroom. These packs will be supplied by the school. No equipment should be brought in from home. For those in the youngest classes, we will aim to clean shared equipment such as paintbrushes after use.

Staff will minimise the amount of time they spend face-to-face with a child, where possible.

Assembly

This is still an important part of school life but will continue in smaller groups in the hall in their ‘super bubbles’ or the classroom. We have become quite used to delivering assemblies via a virtual platform and the children can still participate. There will be no sharing assemblies during Term 1 and thereafter, as guidance allows.

Computer Room Use

Where possible, block teaching of Computing will be encouraged to lessen any cross-contamination. As we have enough machines for each child, there will be no need for any child to share a keyboard or mouse. These will be cleaned after use. We will continue to use iPads in the classroom following the same procedure.

Curriculum

The school will continue to teach a broad and balanced curriculum but within this there will be an emphasis on core skills which children may struggle with.

In the Early Years, there will be a focus on gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary.

In Key Stage 1 and 2, the school will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.

Educational Visits

Children may still go on school trips on the school minibus although there will be a number of additional requirements:

- The risk assessment will need to review the precautions that the venue has taken to be ‘COVID secure’ in addition to normal checks
- If the children are from the same class, all seats on the minibus may be used;
- Children from different year groups (unless family members) may not utilise the same minibus.
- Minibuses will need to be thoroughly cleaned between each use (or left unused for 72 hours).

In line with government guidance, overnight trips will not take place.

Extra-Curricular Clubs

For the duration of the Autumn Terms, any extra-curricular clubs will be limited as we are restricted on how many activities we can offer. They can only be attended by children from within a ‘super bubble’ (if outside) or class (if inside). This will be decided after we return to school and there will not be any clubs in September.

All equipment should be cleaned or isolated following its use by children.

All areas should be cleaned prior to and after any extra-curricular activity.

Infection Prevention

Minimising Contact with Unwell Individuals

No children, staff or parents who are displaying symptoms (or has a member of their household displaying symptoms) should attend school.

If anyone within the school begins to display symptoms, they will be sent home and advised to self-isolate for seven days and arrange to have a test as soon as possible. Other members of the household should self-isolate until the results of the test are known. If a child displays symptoms, then they will wait in the CARE Suite 2m away from a supervising adult with the door and window open to provide adequate ventilation. If this child needs to use the toilet, they will use the disabled toilet in the CARE suite which will then be cleaned before being used by anyone else. If the supervising adult cannot maintain a distance of 2m, then PPE should be worn.

Personal Hygiene

As children enter the classroom, they will be asked to use hand sanitiser. The current recommendation is that routine taking of temperatures is not required. All children will be asked to wash their hands using soap for 20 seconds before drying them. Handwashing should also be routine throughout the day, especially upon entering a new environment, i.e. after playtimes.

The ‘*catch it, bin it, kill it*’ message will be reinforced and tissues provided in every classroom.

Enhanced Cleaning Schedule

All hard surfaces in classrooms to be cleaned as necessary as required and at the end of the day.

Toilets to have a more frequent cleaning schedule

Social Distancing

Whilst children will be allocated within certain ‘bubbles’ or groups, they will still be encouraged to maintain social distancing where appropriate.

Infection Response

Active Engagement with the NHS Track & Trace system

Anyone who displays symptoms should be tested and these can be booked online via the NHS website (below) or the NHS 119 phone number.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Essential workers have priority access to testing and these can be booked via the link below:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

Schools have also been told they will be given a small number of home testing kits to distribute as needed.

School should be informed immediately once results have been received.

- If the test is negative and the person no longer displays symptoms, then they can return to school. Other members of their household can also stop self-isolating.
- If the test is positive, they should follow the stay and home guidance and continue to self-isolate for seven days from the onset of symptoms. 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.

Managing Confirmed Cases within the School Community

Once the school is aware that a member of the community is being tested for COVID-19, we will ask for them to keep us informed of any outcome. The school will advise that attendance at school continues unless any other symptoms are displayed.

If the school is made aware that someone has tested positive for COVID-19, we will contact the local health protection team who will work with the school to guide them through the actions they need to take. Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

The school will maintain attendance records of pupils and staff within each group.

The school will not identify the name or details of anyone diagnosed with COVID-19 unless essential to protect others.

Outbreaks

If the school has two or more cases within a 14-day period, we will work with the local health protection team who will advise if additional action is required.

Library

In order to ensure that children are still able to borrow books from the library, the member of staff responsible for the library (Mrs Paggett) will liaise with the teaching staff to draw up a rota for use.

- No more than 6 children at any one time;
- Children should be accompanied by an adult;
- Children should wash their hands before entering the library;
- Returned books should be placed in a return box and these will be ‘quarantined’ for 72 hours before returned to the shelf by the librarian.

Lunchtime Arrangements

Children will continue to be offered the option of having a cooked meal in school. All those children in YrR/1/2 will be entitled to Universal Infant Free School Meals (UIFSM) and those in receipt of certain benefits will receive Free School Meals (FSM).

YrR/1/2 will all eat their lunch in the hall with spaces between the tables for different bubbles. For those in KS2, we will stagger the second sitting and reduce the time they are in the hall together. For children in Yr5/6 who are having packed lunches, they will eat in the classroom to allow for further capacity in the hall.

Marking & Feedback

Teachers will not be permitted to take children’s books home and therefore any marking should take place at school. As a school we recognise that ‘feedback’ (i.e. discussing learning) has a greater education benefit to children than ‘marking’ (i.e. physical written marks/comments) and therefore there will be a greater emphasis on this. We will continue to use our whole class feedback sheets to identify where children may need further support or have demonstrated an aspect of learning which could be shared with the class. We will use our target stamps to show the children if they have met the objective.

Music

Music lessons will continue in our studio or the hall. Children will play on their own, allocated instrument.

Use of wind instruments and singing is possible in groups of up to 15, subject to sufficient space and ventilation indoors. Groups of up to 30 are permissible outside or in the school hall where children are spaced apart. Shared lessons will only be with children from the same bubble.

Parental Consultations

Given the fact that many of the children have been out of school for a significant amount of time, parental consultations will take place earlier than normal and will be scheduled for early October. Parents are invited in for a face-to-face consultation although appointments may need to convert to video conferencing if the circumstances change.

Parents in School

As a school we pride ourselves on our relationship and open communication with parents however, in light of the COVID-19 outbreak, we will need to make some changes.

In the first instance, there will be no whole-school gatherings of parents and only small events will take place.

Parents should not enter the school building unless invited and they are also asked to email messages into the school if at all possible rather than congregating at the school office.

PE

Children should attend school in their PE kit on allocated PE days, which will be confirmed in September. We would ask that children wear their school jumper/cardigan over their T-shirt with dark, plain tracksuit bottoms/leggings/shorts with trainers.

PE lessons will take place outdoors where at all possible.

Equipment used in PE lessons should be cleaned between each group or left unused and out-of-reach for a period of 48 hours (72 hours for plastics).

Playtime Arrangements

Classes will remain ‘distanced’ on the playground and allocated a section of the playground. YrR and KS1 will have their break at 10:00am and KS2 will have their break at 10:30am to allow for assembly. If the school field cannot be used, we will move into ‘super bubbles’ for Yr3/4, Yr5/6 and use the netball court and playground area.

Children will be asked to remain outside during playtime and should only enter the school with permission from an adult.

If the event of ‘wet-play’ children will remain in their classrooms, under supervision.

Planning, Preparation and Assessment (PPA) Cover

All teachers are allocated a weekly session of PPA cover and this is scheduled at times when pupils are undertaking supervised activity with other specialist teachers or support staff, for example:

- Music/PE lessons with specialist staff (remaining distanced from the pupil group)
- Sessions with class-based support staff

We have now welcomed back Mrs Jones for music and elite sports will be continuing as they have been throughout the last few months.

Primary Assessment

The government has announced that all primary assessments will take place in the 2020/21 academic year. This includes:

- The Phonics Screening Check
- Key Stage 1 Tests and Teacher Assessment
- The Year 4 Multiplication Tables Check
- Key Stage 2 Tests and Teacher Assessment

The government has announced that all Year 2 children will be required to complete the phonics screening check (normally undertaken in Yr1) during Term 1. Those children that do not achieve the required level will be supported with further phonics sessions and will re-take this screening in the summer term.

Pupil Equipment

If the children need to bring anything into school, they should bring in a book bag or a small bag which can then be stored easily. Please ensure that bags do not have additional items such as key rings hanging from them.

Reading Records

All children will be given a ‘day’ on which they can change their books, we ask that book bags and reading records are only brought in on this day. All staff should wash their hands prior to, and after, handling children’s books.

Staff Training

The staff training day at the beginning of Term 1 will include the regular update training on Child Protection and Safeguarding led by the Designated Safeguarding Lead. This session will also include issues that are more relevant in light of coronavirus and lockdown.

In addition, there will also be training on how to spot signs of anxiety, grief and trauma as these are all issues that are likely to be more prevalent among children as a result of the COVID-19 pandemic.

These sessions are likely to be held remotely.

Specialist Interventions

Where 1:1 or small group work is provided by a member of staff who is not assigned to a class:

- Staff will wash their hands prior to, and after, working with any child;
- The identified intervention space is identified and all surfaces are cleaned before and after any work takes place;
- Any equipment required is set up prior to the start of the session;
- Staff member will go to the child’s classroom and stand at the entrance to collect the child;
- Intervention groups will consist of a maximum of 4 children will not consist of children outside of the extended bubble, i.e. phase group;
- The intervention is provided at a distance;
- After the intervention is finished, the staff member cleans the surfaces and any equipment that will be used by different children.

Volunteers

Volunteers are still able to work within the school although they will be restricted to working within one phase.

Visitors to the School

These will be extremely limited and only where they have a direct operational/educational impact.

Do take care and stay safe

Ms TA Adams

23/07/2020