

Holy Trinity C of E Infant School



September 2020 Full Reopening Plan



Parents and Carers Information Booklet

17th July 2020

Dear Parents and Carers,

As you will be aware, from September 2020 the government expects that all schools will be open fully to all year groups.

Our planning for the full reopening has been based on government guidance and risk assessments. Below is a list of the main links so that you may read the documents if you wish to. You will also find the links on our website.

<https://www.gov.uk/coronavirus-taxon/education-and-childcare>

<https://www.gov.uk/guidance/contacts-phe-health-protection-teams>

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

There have been some small changes since the previous guidance for the partial opening back in June. The guidance remains very clear that schools **cannot** 100% guarantee that social distancing will be in place with primary aged children and particularly infant age children. But schools should put in place measures to **reduce** the risks.

I hope you find the following information useful. If after reading through the information pack you have further questions and queries, please don't hesitate to get in touch and we will endeavour to give you clarification.

Can I thank you in advance for your support and cooperation in following the guidance and procedures, to try and ensure that the return to school is as smooth as possible for our pupils, staff and families.

Yours sincerely

Mrs. Marie Thompson

Executive Headteacher

Class organisation

- We will have two 'bubbles' or groups within school. These will be the two classes...Class 1 and Class 2.
- The Class 1 bubble will have Reception pupils in it. This will be a class of 15 pupils and Miss Gregory will be the teacher in this class.
- Polly Orwin will be the Class 1 TA support on Mondays, Tuesdays and Wednesdays, and Mrs. McGrath on Thursdays and Fridays.
- On Mondays Mrs. Salmon will cover Class 1 for Miss Gregory's planning time.
- The Class 2 bubble will have Year 1 and Year 2 pupils. This will be a class of 23 pupils and Mrs. Hughes will be the class teacher.
- On Mondays Mrs. Brooksby will cover the class for Mrs. Hughes' planning time.
- On Tuesdays, Wednesdays, Thursdays and Friday mornings Mrs. Brooksby will support in Class 2 in a TA capacity.
- The children will remain within these 'bubbles' and with the same members of staff for as much as possible.

Other staffing

- Our kitchen supervisor will be in and hot meals will be delivered in from Medan Hub. The menu will be on the website for you to view shortly.
- Claire Basten will be the midday supervisor for Class 2, and Penny Lester will be the midday supervisor for Class 1.
- Charlie, our caretaker, will be in each morning and afternoon to clean the school.
- Nia Beddoe will be in the office Monday-Thursday 9am -2pm and can be contacted at: office@southwellholyltrinity.notts.sch.uk
- There will be a sports coach in on Tuesday and Friday afternoons who will work with one class at a time in a well distanced space with carefully chosen activities that support social distancing, and with equipment that can be cleaned between uses. There will be no contact PE activities taking place in the short term at least.
- I will be working across both Holy Trinity and Dean Hole throughout the week.
- Government guidance does allow for staff to move between bubbles where needed but we will aim to keep this to a minimum.

Drop off routine

- The two classes will have staggered starts to the day.
- Class 2 group will start at 8.40 am
- Class 1 group will start at 8.50 am.
- The exception to this is if there are children from the same family in different groups. In this situation your children should come in at the same time slot, preferably the earliest time slot applicable to your children.
- We ask that if you have arrived in the car and are early, please remain in the car until it is time to come in.
- We respectfully ask that parents do not come onto the playground or enter the school, thereby supporting our aims to social distance.

- Please wait **outside** the main school gate on the paved church pathway/driveway area and a member of staff will come to greet the children at the main gate.
- Please respect social distancing rules and do not gather for prolonged amounts of time to chat within this area.
- Children will be expected to use hand sanitizer, provided by school, in the playground prior to entering the school building.
- Class 2 group will enter using the Class 2 door. They will hang up their coats/sweaters and bag and then wash their hands before starting activities in the classroom.
- Class 1 group will enter using the Hive door. They will hang up their coats/sweaters and bags and then wash their hands before starting activities in the classroom.

Pick-up routine

- Pick-up time will also be staggered.
- Class 2 group's pick-up time will be 3.05pm
- Class 1 group's pick-up time will be 3.15pm
- The exception to this will be if you have children in different year groups. In this instance your children will be released together at the earliest time applicable to your children.
- Children will be released through the main gates.
- We respectfully ask that parents do not come onto the playground or enter the school, thereby supporting our aims to maximise social distancing.
- Parents should wait **outside** the school gate on the paved church pathway/driveway area.
- Please respect social distancing rules and do not gather for prolonged amounts of time to chat within this area.
- The children will be expected to use hand sanitizer, provided by school, in the playground prior to leaving the school site.

Classroom set up

- The children are no longer required to have their own desk 2m apart.
- In Class 2 they will have an allocated seating spot, and following government guidance, they will not sit face to face from other pupils but side by side facing the front of the class wherever possible. At their desks, children will have their own resource wallet/box. In this will be individual sets of stationery. Please do not send in pencil cases for your children to use.
- Children should bring a water bottle to school every day, and the bottle will stay on their desk so they can remain well hydrated. The bottle will be sent home every day for cleaning.
- Class 1 will be set up so that adult led and child led activities are more spaced out. The classroom will be adapted as per the government guidelines with resources being chosen for ease of cleaning between use. For activities that require children to be sitting for an adult input, the children will, where possible, sit side by side facing the front. The children will have their own set of stationery to use in school. Please do not send in pencil cases for your child to use.
- Milk and fruit will be provided daily. These will be consumed at the desks or outside if the weather remains good.

Playtimes

- The two classes can have playtimes at the same time, but they will stay within their class bubble designated outside areas.
- Playtime equipment will be chosen in a way that supports social distancing and is easy to clean between uses.
- Hand sanitizer will be readily available in the playground.
- Cones will be used as markers for social distancing when the groups are required to line up.

Lunchtime

- Each class bubble will be served their lunch within their own classroom.
- Plated dinners will be served by Claire and Penny to the children individually at their desks. Desks will have been cleaned in preparation for dinner time.
- Claire and Penny will supervise the children as they eat.
- When the children have finished eating, each class will leave their classroom through their allocated doors into their zoned areas outside.
- The children will be supervised by Claire and Penny outside.

Curriculum

- Priorities for teachers as children return in September are:
 - To consider their pupils' mental health and well-being and identify any pupils who may need additional support so they are ready to learn.
 - Assess where pupils are in their learning, and consider what adjustments to their curriculum are needed over the coming weeks
- We feel strongly that alongside core subject work (phonics, maths, reading, writing), the children will need a significant amount of time spent on their personal, social and emotional development following the events of the last few months.
- We intend to spend time on outdoor learning activities.
- We intend to have a number of opportunities throughout the week for sport and PE activities.
- We intend to support our children back into the school environment with lots of creative and fun activities.

Collective Worship

- As a church school, our time together in collective worship is very special to us. However, to come together as a whole school would not support our aims on social distancing and keeping the class bubbles separate. Therefore, until further notice, collective worship will be classroom based, within our smaller 'bubbles'.

Uniform

- We will resume the wearing of full and proper school uniform as of September. We would like to take this opportunity to reiterate what our uniform is:
 - White /red polo top – at least one with school logo on please for school trips etc.
 - Red jumper/cardigan – at least one with school logo on please for school trips etc.
 - Grey trousers/skirts/dresses
 - Dark coloured sensible school shoes or boots
 - Plain black/grey/white/red tights or socks
 - Grey tailored shorts, grey skorts, or red checked summer dress in warmer weather if desired
- The PE uniform is:
 - Red school logo t-shirt
 - Black or grey leggings, shorts or jogging bottoms
 - Plimsolls or trainers
 - Black, dark grey jumper (no hood please)
- The children should not come to school wearing jewelry please.

Breakfast Club

- At least to begin with we will have a slightly reduced Breakfast Club offer.
- It will run from 8am (rather than 7.30am), and be supervised by the TA in that morning.
- It will look slightly different as the children will be located in the class spaces that they use throughout the day, rather than as one group in the Hive.
- Our provision will start again for older siblings and ex-pupils that attend Lowe's Wong Junior School. For the time being, this will be in a separate group bubble to our Holy Trinity pupils, and will be based in the Cottage with Penny. This means the groups aren't mixing and the pupils from Lowe's Wong have their own facilities. Places will be restricted.
- The cost of a session is £3.50
- Booking forms are being sent out shortly.

Walking Bus

- The walking bus will be available to use for pupils at Lowe's Wong, but places will be restricted. The cost is £1.50

After School Club

- We will be offering After School Club and we can go back to our normal finishing time of 6pm.
- It will be run by Danielle, Marie Allen, and Penny.
- The Holy Trinity children will remain in their classrooms for After School Club, or be outside.
- Our provision will start again for older siblings and ex-pupils that attend Lowe's Wong Junior School. For the time being, this will be in a separate group bubble to our Holy Trinity pupils and

will be based in the Cottage. This means the groups aren't mixing and the pupils from Lowe's Wong have their own facilities. Places will be restricted.

- The cost of a session is £7
- Booking forms are being sent out shortly.

Health & Safety, & Hygiene

- Hygiene practices will play a major part of the measures that all schools need to minimise risk after reopening.
- Essential measures for schools as part of a system of protective measures include:
 - A requirement that people who are ill stay at home
 - Robust hand and respiratory hygiene
 - Enhanced cleaning arrangements
 - Active engagement with NHS Test and Trace
 - Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable
- Contacts will be reduced by:
 - Grouping children together
 - Avoiding contact between groups
 - Arranging classrooms with forward facing desks where possible
 - Staff maintaining distance from pupils and other staff as much as possible
- The government guidance says that PPE is not needed for general use within the school environment by staff or pupils, and this includes masks at this time. However, staff will use it if supporting with any accidents that require first aid to be given, or if supporting a child with toileting. They will also wear it if a child becomes ill at school and they are looking after them while waiting for a parent to pick them up.
- The children will be asked to wash their hands several times during the day – on arrival, before snack, as they go out to play, as they come in after play, before lunch, after lunch, as they come in after lunch time play, before afternoon play, as they come in after afternoon play and prior to going home.
- This is in addition to the expectation to hand wash after coughing, sneezing, toileting, or if they come into contact with another child/adult, which will inevitably happen from time to time despite all efforts to promote social distancing.
- The children will be asked to observe the 'catch it, bin it, kill it' approach to coughs and sneezes.
- Our hand washes and sanitizers are intended to be gentle on the children's skin but parents are welcome to provide their child with a moisturising hand cream that can be kept in their tray.
- Toilets will be monitored carefully. Class 1 and Class 2 will have their own toilets which supports our aim of maintaining separate bubbles.
- Each room will have a secure supply of cleaning spray and antibacterial wipes to clean surfaces, door handles, resources and equipment throughout the day.
- The caretaker will give a deeper clean in preparation for the new school day.
- If a child feels unwell at school we will isolate them away from their bubble, with adult supervision, and contact parents to pick them up. In the case of a child being very unwell suddenly, we may need to contact emergency services, just as we would as part of our normal practice.

Engaging with the NHS Test and Trace process (taken directly from Education and childcare during coronavirus by Gov.UK) includes:

- Booking a test (<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>) if they are displaying symptoms. Staff and pupils must not come into school if they have symptoms, and must be sent home to self-isolate if they develop them in school.
- Providing details of anyone they have been in close contact with if they were to test positive for coronavirus or if asked by NHS Test and Trace.
- Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who has tested positive for coronavirus.

Managing confirmed cases of coronavirus (COVID-19) amongst the school community (taken directly from Education and childcare during coronavirus by Gov.UK):

- Where the child or staff member tests negative, they can return to school and their fellow household members can end their self-isolation.
- Schools should not request evidence of a negative test result or other medical evidence before admitting children or welcoming back after a period of self-isolation.
- Where a child or staff member tests positive, schools should contact the local health protection team who 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.
- Based on 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 isolate for 14 days since they were last in contact with that person when they were infectious. Close contact means:
 - Direct contact – face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected contact (skin-to-skin)
 - Proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - Traveling in a small vehicle, like a car, with an infected person
- The health protection team will provide definitive advice on who must be sent home.
- If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure- perhaps the whole site or year groups.
- Whole school closure based on cases within school will not generally be necessary, and should not be considered except on the advice of health protection teams.

If your child is classed as being clinically vulnerable or clinically extremely vulnerable

- Children in this group will be able to attend school unless specifically advised not to by their medical professionals.

Living in a household with a clinically extremely vulnerable /clinically vulnerable person

- Children in this group are able and are expected to attend school from September.

Attendance

- The government is very clear that it expects all children to attend school from the beginning of the autumn term.
- The availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct will be resumed from September.
- We will work closely to support and provide reassurance for any families that are anxious about returning to school, but we do need to be clear that pupils of compulsory school age must be in school unless a statutory reason applies (for example, is unable to attend because of sickness, is absent for a necessary religious observance etc.)

This booklet details the plan at the time of writing and distributing to you all. You will be aware that this is a fast moving situation and changes may well take place at short notice. In the event that there is a local outbreak and the school is asked to close, our contingency plan will be activated whereby key worker and vulnerable children will have provision made available, and remote learning would be put in place for children at home.

Please forward any question or queries that you may have to:

head@southwellhollytrinity.notts.sch.uk

Thank you