



Sherburn Primary School



Information for Parents and Carers on Plans for Wider School Opening from September 2020

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1. **Current Government Guidance**

Schools are following DfE Guidance on the full reopening of schools in September 2020. Information for parents is also available.

In summary, the DfE guidance sets out the essential measures schools must take:

- 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

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

The DfE guidance outlines an aspiration that all schools will return to full time education from the beginning of the Autumn Term. In order to keep pupils and staff safe, and minimise the risk of transmission of coronavirus, we will be making changes to the way we operate in September 2020. These changes are outlined in the sections below.

2. Preventative Hygiene

Staff are now very familiar and competent in preventative hygiene procedures, having followed school safety measures since March.

In September, expectations will be made clear and we will ensure all children are familiar with the need to:

- **Clean hands thoroughly and more often than usual** - We will spend time in the first weeks back ensuring that children understand the importance of cleaning their hands regularly and thoroughly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating;
- **Undertake the 'catch it, bin it, kill it' approach** - with enough tissues and bins available in each class to support children and staff to follow this routine.

Enhanced cleaning regimes. Since March, School has been subject to enhanced cleaning regimes and we have adjusted our cleaning rotas to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched, work surfaces and toilet blocks. School staff not normally involved in these duties, like teachers and support staff, have also been helpful in keeping their own classrooms clean and extra cleaning materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

3. Controlling Infection

Children or Staff Suspected of Having COVID-19 - In line with DfE guidance, in the case of a suspected infection school will:

- a) engage with the NHS Test and Trace process. **We ask that parents and staff inform School immediately of the outcome of any test;**
- b) manage confirmed cases of coronavirus (COVID-19) amongst the school community. School will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may have affected. We will not share the names or details of people suspected of having, or confirmed to have, coronavirus;
- c) contain any outbreak by following local health protection team advice. For the avoidance of doubt, the new advice says that we '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 close contact with that person when they were infectious. 'Close contact' now means:

- i. 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 physical contact (skin-to-skin);
 - ii. proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
 - iii. travelling in a small vehicle, like a car, with an infected person.
- d) The health protection team will provide definitive advice on who must be sent home;
 - e) When a case is suspected in school, the child will be immediately isolated from other pupils and staff. Staff supervising the child should try to ensure they remain two metres away while still aiming to provide the reassurance and care needed. Enhanced PPE is available staff, and older children will be offered a mask. The school will contact parents and request they collect their child from the school immediately.
 - f) Any member of staff who has been supervising a child with suspected symptoms should immediately wash their hands in line with current guidance. The room that the child has used (and any toilet blocks) should be fully cleaned before anyone else uses them.
 - g) We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*' If no test is undertaken then we expect children to self-isolate according to [Public Health England Guidance](#).

The Government is to deliver 'a small number of home testing kits' by September that can be given directly to parents/carers collecting a child, or staff, who have developed symptoms at school.

Households with a Confirmed Case of Coronavirus should follow the advice laid out by [Public Health England](#) regarding isolation and should keep School informed about their planned date of return.

Containing an Outbreak - School will follow local health protection team advice. If there are two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, this may identify as an outbreak. In this instance, School will continue to work with the local health protection team who will advise if additional action is required. As School is implementing controls suggested by the DfE; addressing the risks they have identified; and therefore reducing transmission risks, whole school closure based on cases within the school can hopefully be avoided. In the case of a shutdown, home schooling will resume.

4. How School will Look from September

Attendance - All children will be welcomed back to school on Wednesday 2nd September when attendance is mandatory. The usual rules on school attendance will apply, including:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence;*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.*

If you are anxious or worried about your child's return to school, please get in touch with us to discuss any concerns you may have.

Start and End of the Day - To avoid congestion, we have staggered children's starting and finishing times. We understand that you may have more than one child in school and that it would be unrealistic for you to have different drop off and pick up times. Therefore, please drop children off at the earliest of your drop off times and pick them up at the latest time to avoid waiting. Please help us by making sure you maintain social distancing when you are on the school site. Parents/carers should follow the one-way system that is in place and leave the site immediately once they have dropped off/collected their child/children. Please limit the number of adults accompanying your child to school or collecting them at home time to one per child.

The drop off and pick up points are:

- **Reception (Butterfly Class)** - Butterfly Garden gate - 8:45 am drop off, 2:50 pm pick up*
- **Year 1 (Ladybird Class)** - Main Entrance 8:50 am drop off, 2:55pm pick up
- **Year 2 (Dragonfly Class)** - Main Entrance 9:00 am drop off, 3:05 pm pick up
- **Year 3 (Oak Class)** - Side Gate to school yard 8:45 am drop off, 2:50 pm pick up
- **Year 4 (Hazel Class)** - Side Gate to school yard 8:55 am drop off, 3:00 pm pick up
- **Year 5 (Rowan Class)** - Side Gate to school yard 9:05 am drop off, 3:10 pm pick up**
- **Year 6 (Elder Class)** – Main Entrance 9:05 drop off, 3:10 pick up**

* **The above times will apply when your child begins to attend school full time.**

**Children in Years 5 and 6 may walk home from school unaccompanied if you have given consent. They should maintain social distancing on the way home.

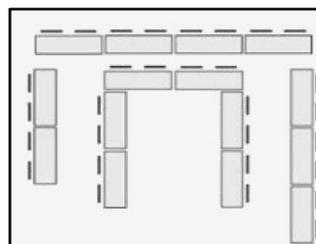
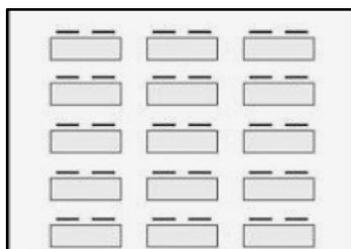
Children New to School in EYFS – By the end of the summer term, all new starters should have received a welcome telephone call from their new teacher. They should also have been given access to ClassDojo to enable communication between parents and teacher in case of any concerns or questions.

In order to ease transition, our new starters in EYFS will attend school on a part-time basis for the first three days. They will either come in from 9-11am or 1-3 pm, depending on which session they have been allocated. In the second week, parents will have the option of half-day sessions (8:45 – 12:10) or full days (8:45 –2:50). By the end of week three, all children should be attending full time. Please drop off and pick up your child at Butterfly Garden gate where your teachers will be eagerly awaiting your arrival.

Class ‘Bubbles’ – Each year group will form a class bubble which will remain constant and separate from other bubbles. For the majority of their time in school, children will be in their bubble with their own teacher and support staff. At playtimes and lunchtimes, each bubble will have their own area on the playground and in the dining hall. Bubbles will be provided with play equipment, which will be sanitised on a regular basis. Adults will endeavour to maintain a safe distance from each other and from the children wherever possible.

Classroom Seating

- Throughout the autumn term, children in Years 2-6 will be seated side by side, facing forward, either in rows, or a ‘double horseshoe’ arrangement. Children will sit in a designated space and not change seats for different subjects.



- Children in EYFS (and Year One in the autumn term) will be following a free flow, play based curriculum. To reduce contact, there will be a limited number of children sat on the carpet at one time and whole class teaching sessions will be no longer than 15 minutes. The classroom will be well ventilated, however, it will not be possible, nor is it required, to enforce social distancing measures with children in EYFS.

Learning Resources - For individual and very frequently used equipment, such as pens and pencils, pupils will have their own work pack containing all equipment needed for the school day. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces.

Resources that are shared between bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously, or rotated to allow them to be left unused for a period of 48 hours (72 hours for plastics).

Assemblies - There will be no whole school assemblies during the first half of the autumn term. These will be replaced by virtual assemblies via Microsoft Teams. Traditional Harvest and Christmas productions look unlikely in the short term. However, staff will endeavour to create a virtual magical Christmas equivalent in which all children will partake.

School Visits – If guidance changes on school visits, and a visit can be done safely with social distancing and the required hygiene procedures, we may consider carrying out educational visits after asking parents and carers for their opinions and permission. Local fieldwork studies in the village will go ahead. Hygiene equipment will be taken alongside the usual first aid kit.

Group Work and Interventions - Interventions should not take place across bubbles. TAs should work in classrooms wherever possible, rather than withdrawing children. Children working in learning spaces outside of the classroom should take all equipment required to the intervention area. Afterwards, the area will be cleaned before pupils from another bubble can use it. Staff and children will wash their hands before returning to their own classroom.

Breakfast and After School Clubs – We are hoping to start Breakfast Club on Monday 14th September, from 8:00am to 9:00am, but will confirm this at the start of next term. As groups have to be kept apart in bubbles, we need to work out the best way to manage this once all children are back. From September, the cost of Breakfast Club is increasing to £3 a session. Payments should be made via Parent Pay and places must be booked no later than Thursday of the preceding week so that we know how many children need accommodating within year group bubbles. Once Breakfast Club is up and running, we will hopefully be in a position to re-start Tea Club. The cost remains the same £4 per session – the sessions are 3:15 – 4:30 and 4:30 – 5:45. Please use the link on the school website to pre-book your child's place. At present there will be no after school clubs. This will be reviewed at half term.

School Office The school office will remain closed to personal visitors. Parents should do all they can to ensure that children have everything they need for the day (e.g. packed lunches) and, if for some reason, your child needs to be collected early, please telephone School and staff will arrange to meet parents with their child in the open air. All other communication should be done by telephone or e-mail.



The Importance of Fresh Air - It is recommended that windows and doors be left open where possible. Teachers will take the opportunity to move some subject teaching outside if appropriate.

In addition, and **in order to keep ourselves safe, healthy and happy**, children must:

- Stay at least 1+ metres apart from each other wherever possible (with a common-sense approach taken to EYFS pupils);
- Use their own specific equipment (including resources) and not share any of these;
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in our designated group, and minimise contact with children from other groups (including in the playground, anywhere on the school site and on our way to and from school)
- Move around school as instructed by our teacher/adult and avoiding other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands
- Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available;
- Not touch or hug anybody in school for any reason;
- Not bring or take home anything from school apart from a book bag, water bottle (and packed lunch if required)

Planning, Preparation and Assessment (PPA) Release Time - Government advice says that adult staff members can now work across bubbles as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils. Therefore, PPA and class cover arrangements which may bring additional adults into contact with groups of pupils will continue. In these cases, staff will maintain an appropriate distance from the children for their own and the children's safety.

School Lunches - Lunchtimes will be staggered:

Reception, Year 1 and Year 2 - 11:40 – 12:30pm

Years 3 - 6 - 12:30 – 1:20pm.

These are the provisional times that could be subject to change.

Children will sit in their class bubbles in the dining hall at lunchtimes. The dining hall will be thoroughly cleaned between sittings. Children will play outside in their bubbles after lunch.

Initially, an interim menu will be in place. Your child has three meal choices. Staff will help them fill in their menu on the first day back. The choice on day 1 will be pizza and chips, baked potato or a choice of sandwich.

Please note that all children in Reception, Year 1 and Year 2 qualify for universal free school meals. For children in KS2, the cost of school dinners is now £2.10 a day, £10.50 a week.

Availability of Water on Site - All pupils will be expected to bring a full water bottle each day which will be sanitised and stored in the classroom. If necessary, staff will refill water bottles; however, this will be from a jug of water kept in the classroom as water coolers will not be available to the children.

Travel to and from School - We encourage pupils to walk, use a scooter or cycle to school if at all possible. Children should not travel to or from school with children outside of their bubble and social distancing should be maintained. Face coverings are required on the school bus. The Walk Once a Week (WOW) scheme will recommence in September.

School Uniform - School uniform should be worn as normal. PE kit - for the time being, children will be asked to come to school in their PE kit on the day they have PE. They should wear a red T shirt and black leggings or black tracksuit bottoms and a school jumper or cardigan. PE kits will not be required until the week beginning 7th September. Information about PE days can be found on the class pages of the school website.

Toilets - Where toilets are shared between year groups, certain toilet stalls will be allocated to particular bubbles and additional cleaning will be in place. For older children, the need to visit the toilet during lessons will be discouraged as it will not be possible to supervise the children and there is also the potential risk of cross bubble contamination. All children must wash hands after they have been to the toilet.

5. Restarting the Curriculum

Although most children have been out of school for 14 weeks, this represents less than 3% of their total school career. Moreover, during that time many of our children have been working hard and have produced good work. Therefore, as a staff, we will concentrate, not on what has been 'lost' during the shutdown, but on using our experience and knowledge to help and support our children to close gaps where required.

On our return in September, we will focus on building routines, relationships and resilience. We want our children to enjoy being back at school amongst friends and to rekindle their love of learning. We will teach the key maths and English skills as well as a broad and balanced curriculum.

Whilst we are confident that many children will quickly 'bounce back' after the lockdown, we are aware that there will be some children returning who have experienced bereavement, anxiety or stress during this time. Please be assured that we will do all we can to support our pupils and can signpost families to other organisations that could offer support.

In PSE, work in all year groups will centre on health and wellbeing. We will allow extra time for this in the autumn term.

Re-Start Activities by Year Group

Year group	Planned activities
Reception	<ul style="list-style-type: none"> In order to address gaps in language and early reading, additional phonics sessions linked to 'Letters and Sounds: Phase One' will be planned and delivered in the first half of the Autumn Term.
Year 1	<ul style="list-style-type: none"> In Year 1, we will be extending our transition period until the end of Autumn 2, with a focus on play based, collaborative activities. We will be focussing on Phase 3 of Letters and Sounds in our phonics lessons, whilst recapping Phase 2. In Maths, we will develop the children's confidence using numbers to 20 in a variety of ways laying the foundations for our 'Maths Mastery' approach.
Year 2	<ul style="list-style-type: none"> In Year 2, phonics will be streamed focusing on phases 3/4/5, sessions will be increased to daily sessions. In maths, early work will be used to help address gaps in children's knowledge from Year 1 e.g. money and shape, and units have been extended to allow time to go back further and ensure key skills are embedded. During the first term, English objectives will be adapted to address missed learning and daily handwriting sessions will be introduced.
Year 3	<ul style="list-style-type: none"> An extended transition programme will be implemented in Year 3 to help the children settle into KS2; Daily phonics sessions will be run during the autumn term to allow children to secure the key skills in reading; Maths units have been reordered to ensure coverage is balanced.
Year 4	<ul style="list-style-type: none"> During the first half term, we will focus on adapting our collaborative working style whilst still maintaining high expectations of talk and cooperation; We will focus heavily on reading fluency and embedding key mathematical skills from the Year 3 summer term such as time and money.
Year 5	<ul style="list-style-type: none"> There will be a much stronger focus in the autumn term on securing times table knowledge to enable children to progress effectively in mathematical reasoning and problem solving; Resilience strategies will be taught and nurtured so that every child feels positive and confident about the year of learning ahead.
Year 6	<ul style="list-style-type: none"> Year 6 will begin the year by reinforcing and embedding the key skills in English and Maths. We want to empower the children and give them confidence to move forward successfully throughout the rest of the year.

Assessment – We will avoid formal assessment in the first half term and focus instead on strengthening routines, relationships and resilience. It is important that teachers and children get back to established ways of working rather than spending too long on formal testing. We will concentrate on what needs to be learned rather than sticking rigidly to our usual long-term plans.

At the end of the summer term, subject leads considered which units of work might need to be moved on the long-term plans, especially with regard to maths, and reformulated the plans accordingly. In addition, teachers will use their own expertise to establish starting points for each class in the autumn term and will likely have to take a step back in order to help children, before they can move forward with confidence. Teachers will use formative assessment, that is the judgements teachers make on a day to day basis, during class work which will allow them to assess attainment and progress.

Computing - Because of the risks associated with children from different bubbles sharing IT equipment, laptops and computers will be allocated to bubbles on a weekly rota. iPads and some laptops will be shared between year groups in the autumn term. Lexia, Spelling Shed etc. should be done on the bubble's own allocated machines which will then be cleaned after use. ICT teaching in the autumn term will focus on how to access platforms such as Teams, Dojo and Seesaw.

PE, Games and Coaching - On the day a bubble has PE, children can come to school wearing their PE kit rather than school uniform. This will avoid additional school bags and the need for the older children to find spaces to change. All bubbles will have a dedicated PE session each week which will take place outdoors if possible. We will be using our normal coaching organisations, as allowed in the guidance, but these staff will maintain social distancing throughout the session.

Swimming - Swimming will not take place during the autumn term.

Music - We are busy reviewing our music curriculum for the autumn term 2020 based on government guidance: *'Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting'*. Fortunately, we have other possibilities for music teaching such as percussion instruments and ukuleles.

Daily Mile - As the benefits of exercise on mental health have been well described, we will do all we can to facilitate the continuation of the daily mile within class bubbles. This can be done in a social way, in twos or small groups, to support our aims of strengthening relationships in class to aid reconnection. Staff will also take part wherever possible.

Year 1 & 2 Phonics Catch Up - Children in Year 1 & 2 in September 2020 will have additional phonics sessions in the autumn term to support catch-up. Some children in Year 3 may also require additional phonics teaching.

Home/School Reading Books – School reading books will be sent home as normal. Once they are returned, they will be put in a separate box and 'quarantined' for 48 hours before being used again.

Broad and Balanced Curriculum - With a few exceptions, School intends to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. However, we will be more flexible in our approach which may mean that not all subjects are taught every term.

Pupils with Additional Needs - We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by our SENDCo and staff to ensure a smooth transition when returning to school. To ensure a shared understanding of pupils' needs, staff will share information prior to transition and appropriate plans will be put in place where required. In some cases, children with additional needs may require a risk assessment to be completed. This will be done with input from the class teacher, child, parent/ carer and the SENDCo. Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. Referrals to external agencies such as Speech and Language, CAMHS and the Educational Psychologists will continue. We will also support families by signposting them to organisations who may be able to provide support during this time.

6.Contingency Planning for Further Lockdown

It would be fair to say that the recent school closure was a steep learning curve for School and, with hindsight, we would have done a number of things differently. We have taken your views on board and are making plans to be better prepared should further lockdowns be advised.

In the event of a local or national lockdown:

- Access to Microsoft Teams to work online. We would have a higher expectation that all our children would log in to the work that would be set for them on their class pages. The aspiration would be a daily Teams Meeting with their class teacher with an expectation that all children attend. Work will be set daily and may be required to be submitted electronically for feedback. School is busy working on methods of achieving this. If children are absent, or work set is not forthcoming, parents would be contacted by telephone.

- If your child does not have access to technology to work online school will try to loan laptops to those most in need.
- Instant communication links to class teachers will be available via Class Dojo

If you have any worries or concerns about your child returning to school, please email the school office and a member of the leadership team will get back to you as soon as possible.

The above information is subject to change, as the national and local guidance changes.