



EMERSONS GREEN PRIMARY SCHOOL

COVID 19 RE-OPENING SAFETY PLAN SEPTEMBER 2020

This document outlines Emerson Green Primary School's approach to re-opening in September 2020 and the safety measures taken to mitigate the risk of the spread of the virus within the school. This information has been adapted from the guidance sent out previously in May 2020 regarding partial reopening in June, but that document must now be disregarded and is replaced by this document.

Understanding the risks

Whilst the school has planned this document using all available advice from both the Local Authority (LA) and the Department for Education (DfE), no plan, at no point until the entire population is vaccinated, will eradicate all risk of transmission of the virus. Sadly, no scientific advice will be able to declare schools (or hospitals, or supermarkets etc) truly safe from Covid-19 until this has taken place. In all likelihood, we will be living with the risk of transmission for many months to come and so we must learn how to manage this risk as safely as possible. We have to balance the increased risk of transmission with the risk of harm to our children's education and well-being resulting from them not being able to attend school at all.

Even though we have already safely partially reopened the school in June, I am aware that there is a lot of anxiety and there will be many questions attached to potential school reopening. We have a plan, outlined below, which has prioritised the safety of everyone in making it work. This plan outlines how we will keep pupils and staff as safe as possible during this first phase and is based on government guidance, LA guidance, safe working protocols and a Risk Assessment, which will be available to all staff and parents. The benefit of this plan, for our school, is that it is very closely based on how we worked when we partially reopened in June – many of the approaches will be familiar to pupils, staff and parents attending school during that period.

A Return for the Whole School

We are really pleased that all children will be able to return to school in September. As I am sure you are aware, the 'bubbles' or 'bubbles' that children will spend their time in will now be permitted to have 30 pupils (or just above 30 for some classes) and therefore children will now be able to attend school with their whole class.

Within this system, children will not be permitted to interact with children in other bubbles. We have planned to achieve this through strict timetabling, particularly at lunchtimes. In September, adults are no longer considered entirely part of one bubble, although adults must not interact with another bubble unless absolutely necessary. This means that supply teachers can now cover classes, interventions can be run by staff from outside of the class team and school leaders can interact with pupils if necessary. In order to manage this, all adults in school will be subject to an internal 'track and trace' system (see below).

A United Approach

I hope this guidance makes sense and gives you a detailed understanding of the measures we will be putting in place to address concerns around safety. In compiling this approach, we have closely followed national, LA and union guidance, as well as working closely with a number of other local schools to ensure we are sharing good practice and creating equitable provision. Each school is unique and, therefore, each school will have slightly different approaches.

Communication

We use the 'Arbor' system to communicate through texts and emails, which we introduced last school year. **Some parents have had problems with the app as it was sending emails to their 'Junk' folder.** We have been in contact with Arbor to address this and it seems to have improved. However, please do check your email Junk folder and let us know if this continues to be a problem for you.

Please let us know if you have any questions and we will try to get back to you as soon as we can, although I hope you will understand that under the current circumstances it is not always easy to respond quickly, particularly as we will now be relying on phone calls and emails, rather than being able to meet directly with parents/carers.

INSET days

Remember that we have two INSET days on the first two days of term – 1st and 2nd September. We look forward to welcoming back Years 1-6 on 3rd September and Reception the following week, as they begin their phased entry into school.

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1. Safety Systems for September

1.1 Staff briefing on INSET days

In order to ensure that all our safety systems are in place and all staff have been properly briefed, we have two INSET days on 1st and 2nd September. Classrooms and shared spaces have already been set up for September, but we will use these days to review the physical spaces and ensure all staff are correctly briefed about how this will be managed. We have already shared our initial risk assessment with all staff prior to the summer holidays and have collected feedback from them, through consultation, to ensure our systems will work and are safe.

1.2 Safety at the start and end of each day

One of the greatest risks of adult-to-adult transmission exists when parents are dropping off at the start and end of the day. It is therefore important that parents follow the guidelines below:

- Practise strict social-distancing during drop off and pick up.
- Adhere to the staggered entry and exit times for each group.
- Only one adult dropping off or picking up and, if possible, toddlers and babies should be left at home.
- Children should not be running around and playing with each other before/after school. Similarly, toddlers must be kept under control.
- Parents should leave as quickly as possible.
- Parents will not be allowed into the school building at any time
- Parents should not come to the school office unless it is essential - communication should be through telephone and email.
- Parents should not drive their children to school and should walk or cycle wherever possible. Some parents have permission to do this, for example those whose children have disabilities and park in our car park. If an adult dropping off or picking up has a disability (parent/carer or other adult) then please contact the school office to inform us of this.

1.3 Entry and Exit Protocols

Mr Hemmings and Mrs Young will monitor the playground and car park to ensure parents and pupils are keeping socially distanced (1 metre+) and following the measures outlined below.

We will be operating a one-way system on site, with everyone entering through the small gate over the footbridge, following the path through the gate by the kitchen and then all the way round the back of the building and out through the playground gate into the carpark (see below).



This one-way system is the same as the one used last term. However, please note that year groups may have different drop off or pick-up times and locations.

In line with national guidelines, we will not be taking the temperature of all children upon entry. However, if any child is exhibiting potential Covid symptoms, we will then take their temperature and that child may not be permitted to enter school if we believe there is risk of transmission. Please do not bring children to school at all if they have symptoms.

There will be **no after school sports clubs** when we return, although we will implement these in future when it is safe to do so.

Entry and Exit times for September:

Class	Entry/exit door	Entry time	Exit time
Red Reception	Reception classroom door (on field)	9am (from week 6)	3pm (from week 6)
Orange Year 1	Y1 classroom door (on field)	8.50am	3.20pm
Yellow Year 2	Y2 classroom door (on field)	8.40am	3.10pm
Green Year 3	Key Stage 1 Cloakroom door	8.50am	3.20pm
Blue Year 4	Key Stage 2 Cloakroom door	8.40am	3.10pm
Indigo Year 5	Green playground door	8.50am	3.20pm
Violet Year 6	Year 6 classroom door (on field)	8.40am	3.10pm

For families with more than one child: in order to reduce waiting and congestion, if you have more than one child you may drop all children off or pick them up **at the earliest time for your family.** Teachers will be managing this to help this to work. For example, if you have a child in Year 1 (8.50am drop off, 3.20pm pick up) and a child in Year 4 (8.40am drop off and 3.10pm pickup) you can drop off at 8.40am and pick up at 3.10pm. We are aware this adds complexity, but we have already trialled this system last term. Please help us by moving swiftly through the one-way system, socially distancing and keeping your children close to you at all times.

Children who are collected by parents:

- Parents arrive and line up at designated points ensuring a 1m+ distance. Where classes are exiting on the field side of the building please be mindful that you will need to stand on the field (be prepared if the weather changes).
- Children will sit on a designated space on the carpet or table space until the teacher calls the child to meet their parent.
- If you are picking up several children from different locations, you may want to arrive early to assist with this. In this case, please ensure you continue to follow social distancing (e.g. if you re-join the line to pick up children).

Children who are walking home

This will only be permitted for older children and parents must notify us of this in advance. The teacher will send children out one at a time to ensure a 1m+ distance.

1.4 Library, Toilets and Shared Spaces

We will not be using the school library at this time. Classes will have books assigned to them, which will be periodically changed and quarantined before being shared with other bubbles.

Interventions, including teaching of Resource Base pupils by Resource Base teachers, may now be run outside of classrooms, but will only contain pupils from one bubble. Allocated rooms have been strictly timetabled so that bubbles will not be directly sharing spaces. These spaces will be cleaned throughout the day as they are used by staff or children. The timetable for this adult-pupil contact is part of our staff 'track and trace' system (see below).

While we have timetabled to keep class bubbles separate throughout the day, we are aware that the toilets present an additional risk that must be managed as different class bubbles share the same toilets. Throughout term 6 we maintained a 'one-in, one-out' system in the school toilets. Children were trained to manage this and we were very impressed with how well they achieved this. We will be continuing to use this system in September, although it will be regularly reviewed to ensure it is working and children are easily able to toilet when they need to. To help with this, children will now be encouraged to toilet more frequently throughout the school day, rather than just at break times and lunchtimes. Also, adults will accompany younger children to ensure this is working.

Please make us aware straight away if your child is finding this system confusing or distressing and we will address this. We are lucky enough to have some additional, accessible toilets in the school which can help with this.

1.5 Pupil Possessions

We will now be allowing children to use the cloakroom to store their belongings. However, please ensure that children only bring what is absolutely necessary to school.

To avoid bubbles interacting in shared spaces, children will be allocated a cloakroom zone and a time when they can pick up/drop off possessions from the cloakroom.

If your child is in in Years 1-6 you will need to provide a pencil case small enough to be kept in their drawer. This will stay in school and be used to store their personal stationery which will not be shared with other children. **We will supply pens, pencils etc for these children.** Pupils in Reception class will be sharing resources in their classroom and these resources will be cleaned regularly.

1.6 Reading Books and Home School Diaries

We will be sending reading books home with children, although when they are returned they will be quarantined for at least 3 days to prevent cross-infection. We will not be sending Reading Records home with children – teachers will keep them in school to record when they read with children.

We will NOT be using home-school diaries in September. If you have a message for classroom staff, you should tell the member of staff on the door, ring the school or send an email (for the attention of the member of staff). We are heavily discouraging parents from dropping into the school office, although this option is available if absolutely necessary. Our new Arbor app has a messaging option, but please do not use this as it sends a message within Arbor and this is currently not always being checked. Emails should be sent as usual to the school office at admin@egps.org.uk.

1.7 School Lunch

We will not be re-starting hot meals in September, as our planned timetable for lunchtime needs to be trialled and proven before we can add that in. Years 2-6 will be eating lunches in classrooms, while Reception and Year 1 will use the hall (separated at significant distance). You have a choice of providing your own packed lunch for your child or ordering a packed lunch from the school kitchen, which will be delivered to classrooms. **Please order school packed lunches using Parentpay. You will need to order online even if you send in a packed lunch from home.**

Children will not be able to play with children from other 'Class bubbles' at break time or lunchtime as this increases contact and transmission risk. Lunchtimes and break times will:

- Be staggered throughout the day.
- Be with the children from the same class bubble.
- Supervision will be shared by the staff in that bubble and senior leaders.
- Lunchbreak Supervisors have been timetabled to support specific bubbles to prevent too many adults crossing bubbles.

Children should bring a (clearly labelled) water bottle to keep in school.

We will not be selling toast or fruit at break times throughout this period. School milk will be provided as usual. Infant pupils will be provided fruit on a daily basis, as before. Any child may bring in a healthy snack, as long as it does not contain nuts.

1.8 Uniform

Pupils will be expected to return to wearing normal uniform. However, we will not be asking children to change for PE lessons, so children will **need to arrive at school wearing PE kit on the days they have PE**. See below to find out which days classes have PE.

PE kit requirements are:

- Green t-shirt (ideally with school logo)
- Green hoodie (ideally with school logo)
- Dark jogging bottoms or leggings (black or dark grey)
- Dark shorts if weather allows (black or dark grey)
- Trainers (any colour)

1.9 Mangotsfield Out of School Club

Mangotsfield Out of School Club will open as usual and you should contact them directly for a space. Their risk assessment is planned to maintain year group bubbles. They will return to their previous format of breakfast club in the hall and after school club in the Pod classroom.

1.10 Safety in the classroom environment

The following processes will be put in place to reduce the risk of transmission within the classroom environment:

- There will be no more than 30/31 children within each room (the full class).
- Children in Years 1-6 will sit facing the front of the class.
- Each child in Years 1-6 will be given their own stationery pack and will keep all their equipment on their desks.
- In Reception resources will be shared, but access to wider resources will be controlled and resources will be regularly cleaned. We will utilise the inside and outside space at all times.
- Plastic bags available in rooms to enable 'catch it, bag it, bin it'.
- Any soft furnishings in classrooms will be washed regularly and only used if it is possible to keep them easily clean.
- Classrooms will be clutter-free to enable effective daily cleaning.

1.11 Safety at Play Times

Children will be kept safe at playtimes by:

- Being kept within a designated space on the playground/field with their class bubble.
- Having separate play equipment. There will be no sharing between class bubbles.
- Washing their hands after every break.

1.12 Safety Moving Around the School

The risk of contamination and transmission in corridors, toilets and other common areas will be reduced by:

- Limiting pupil access to shared spaces
- Regular cleaning.
- All non-fire doors will be left open to reducing touching of door handles and windows opened as ventilation reduces the likelihood of transmission.
- Class bubbles will only be allowed to access the area of the school around their classroom and in the cloakroom at set times.
- Break times and lunchtimes staggered to minimise classes being in contact.

1.13 Cleaning

Our cleaner contractor has been running an advanced cleaning routine since March 2020, focusing on additional use of safe disinfectant and a focus on cleaning commonly touched surfaces, such as door handles and table tops. This cleaning is carried out daily.

We have always had regular whole school deep-cleans throughout the year and, since schools closed in March, we have implemented additional deep-cleans. Staff have been provided with cleaning tools in order to keep classroom and shared spaces clean throughout the day and this will continue. In addition, we have employed an additional cleaner to clean toilets in the school day.

1.14 Hand hygiene for Pupils and Staff

Hand washing is the most important tool in the fight against Covid-19 transmission. We will ensure that this is consistent by:

- Children washing their hands when they enter school and throughout the day.
- Ensuring that the children wash their hands after every toileting and break-times
- Children will wash their hands before and after eating.

1.15 First Aid, Manual Handling and Intimate Care

The government have been clear that school staff should not be wearing PPE equipment unless it is part of their usual role. However, PPE has been obtained and will be worn for the following reasons:

- If a pupil exhibits coronavirus symptoms and a 1m+ distance cannot be maintained.
- If First Aid is required to be administered.
- If a pupil requires intimate care/toileting. Any child requiring this form of care has an individual risk assessment - staff will wear PPE at all times to carry this out.
- If pupils require manual handling or transfer to or from equipment (e.g. chairs, standing frames etc). PPE will be disposed of appropriately after use.

1.16 Staff Social Distancing

Staff should model safe social distancing to the children. The school will support staff in doing this by:

- Reducing the seating in the staffroom, as this is an area of high risk.
- Increasing available spaces for staff to use during break times etc.
- Providing an outside seating area where staff can socially distance safely during break times.
- Staff will not work facing children. Those children supported by staff regularly will sit side-by-side with them.

1.17 Safety with Behaviour

Children are likely to need a lot of praise and reassurance when they return and the usual rewards will continue to apply. Routines will need to be quickly re-established and this should be the main priority in the first few days. Routines should include clear, simple instructions for how to: Move around the school safely, play in the new zones including separately from other class bubbles, enter and exit the school, cough, sneeze etc., wash hands, visit the toilet, eat lunch.

Positive behaviour will be identified explicitly and rewarded, in line with our behaviour policy.

There have been changes made to the school behaviour policy to reflect the need to minimise contact between adults and class bubbles. This will be sent to all parents and carers.

- We will risk assess individual children with behaviour needs and produce a behaviour plan if needed.
- If a child refuses to follow an adult instruction which then increases risk of transmission:
 - They will be given a warning and a minute to think and calm down.
 - They will be asked again to comply with the instruction. If they refuse, then a member of the SLT will be sent for.
 - If the child refuses to follow the instruction by a member of SLT then a risk assessment will be made and parents will be contacted.
- Should a child regularly refuse adult instructions over a longer period, then a discussion will be had with parents about the child's behaviour in regard to safety. A behaviour plan may be produced to manage this and external advice or support may be required.
- Any pupil who repeatedly does not follow behaviour expectations in a way that risks transmission must be planned for individually and additional provision must be put in place. Parents/carers will be expected to fully support the school with this process. Exclusion from school is a last resort for any school, but the safety of others must be not put at risk, particularly not repeatedly. The school will use all systems available to ensure pupils and staff are safe.

2. Managing Suspected or Confirmed Cases of Covid

2.1 Safety with Symptomatic Children

Should a child develop symptoms of Covid-19 whilst at school then a senior member of staff will immediately remove them from the classroom. If necessary, the class bubble will be found an alternative place to work until the classroom has been professionally cleaned that evening. The symptomatic child will be moved to a safe space away from other children until their parent collects them. Any adult supporting them will be asked to wear PPE. All staff and pupils in that class bubble will wash hands. **The class bubble will not have to self-isolate unless the child's test comes back negative.**

The following table shows how this process will be managed:

What to do if...	Action needed	Return to school when...
...my child has coronavirus symptoms	Do not come to school Contact school daily Self—isolate Get a test Inform school immediately about test result	...the test comes back negative
...my child tests positive for coronavirus	Do not come to school Contact school daily Self—isolate for at least 10 days Inform school immediately about test result	...they feel better. They can return to school after 10 days, even if they have a cough or loss of smell/taste. These symptoms can last for several weeks once the infection is gone.
...somebody from my household has coronavirus symptoms	Do not come to school Contact school daily Self—isolate Household member gets a test Inform school immediately about test result	...the household member test is negative
...somebody from my household has tested positive for coronavirus	Do not come to school Contact school daily Self—isolate for 14 days	...the child has completed 14 days of isolation
...NHS Test and Trace have identified my child as a 'close contact' of somebody with symptoms or confirmed coronavirus	Do not come to school Contact school daily Self—isolate for 14 days	...the child has completed 14 days of isolation

<p>...we/my child has travelled and has to self-isolate as part of a period of quarantine</p>	<p>When returning from a destination where quarantine is needed: Do not come into school Contact school daily Self—isolate for 14 days</p> <p>Unauthorised leave should not be taken in term time Consider quarantine requirements and FC advice when booking travel Provide information to school regarding school absence</p>	<p>...the quarantine period of 14 days has been completed</p>
<p>...we have received medical advice that my child must resume shielding</p>	<p>Do not come into school Contact school immediately and remain in regular contact Shield until you are informed that restrictions are lifted and shielding is paused again</p>	<p>...school inform you that restrictions have been lifted and our child can return to school again.</p>

2.2 Pupils with Medical Needs

There are pupils in all schools with medical needs which make them more vulnerable to illness. In our school, we also have a number of pupils with significant or complex medical needs. We are fully aware of these pupils and we will be monitoring the safety of these pupils at all times. We will work closely with parents of these pupils, keeping them informed at all times, to ensure these pupils are kept safe. We have strict protocols for giving medication and will use PPE to do this, to keep all involved safe.

2.3 Staff Track and Trace

Staff are no longer strictly considered to be part of a class bubble and other staff can now interact with bubbles. However, staff will only be permitted to interact with other bubbles if timetabled to do so, or if absolutely necessary. This means that staff can teach children outside of the classroom for interventions, our Resource Base teachers can teach Resource Base pupils, school leaders can interact with pupils in bubbles if required, supply teachers can cover classes and our sports coach can lead PE sessions.

In order for us to ensure safety is maintained as much as possible, we are implementing a Track and Trace system for all adults in school. Adults who routinely work in a class bubble, or who are timetabled to work in that bubble or with pupils from that bubble, are recorded as being part of that bubble. Any adult entering a classroom or interacting with a bubble must record they have done so on a sheet that is on each classroom door. This will be updated onto a spreadsheet daily by office staff as a secure, permanent record.

Should a member of a class bubble (child or adult) have a confirmed case of Covid, all adults recorded as having interacted with that bubble will be required to self-isolate for 10 days.

Should a member of staff develop symptoms of Covid-19 whilst at school then they must immediately leave the school building and go home. If necessary, the class bubble will be found an alternative place to work until the classroom has been cleaned that evening.

The member of staff will be required to have a test for Covid-19 and then inform the school as soon as possible about the result of that test. The rest of the bubble will not be sent home or required to self-isolate unless the test is positive.

Should a member of staff be confirmed as having Covid 19 then the whole class bubble (including staff) will be sent home and will have to self-isolate. The member of staff must inform the NHS Track and Trace system. The school will inform the Local Authority and ensure any spaces used by that member of staff is deep-cleaned. The whole school will not close unless the school is advised to do this by the LA.

2.4 Staff with Medical Needs

If staff have medical needs that make them vulnerable to Covid, this will be monitored and we will work closely with those staff to keep them safe. This will include planning to ensure that any extended staff absence in this case has minimum impact on pupil learning or care.

2.5 Outbreak Management Team

Any suspected or confirmed cases of Covid will be managed by the **Outbreak Management Team**. This group will be managing and making decisions following any suspected or confirmed case of Covid, including contacting the Local Authority and communication with the school community.

Karl Hemmings – Headteacher

Soraya Young – Deputy Headteacher/SENCo

Rachael Richards – School Business Manager.

2.6 Health & Safety Checks

A full Health and Safety compliance check will be carried out by the School Leadership Team to ensure that every room complies with the mitigation measures outlined in this document. The caretaker and Senior Leaders will check all rooms at the end of every day to ensure that these measures are being maintained.

Our Health and Safety provider have provided us with risk assessments in regard to handling a pandemic situation and remain available each day for support. We have created a new system so that any feedback from staff is collected, analysed and responded to as quickly as possible. Alongside feedback from staff, the School Business Manager and Headteacher will complete a safety walk, at least weekly, to identify possible weaknesses in provision. Parents should immediately email or telephone the school office to alert us to any concerns around health and safety.

3. Teaching and Learning

3.1 Teaching Within Class 'Bubbles'

Classes will continue to be taught in separate bubbles. However, in line with national guidance, these Bubbles will now contain a whole class (year group) of 30+ children and the adults that work with them.

By not allowing the class bubbles to mix we will greatly reduce the number of contacts.

The class bubbles will:

- Comprise one-year group taught by a class teacher.
- Have separate places and times to eat at lunchtime.
- Have separate, identified places to play on the playground/field (zones).
- Work in separate classrooms.

3.2 PE lessons

PE lessons have now been planned for each class. Children will not be getting changed for PE and should now wear PE kit for the whole day on which they have PE (see above for uniform). PE lessons will not start until the second week (week beginning 7th September)

PE days for each class bubble are:

Reception: Wednesday only at this time (once children are in full time)

Year 1: Wednesday & Friday

Year 2: Tuesday & Friday

Year 3: Tuesday & alternating Mondays/Thursdays (this will start on Monday 7th Sep)

Year 4: Tuesday and Friday

Year 5: Wednesdays & alternating Thursdays/Mondays (this will start on Thursday 10th Sep)

Year 6: Tuesday and Thursday

PE activities have been planned so that class bubbles will not be sharing resources and additional resources are being purchased.

3.3 Assembly & whole school gatherings

There will be no assemblies or whole school gatherings at this time. Mr Hemmings will continue to produce video assemblies to be watched in class.

3.4 Whole School 'Recovery' curriculum

South Gloucestershire Local Authority have been working over the last few months on a 'recovery curriculum' approach. We know this has been a common theme for schools and Local Authorities across the country as we all plan for the return of pupils following school closure and partial reopening.

The thinking behind a recovery curriculum is that the curriculum will need to be adapted to best meet the needs of all the children in school. Never before have schools had to plan for the return of so many pupils who have had such widely differing experiences in their lives. Each individual child has had a totally different experience since schools closed in March. The way that we work in September will need to accommodate this. We are mindful that this needs to be done in a balanced and sensitive way. We do not intend to dwell unnecessarily on whether the pandemic and school closure has been upsetting for children. This sort of approach can sometimes cause children to become unnecessarily upset. However, what we will do is ensure we provide as much time and support as we are able for those children who need it and build reflection time into the curriculum.

We have been using the expression '**pace and space**' with class teachers. Over the last few years, schools have become really good at delivering learning at a high pace, with very little space in the curriculum. When we return in September our teaching staff will be moderating the '**pace**' of learning—matching it to the needs of the children. We will also be planning in '**space**' in the timetable so that children have time to reflect and re-engage with school if they need time to do so. Parents and carers will play a key role in this. Please talk to your child's teacher to let us know if you or your child need any extra support. We look forward to working with you to support your child and ensure they have a smooth, nurturing return to school.

Our Recovery Curriculum approach will be based on the following 8 principles:

ROUTINES—for children to re-familiarise themselves with the school timetable and daily expectations

RELATIONSHIPS—for children to rebuild relationships with school staff and their friends.

RE-CONNECT—for children to be re-connected to the whole school community through the use of shared projects, displays and classroom activities.

RETRIEVE—for teachers to support children to recall what they have previously learned and build on this with new learning.

RE-MAP—for teachers to identify gaps in children's learning and address this meaningfully for each individual.

RETEACH—for teachers to ensure previous learning and missed learning is covered, as needed, ensuring children are secure before moving on to new learning.

REGULATE—to allow children to settle back into school at their own pace, building confidence. Support will be provided to children where needed.

REVIEW—the school community will be given the chance to review how this process is going and plan for what else needs to be done for the children, to ensure they can re-engage with their life in school.

The principles will be used to underpin the timetable, teaching and interventions we put in place in September. They will also guide us in considering all actions we take to ensure pupils have a smooth return to school.

Whole School English Focus

When we return to school in September, we are aware that we will not be able to come together as a whole school—assemblies will not be permitted under our safety guidelines and children will not be able to interact with children in other classes. This is on top of the fact many children will not have

been together in school for up to 6 months. We wanted to provide a fun and thought-provoking project for all children to share in the first weeks of September. For that reason, each class in the school will have the same class text for the first couple of weeks back in school. The book is *Here We Are: Notes for Living on Planet Earth* by Oliver Jeffers. We will be using a scheme of work produced by **The Centre for Literacy in Primary Education**. We are really excited to be using this inspiring text to unify the children in our school.

3.5 Remote Learning - for pupils not in school

There is a national expectation that schools will provide remote learning for pupils who are not in school. This is likely to include:

- whole class bubbles if they are required to self-isolate due to a confirmed case of Covid
- individuals who have vulnerabilities who have received medical advice to shield
- pupils who may need to individually self-isolate while their bubble remains in school (for example, if a pupil tests positively during a school holiday they and their family must self-isolate when the term starts, but their bubble can return to school)

The government have made it clear that there is an expectation that all pupils should now be attending school, unless they have clear reasons not to (e.g. medical advice) which will be authorised by school. If a parent chooses to keep a child home without an authorised reason, then we cannot guarantee we will provide remote learning to that child.

Remote Learning Policy

We have produced a 'Remote Learning Policy' which will be approved by Governors and shared with parents/carers, as well as being available on our website.

There were unique challenges around home learning in term 6 as all teachers were teaching full-time while also managing remote learning at the same time – in many cases for two different year groups. In September, if a whole class bubble has to self-isolate, this process will be much easier as class teachers and teaching assistants will be able to focus their time on remote learning for the class they teach.

If the class teacher is unwell and unable to lead remote learning, then the Senior Leadership team will take direct responsibility for this. Please bear in mind that, if this is the case, home learning provision and systems may need to be adapted so that school leaders can continue to manage their leadership roles while carrying out remote learning for the class.

Google Classroom

We received feedback from parents regarding our remote learning during the March-July period and have used this feedback to improve our systems. We now have whole school access to 'Google Classroom' which will be our main tool for sharing learning with children and for children to share work with teachers, as well as receiving feedback. Google Classroom is a secure, online virtual learning platform. We trialled it with pupils in the last weeks of term 6, which was really useful.

Google Classroom Logins and Passwords

We provided individual logins and passwords for all pupils in the school last term. For Reception pupils and anyone new to the school, we will provide that to you. If you have forgotten your child's login or

password, please contact the school office. Please note that, if you have personalised the password and forgotten it, there will be a short delay while this is reset.

Class Bubble Remote Learning

If a class bubble must self-isolate then the class teacher will provide planned activities on a weekly basis. The class teacher will also make contact with pupils throughout that period, through Google Classroom. We will closely monitor pupils who are identified as having additional vulnerabilities. If you are concerned about your child throughout this period, have a question or have a safeguarding concern, you should contact us immediately.

There will be daily English and Maths tasks planned and 3-4 Foundation activities each week. These activities will be planned to match what would have been taught in the classroom.

We will continue to use the excellent resources provide by the Oak National Academy, White Rose Maths and BBC Bitesize.

We will differentiate learning for those pupils who require it, including providing additional challenge where necessary. Specialist staff, such as the school SEND team, Resource Base teachers and SEND Teaching Assistants will coordinate with the class teacher to provide differentiated learning. Additional resources will be provided to those pupils if necessary.

Shielding pupils/pupils individually self-isolating - remote learning

In this case, school staff will be providing remote learning while also teaching the rest of the class bubble full time. For this reason, we may have to adapt home learning provided to reflect the reduced capacity of staff. However, we will make every effort to ensure pupils receive an equitable remote learning experience, as much as is practically possible.

An evolving system

We have already carried out three models of home learning (generic activities in the first two weeks of lockdown, curricular activities during the rest of term 5 and remote learning while school partially reopened in term 6). We are now about to launch our fourth model. We will constantly review what we are doing to ensure that it is the best it can be, but we are aware that this is a new area of learning provision for us, as it is for all schools. Please let us know if you have any questions or information about this process.

4. Conclusion

We are aware that this guide is very detailed and contains a large amount of information. Hopefully, the systems and procedures we will be implementing are clear to you and we have provided you with all information you will need to be reassured your child is safe to attend school in September. Our priority, as it has been throughout this crisis, is the safety of all children and adults in the school. We are looking forward to welcoming you all into the school in September and continuing to work with you to ensure your children receive the highest level of care and learning we can provide.

Karl Hemmings
Headteacher
August 2020