

WOODCHURCH C.E. PRIMARY SCHOOL



back to
School



SEPTEMBER 2020

COVID 19 – RETURN TO SCHOOL PLAN

Plans for September 2020 Restart

In preparation for the new academic year on Thursday 3rd September 2020, we have put together the following information to address any concerns and answer possible questions as to how the start to the new school year will look. As previously stated, our intention is to keep most of life in school as normal as possible. However, in order to adhere to government guidance, we have put together the following steps for everyone to follow until the situation changes and new guidance is sent out. It is important to emphasise that this **plan will be reviewed on a regular basis and altered as appropriate.**

In addition to the following information, we have a new risk assessment in place for the start of the school year that can be found on our website, along with other government guidance.

- **Classes**, also referred to as bubbles, will return to their normal-sizes depending how many children in each class.
- **Staggered start and finish times** – the children will start and finish the school day at different times to ease congestion, reduce pressures at the start and end of the day and support social distancing. As a result, these times will impact on how the timetable will be organised, including when the children have break and lunch. **Year Groups start and finish time are** as follows:

YEAR GROUP	START	FINISH
Foundation 2	9:10	3:00
Years 1,2 and 3	9:00	3:20
Years 4, 5 and 6	8:45	3:05

- **Entrance to the school site in the morning (see map on next page):**
 - The small gate on **Church Lane** – Foundation 2, Year 1 and Year 4 – GATE C
 - Gate onto **Pool Lane** – Year 2 and 5 – GATE B
 - **Main entrance** (front of school)– Year 3, Year 6 – GATE A
 - Siblings **enter** (and **leave**) through the same gate as the eldest child.
 - **Siblings:**
 - a) are to be dropped off together at the same time, depending upon the earliest start time. For example, if the eldest sibling is in Year 6 all the other siblings should be dropped off at 8:45 a.m. On arrival in school, staff will be ready in all year groups to greet the children in school.
 - b) at the end of the day siblings will leave at the same time, depending on which sibling finishes first. For example, if the eldest sibling is in Year 6, the younger siblings will leave with them at 3:05 p.m.
 - c) **a) and b) only applies to siblings - not relatives.**





**GATE
C**

**GATE
B**

**GATE
A**

Health and Safety

- **Temperature checks:**
 - will continue for staff and pupils when they on arrive. This will continue in during the initial weeks of the term.
 - Where someone's temperature is above **37.8°** they will not be allowed in school and be advised to contact the NHS for a COVID 19 test.
- Where someone's temperature is above **37.8°** during the school day, they will be placed in isolation away from their 'bubble' where they will be supervised and monitored by a member of staff before being sent home. Once again school will advise they be tested.
- **Washing and sanitising:**
 - Children will be directed by staff to wash hands and use hand sanitizer at key points in the day
 - Each class, and key areas in school will have hand gel, wipes and tissues
 - Toilets will be appropriately supervised with children limited to 2 at a time
- **Zoning the building** – areas in the school will be split into zones:
 - F2 zone
 - Year 1 to 3 zone
 - Year 4-6 zone
 - 2 lunch zones – school hall and studio.
 - 3 playground zones – which includes the terrace area along Church Lane. Foundation 2 will us their own outdoor area.
- **Movement around school:**
 - Years 1 to 2 children will enter and leave via the Key Stage 1 /infant corridor, terrace and entrance.
 - Year 3 will enter through the main gate and into the back of the school hall.
 - Years 4 to 6 children will enter and leave via the Key Stage 2 /junior corridor and entrance.
- **Break times:**
 - 2 playground zones
 - 1 zone per class/bubble with no classes mixing at break time and lunchtime.
 - 20 minute for break
- **Lunchtimes:**
 - 2 lunch areas, the studio and school hall.
 - 1 lunch area per class/bubble with no classes mixing.
 - Children will not queue for meals – meals will be brought to their tables
 - Hot and cold meals will be available with menus provided beforehand and orders taken in the morning.
 - 30 minutes for lunch + 30 minutes for play.



School Uniform and Equipment

The children will be required to wear the usual school uniform. PE kit should be brought in on the day they have PE and then taken home again, rather than left in school.

The equipment they bring in each day must only include:

- **Packed lunch if they are not on school dinners**
- **A water bottle – water fountains are currently out of bounds**

Pupils are not to bring in a school bag or a pencil case. The only exception is when they bring their P.E. kit in. School is providing pencil cases and all the equipment they need in class. Reading books will be taken to and from school in plastic 'popper' wallets.

Seating plans

In Foundation 2 continuous provision means the children work in groups in learning areas around the classroom. This involves working at desks, on the floor as in the role play area and in the outdoor area.

In Year 1, to aid transition, the children will experience continuous provision, similar to Foundation 2, before moving to a more formal desk based approach to learning.

Year 2 to 6 will have desks and chairs in rows so that no pupils are facing each other. Individual class teachers will decide who sits where in class. Each pupil will have their own set of resources in an individual tray on their desk space, to limit movement around the class.

Children will line up when coming into class in the morning and from break times, in the order of back row to front row to ease movement into classrooms and avoid children having to pass each other once seated.

Small Group and Intervention Work

Where staff need to work with individual children or small groups of children care will be taken to maintain distancing with a 'spill out' area for groups to work in.

- Staff wash hands before and after working with a pupil
- Small group and intervention is provided at a distance
- All equipment needed for the child is set up in the space before the start of the session
- Staff will collect the pupil, return to class before and following the intervention
- After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another pupil
- Intervention and small group work will be reviewed daily and weekly

Adults in School

- Unfortunately, Parents and carers have limited access to the school grounds. As such the following steps will be in place:
 - **Start of the day** - Parents/carers will hand children over to staff at the school gates.
 - **Parking** – parents are to park in the church car park rather than down Church Lane. This is to ensure Foundation 2, Year 1 and Year 4 are safe when entering through the small gate on **Church Lane**.
 - **End of the day:**
 - Parents/carers will pick up from the yard, entering the school through the main gate (Gate A) and exiting through the gates on Church Lane (Gate B) and Pool Lane (Gate C).
 - Parents with prams and buggies can leave through the gate onto Church Lane (Gate B) to avoid the steps.
 - **'No waiting' zones** around gates will help to avoid congestion and encourage students to move home promptly at the end of the day.
- Adults in schools will take steps to ensure that social distancing is observed by adults in all areas.
- Visitors, including parents and carers, will be by appointment only.
- Any information for school must be shared by email, telephone call or in writing (sent in via your child).
- We ask that all parents and carers to keep a close eye on the **school website, Parent Mail and School App** for updates
- School has moved towards being a 'cashless' and now uses '**Parent Pay**'. Any money that has to be sent into school must be done so by a pupil as parents cannot come to the school office. Any money will be collected from classes by the appropriate staff. Please make sure that any money is sent in in a labelled envelope of plastic bag.



Parents of Foundation 2 Children

To support you and your child through the first 2 weeks of the new school year, we are able to have you come into the Foundation 2 area. We are aware that this is an emotional time for you and a big step for your child starting school. Letting go and handing your child over is hard to do.

Support and Updates

Thank you for your support of school and the plans we have put in place to protect children and adults. I know the children will adapt to the new arrangements and will cooperate fully with us if and when the situation changes. On our return we will look at how, should another lockdown occur, we can support children with their learning and families with regards to issues that arise as a result. We do ask for your continued support and patience during the first few days and weeks of the new school. It will not be until we have all the children back in that we see how the plan works. As such, it may need to be adapted as the term and school year continues.

We will endeavour to keep parents and carers fully informed along the way and ask that you keep a close eye on our **website, Parent Mail and School App** for updates and information.