



Wrotham Road Primary School

Return to school plan for 15th June

This document has been produced using DfE guidance, which can be read in full here:

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/opening-schools-for-more-children-and-young-people-initial-planning-framework-for-schools-in-england>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

It is important to remember that this information from the government is *guidance*. Every decision that is made in this plan begins and ends with the **safety** of the pupils, the staff and our families. Although we are educators, this must never take precedence over the health and safety of any of our community.

The plan is based on every eligible child taking the place that they are entitled to – 40 pupils in Nursery (AM plus PM), 60 children in Reception, 60 children in Year 1 and 60 children in Year 6.

This plan has been fully risk assessed and processes, procedures and policies have been updated in line with this risk assessment. The Chair of Governors has approved all documents.

Preface

It was announced that, as part of the government's stepped process, schools should prepare to reopen Nursery, Reception, Year 1 and Year 6 pupils from 1st June. This is in addition to the current provision that is currently being offered to vulnerable pupils, those whose parents are key workers and those who have an EHCP.

These year groups were chosen because of the early stage of their education (in the cases of Nursery, Reception and Year 1) and transition (Year 6). The guidelines from the government and the way in which we feel we can adapt them to keep children and adults safe, do not allow this to be completed satisfactorily. Year 6 will not be able to undertake normal transition arrangements, as secondary schools are not open.

Our school has been open to the previously mentioned groups of students since Monday 23rd March. Many staff have worked without a break since the February half term, whether it be in school supporting children, or from home preparing resources, contacting children and undertaking continuous professional development (CPD).

From the beginning of lockdown, the guidance from the government on reducing transmission of the disease has been clear. The main focus has been on social distancing with the direction to remain two metres apart from anyone outside your household. The other focus has been on hygiene, specifically on washing hands regularly and for a period of at least 20 seconds. In relation to these, the biggest challenge in schools is social distancing. Children, especially the youngest children, find it very difficult to remain two metres apart from people. This is especially the case with their peers in an environment in which they are familiar. The government has recognised this and has said that '*We know that, unlike older children and*

adults, early years and primary age children cannot be expected to remain two metres apart from each other and staff.' Throughout this plan, every effort has been made to ensure that an appropriate distance can be maintained for the children but Nursery and Reception age children cannot be expected to maintain this. It is not possible to mitigate the 'human' factor in this – that being that a child may still leave a designated area, or come close to and instigate physical contact with another child or adult. No plan could ever reduce the risk of contact between children and adults to zero, and therefore it needs to be made clear that this is the case.

The plan follows the hierarchy of controls as suggested in the guidance to try and reduce the risk of transmitting the infection. They are:

- ☒ Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- ☒ Cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using anti-ac hand rub or sanitiser ensuring that all parts of the hands are covered
- ☒ Ensuring good respiratory hygiene by promoting the 'Catch it, bin it, kill it' approach
- ☒ Cleaning frequently touched surfaces often, using standard products such as detergents
- ☒ Minimising contact and social mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Reasons for non-attendance

You should only send your child to school if you feel it is safe to do so. In this plan, we have taken steps to make the environment as safe as it possibly can be. However, the environment and the way that we will have to manage it will be very unfamiliar to the children. **Any parent who chooses not to send their child will not be fined, nor will the school put any pressure on you to change your decision.**

There is some guidance on non-attendance outlined below:

- ☒ Where a child is extremely clinically vulnerable, (this category will have received a letter from the government) they **must not** attend school.
- ☒ Where a child is clinically vulnerable, the parent must seek medical advice from their GP to see if it is appropriate for them to attend school.
- ☒ Where a child lives with someone who is extremely clinically vulnerable they **must not** attend school
- ☒ Where a child lives with someone who is clinically vulnerable, they **can** attend school and this must be the decision of the parent (although we are happy to discuss this with you)
- ☒ Where a parent does not want to send their child to school, the child **should not** attend school

Grouping of Children

Only children in the eligible groups will be allowed to school. There are four eligible groups and their priority order is as such:

- ☒ Children of key workers, children from vulnerable families (defined as those with a social worker or those at the discretion of the school) and children with an EHCP.
- ☒ Children in Nursery
- ☒ Children in Reception
- ☒ Children in Year 1
- ☒ Children in Year 6

All children will be placed into groups with a maximum number of 15 pupils. Each group will be part of a 'hub'. Each hub will have an allocated area of the school and a specific timetable. Each hub will remain isolated from every other hub in the school to limit the amount of contact. The hubs and their classrooms will remain the same for the duration of the return (until further guidance is issued).

Any siblings of children in the above groups who do not meet the eligibility criteria will not be allowed to attend school at this time. It is also worth noting that although the government are encouraging returning to work where working at home is not possible (for example construction) this does not make you a Key Worker, as the guidance in this area has not changed.

Minimising Contact

As mentioned above, contact needs to be minimised. This will mean that children in their hubs will not come into contact with the children or adults in other groups and hubs. To facilitate this, we will be taking the following actions:

- ② Each group will have an allocated room, which they must stay in for the duration of the day (there will be opportunities to use the playground on a timetable).
- ② The children in each hub will have an allocated seat in the classroom behind a desk that will be spaced out as much as possible. **If we do have 15 children in a group, it will not be possible to space these out with a distance of two metres between them as our rooms are not big enough.**
- ② Reception children will learn through play using the inside and outside areas, using equipment that is either rotated or cleaned daily.
- ② Two adults will supervise the children wherever possible. We hope that this will be a teacher and a teaching assistant, although this may not always be possible. The adults will stay with the hub and will not interact with other hubs. **It is important to note that the adults in your child's hub may not be adults that the children know well. This could be because they are working in a different hub or because they are not able to be in school because they are shielding or living with someone who is shielding.**
- ② The children will be provided with the set of resources that they will need throughout the day. These will vary from year group to year group due to the nature of the resources required. These resources are for the individual child and are not to be shared or taken home. These resources will be limited because we will need to ensure that they can be kept clean.

Organisation of Hubs

The organisation of each hub, its pupil movement and their timetable has been carefully considered in order to ensure limited contact between hubs. If all eligible children take up their place, we will need four classrooms for each year group hub.

Some children will not be in their 'normal' classroom. When we know which pupils will definitely attend, class teachers will work together to create groups and ensure that all children are in a group with at least one friend. **Please do not request specific groupings as it will not be possible to accommodate every request.**

Drop Off and Pick Up Procedures

Following guidance from the government, only one adult will be able to accompany their child onto the school site. People are being encouraged to drive or walk to school. If you usually use public transport to get to school, please investigate alternative travel options, as it will not be possible to minimise external contact if you need to take public transport. At the end of the school day, only one adult should collect. Please remember social distancing at all times.

We appreciate that these measures may be unsettling for the children and we will do our best to minimise any distress. We can assure you that the children's wellbeing is paramount at this time.

Please make sure that you arrive at the correct time for drop off and pick up of your child.

8.45: *Key Worker pupils* - BACK GATE – Go to Parent Support Centre Hub (Pick up at 3.00 - BACK GATE)

9.15: *Nursery pupils* – VIA FRONT GATE ONLY - Go straight to Nursery Door - AM ONLY (Pick up 12.15, FRONT GATE)

9.00: *Year R pupils* - FRONT GATE ONLY - Meet in KS1 Playground (Pick up 3.15, FRONT GATE)

8.45: *Year 1 pupils* - FRONT GATE ONLY - Meet in Year 3 and 4 Playground (Pick up 3.00, FRONT GATE)

9.00: *Year 6 pupils* - BACK GATE ONLY - Meet in Year 5 and 6 Playground (Pick up 3.15, BACK GATE)

PACKED LUNCHES SHOULD NOT GO TO CANTEEN- THEY WILL STAY WITH THE CHILD

It will not be possible to have a discussion with your child's teacher as normal nor will parents be able to enter the school site to help settle the children. It will not be possible to visit the school office at any point during the school day - please telephone if you need support. This is to minimise contact for both children and adults.

Lunches

Children in Reception and Year 1 will be eligible for a universal Infant free school meal. However, our caterers are only able to offer a packed lunch; there will be no hot meals. **Those Year 6 children who require a packed lunch must have it ordered from the school office on the day before. Please call: 01474 534540**

It will not be possible for our staff to assist children eat their meal. Please bear this in mind when deciding on the lunch you wish your child to have. Children will eat within their hubs in their classroom. Fruit and milk will not be provided at playtimes (R and Y1) therefore you might like to send your child in with a piece of fruit.

Curriculum

The curriculum for all year groups will vary, depending upon:

- ☒ The amount of home learning undertaken in the previous 11 weeks
- ☒ The prior knowledge of where children are in their learning, if the hub is not being taken by the child's class teacher
- ☒ The ability to deliver the curriculum with the restrictions required to keep children and adults safe
- ☒ The need to consider the children's wellbeing and mental health

Learning will be completed at the specific desk for that pupil (in YR, Y1 and Y6). The classroom will be adapted to limit contact points. Any soft furnishings and unnecessary equipment will be removed from the classroom. Anything that cannot be removed but is not needed will be blocked off to prevent use. **This situation will be particularly challenging for children in Nursery, Reception and Year 1 where their learning is usually led by their interests and where they are used to being able to move around the room to various stations.**

Behaviour

An addendum has been added to the Behaviour Policy which is on our school website:

If for any reason there is evidence to suggest that anyone in the family has not been following Governmental guidance or the child is deemed to be deliberately increasing the risk of transmission or contraction of COVID 19 we withhold the right to ask the child to stay at home for a period of time directed by the Head Teacher.

Effective Infection Protection and Control

In order to keep the children and adults safe, we need to ensure that we do as much as we can to control and protect against infection. This comes under four areas:

1. Minimising contact with anyone showing symptoms
 - Parents **must** check their children for symptoms. If you have any concerns that your child may have any symptoms, you **must** keep your child at home and isolate for 7 days.
 - If a child shows any symptoms in school, they will be taken immediately to the Hall for isolation. Parents will be called and the child **must** be collected as soon as possible.
2. Cleaning hands regularly and for at least 20 seconds
 - Handwashing will be completed regularly
 - Each classroom will be supplied with additional resources such as soap, hand sanitiser, tissues and lidded bins.
3. Teaching good personal hygiene
 - Children, especially those in the younger year groups will need to be shown how to wash hands effectively. Regular monitoring will take place.
4. Cleaning of surfaces

- Cleaning products will need to be stored in each room.
- Staff in each hub will have to regularly clean frequently used surfaces like desks, backs of chairs and equipment. This will need to be done when the children wash their hands so that they return to a clean area.
- Site staff will also clean touchpoints daily.

Personal Protective Equipment

Government guidance states:

Wearing a face covering or facemask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of two metres from others.

The only exception, in relation to PPE, that applies at school is if a child shows any symptoms. The previous section mentions the procedure if a child displays symptoms. There will be PPE supplies including masks, gloves, aprons, hand wash and sanitiser in the hall for members of staff to use when this situation arises.

Uniform

Children should wear school uniform but as the children will be spending time outside taking part in physical activities please ensure footwear is suitable for outdoor learning; trainers are encouraged.

Your child should not bring anything to school (other than their lunchbox and water bottle).

Plan Variations

This plan has been written on the premise that there will be sufficient staff for two members of staff in each group, members of administration and site staff and a designated hub lead teacher (who cannot be based in a class within that hub).

If we are unable to meet the required number of staff, we will need to amend this plan. The first step would be to consider a reduction in year groups who are able to attend, beginning with the oldest children (Year 6).

Please check the school blog with all the information you will need in preparation for the 15th June.

<http://wrpsblog.blogspot.com>

Stay Safe!

Mrs Jack