

Information for Parents and Carers



Welcoming our families back to school!

Plans for the wider reopening of school 2020

*At Parsloes we are **RESPECTFUL**, **UNDERSTANDING** and with a **POSITIVE** attitude towards life, we **ASPIRE** to achieve well here and beyond*

2020 has been the most unique of years.

Due to COVID 19, schools across the country closed to the majority of pupils on Monday 23rd March 2020. From this date, Parsloes has remained open for our families that have needed us. From Monday 8th June 2020, as instructed by the Government, school reopened to pupils in Nursery, Reception, Year 1 and Year 6.

These unprecedented times have raised many challenges and everyone in our school community has united to overcome these challenges. As the Headteacher, I am extremely proud of our school community. Our parents/carers have supported the school wonderfully. Our pupils have engaged with home learning, Twitter challenges and phone calls with their teachers. Our staff, in all roles across the school, have ensured that school remains a low risk environment, supported families when needed and continued to ensure that our pupils had access to education. As September approaches, it is finally time to welcome everybody back to school!

From September 2020, in line with Government guidance, Parsloes will be reopening for **ALL** pupils in **ALL** year groups.

This Information Booklet for parents and carers will outline the measures that we have put into place to ensure the safest reopening of our school. We have dedicated time before and after the summer holidays for further planning and preparation. During this time, our Risk Assessment, that has been in place since March 2020, will be reviewed and updated in line with guidance issued from the Department of Education and the Local Authority.

Current Guidance

The DfE guidance outlines an aspiration that all schools will return to school full time from the beginning of the Autumn Term. However, currently there is still public health advice in place to minimise the risk of transmission of coronavirus (COVID-19) in schools. Parsloes will be making changes to the way it operates in September 2020 to keep children and staff as safe as possible. These changes are outlined in the sections below.

In summary, the DfE guidance plans some key ways to limit transmission of the virus:

- Ensuring pupils remain in consistent groups (known as 'bubbles') wherever possible, thereby minimising the number of contacts between different people across the school. The new guidance says *'schools may (now) need to change the emphasis on bubbles within their system of controls and increase the size of these groups'*
- By maintaining distance between individuals wherever possible - 'social distancing'. (It is acknowledged that this is harder for children in EYFS (Nursery and Reception) and there are different arrangements and guidance for children of this age).
- By promoting personal health and hygiene routines such as 'Catch it, Bin it, Kill' and regular and thorough hand washing

Health and Hygiene

Preventive Hygiene

Our Risk Assessment, that has been in place since March 2020, outlined good practice in this area. Staff are familiar with the requirements for preventative hygiene and carry this out with the children they currently work with.

Children will be required 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, including when they arrive at school, when they return from breaks, before and after eating, as well as before they go home.
- Undertake the 'Catch it, Bin it, Kill it' approach.

We will continue to have sanitiser by every door and in all classrooms across the school. Tissues and additional bins are available in each class to support children and staff to follow the 'Catch it, Bin it, Kill it' approach'.

PPE

Both staff and children will be allowed to wear PPE (face masks and gloves) if they wish to. Staff and children must discard PPE worn on their journey to school before entering the school premises. On entry to the school, PPE must be replaced with new PPE before entering the building.

Staff cannot help very young children with masks or gloves and if children cannot manage these independently we would suggest that parents do not send children in with them. The school will not be able to provide PPE for children.

Staff will wear face shields at the start and end of the day in the playground. Face shields will be clear and transparent so that faces can still be seen.

Enhanced Cleaning

Since June 2020, all schools have been subject to enhanced cleaning and have also been repeatedly deep cleaned. We have increased our cleaning rotas to ensure that much more cleaning goes on during the school day, particularly for toilets and other highly used areas. The cleaners are also paying particular attention to those surfaces that are frequently touched like door handles. 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 materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

Good Ventilation

Windows and doors will be left open in most cases even as the weather gets colder. Where possible teachers may take the opportunity to move some subject teaching or groups outside to their allocated outdoor space.

School Organisation

Attendance

Children in Years 1-6 will be welcomed back to school from Monday 7th September 2020. Information regarding Nursery and Reception will be given during the first Stay and Play session. The Government have made it clear that attendance is compulsory. We appreciate for some of our families this return will still come with worry and concern and we will try to support you where we possibly can. However, the Government does explain the following for schools to share with parents/carers:

- *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.*

Please help us by preparing your children in good time for their first day back.

It is imperative that children arrive at school on time.

School Uniform

School uniform should be worn as normal. Please see our school website for our uniform policy.

We ask that parents continue to wash uniform more regularly than normal in order to attain the highest levels of hygiene within the school.

On PE days, pupils will be able to wear their PE Kit to school to avoid changing and additional items being brought in from home. The PE Kit will consist of red shorts, plain white t-shirt, black jogging bottoms, black jumper/zip, black trainers.

Start and End of the Day

The school have looked at a series of options to how we can reduce the amount of people entering the site at one time, therefore from September we shall be operating a 'soft' opening and collection along with a one-way system. The gate will open at 8.40am and close at 9.00am.

All pupils from Years 1-6 will enter the site through the gate in Spurling Road and follow the one-way system around the school. Each year group will have a designated drop off point. As pupils are dropped, parents/carers will continue to move through the school playground and exit the site through the Shortcroft Road gate.

All pupils in Nursery or Reception will enter the site through the gate in Shortcroft Road at 9.00am. Children will then be dropped off at the nursery gate, where the EYFS staff will be waiting.

At the end of the day, the same approach will be taken, with parents/carers collecting children from the designated year group points from 3.15pm. Teachers will begin to get ready for the end of the day in good time to avoid children massing in corridors or shared spaces. At dismissal points staff will be advised to wear face shields in order to protect them as much as possible, they are clear in colour so faces can still be fully seen.

Staff will be stationed around the school to assist where needed. In a change to our established practice, we do ask that parents do not speak at length to teachers at the start and end of the day and that if parents need to talk to the teacher to contact the school office via email or telephone.

Children and parents should leave the school premises promptly and without congregating with others.

It is of great importance that all pupils arrive and are collected on time. This will ensure that our Risk Assessment is adhered to and reduce risk to the school.

Travel to and from school

In accordance with our current risk assessment and DFE advice, we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible.

Children should avoid travel to or from school with other children or with another family outside of their "bubble".

Face coverings are required at all times on public transport (including for children over the age of 11).

If pupils arrive on scooters/bikes, they can be stored in the Bike Shed or taken home by parents.

Bubbles

Since March 2020, our pupils attending school have been taught in 'bubbles'. These 'bubbles' are groups of children that remain together. 'Bubbles' do not mix with each other. DfE guidance states that these 'bubbles' can now be widened to much larger groups. At Parsloes, we will have year group 'bubbles'.

For the majority of their time in school, the children will be with their own teacher, in their own classroom. However, at playtimes and lunchtimes, children from the year group will be together. Each year group has an allocated outdoor space that will be used by that year group only.

For the majority of the time a consistent group of adults will support each 'bubble'. Adults will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at a higher risk. PPA (teacher release time) will continue to be covered by specialist teachers who will also adhere to these guidelines to minimise risk.

Each year group has an allocated additional work space for small group work. This space will be used by that year group only.

Breakfast and After School Clubs

First Class Kids Club will move to booked places only in Autumn Term to avoid children coming and going and to ensure consistent staffing. Wherever possible Kelly and her team will try to keep children within their year group 'bubble'. However, this cannot be guaranteed and children are likely to mix with a limited number of children outside their 'bubble' in the Breakfast Club and parents should be aware that this will heighten their risk.

The Senior Leadership Team made the decision that this was justifiable given that the alternative is no provision at all for working parents. Kelly and her team will explain new arrangements (e.g. if certain year groups will be in different locations) for arrivals and collection in due course.

There will be no outside providers for activity clubs during the Autumn Term.

School Office

The school office will remain closed to visitors at this time. All communication should be done by telephone or e-mail.

If there is an emergency, meaning that their child needs to be collected at a different time, parents/carers should telephone the school office first. Office staff will then arrange to meet parents with their child at the gates.

Parents should do all they can to ensure that children have all that they need for the day at the start of the day. It may not be possible to deliver forgotten items to pupils once they are in their 'bubble'.

Items from Home

Due to the risk of 'bubbles' coming into contact with each other's belongings, the only items that children will need to bring to school each day are their coats, lunch boxes, water bottles and their plastic wallet for Reading books (these will be provided by the school).

The children will hang their coats on the back of chairs and lunchboxes will be assigned spaces within the rooms for them to access in an ordered fashion. Water bottles will be kept on individual desks where possible.

School lunches

All pupils have the option of bringing in a packed lunch from home or purchasing a school lunch. All lunches will be eaten in classrooms or outside to ensure 'bubbles' remain separate from each other. Children will have the opportunity to wash their hands thoroughly before lunch

Our school catering provider, CaterLink, will provide a cold, packed lunch option that will be delivered to classrooms or an agreed collection point. This will enable school to keep their existing bubbles. This service will be reviewed throughout the Autumn Term based upon Public Health and Health and Safety advice with the intention of moving to hot school dinners.

All Infant children (Reception, Year 1 and Year 2) are entitled to a universal free school meal. Year 3 parents should be aware that universal free school meals do not apply in Key Stage 2 (Juniors) and that payment may be required. If parents are unsure about whether they need to pay or not they should contact the school office.

Availability of water on site

All pupils should have their own school water bottle that is untouched by other children or staff. Water is available in school to refill children's own water bottles. Please ensure that your child has a water bottle daily.

No water fountains are currently available at school.

Toilets

Toilets will be cleaned regularly throughout the day, for both staff and children.

Toilets will be assigned to 'bubbles' where possible and toilet breaks will be allocated to avoid large numbers of people gathering.

Parent Meetings

During the Autumn Term, our school Parent Meetings will be replaced by videos or presentations that will be sent to parents via ParentMail or accessed through our school website. We will use Google forms where possible to gather parent feedback.

Behaviour

An addendum to our behaviour policy was formulated in June 2020 and remains in place. Please see our school website to view the full policy.

In addition, and in order to keep everyone 'safe, healthy and happy', children must be aware of the new requirements in the addendum upon arrival at school. Namely that they must:

- Follow social distancing rules in the classroom and around the school
- Follow the one way system around the school site and enter through your year group gate
- Not climb on or hold onto the new red barriers
- Stay with your parent at all times until you are inside the school building
- Not bring anything from home except a coat (if needed), a packed lunch (if needed), a water bottle and their reading wallet

- Not ride a bike or scooter in the school grounds. Leave at the bike shed upon arrival at school
- Wash or sanitise hands on entry to school building
- Not share any food or drink
- Wash your hands regularly for at least 20 seconds using soap and water
- Never spit
- Never lick objects or others

Classroom Set Up

As directed by the Government, pupils in Years 2-6 will be seated for the Autumn Term side-by-side in rows or in a double horseshoe. Children will enter and leave the classroom in an orderly fashion to assist with social distancing measures.

Children in EYFS and Year 1 will be following a free flow, play-based curriculum. To reduce contact, there will be a limited number of children sat on the floor on marked spaces and others seated in chairs. All pupils will face the front.

It is not required to enforce social distancing measures with children in EYFS. We will be grouping the children to assist with the track and trace measures when the children are engaging with their learning. This does mean that children will come into contact with all the children in their class and they are likely to come into contact with all the children in the year group. Staff will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at higher risk.

All classrooms will be well ventilated as mention above.

Learning Resources

For individual and very frequently used equipment, such as pencils and pens, staff and children will have their own items that are not shared. Classroom based resources, such as books and games, can be used within the class/year group bubble. These will be cleaned regularly, along with all frequently touched surfaces.

KS1 and KS2 (Years 1 – 6) resources that have been commonly shared between classes prior to COVID-19, such as sports, art and science equipment will be allocated to year groups and shared on rotation within the year groups given the appropriate time to be left before re-use.

Equipment will continue to be cleaned frequently and meticulously.

Assemblies

There will be no traditional whole school or key stage assemblies during the Autumn Term and these will be replaced by 'Virtual' assemblies which will be watched by children in multiple classrooms on SMART boards.

Curriculum Information

It is important to remember that children have not been in a full time education setting for many months. This will undoubtedly have an impact on their behaviour for learning. On our return to school, our initial work with our children will be around re-establishing relationships and routines.

Lockdown has been a unique experience for us all and we are very aware that our children will be returning to school with very different experiences linked to this time. We are aware that some of our pupils would have experienced bereavements amongst friends or family and also those who have experienced stress and anxiety during this time. There will also be some anxiety and concern about returning to school life. As a school, we will continue to support our pupils and families in the best way possible using our Parent Support Worker, SENDCo and Safeguarding Lead as well as signposting to other agencies and organisations who can offer support.

Curriculum

We will continue to deliver our normal broad and balanced curriculum in all subjects during the Autumn Term, but there will be flexibility within the curriculum to ensure that key skills in Reading, Writing and Maths can be secured.

Planning, Preparation and Assessment (PPA) release time

This is time teachers are given in order to carry out their roles each week. The Government's advice makes it clear that adult staff members can now work across groups of pupils as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils. 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.

Assessment

In September, teachers across the school will be assessing children to see what has to be learned rather than sticking to our usually long term plans. Where there are gaps in their knowledge, these will be addressed. Teachers will establish starting points for their pupils and plan and teach accordingly. Specific plans are already in place for Reading, Writing and Maths to ensure key skills are revisited and built upon.

Computing

Due to the risks associated with pupils from different year groups sharing equipment, all technology (Ibids, Chromebooks, ICT Suite) will be split between year groups and will not be shared. These will all be cleaned thoroughly between uses.

Library

The school library will be closed at the present time.

PE

PE will be taught on one day of the week. To avoid the need for changing and bringing in additional items from home, children can wear their PE kits (red shorts, white t-

shirt, black jogging bottoms, black jumper/zippy, trainers) to school on their allocated PE day.

We will continue to use our school sports coach as allowed in the guidance.

We will encourage additional outdoor games sessions across the week. All PE and games sessions will be taught with staff socially distanced from pupils.

Swimming

Year 4 pupils will not be taking part in swimming lessons during the Autumn Term.

School trips

We are not planning any school trips during the Autumn Term.

Reading Books

Children will be allowed to take reading books home to continue with the Accelerated Reader Programme. We will be providing a plastic zippy wallet for the book to be stored inside. Please keep the book inside the wallet unless it is being read. Books that are returned will be cleaned thoroughly and placed in quarantine for the required amount of time before being used again.

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 SENDCos to ensure a smooth transition when returning to school.

To ensure a shared understanding of pupils' pastoral 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 bespoke planning. This will be completed 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; wearing face shields; staff and pupils working at a greater distance from each other and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE. Physical contact, such as guiding a child will be kept to a minimum and all staff working with children requiring such support are familiar with the use of preventative hygiene, including regular hand washing.

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, including staff members of our inclusion team such as the Parent Support Worker or SENDCo.

Contingency for Further School Closure

As a school, we have learnt a lot from the initial national lockdown and feel that we are now better prepared should a further lockdown be advised.

We have surveyed our families to gain greater understanding of the digital capacities of our pupils and listened to feedback from parents / carers on the home learning provided over the last few months.

The school is developing further digital learning platforms to assist with home learning and adapting its approach to home learning in the future. This will ensure the best access to education for our pupils should there be further school closures.

If the school has a confirmed case of COVID 19, the school will follow all guidance set out by the Government. The school will work with the Local Authority and Public Health England to ensure the correct procedures are carried out effectively and efficiently.