



Darrington CE Primary School

Re-opening of School Guidance
Following COVID-19 Closure

**Guidance for Parents, Carers and
Children**

Effective date 7th September 2020

Introduction

Following the Government's announcement that Primary Schools were to make preparations to re-open to certain year groups, we provided wider school provision for the year groups indicated by the Government from June 2020.

Aim

To open school from September 2020 for all eligible pupils and new starters in Reception and Nursery classes.

Objectives

To consider a range of factors including the safety and well-being of our children and staff including safe measures, the physical layout of our school and how best to utilise this space, and social distancing measures where feasible. The latest Government guidance, as of July 2020, states that it will be not possible to maintain social-distancing for some year groups due to the age of the children, however, children should remain in 'bubbles' to reduce transmission throughout the school.

We will be working in groups (bubbles) and with the same member of staff that the children have been used to in the year groups unless illness prevents this. This means that children will work in groups with two members of staff. Whilst we already provided interventions for those children who required this, we will also be enhancing this further with the introduction of a 'catch up programme'. The group of children and adults will then be allocated a 'zoned area' in school where they will learn, eat and play. Whilst we appreciate this may not be what the children are used to, this is the only way we can limit the amount of interactions your child and our staff have with different households. This will also apply to siblings as they will be kept within their own groups. This has worked really well for the children that have already returned to school.

We have concluded that the safest approach will be to allocate the entrances and exits that will be used by children and parents for drop off and collections. This will also apply to the entrances into the school grounds. Parents should observe strict social distancing whilst attending school to drop off or collect their children and only one parent or carer will be permitted to drop off or collect at any one time which will reduce the number of people on site at any one time.

Changes to the school day timings

For those pupils that returned in June, you will be aware that we had to reduce the school day timings to allow for a safe return under the guidance issued at that time. This allowed an increased cleaning schedule to be put in place. We feel that the return to school was extremely successful, and therefore we have reviewed our school day timings, following a full review on teaching time provision, lunch times and breaks. The new school day will be 8.45am to 3.00pm for all classes. We have included an example timetable for your information to show you how we plan to deliver a typical day. We have staggered lunch time and breaks in line with current guidance and introduced an afternoon break for the Dolphins class.

KS1		KS2	
8:45 – 9:00	Registration	8:45 – 9:00	Registration
9:00 – 10:00	Phonics	9:00 – 10:15	Maths / catch-up programme
10:00 – 10:15	Playtime		
10:15 – 10:30	Story	10:15 – 10:30	Playtime
10:30 – 10:45	Collective Worship	10:30 – 10:45	Collective Worship
10:45 – 11:45	Maths	10:45 – 11:15	Whole-class maths
11:45 – 12:00	Handwashing	11:15 – 12:15	English
12:00 – 12:45	Lunchtime	12:15 – 12:30	Handwashing
12:45 – 1:45	Wider curriculum / catch-up programme	12:30 – 1:15	Lunchtime
1:45 – 2:00	Break	1:15 – 2:00	Wider curriculum / catch-up programme
2:00 – 3:00	Wider curriculum / catch-up programme	2:00 – 3:00	Wider curriculum / catch-up programme
3:00	End of school day	3:00	End of school day

Nursery children

Parents should use the Denby Crest Entrance to drop off and collect children, maintaining distancing whilst you are waiting. Parents should use the Nursery Entrance at the side of school to drop off children. There will be a one-way system in place for parents/carers to follow. Under the current guidance, our staff will not be able to take a child from their parent upon arrival, therefore if your child will not leave their parent or person dropping at school willingly to come into the classroom, then unfortunately you will need to take your child back home. This is to prevent contact with each child and the possibility of passing on any virus or germs from one child to another as it will not be practical for our staff to wash their hands and change in between drop off of each child. During the school day, Nursery children will be limited to the Nursery and Reception Classroom area only. They will have a zoned area which will be part of the current EYFS Outdoor Provision. Some resources will be removed toys and resources that cannot be cleaned easily after use. There will be washing up bowls located at points around the classroom and outdoors containing soapy water and children will be encouraged to place items they have played with in these washing stations.

Nursery children will need to bring a packed lunch and we ask that you send items your child can open easily and will eat. Children will eat in their classroom and will have an additional lunchtime supervisor join this group over the lunchtime period.

Reception – Based in Tigers’ Classroom

Children in Reception will go back to their usual classroom but will enter from the side gate at the Denby Crest side of the school. Parents should use the Denby Crest entrance to drop off and collect your child. As with our younger Nursery children, and under the current guidance, our staff will not be able to take a child from their parent upon arrival, therefore if your child will not leave their parent or person dropping at school willingly to come into the classroom, then unfortunately you will need to take your child back home. This is to prevent contact with each child and the possibility of passing on any virus or germs from one child to another as it will not be practical for our staff to wash their hands and change in between drop off of each child.

Year 1 and 2 – Dolphins’ classroom

Children in these groups will be based back in their own classroom and parents and carers should use the Phillips Lane entrance and adhere to the social distancing rules upon entering the school premises even if this means waiting in a line to enter the school classroom. Parents will need to wait with their child until they have safely been entered into school. Adults will be asked to leave their child at the classroom entrance and your child must then walk willingly into the classroom where the teacher or adult for this group will greet them.

Year 3 and 4 – Meerkats’ Classroom

Children in these groups will be based in their own classroom and parents and carers should use the Phillips Lane Entrance and adhere to the social distancing rules upon entering the school premises even if this means waiting in a line to enter the school classroom. Parents will need to wait with their child until they have safely been entered into school. Adults will be asked to leave their child at the classroom entrance and your child must then walk willingly into the classroom where the teacher or adult for this group will greet them

Year 5 and 6 – Based in Eagles’ Classroom

Children in this year group will be in one group. Parents will need to enter and leave the school using the Denby Crest entrance and walk round the side of the school (near the garden) to their usual classroom. We understand that by agreement some of our Year 6 children do walk to and from school unaccompanied. If this is something you wish for your child to do you will need to ensure they are familiar with the social distancing rules and that they may have to join a queue to enter school. This will be monitored by school staff and if it becomes apparent that your child is not able to safely follow social distancing rules, we will ask parents or carers to accompany them.

Children in all classes will be sat in rows, forward facing where possible, and it is unlikely that social distancing will be achieved and government guidance has acknowledged this, particularly for our younger children. Whilst we appreciate some of these measures will be different to what your child has been used to, we feel these are necessary to ensure we are following current government guidance.

As you will appreciate, with all these additional measures in place this means that dropping off your child at school will take longer than before and we would request your patience and understanding during these times. This also means that parents **will not** be able to use this time to speak to teachers regarding issues they may have. We would ask you to please respect this and if you wish to pass on any messages to teachers or need to speak with your child’s teacher, please telephone or email the school and this will be passed on directly to the teacher. If you wish to speak to your child’s teacher, a telephone appointment can be made once the school day has finished. Members of SLT (Senior Leadership Team) will be on the playground each morning to deal with any urgent issues or messages for teachers. SLT will wear high-vis jackets so they are easily identifiable. If you have siblings in school, please choose one entrance into school and drop off using the markings on the playground. Please then make your way to your next child’s class.

Playtimes and lunches

Unfortunately, the different groups will not be permitted to play together at any point during the day so we will be staggering play-times and lunchtimes (see above timetable) Children will also be eating their lunches in their classrooms. The school will provide children with a grab-bag packed lunch for those children who would like a school meal. Children in EYFS to Year 2 will have this provided free of charge as part of the universal free school meals (UFSM) programme as will those children who qualify for free school meals. Anyone else who would like a school meal can order one at the usual cost. **All school meals must be ordered in advance by completing the booking for which will be sent out before the start of term.**

First Aid and intimate care

If your child requires first aid whilst in school, this will be administered in line with our policy. First aiders will wear PPE which will include a face mask, disposable gloves and apron to deal with any incidents. You may therefore wish to speak to your child about this prior to joining us in school so that they are not anxious by this.

As the risk of passing on the COVID-19 virus is significantly increased through changing nappies, children who have had accidents, we will only be able to allow children into school who are fully toilet trained at the point of returning.

Sun cream must be applied in a morning before coming to school and we ask that children can apply their own sun-cream throughout the day. Please also provide your child with a sun hat.

School office

The school office will remain closed to all parents and members of the public who do not have a pre-arranged appointment until further notice. If you wish to contact school, you can ring us on 01977 232320 or email admin@darringtonschool.org.uk. If we are unable to answer your call you should leave us a message and we will return your call, emails will also be regularly checked throughout the day.

Visitors to school will not be permitted unless by prior appointment and only if it is absolutely essential that they visit during this time. This will also apply to external consultants, advisors and sports coaches. This will be further reviewed at the end of the first half term, or when further guidance is issued.

Hand washing and general hygiene

Children will be required to wash their hands much more frequently throughout the day and for 20 seconds using hand washing stations and alcohol hand gel containing at least 70% alcohol for each group. There are hand washing facilities designated for each group to avoid groups having to use the same areas. We will follow guidance on general hygiene and will practice the 'catch it, kill it, bin it' procedures. It would greatly assist in preparation for returning to school if you could practice these with your child.

Illness in school

If a child or adult working in school becomes ill during the school day, or displays and signs of COVID-19 they will immediately be taken to an 'isolation room' within school. This will be a designated room that will be used for no other purposes during this time. A child will be supervised by an adult until the parent or carer can collect and may wear a face mask and PPE if a safe distance of 2 metres cannot safely or practically be achieved. If a child or adult is sent home with symptoms they will not be allowed back into school for a period of 14 days and should follow the NHS self-isolation advice for the family. We would advise that you request a Covid test however this is your choice.

If your child does have a test and it is negative, they may return to school the following day upon providing school a copy of this. If we send home a child with Covid symptoms, we will ring all the parents in that class only to advise but this would be limited information and no personal or detailed information would be shared. This would be purely to advise parents in that class to be aware. If a child tests positive, we will ring all the children's parents in the affected class only and provide guidance as per public health at that time.

Uniform, school bags and water bottles

The government have encouraged all schools to return to their usual uniform policies in the autumn term. Therefore, please ensure your child wears the correct uniform which takes effect from 1st September 2020. This can be found on our website. Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

Your child will be permitted to bring into school their usual school bag, packed lunch and a water bottle. Toys or other items from home will not be allowed to be brought into school. For children in Nursery and Reception, could you please bring a spare set of clothes, wellies and waterproof trousers in a named carrier bag to be left at school. These will be extremely important as the children will be outdoors in all weather. Children should be sent to school each day with a water bottle which has fresh clean water in. As the usual drinking fountains will be out of use for children, the adult in the group will re-fill their bottle if required during the day.

School books

From September, children will be able to bring home reading books. The teachers may send home more than one book per week to be read at home depending on the book or the child. Books **must** be returned on a Friday morning so that we can allow 72 hours between them being reissued to another child the next week. This will dramatically reduce the risk of passing on any infections. If your child does not return their reading book, they will not be allocated a new book. Children reading longer books will be able to return them on a Friday only to get a new book the following week. We have limited supplies of books in school therefore we would really appreciate your support in this matter.

Cleaning

Whilst we already had a robust cleaning regime in school prior to the Covid 19 pandemic, we felt it was appropriate to increase this level and frequency even further once we re-opened in June. We reduced the finishing times of each school day to allow the adults in their classroom time to clean the areas and resources that have been used including high frequency areas such as light switches and door handles, desks and chairs. Our usual cleaning team then cleaned following this allowing more time during the day. We also closed on a Friday afternoon to allow a deep clean of whole school which worked very well. We have assessed this and will be continuing with an enhanced schedule throughout the day and evenings. We feel that by closing at 3.00pm everyday, this will allow our adults in the classroom and cleaning team additional time each day for thorough cleaning.

Non attendance

There has been a considerable change in the guidance provided by the Government. They now state that, "The circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

"Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply."

We will work with you as parents and carers to ensure you feel confident about your child returning, however there will be no allowances made for children who simply do not want to attend school from September and we will record all unauthorised absences in line with our attendance policy.

Extended wrap around care - Breakfast club

We are pleased to be able to offer Breakfast club once again, however, this will be in two separate groups, EYFS/KS1, and KS2. Please use the following entrances;

EYFS/KS1 – Main reception entrance to school

KS2 – Usual drop off for breakfast club.

If you have siblings in both of these groups, please choose which one you would like to drop off first. Once a child enters school we will not be able to take siblings to another part of school as per guidance. Therefore you will need to drop both children off at the correct entrances.

Breakfast club will be available from 7.30am including breakfast, drop off as usual from 8.15am. We will be offering a limited number of spaces within each group and increasing our staff members to provide this on a temporary basis. Numbers will need to be strictly adhered to. Places will be booked on a 'first come, first served' basis and you will need to book in advance using the booking form on our website. This will allow you to book sessions for the half term, please let us know if you have booked a session that you no longer require by amending the booking form. Payment for these sessions will be required each week. If you have any outstanding balances at the end of a week you will not be able to use this provision and your place may be offered to another child who is on the waiting list. We are not able to offer sessions to children who have not booked in and received confirmation as we have to strictly adhere to numbers.

Afterschool club

We are pleased to be able to offer our afterschool club and this will also be in two groups for each age range. Pupils in Cubs, Tigers and Dolphins will be based in the KS1 area of school and should be collected using the main reception and pupils in Meerkats and Eagles will be based in the KS2 usual area.

Temporary changes to school policies

In light of the current situation it has been necessary to make some addendums to the following policies

- Behaviour
- Marking and feedback
- Curriculum
- SEND
- Safeguarding
- Communications

These documents and changes will be available on our school website, copies are also available upon request by emailing the school office.

Monitoring and review

This document and the measures we have put in place will be reviewed after the first week in school and if required further changes may be made. We will also review any guidance sent to us by the relevant Government and Public bodies and again update our working practices if this is required. A full review will take place prior to the new academic year.

Document title	Re-opening of school guidance following COVID-19 closure Guidance for Parents, Carers and Children
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