

Detailed Guidance for Parents and Pupils



The School Day

We hope that the following will give you further, more detailed information about routines and procedures for the phased reopening of our school.

Bubbles:

During the phased reopening of the school, pupils will be taught in consistent small groups of no more than 15. These groups or 'bubbles' will remain together for their time on the school site, in lessons and during social times. Bubbles of different children will not mix. Each bubble will have members of staff assigned to them.

Transport to school:

We ask that public transport is limited as much as possible. We ask that wherever possible children are brought to school by 1 adult (we appreciate that this may not be possible with siblings). We ask any vulnerable members of our community to stay safe at home.

Arrival at school:

- If your child presents as unwell, please do not send them to school (we must try to keep everyone safe).
- Each bubble will be allocated a pick-up and drop-off time so that we can stagger start and end times of the school day.
- There will be a designated area for parents to drop off their children outside of the school gates. Parents will not be permitted to come onto the school yard. Signs to mark a 2m distance will be in place for lining up along the side of the school (similar to supermarkets).
- We ask that parents do not gather around the entrance to the school in groups. If parents have children with different start times, we appreciate the difficulty and ask that when one child has been dropped off they move away from the entrance of the school until it is the start time for other siblings, where the same lining up system will be used.
- We would like the entry to school to be a positive and welcoming start to the day. Members of SLT will be present to welcome children to school, ease anxieties and to ensure that social distancing is applied. The member of staff for each bubble will meet their group at the school gates and take them into school.

- Please be mindful that children will need to arrive and be collected on time and that there will be limited time to talk to your child's group leader. If you do need to speak with the teacher, you should contact the school office by email and they will be able to pass that information on or get them to contact you at the end of the school day.
- Children **will not** be asked to wear their school uniform. Instead they will be required to wear a clean set of clothes each day. Please bear in mind that your child is likely to be learning outdoors more. Flat comfortable shoes (preferably trainers) and comfortable clothes suitable for PE will be necessary. No open toe sandals or jewellery will be allowed for health and safety reasons.
- Children will not be permitted to bring personal items (including mobile phones and school bags) into school. Likewise, no items will be sent home from school.
- Children will need to bring their own water bottle into school each day.
- The school office will remain closed to parents. If you do need to contact a member of staff for any reason, we will continue to operate our Class Dojo system, and our school office can be contacted by email office@eppletonacademyprimary.co.uk All communication from school will continue in the same way as we have since school closure.

Entering school / Lining up:

- Pupils will socially distance when lining up. This will be achieved, given the small numbers of pupils, through staff support and markings.
- Children will enter wherever possible through external doors straight into their teaching area. Lining up will create a calm and controlled start to the day and staff members will be able to stagger entry to ensure hygiene measures are adhered to.
- Children will use hand sanitiser at the school door and then after putting down coats and packed lunches, they will wash their hands before starting activities. Hand washing will be supervised whenever possible.
- After breaktimes children will always wash their hands when re-entering the building.

Movement around the school:

- Non-essential movement around the school will be avoided.
- Staggered break times and lunchtimes will ensure that different bubbles of children do not mix.
- Children will use their external classroom doors to leave and enter, wherever possible.
- There will be no school assemblies and dinners will be eaten in classrooms or outdoors.

Classroom environment:

- In classrooms from Y1 upwards, tables will maintain social distancing and children will be allocated their own individual work station (desk, chair, own water bottle from home, stationary pack).
- Staff members will have their own allocated personal space at the front of the class, which they will maintain.
- Children will be expected to remain in their seat, where they will have their own pack of resources for their exclusive use. They will not be able to wander around the classroom or borrow equipment from other children.
- All soft furnishings, which cannot be easily cleaned between uses, will be removed from classroom environments.
- Hand sanitiser will be available in all classroom areas.
- Children may not be in their usual classroom.
- Children may not be taught by their usual teacher, however they will be with a familiar adult from school.
- Resources and equipment will be limited in classrooms.
- There will be no carpet time in Y1 and work will not be marked by teachers.
- We understand that this will look different in our early years settings and appreciate that social distancing **will not** be maintained with our youngest children. Children will be at a distance from others when and where possible, and numbers of children will be limited in areas whilst children are accessing continuous provision. There will be no expectation that children remain in their seats in a formal lesson for a prolonged period of time. We are working hard to reduce interactions, however accept that it will be impossible to keep our youngest children away from each other. We have streamlined the resources that are available to children, removing anything that is difficult to clean. Regular supervised hand washing will be essential as children will be potentially handling some of the same resources, however this will only be by other children in their small bubble. Regular handwashing will take place throughout the day.

Exiting the classroom:

Staff recognise the importance of a controlled exit. This will be rehearsed and modelled to make expectations clear. Children's names will be called when it is their turn to move and they will be instructed not to wait for friends.

Break times / lunch times:

- Arrangements will be staggered to reduce risk and maintain social distancing measures.
- Pupils will spend their break times with pupils from their bubble, in a zoned area allocated to their group. They will not have free access to all of the school grounds, which may be in use by other bubbles.
- Children will wash hands before eating.
- Pupils will eat their dinner in their classroom or some arrangements may be made for pupils to eat outside, depending on the weather.

- Staff will supervise pupils and ensure that social distancing guidance is observed wherever possible.
- School meals will be available (children in Reception and Year 1 will receive these free under the universal free school meals scheme) Whilst we continue with food vouchers, children in KS2 who usually receive a free school meals will have the choice of purchasing these or bringing a packed lunch from home. School meals will be in the form of a packed lunch each day and a variety of cold or hot sandwich/ wrap/ hand held item of food available each day.

End of school:

- Pupils will leave their classroom area in a rehearsed manner.
- They will wash hands, or use hand sanitiser.
- They will leave using their external classroom door, wherever possible and their staff member will escort them to the main school gate where they will meet their adult.
- Children will be dismissed from their bubble, using staggered finish times.
- Children will be encouraged not to wait for friends.
- We ask that parents line up at their allocated pick up time along the perimeter wall using the signage to support social distancing.

Breakfast and afterschool clubs:

There will be no provision for before or after school at this time.

Curriculum:

- We are obviously keen to get on with the curriculum to make up for missed weeks, however it is essential that at this point, the school day is as open and flexible as possible to allow staff to address any individual experiences as a result of Covid 19 (death, illness etc). In the early days a great emphasis will be placed on settling in, establishing the new routines/behaviour expectations and emotional well-being.
- Once children are settled, we will begin to teach the Summer Term Curriculum, with a key focus on basic skills and utilising as much outdoor learning as possible.
- In year 6 our staff will talk to children about transition and are currently discussing this with relevant secondary schools.
- For children who are not returning, the teachers have designed learning grids with activities that would normally be covered in the summer term. These will be available on our home learning section of our website.

Cleaning Procedures:

- Regular clearing will take place throughout the school day for surfaces which have been regularly touched.
- During lunchtimes, all surfaces, light switches and bins will be cleaned.
- A full clean will take place at the end of the day in all areas used by children.
- Equipment that is shared in early years will be cleaned at the end of each day.
- Friday, when school is closed to pupils, will be used to ensure deep cleaning has taken place.

PPE:

- We want to protect our staff as much as possible and although the government has stated that PPE is not essential in schools, PPE will be provided for staff if they should want to wear it (personal choice).
- Full PPE will be used by an adult supporting a child with Covid 19 symptoms
- The advice is that children should not wear face coverings as they will not be able to do it safely.

What happens if someone becomes ill at school?

If anyone becomes unwell at school with a new, continuous cough, high temperature or notices a loss of smell or taste then they will be sent home immediately and advised to self isolate for 7 days and will not be allowed back into school before the end of the 7 day period. The rest of the household should self isolate for 14 days. While awaiting collection, your child will be isolated and the staff member who is supervising will be wearing full PPE, if they are unable to maintain a 2m distance. If you have more than one child in school all family members will be sent home.

Behaviour:

Our behaviour policy will have a COVID 19 addendum stating that we will have a firm approach to the adherence of safety measures. Anyone not adhering to the strict safety rules will have a risk assessment completed, and may potentially be sent home from school.

Please also see our guidelines for procedures for suspected and confirmed cases of COVID-19 in school and our school behaviour policy addendum.

It is a very unusual time, and we look forward to the day where school life can return to normal. However, we feel that this will not be the case for some time.

We hope this clarifies some of the concerns and queries you as parents are having at the moment and we appreciate the difficult decisions you have to make in terms of deciding whether or not to send your child back to school in the forthcoming weeks. We will be happy to answer any questions you may have.