

Workshop Priory C of E Primary Academy



**Back to school Plan
September 2020**

Introduction

I hope you find this document useful in understanding how the school is **currently** planning to operate in September. In it, you will find details of our proportionate response to the Covid-19 epidemic and how this impacts on schools in general. We have made a thorough risk assessment based on the current situation, but the information in this document will remain under review each week during the summer holidays **if and when guidance changes**. We will re-issue this document to parents each time changes are made and will send notification via text and email should this be the case.

Our plans are made with the prime concern of ensuring the health and safety of all people on the school site. They are also reflective of the need to keep disruption to parents' working day down to a minimum, but this has been a difficult task. I trust you will be supportive of the measures we have put in place in both of these regards and ask you to ensure that you comply with these at all times please. Thank you.

Key Dates

1st September – INSET Day

2nd September – INSET Day

3rd September – Back to school for all children

25th September – Extraordinary INSET Day

What is an 'Extraordinary INSET Day' and why do we need it?

The Board of Directors of SNMAT has provided an additional INSET day to all the schools in the Multi-Academy Trust on 25th September to enable them to carry out analysis of assessment data and identify children in need of support to catch up. Before this, there will be three assessment days during which children in KS2 will sit tests, or in KS1 and FS, carry out practical assessment-based activities. The INSET day itself will be used to enable senior leaders to meet with every teacher to discuss their pupils' attainment and progress following the basic skills focus and assessment days. On this day, targets and trajectories will be set for every child and any requiring additional support will be identified and intervention plans put in place. We plan to hold Parents' Evenings soon after (likely over the phone) to share this information with parents - this will be subject to government guidance at the time.

Pupil attendance - Attendance at school from September is mandatory for all pupils of a statutory school age. Should you feel anxious about this, please make an appointment to discuss this with us by emailing the school office in the first instance (office@worksoppriory.snmat.org.uk)

Health and Safety

Health and safety arrangements for pupils' return are summarised below. The full risk assessment is available from our school office, on request. Please email the office for further information.

PLEASE DO NOT send your child to school if they have coronavirus symptoms or have tested positive in the last 7 days. The symptoms are:

- ✓ A new continuous cough, or
- ✓ A high temperature
- ✓ Loss or change to their normal sense of taste and smell

If a child in school becomes unwell with coronavirus symptoms, parents will be called to collect their child immediately. Pupils must self-isolate for **10** days and arrange to have a test. Other members of the household (including siblings) should self-isolate for 14 days.

If pupils or staff show any symptoms of Covid-19, they will be sent home immediately and isolated in Sherwood Room until collected. An adult will supervise them throughout.

- **Bubbles:** Each year group is classed as a 'bubble', however children are able to access other mixed-provision before and after school
- Government guidance states that schools should consider resuming any breakfast club provision, where possible, from the start of the autumn term. They recognise that this will be logistically challenging for schools and states that if it is not possible to maintain bubbles being used during the school day, then schools should use small, consistent groups. **Breakfast Club and Twilight** will therefore run before and after school *from Monday 7th September*, but bookings must be made and paid for by the Friday of the previous week in order to ensure appropriate staffing levels and that class bubbles are not compromised
- **Infection protocol:** We will be following the guidance issued by Public Health England and the Government with regards to reporting confirmed cases of Covid19 for any pupil or staff member. We will be advised how to deal with each occurrence but this will not automatically mean the school will close, or a particular bubble will be asked to self-isolate. We will never share the name(s) of pupils diagnosed with a positive test and will not inform parents of any suspected cases. We will however inform parents if a positive test has been received and what advice will be followed.
- **One Way System:** We will operate a one-way system for arrivals and collections and this will be strictly enforced. Staff will be around on the first few days to ensure you know exactly where to go and what to do. Parents/carers should drop their children off at the designated doors and leave the site as soon as possible. The same applies in reverse for collections.
- **Staggered times:** For your convenience, we do not intend to stagger start and end times for individual classes beyond just a few minutes at either end of the day. The extent to which these arrangements work for arriving and departing will largely inform future plans. The current plans attached are subject to alteration at short notice, but we will try our best to avoid doing so.
- **Social distancing:** Please observe social distancing when dropping off and collecting children; this includes leaving site immediately. Please refrain from standing and chatting to other parents if at all possible. If you have to wait for a child from another class to start/finish, please go directly to the allocated collection point and wait there, keeping 2m apart from others where possible. Recent research has shown that what happens outside school may be as important as what happens in school with regards to infection rates. Within school we have a wide range of cleaning, distancing and other arrangements to ensure that we keep as safe as possible. If you must meet with other parents, please observe the social distancing guidelines carefully, but this should not be done on the school site.

- **Classroom provision:** We anticipate all staff being able to return to work in September, therefore children will access provision with their class teacher in their own classrooms. Where possible, each bubble will access their own toilets. Where this is not possible, toilets will be cleaned at lunchtime as well as at the end of each day. Classrooms will be ventilated with use of windows and doors. Children will be seated facing forwards wherever possible.
- Government guidance requires equipment to be kept to a minimum. **At this moment in time, PE kits should be brought into school on a Monday and taken home and washed on a Friday. This may change with short notice. Large rucksacks/bags will not be permitted in school. Pupils may bring their book bag, lunch box and PE bag only.**
- **Lunchtime arrangements:** Some children will eat their lunch in their classrooms, whilst others will use the hall. This is to ensure that each class bubble does not come into contact with another, but that children can have their lunch in the middle of the day.
- **Face coverings:** At the time of writing, these are not mandatory **for pupils in Primary Schools** and should therefore be removed before entering school. Reusable masks are to be placed in a plastic bag, sealed and taken home. **We will continue to monitor the guidance on a daily basis as this appears to be changing regularly.**
- **Collective Worship:** This will take place in classrooms instead of in the hall as the whole school cannot yet be brought together.
- **Building Access:** Unfortunately, parents will not be able to accompany children into the school building, unless you have a specific appointment. In this case, please enter through the main entrance only. If you have any questions, worries or concerns, please email the school office.
- **Appointments** to enter the school site other than at the start and end of the day should be made before parents attend. Please phone the school office on 01909 478886 if you need to do this.
- **Payments:** All cash transactions must be made via the school office, where a deposit tray will be available. Payments must be clearly labelled, in an envelope, with the child's name and class, along with the reason for the payment.
- **Hygiene:** Children and all visitors will be asked to wash their hands or use hand sanitiser on entry to the school building and at several key times throughout the day. All children will have lessons on basic hygiene to remind them of the 'catch it, bin it, kill it' / cover cough/sneeze messages. New, foot pedal, covered bins have been purchased and will be emptied regularly throughout the day; hard surfaces will be wiped down regularly with additional cleaning in place at lunchtime.
- **Uniform:** Children should wear their winter uniform from the beginning of Autumn Term.
- **Key Workers:** We would respectfully ask that key workers who work in environments at higher risk of Covid-19 transmission do not come onto the school site in their work uniform at the end of a working day. Thank you.
- **Reading books:** These will be given out on set days and should be returned on the day requested by the class teacher as we have to leave them in quarantine for at least 48 hours between users. **At this time, we anticipate this being Tuesdays and Fridays in Early Years, Key Stage One and Year 3, and Fridays only in Year 4-6.**
- **Storage:** All pupils will have their own designated tray in the classroom, where they will store their own books and resources. All children who have been given a pencil case need to bring that back in September, and all others who didn't return in the summer term will be given their own pencil case (and contents) on their return.
- **Lunchtime and after-school enrichment clubs** will not take place in the first half-term. This is to ensure that all other logistics planned are manageable. We will try to re-instate clubs after half-term, but it is likely they will be specific to each class and not open to others.

Year group arrangements

Bubble A	Class: Stars and Rockets
	Arrival and Collection
Start/Finish Time	Morning children - 8.20-8.30 arrival, 11.30 departure Afternoon children – 12.30 arrival, 3.30 departure
Base classroom	Early Years Unit (Area 1)
Entrance point	Via the FSU gate (wait to be collected from the top car park)
Exit Point	Via the FSU gate (children dropped off to the top car park)
Toilets	FSU toilets (shared)
	Cleaning & Hygiene Arrangements
Classroom	Between morning and afternoon sessions, End of school
Toilets	3 times a day (inc. lunchtime)

Bubble B	Class: Mars
	Arrival and Collection
Start/Finish Time	8.20-8.30 arrival, 3.10 departure
Base classroom	Early Years Unit (Area 1)
Entrance point	Via the FSU gate (wait to be collected from the top car park)
Exit Point	Via the FSU gate (children dropped off to the top car park)
Toilets	FSU toilets (shared)
	Cleaning & Hygiene Arrangements
Classroom	Between morning and afternoon sessions, End of school
Toilets	3 times a day (inc. lunchtime)

Bubble C	Year 1
	Arrival and Collection
Start/Finish Time	8.40-8.50 arrival, 3.10 departure
Base classroom	Year 1 classroom
Entrance point	Via the Year 1 door (wait to be collected from the top car park)
Exit Point	Via the Year 1 door (children dropped off to the top car park)
Toilets	Year 1 toilets
	Cleaning & Hygiene Arrangements
Classroom	Between morning and afternoon sessions, End of school
Toilets	3 times a day (inc. lunchtime)

Bubble D	Year 2
	Arrival and Collection
Start/Finish Time	8.40-8.50 arrival, 3.20 departure
Base classroom	Year 2 classroom
Entrance point	Via the year 2 door (drop children off at the door and leave)
Exit Point	Via the Year 2 door (children dropped off on the top playground)
Toilets	Year 2 toilets
	Cleaning & Hygiene Arrangements
Classroom	Between morning and afternoon sessions, End of school
Toilets	3 times a day (inc. lunchtime and after break)

Bubble E	Year 3
	Arrival and Collection
Start/Finish Time	8.40-8.50 arrival, 3.20 departure
Base classroom	Year 3 classroom
Entrance point	Via the Year 3 door (drop children at door and leave)
Exit Point	Via the Year 3 door (children dropped off on the top playground)
Toilets	Year 3/4 toilets (shared)
	Cleaning & Hygiene Arrangements
Classroom	Between morning and afternoon sessions, End of school
Toilets	4 times a day (inc. lunchtime and after break)

Bubble F	Year 4
	Arrival and Collection
Start/Finish Time	8.40-8.50 arrival, 3.20 departure
Base classroom	Year 4 classroom
Entrance point	Via the Year 3/4 cloakroom door (drop children at door and leave)
Exit Point	Via the Year 3 door (children dropped off on the top playground)
Toilets	Year 3/4 toilets (shared)
	Cleaning & Hygiene Arrangements
Classroom	Between morning and afternoon sessions, End of school
Toilets	4 times a day (inc. lunchtime and after break)

Bubble G	Year 5
	Arrival and Collection
Start/Finish Time	8.40-8.50 arrival, 3.20 departure
Base classroom	Year 5 classroom
Entrance point	Via the Year 5 classroom door (drop children at door and leave)
Exit Point	Via the Year 5 classroom door (children dropped off on top playground)
Toilets	Year 5/6 toilets (shared)
	Cleaning & Hygiene Arrangements
Classroom	Between morning and afternoon sessions, End of school
Toilets	4 times a day (inc. lunchtime and after break)

Bubble H	Year 6
	Arrival and Collection
Start/Finish Time	8.40-8.50 arrival, 3.20 departure
Base classroom	Year 6 classroom
Door Access	Via the Year 5/6 cloakroom door (drop children at door and leave)
Entrance/Exit Point	Via the Year 5/6 cloakroom door (children dropped off on top playground)
Toilets	Year 5/6 toilets (shared)
	Cleaning & Hygiene Arrangements
Classroom	Between morning and afternoon sessions, End of school
Toilets	4 times a day (inc. lunchtime and after break)

Where shall I go when I arrive?

One-way route for arrivals and departures



One-way route for F1, F2 and Y1

One-way route for Y2,3,4,5 and 6

F1 F2 Y1 Pupil pick-up and drop-off points

Y2 Y3 Y4 Y5 Y6 Pupil pick-up points

Class	Arrival	Pick-up time
F1	8.20-8.30 12.30	11.30 3.30
F2	8.20-8.30	3.10
Y1	8.40-8.50	3.10
Y2	8.40-8.50	3.20
Y3	8.40-8.50	3.20
Y4	8.40-8.50	3.20
Y5	8.40-8.50	3.20
Y6	8.40-8.50	3.20

Getting ready for September

SNMAT Summer Catch-Up Programme

We know that many parents will be concerned about missed learning time. A team of teachers and senior leaders from across SNMAT have worked hard to create a primary 'catch-up' programme for the summer which will help children to be 'ready' for their next year group. There will be seven strands to this:

- Reading
- Spelling
- Grammar
- Number
- Calculation
- Fractions
- Life Skills

This will be an online/remote learning package which children can work through at their own pace.

Follow this link to go straight there! <https://www.snmat.org.uk/destination-september/>