



Federation of St Alphege CE Schools September 2020 Returning to School Protocol and Procedures

Following the Department for Education's instruction on July 2nd 2020, it is our plan that **all pupils**, in **all year groups**, will return to school full-time from the beginning of the autumn term – **Thursday 3rd September 2020** (Tuesday 1st & Wednesday 2nd Sept/Staff INSET).

Our planning is underpinned by SMBC's overarching principles, namely:

- **The highest priority and consideration is the safety and wellbeing of Solihull children, young people and staff and other key stakeholders.**
- This is a collaborative approach across Solihull schools, Solihull Metropolitan Borough Council and in consultation with trade unions.
- The approach recognises different layers of accountability and responsibility including government direction, Solihull-wide and individual schools.
- Learning from education settings globally (e.g. Denmark and other countries that have started on the reset journey) national and locally (with current arrangements).
- There will be phases to the approach – some of these may be known, others will be unknown (for example when schools will get to a new normal) and that there will be different drivers and motivators for movement across the phases

IN ADDITION, the Department for Education's advice on effective infection protection and control:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> this states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law (Section 1 of guidance), which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- staff maintaining distance from pupils and other staff as much as possible"

We have also taken on board learning from plans for wider reopening to pupils from June 8th 2020. Indeed, many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embed so that children who did not attend in the summer term will themselves adopt the measures also.

All protocol and procedures are aligned to the Risk Assessment of Schools document that has been produced using a LA-approved template following 'Guidance for full opening: schools'

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

It is a legal requirement to review and update the previous risk assessment.

The following plan outlines relevant detail from the government's guidance with further detail about how the Federation of St Alphege CE Schools will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that **we cannot negate them entirely**.

*All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, **if schools follow this advice, they will effectively minimise risks.***

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how the Federation of St Alphege CE Schools have made them appropriate to our specific context and circumstance.

"System of controls - This is the set of actions schools must take. They are grouped into '**prevention**' and '**response to any infection**' and are outlined in more detail in the sections below.

Prevention:

- 1)** Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
- 2)** Clean hands thoroughly **more often than usual**
- 3)** Ensure good respiratory hygiene by promoting the '**catch it, bin it, kill it**' approach
- 4)** Introduce **enhanced cleaning**, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible**
- 6)** Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7)** Engage with the NHS Test and Trace process
- 8)** Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9)** Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant."

Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Section 1: public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
<p><i>Prevention</i></p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p>	<p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, they are not to attend school. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.</p> <p>If an adult becomes unwell with symptoms, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space (medical room – Juniors and Library – infants) where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>In terms of PPE, a fluid-resistant surgical facemask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical facemask should be worn by the supervising adult. If a risk assessment determines that, there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>There will also be a designated toilet assigned to children who fall ill (disabled toilet next to medical room – juniors and disabled toilet next to library – infants). Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.</p> <p>The designated isolation spaces/toilets are as follows;</p> <ul style="list-style-type: none"> - Library and adjacent disabled toilet – INFANTS. - Medical room and adjacent disabled toilet – JUNIORS. <p>The child should then be tested for coronavirus. If the test is negative, the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. Hence protective measure 4 above in introduction. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p> <p>Cases of COVID-19 should be reported to the West Midlands West Health Protection Team in Public Health England using the online reporting system available here. Or by telephone to 0344 225 3560 (opt 0 opt 2) or for out of hours advice 01384 679 031. School will also notify School LA officer Susan Hickerton and Public Health contact at SMBC Denise Milnes.</p>

<p>Prevention</p> <p>2. Clean hands thoroughly more often than usual.</p>	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> - Entry to school - Before/after break times - Before lunch - Before leaving school - Anytime that they visit the toilet or cough/sneeze in to their hands. <p>Additional hand sanitisers pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers and antibacterial wipes at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a ‘pinch point’ in the schools.</p> <p>Where children are struggling to wash independently, they may receive support assuming the adult supporting is also washing their hands.</p> <p>Hand hygiene protocols are to be re-visited at the start of the school year in September when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.</p>
<p>Prevention</p> <p>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.</p>	<p>At the start of the school year in September, children will be reminded of the importance of catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the bins provided and their hands must be cleaned afterwards. Children will be asked to start each day with fresh tissues in their pockets.</p>
<p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>At various intervals, adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment. It will be stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however we will limit the toilets to 2 at a time in juniors and bubbles at infants. Staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>We will continue to have a designed cleaner each day in each school to clean / disinfect high touch points and toilets and empty bins.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>

Prevention

5. Minimise contact between individuals and maintain social distancing wherever possible.

The purpose of groups or 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. At the Federation of St Alphege CE Schools, we will do everything we can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves **where at all possible**.

Grouping the Children

There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.

The DfE guidance reads as follows:

*"In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, **schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.**"*

In order for school to offer a curriculum that is best placed, to support 'catch-up' our bubbles will need to be in classes.

All children will be able to be considered for interventions (as previously) now that teaching support can work across classes. Where this occurs, adults will take an instructional approach and maintain physical distance.

We can cover PPA / management time as we have previously done - deploying staff internally and 1 or 2 consistent supply staff to cover PPA/management time.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum.

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.

Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.

Measures elsewhere

There will be **no whole-school events where children and adults are required to congregate**. Collective worship will be limited to class worships. Where possible, efforts will be made to have virtual assemblies through Teams (video conference software). **Children are not to sing during assembly.**

Use of the staff room should be minimal. The staff room will remain open to adults, however strict social distancing must be in place and where possible, it is advised that adults use alternative areas such as classroom / beechwood etc. It is important for your own wellbeing that you see colleagues and I encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms.

Measures for arriving at and leaving school (inc break/lunch times)

The start and end time of school will need to vary for each year group:

Nursery am: drop off 8.30 – 40am and collect 11:20 – 11:30am

Nursery pm: 12.30pm and collect 3:20 - 3.30pm

1 parent will walk with child to nursery and drop off via the gates to outdoor area (fully opened). Children will be collected from this area too.

Reception: drop off 9:05- 9:15am and collect 3:05pm

Starfish class children will enter via the back door, Dolphin class children will enter via their class door and Seahorse class children will enter via one of the doors into the school hall. Children will be dismissed to 1 parent from these points at the end of the day.

Year 1: drop off 8:55am – 9:05am and collect 3:15pm

Kingfisher and Robin class children will enter via the hall doors. Swan class children will enter via the blue door. Children will be dismissed to 1 parent from these points at the end of the day.

Year 2: drop off 8:45am – 8:55am and collect 3:25pm

Hedgehog class children will enter via the backdoor; Fox class children will enter via the blue door and Badger class children via one of the hall doors. Children will be dismissed to 1 parent from these points at the end of the day.

Years 3 and 6: drop off 8:30 – 8:40am and collect at 3:05pm

Years 4 and 5: drop off 8:40 – 8:50am and collect at 3:15pm

Lower Key Stage 2 children (years 3 and 4) will enter via the top gate. Upper Key Stage 2 children (years 5 and 6 will enter via the pedestrian gate. Children will be dismissed to 1 parent:

Darwin class from the front entrance, Franklin class from the top playground. Year 3 classes from the sunshine playground. Curie, Edison and Hawking classes will dismiss from their fire doors and Galileo class from the top of upper playground – all to parents (1 per child) socially distanced.

Staggering entrance/collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles. We recognise that this will be difficult for some families of multiple children. We will consider requests on a case-by-case basis where these timings prove difficult logistically for parents / child minders.

Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds. If children cycle or scooter to school, then they are to use the storage area at both schools to lock their bike/scooter securely.

Adults will be on the gates / entrances to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents must not congregate at the 'drop-off' point; they must instead arrive on time and then depart.

Parents must arrive on time for entry to school; they must not arrive early or late. In the instance that parents have children in more than one-year group, parents may wait with their children at the front of school, strictly following social distancing from other parents and children. Parents will be asked to drop off and leave, rather than remain on school grounds.

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through the school offices if they have queries about the day or they can call to make a phone appointment.

The office in each school is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. **The DfE guidance states that coming into the site without an appointment is not allowed.** However, parents can obviously still call and receive support over the phone or via email.

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

Other considerations

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise, specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them.

Where contractors can attend outside of school hours, they should. If that is not possible, they should follow all procedures as determined by school and ideally be supervised.

A record of all visitors must be kept to support NHS Test and Trace.

In terms of classroom resources, for regularly used stationery, children will all have their own individual set wherever possible that is not to be shared – see below. Other classroom resources like books and games can be used within the bubble but should be cleaned following use.

'It is still recommended that pupils limit the amount of equipment they bring into school each day to essentials such as lunch boxes, hats, coats, books, stationary and mobile phones. Bags are allowed.'

Children can therefore bring to school:

Infants – coat, PE kit and book bag. Years 1 and 2 a plastic pencil case – to keep the stationary provided by school.

Juniors – coat, wipe able lunch box, plastic pencil case containing own stationary equipment and bag. **Children will come to school in their PE kit on PE days.**

Shared resources, like art/science equipment should be meticulously cleaned between uses or rotated to allow 72 hours between uses to ensure they are safe.

Games that encourage distancing and little touch need to be made available to the children. However, **outdoor equipment should not be used** unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time and cleaned.

Pupils should not bring anything additional from home. **There can be no 'show and tell'**. However, children can now take books home and return them as normal. Books are to be returned as normal but taken out of circulation for 72 hours before being returned to the library.

Teachers can now take books home (and return them freely) to assess or use to support planning etc. This is also true of library books.

Prevention

6. Where necessary, wear appropriate personal protective equipment (PPE).

PPE should only be used for two reasons: where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).

The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:

- Face masks
- Aprons
- Gloves of various sizes
- Face shields (limited quantities)

Children need to know that some adults might be wearing PPE and that it is 'ok'.

<p><i>Response to any infection</i></p> <p>7. Engage with NHS Test and Trace.</p>	<p>Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.</p> <p>If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term and they will be stored in the office of each school. Given the potential low numbers of kits, they will only be issued with the agreement of either RM or RH.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>
<p><i>Response to any infection</i></p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>School should contact the local health protection team:</p> <p>West Midlands West HPT Public Health England 2nd Floor, Kidderminster Library Market Street Kidderminster Worcestershire DY10 1AB Telephone 0344 225 3560 (option 2) Out of hours advice 01384 679 031</p> <p>School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>School will inform parents of the infection, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point, the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.</p> <p>Federation of St Alphege CE Schools will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</p>

Response to any infection

9. Contain any outbreak by following local health protection team advice.

Keep in contact with our health protection team.

If school has 2 or more confirmed cases within a 14-day period, this could be considered an outbreak and greater measures would need to be put in place. **The health protection team would advise throughout.**

This **could** result in a bubble lockdown, a school closure or/and a mobile testing station being established in school.

Testing will focus on the affected classes, then their year groups and then the remainder of school if required.

Section 2: School operations

Aspect of school	Action
<p>Transport</p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> • By dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only • by public transport services, we mean routes which are also used by the general public 	<p>Dedicated school transport</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a ‘one metre plus’ approach where this is not possible, will not apply from the autumn term on dedicated transport. Therefore, school trips using coaches can still occur as long as the children travel in their consistent bubbles.</p> <p>If children are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.</p> <p>School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between uses. As an additional precaution, <u>We do not plan to undertake any school trips during the Autumn 1 half term.</u></p>
<p>Attendance</p> <p>Now 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.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p>Attendance expectations</p> <p>School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.</p> <p>School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-covid and any absence will be followed up.</p> <p>Where appropriate (after exhausting other measures) we will engage with CSAW to pursue sanctions for families with non-attending pupils (in line with the local authority’s code of conduct).</p> <p>Pupils who are shielding or self-isolating</p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Federation of St Alphege CE Schools will support those parents through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded.</p> <p>Where children cannot attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p>Pupils and families who are anxious about return to school</p> <p>If parents of pupils with significant risk factors are concerned, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this</p>

	could be via a MS Teams meeting.
School Workforce	<p>Staff who are clinically vulnerable or extremely clinically vulnerable</p> <p>Federation of St Alphege CE Schools has planned to follow the full measures within the guidance, therefore most staff will return to the workplace as normal.</p> <p>Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding comes to a close on 1st August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.</p> <p>Deploying support staff and accommodating visiting specialists</p> <p>As per government guidance, teaching assistants may be deployed to lead groups or cover lessons and will be used to cover PPA as previously. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason. As an additional precaution we will look to use internal teachers – LS and JJ and known retired teachers – RT and CB to cover management time and where needed.</p> <p>Supply teachers and other temporary or peripatetic teachers</p> <p>Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing and work in an instructional capacity – i.e. in front of classroom at distance from children.</p> <p>Likewise, Solihull Music Service teachers will be permitted to teach various groups of children assuming that they are able to follow stringent distancing also. These will need to be consistent people, not changing week-to-week.</p> <p>Staff taking leave</p> <p>The government has set a requirement that people returning from some countries will be required to quarantine for 14 days.</p> <p>Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave.</p>
Safeguarding	All existing pre-covid safeguarding measures will return as normal with RM and RH DSLs for both schools.
Catering	The expectation is that the school kitchen in each school will continue to be fully open in Autumn term. We will continue to use the school hall in each school – sitting children in classes.
Lunch and break times	<p>We will continue to need to use support staff to assist midday supervisors to support the supervision of lunchtimes and again they will be allocated to bubbles that cannot mix.</p> <p>A rota will be drawn up to ensure that only members of staff within appropriate bubbles supervise their bubbles at break times. The playground / grounds at each school will again be split in to zones</p>

and allocated to bubbles to avoid contact.

Timings of lunchtimes will be staggered, as will break times:

Break times

INFANTS

WET weather Break (2 zones)

- 9:55 – 10:10am Badger and Fox classes
- 10:10 – 10:25am Hedgehog and Swan classes
- 10:40 – 10:55am Dolphin and Starfish classes
- 10:55 – 11:10am Seahorse class

Good weather (5 zones)

- 9:55 – 10:10am Badger, Fox, Hedgehog Swan and Kingfisher classes
- 10:10 – 10:25am Robin, Dolphin, Starfish and Seahorse classes

JUNIORS WET weather Break (5 zones)

- 9:40 – 9:55am Years 3 and 6 (5 classes)
- 10:00 – 10:15am Years 4 and 5 (5 classes)

If good weather zones, can be bigger and incorporate the field.

Lunch times

INFANTS (Hall has 8 tables with 16 seats = capacity is 128 pupils)

Children to be seated in classes

- 12 – 12:30 Year 2 classes in hall others outside in zones
- 12:30 – 1pm Year 1 classes in hall
- 1 – 1:30pm Reception classes in hall

If it is WET 12 – 12:30 Year 2, Swan, and Kingfisher classes in hall. 12:30 Robin class then a class at a time will be called into the hall.

Each class to have an allocated MDS or TA as currently.

JUNIORS (Hall has 12 tables with 12 seats = capacity is 144 pupils)

Children to be seated in classes. Class enters and departs together.

- 11:55 Years 3 and 6 go into hall. Leave 12:25
- 12:30 – 1pm Years 4 and 5 go into hall

This means will have 5 classes outside at a time, which can be accommodated in zones on playgrounds. This can be extended if good weather to include field and bank areas.

Estates

Nick and Keith will conduct the normal pre-term building checks as per the existing schedule of work. Both will need to ensure additional wash stations are set up.

Teachers need to ensure that classrooms have good ventilation (open windows and doors) and hand sanitisers replenished – refill container in staffrooms.

Educational Visits

There will be no Y6 residential – Manor adventure in the autumn term, as per DfE instructions regarding overnight school trips.

School trips will not be permitted as an additional precaution during the Autumn 1 term.

Wraparound care

Wraparound care – Beechwood and Number 1 club is permitted to commence. Children attending wrap around care will ideally need to be kept in separate year bubbles, however that might not be possible due to limited staff numbers and children attending therefore the children will need to remain in small consistent bubbles, observing very good hand hygiene.

Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
<p>Curriculum expectations</p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <p>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p>	<p>Federation of St Alphege CE Schools will apply our curriculum model in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to ‘catch-up’. However, we recognise that will have need to have a period of adjustment in September.</p> <p>During this period, children will be reminded of all of their hard work during the previous year and we will ‘reset’ the expectations so that children know that we are expecting of them on their return to school i.e. great learning behaviours.</p> <p>Our September 2020 curriculum will be as planned, and our long-term plan has been adjusted to ensure missed areas of study are addressed.</p> <p>We will return to the normal teaching of all subjects in the autumn term</p> <p>Formative assessment – low-pressure quizzes, questioning etc. will be used largely so that teachers can tailor the learning journeys.</p> <p>Remote education will become a focus – *See LIP 2020 priority 3 - in the sense that it will become integrated in to the school curriculum. Teaching staff will be trained in the use of Google classroom and upload home learning tasks here for children to try at home. Oak National Academy lessons will be used periodically throughout the curriculum so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed.</p> <p>The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents shortly after the summer holiday. There is now leeway to defer the implementation of that curriculum content until the summer term 2021.</p> <p>Mental health and wellbeing will be introduced using the resources provided by the DfE and our current PSHE scheme Jigsaw in the Autumn term.</p>

<p>Specific points for early years foundation stage (EYFS) to key stage 3</p>	<p>For children in nursery settings, teachers should focus on the prime areas of learning, including communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary. Settings should follow updates to the EYFS disapplication guidance. For nursery settings and Reception, consider how all groups of children can be given equal opportunities for outdoor learning.</p> <p>For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.</p>
<p>Music</p>	<p>Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place; children need to be side-by-side and not facing one another. This has implications for our music curriculum and adjustments will need to be made.</p>
<p>Physical activity in schools</p>	<p>PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors.</p> <p>The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports are to be avoided.</p> <p>There will be an expectation that all classes undertake the daily mile each day.</p>
<p>Pastoral support</p>	<p>We will continue to provide counselling (KS 2) where appropriate via HL – taking steps to ensure physical distancing. We will be introducing play therapy via SM at the infants for children identified as most in need again taking steps to ensure physical distancing.</p>
<p>Behaviour expectations</p>	<p>The current approved behaviour policy will still apply.</p> <p>At the start of the academic year in September, expectations of behaviour will be revisited and the school’s Christian values will be widely discussed so that the ethos of the school does not change. The climate and culture needs to remain one of high expectations and respectfulness for one another.</p>

Section 4: Assessment and accountability

Aspect of school	Action
<p>Primary Assessment</p>	<p>All statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows:</p> <ul style="list-style-type: none"> • the phonics screening check • key stage 1 tests and teacher assessment • the year 4 multiplication tables check • key stage 2 tests and teacher assessment • statutory trialling <p>Federation of St Alphege CE Schools will prepare for these tests in the same manner as has been</p>

done in previous years.

Section 5: Contingency planning for outbreaks

Aspect of school	Action
A local outbreak	<p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can continue and the community can remain safe.</p>
Remote education support	<p>Federation of St Alphege CE Schools needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none">➤ Children are to take home their learning packs➤ Adults will share lessons via Google classroom, often in reference to Oak National Academy lessons that are tailored for every objective in the primary curriculum (EYFS coming soon).➤ Teachers will then be able to meet with children (in small groups) that require additional support through MS Teams online. <p>Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. More detail on Oak National Academy can be found here (https://www.thenational.academy/information-for-teachers).</p> <p>Where children cannot access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. We will look to use funding such as pupil premium to provide a device – google Chromebook for disadvantaged children.</p> <p>The principles for delivery will be as follows:</p> <ul style="list-style-type: none">➤ Children will receive learning opportunities for a range of subjects over a week➤ Learning will be sequenced as per our current curriculum model➤ High quality explanations will be made by the teacher using video links from school or through curriculum resources such as Oak National➤ Work will be checked through uploads to Google classroom or via MS Teams➤ Teachers will be available via MS Teams so that they can further tailor the learning as a result of feedback. Often this will be after the Oak National Academy lesson has been completed.

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| | <ul style="list-style-type: none">➤ Oak National content that specialises in SEND will be offered accordingly, alongside packages made available through the learning support team. |
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