



**School Re-opening - 15<sup>th</sup> June 2020**  
**- School Procedures**  
**Reception, Year 1 and Year 6 pupils**



**Staggered start and finish times**

	<b>Drop off time</b>	<b>Collection time</b>
<b>Reception</b>	9.20 am-9.30 am	2.30pm -2:40 pm
<b>Year 1</b>	9.10 am- 9.20 am	2:40pm - 2:50 pm
<b>Year 6</b>	9 am-9.10 am	2:50pm – 3pm
<b>Key Workers</b>	8.50 - 9am	2:50 - 3pm

- Siblings can be dropped off and collected together. This should be the earlier time for both drop off and collection.
- Parents and children should not arrive any earlier than the allotted time but if you do need to form a queue in the a one-way system at the gates (social distancing should be maintained).
- Please keep to times, do not stop to talk to other parents within the school gates (staff parking area) and leave the site as soon as you are able.
- Parents who are late bringing their child will need to ring the school office (01989 770332) to arrange entry to school. However, we cannot emphasise enough to parents that it is essential for everyone's safety that they stick to their allotted entry and exit time.
- Please be aware of other villagers and adults who may be passing by the school at the opening and closing times.
- We suggest parking in the village hall carpark. Please be advised that there may be members of the public in the village hall grounds purchasing milk etc. from the Milk Shed.

**The beginning of the day**

- Entrance on to the school grounds is via the large double gates (the school's single side gate is for parents and children attending Llangrove Leapfrogs).
- Parents and children will be greeted by either Mrs Dean or Mr Fox at the school small wooden gate at the entrance to the playground.
- Each child will be directed by Mrs Dean or Mr Fox to their particular entrance area where another member of staff will be waiting for them.
- Pupils will enter and go straight to their learning area via either:



- the side gate, leading to Acorn Class outdoor area and classroom
- or
- the side door/fire exit leading to Oak Class.



- The children will not be entering school via the main entrance or the school hall doorway.
- The children will wash their hands on entering the school building. Younger children will be supervised and supported as required.



**The end of the day**

- The children will come out of the doors/entrances they entered into school by.
- The children will be picked up from the small wooden gate at the exit from the playground.
- Collection times are staggered
- Mrs Dean or Mr Fox will be at the gates to meet parents and supervise each child leaving.

Parents will need to line up (in the one-way entrance and exit system at the large gates and social distancing should be observed at all times).

**What your child will need each day**

- Each child must come in to school every day with their :
- Coat
- Sunhat/cap
- lunch box (including a mid morning healthy snack)
- drink for the day.
- Reception children can bring spare clothes.
- It will not be possible to drop off forgotten items throughout the day.
- NO other items from home e.g. pencil cases, books or toys should be brought into school
- Children attending school who are eligible for Free School Meals will have a meal provided if required. This also applies to all children in Reception and Year 1.



Hopefully the lovely sunny weather will continue. Children will require sun screen to be applied **prior** to coming to school so that it lasts for the time they are in school. Sun screen will NOT be applied in school and should not be sent in with the child.

### **Non Uniform**

- Children are **not** required to wear school uniform
- Children must wear clean clothes which are **changed every day**.
- All clothes should be comfortable and appropriate for outdoor learning, playing, exercise and messy play.
- We advise children wear trainers
- Separate PE kit will not be needed



### **Social distancing**



#### **Social distancing in school**

- The children will be in learning groups which will be kept small – no more than 15 as per government guidelines.
- Each group will work with the same teacher and teaching assistants to keep mixing to a minimum.
- The learning groups will keep to the area they are based in.
- Staggered timetables for breaktimes and lunchtime will avoid groups congregating at 'pinch points' of the day.
- Children will sit on their own named circle on the carpet (Acorn Class) or one child per desk (Activity Area and Oak Class). Tables and seating places will be set as far apart as possible within the classroom.



- As well as the classroom we will be using our outside spaces, including Acorn Class' outdoor area and Forest schools area which will help us to facilitate social distancing where possible.

### **Changes to the Environment**

There will be other changes too, including:



#### **Signs:**

- You will see when you come to school that we have displayed external social distancing posters for both children and parents.
- Within the building, additional age appropriate signs are used to inform children: 2m distancing, hand-washing posters, sanitation stations etc to support the children to limit the chance of cross-infection.



**Outside:** We will be using the outdoor space as much as possible but there are restrictions:

- Each learning group will have its own outside area either on the playground or on the field. Small play equipment will be provided for each learning unit to use – all will be washed daily.
- Outdoor washing facilities have been ordered and we are awaiting delivery.
- The Forest School area will be used to access a range of outdoor Forest School themed activities.
- Learning Groups will not be allowed to mix at any time.
- There are staggered break times and lunch times to ensure that children are out at different times to prevent mixing.

**Indoors:** We are mindful that we want the school environment to remain as child friendly and normal as possible.

- Movement from the classroom to outside will be via the fire exits as much as possible to avoid use of the corridor. Walking in corridors will be one way and supervised as required.
- Each learning group will have a designated toilet – Acorn Class and Activity Area children (KS1) will use the boys and girls toilets. The pupils based in Oak Class will use the toilets in the reception area. Toilets will be accessed by one child at a time, minimising risk of mixing and cross contamination. Regular cleaning will take place throughout the day.
- Lunches will be eaten in the classroom (or outside when possible) within the learning group. This will eliminate the need for congregating for lunch in the hall.
- Children will only be moving around their environment for their learning groups and not with other groups of children.
- The classrooms will also look different – classroom resources and furniture will be kept to a minimum as we need to ensure that tables and activity areas (Acorn Class) are an adequate distance apart
- Cloakrooms will not be used by Oak Class – children will keep their coats & lunch boxes/drinks on their chairs.
- KS1 children will hang their coats on social distanced named pegs in the corridor and will be accessed one at a time.
- KS1 lunchboxes and drinks will be stored in their individual baskets within the classroom.



- Each child will have their own set of regularly used equipment e.g. whiteboard, pen and pencils.
- Malleable resources such as sand and playdough will not be used.

### **Learning and the curriculum**



With your support through home learning, the children are well placed to resume their learning in school. We are aware that after an extended break from formal learning the focus will be on phonics, spelling, reading, accessible writing tasks and number basic skills to start with.




Priority will be given to provide opportunities to discuss experiences, questions or worries as we help the children to settle back into school life. Their mental health and wellbeing is of the utmost importance.


- We will take learning out into their outdoor space wherever possible.
- We will continue to provide learning overviews for Acorn Class, Beech Class and Oak Class, including the use of online learning platforms (White Rose Maths, BBC Bitesize, Oak Academy) which will reflect what is being taught in school.
- Children will work on paper and store their work in folders. Teachers will assess work and give children verbal feedback.
- Written feedback will only be used where absolutely necessary.

### **Cleaning and hygiene routines**




- Resources used will be cleaned daily.
- Reading books will remain with the child. Once finished they will be stored out of reach for at least seven days.
- Teaching approaches will be adapted to allow for children to keep a distance as much as possible.
- There will be no provision of malleable resources such as sand and playdough and all soft toys/ furnishings/ dressing up clothes etc. are put away.
- Rigorous and regular handwashing routines will be established for both children and staff including before and after handling food.
- Hands should be washed more often than usual with running warm water and soap for 20 seconds. They should be thoroughly dried with a paper towel which should be disposed of into the bin.
- Posters around the school will serve as reminders for pupils and staff.
- Regular reminders to all pupils and staff to avoid touching their mouth, nose or eyes.
- Hand sanitiser stations will be set up at appropriate places in the classroom and school environment and replenished daily.


-  **CATCH IT.** • We will ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
-  **BIN IT.** • Windows, internal doors (and weather permitting external doors) will be open throughout the school day to allow for ventilation and easy movement without the need to touch door handles.
-  **KILL IT.**
  - Children using the toilet at any one time will be limited and monitored.
  - Each learning area will have cleaning equipment, including disposable aprons and gloves and a lidded bin.
  - Cleaning of surfaces will take place throughout the day

 **Handwashing advice**  
 It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus.  
 Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.  
 The latest guidance and video on hand washing can be found at:  
<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>  
 The e-Bug project is led by Public Health England and has a dedicated webpage for learning resources on hand washing and respiratory hygiene.  
 Resources are currently available for KS1, KS2 and KS3 and can be used in various settings including schools and at home:  
<https://e-bug.eu/>

**Clubs and Events**  
 There will be no physical social gathering events in place for the remainder of the Summer Term. This includes:


- After school clubs
- Assemblies
- Parents' Evenings at school
- Sporting events
- School trips
- Year 6 Show

 Llangrove Leapfrogs will continue to provide before and after school care for children of key workers from our school, as they have done during our time as a Learning Hub. Please contact Wendy **Mobile Telephone:** 07919 901 126

**Staff Safety and PPE**  
 There is currently no requirement from the Government to wear any PPE in schools, unless a member of staff is dealing with a pupil who is ill or presenting with symptoms.  
 As you can appreciate, this is also a difficult time for staff. We have addressed their concerns about the safety measures that are put in place to support them and prevent the potential transmission to their families. To this end, the staff have been provided with PPE and can choose if they wear it whilst in general contact with the children. This is purely precautionary and not all staff will choose to wear it.  
 PPE **will** be used when doing any intimate care, first aid or dealing with a child displaying symptoms. This includes face coverings, plastic aprons and gloves – **please talk to your child about this possibility.**

**Attendance and Absence**  
 The normal day-to-day absence procedures will be changing:

- There will be no fines for non-attendance or action taken for children who are not attending.
- Currently, we send a daily return back to the Department for Education. This will continue.
- When your child returns to school, we want them to remain. They will not be allowed to come in some days and not others. If they are returning, they are expected to be back at school full time. **This does not include children of keyworkers who will be able to select the days they attend according to the childcare needed.**
- If your child, or someone in your household, becomes symptomatic, you must follow self-isolation protocols.





## End of Year Reporting

- You will be receiving an End of Year report from your child's class teacher that will report up to March 20th 2020, (when the school officially closed). There will be no end of year assessments, or national tests.
- Reports will be sent with a covering letter.

## Mental Health and Well-Being

This will be our main focus over the half term. We will be having extended Personal and Social lessons so children can talk about how it has been for them and to support them with the transition.

- Over the next few weeks, if your child presents with any signs or symptoms of mental health issues, please do contact us or your GP for further advice.
- Children will be returning to a school and classrooms that will look different to the ones they left. They may also be taught in a different classroom to the one they are used to and have a different teacher and teaching assistant. This is necessary to create groups that only have fifteen pupils. The children will need to be prepared for this.
- The last thing we want are children who are unhappy coming to school. We will reassure them at all stages, but please discuss the changes in school with your child. Our experience of working with the children of key workers is that they have been very resilient, adaptable and happy.
- Seeing friends in school and not being able to be within 2m will have an impact but the opportunity to see and talk to their friends will have positive benefits.

Healthy me,  
inside and out!



## Useful resources to support Mental Health

- 14 day self isolation activities <https://www.elsa-support.co.uk/coronavirus-14-day-self-isolation-activities/>
- Supporting parents and carers through disruption <https://www.youtube.com/watch?v=ZnANLAcPRZ4&feature=youtu.be>
- Video clip for children on how to cope when you can't go to school because of the coronavirus <https://www.bbc.co.uk/newsround/51656718>
- Free online course to support yours and your child's well being at home <https://elearning.creativeeducation.co.uk/courses/simple-self-soothe-strategies/>
- Few tips for your own well being whilst at home <https://www.actionforhappiness.org/news/how-to-keep-mentally-healthy-during-uncertain-times>
- 10 ways to help your child through change <https://youngminds.org.uk/media/1710/top-ten-tips-poster.pdf>



## Behaviour Policy

As part of the key checklist from the Government, we have been asked to amend our behaviour policy. We will recognise, as always, all our positive behaviours in school. On the rare occasion where this may not be the case we will have to sanction the following unacceptable behaviours:

- Children who deliberately flaunt the social distancing measures.
- Spit at other pupils or adults.
- Refuse to follow the instructions of staff, putting staff or pupils at risk.
- Not following instructions on where to sit in classrooms when allocated.
- Not using the playground and outdoor areas as required.
- Not taking due care and attention when moving around school.

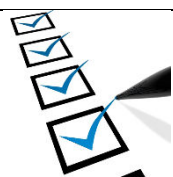
## Falling ill on site

- If a case of Covid 19 is suspected in a learning group, that group will be closed down **immediately**. It will not be reopened until all members of the family of the child with symptoms have been tested and receive a negative result.
- **If someone in your family displays symptoms and is tested, it is your responsibility to inform us immediately.**
- The individual in school presenting with symptoms, will be moved to an isolation area which is well ventilated. Parents will be contacted and must come and pick up the child immediately and arrangements for testing made. All families within the learning group will be contacted to come and collect their child.
- **Any child or staff member that shows symptoms of COVID 19 should be tested.**

- **Parents or staff should use the 111 online coronavirus service if their child is 5 or over or call 111 if their child is under 5. We ask that parents/staff ring the school to inform us when this has been done and what the results are.**
- If this test is positive, the guidelines are that their cohort group within school will be advised to self-isolate for 14 days. If the test is negative, then the child or staff member can return to school when they are well enough. The learning group can continue to attend as normal.
- **The Federation has purchased a Fogger machine which can decontaminate a room and its contents in 10 minutes – this will be brought to Llangrove and used in school if required**

#### Availability of Testing

- If a child becomes ill, they and their family are now eligible for testing. This means that if you are showing any signs of COVID-19 (between days 1-3) you will be able to book a test.
- You should do this through the Government. <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>
- If you are feeling ill, it is very important that you follow the self-isolation protocol until you receive your results.
- As time goes on, Track and Trace and Testing will become much wider available across the country.
- If you are concerned, at any point, you should call 111



#### Summary of key principles for parents;

- Only children who are well can attend school.
- Children with **any illness** or symptoms should **not be sent to school**. They should not return to school until they have been free of symptoms for 48 hours (this does not apply to Covid 19 symptoms where the child and family must be tested).
- Parents must inform the school immediately if any member of their family develops the symptoms of Covid 19.
- Parents will only be allowed onto the premises to collect a sick child.
- Only **one parent** to drop off and collect. Please adhere to the start and end of the school day timings.
- Parents must maintain social distancing at all times when delivering and collecting children. Please depart as soon as you have your child.
- Parents should ensure that they and their children have thoroughly washed their hands before leaving home.
- If information needs to be given to a member of staff then it should be passed on to Mrs Dean or Mr Fox at the school gate or done by email or phone during the school day.
- **Attendance is not compulsory and no parent will be challenged on their decision. However, if you commit to sending your child to school then they will be expected to attend every day. This does not apply to children of key workers in Years 2 to 5.**
- **Uniform should not be worn and children should attend in clean clothes every day. Clothes that have been worn should be washed daily.**
- **Children attending school who are eligible for Free School Meals will have a meal provided if required. This also applies to all children in Reception and Year 1**
- Free 'Cool Milk' and Key Stage One daily fruit is currently not available.