



PLANS FOR SCHOOL RE-OPENING

SEPTEMBER 2020

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Introduction

We know that parents and families will have lots of questions about the reopening of school in September. We have used the Government Guidance to support our planning and we are revising our risk assessment to take the recommendations into account.

We ask parents to appreciate the enormity of the task we face and the limited time we have had to do this. Some of the specific details cannot be shared with you just yet but they will be communicated to you, in good time, before the start of the Autumn term.

To help parents and families understand our expectations of everyone, the information in this document summarises our plan. We will be providing further details along with some route maps and photographs, before we return in September.

We know that some of these arrangements will be less convenient for our families at the start and end of the day. This is unfortunate but the priority must be safety. We ask that all our families co-operate with our plans, for the benefit of everybody's health and safety.

Please take the time to read this carefully.

Back to School

- Children in Years 1 to 4 will start back at school on Monday 7th September.
- The new children who are joining Reception will start school on Friday 18th September, following a short transition period during the week commencing 7th September.

Uniform

- Yes, we expect all children to wear full uniform from Monday 7th September.
- On certain days, children will be asked to wear their PE kit to school, so that they don't have to change.
- Children will not be permitted to change clothing for PE at school for the time being.
- If parents would prefer their child changes into trainers or plimsolls for playtimes, these should be clearly named and left in a bag on their peg in school.
- We will tell you which day your child should wear PE kit, once the timetable has been agreed.

Attendance.

- All children in Y1 2 3 and 4 will be welcomed back to Ferndown First School on Monday 7th September and attendance is mandatory.

Punctuality

- It will be more important than ever that children arrive punctually and are collected punctually.
- If children are late, parents will have to wait until all other year groups have been safely admitted before staff will be able to assist you. Children who are late must not be left unattended.
- If parents are late to collect children at the end of the day, this will have a significant impact on staff, who have commitments directly after school.

Routes in to and out of school - *More information to follow*

- Each year group will take a slightly different route in and out of the school site
- We understand that some families have more than one child in school, which is why there are slightly staggered start and end times to help make this work as best as possible.
- This may mean parents might have to wait for a short time.
- Parents can help us by following instructions and being patient with staff, who will be available to guide and support you.
- We will tell you which gates and which doors to use, as soon as possible.
- We will also provide a plan of your route, with photographs to help.

Start Times

Please remember your child will have moved up to the next year group.

	Reception EYFS	Year 1	Year 2	Year 3	Year 4
Start Time	9am	8.25am	8.30am	8.35am	8.40am

Collection Times

Please collect your child and leave the premises as swiftly as possible to avoid congestion.

	Reception EYFS	Year 1	Year 2	Year 3	Year 4
Collection Time	2.45pm	2.50pm	3pm	3.05pm	3.05pm

Breakfast Club

- Breakfast Club will open as usual from 7th September at 7.45am - £3 per day
- Children who are booked to attend Breakfast Club must be dropped-off at the Staff Entrance.
- Breakfast Club places must be booked in advance. Booking forms are being revised and will be sent home in due course. If parents would like to secure places before booking forms are made available, please email the school office with your requirements for the first half term. We will confirm receipt of your request.
- Children who attend Breakfast Club are likely to mix with a limited number of children outside their 'bubble' in Breakfast Club and parents should be aware that this will heighten the risk.
- SLT made the decision that this was justifiable given that the alternative is no provision at all for working parents.

After School Clubs

- We will not be offering any after school clubs at the start of the autumn term. We will re-introduce clubs as soon as we can.

Keep your Childminder Informed

- The childminder must drop-off and collect your child according to the family routes.
- It is the responsibility of parents to share the details with childminders and make sure they are clear about the arrangements.
- Children should be collected by a member of their immediate household
- Older siblings may collect if they are in Y9 or older.

Year Group Bubbles

- Ferndown First School will group its year groups into 'bubbles' which will remain consistent and separate from other 'bubbles'. Our largest year group has 90 children although most are under 70
- For much of their time in school the children will be with their own teacher and support staff but at playtimes and lunchtimes they will be separated into year groups that will only have limited contact with other year groups.
- This will *'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible'*

Measures in Place to Reduce Congestion and Large Gatherings

- Staggered start and finish times, as well as separate entrances, will apply for all Year groups.
- It is *essential* that all children arrive and leave at their designated start or finish time
- Each year group will take a slightly different route in and out of school. We will share this route with you before the start of term.
- From September 2020 we intend to designate the staff car park and the front of the main car park as pedestrian waiting spaces for families to use at the start and end of the day.
- All adults must maintain social distancing to reduce the chance of transmitting the virus and because they are role models for the children about how to behave in public places.

Parking Arrangements - Park and Stride from September please.

- We are currently seeking advice from the “safer school travel team” as we intend to use the staff car park and part of the main car park as designated pedestrian waiting spaces for families.
- This measure will help avoid congestion and will support our plans to promote social distance. As a result, there will be far less car parking spaces available in the school car park from September.
- As is common practice in most local first and primary schools, parents who must drive to school are advised to park safely and courteously in the local area and walk the remainder of the way to school please.
- Parents are asked to fully co-operate please and should not park or drop off in the school car park for the foreseeable future. Please park and stride.
- Parking is available close by at St Mary’s Church, the Village Hall (permit required), Ferndown Leisure Centre or Tesco Car Park.
- Priority must be given to staff, other authorised site users and those with a valid disabled badge only. Disabled badge holders must register with the school office.
- We are doing everything possible to reduce traffic movement in the car park at the start and end of the school day but parents **must** take full responsibility for supervising their children at all times, when entering and leaving the school premises.
- We ask parents to show courtesy to the residents of Mountbatten Drive and Brabourne Avenue, by avoiding parking here please.
- More information about parking arrangements and restrictions will be shared before September.

Bike Sheds

- For the time being, please do not bring any bikes and scooters if you will need to leave them at school. We want to monitor our entry and exit arrangements, to see how they work, before re-opening the Bike Sheds.

Toilet Facilities

- Children in EYFS and Year 1 have their own toilets for their year group.
- Our Year 2,3 and 4 toilets are shared between these groups.
- We will allocate certain toilet cubicles to particular year groups and additional cleaning will be in place.
- All children should wash hands after they have been to the toilet and will be reminded to do so.
- There will be no toilet facilities available for parents to use. The family toilets will be for school use only.

PPE

- In accordance with advice from Public Health there is no requirement for pupils or staff to wear PPE, however, staff who are clinically exceptionally vulnerable may choose to wear masks and/or shields.
- Staff and children must discard PPE worn on journey to school on entry.

Preventative Hygiene Measures

- According to DfE guidance the risks to children under 19 from COVID-19 is 'very low' and they ask us to consider the '*negative health impacts of being out of school*'.
- Schools will not be a '*totally risk-free environment*'
- Our staff are now well used to what is required for preventative hygiene and have been working with the children of keyworkers since March 23rd and those who returned from 8th June to make sure expectations are made clear.
- Good practice was outlined in our original Risk Assessment (RA) which was submitted to Dorset Council in May 2020 and is regularly reviewed.
- We will spend time in the first weeks back ensuring that children understand the importance of cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating;
- We now have good stocks of sanitiser in all classrooms.
- We will undertake the 'Catch it, bin it, kill it' approach with enough tissues and bins available in school to support children and staff to follow this routine
- Surfaces are cleaned regularly. Where appropriate, children will have their own resources, to limit sharing. Resources will be limited to allow for frequent cleaning.
- We have adjusted our cleaning team rota to ensure we have staff on site for most of the school day. Our lunchtime team are also providing a 'midday' clean.
- We have removed lots of the equipment and items from the rooms to ensure surfaces are easily cleaned.
- Most soft furnishings have been removed from classrooms.
- We have visual reminders in all the toilets and sink areas about good handwashing.
- We have supplies of E45 handwash and moisturiser for children with sensitive skin.
- We have hand-gel throughout the school and children are expected to use this regularly (in addition to handwashing).

Social Distancing – Expectations of Children

- We recognise that social distancing with the younger children is a challenge so we will remind them regularly about it, but we cannot guarantee that it can be maintained with the younger children.
- The government guidance states that schools do not need to insist on social distancing with the younger children. We want our children to learn through play and interaction with others.
- Children will spend most of their time in the classes and we will be grouping Year groups together as “bubbles”.
- Children in different Year groups will not mix.
- Children will not move around the site as much as they used to however, when they do, they will use social distancing markers that are on the floor throughout the school to help them.
- Playtimes will be staggered so that fewer children are outside the classrooms.
- Each group will have their own play equipment in their zone and their supervising adult will initiate games with the children.
- There will be no whole school events for the time being.
- Assemblies will be online and no singing is allowed to take place at the moment.

Social Distancing – Expectations of Staff, Parents and Authorised Visitors

- Adults will endeavour to maintain social distance from each other, and from the children as the adults are statistically at a higher risk.
- Our staffroom will only be used for short periods of time by a limited number of colleagues at a time
- Our school office is out of bounds to all but a few members of our team.

Supply and Cover Staff

- The government advice makes it clear that adult staff members can now work across groups of pupils as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils.
- PPA and class cover arrangements which may bring additional adults into contact with groups of pupils will continue.
- In these cases, staff will maintain appropriate distance from the children for their own and the children's safety.

School Office

- The school office will remain closed to parents and most visitors, unless authorised.
- Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day
- If there is an emergency meaning that a child needs to be collected at a different time parents should telephone the school first.
- Staff will arrange to meet parents at the staff entrance.
- All other communication should be done by telephone or e-mail
- Parents should not make routine appointments for children during the school day

Speaking to Class Teachers

- Parents are not allowed into the school building, however, we are still available to talk to parents either over the phone, email or online using Teams or Zoom.
- Teachers from each year group have made a short welcome video which will be shared on the school website shortly.

Classroom Organisation

- The classrooms will look a bit sparser than they usually do. This is so that the surfaces are easily cleaned.
- In Years 1 to 4, the desks will be arranged into front facing rows, where possible.
- Our youngest children will be allowed to sit on the carpet in small groups but will be expected to distance themselves as much as possible.
- In EYFS and in Year 1 we will allow a more 'free flow' approach to the provision so that the children can learn through play, as and when appropriate.
- Teachers are planning learning activities that reduce the need for close face to face interaction.
- To ensure rooms are well ventilated, windows and doors will be left open in most cases even as the weather gets colder.
- Where possible teachers may take the opportunity to move some subject teaching or groups outside

Equipment Your Child Will Need

- All children will be given their own basic writing equipment because they are not allowed to share equipment such as pens and pencils.
- Any equipment that does need to be shared will be regularly cleaned.
- Children will be expected to bring a named water bottle to school. This will stay on their desk to reduce movement around the classroom.
- Reading books - We are reviewing arrangements to open our library and provide reading books. More information will be shared at the start of term.
- Following a successful trial of Bug Club, we will be subscribing to their resources to ensure you continue to have access to e-books.
- As year group bubbles will not share the same cloakroom facilities coats and bags can be left in their normal places. In some cases, coats may be hung on the back of chairs in classrooms instead.
- Please do not send your child's PE kit to school. We will let you know the day the children need to wear PE Kit to school.

Playtimes and Lunchtimes

- Each year group will have their own section on the playground and they will not be allowed to mix with other groups of children.
- Children in Year 1, 2, 3 and 4 will eat their lunch in their classrooms. Children in EYFS will eat in the hall.
- Lunchtimes will vary slightly to our published timetable to take into account available outdoor space for each year group bubble and the staggered start and end times of the day, to ensure teaching time is not lost.

School Meals and Packed Lunches

- We have a revised school meal offer from Monday 7th September.
- Children eating a school meal will choose their meal each morning. It will not be possible for parents to pre-order. If your child does not bring a packed lunch with them, we will order a school meal.
- Parents will be invoiced for this meal if your child is not eligible for free school meals.
- Parents of children moving from Year 2 to Year 3 should be aware that universal free school dinners do not apply in KS2 and that payment may be required.

Access to Drinking Water

- All pupils should have their own water bottle that is untouched by other children or staff
- Water will be made available if children need to refill their bottle.

Expectations and Behaviour

- We have very high expectations for behaviour and attitude at Fendown First School and we expect all children to meet our expectations.
- It would be very useful for parents to begin to talk to their child about the school expectations and routines before the start of the Autumn Term particularly if the routine at home has not been maintained during the recent closure.

School Behaviour Policy Addendum

- An addendum to our behaviour policy will take effect in September 2020.
- In the addendum we have had to change some of our expectations around pupils' behaviour and we will make these clear to all.
- In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously.
- Our school **CARE** values remain unchanged, and children are expected to aim to uphold them. These values are:
 - Community
 - Aspiration
 - Respect
 - Excellence

In addition, and to keep ourselves safe and healthy, children must be aware of the new requirements. They must:

- Do all they can to stay at least 1+ metres apart from each other wherever possible (with a common-sense approach taken to EYFS and Y1 pupils)
- Use their own specific equipment (including resources) and not share any of these
- Not share any food, drinks, cups or water bottles
- Work, eat and play in their class or year group and minimise contact with children from other groups (including in the playground, anywhere on the school site and on the way to and from school)
- Move around school as instructed by the teacher/adult and avoid other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash hands
- Wash hands frequently (including whenever asked to), with soap and water for 20 seconds or with hand sanitiser if soap and water are not available
- Not touch or hug anybody in school for any reason.

Supporting Pupil Well-Being

- The activities for the first week of term will be planned to support the transition for everyone.
- We understand lots of our children will not have been in school for over five months, so the teachers are planning to take their time to make sure the children can settle in.
- The children will revisit our school values, expectations and will be involved in a school wide project based around the beautiful Oliver Jeffers book "Here We Are".
- All our teaching team will receive further training on the staff training days in September about strategies to support wellbeing and how we can reconnect as a school community.

Curriculum - Planning for Progress

- Our priority has to be wellbeing and health
- All teachers and leaders have reviewed the curriculum and adjusted our plans so that it enables the children to revise aspects they may need to, but also supports rapid progress.
- We will not be using phrases like "catching up" with the children and we encourage parents to be as positive as possible so that children do not feel under unnecessary pressure.
- When the children have settled in, their teachers will assess Reading, Writing and Maths. This will help provide a starting point to build on.
- Further information about our curriculum will be sent home separately, before the start of the autumn term.

Illness and Suspected Covid19 Cases

- No child or adult showing signs of infection are allowed on the premises.
- Thermometers may be used if any child or adult displays symptoms
- Any child who displays any symptoms of Covid19 must be collected immediately and we expect parents and families to make provision if they are not based in the local area during the school day.
- In line with DfE guidance in the case of a suspected infection the school will engage with the NHS Test and Trace process. We ask that parents and staff inform us immediately of the outcome of any test
- The school will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect.
- We will not share the names or details of people suspected of having or confirmed to have coronavirus
- We will contain any outbreak by following local health protection team advice.
- For the avoidance of doubt the new advice says that we 'must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.
- The health protection team will provide definitive advice on who must be sent home
- When a case is suspected in school the child will be immediately isolated from other pupils and staff.
- Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need.
- Enhanced PPE is available for these staff and older children with symptoms may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
- Any member of staff who has been supervising a child with suspected symptoms must immediately wash their hands in line with current guidance.
- The room that a child has used in this circumstance (and any bathrooms they have used) will be fully cleaned before anyone else uses them.
- We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.
- The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*' If no test is undertaken then we expect children to self-isolate according to the Public Health England guidance

Confirmed Household Cases of Coronavirus

- You should follow the advice laid out by Public Health England regarding isolation and should keep their school informed about their planned date of return following isolation.

Containing an Outbreak

- If our school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and we will continue to work with their local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.
- As we will be implementing controls from the suggested DfE list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school can hopefully be avoided.

Shielding - Extremely clinically vulnerable

- If any families have a household member who will continue to shield after the 1st August, please contact the school office so that an appropriate risk assessment can be carried out.
- The government guidance states that all children will be expected to attend school from September and we want to work with any parents who are worried to reassure you that we are taking every precaution to keep our community safe.

What next?

Well done, for making it this far! Thanks for taking the time to read through our plans.

We think this is sufficient information to help you plan for September. We will make sure you have the additional information you need, including route maps and Year group entry and exit information before the start of the Autumn term.

We are relying on parents to help us make this plan work. It is our collective responsibility. Please co-operate with our plans and understand that everyone's health and safety must be the priority.

Have a wonderful summer holiday. We will see you all in September!