

The Spire Federation

East Wold & North Cockerington CE Primary Schools

'Empowering all to flourish and succeed'

You will be aware that on 2nd July the government announced its ambition for all children to return to school full-time from the beginning of the autumn term. **The Spire Federation schools will reopen to all pupils from Thursday 3rd September.** This document sets out our plans for reopening in a safe way, following guidance from the government and also from our own evaluations of recent operations. Schools have received guidance documentation which we have carefully considered in order to inform our re-opening. All decisions made have been done so with the safety of the children, staff, families and our community at the heart.

For the plans to be successful we need the full cooperation and support of all parents and families. Please also be mindful that as we move into the new term, there may be necessary changes. We will keep you fully informed of any changes, if and when they should occur.

Our plan has safety at the heart of it – safety for pupils, staff and families.

From September school is mandatory.

Our children are at the centre of all our decision-making; their safety and safeguarding will continue to be our number one priority.

We know that COVID-19 is not going to have disappeared by the start of the Autumn term. Whilst there are no guarantees that we will not have any cases in school, we can and have, put processes and measures in place to protect everyone and to manage any cases that we may have within our school.

The implementation of our plans will be constantly monitored by the leadership team and governing body and amended if circumstances change.

Principles for full re-opening

'The prevalence of coronavirus has decreased, our NHS Test and trace system is up and running and we are clear about the measures that needs to be in place to create safer environments within schools. Returning to school is vital for children's education and their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's ability to learn and therefore we need to ensure all pupils can return to school sooner rather than later.' (Guidance for full opening: schools published 2nd July 2020)

In accordance with the guidance, there is a system of controls in place to address the following:

- prevention
- a response to infection

Alongside this, we will be developing a recovery curriculum to reconnect children with learning in school.

What to expect when my child returns to school.

‘Bubbles’

- There are two bubbles at each school. These will be:
 - East Wold – KS1 Block (Willow and Beech) & KS2 Block (Elm & Oak)
 - North Cockerington – Robin Bubble & KO block (Kingfisher & Owl classes)
- Children in split year groups will often be working together for some lessons. We are currently planning that for the majority of the time:
 - East Wold – Year 4 will have English and maths together
 - North Cockerington – Year 4 will have maths together and sometimes English too
 - East Wold – Year 1, after a settling in period, will have maths together.
- East Wold phonics sessions will be grouped based on phonics phases rather than year groups.
- Each bubble will have its own designated toilets and sinks.
- Whilst we are minimising the number of adults working within each bubble, this is not always possible in order for the children to receive a full curriculum. Staff will though, be maintaining their distance as much as possible when working in different bubbles.
- Staff will, as far as possible, distance from the children and each other. The 2m rule remains between adults.
- Working in bubbles that do not mix will make it quicker and easier in the event of a positive case to identify who would need to self-isolate and any action that needed to be taken.
- From Year 1 upwards the children will be sitting two to a table, facing forwards.
- The Foundation Stage classrooms will be set up in readiness for the Foundation Stage curriculum.
- There will be no large gatherings. Collective Worship, for example, will take place in classrooms.
- Lunches will be eaten in classrooms.

School hours, Drop off and Collection

School hours for all pupils will be similar to normal school hours but start and finish times will be staggered, to maximise social distancing at these times and minimise the number of people on our school site at any one time. In order to support the practicalities of this, our staggered times will be based on house team colours. Therefore, siblings will have the same times.

- Red and Blue house colour times will be 8.45am – 3.15pm
- Green and Yellow/Purple house colours will be 9.00am – 3.30pm
- All children must be collected at the agreed time.
- Unfortunately we are not able to open our before and after school club at East Wold from 3rd September. We aim to open wrap-around care as soon as possible, following detailed risk assessments and amendments to operational plans. Further details will be shared as soon as possible. In the meantime, if childcare is an issue, we would like to signpost you to the Children and Families directory - <https://lincolnshire.fsd.org.uk/kb5/lincs/fsd/home.page>
- There will be no extracurricular clubs running in term 1 and we will review this moving forwards.

The start and end times must be adhered to and are not negotiable. They are in place in order to keep everyone safe. We will be reviewing the effectiveness of this arrangement over the first few days.

Drop off and Collection of Children:

- Different entrances will be used when pupils arrive:
 - East Wold – Willow – external class door, Beech – external class door, Elm & Oak – Main entrance
 - North Cockerington – Robins – main entrance, Kingfishers & Owls – side entrance (opposite Kingfishers) – There is now a doorbell on this entrance to ring if needed.
- The playground gates will be locked and we will assess if we need to open the car park at East Wold.
- If parents have other children with them, the children must stay with the parent at all times.
- Social distancing **must** be maintained on our school site.
- Only **one parent** can bring/collect children to school. They must drop off and leave, rather than remain on school grounds. There must be no gathering of parents on our school site.
- Adults leading the classes will not be available to discuss matters before school. The office will be 'closed', therefore please phone or email school, if you need to speak with the teacher.
- If Key Stage 2 children are walking to or from school unaccompanied they **must** either walk on their own, walk with siblings, walk with others in their bubble but must not mix with other bubbles.
- North Cockerington Collections – Staff will support collection by being outside with a radio to enable the children to leave promptly. Robins will leave via main entrance, and Kingfishers & Owls from the side entrance.

- East Wold Collections – Willow and Beech class will be dismissed from the external classroom doors. Elm and Oak children will be dismissed from the class fire doors and parents are asked to stand socially distanced near the stage. An adult will be on site to supervise dismissal.

TRANSPORT – We would encourage pupils to walk, cycle or travel by private car to school if at all possible.

Where school transport is used the risk of infection should be minimised by:

- use of hand sanitiser upon boarding and/or disembarking
- distancing within vehicles wherever possible
- sitting with children from the same bubble as in school

Lunches and breaks

- Break times will be staggered to avoid the mixing of bubble.
- Each bubble and will have its own set of playground toys.
- Children who require a snack, will need to bring a piece of fruit. Whilst Foundation Stage and Key Stage 1 usually get this provided, we believe that this will not be up and running in September.
- **All children in Foundation Stage, Year 1 and Year 2 are entitled to a free meal.** This will be a cold packed lunch. A separate booking letter has been issued.
- The water fountains are being replaced with water bottle filling stations over the summer. Children need to bring a water bottle daily.
- Children will eat in their designated classroom.
- Tables will be cleaned before and after lunch. Children may be asked to support this using antibacterial wipes.
- Children will wash or sanitise their hands before and after break time and before and after lunch.

Health and safety first

All pupils and adults must follow the health and safety expectations.

- 1. Handwashing and use of hand sanitiser** – on entry to school, at regular intervals through the day, before and after the toilet/lunch/break, and before going home. Children will be reminded not to touch their eyes, nose or mouth.
- 2. Respiratory hygiene** – when coughing or sneezing, children will be taught how to use tissues, dispose of them immediately and then wash their hands. If no tissue is available, children must cough or sneeze into their elbow. 'Catch it. Bin it. Kill it.'
We cannot do this on our own. These habits need to be in place outside of school too. Please prepare your children before school starts and reinforce this at home.

- 3. Face masks-** *'wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstances by those who may not be able to handle them as directed (for example young children, or those with special need or disabilities) as it may inadvertently increase the risk of transmission.'* (Coronavirus (COVIC19): implementing protective measures in education settings DFE, May 2020)

If children are wearing a facemask on their walk to school, they need to be removed on arrival. Pupils will be instructed not to touch the front of their face covering during use or when removing it. They will be asked to wash their hands immediately on arrival, dispose of the temporary face covering in a lidded bin or place their reusable face covering in a plastic bag to take home with them (the plastic bags need to be provided by home) and then wash their hands again on entry to the classroom. (Full Opening of Schools Guidance DFE, July 2020)

- 4. Ventilation** – classroom windows and internal doors will be open to allow for ventilation. Please ensure your child has an extra layer on cooler days.
- 5. Cleaning** – Additional cleaning will take place in school. This will include cleaning toilets, sinks, taps, handles and touch points as well as communal areas. Cleaning tables and equipment will become part of the new daily routine in school.

We recognise that for high quality learning to take place, children require equipment and resources. These have been allocated to bubbles where possible and will be sanitised after use.

- 6. Writing equipment** - Each child will be given their own basic stationery equipment and school pencil case. It is every child's responsibility to look after this.

Uniform

We expect all children to be in their school uniform in September as this gives the children a sense of belonging to our school community. It also supports with creating positive attitudes towards learning and behaviour.

On PE days children should come to school in their PE kit. As PE will be outside, we recommend joggers and trainers. PE days will be communicated on the class page of our website.

It is more important than ever to ensure that ALL school uniform is labelled.

Children will be using the outdoor spaces more – we are told that transmission is less outdoors. Children will need a coat for cooler weather and a sun hat for sunny days. They will need to come wearing sun cream for warmer days. If you wish your child to reapply sun cream during the day, they will need to do so themselves.

Learning at school

Our pupils' health, safety and wellbeing is our priority. A period of time will be needed to support pupils in adjusting to being back in school and in a more structured daily routine. Re-building relationships and expectations will form a key part of their early return. Daily timetables will also include daily reminders about the preventative measures school has put in place and will include PSHE lessons.

We are developing our recovery curriculum. Our focus will be on reconnection, relationships and routines. Children need to get back to 'normality' after a time of disruption, so the settling back into normal school life is important.

We will be rebuilding relationships, learning the new routines in school, being taught how to hand wash and revisiting our values. Re-establishing expectations of behaviour along with our high expectations in learning will also be a focus. There will be plenty of opportunity for the children to talk, communicate with one another and to both reflect and look forward to the year ahead.

The main focus for the first few weeks is every child's wellbeing, ensuring that they are feeling happy and safe back at school and supporting them with daily routines and re-engaging with learning in school. During this time teachers will be making informal assessments to identify any learning gaps.

We will provide more information on our Recovery Curriculum shortly.

Preparing your child for the return to school

Over the summer and before September please:

- **Keep reading together, sharing books and talking about vocabulary.**
- **Keep talking together to support the children's communication and language.**
- Explain all the health and safety expectations to your children and tell them that these are in place for everyone's safety.
- Be positive about your child's return to school. Do not share any worries or anxieties you may have with your children. There are resources in the mental health and wellbeing section of our website to help support you and your child.
- Independence is more important than ever this year as staff need to continue to distance from pupils, to protect themselves as much as possible. To support this, please can you help your children over the summer to learn how to tie their own shoe laces (or have Velcro fastenings), button/zip coats, open packets and yogurts in tubes etc.
- Ensure any child who is walking to school on their own adheres to the expectations of not mixing with other bubbles.
- Be prepared with equipment: 1 bottle of water and named uniform.

COVID -19

(Based on current guidance)

- Pupils, staff and other adults must not come into the school if they have [coronavirus \(COVID19\) symptoms](#), or have tested positive in the last 7 days.
- Anyone developing COVID-19 symptoms during the school day will be sent home.
- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' .
- They must self-isolate, will be expected to [arrange to have a test](#) to see if they have coronavirus (COVID-19).
- Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- Siblings of children displaying symptoms will be sent home at the same time as the symptomatic child.

Engage with the NHS Test and Trace Process

Staff and parents will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

We ask parents and staff to inform us immediately of test results:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Management of a confirmed cases of coronavirus (COVID-19) amongst the school community

Swift action must be taken when we become aware that someone who has attended school has tested positive for coronavirus (COVID-19). The Executive Headteacher should be informed to contact the local health protection team. *This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.*

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

Based on the advice from the health protection team, schools 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.

Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, accurate records will be kept of pupils and staff in each bubble.

Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, **they should inform school immediately**, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must 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. If schools are implementing controls, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive.

Learning at home

In the event of children having to self-isolate, a bubble closing, school closing or a local/national lockdown, school will provide learning at home.

We have purchased Tapestry for Foundation Stage and Purple Mash for all pupils. These will support home learning. We are also researching the use of Google Classrooms to enhance our home learning provision.

A plan for home learning will be developed and shared with parents in Term 1.

Risk Assessment

Our full risk assessment is available on our website. This document will be regularly reviewed and updated.