

Risk Assessment and Action Plan for the phased return of pupils, after national lockdown due to COVID-19

Ellison Boulters Church of England Academy

The following relates to the full opening of school on 8th March 2021.

This risk assessment is based on guidance from the following documents

- Guidance for full opening-schools March 2021
 - Parent letter – Initial Advice for September (attached)
- Parent letter for 4th January 2021 Schools Coronavirus (Covid-19) operational guidance

Rational:

We are splitting our school into three BUBBLES – Y5/6 – Purple Bubble, Y3/4- Blue Bubble and Rec and KS1- Red Bubble

Whilst we recognise that our largest bubble will be 120 children (Rec and KS1) this is the arrangement that ensures that the education (provision of a broad and balanced curriculum and full care and support) and social interaction are least affected whilst grouping children together, avoiding contact between the groups and allowing staff to maintain distance as much as possible.

As children begin to come back into school we aim to make it as safe AS POSSIBLE to mitigate risks and maintain distance by:

- Realising that it will still remain a challenge for children to socially distance
- Limiting the sharing of equipment as much as possible by providing each child with a work station and their own equipment
- As far as possible, keeping children with the same small group of adults throughout the day
- Keeping children in different areas of the playground and field at lunchtime and breaktimes.
- Prioritising cleaning and hygiene as a key factor in our safety.
- Ensuring that , as far as possible, staff moving between bubbles maintain their distance and apply the additional cleaning measures rigorously
- Staff to wear visors and/or masks at all times in corridors and shared areas when not teaching in their classrooms
- Staff to wear masks when at the gate at the front of school and also when on playground duty
- Windows must be open at breaktime and lunchtime and part way through the afternoon to allow for air circulation

Additional measures for March 2021

- Staff to open windows during lessons as much as possible
- Staff have the opportunity to carry out quick voluntary testing using the Lateral Flow Devices (LFDs) twice a week

Related area	Hazard	Control Measures to reduce risk	Related guidance/ notes
Risk assessment	School cannot meet guidelines for a phased return. Guidelines are frequently updated.	> Principles of the risk assessment agreed by Governors July 2020 Risk assessment prepared and circulated to governors for approval Thursday 28th August Circulated to Staff 29th August for review on Inset on 1st September and take comments and recommendations if needed. Circulated to staff on February 26th for review	Guidance: guidance is that 'guidance' and not statutory regulations. Any changes to statutory regulations will supersede this document.
Staff	Clinically extremely vulnerable staff returning to work	Staff health questionnaire issued week 11th May, any identified health needs or concerns to have individual discussions with DH or HT. Staff specific risk assessments or safety plans to be created that week (if required for staff in school).	Guidance: "staff who live with someone who is clinically vulnerable (but not clinically extremely vulnerable) including those who are pregnant, can attend..."
Staff	Staff spreading infections	>Hand washing on entry to the building and frequently throughout the day ☑ staff issued with hand sanitiser ☑ All staff and children are asked to wear clean clothes to the setting each day ☑ Children asked to wear school uniform except on PE or Forest School days days when they will arrive in PE/Forest school clothes ☐ Majority of staff will not move between "groups" they will be allocated a group of children that will be based in the same classroom throughout the phased return ☑ Staff will not routinely handle pupil work, marking will be 'verbal in the moment' or digital. Where staff need to come into close proximity to pupils' work, they will immediately sanitise hands Should a member of staff enter another classroom other than their base room they must wait at the door and keep a 2 metre distance, hands must be sanitised if travelling between rooms or whenever they touch something in the corridor, eg opening doors or gates.	
PPE/ Staff	Staff spreading infections	The following PPE is available in school: - Located in PPA/Medical room Gloves- limited availability more ordered but delivery times are long	Guidance: "Wearing a face covering or face mask in

	PPE is only required for: - intimate care eg helping a child after an accident -FIRST AID - if supervising someone who becomes unwell and is awaiting collection (see “if a pupil becomes unwell”)	Aprons- throw away available Face Shields Eye protection - available in emergency box for dealing with unwell children, located in Face mask- for intimate care Face covering- for food service. Staff working on a 1:1 basis with children. Face shields will be available in every classroom too. If staff wish to wear their own face mask/covering when breaking 1m contact with pupils, eg to discuss work, they may. However, touching a face mask is considered to carry a high risk of spreading infection: where hands make contact with a face mask. Post putting on, taking off and adjusting, hands must be washed Colleagues running the provision for Reception pupils are advised they should wear face guards if interacting at a play level.	schools... is not recommended... the majority of staff...will not require PPE...even if they are not always able to maintain a distance of 1m”
Staff	Not enough staff to operate the school for return/ phased return. Key members of staff including SENCO and First Aiders are not available.	> Survey of teachers’ health needs considered and individual care plans/ risk assessments in place as required > Staff are required in school from September 1st > High number of First Aiders available online training sourced if ‘top up’ training required > School has 2 members of staff with SENCO award who can take on SENCO role if required > Staff not returning may be managed through usual HR procedures > Although we will endeavour to have a teacher lead each group of children, the recovery plan states support staff may be used instead of teachers to run groups if required > Supply and agency staff are available if required. > If staff require additional support, they should let the headteacher, or in her absence, the deputy headteacher know immediately. The Employee support & counselling service is available and in the first instance staff should contact them directly: amp.supportandcounseling@lincolnshire.gov.uk	Note: If staffing levels reduce to an unsafe level, the school will contact their Locality Lead as specified in LA update. The LA are responsible for working with schools to ensure all children can return to education (as required). Staff deployed as best to minimise risk, at this time teaching assistants can also be placed in charge of groups: “It is for the head teacher to deploy staff as appropriate so as to meet the needs of the school” LCC recovery guidance.

Staff	Staff spreading infection: staffroom	> Three staffroom areas and toilets allocated for each staff group. Red- Staffroom and staff toilets, Blue – Music room and Disabled toilets, Purple- upstairs group room and staff upstairs toilet. ☐ Staff moving between bubbles should select the staffroom that they spend most time in. ☐ Staffroom for making drinks and storing lunches > Staff must clean all pots/utensils themselves via the dishwasher and dispose of all rubbish - Staff encouraged to retain their own mug, utensils etc for personal use to avoid sharing - Tea towels should not be used where possible - Paper handtowels should be used to dry hands > Staff should use a personal cup with a lid to transport drinks back to their classroom or meeting room ☐ If a number of staff are in the staffroom social distancing should be observed. > Cleaning resources will be available for staff to clean the kettle or controls on microwaves/fridge after and before each use > Meetings will be digital, as far as possible, and staff should leave school and work from home whenever if they are able - We have moved photocopiers out of office and staffroom to avoid cross contamination with bubbles	
Staff	Staff spreading infection, breaks, lunch and PPA cover	There will be some adults that move between the bubbles however we have minimised this as much as we can. Staff supervising break duty etc will be from the same bubble as the children they are working with that day.	
Staff	Safeguarding: Teacher ability to communicate throughout the day	> Emails system will continue, this should be used for any GDPR information > The new phone system in the school will ensure that staff can communicate across the school without moving around it. The Blue bubble are the only bubble to be using the main corridor all staff in bubbles should call the office from their bubble in the first instance. - Staff should not use their own mobile phones (as pre-pandemic)	Usual safeguarding practice applies regarding use of photographs.

Staff and pupils	Spreading the infection from people affected.	No one with symptoms should attend for any reason > The school may check anybody, adult or staff with a thermal temperature checking device > If you have symptoms follow national guidelines, available on our website > Seek guidance through the 111 website: https://111.nhs.uk (or phone line)	Guidance: All children are expected to attend school unless they are unwell or self isolating.
Arrival and collection Parents arranging meetings/ accessing the office	Parents and children spreading infection	> Only 1 parent or carer should drop off or collect their child > There should be no gathering or waiting at any times > All pupils should be brought into and collected from school grounds as detailed below. If a child is a previous 'lone walker' please contact the school so we ensure safe access arrangements are in place. Drop Off and Collection Process: > We have communicated to parents where they can drop off and pick up. - There is a one-way system in place. - ALL children to enter by gate on Sudbrooke Road by the layby or by the gate next to the carpark. - All children must walk around the path, they either get dropped off at KS1 or continue to playground gates. - Everyone must exit by the gate on Mill Rise - We are discouraging any parents within the school gates therefore there will be several members of staff to greet the children and show them where to go. - KS1 children straight into classrooms - KS2 children onto their bubble side of the playground – Y3/4 next to school nearest garden - Y5/6 nearest the tyres - Children go into their classrooms 8.40am and 9am - Collection will be from KS1 gate or KS 2 gate. We are going to bring the children out in alphabetical order according to surname to allow parents to anticipate where in the line their child may be - During this time parents may wait in the car park. - Staff will not be allowed to leave the car park until after 3.30pm (any cars needing to leave prior to that will need to be parked in the Parish Council or Village Hall Car park. - After school collection will be monitored and adjusted as necessary. - There is the option of using the green gates for two classes, white KS1 door for two classes and the KS1 playground for two classes.	Staggered Times: for prompt drop off and collection: Reception (after their staggered start) Year 3 and 4 children <u>Drop off – 8.30am – 8.40am</u> <u>Collect 3pm</u> Year 1 and 2 & Year 5 and 6 children <u>Drop off – 8.50am – 9.00am</u> <u>Collect 3.30pm</u> <i>If you have children in multiple age groups, they should all be dropped off and collected at your first time slot.</i> <i>Year groups swapped entry and home time from January 2021</i>

		- Class teachers should maintain a list of anticipated arrival and departure times taking into account siblings start and departure time - Class teachers should have a holding activity first thing and last thing to take into account differing starting times. No children should have more or less teaching time than others due to staggered start and finish times. > No meetings will be able to take place at this time at drop off or collection times. If you parents require a meeting they will need arranging, in advance, by contacting the school office via enquiries@ellison-boulters.lincs.sch.uk	
Pupils	Safeguarding concerns	> Usual safeguarding practices resume. Designated Safeguarding Lead and the Deputy Safeguarding Lead will be available. Communication will be through phone or video conversation as far as possible. > While we will discourage outside agencies requesting access to a pupil/family through the school setting at this time, if it is required, we will use the PPA room at 2 metre social distancing, followed by cleaning of tables and resources.	
Pupils and Staff	Staff mix with children from different 'groups' and spread infection between them, including their own children.	Where a member of staff has a child in the school that is in a different group to that which they teach, they may request them being moved to their group to limit 'mixing'.. Usual handwashing requirements are in place.	
Pupils/ Staff	Dealing with medical conditions- Staff and pupils spreading infection between them.	Where pupils have a condition that requires staff to break the 1m distancing, for example toileting difficulties, the member of staff should use PPE and the child should also have a face covering	
Pupils	Pupils spreading the infection: hand washing	> Hand washing frequently- on entry, when coming in from play, before lunch > Classroom sinks to be set up as hand washing stations with soap and hand towels > Sinks to be used to fill up water bottles > Remove other things from around the sink area > All pupils to be shown video and have discrete lessons on hand washing, recapped frequently > Where pupils struggle to wash their hands, staff will wear PPE, including a face covering, to demonstrate and support the child to reach a level of independence with the task. Hand sanitiser may be used after to support this process (but not replace it)	

Pupils	Pupils spreading infection: Classes and Bubbles	> Classrooms will be arranged from Y2-Y6 with desks facing forwards □ Full classes return with additional cleaning measures in place > Classes are within a bubble, the classes may mix with each other at playtime and lunchtime play > Staff will be as consistent as possible between the groups > All children will have their own named, non-transferrable stationary to be kept in their trays > All children will keep their work books on their table or in their tray > Children will keep their own water bottle on their table or in an allocated place in their classroom > Reading books will be changed every two weeks and then put into quarantine. We will split our books into two sets to allow for this. .	
Pupils with SEND	Pupils and adults spreading the infection between themselves. Pupils having special educational needs which make them more susceptible to infection.	> 1-to-1 support will still be in place, social distancing will be expected, if it cannot be maintained staff may use PPE > If staffing levels mean 1-to-1 support isn't available, this will be discussed with parent. Where required additional risk assessments will be completed > Additional Risk assessments may be completed for pupils with EHCP > 1-to-1 staff will be deployed, as far as possible, so they only fulfil one duty during this time > It is acknowledged that the presence of 1-to-1 staff in a room may reduce the overall social distancing measures	
Pupils with SEND	Pupils with physical conditions cannot adhere to social distancing routines.	> SEND pupils with physical conditions, including visual impairments and those who have challenges in moving around the school, will be given specific tours of the new layout. - We do not anticipate this will be required in our school.	

Pupils who are ill	Pupils showing symptoms in school and spreading infection	> Pupils showing symptoms will be isolated behind 'close door' until collected. The designated area for a child with symptoms is the small room next to the Headteacher's office. > Should an accompanying adult be required; they will wear PPE including face shield/eye covers > If they require the bathroom, they will use a staff toilet. These rooms will be locked off for deep cleaning. > Any waste or items that need discarding will be double bagged and then placed in a red infection control bag. Waste will then be placed in the bin stall for 72 hours before moving in general waste. > If the child is ill but not symptomatic of COVID-19 the same process will be followed	Guidance: "If a member of staff has helped someone who is unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves"
Confirmed case in setting	Containing the spread of infection	> If a member of the class is sent home with symptoms, they are expected to present at the nearest testing point and undertake a test, this will be followed up by the school > Parents of that class will be notified to make an informed decision, but there is no requirement for them to stop coming to school until a positive test is confirmed > Where a positive test is confirmed that person must isolate for 7 days (minimum) or until better. The rest of the bubble, including staff, will be sent home to self-isolate for 14 days > The classroom will be locked off until deep clean is complete > If test results are negative, they may return to school > If they refuse, or are unable to take a test they will not be allowed back into the setting for 14 days, all members of that group will be notified and the school will assume the test was positive and put in place the protocol above	Guidance: If class sent home to self-isolate "the other household members of that wider class or groups do not need to self-isolate unless the person they live with subsequently develops symptoms"
Classrooms	Stop the spread of infection	> Removal of soft furnishings and soft toys from all rooms > Limited resources to move between classrooms > If practical resources are used eg art supplies, they must stay in one room, used only by one group and be cleaned between use. > Each classroom will have cleaning fluid and wipes > As far as possible stationery and other resources will be named for the individual > Bleach will be used to deep clean surfaces	

		> Unneeded furniture to be removed from classroom and stored if possible, where this not possible it may be stacked and stored in classrooms or corridors	
Classrooms- Reception groups	Stop the spread of infection when undertaking practical learning	> Reception and Y1 groups will have limited resources; children will wash hands as they move between stations > Reception classrooms will be sanitised daily with Dettol / Milton and antibacterial aerosol > Reception class hard toys will be cleaned/sterilised at the end of the day and rotated so they will be deep cleaned weekly > Resources will not be shared between groups> Colleagues running the provision for Reception pupils are advised they should wear face guards if interacting at a play level.	
General cleaning in building	The spread of infection across: School building Corridors Toilets	- Additional cleaning > Due to the implementation of daily cleaning, pupils may still use lockers for storage, but only 1 group at a time should access them to avoid 'mixing' of classes. - There are different toilets available for different groups > Pupils can access the toilets when needed. Care should be given to ensure there is no gathering. EYFS pupils should be supervised by an adult waiting outside to ensure hands are washed and toilets are left clean	Guidance: Expected Additional cleaning requirements
Playtimes and outdoor learning	Groups Mixing and the infection spreading	> Each class group will have allocated play areas throughout the day, they will not mix with pupils from other groups but may be using their area at the same time as a different group > General playtime equipment will be allocated per bubble. Strict handwashing before and after use. > If equipment is used by a group it must be sanitised before and after use > If using balls these should be kicked only and not handled > Outdoor learning is encouraged but groups should not mix, while the field may have multiple groups on it at once clear segregation needs to be enforced > Trim trail equipment on the field should not be used except where it has been arranged to be cleaned before and after use	

Lunch	Spread of infection through food service and group mixing	> As far as possible, there will be clear segregation of duties > A limited number of lunch staff will allocate cold boxes > Children will eat in their classrooms, tables will be cleaned before and after eating > Tables will be sanitised after children have eaten at them	
Deliveries to school	Spread of infection coming into school from different sources	> Deliveries will be taken through the School's front door. Orders will be placed in the secure porch, pupils will not access this area. > Where possible, deliveries will be stored over a weekend before unpacking. Goods should be cleaned thoroughly. Staff will follow good hand washing regimes	
Contractors and property management	School safety measure and property services failing	> Preferred contractors are in place. All statutory duties are and will continue to be maintained eg legionella, pest control and fire systems. > Where possible school visits will be made outside of operating hours. > Where not possible hand washing and PPE may be used. Systems will be sanitised after use	
Photocopier	Spread of infection through shared resources	> Staff should clean the photocopier before and after use using the disinfectant wipes provided. Hands should be washed after use. Photocopiers are now located in the main corridor Staff should avoid going into the office.	
Curriculum EYFS	Maintaining the Curriculum	We will strive to deliver learning and development requirements as far as possible. There will be reduced resources for play based learning. As well as mental health and wellbeing, priority will be given to phonics, reading and number skills.	

Curriculum in school	Pupils Mental health and wellbeing suffers	> Mental health and wellbeing activities will be given priority > Each morning and afternoon will have a 'time to talk session' (equivalent to circle time) > At least 1 afternoon, or equivalent, of mental health and well-being lessons will be delivered, using PSHE planning amongst other resources > PE and health-based activities will still take place > PE will be outside as far as possible > If not possible indoor PE will take place in classrooms, such as online daily workouts > Collective Worship can still take place in classrooms daily and will be planned by SLT, SS/JC Mon, Tues and Fri, Wednesday Class worship and Thursday via Zoom with a visitor where possible	
Curriculum in KS1 and 2	Maintaining the Curriculum and using Google Classrooms	● We intend to use Google Classrooms for homework tasks ● We will show children how to access their learning in the event of further lockdown they will know how to access it. ● Our curriculum on return for the first two weeks will be a gentle start back, building up children's stamina, focus on PHSE, topics and basics ● We do anticipate the initial period to be one of Teacher Assessment that will inform the focus and pace of the learning thereafter.	
Transition New Reception intake 2020/21	Pupils and families are not ready for transition into our school	> New to school Reception children have been invited to attend school for half a day on either Thursday 28th August or Friday 29th August. - They will begin school on a staggered start until Friday 18th September - When in full time their start time will be 8.30am and finish time 3.00pm	

Sports Coaches/ specialist teachers	Mixing of people causes spread of infection	> Before coaching staff and or specialist teachers are allowed to return, they will provide thorough risk assessments which will be scrutinised > Should these risk assessments be accepted, in the case of sports coaches, they would be located outside and the teacher will take the class to them. > A clear segregation of no less than 5 metres from the coaches' station to the pupils would be maintained. Any resources should not be shared beyond a group and be cleaned regularly.	
Gatherings	Mixing of people causes spread of infection	All gathering events such as Christmas Fair, Coffee mornings etc are cancelled for the foreseeable time	
Policies and routines	Policies will not be relevant and routines will be affected	> Policies will be superseded by National and LA updates > Common sense will be applied and decisions may be made outside of usual policies > Behaviour policy will be supported with education and poster around social distancing, with sanctions in place for those who breach rules > Routines like fire-drills will be discussed and each class will practice on their own, pupil will be expected to follow the usual procedures in event of evacuation, but test will take place without pupils in the school to minimise movement and gathering.	
Emergency evacuation	In the event of a fire	The usual fire evacuation procedure will be followed. The smaller groups should mean that evacuation can be done quickly and efficiently without crowding.	
Positive Handling	In the event that a child's behaviour is dangerous or a risk to others it may be necessary to positively handle	If time allows staff should wear PPE equipment before positively handling a child. Individual risk assessments for those children for whom this may be likely have been altered to take into account risk of infection. We are undertaking updated training on 1st September and this will take into account distancing measures for the adults.	Where a child is posing a danger to themselves or others positive handling will be necessary.

Physical contact with children	Physical contact with children should be avoided at all times	It should not be necessary to have physical contact with children at this time. If first aid needs to be administered PPE should be worn. Parents should apply sunscreen prior to coming into school and it will be necessary for children to reapply this themselves if necessary. Parents have been informed of this in writing.	
Staff	Emotional wellbeing of staff	We are mindful that the arrangements of social distancing with very young children is a completely new way of working. It will be a challenge for staff if children become distressed or hurt themselves to avoid close contact.	

Initial Guidance for September Whole School Opening

16th July 2020

Dear Parents and Carers,

We are writing to share with you our initial plans for reopening to all year groups in September. The government have recently published guidance for all schools, which we are following carefully, whilst ensuring the guidance works for our school setting and our school family. We can't wait to welcome you all back in September; it will be so lovely to have everyone back together.

'Bubble' Groups

Following government guidance, we will be splitting the children into three 'bubbles'.

Reception, Year 1s & 2s – Red 'bubble' (*Reception will remain in their own 'bubble' until they are in school full-time, at which point they will join the Red 'bubble'*).

Year 3s & 4s – Blue 'bubble'

Year 5s & 6s – Purple 'bubble'

The purpose of 'bubbles' is to reduce the risk of contamination and the amount of children and staff possibly affected and being 'closed down' if there was a confirmed case of COVID-19. 'Bubbles' will not interact with other 'bubbles' and will use separate toilets, equipment, entrances etc, where possible. When outside, 'bubbles' will be encouraged to socially distance from other 'bubbles'. As we

are a school with split year groups we believe it is important for all of the children in a year group to be able to socialise, interact and learn with the other children in their year group, irrespective of the class they are in.

We understand that some children will have siblings in different 'bubbles', or spend time out of school with children who are in different 'bubbles' (eg. at the childminder). This is acceptable under the government guidance as 'bubbles' are designed to help reduce risk. Certain staff will also be working across 'bubbles'. Staff will try to maintain social distancing within the classroom but it is acknowledged that this is trickier with younger children and/or those with additional needs. Staff will be required to wear PPE if they need to be in close contact with a child who becomes unwell in school.

The bubbles will run throughout the day including Breakfast Club and After School Club.

Test and Trace

We have been asked to encourage all parents to engage with the 'test and trace' system and, in the unfortunate event of a confirmed case of COVID-19 in school, the 'bubble' affected will not be able to return to school until they have also been tested and the test has shown a negative result. Any child displaying COVID-19 symptoms will be removed from the 'bubble' and isolated in a designated room (with a member of staff) the parent will then be contacted and the child will be sent home immediately. We will then support the parent in booking a test for their child, any siblings and their household.

Although we will do our best to make school feel as 'normal' as possible for the children there will be many things that will be different. We will be required to stagger 'drop offs' and collection times, break times, lunch times, specify which doors, corridors, toilets and areas different 'bubbles' can use and the way the classrooms are set out. There will also be social distancing signs in and out of school and many hand washing / sanitising stations set up around school. Collective Worship will take place virtually as we will not be able to mix 'bubbles' in the school hall. Lunches will also be eaten in the classroom and only cold boxes will be available (more details below). We will also be asking children to bring the minimum amount of things into school and parents will not be allowed into school. Any messages for class teachers or the school office will need to be communicated via telephone or the enquiries email address as they were before lockdown in March. We are also encouraging as many people as possible to walk or cycle to school to reduce the amount of cars outside of school.

Drop off and Collection times

We have put in place a one-way system for all children in Reception, KS1 and KS2.

Reception and KS1 parents and children can enter school via the black gate near the bus layby or the black gate at the side of the car park gate. They will then walk their children down to the KS1 wooden gates (where you would usually collect your child). Teachers will be waiting there to welcome your child then you will need to continue following the path all the way round in front of the school building and leave via the gate onto Mill Rise. Please do not turn back on yourself.

KS2 children will enter school via the black gate near the bus layby or the black gate at the side of the car park gate. KS2 children and parents will then need to follow the path around the school car park, in front of the school building and the KS2 children will then enter school through the large green gates onto the main school playground. Parents can say good-bye to their children there and exit school via the black gate onto Mill Rise. Only one parent should accompany their child onto the school grounds. We would politely ask parents that they do not gather around outside the school grounds and adhere to social distancing guidelines.

The two black gates at the front of the school are **IN** ONLY, the black gate on Mill Rise is **EXIT** only.

Reception times have already been sent out by Mrs Randman and Miss Lancaster.

Year 3 and 4 children

Drop off – 8.30am – 8.40am Collect 3pm

Year 1 and 2 & Year 5 and 6 children

Drop off – 8.50am – 9.00am Collect 3.30pm

Children will be dismissed in alphabetical order by surname at the end of the day.

We will let you know which door to collect your child from before September.

We have thought hard about how to make staggered starts and collections work to keep everyone as safe as possible; it will be really helpful if you can try to arrive at the earliest start time and at the correct collection time to allow the next group to arrive and be dismissed. Thank you.

Siblings

If you have siblings in school, we ask that you drop them off together at the earliest time and collect at the earliest time. For example: if you have a child in Year 1 and a child in Year 4, you would drop them both off at 8.30am – 8.40am and collect at 3pm.

School Buses

Parents are encouraged to accompany their children to and from school, where possible. Where children must travel on the school bus they will be asked to ‘spread out’ and they **MUST** wear facemasks. Masks will not be necessary once at school; please make sure that your children know how to put them on and take them off safely.

Breakfast Club & After School Club

We will continue to offer before and after school clubs. Children will use the school hall for both clubs and will be spread out, at tables, in their ‘bubble’ groups.

School Uniform & PE

Children will need to wear full school uniform in September. However, to avoid clothes being changed and left in school, we will require children to come to school **IN** their PE kit on their PE days. PE kit should be black shorts or tracksuit bottoms, the blue school PE t-shirt

and school jumper or cardigan and trainers. We will inform you in September which days are your child's PE days. This will also be the case for Forest School clothing. Again, we will inform you of these days in September.

Lunches, Snacks and Water Bottles

Only cold boxes will be available to begin with, which should be ordered through Good Lookin Cookin, via their website. Children will also be required to bring in a snack each day, for break time and a clearly named water bottle, which is filled with water. The shared watering pumps around school will NOT be in use but bottles can be refilled using class room taps.

Curriculum

As previously mentioned, we are very aware that many children will find the return to school, after an extended break, tricky and may feel anxious about their return. The first few weeks in school will be spent on the children's social and emotional needs and we will focus on coming back together and re-establishing our school family, discussing shared experiences, increasing stamina, resilience and ensuring the children are ready to learn. We will then begin to identify any gaps in the children's learning and building upon these before we begin this year's curriculum. We will do our very best to meet all of the children's needs and support them, whilst encouraging them to challenge themselves and regain independence where necessary.

Questionnaire

We are sending a questionnaire out with this letter to help us understand your child's experience of lockdown and to guide us in preparing for their return and any further lockdown, should it be necessary. Please do discuss the questions with your children and then return to us by **Friday 24th July**. To take part in the questionnaire please access via this link; <https://forms.gle/BcQ6zS3XCd2rf22QA>

We appreciate that some of this information may make school sound very different but we have been running the school in a similar way since 1st June and we are delighted to report that it has been working very well. The children of Key Workers, Reception children, Year 1s and Year 6s who have been in school, have responded really well to the new rules and changes. We will make it as easy, fun and safe as we can for all of the children to return but we do need your help to support us with the changes, staggered drop offs and collections, and in preparing your children for their return to school.

Whilst we are putting these plans in place, I am sure you can appreciate that, during this time, circumstances, and therefore government guidance, change and update frequently so please bear with us. If we receive any further guidance or anything changes before September we will write to you again. We will update our risk assessment accordingly, which will be available on our school website.

Thank you again for your continued support of the school. We have received so many wonderful and encouraging comments and messages from parents, which have been gratefully received.

Have a lovely summer and stay safe.

Kind Regards

A square image showing a handwritten signature in blue ink. The signature appears to be 'Mrs Scott' written in a cursive, flowing style. The background of the image is a light, slightly textured grey.

Mrs Scott