



## **School re-opening in September: Key Questions**

It is the government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. At Chaddesley Corbett Endowed Primary, for pupils in all year groups this will commence on Tuesday 1<sup>st</sup> September.

### **What are our principles for opening safely?**

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. At Chaddesley Corbett Endowed Primary we have completed a detailed risk assessment and formulated our plans for reopening in the autumn term that address the risks identified using the system of controls set out below. Essential measures include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- introducing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- ensuring that children and young people are in the same groups each day - creating 'bubbles'.
- actively engaging with NHS Test and Trace.
- managing confirmed cases of coronavirus (COVID-19) amongst the school community and containing any outbreak by following local health protection team advice.

### **How will we group the children?**

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes 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.

At Chaddesley Corbett Endowed Primary we will operate as year group 'bubbles' with allocated classrooms, designated toilets and break and lunchtimes in nominated areas.

Our 'bubbles' will follow these principles:

- grouping children together and avoiding contact between bubbles.
- avoiding large gatherings such as assemblies or workshops.
- allocating toilet facilities to each bubble.
- (where possible) making small adaptations to our classrooms to support distancing. This may include seating pupils side by side and facing forwards, rather than face to face or side on.
- For individual and very frequently used equipment, such as pencils and pens, pupils will have their own items that are not shared. You may wish to send them in with their own pencil case with their own personal items.
- Classroom based resources, such as books and games, shared within the bubble will be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between bubbles, such as sports, art and science equipment will be minimised, or if sharing is unavoidable, cleaned between use by each bubble.
- staff maintaining distance from pupils and other staff as much as possible - avoiding close face to face contact and minimise time spent within 1 metre of anyone.
- we recognise that primary children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

In order to facilitate this, and to help maintain social distancing by reducing the number of parents accessing the school site at the same time, we ask that whenever possible parents drop their child off

and allow them to walk into school supervised at the crossing by Mr Johnson and into the school by Miss Edwards or Mrs James. Ideally, only one parent will bring/collect a child to/from school and we will work on a one-way system accessing the school through the main gate and walking to your child's classroom.

**How will I contact the school during the day?**

The office will be open but in order to minimise the amount of people in the lobby it is advisable to email or ring the office with any queries.

**Will home learning still be sent home?**

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will provide home learning.

**What time will my child's school day be?**

School times will be as normal 08:45-15:20 however children may arrive from 8:30 and go straight into the classroom via the external door. The gates will **remain locked until 8:30** so please don't arrive earlier than this.

At home time, older children with your permission, can walk to the carpark. Younger children will be collected by a parent or carer. You will be asked to wait at a socially acceptable distance until your child can access/be released from the classroom safely. We ask that you do not stop and chat with the teacher or each other apart from a 'hello'. If you wish to share information this can be sent via letter to the child's class teacher or emailed into school (office@chaddesleyorbett.worcs.sch.uk). You will then leave through the playground gate.

Parents/carers must adhere to these times and be punctual. We cannot permit parents to arrive earlier and wait on the ramp as this will cause more people to mix with other bubbles.

To support working parents with childcare, we will be restarting our breakfast and after school care club (further details in this document).

**What will my child wear for school?**

Uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone.

Therefore, from Tuesday 1<sup>st</sup> September, all pupils will be expected to wear school uniform as normal. School uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

On the day that your child has PE, they come to school in their PE kit (proper school PE kit expected).

PE days are as follows

| Reception | Year 1 | Year 2  | Year 3   | Year 4   | Year 5    | Year 6 |
|-----------|--------|---------|----------|----------|-----------|--------|
| Friday    | Friday | Tuesday | Thursday | Thursday | Wednesday | Monday |

**What will my child need for school?**

We are limiting the equipment that the children need to bring to school so they will only require a packed lunch (if provided by home), a water bottle (we are not able to provide these in school) and their book bag. Please do not bring rucksacks as space in cloakrooms will be restricted to avoid crowding/ toilet cross contamination. The children must not bring any toys from home and if sun cream is required this must be applied at home.

**Will my child bring home a reading book?**

Children will be bringing home a reading book, teachers will keep all books in the class room for 3 days before they return the books to the shelves.

### **When will break times and Lunchtimes be?**

Break and lunchtimes will be timetabled across the school and bubbles will be allocated a playground area and will be supervised by adults within their bubble.

At lunchtime, children will eat in their classroom and will then have an allocated outside space for their bubble. Each bubble will have their own set of lunchtime equipment and they will be supported by allocated lunchtime supervisors.

### **Will snack and drinks be provided?**

Our providers of free fruit for Reception, year 1 and year 2 pupils have not as yet confirmed if they will be delivering fruit. I would assume that all children will need to bring in a healthy snack and water bottle until further notice.

### **What will my child eat?**

We will not be providing a hot meal service for the first half-term as we are unable to use our dining room for groups of children. Therefore, all children will eat a packed lunch in their classroom. This can be provided by home or ordered through school by clicking on the relevant days on your ParentPay account. There will be three sandwich choices on offer (ham, cheese or tuna) and your child can let us know which choice they would prefer when we call the morning register. All children must bring their own water bottle to school as we are no longer able to provide these.

### **Will there be afterschool clubs and wraparound care?**

We are not going to start any afterschool clubs until October half term, this may change but we have to constantly review our space/cleaning capacity before we can confirm if we are able to.

### **How will Before or After School care work? (commencing Tuesday 1st September)**

If you require wrap around care, we are able to offer this service from 7.30am until 6.00pm.

The children will be allocated two designated spaces and then 'split' into bubbles within these spaces.

The outside area will be used as much as possible and allocated staff will then manage each group.

Booking and payment can all be done on ParentPay.

### **Are there any changes to the behaviour policy?**

As a school we will continue to have the highest expectations for behaviour. We will be amending some of our expectations to keep everyone safe due to COVID-19. We will always promote a positive approach. If a child behaves in a way that is unacceptable and causes a risk to other children or staff (either physical or unhygienic i.e. licking, spitting) then you will be contacted by the head teacher to discuss their behaviour and the school's approach, which may result in them being excluded.

### **How will my child be treated for First Aid?**

If a child hurts themselves (minor bump, graze) then we will treat this within our bubble as a 'caring parent' would. If they require anything more detailed, then staff will call the office and we will direct an adult to bring them to the first aid area which will be manned by a designated adult with PPE equipment.

### **Is my child expected to attend every day?**

In March when the coronavirus (COVID-19) outbreak was increasing, the government made it clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- your duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- our responsibilities to record attendance and follow up any absences.
- the school's availability to issue sanctions, including fixed penalty notices for poor attendance.

### **How will the school ensure effective care, curriculum and safeguarding arrangements?**

We have been busy preparing for the return of our children in September. We have held staff meetings to discuss and plan our 'Recovery' curriculum which will balance how we support pupils' emotional well-being and mental health on their return as well as promoting core curriculum skills.

**Supporting well-being:** Pupils will be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. We will support the pupils in understanding these are normal feelings in response to an abnormal situation. Some of our children may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school.

We will therefore base our first half term's provision on pastoral activities designed to:

- support the rebuilding of friendships and social engagement.
- address and equip pupils to respond to issues linked to coronavirus (COVID-19).
- support pupils with approaches to improving their physical and mental wellbeing.

**Curriculum aim:** Our aim is that our curriculum remains broad and ambitious and that we focus on developing the key skills of reading, writing and maths as well continuing to teach a wide range of subjects. Our plans will be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of feedback while avoiding the introduction of unnecessary assessments.

- For children in our nursery, we will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development.
- For pupils in Reception, learning through play, we will address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.
- For pupils in key stages 1 and 2, we will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary. Our aim is that the curriculum remains broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.

Guidance from Worcestershire Local Authority is available here:

[http://www.worcestershire.gov.uk/info/20773/coronavirus\\_covid-19\\_advice\\_for\\_parents\\_and\\_carers](http://www.worcestershire.gov.uk/info/20773/coronavirus_covid-19_advice_for_parents_and_carers)

Guidance for supporting your child's return to school can be found here:

<https://youngminds.org.uk/find-help/for-parents/supporting-your-child-during-the-coronavirus-pandemic/>

**Safeguarding:** Our Designated Safeguarding Lead (Mrs James) along with our Deputy Safeguarding Leads (Miss Edwards and Mr Harris) as well as Mrs Trenfield, our Pastoral lead (wellbeing mentor) will be on site daily so any pastoral or safeguarding concerns raised by parents or staff can be reported through the normal processes. They will then follow normal safeguarding procedures including referral to the Family Front Door if necessary. If you wish to discuss any concerns, they can be contacted via:

**Designated Safeguarding Lead (DSL) and headteacher:** Mrs James

Email: [head@chaddesleycorbett.worcs.sch.uk](mailto:head@chaddesleycorbett.worcs.sch.uk) or Telephone: 01562 777312

**Deputy head, SENCo and deputy DSL:** Miss Edwards

Email: [je167@chaddesleycorbett.worcs.sch.uk](mailto:je167@chaddesleycorbett.worcs.sch.uk) or Telephone: 01562 777312

**Our pastoral Lead (well-being mentor):** Mrs Trenfield

Email: [srt31@chaddesleycorbett.worcs.sch.uk](mailto:srt31@chaddesleycorbett.worcs.sch.uk) or Telephone: 01562 777312

### **How will the school promote safe and hygienic practices?**

Key message: **Do not come to school if you, your child or members of your household have coronavirus symptoms <https://www.nhs.uk/conditions/coronavirus-covid-19/> or have tested positive in the last 7 days.**

We will explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing.

We will therefore ensure we practice (and instil in the children):

- Cleaning our hands more often than usual – either with running water and soap and drying them thoroughly or using sanitiser.
- Using the ‘catch it, bin it, kill it’ approach.
- Avoid touching our mouth, nose and eyes.

As a school we will:

- Ensure we remind everyone to clean hands on arrival at the setting, before and after eating, and after sneezing or coughing.
- Think about ways to modify our teaching approach to keep a distance from children in our class as much as possible, particularly close face to face support (noting that it’s understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- Help our classes to follow the rules on hand cleaning, not touching their faces, ‘catch it, bin it, kill it’ etc.
- Prevent children from sharing equipment and resources (like stationery), where possible.
- Keep our classroom door and windows open if possible for ventilation and to limit use of door handles.
- Limit the number of children from our classes using the toilet at any one time.
- Limit our contact with other staff members.
- Put in place a cleaning schedule that ensures cleaning is generally enhanced and includes: more frequent cleaning of rooms / shared areas that are used by different groups; frequently touched surfaces being cleaned more often than normal; and cleaning toilets more regularly.

### **Will the school use PPE equipment?**

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained.
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used.

If a child arrives at school wearing a face covering, we will follow the DfE guidance which advises that pupils remove these when they arrive at school. (They are not required in schools as pupils and staff

are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission). They will be instructed to wash their hands immediately on arrival (as is the case for all pupils), not to touch the front of their face covering when removing them, dispose of temporary face coverings in a covered bin or place in a plastic bag they can take home with them, and then wash their hands again before heading into their classroom.

### **What happens if someone becomes unwell at school?**

If anyone 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, staff will contact the school office and Mrs Burgess will co-ordinate them being sent home and advise them to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#). This guidance states that they must self-isolate for at least 7 days and should [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.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Whilst the child is awaiting collection they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation.

If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom – the disabled toilet. The bathroom will then be cleaned and disinfected before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

### **What happens if there is a confirmed case of coronavirus in school?**

We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We will contact the local health protection team.

Email: [WCHealthprotection@worcestershire.gov.uk](mailto:WCHealthprotection@worcestershire.gov.uk)

Tel: 01905 845491

This team will also contact us 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.

The health protection team will work with schools in this situation to guide them through the actions they need to take and based on the advice from the health protection team, we will 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

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 their setting 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’](#)

### **What will we do if the school gets an outbreak?**

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we will work with our 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.

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. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

### **How will we engage with the NHS Test and Trace process?**

We will ensure we understand the NHS Test and Trace process and how to contact our local [Public Health England health protection team](#). Staff and parents/carers must understand that they 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.
- 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 and 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).

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. 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. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

We will be provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.

Schools should ask parents and staff to inform them immediately of the results of a test:

- 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