

**School Reopening booklet-**

**A guide for parents**

The content of this booklet is designed to inform parents of the plans and actions taken by Rudston Primary School in preparation of the school reopening in September 2020.

The content is based on the guidance received from DFE, Liverpool City Council, Health and Safety units and school staff unions, as well as informed by our own vision, mission, ethos, practices, procedures and expectations.

The aim of this booklet is to:

* Address the major concerns and queries our families may have
* Alleviate families stress and anxiety regarding a return to school
* State the procedures relevant to parents and children
* State our intentions toward teaching and learning for our children
* Answer FAQ’s that our families may have

**Please note all changes to timetabling and OOH will be temporary until guidelines are removed.**

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**DfE Statement – 2nd July 2020**

**Welcoming children back to school**

*“When we made the decision to ask schools to open only to a small number of children, this was done with the aim of reducing transmission of coronavirus (COVID-19), to protect the NHS and save lives. As the situation improved, we began to consider how we could bring more children and young people back into schools, and supported primary schools to do so from 1 June, focusing on some year groups being educated in small ‘bubbles’. Since 15 June, primary schools have also had flexibility to bring back other pupils where they have space to do so.*

*Now, the circumstances have changed. The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running and we are clear about the measures that need to be in place to create safer environments within schools.*

*Returning to school is vital for children’s education and for 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 future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later.*

*The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.*

*Given the improved position, the balance of risk is now overwhelmingly in favour of children returning to school. For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus (COVID-19. As a result, we can plan for all children to return and start to reverse the enormous costs of missed education. This will be an important move back towards normal life for many children and families.*

*We are, therefore, asking schools to prepare to welcome all children back this autumn. While coronavirus (COVID-19) remains in the community, this means making judgments at a school level about how to balance and minimise any risks from coronavirus (COVID-19) with providing a full educational experience for children and young people. Schools should use their existing resources to make arrangements to welcome all children back. There are no plans at present to reimburse additional costs incurred as part of that process.*

*In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If schools follow the guidance set out here, they can be confident they are managing risk effectively.*

*While our aim is to have all pupils back at school in the autumn, every school will also need to plan for the possibility of a local lockdown and how they will ensure continuity of education.”*

As Headteacher of Rudston Primary School, I am immensely proud of our work our staff have done since the closure of schools on 20th March. Our staff continue to be overwhelmingly positive in the face of a time of great stress and anxiety for us all.

We are now in a position to start to prepare to open our schools for all our children. This guidance sets out the sets we are taking to safely welcome back all our children on 3rd September 2020.

I would like to take this opportunity to thank all our families for all the support and kind words during the last few months.

Wendy Walters

**Class and year group arrangements**

***“****Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). This is important in all contexts, and schools must consider how to implement this. Schools must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.*

*The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in ‘bubbles’) and through maintaining distance between individuals. These are not alternative options and both measures will help.*

*It is likely that for younger children the emphasis will be on separating groups, and for older children it will be on distancing. For children old enough, they should also be supported to maintain distance and not touch staff where possible.”*

Following this guidance we will be operating under year group bubbles. This approach will enable us tolimit the number of pupils and staff in contact with each other to only those within the group. This is an approach we have successfully used in Rudston since 23rd March as it is recognised that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure.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.

This approach will have implications for the start and end of the day, breaks and lunchtimes while we maintain the integrity of the year group bubbles.

We will assign key staff to each year group bubble however there will be occasions when staffcan operate across different bubbles in order to facilitate the delivery of the school timetable. Where staff need to move between bubbles, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.

***Measures within the classroom***

To support distancing where possible we will be rearranging all classrooms to ensure the seating is arranged in rows with all children facing forwards.

Children will be given a small stationary set that contains key resources such as pens, pencil, ruler, scissors and glue stick, this will reduce sharing of resources.

**Start and end of day procedures**

* Bright Stars will have individual set times for drop off and collection to reduce volume at school door
* Infant classes will have 15 minutes open window for parents to drop off and collect children (8.45-9.00). 2m markings will be placed on holding areas with class pictures on Rudston fence to show markings.
* Infant classes will leave school at separate times to reduce congestion

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Start of day** | **End of day** | **Location** |
| Gruffalo | 8.45- 9.00 | 3.15 | Children to be collected via barn |
| Tiddler | 8.45- 9.00 | 3.15 |
| Dinosaurs | 8.45- 9.00 | 3.15 | Children to be collected from year group entrance  |
| Unicorns | 8.45- 9.00 | 3.15 |
| Stickman | 8.45- 9.00 | 3.15 |
| Smartest Giants | 8.45- 9.00 | 3.15 |

* Junior classes will have member of staff on Score Lane gate to reduce congestion in alley way into school.
* Parents will drop off children at Score Lane entrance
* Your allocated slot must be strictly adhered to and parents must socially distance at all times.
* Parents will wait in area outside junior hall or conservatory.
* Children to be taken to hall or conservatory from dismissal.
* Parents and children will leave via gate next to children’s centre

|  |  |  |  |
| --- | --- | --- | --- |
| **Class** | **Start of day** | **End of day** | **Location** |
| Crocodiles | 8.30 – 8.40 | 3.00  | Junior Hall  |
| Giraffes | 8.30 – 8.40 | 3.00 | Conservatory |
| Mr Foxes | 8.40 – 8.50 | 3.10 | Junior Hall  |
| Minpins | 8.40 – 8.50 | 3.10 | Conservatory |
| Witches | 8.50 – 9.00 | 3.20 | Junior Hall  |
| Oompas | 8.50 – 9.00 | 3.20 | Conservatory |
| Bogtrotters | 9.00 – 9.10 | 3.30 | Junior Hall  |
| BFGs | 9.00 – 9.10 | 3.30 | Conservatory |

* Children will be collected from Junior yard
* All children will wash hands/sanitise before entering the classroom.

**Break and lunchtime arrangements**

Break times and lunchtimes will be year group base to reduce volume on playground

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Rec  | 1 | 2 | 3 | 4 | 5 | 6 |
| Start of day | 9.00 | 9.00 | 9.00 | 8.40 | 8.50 | 9.00 | 9.10 |
| Break  |  | 10.00-10.15 | 10.15-10.30 | 10.00-10.15 | 10.15-10.30 | 10.30-10.45 | 10.45-11.00 |
| Lunch  | 11.30-12.30 | 11.45-12.30 | 12.00-12.45 | 12.15-1.00 | 12.30-1.15  | 12.45- 1.30 | 1.00- 1.45 |
| Break  |  | 1.45-2.00 | 2.00-2.15 | 1.50-2.05 | 2.05-2.20 | 2.20-2.35 | 2.35- 2.50 |
| End of day | 3.15 | 3.15 | 3.15 | 3.00 | 3.10 | 3.20 | 3.30 |

**Toileting and handwashing arrangements**

Children and staff should clean hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.

Daily checks will be made to ensure easy access to soap and hot water in all toilet areas and staff rooms. Hand Sanitiser units will be installed throughout the site and at all entrances. All children and staff will wash their hands or use hand sanitiser when they come inside or before re-entering their classroom.

Displays and daily discussions will ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach. To promote this, posters are displayed in each classroom and around the school site.

**Out of Hours Provision**

While we have been operating with 14 bubbles we have been unable to offer OOH provision. As we move to year group bubbles we are in a position to reopen our OOH provision with some adaptations. This has been a logistically challenging to make this provision work alongside our wider protective measures, including keeping children within their year groups or bubbles where possible.

As a result we will be operating 3 OOH bases:

|  |  |  |
| --- | --- | --- |
| **Year group** | **Where** | **Entrance/exit point** |
| Reception | Science room | Main entrance, Rudston Road |
| Year 1 & 2 | Infant Hall | Main entrance, Rudston Road |
| Years 3,4,5 &6 | Canteen | Door at rear of canteen |

* Where multiple year groups share 1 base the area will be separated into zones to ensure we maintain the integrity of the year group bubbles.
* Unfortunately siblings will not be able to access the same base
* Times of operation will be 7.45- start of school day and end of school day – 6pm, however we would appreciate prompt collection to allow time to clean down bases ready for next day.

**School uniform**

When we return to school in September we will be returning to our usual uniform policies. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.

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.

**Attendance**

***“Attendance expectations***

*In March when the coronavirus (COVID-19) outbreak was increasing, we made 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.*

*Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. 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:*

* *parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
* *schools’ responsibilities to record attendance and follow up absence*
* *the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct”*

**Prevention**

**We will minimise 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. We ask parents to support us in this matter.**

*“Ensuring that pupils, staff and other adults do not come into the school if they have*[*coronavirus (COVID-19) symptoms*](https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus)*, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.*

*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 must be sent home and advised to follow ‘*[*stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection*](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)*’, which sets out that they must self-isolate for at least 7 days and should*[*arrange to have a test*](https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested)*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.*

*If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.”*

**FAQ’s**

**1 What age groups does this cover?**

School will be open for children in all year groups.

**2 Will parents be penalised if they do not send their child to school?**

From 3rd September, the usual rules on school attendance will apply, including:

* parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
* schools’ responsibilities to record attendance and follow up absence
* the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct

**If you are anxious about your child’s return to school please contact us at** **admin@rudstonprimary.co.uk**

**3 Will the school be providing lunches for children attending school?**

From 3rd September children attending school can select to have a hot school lunch or bring in a packed lunch. If your child is eligible for free school meals this will continue. If you pay for school lunched you will need to make payments via ParentPay as usual.

**4 What do children need to bring to school?**

Children attending school will be provided with personal stationary to reduce sharing of resources. They should bring a set of colouring pencils (to remain in school) named water bottle and healthy snack for break time.

If you have any further questions regarding school reopening please contact us at admin@rudstonprimary.co.uk or wwalters@rudstonprimary.co.uk