

BACK TO SCHOOL IN SEPTEMBER – LOGISTICAL PLANS

In September, it is expected that all children return to school, unless they are following clinical advice (and have a letter from their consultant) and/or Public Health advice.

Please see our plans below. Much consideration has gone into these plans but we cannot address every family's individual situation - particularly if they have children in two or more year groups. Bear with us as we try this plan and make adaptations. The plan is dependent on **all** adults knowing what time to drop off and collect children and knowing which entrance to use - please read this very carefully.

The aim of this plan is to reduce risk to everyone as much as possible.

Beginning and end of the day

The school has four entrances to the site.

Entrance	Location of gate	Year Group
Entrance A	Front gate	Y2, Y3
Entrance B	Gate to KS1 playground	YR, Y1
Entrance C	Gate next to Preschool	Preschool, YN
Entrance D	Back gate	Y4, Y5, Y6

There will be staggered start and finish times to reduce the numbers of children and adults moving around the site. There will be a *soft start* for each class to allow for children to enter the classroom and to wash their hands before settling to a task. Parents will be expected to arrive at the correct entrance, within the times allotted, and to leave the school grounds as soon as possible. Children in Y4-6 will leave their parents at the gate. Siblings will have to go to different entrances and teachers will be understanding of this if siblings are slightly early or late. When adults are waiting for children, please observe social distancing - waiting in a space (space will be restricted). You may not be nervous but others are and we need to be considerate of everyone's feelings.

At the end of the day, parents will collect their children from the same entrance as the one they dropped them to.

Hand sanitiser will be available at each entrance to school. A member of the school team will also be at each entrance to school.

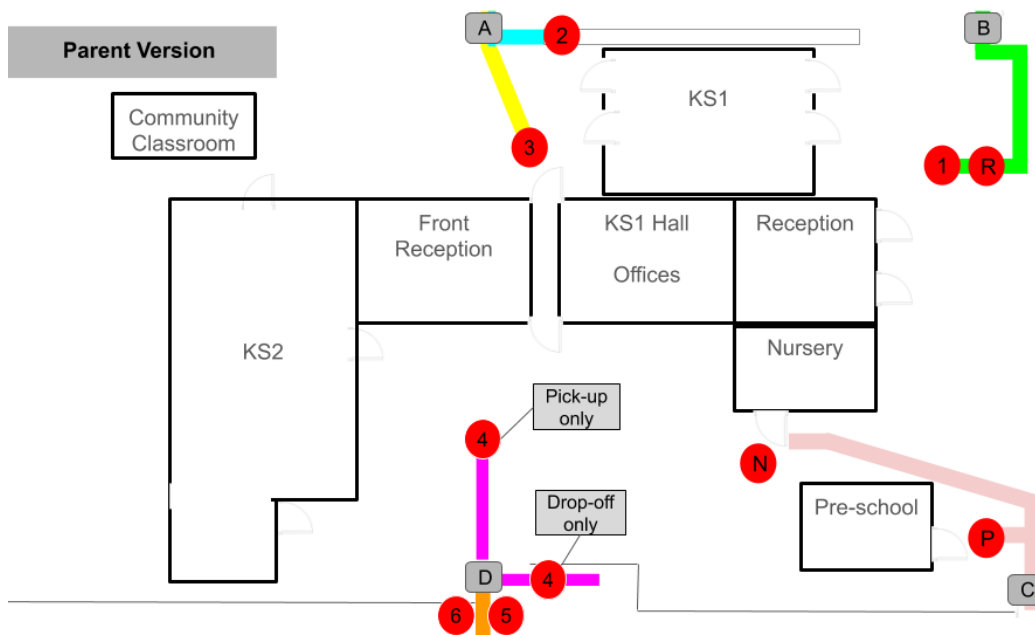
School will have four start and finish times. Punctuality is crucial to ensure that children can enter and exit the building safely. Late arrivals will have to queue on the right hand side of the main reception entrance and one child/family group will be admitted at a time. You will need to explain why you are late. Parents will not be able to enter the school building. Payments for Preschool, dinners, Breakfast and After School Club (BASC), resources etc. should be made via online payments (School Gateway). There is a drop box near the reception for posting any letters, forms or cash (emptied daily).

Year group	Start time	Finish time
Y1, Y3, Y5	8:45 – 8:55	3:10 - 3:20
YR, Y2, Y4, Y6	8:55 – 9:05	3:20 - 3:30
Preschool, YN mornings	9:00 – 9:10	12:00 - 12:10
YN afternoons	12:30 – 12:40	3:30 - 3:40

Morning registers will close at 9:20 – after this point your child will be marked as late.

Parents of children who are new starters in Nursery and Reception will be contacted directly to confirm transition visit arrangements for Thursday 3rd and Friday 4th September.

Teachers will have calming music playing at the start of the day and children will enter their classrooms, wash their hands and begin the starter activity – phonics game, reading, handwriting, mental maths challenge etc.



Entrance	Location of gate	Year Group/ Pathway	Entry	Exit
Entrance A	Front gate	Y2	8:55-9:05am	3:20-3:30pm
		Y3	8:45-8:55am	3:10-3:20pm
Entrance B	Gate to KS1 playground	YR	8:55-9:05am	3:20-3:30pm
		Y1	8:45-8:55am	3:10-3:20pm
Entrance C	Gate next to Preschool	YN	9:00 - 9:10am (morning session)	12:00-12:10pm (morning session)
			12:30-12:40pm (afternoon session)	3:30-3:40pm (afternoon session)
Entrance D	Back gate	Y4	8:55-9:05am	3:20-3:30pm
		Y6	8:55-9:05am	3:20-3:30pm
		Y5	8:45-8:55am	3:10-3:20pm

Classroom organisation

Preschool, YN, YR and Y1 classrooms will be set up to reflect high quality EY practices. These classrooms will not look much different to usual although we will have removed most of the soft furnishings and reduced equipment to make cleaning easier.

In Y2 – Y6 classrooms, tables and chairs will be set up in a horseshoe shape so that pupils are not directly facing one another. Class teachers will consider where pupils sit. Those pupils who have had low levels of engagement during lockdown or who have special educational needs and disabilities may require additional support and will be seated nearer to teaching staff. Each pupil will have their own set of resources in a clear pencil case on their table space, to limit movement around the class.

Children will be asked to practice good hygiene including frequent handwashing and using a tissue when sneezing or blowing their nose. Children suffering from eczema can bring their own hand soap or cream if it is clearly labelled.

CATCH IT, BIN IT, KILL IT.

We have lots of *social stories* to help children with this.



Playtime Provision

Playtimes will be staggered so that there are less children on the limited playground/field space. Children may bring a healthy snack (fruit/vegetable). A water bottle – clearly labelled with the child’s name – is essential. Water bottles should be brought in each day and taken home at the end of each day.

Year group	Playtime
Y1	10:15 – 10:30
Y2	10:30 – 10:45
Y3	10:15 – 10:30
Y4	10:30 – 10:45
Y5	10:15 – 10:30
Y6	10:30 – 10:45

Lunchtime Provision

To begin with, we will only be offering cold lunches as children will be eating in their classrooms – the exception is YR who will be eating in the KS1 hall. Each year group will be allotted a zoned area to play in during break and lunchtimes. As the term progresses we will introduce hot lunches.

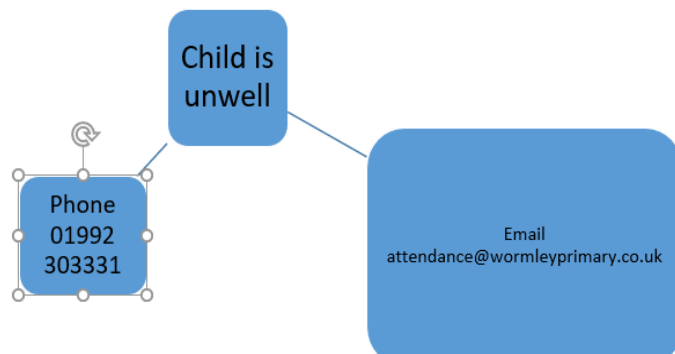
Year group	Lunch time	Outdoor play
YR	12:00 – 12:30	12:30 - 1:00
Y1	12:30 - 1:00	12:00 – 12:30
Y2	12:00 – 12:30	12:30 - 1:00
Y3	12:00 - 12:30	12:30 – 1:00
Y4	12:30 - 1:00	12:00 – 12:30
Y5	12:00 - 12:30	12:30 - 1:00
Y6	12:30 - 1:00	12:00 – 12:30

Attendance

Attendance is compulsory if children are well. If children are unwell, they should not attend and school should be notified.

It is essential that parents make the school aware of the reason for any pupil absence before the start of the day by emailing attendance@wormleyprimary.co.uk.

If parents do not let us know why their child is absent, a member of the school admin team will have to phone the family of every child who is not in school. This could take a long time and in the meantime, we would not know if a child were absent with Coronavirus symptoms.



As winter approaches, symptoms such as a cough may be more difficult to judge, but we should have more government information by then. The NHS 111 phone line/online is a good place to go to for advice. <https://www.nhs.uk/using-the-nhs/nhs-services/urgent-and-emergency-care/nhs-111/>

Specialist Intervention

The school has made plans for specialist staff providing 1:1 support or small group support (e.g. as part of an EHCP) as follows:

- Staff wash hands before and after working with a child
- A space is identified for the intervention to take place, and set up with separate learning spaces placed a suitable distance apart
- All equipment needed for the child is set up in the space before the start of the session
- Staff go to the child's classroom, standing at the entrance to collect the child
- The child follows the staff member to the identified area and returns to class following the intervention in the same way
- The child will sanitise their hands
- Intervention is provided at a safe but practical distance
- After the child has returned to class, the member of staff cleans the desk area and washes any equipment that needs to be used by another child. The child washes their hands

The school plans for staff providing specialist interventions to work across a given year group and (where necessary) a phase, to reduce potential contacts.

Learning Intervention

Teaching Assistants (TAs) and Learning Support Assistants (LSAs) will provide interventions to a small group of children from their class/year group bubble.

Interventions will take place in an identified area, where the member of support staff will maintain a safe but practical distance from the children. Children will bring all equipment they require with them to the intervention area. The area will be cleaned over lunch, if pupils from another bubble use the area. Staff will wash their hands between each group.

Staff members working in this way will provide interventions across either KS1, lower KS2 or upper KS2

Planning, Preparation and Assessment time

The school is planning for PPA time to be scheduled at times when pupils are undertaking supervised activity with other specialist teachers or support staff, for example:

- PE lessons with a specialist sports coach (with the coach remaining distanced from the pupil group)
- MFL lessons with a specialist MFL teacher (with the teacher remaining distanced from the pupil group)
- Class-based assemblies
- PSHE sessions with TAs

Specialist teaching staff will maintain a safe but practical distance from the children. Their class TA will be available to offer support to children.

Protocols

Since 1st June, the school has established a range of protocols to manage risk. These are under constant review. Protocols include visitors to the school, administration of first aid, dealing with a suspected case of coronavirus, cleaning after a person has been in school with coronavirus symptoms.

Suspected Cases

Symptoms include:

- a continuous cough or a high temperature,
- a loss of/change in their normal sense of taste or smell (anosmia)

We have established an isolation room in school for anyone exhibiting these symptoms.

We will be following Hertfordshire's procedure for quarantine. When school is notified of a confirmed case of COVID-19, we will contact Public Health England and follow their guidance. Families will be notified accordingly.

School must be notified if there is a positive test for Coronavirus in families.

NO-ONE WITH THE CORONAVIRUS CAN BE IN SCHOOL EVERYONE WILL BE EXPECTED TO ENGAGE WITH THE NHS TEST AND TRACE PROCESS

Uniform

Children must wear school uniform when they return in September. Please see the website if you need to clarify what children should wear. Uniform must be kept clean and regularly washed.

Healthy Home Packed Lunches and Water Bottles

A reminder that home packed lunches must be healthy and meet all nutrition expectations. Shops are now fully stocked. Water bottles are essential.

Breakfast and After School Club (BASC)

We hope to get Breakfast and After School Club up and running as soon as we can in the Autumn Term – hopefully by 14th September. More details to follow. We are currently risk assessing this. Parents will be notified so that they can book places via School Gateway.

Trips

Unfortunately, there may not be many trips this year. We will try to use the local environment for local history and local geography studies. As time goes on, we may consider visiting workshops but this will be dependent on any risk assessments. We plan to build in additional experiences to complement our curriculum such as virtual tours around museums.

Home Learning

In preparation for any possible future lock downs, we will continue to promote Tapestry for Preschool - Y1 and the Google Classroom for Y1- Y6. We will ensure all children know how to log onto the Google Classroom and access learning.



More details to follow in September.

In addition, we have purchased a set of 3 maths books (Autumn, Spring and Summer terms) and a spelling, grammar and punctuation book for each child, to cover a year's teaching content, for each year group in KS1/KS2.

If the children have to learn from home, this will be a great support for parents and children.

We will heavily subsidise the costs for this so that children will receive 4 books for only £5. These will be purchased through School Gateway.

KEY MESSAGES

1. Know where your child should enter/exit school and what times to drop off / collect children
2. Be punctual
3. Email the school as soon as you know your child will not be attending school (attendance@wormleyprimary.co.uk)
4. Stay alert to your child's health
5. Follow school protocols and government's guidance and statutory requirements
6. Be considerate of how others are managing the return to school

Our school is trying its best to mitigate risk for its community. We are Covid-cautious. Everyone is responsible for following protocols and government guidance in order to reduce risk.

We thank you in anticipation of your support to make this plan work for the benefit everyone.