

## September Opening - A Charter for a whole school return - September 2020

In line with governments' directives, we are planning a whole school return early in September. We would like to thank and congratulate our parent community for your tremendous support during the last 5 months as we have dealt with closures, partial returns and a range of lockdown measures. Not least of the challenges we have taken on has been the continuing education for our children. The autumn term will be similarly challenging as we open our doors to the whole school.

As in June, in consultation with the Local Authority and local school leaders, a robust risk assessment based on the government's guidance has been put in place, shared and agreed by staff and governors. We are doing everything we can to ensure the site, our school and procedures are generally safe, but we cannot eliminate all risk. We thank our parents and community for your on-going support of measures in place to protect us all.

Our Policy amendments will continue to provide new guidance in; Behaviour management, SEND provision, Mental Health, Personal, Social and Health Education, Early Years, Staff code of Conduct and The Curriculum. Some of you have already experienced our new normal at school but we are very aware that many of you have not. Our measures, new routines and new layouts will take a little getting used to, however, we cannot afford much time to get this in place. Therefore, this document is sent to parents, to share with their families and discuss with the children so that when they return, there will be some familiarity in what they see, even if only from remembering a discussion. With your help and support and that from our staff, we will ensure our children have the best possible return to school and will do what we can to keep everyone safe and well.

As with national measures in place, our plans can only be successful and provide the safety that we all deserve if everyone follows the guidance carefully. Again, it may seem quite dictatorial however, you will come to realise that these routines are in place to maintain safety and we are getting more used to these routines now.

Set out below is our step by step guide to the provision we are able to make:

- We are setting up new bubbles. These will now be whole classes and for breaks and use of the playground, we have set up some 'double bubbles'. The children and staff will discuss these when school starts and the children will understand who they can mix with. For now, parents are asked to remind their children that social mixing is still not possible as it was. However, children will be able to chat, work and play with friends from their own class.
- The children in these bubbles will stay together at all times and will not be allowed to mix with other children in school, reducing social contact.
- Break and lunch times will be staggered and the children will play and eat together in their 'bubbles' either in their classroom or outside where possible. Social distancing will be encouraged but we appreciate this is difficult to achieve with our youngest children.
- There will be a staggered start and end to the day with times for each group to be dropped off and collected. This is to reduce the number of parents at key points around the school and therefore enable everyone to maintain social distancing.
- The DFE guidance makes it clear that primary aged children cannot always remain 2 metres apart from each other and staff. Our focus, therefore, will be on limiting social contact and mixing by keeping the children in their 'bubbles' at all times, ensuring frequent hand cleaning and good hygiene practices and regularly cleaning equipment and school.
- However, STAFF are still expected to keep a distance of 2m from each other and a distance from children so they won't be teaching in quite the same way. There will be less group work and the staff may look at work from a distance and give verbal feedback rather than collect in and mark books. Our new marking policy is currently in discussion.
- The curriculum has been amended to include a 'recovery curriculum'. The staff will focus on well-being, self-esteem, confidence and mental health ahead of the academic subjects, and then will focus on plugging any identified gaps that may have arisen. Learning will be outside as much as

the weather and space allows. We will be using advice from the White Rose Maths project and from Educational Psychologist, Barry Carpenter.

- The school will not be accepting visitors, except for essential maintenance and safety reasons. Parents are not permitted to enter the school building, but to contact the school office by email or telephone if they have concerns or wish to raise a question.
- Parents are encouraged to stay in touch with class teachers via email.
- ALL parents will be required to sign up to Seesaw as this is a key way to keep in contact when 'normal' contact has to be limited. In addition, Purple Mash, a learning platform you may be familiar with, will continue to be taught and we hope this can become more widely used for home learning. These two web-based applications will be especially important if your child or anyone in your family becomes ill.
- The school is planning to post all teaching plans on the school website so that if there is a local lockdown, or a class needs to isolate, or you have a family isolation, the children can still continue from home. We will be giving this area of learning more consideration as the term unfolds.
- All tables in class are now forward facing and will not be arranged in groups, in line with guidance. The only exception is in the nursery or Reception, where separate guidance applies.
- All children need to wash their hands on entry to school, before and after lunch, when they come inside from outside play, when they have been to the toilet or when they sneeze. Sanitiser is available in all rooms. There are additional sinks throughout the school to help support this.
- Parents are asked to go over the 'Catch it, bin it, kill it' routine with sneezes and tissues as directed by the NHS campaign. There are resources on our school website to help with this.
- Children should bring their packed lunch, (unless we are providing this), their drink and coat. PE kits will be requested when class teachers are confident that pupils are able to follow all measures to reduce contact.
- NO toys or games should be sent in to school and no other resources are needed. Each child will have their own supply of stationery equipment, including coloured pencils, felt-tips, pens/ pencils etc.
- Any shared equipment will be cleaned before re-used. Toys in the early years will be washed daily.
- The staff will use antibacterial wipes regularly throughout the day to clean regularly touched areas, such as tables, doors and toilets. The whole school will have a longer clean after each day.
- Music tuition is going ahead in classes for Year 4 and 5 and children should respect the need for the music teacher to remain 2m away as they will be in lots of different classrooms.
- Some of the staff may wear a face covering in corridors or when they are not with children, or they may wear a clear visor in class. This is to protect other people from anyone who may have the virus but not know it; wearing a face covering can reduce transmission rates. Children are not required to wear a face covering. A bin will be available for any child to dispose of a face covering if they have worn one to school. Re-useable face coverings will need a plastic bag for it to be put into, if a child wears one on their journey to school.
- PE will continue almost as normal but we will not be playing team games. For this year, we will not be swimming as there is too much contact in the public changing areas that we cannot control. We hope to re-introduce swimming next year. Most PE will be taken outside when the weather allows, however, there will be 'go noodle' warm ups in side and we have booked some sessions at the new village hall so that whole classes can use a large space and be safe.
- Miss Copp and Mrs Barnes will now be class based and will not roam around all classes. They will still be supporting the class teaching staff to deliver the same plans in French, PSHCE and Science.
- Assemblies will be conducted in class. Mrs Huntington will zoom in for assembly on a Monday and Friday and rewards will be made by class teachers. Where we can, we will take a photo of children receiving awards and post on Seesaw. As soon as we are allowed larger gatherings, we will re-establish parents' assemblies and hope you will bear with us.
- Parents are asked to contact Mrs Huntington and Mrs Cowley via email should anyone have issues they wish to discuss. Parents can also contact class teachers – new Seesaw accounts will be sent out very soon.

### **Our timetable for a phased reopening**

Dates have been sent out to parents along with the rationale for staggering the start days.

<b>DATE</b>	<b>YEAR GROUPS COMING TO SCHOOL</b>	<b>OTHER NOTES</b>
Tuesday 1 <sup>st</sup> September	Staff Training Day – NO children	
Wednesday 2 <sup>nd</sup>	Reception (am or pm as directed by Mrs Evans-Cook), Nursery and Year 1 children in school.	Nursery times have been agreed with parents. Reception half days have been agreed.
Thursday 3 <sup>rd</sup>	Years 2, 4 and 6 come in, in addition to the children in on Wednesday.	
Friday 4 <sup>th</sup>	Years 3 and 5 to come in, in addition to the others already in.	All children will therefore be in school by Friday 4 <sup>th</sup> .

<b>Year group</b>	<b>Leading adult</b>	<b>Supporting adults</b>	<b>Class Name (Location)</b>	<b>Start time</b>	<b>Finish time</b>
Nursery 2, 3 and 4 year olds	Mrs Kate Drew	Mrs Charlotte Randall, Miss Jessica Strachan, Mrs Sara Steele, Miss Emma Taylor		As agreed with Kate Drew	
Reception	Mrs Rachel Evans-Cook	Miss Karen Williamson, Miss Natalie Perkins, Mrs Dawn Pearson Mrs Sally Perkins	Honeybees (Honeybees' room)	8.30am	2.50pm
Year 1	Mrs Kerry Monks	Miss Linda Copp, Mrs Karen Nicholls	Pandas (Gorillas old room – larger mobile room)	8.40am	2.55pm
Year 2	Miss Katherine Edmondson	Mrs Helen Elliott Mrs Sally Perkins	Polar Bears (Polar Bears' room)	8.35am	3.00pm
Year 3	Mr Ryker Barrowcliffe	Mrs Daksha Prosser	Gorillas ( Snow leopards' old room)	8.40am	3.00pm
Year 4	Mr Jon Dale	Mrs Maria Lima-Smith	Snow Leopards (Rhinos' old room)	8.30am	2.50pm
Year 5	Miss Katie Ratkovic	Mrs Katherine Barnes, Miss Abbi Huntington	Jaguars (Pandas' old room – smaller mobile room)	8.35am	3.00pm
Year 6	Mr Dean Ryan	Mrs Helen Day, Miss Michelle Williams	Rhinos (Main hall)	8.45am	3.05pm

- Start and finish times have been staggered as suggested by the DfE. Where these times differ, breaks will be altered to ensure all children have the appropriate time in school. These times may be subject to change once we have seen how well they can be adhered to.
- For the first half term, there will be NO after school clubs. This is because we have to keep children in consistent bubbles which clubs would not allow in the format we have used. We are working on what we can do for the second half of term and will let you know.
- Families who rely on child minders for before and after school care, will be permitted to send their children to school – we hope that similar measures for safety are in place – ie social distancing and hygiene
- Main school children will be met by Mrs Huntington (or designated staff member) at the gate and then be expected to go to their classroom by themselves, which they are quite capable of doing. Staff will be on hand in the early days in case of any upset. Our children, including some nursery children, were brilliant at doing this in the summer term. Mrs Huntington may be wearing a clear visor.
- Parents of nursery children should approach Mrs Huntington at the gate and take their children to the nursery where they will be met by staff, on the playground to avoid the need for additional adults to go inside the building.
- Parents will be expected to read through and agree to the conditions we have laid out in a guidance booklet, in order that we can control measures put in place to keep our children and staff as safe as possible. There will be an online form for parents to sign to say they have read our guidance.
- Any child found not adhering to the new guidance will be sent home where we consider this to be a deliberate breach of behaviour. There will be sanctions for staff not following the code of conduct.
- Any child found to be symptomatic of the virus or other illness will be isolated and asked to be collected immediately. Therefore, parents must give the school an up to date contact number where they can be reached AT ALL TIMES. Guidance can be found on government bulletins.
- We will be engaging in the Track and Trace scheme and ask for parents to keep us informed if they are contacted through the scheme. The new isolation period for anyone with symptoms is 10 days.
- Tests are available for anyone with symptoms. Go on line to book a home kit or visit to a test centre. If you are in doubt, look on line or email the school.

Children classed as clinically extremely vulnerable due to a pre-existing medical condition or if they live with someone who has been shielding may now come into school. Parents should seek medical advice if their child is classified as clinically vulnerable.

New Policy Amendments:

Our website has policy amendments in; Behaviour, Safeguarding, SEND, Mental Health and Well-being and Early years. An amended staff code of conduct is also in place for all staff working at Honeybourne Primary Academy.

Our 'recovery curriculum' is a work in progress and will be tailored to the needs of our children. Part of this is our approach to marking work, managing paper resources and homework. Our aim is to allay any fears or worries the children may have for our new look school, routines or current situation. Our priority is the safety and well-being for our whole community and there will be plenty of opportunities for the children to chat to staff and for us to help them through any worries or anxieties they may have. Please don't expect everything to fall into place immediately as it will take the children returning, a little while to become accustomed to our new environment and to learning at school again.

**Agreed by the Full Governing Body on 24.08.2020 followed by consultation with the senior leadership group. All of the above is subject to announcements by the DfE or changing circumstances. Honeybourne Primary Academy trust reserves the right to change these arrangements at short notice according to need.**