



Draft Arrangements

School Operations for September 2020

Hemblington Primary

Introduction:

We will be preparing to welcome all children back this autumn. While coronavirus (COVID-19) remains in the community, this means we will be making judgements, at a school level, about how to balance and minimise any risks while still providing a full educational experience for all. We will be putting in place protective measures for children, families and staff, alongside ensuring that all pupils receive a high quality education that enables them to thrive, progress and 'be the best they can'.

The draft arrangement for school operations will need to be read alongside our *Risk Assessment* and our *September 2020 Returning to School Protocol and Procedures* document. We also plan to share a video presentation of the key points to support you. There are x5 key areas for us to consider:

1. Public health advice to minimise risk
2. School operations,
3. Curriculum, behaviour and pastoral support
4. Assessment and accountability
5. Contingency planning in case of self-isolation of multiple pupils or staff or local outbreaks

Section 1: Public Health advice to minimise risk

We will be following public health advice to minimise the risks of coronavirus (COVID-19) transmission. We will minimise the number of contacts that a pupil has during the school day as part of implementing a system of controls to reduce risk of transmission through the use of 'bubbles'.

As part of planning for full return in the autumn term, we will revisit and update our risk assessments (building on the learning to date and the practices we have already developed), and consider the additional risks and control measures to enable a return to full capacity in the autumn term.

Primary actions for reducing spread of infection:

- Regular handwashing with soap and running water for 20 seconds - The 'Hemblington Handwash'
- Good toilet hygiene
- Frequent cleaning of common and high touch areas

Further actions include:

- Avoiding face-to-face interaction where possible
- No large gatherings
- Good ventilation (windows open where possible) and use of outdoor spaces
- Avoiding physical contact where possible

Whilst we realise that this means school will look very different from before, we aim to ensure we provide a positive experience for all the pupils when they return.

Section 2: School Operations

Hemblington will operate using the 'Bubble' model

- 'Bubbles' provide a means of reducing contact between groups of children
- 'Bubbles' need to be sufficiently wide to enable practical use of facilities such as toilets, resources and staff
- Each class will form a bubble but there will then be larger phase bubbles due to sharing toilet facilities and additional areas. Reception and Year 1 will form a phase bubble, Year 2 and 3 will form another phase bubble and Year 4, 5 and 6 will form the final phase bubble.

First Week Back in September

There will be a staggered return of year groups and phase bubbles in the first week back of school. This is to ensure all pupils, parents and staff familiarise themselves with the new routines and procedures we have had to put in place.

The staggered return will be as follows:

Monday 7th September: Year 4, 5, 6 only return to school.

Tuesday 8th September: Year 2 & 3 first day back as well as Year 4, 5 & 6.

Wed 9th September: Year 1 first day back as well as Year 2, 3, 4, 5 & 6.

Thurs 10th September: Reception first day back as well as Year 1, 2, 3, 4, 5 & 6.

Friday 11th September: Whole School back in school as 'normal'.

There will be additional transition arrangements in place for our Reception pupils who will have an extended phased return to school, involving morning only sessions for the first week, morning sessions and staying for lunch for the second week and then staying full-time from week three. A separate letter will go out to Reception families explaining these arrangements.

Arrival at school

There will be a flexible and staggered window of arrival time to minimise congestion between 08:35 - 09:00 for Years 2 - 6. Reception and Year 1 pupils will arrive between 09:00 - 09:10.

On arrival pupils will go straight to their classrooms.

Reception and Year 1 parents can enter the playground areas in the morning and escort their children to the class entrance. For Reception pupils, this will be at the gate entrance to their outdoor area. For Year 1, this will be the entrance in the little courtyard along the side of the school.

All other parents will drop their children off at the gates unless there are specific pupil needs which requires an adult to come onto the playground.

If pupils arrive by bicycle, they will need to dismount and enter via their allotted gate and walk their bicycles around the side of the building to the bike sheds.

They will not be able to cut through the main car park to enter or exit the bicycle shed.

Parents must be reminded that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed according to UK government regulations.

Children wash hands or use hand sanitiser on arrival into their classroom or mobile building. They go straight to their classroom where their teacher is ready for them, and settle to an independent morning task once they have organised their things.

Departure from School

There will be a slight staggering to the end of the school day in order to avoid congestion at exits.

15:00: Reception and Year 1

15:10: Year 2 and 3

15:15: Year 4, 5 & 6

Teachers will take their classes out and line them up maintaining social distance.

Parents to stand in distanced family groups while waiting for their children.

Parents who have pupils in multiple year groups can pick up all children at the time specified for the youngest sibling.

During pick up, parents will be able to wait on the playground area (to avoid having to wait on the pavement near the road) but must remain socially distanced and where possible leave within their allotted time.

Parents of pupils in Year 4/5/6 will need to walk round the side of the building to collect their children from the mobiles. (Unless they have signed permission to walk home.)

Only x1 parent per family will be allowed onto the school site to pick up and drop off in order to avoid large groups and congestion.

Entry and exit points to School

Year 2 and 3 pupils will enter and exit the playground via the single gate.

Reception, Year 1, 4, 5 & 6 will enter and exit via the double gate.

All year groups will have their own entrance and exit into the school building or classroom mobile:

- Reception will enter at the gate entrance to their outdoor area.
- Year 1, will enter at the entrance in the little courtyard along the right hand side of the school.
- Year 2 will enter straight into the class.
- Year 3 will enter via the playground entrance near the back of their classroom along the left hand side of the school.
- Year 4 will enter the mobile via the cloakroom entrance
- Year 5 will enter and exit the class via the back of the mobile.
- Year 6 have their own entrance to their mobile via the entrance into their cloakroom.

Toilets

- Yr 6 will use a designated toilet in the mobile.
- Y4/5 will use a designated toilet in the mobile toilets
- Y2/3 use the school toilets nearest the library
- Rec and Yr 1 will use designated toilets in their shared area.
- The disabled toilet will be used for those pupils who have intimate care needs or for those pupils who are unwell.
- Staff will use separate staff toilets.

Toilet hygiene and routines will be explicitly and regularly taught - lid down, flush, wash hands - to ensure this becomes habitual. Pupils will use a paper towel to turn the taps on and off. E-bug materials will be used and displayed and the Hemblington hand wash for 20 seconds emphasised. Hand sanitiser will also be available in every classroom and entrance points to the school.

Playtimes

Playtimes will be zoned and consideration given to staggering them according to phase bubbles. Playtime toys will be kept by bubbles and handled only by children within the bubble. Outdoor play equipment will be timetabled to avoid use by multiple groups.

Lunchtime

The hall will be used by Reception and Year 1 for one sitting, Year 2 and Year 3 for another sitting. Year 4, 5 and 6 will eat outside (weather permitting) or in their own classrooms. Tables and chairs will be cleaned between each sitting. Seating will be arranged so that children do not face each other. (i.e. half the table in use only, children sit side-by-side). Children line up a group at a time with social distancing as they line up so that congestion will be avoided in queuing.

Lunchtime sitting will be staggered. In the first few weeks, as Reception and Year 1 get used to the routines, lunchtime will begin 15 minutes earlier than normal.

Classrooms

How tables and chairs are arranged may look different in September. All tables facing the front is a suggestion from guidance only; this needs to be balanced with educational opportunity and may not

always be appropriate in Reception or Year 1. Sitting on the carpet is fine, if all children are socially distanced, facing the same way and not turning to face each other for activities like talk partners, talk partners can happen but side by side.

Ventilation

Doors and windows will remain open where possible for maximum ventilation. Outdoor space used for teaching where possible. Evidence shows that warm stuffy rooms harbour infection.

Resources

All normal resources can be used. With regard to our younger pupils, any items that could be sucked or near mouths, e.g. soft toys, dressing up, Lego etc. will be cleaned straight away or quarantined for 48 hours (72 hours for plastic) before next use. Dressing up clothes will be washed after use or quarantined if this cannot happen. We will aim to keep resources within phase bubbles where possible.

Stationery

Children will have their own personal stationery packs where possible. Pencils should be named so that if dropped they pick up the correct one.

Books and paper resources

Reading books returned from home to be quarantined before being made available for others to use. Children will have their own worksheets and exercise books.

Shared resources

Hands to be washed before the start of a lesson involving sharing items (e.g. science, art, DT) and again at the end of such lessons

Library and Computing Room

Handwashing before entering and after leaving these rooms. Returned library books to be quarantined.

Circulation around school

Due to the layout of the school building and class separation, a one way system is not needed. Classes will remain in their own areas and the library and computing rooms will be timetabled to avoid any congestion in communal areas at any one time.

Staff moving between classes

Government guidance advises that peripatetic staff, cover staff, midday supervisors, and staff leading intervention programmes can safely move between different groups of children but should keep to the social distancing guidelines.

(However where staff members cover or support in classes, they will be assigned to phase bubbles only where possible e.g. Rec/Y1, Y2/3 Y4, 5/6.

Intervention groups

These will be linked to the phase bubbles, where possible- i.e. separate staff to do intervention for each phase bubble. Intervention will be focused on wellbeing, coaching and mentoring on learning skills for the first part of term as we initiate our 'Come Back Curriculum' and 'Stepping up for September' approach.

PE

Children to wear PE kit all day on PE days to avoid changing in school. In the colder weather we recommend jogging bottoms and a long sleeved tracksuit top or jacket. All resources and equipment can be used but should be sprayed by disinfectant after use or quarantined.

Uniform

Children will be required to wear normal school uniform when they return in September. There is no longer a need for this to be washed daily but to follow normal washing routines. On PE days pupils will need to come to school in their PE kits to avoid pupils needing to change.

Staff meetings and PPA

Meetings will be held online where possible or socially distanced and in smaller groups. If larger groups need to be together for training, we will use larger and well ventilated rooms, such as the hall with the windows and doors open.

Assemblies

Unfortunately, there can be no large gatherings and so assemblies will be delivered through recorded video or live Google Meet Assemblies, shown in classes at a suitable time. To be shown every day as important messages can be communicated through these. Classes will also do their own assemblies within their bubbles

Staff room and areas

The staff room will have a maximum number of users at any one time (x8) to reduce risks and all staff will adhere to social distancing. Surfaces and appliances to be wiped down before and after use to reduce risk of transmission.

Section 3. Curriculum, behaviour and pastoral support

Hemblington Primary will introduce a 'Come Back Curriculum' which will focus on Safety, Wellbeing and Rebuilding for Learning. We will aim to have a full, broad and balanced curriculum in place but will have a period of adjustment known as 'Stepping up for September'.

A 3 stepped approach to our 'Come Back Curriculum' and 'Stepping up for September' plan will be developed so that everyone is aware of the focus in the returning month.

- Step 1 will focus on SAFETY and the universal messages that we need to re-establish.
- Step 2 will focus on WELLBEING support for pupils, parents and staff.
- Step 3 will focus on REBUILDING LEARNING and include targeted support and specialist intervention.

We will also be introducing a new whole school topic-The Hemblington Brainwave Topic, introducing a unit on 'How We Learn.'

Planning for possible remote learning

Remote education will become integrated into the school curriculum. Class teachers will retain the use of the school website and upload information to class pages to maintain contact and links with parents. Oak National Academy lessons will be used periodically throughout the curriculum so that children are comfortable with the content and format in readiness to revert to that way of working should local lockdowns or a national lockdown be imposed.

Section 4. Assessment

School will continue to follow government guidelines for National Assessments. Teachers will use formative assessment to understand where the pupils are at the start of the year and provide a broad and balanced curriculum adapted to their individual starting points. We realise that all families will have had a different experience during lockdown and this will mean that pupils may be coming back with different experiences and levels of learning. This will be taken into account.

Section 5: Contingency planning

Hemblington Primary needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown. Our immediate response will be the following:

- Children are to take home their individual stationery packs and their current exercise books
- Staff will share lessons via the class pages of the school website (and Google Classroom and/or Class Dojo once staff and pupils have undergone training for this). The Oak National Academy lessons will be referred to where appropriate.
- Once Google Classroom and/or Class Dojo are implemented across the school, parents and children will be able to take photos of their learning and upload to the secure pages so that teachers can monitor progress and offer supportive feedback if appropriate. Staff will be given training in September.

And finally...

Please note that these arrangements are in draft and may change as we are updated with new guidance from the government and NCC. We will endeavour to update you with any changes during our staff INSET prior to the children returning from September 7th.

We would like to thank you for your support during this challenging time and by working together we will continue to ensure the safety, wellbeing and progress of all our pupils so they can continue to *'be the best they can be'*.

I would also like to take this opportunity to thank all the staff at Hemblington who have worked tirelessly over the summer term and holidays to ensure we can fully re-open for all in September.

If you have any questions or concerns about the wider reopening in September, then please do not hesitate to contact us. We look forward to welcoming you and your families back to Hemblington Primary in September.