



September
2020

Returning to School

Saxton CE Primary School



Coming back to school

- We are delighted to welcome all children back to school. However, we hope you can appreciate and understand that some things will be different. This is to keep everybody safe. Our number one priority remains the safety of our children and staff.
- There will be changes to the school day. Please help us to keep to these for everyone's safety.
- Please talk to your child about the changes explained in the following pages so that they are prepared for coming back to school.



Coming back to school

- We have completed a risk assessment following government guidelines. Steps have been taken to reduce the risks to children and adults as much as we are able. A summary of the risk assessment is at the end of this document and on our website.
- All children will be in their usual class with their usual year group. These classes will each be a 'bubble'.
- Bubbles will not mix with other bubbles. Playtimes and lunchtimes will happen at slightly different times so that we can keep bubbles apart. The timings of the school day will be a little different to help us to maintain this separation.



Timetables

We have timetabled bubbles to reduce contact between children and ensure access to handwashing facilities.

	Willow	Sycamore	Maple
Start of the day	08:50	09:00	08:50
Playtime	10:10	10:25	10:40
Lunch	11:45	12:05	12:05
Playtime	14:00	14:15	14:30
End of the day	15:30	15:20	15:30

Start and end of the day

It is important that you wait in the right areas to help maintain social distancing

- When bringing your child, please stay in your car if you are able or drop your child at the school gate.
- If your child is accompanied onto the school site, this should only be by 1 adult to reduce the number of people on site.
- Children and parents from Willow should use the church yard entrance.
- Children and parents in Sycamore and Maple should use the Dam Lane entrance only and wait on the playground. Teachers will collect and dismiss children from here.
- Teachers will allow siblings from different bubbles to leave together.
- Please try to be punctual so that your child can remain distanced from other bubbles.



Attendance

Your child should return to school

- Government advice from September now states that school attendance will be mandatory again from the beginning of the autumn term.
- Our normal attendance policies will be reinstated. This means that any pupils not attending will be classed as unauthorised absences unless they have a valid reason.
- We will contact any children who are expected to be in school but are not present so that we understand where they are and that they are safe.



If your child is late

No visitors are allowed into the school building, including the main entrance

- If your child is late you should bring them to the main entrance through the playground. Ring the bell and someone from the office will come to the door to collect them.
- We are not accepting any visitors into the office. If you have a query or need to pass on information please do this by phone or email.



Handwashing

Schools must ensure that pupils clean their hands regularly, (DFE)

- Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.
- All children **MUST** wash their hands when they arrive at school. They will also be asked to wash them when they return from breaks, if they change rooms and before and after eating.
- We have installed hand sanitisers that children can also use to supplement hand washing.



What to bring

Children should try to reduce the amount they bring into school

- We want to reduce the risk of transmission between home and school. Your child should only bring in the things that they need for that day.
- Lunch boxes, book bags, PE kit and coat are all acceptable.
- They should have a named water bottle.
- Children should wear their normal school uniform.
- Children should not bring in toys or personal belongings. They will not need to bring their own pencil case or resources for lessons.
- Reading books can be brought into school but will need to be left for 48 hours before they can be re-issued.



During the day



Working in bubbles

Children remain with their bubble but adults can change

- Children will remain with their bubble and won't mix with other bubbles. Usually, the same staff will stay in the bubble but we are able to move staff around (to cover teacher PPA time, absence etc.)
- Playtimes will not take place at the same time as other bubbles. Each class will have their own breaktime.
- We will not expect children to keep 1m+ apart in bubbles. We will rearrange furniture to maximise spacing, but understand that they will be close to other children in their bubble.



Resources

Keeping children safe by keeping resources clean is a top priority

- We will thoroughly clean resources when children have used them. To help this work, we will reduce the number of things children can access. They may not have quite as many play things available – but there will still be plenty to do!
- Staff will prepare packs of resources for children to reduce the need to share equipment.
- Tables and chairs will be sanitised before being used by another bubble (such as at lunchtimes).



The curriculum

We will plan for children's wellbeing and academic excellence

- Our first priority is to help children to settle back into school life happily and successfully. We know that some may be anxious about coming back, and re-establishing routines and emotional support will be important. We will support children with their wellbeing.
- We also know that children's experiences during the school closure will have been different. We will support them in covering any gaps that they may have in their learning, and will help them to make excellent progress – particularly in the basic skills.
- We will teach a broad curriculum to ensure that children get a range of experiences across different subjects. Music lessons will be reduced though, as singing, chanting and blown instruments remain high risk. Individual music lessons will not resume yet.



Extra cleaning

We know that cleanliness is important throughout the day

- Our school has been regularly cleaned and disinfected over the last few weeks and will be disinfected and tested during the holidays. We will only sign off the reopening when we are certain it is safe to do so.
- We ensure that all toilets and frequently touched surfaces are cleaned more regularly. We have purchased additional cleaning during the day.
- We have installed additional resources such as hand sanitisers, bins and stocks of tissues. All classes have soap and water which is used during the day to wipe down surfaces and to keep things clean.
- Resources that children use are always cleaned between groups. Some items (such as books) may be left for 48 hours before being used to ensure they are safe from a virus.



Lunchtimes

School lunches as normal

- We will provide hot lunches to all children who would like one (they may choose to bring a packed lunch if they wish).
- Sittings in the hall will be different. Each class will have their own sitting and the tables and chairs will be cleaned between sittings.
- Lunchtime may be at a slightly different time to previously, but all children will still have 1 hour break.
- We will have some indoor play and some playground play so that all children get some fresh air when they can, whilst remaining separate from other bubbles.



If a child is ill



Illness

**We know that children will become ill.
We will continue to care for them as normal.**

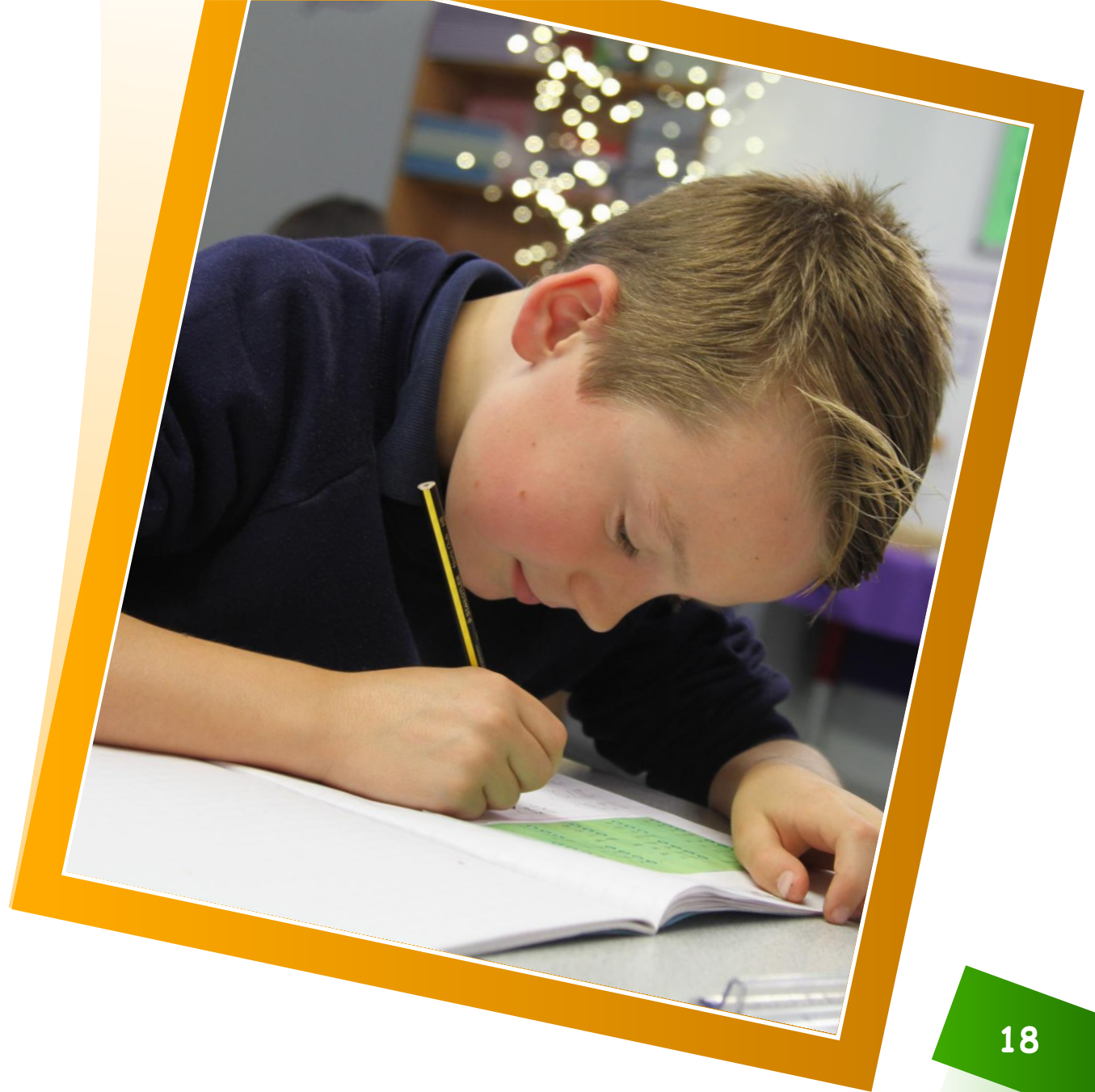
- Children who are ill will be brought to the office. Normal procedures will be applied, and we may contact you if we feel that your child needs to come home.
- If any child displays symptoms of Coronavirus they will be removed to a sick room behind a closed door (Orchard Room). Staff will care for them and may wear PPE. Parents will be contacted, and parents must arrange for a Coronavirus test to take place. Following this, they should engage with the 'Test & Trace' programme.
- Parents of children within that bubble will normally be informed of any suspected cases or symptoms exhibited.



Coronavirus

What we will do if a case is confirmed

- Parents must inform school immediately following the outcome of a test.
- In the rare occasion of a child or member of staff who has tested positive, they must stay at home and self-isolate for at least 7 days.
- School will immediately engage with the local health protection team and undertake a rapid risk assessment. The class bubble will close for 14 days to support self-isolation of those who have come into contact with a confirmed case. All other children (including family members) can continue to attend as normal.



Our Risk Assessment

The following text summarises our risk assessment. This is a dynamic document and remains under review to ensure that we can respond quickly to any issues that may arise.



Risk Assessment Summary

Aspect	Risks	Actions taken
Reducing the number of contacts each pupil has during the day.	<ul style="list-style-type: none">• Increased transmission• Pupil illness• Staff illness	<ul style="list-style-type: none">• Organisation of children into class-sized 'bubbles'.• All bubbles to have appropriate and qualified staff.• Organisation of timetables to ensure bubbles are separated (at the start/end of the day, break times and lunch time).• Reduction in visitors to the site, and no gatherings or meetings to take place.• Routes around school arranged to minimise congestion.• Furniture rearrangement to ensure social distancing guidelines are followed.• Resource packs for pupils to minimise sharing.

Risk Assessment Summary

Aspect	Risks	Actions taken
Cleaning	<ul style="list-style-type: none">• Risk of transmission between children, staff and bubbles as a result of poor hygiene.	<ul style="list-style-type: none">• Handwashing upon arrival and throughout the day is essential.• Cleaning products available in each class during the day.• Additional PPE and first aid resources available.• New bins with lids throughout school.• Additional cleaning of toilets and high-use areas during the day.• New hand sanitisers installed.• Cleaning dining tables and chairs between sittings.

Risk Assessment Summary

Aspect	Risks	Actions taken
Curriculum	<ul style="list-style-type: none">• Transmission as a result of curriculum activities and interactions.	<ul style="list-style-type: none">• Curriculum offer to ensure breadth and full National Curriculum offer. Activities chosen with low levels of interaction.• Increased ventilation in classrooms, and outdoor activities planned.• Continued use of Google Classroom within school to organise work.• Individual resource packs created for pupils. Reduction in materials brought from home.• Reduction in high risk activities such as music, drama, PE.• Reduction of school visits, and only organised following event-specific risk assessments agreed by the MAT.

Risk Assessment Summary

Aspect	Risks	Actions taken
Contingency planning	<ul style="list-style-type: none">• Impact of infection and positive cases	<ul style="list-style-type: none">• MAT contact cards available for rapid access to guidance and support.• Emergency medical room identified and staffed.• PPE and medical resources available for staff.• Engagement with Test and Trace processes.• Google Classrooms maintained to enable continuous learning in the event of bubble closure.



Thank You!

From the staff at Saxton School