



## September Return to School

Area	Plan / Comments / Actions	
People showing symptoms	<p><b>Showing symptoms at home</b></p> <ul style="list-style-type: none"><li>- You must:<ul style="list-style-type: none"><li>o Keep your child at home</li><li>o contact the school as soon as possible on 01789 293412</li><li>o arrange a test as soon as possible and inform the school of the result</li></ul></li><li>- More information regarding symptoms and actions to be taken can be found on the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/">https://www.nhs.uk/conditions/coronavirus-covid-19/</a></li><li>- Please refer to NHS online rather than school to check symptoms</li></ul> <p><b>Showing symptoms at school</b></p> <p>All staff and pupils will be organised into class ‘bubbles’ of a maximum of 30 children plus class adults. If any person in that bubble shows symptoms, they will be sent home and asked to book a test as soon as possible.</p> <p>All staff and pupils will have access to testing if they develop symptoms of the coronavirus. If the test returns positive, the affected pupil or member of staff will be required to self-isolate at home for 7 days, and any pupils and members of staff they have been in close contact with (i.e. the rest of the child or adult’s ‘bubble’) will have to isolate for 14 days at home. If the test is negative, the child or adult will be able to return to school once they feel well. This action will help to ensure school continues to be a safe environment.</p>	
Parent Contact Details	<p>Please ensure your contact details are up to date and that when your child is in school you are able to respond immediately to any calls from school.</p> <p>If your child shows symptoms we will need to get your child home as soon as possible to ensure everyone’s safety and to minimise anxiety for the child.</p>	
‘Bubbles’ - organisation	<ul style="list-style-type: none"><li>- Classes will be organised into class ‘bubbles’ of no more than 30 children in Year R to Year 6</li><li>- As far as practicably possible adults will remain with the same bubbles</li></ul>	
‘Bubbles’ <ul style="list-style-type: none"><li>• Staggered drop off and pick up times</li></ul>	<p><b>Drop off Times</b></p> <p>08.45 - Year R</p> <p>08.50 - Year 1</p> <p>08.55 - Year 2</p> <p>09.00 - Year 3</p> <p>09.05 - Year 4</p> <p>09.10 - Year 5</p> <p>09.15 - Year 6</p>	<p><b>Pick Up Times</b></p> <p>15.00 - Year R</p> <p>15.05 - Year 1</p> <p>15.10 - Year 2</p> <p>15.15 - Year 3</p> <p>15.20 - Year 4</p> <p>15.25 - Year 5</p> <p>15.30 - Year 6</p>
Reception 2020	<ul style="list-style-type: none"><li>- Our new Reception children will have a staggered start to term</li></ul> <p><b>Week 1 – week commencing 31<sup>st</sup> August</b></p> <ul style="list-style-type: none"><li>- Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September - children will remain at home. Mrs Newitt and Mrs Fielding will complete virtual home visits on these days. Appointments will be sent by email.</li></ul> <p><b>Week 2 - week commencing 7<sup>th</sup> September</b></p> <ul style="list-style-type: none"><li>- Children will come into school for two full days in the same bubbles as for transition week</li><li>- Monday 7<sup>th</sup> and Tuesday 8<sup>th</sup> – Bubble A</li><li>- Thursday 10<sup>th</sup> and Friday 11<sup>th</sup> - Bubble B</li><li>- On both days drop off time = 8.45; pick up = 15.00</li><li>- We ask you please, once your child has come through the gate, to leave. Please trust the team, it will minimise any upset.</li></ul>	



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	<b>Week 3 – week commencing 14th September</b> <ul style="list-style-type: none"> <li>All Reception children will be in school full time from Monday 14<sup>th</sup> September</li> <li>Drop off 08.45</li> <li>Pick up 15.00</li> </ul>		
<b>People showing symptoms in school</b>	Anyone showing symptoms in school <ul style="list-style-type: none"> <li>Adult: Will go home as soon as possible and isolate</li> <li>Children: Child wait outside front entrance with doors open, until can be picked up</li> <li>Parent waits at gate and an adult will bring child to gate</li> <li>We ask that person showing symptoms is tested as soon as possible               <ul style="list-style-type: none"> <li>If test is negative, person will return to school when well</li> <li>If test result positive, bubble will isolate at home for 14 days</li> </ul> </li> </ul>		
<b>Transport to school</b>	<ul style="list-style-type: none"> <li>Walk or cycle to school if possible</li> <li>Bikes and scooters will need to be taken home at drop off &amp; not left in school</li> <li><b>Please ensure only one adult accompanies children to school</b></li> <li>Remain 2 metres from other families walking to school</li> <li>On arrival at gate, your child stands at the next 2 metre line and you move away to ensure 2 metres from children lining up, school staff &amp; other parents</li> <li>If you have another child to drop at later time, please either return to your car or move right away from other children and parents arriving for their slot.</li> </ul>		
<b>At the gate</b>	<ul style="list-style-type: none"> <li>Please do not gather in groups at gates &amp; respect social distancing at all times</li> <li>If you would like to catch up with other parents please move away from school gates</li> <li>Please ensure you are on time for drop off and pick up</li> <li>If you arrive early for your slot please wait on the other side of the road, socially distanced from other families or wait in the car</li> <li>If you arrive late for your slot, you will need to wait until all other classes have gone into school. Please wait on the other side of the road, socially distanced from other families or wait in the car</li> </ul>		
<b>Organisation for Staggered Groups dropped off at school</b>	<ul style="list-style-type: none"> <li>A member of staff will be on duty at each gate. Parents are asked to leave once their child is through the gate.</li> <li>The relevant class teacher and teaching assistant will be in the playground to receive children and direct to lines.</li> <li>Each year group arrives at the allotted time. When all the bubble is in school the class teacher will lead their group to their classroom using the external classroom doors. This minimises movement in corridors.</li> </ul>		
<b>Groups staggered timings breaks and lunch</b>  <i>Playground is divided into 3 large spaces to separate bubbles.</i>	Break : 10.10 to 10.25	Break: 10.30 to 10.45	Break 10.50 to 11.05
	YR Community Room Y1 Centre Y4 Hard court	Y2 Community Room - Centre Y5 Hard court	Y3 Community Room - Centre Y6 Hard court
	Lunch: 11.45 – 12.45 (First 30 mins in classroom)	Lunch: 12.15 – 13.15 (First 30 mins in classroom)	Lunch: 12.45 – 13.45 (First 30 mins in classroom)
	YR Community Room Y1 Centre Y4 Hard court	Y2 Community Room - Centre Y5 Hard court	Y3 Community Room - Centre Y6 Hard court



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<b>Pick Up</b>	<ul style="list-style-type: none"> <li>– Line up at the allocated gate at allotted time using 2 metre marks for spacing</li> <li>– Please do not come onto school grounds</li> <li>– Teaching team will bring class out to playground, socially distanced, and send children to appropriate gate.</li> <li>– Adult on gate will send children out to parents in the order the parents are waiting in</li> </ul>
<b>Classroom environment</b>	<p><b>Classrooms and Intervention Rooms in use</b></p> <ul style="list-style-type: none"> <li>– YR - space in corridor</li> <li>– Y1 - KS1 practical area</li> <li>– Y2 - KS1 intervention room</li> <li>– Y3 - Library</li> <li>– Y4 – Y3/4 practical area</li> <li>– Y5 - KS2 intervention room</li> <li>– Y6 - KS2 practical area</li> </ul> <p><b>Cloak room space</b>  YR in class  Y1 - chairs around current role play area  Y2 - KS1 corridor pegs  Y3 - cloakroom  Y4 - Y3/4 practical area  Y5 - cloakroom  Y6 - Y5/6 practical area</p> <p><b>Children's personal equipment</b></p> <ul style="list-style-type: none"> <li>– Each child will be provided with stationery including pencils as required</li> <li>– Sharing of resources within one class will be permitted</li> <li>– Sharing of resources between class bubbles will be minimised wherever possible. When required resource will either be cleaned between classes or be isolated for 48 hours (72 hours for plastic)</li> <li>– Signs will go onto equipment in subject resource cupboards 'don't use until'</li> <li>– Library books – left out of circulation for 72 hours or wiped clean. Boxes positioned for children to leave books in</li> </ul> <p><b>Layout</b>  <b>Inside</b></p> <ul style="list-style-type: none"> <li>– Desks and chairs arranged to maximise space between children</li> <li>– 2 metre space from each child's chair and teacher at front</li> <li>– Children will stay at the same table each day</li> </ul> <p><b>Outside</b></p> <ul style="list-style-type: none"> <li>– Children and adults will be reminded to maintain 2 metre social distancing.</li> </ul> <p><b>Doors and windows in classrooms</b></p> <ul style="list-style-type: none"> <li>– Kept open as much as possible to allow air to circulate particularly from outside</li> <li>– Keep doors open to reduce touch points</li> </ul> <p><b>Entering and exiting classrooms during day</b>  All classes will use the external door in their classroom to enter and leave school and to go in and out to break and lunch.</p>
<b>Movement in corridors</b>	<ul style="list-style-type: none"> <li>– 2 metre gaps are marked off with tape</li> <li>– We will educate children how to safely use</li> </ul>



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	– Corridor use will be limited as much as possible		
<b>Hand washing</b>	<p>In school all children and staff are asked to clean or wash their hands when</p> <ul style="list-style-type: none"> <li>– Enter school (hand sanitiser)</li> <li>– Before and after any breaks (break, snack, lunch) (hand washing)</li> <li>– Before come home (hand sanitiser)</li> <li>– After coughing or sneezing (hand washing)</li> </ul> <p><i>Before we closed we had sensitive skin, child friendly hand cream available for all children to prevent sore hands. We will do so again. Please let us know if you have any concerns about this.</i></p>		
<b>Sneezing, coughing</b>	Encourage to use tissue or elbow - catch it, bin it, kill it		
<b>Toilets and hand washing</b>	<p>1 person to wash hands at a time 1 person to enter toilets at a time (use 2 metre lines in corridor to wait) Where toilets are shared by bubbles – they will be cleaned between whole bubble use</p>		
	Class	Handwashing ( <i>when not in toilet</i> )	Toilet
	Reception	Reception toilets	Reception
	Y1	KS1 practical area	KS1 toilets
	Y2	KS1 toilets	KS1 toilets
	Y3	KS1 toilets	KS1 toilets
	Y4	Y3/4 practical area sink	KS2 toilets
	Y5	KS2 toilets	KS2 toilets
	Y6	Y6 practical area sink	KS2 toilets
	Staff	One in use by bubble / staff toilets	Staff toilets
<b>Breaks for children</b>	<p>We recognise the importance for all children to have a break from learning and to enjoy time outside during the school day. Reconnecting with friends will be an important aspect of children settling back into school life, so we have made some adjustments to break and lunch times to ensure they can do so safely. See 'Staggered Groups'</p>		
<b>Breaks for staff</b>	<ul style="list-style-type: none"> <li>- All teachers and teaching staff will have the opportunity for breaks mid-morning and for lunch. Breaks will be managed between adults in the classroom wherever possible.</li> <li>- Staff will continue to ensure social distancing in staff room, use outdoor staff room space too &amp; ensure staff room external door &amp; window are open.</li> </ul>		
<b>First Aid</b>	When required to deal with first aid, if staff need to get closer than 1metre for longer than 15 minutes to child, staff will wear disposable apron, mask and gloves		
<b>Lunches</b>	<ul style="list-style-type: none"> <li>– Choice of school hot or cold deli bag or own packed lunch from home</li> <li>– Please ensure children can open every item in their lunch as staff will be unable to assist and they will not be able to eat it</li> </ul>		
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>- All normal safeguarding practices will be in place in school</li> <li>- Mrs Clewley available at all times on 01789 293412 or head3002@welearn365.com</li> </ul>		
<b>Staff from other schools</b>	<ul style="list-style-type: none"> <li>- Although we will continue to use FITT4Kids and Le Club Français, we will endeavour not use supply staff</li> <li>- Staff shortages will be covered wherever possible by adults already in the class bubble</li> <li>- FITT4Kids breakfast and after school club will be run by Stan who does not work at another school</li> <li>- Should the need arise to use supply staff and a member of staff has also worked at another school, they will be asked to follow all procedures in</li> </ul>		



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	<p>school including strict adherence to 2 metres social distancing and hand washing when entering</p> <ul style="list-style-type: none"> <li>- Supply staff in school will not move between class bubbles during the day</li> </ul>
<b>Visitors to school</b>	<ul style="list-style-type: none"> <li>- We will minimise all visitors to school – all to be agreed with Mrs Clewley</li> <li>- Parents will not be allowed onto school grounds – all communication will be by phone or email</li> <li>- If collecting a sick child, parents asked to remain at gate and office member of staff will bring child out</li> <li>- All visitors to be briefed before visit on requirements at Alveston</li> </ul>
<b>School Rules</b> - <b>Ready Respectful Safe</b>	<p>We expect all children in school to continue to follow our school rules. We have added examples to the rules – pertinent to our current situation and share with all staff and children coming into school.</p>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>- Children and adults will remain in their class bubble</li> <li>- All rooms in use and all touch points to be cleaned daily at the end of the day</li> <li>- Rooms requiring mixed use (Hall and Computing Suite) will be deep cleaned between class bubbles. Only one class will be permitted to use the space on any given day.</li> <li>- Each class has anti- bacterial wipes, spray and cloths for in class accidents</li> </ul>
<b>Uniform</b>	<ul style="list-style-type: none"> <li>- Children are required to wear their school uniform, including shoes &amp; PE kit.</li> <li>- As usual we would ask that uniform is washed frequently to maintain a smart appearance</li> </ul>
<p><b>What children will need to bring to school</b></p> <p><i>Please note, during these times we must minimise items brought between school and home. Please ensure your child only bring what is listed here.</i></p>	<p><b>School Bags</b></p> <ul style="list-style-type: none"> <li>- Children may only bring the following bags to school             <ul style="list-style-type: none"> <li>o 1 small draw string bag for PE kit</li> <li>o 1 Alveston book bag</li> <li>o 1 lunch box / bag (if required)</li> </ul> </li> <li>- Sun hat</li> <li>- Enough water for the day – bottles cannot be refilled in school</li> <li>- Year 3 to 6: Healthy snack of fruit or vegetable. Please note nuts, fruit products and biscuits are no longer allowed as a snack.</li> <li>- Wellingtons – all classes will go out whatever the weather for fresh air and movement. Wellies are part of our uniform. These can be left in school.</li> <li>- Lunches – as required. Children must be able to open their lunch box or bag unaided</li> <li>- Sun cream must be applied before school and not brought in</li> </ul> <p>Children must not bring toys, pencil cases or collectable cards etc to school.</p>
<b>Hand sanitiser</b>	<ul style="list-style-type: none"> <li>- Children are asked not to bring hand sanitiser to school</li> <li>- We have soap – this is the best for hand washing</li> <li>- We will provide hand sanitiser for the start and end of the school day</li> </ul>
<b>School Events</b>	<p>Our events for the Autumn Term are currently planned with guidelines in mind. As we are currently unable to gather in the hall or church, wherever possible we will deliver remote events. More information will follow.</p>
<b>Seesaw provision</b>	<ul style="list-style-type: none"> <li>- Seesaw will be used as it was prior to school closure to share children's work and information with parents.</li> <li>- In the event of a class or school closure, remote learning will resume using Seesaw.</li> </ul>