



# Sheriff Hutton Primary School

## RETURN TO SCHOOL GUIDE

MARCH 2021

**Children in all year groups will return to school full time from Monday 8<sup>th</sup> March 2021.**

We have updated this 'Return to School Guide' to reassure everyone that proportionate protective measures are in place to minimise the risk of transmission of coronavirus (COVID-19) in our school. This guide has been produced in line with recent Department of Education guidance (February 2021).

The school is completing a full health and safety risk assessment, which will be available to view on the school website.

## The School Day

### Pupil Groups

We must try to minimise contact between individuals and maintain social distancing wherever possible. The best way to achieve this is by grouping the children into 'bubbles'. Maintaining distinct bubbles that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate. In deciding on the bubbles, we have considered:

- \* Children's ability to distance.
- \* The lay out of the school.
- \* The feasibility of keeping distinct groups separate while offering a broad curriculum.
- \* Availability and workload of all staff.

We will be continuing with the two distinct bubbles:

- EYFS and KS1 – Reception, Year 1 and Year 2. ( Bulmer and Neville Class)
- KS2 – Years 3, 4, 5 and 6 (Galtres and Howard Class)

Children will stay within their bubble at all times.

### Weekly Routine

- \* The school will be open **everyday for all year groups.**
- \* The school will be thoroughly cleaned at the end of every school day.
- \* Regular use areas will be cleaned throughout the day.
- \* Some staff are able to move between bubbles e.g. midday supervisors, support staff etc.
- \* Class teachers will have their regular planning and assessment time each week. During these sessions the classes will be covered by either Mrs Bastow, Mrs Thurstans or Miss Bennett.

### Morning drop-off and afternoon pick-up

- \* Staggered drop-off / collection times will be in place.
- \* Please depart the school grounds swiftly.
- \* Only one parent/carer per child should drop off, try not to bring siblings unless unavoidable.
- \* Parents/carers must social distance at all times and must not gather at the school gates or in the playground.
- \* Parents/carers must NOT enter the school building (other than by pre-arranged appointment).
- \* Children from the KS1 bubble must stay with their parents/carers if waiting for children in the KS2 bubble. This will help to prevent the spread of the virus between the bubbles.
- \* We appreciate the challenge for parents / carers with siblings in the two different bubbles. We can arrange for them to be dropped off together, please just let us know.

Bubble	Drop off time	Collection time	Entrance
EYFS, Year 1 and Year 2	8.55am	3.20pm	Side gate
Years 3, 4, 5 and 6	8.45am	3.30pm	Side gate

## Classroom layout

- \* The children will use their regular classroom spaces.
- \* The number of children using the class cloakrooms at any time will be limited.
- \* Ideally, adults should maintain a 2 metre distance from each other, and from the children.
- \* Children in the KS2 bubble will be seated side by side and facing forwards.
- \* Some items from classrooms, where there is space to store them elsewhere, have been removed, such as soft furnishings, soft toys, and toys that are hard to clean.

## Lessons and curriculum

- \* All pupils will continue to receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- \* The curriculum remains broad and ambitious, whilst focussing on ensuring a positive return to the school environment.
- \* Primarily there will be an emphasis on routines, readiness for learning and PHSE (Personal Health Social and Emotional) to strengthen mental health and well-being.
- \* Outdoor learning will be scheduled as much as possible, highlighting opportunities for the children to engage in meaningful social interaction with their peers.
- \* Each class will continue to have access to PE sessions, led by both our Sports Coach and class teachers. All lessons will be in line with government / sports bodies guidance to enable the children to be physically active while encouraging physical distancing.
- \* We will prioritise the identification of gaps in learning and re-establish good progress in the key areas (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.
- \* All children will continue to have access to a quality arts education. Music, dance and drama build confidence and help children live happier, more enriched lives, and discover the joy of expressing themselves. There are concerns that singing is a potentially higher risk activity. Initially this will take place only in the group bubbles and extended social distancing will be implemented.
- \* Assemblies will not take place as a whole school but will be held in each bubble.

## Break times and outdoor play

- \* Children will remain in their bubbles during all break and play times.
- \* Playtimes will be staggered to ensure the bubbles do not mix.
- \* Outdoor equipment will be allocated to each bubble and cleaned regularly.
- \* Outdoor play equipment in EYFS and KS1 will be regularly disinfected.
- \* We will be able to offer a morning playtime snack - toast. The children will need to request this at the same time as their lunch choice. The snack will be delivered to each classroom at the start of playtime.

## Lunchtimes

- \* School meals will be provided as usual for children who want them. School meals will cost the usual amount £2.50 per day.
- \* Both a hot and a cold option will be available. Children will be asked to choose at the start of the day as normal.
- \* If choosing a cold option, they will be asked to select their sandwich choice.
- \* Children will eat their lunch in the hall. Meal times will be staggered for each bubble.

Bubble	12.00 – 12.30pm	12.30pm – 1.00pm
EYFS, Year 1 and Year 2	In the hall – meal time	Lunchtime playtime outside
Years 3, 4, 5 and 6	Lunchtime playtime outside	In the hall – meal time

During wet playtimes / lunchtimes the children will be supervised in their classrooms. They will continue to eat their meal in the hall.

## Fruit and Milk

In Bulmer Class and Neville Class the children are provided with a piece of fruit (or vegetable) every day.

Cool Milk provide a small carton of milk to every child under the age of 5 and can offer milk at a subsidised price for all children in school. The scheme has started again after the lockdown period and parents can sign up for this on the Cool Milk website. <https://www.coolmilk.com/>

## Uniform

- \* Our usual school uniform will apply from 8<sup>th</sup> March, as it can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.
- \* Government guidance states that '*Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal*'.
- \* We would like to encourage all children to wear shoes they can do up themselves, this will help to minimise contact.
- \* Children will get changed for PE sessions as normal.

## Belongings

- \* Please try to keep what your child brings to school to a minimum: packed lunch if not having a school dinner, named water bottle, and a coat/jacket (hats etc. for the colder weather).
- \* Bags are allowed.
- \* Please ensure that your child brings their named water bottle into school every day. These will be sent home at the end of each day.
- \* Stationery will be provided by the school so pencil cases are not necessary.
- \* Reading books can be brought in and we will be sending home books for the children to read.
- \* PE kits should be clearly named and brought in a suitable bag. It would be helpful if these could be left in school so that kits are available throughout the week.

## Before and After School Club

- \* Castle Club will begin again from 8<sup>th</sup> March.
- \* Breakfast Club will run every morning from 7.45am to 8.45am.
- \* After School Club will run every afternoon from 3.30pm to 5.30pm.
- \* The sessions will initially be held in the hall. Parents are asked to pick up and drop off at the front school gate. If you press the buzzer a member of staff will come out to collect your child or bring them out to you. Please do not enter the school site unless you have a prior appointment or are invited by a member of staff.
- \* The children will be separated into their two bubbles to maintain social distancing.
- \* The sessions can be booked as usual via the school website or by telephoning the school office.

## After School Sports Clubs

We are hoping to offer a few of our before and after school clubs such as multi-skills and creative club. It may take a couple of days to get everything in place – we will send out a 'clubs' letter as soon as possible, hopefully before 8<sup>th</sup> March.

Initially, Castle Club (After School Club) will be using the hall so all sports clubs will need to take place outside. If the weather is not suitable the sports activity may be cancelled. We will always try to let you know in advance if this is the case.

## School Transport

At the current time, we understand that school transport will run as normal.

## Parent/carers contact and site access

### Contacting school

- \* Parents/carers should contact school by email, Class Dojo or phone rather than face to face.
- \* Mrs Stell and Mrs Bellwood will be in school every day.

### Parent/carers access to school building

- \* Parents/carers must NOT enter the school building (other than by pre-arranged appointment) .
- \* Any pre-arranged appointments will be carried out remotely (for example, on Zoom or Google Meet) where at all possible. If this is not possible, any pre-arranged meetings in school will take place with social distancing measures in place.

### Other visitors

- \* Visitors to the premises will be discouraged and all non-essential visitors will be cancelled or postponed.
- \* Contractors are to attend by agreement only after school have satisfied themselves that it is necessary for the visit to take place at that time and that all required controls are in place to allow the work to continue safely.
- \* Contractors will be asked to provide risk assessments prior to their visit, which includes their own controls around infection spread prevention.
- \* Hand sanitiser will be available in the school entrance for any visitors who must enter school.

## Hygiene/safety precautions in school – minimising coronavirus risks

We must comply with health and safety law and put in place proportionate control measures. The essential measures include:

- \* A requirement that people who are ill stay at home.
- \* Robust hand and respiratory hygiene.
- \* Enhanced cleaning arrangements.
- \* Active engagement with NHS Test and Trace.
- \* Consideration of social distancing.

### Prevention

Children **MUST** not come into school if they have coronavirus symptoms, have tested positive in at least the last 10 days or have been in close contact with someone who has the virus within the last 14 days.

*If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should self-isolate for at least 10 days and arrange to have a test to see if they have coronavirus (COVID-19).*

*Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.*

## Procedure if someone displays symptoms of Covid-19 in school:

- \* School will contact parent/carer straight away.
- \* Child isolated from others in well-ventilated area. If they need to use the toilet, they will have access to one in the staff toilet area. This will be cleaned and disinfected before being used by anyone else.
- \* Any staff member staying with child will wear PPE and is to remain at least 2 metres away from the child.
- \* Tests can be booked online at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>
- \* The children within that bubble will remain in school until the outcome of the individual's test result.
- \* Anyone who has been in contact with the child or shared a classroom environment must wash his/her hands for the recommended time.
- \* All affected areas to be cleaned thoroughly.
- \* Parents of the remainder of the bubble will be notified that a member of the bubble has been sent home with symptoms and that we will confirm the outcome of a test ASAP.
- \* Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate. If they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace, then they will need to self-isolate.
- \* Where the child tests negative, they can return to their setting and the fellow household members can end their self-isolation.
  - o The child will return to school and into the bubble that they were in before becoming unwell.
- \* Where the child tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days.
  - o All staff and children connected with the bubble will be sent home to isolate.
  - o NYCC will be informed and a deep clean of the areas that have been used by the individual will be carried out.

## Hand washing

- \* Children and staff will wash their hands for the recommended time on entry into school and at regular intervals throughout the day (including, but not limited to, eating/drinking, using the toilet, after PE/sports activities).
- \* Handwashing posters are in all toilets to help provide a visual reminder about effective handwashing.
- \* Paper towels and bins will be provided in toilets, to ensure adequate drying of hands to prevent infection and prevent drying out.
- \* Hand sanitiser will be available in all classrooms and in the school entrance for any visitors who must enter school.

## Social distancing

- \* Children will stay within their allocated group or 'bubble' at all times.
- \* We will implement social distancing where reasonably practicable.

## Face Coverings

- \* The government is not recommending universal use of face coverings in all schools. *Primary school children will not need to wear a face covering.*
  - o *Based on current evidence and the measures that schools are already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.*
- \* Face coverings may need to be worn on school transport.

## Indoor spaces

- \* Each bubble will only use their designated spaces, to minimise movement around school.

- \* Windows and doors will be kept open where possible when the building is occupied, to aid ventilation (bearing in mind fire safety and safeguarding).

## Outdoor spaces

- \* Regular cleaning of frequently used surfaces and outdoor equipment will take place.
- \* Further opportunities for outdoor learning, will be scheduled as much as possible.

## Tissues and facial hygiene

- \* Disposable tissues are available in each room for both staff and child use.
- \* Children and staff must sneeze/cough into tissues (never into hands), adhering to the 'Catch it, bin it, kill it' guidance.
- \* Used tissues will be put in a lidded bin immediately after use.
- \* Children will be reminded not to touch face (eyes, mouth, nose) with hands that are not clean.

## Toilets

- \* Staff will ensure that toilets do not become over-crowded, by limiting the number of children who can use the toilet facilities at any one time.
- \* Handwashing posters are in all toilets to help provide a visual reminder about effective handwashing.

## PPE

- \* PPE is available in school for staff to use when administering first aid or dealing with an unwell child.

## Cleaning

- \* In addition to the daily cleaning which takes place on site, a cleaning schedule will be implemented for more frequent cleaning and disinfecting throughout the day for high-touch areas, including door handles, light switches, toilet flushes, and taps, as well as toys, books, desks and chairs.
- \* Electronic entry systems and keypads will be regularly sanitised, particularly first thing in the morning and, where possible, after each use.
- \* School will remain fully-stocked with: liquid anti-bacterial soap (moisturising), sanitising wipes, anti-bacterial spray, paper towels, toilet roll, tissues, gloves, aprons.

## Fire safety & lockdown procedures

- \* Normal procedures will be in place for fire and lockdown drills

## Mental health & well-being support

- \* Staff are aware that the coronavirus outbreak may be causing mental health or well-being difficulties for some children, and that there will be an increased need for mental health support in school and opportunities to talk and share experiences within the school day.
- \* There will be support available at both individual and group levels where required and school will have access to the new 'Wellbeing for Education Return' programme supported by the Department of Education.

## Attendance

It is once again compulsory for your child to attend school from the beginning of the autumn term.

Government guidance is clear - *it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.*

*Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from Monday 8<sup>th</sup> March. This means from that point, the usual rules on school attendance will apply, including:*

- \* *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age*
- \* *schools' responsibilities to record attendance and follow up absence*
- \* *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.*

A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus. Under these circumstances the school must be informed immediately, the absence will not be penalised. We will also offer remote learning opportunities for the duration of the isolation period.

## Home-learning provision (Remote Learning)

- \* Work will be shared on Google Classroom for children not attending school due to self or family isolation.
- \* The children will have access to the same curriculum being offered to those in school as much as possible.
- \* Activities will be planned on the basis of the educational needs of the children.

## Behaviour

We acknowledge this has been a challenging period for everyone. Some children will return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns. We will be working closely with all the outside agencies to ensure support is available and in place for a smooth return to school.

It is possible that adverse experiences or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon returning to school; staff will work closely with all the children to re-engage in school activities and help to overcome barriers, re-integrating them back into school life.

Our school behaviour policy will be updated to reflect the new expectations in terms of movement around school (bubbles) and hygiene rules.

If parents / carers have any concerns, please do not hesitate to get in touch with us.

## Assessment

We recognise that our children have missed a sustained period of their education. Our curriculum has been reviewed to ensure there are opportunities for the children to access some of the missed topics and for us to identify gaps in children's learning. We will be addressing these concerns quickly, however if you are worried about the academic progress your child is making, please contact the class teachers.

Government guidance states - *We have cancelled the statutory Key Stage 1 and Key Stage 2 tests and key teacher assessments planned for summer 2021, including the Key Stage 2 tests in reading and mathematics. We are planning for a full programme of primary assessments to take place in the 2021 to 2022 academic year.*

## Resources for parents/carers

The Department for Education coronavirus helpline: 0800 046 8687 Available to answer questions about COVID-19 relating to education and children's social care.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/958149/What\\_parents\\_and\\_carers\\_need\\_to\\_know\\_about\\_early\\_years\\_providers\\_schools\\_and\\_colleges\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/958149/What_parents_and_carers_need_to_know_about_early_years_providers_schools_and_colleges_.pdf)