

Information for Parents



Proposed reopening of Welford on Avon Primary School from 1st June 2020

This information was drawn up by the Welford on Avon Senior Leadership Team, following government guidelines on the safe reopening of schools which included scientific evidence presented within the government documents.

All information has been shared and agreed by our Governing Body.

This information has now been finalised

Dear Parents,

Since our school building closed to the vast majority of pupils on Friday 20th March, Welford has dramatically changed how it delivers education. We have had to shut a school building, reopen part of it for key workers children and deliver remotely a broad and balanced curriculum while maintaining and providing a quality education for all our pupils.

Thank you for your help and support during this period of uncertainty.

The government has now published more guidance and we can now start to put a plan together to reopen the school if the decision is taken to go ahead.

To recap, if the government thinks it is safe, schools will start to reopen from 1st June to Nursery – Reception, Year 1 and Year 6 pupils.

We all want to get our pupils back into education as soon as the scientific advice allows because it is the best place for them to learn and it is important for emotional and mental wellbeing.

The government has looked at the scientific evidence and decided that the best way forward for schools is to gradually increase the numbers of pupils over time coming to school.

Precautions that have been suggested include:

- Limiting class sizes
- Staggering break times, and pick-up and drop-off times
- Increased cleaning
- Keeping pupils and staff with coronavirus symptoms at home

There is a lot to do to get the school site ready and to make the adjustments to meet the government guidelines.

We need to

- make sure that parents and pupils can come on and off the site easily and safely
- we need to prepare the classrooms
- allocate pupils to smaller classes or bubbles and assign members of staff to each bubble.
- First and foremost, everyone needs to feel confident to come into school and follow new procedures and this confidence will need to be built over time.

The government have allowed a level of flexibility with how schools start to open and as long as we start with the Nursery children and move through the priority groups of Reception, Year 1 and Year 6 we are able to adopt a staggered approach to the reopening.

Therefore

Assuming the government do not change their current guidance, Welford will open in the following way:

Step 1:

Week beginning – 1st June 2020 –

School to be open for Key Worker Children from Monday 1st June and Nursery from Thursday 4th June .

We will start with the group who are due to start their Reception Year in September and then slowly accommodate the rest of the Nursery class.

If this is successful...

Step 2:

Week beginning – 8th June 2020 – School to be open for Key Worker Children, Nursery and Reception.

If this is successful...

Step 3:

Week beginning – 15th June 2020 – School to be open for Key Worker Children, Reception, Year 1 and Year 6 children only.

Beyond that we will be waiting for new government guidance.

It is difficult to see how we can follow the guidance on things like spacing, staffing and class numbers and taking in additional year groups so we will wait and see if any further expansion is going to be possible.

Additional information

Staggered Times and First Week back start dates

- Key worker children will be asked to arrive **at** 8.30am **from** Monday 1st June
- Nursery will be asked to arrive **at** 8.45am **from** Thursday 4th June
- Reception will be asked to arrive **at** 9.00am **from** Tuesday 9th June
- Year 1 will be asked to arrive **at** 9.15am **from** Tuesday 16th June
- Year 6 will be asked to arrive **at** 9.30am **from** Tuesday 16th June

On the subsequent weeks, Year Groups will start on Monday

Entering the School Site:

- Teaching staff will be stationed at the school gates and on the playground to implement social distancing measures ensuring there are no groups of parents gathering and no large crowds.
- Hand sanitiser will be available for parents and pupils to use as they enter the school premises.

- There will be a one-way system for all the Year Groups and this will be mapped out carefully with clear signage to show parents where to walk to.
- **Only one parent will be allowed to drop off or pick up** and the parent will stand 2 metres away from the classroom door.
- Pupils are asked not to bring unnecessary items such as toys and coats. They should not bring a school bag. All books will be kept in school.

Class Bubbles or Hubs

It is still important to reduce contact as much as possible and this can be achieved by working in a small consistent group and that this small group stays away from other people and groups.

- Classes will be split in half with normally no more than 15 pupils in a group with two members of staff.
- The class hub will stay together all day.
- They will wash their hands when they enter.
- The classroom will have a number of tables removed so as the pupils have adequate space around them.
- Any unnecessary items will be removed from the classroom as well as soft furnishing and toys that may be more difficult to clean.
- Pupils belongings will be stored separately to each other as the lockers and cloakrooms will be out of use.
- The pupils will eat lunch together and play outside together in a separate area to the other hubs.
- They will have their own set of toilets and separate hand washing facilities either in the classroom or in the main corridor.
- Hand sanitiser will also be available in every classroom.
- There will be little opportunity for the hubs to cross paths but the corridors will have a one-way system laid out just in case.
- Each Hub will be allocated their own classroom and outdoor area space. These classrooms will be cleaned whenever necessary during the day and cleaned thoroughly at the end of the day

** We will try and accommodate the needs of the Nursery group so that it does not go above 15 at any time. We may have to rely on parent's cooperation to help achieve this although it is hoped that the numbers for Nursery stay lower for the first few weeks. Nursery children may need to be split into groups and come in on set days. This is because the room cannot be divided safely and there is only one set of toilets which cannot be shared.*

Staggered lunchtimes –

- The groups will eat in their classrooms or outside at different times and within different parts of the playground.

- The tables in the classroom will be wiped before and after the children have eaten.
- Frequent handwashing will be encouraged throughout the day.

Curriculum –

- We will continue to deliver a remote curriculum so as to provide continuity to the pupils and maintain a healthy work load for the teachers.
- However, we will refresh the curriculum to ensure that opportunities to work outside are utilised and avoid movement around the school.
- There will also need to be a greater level of independence with what is planned so as to reduce interaction and maintain a work/life balance for staff.
- Children will continue to have teaching and support from the teacher or teaching assistant in the room but also from the team who remain teaching remotely.

This promotes equality and maintains a high standard of education.

PPE

Children Showing Symptoms:

We have ordered a small amount of PPE equipment which we will keep in the office. Any children presenting with symptoms will be isolated in the staff room seating area until an adult can come to collect them.

Risk Assessment

A risk assessment has been completed and shared with the LA and our Governing Body.

Below are the questions and answers, based on the guidance from a range of trusted sources. They should help to answer some questions.

We are approaching any reopening slowly and with great caution. It is hoped to set up the hubs with small numbers of children and two adults. It would be a reasonable expectation that as the confidence of staff and parents grow the hub size will increase and a new hub will need to be established.

At this point, the plans and procedures may need to be reviewed to ensure that each hub has its own space. However, this plan gives us capacity to grow and increase provision so that we can see that the systems we have are working and are making school as safe as it can be.

Questions and Answers

Have you been consulted on the risk assessment for extended re-opening of the school?

Copies of the risk assessment have been made overseen by our governors and sent to the local authority. All staff have been encouraged to read the risk assessment for information and to become familiar with the new procedures.

Will soap and, preferably warm, water be available at all times, with systems in place to ensure continuity of supply of soap and sanitiser?

Soap and water are available in all classroom and toilet areas for children and adults. Soap and hand sanitiser are available in classrooms.

How will the school ensure that children and staff arriving can safely queue up, at 2-metre distance from each other, to access the sanitiser on arrival?

Staff will be in the playground organising any queues that start in a socially distanced way. Parents and pupils will be offered hand sanitiser as they enter the school premises.

Are lidded bins available in every classroom? Unless operated by pedal, the lids will need to be regularly sanitised throughout the day. How will this happen? Who will empty them during the day?

Lidded bins have been ordered and should be in place for when the school reopens. Teachers and Teaching assistants will sanitise the bins at the end of each session and wipe the lids. All bins will be emptied and cleaned at the end day by the cleaning staff.

What arrangements are in place to keep every classroom supplied with tissues?

Boxes of tissues will be provided in every classroom. Pupils will be encouraged to sneeze into their elbow and when they use a tissue to place it in the bin and then wash their hands.

Will staff and children wash their hands for at least 20 seconds with water and soap on arrival, before departure and regularly throughout the day, including before and after every break and lunchtime, and how will this be supervised and monitored?

Children will receive hand sanitiser on arrival, and will wash their hands before beginning work for the day. Adults will monitor this by frequent reminders and for the younger children, encouraging them to wash their hands at the sink in the classroom rather than in the toilets.

Will pupils be regularly reminded to catch coughs and sneezes with a tissue or elbow?

This message will be regularly delivered and refreshed and is a high priority on the return to school. We will keep the message constant with frequent reminders after that.

Will appropriate PPE be provided in schools where pupils are unable, or less able to catch their sneezes and coughs?

A limited amount of basic PPE is available for those children are showing signs of illness. Gloves will be provided in classrooms for use in the event of needing to clean up a spillage.

Will hand dryers be disconnected and replaced with paper towels and bins?

Yes, this will happen.

Will drinking fountains be taken out of use?

We have water taps which will be cleaned every day. Children are encouraged to make sure their water bottle is full on arrival and if a refill is needed that hands are washed before and after using the tap.

Will only rooms with windows that can be kept open be used?

All classroom have windows that can be opened. This will be done first thing in the morning.

Will doors to be kept open where possible to aid ventilation?

All classrooms have doors that can be kept open.

Will air conditioning systems not be used unless it can be confirmed that there is no additional risk?

No air conditioning will be used until this is confirmed.

Will all areas of the premises be thoroughly cleaned on a daily basis with particular focus on surfaces that are touched by multiple people such as photocopiers, door handles, table/counter tops, computers including mouse and keyboard, light switches telephones, chairs, bannisters, shared learning resources or toys, specialist equipment for SEND pupils, toilets and toilet handles, sinks, taps and other areas touched regularly, with additional cleaning during the day as necessary?

By limiting the amount of space we're using in the school it should be possible to clean areas in more detail. We will create a checklist of what needs to be cleaned and tick when it has been done. This will be overseen by our caretaker and the SLT. A brief clean of the classroom will be done before and after the children eat and

surfaces wipe when necessary e.g – a child sneezes more thorough clean will be done after school.

Will each classroom be provided with gloves and disinfectant spray in case a pupil coughs or sneezes on a piece of equipment?

Yes, staff will be provided with gloves and disinfectant (which must be kept locked in the cupboard) for this purpose.

Is there capacity amongst the cleaning staff to meet these requirements?

For now there will be. As opening expands this will need to be constantly reviewed.

Will a one-way system be introduced? If not, why is it not needed?

Corridor will be demarcated to encourage people to walk on either side. A one-way system will be marked out both inside and outside the school.

How will staff and children be made aware of the new arrangements, with particular reference to very young children and those with special needs?

Information has been shared with all staff and they will have time to read and understand it. They will also have an opportunity to have a run through the procedures. Expectations will be clearly communicated to children when they return to school through explicit teaching in the classrooms. We will be putting an increase amount of signage around the school.

Who will monitor that the systems are being complied with? Will a member of staff be on duty at all times?

High ratio of adults to children ensures that staff will be around. Particularly close supervision will be in place at times of the day, such as the beginning and end of the day.

How will pupils and staff keep 2-metres apart, even with these arrangements?

In practice, remaining 2 metres apart at all times is not possible. However, the government advice is that we have to make the 'best endeavours' we can. The advice is also that fleeting contact in a corridor is unlikely to be as serious as sitting next to someone for a prolonged period of time.

What arrangements are proposed around access to pupil toilets to ensure no overcrowding during lesson and break times?

Key Worker children have their own set of toilets as do Nursery, Reception and Year 1. If the numbers within the Year groups start to rise this may have to be carefully reviewed. One in one out system to operate, which should be possible at all times.

What signage will be displayed to support these new systems?

We have purchased additional signage to be displayed around the school. This will be put up over the half term break.

Given that classes will be split, how in practical terms can resources be split between two classrooms?

This is not an issue for us at the moment but may have to be reviewed if the numbers start to rise

Are you satisfied with the proposed rota arrangements?

The rota system is being made in a way that minimises the time staff need to spend in school. It also ensures that staff are only working with the same group of children when they are in, again minimising risk.

Have you been given an assurance that there will always be a head/deputy, first aider, Designated Safeguarding Lead (DSL), SENCO, caretaker and sufficient cleaning staff on duty at all times?

As there has been all through the key worker provision a DSL is on site at all times. All staff have completed a first aid in school course and we have several staff who have Paediatric First Aid training. We will also have a Senco on site at all times. The caretaker and the cleaners will work their usual hours, being responsible for cleaning after school. Other staff will undertake interim cleaning work as required and every hub will be responsible for keeping their hub clean during the day.

Is the school satisfied that consistency can be ensured to minimise staff movement between classes?

At the moment there is little opportunity for the groups or bubbles to meet.

Is there sufficient cleaning staff to allow for the enhanced cleaning levels required?

Staff will take on some additional cleaning responsibilities. As the situation changes this will be reassessed. We also have our cleaning staff and caretaker on the premises after school to complete the cleaning.

Who will complete the cleaning?

Teaching staff will not be asked to complete regular deep cleans but they will be asked to keep their areas clean and tidy and prepared for a deeper clean at the end of the day by the cleaning staff.

Is it clear to all staff and parents that only healthy staff and pupils who are not exhibiting symptoms, and who do not need to self-isolate, may attend school?

Yes, this will be made absolutely clear and is central to a successful reopening. When dropping off, parents will be asked to confirm that neither their child or anyone in their household is displaying symptoms. If a child shows any signs of illness during the day, then they will be sent home immediately and asked not to return until they have been tested. We ask for parents' full cooperation with this matter.

Will parents be advised that the school cannot guarantee to be able to keep their children socially distant, with support for parents to assess the risks to themselves and other family members of sending their child to school?

Parents have been now fully informed about all the steps that have been taken so that they are able to make an informed decision.

Have catering staff been involved in discussions about how meals will be served and are there sufficient catering and lunchtime supervision staff to ensure that children can safely eat their lunch?

Yes, arrangements have been made. We have been in touch with Educators and packed lunches will be delivered. UFSM will still be in place for Reception and Year 1. Pupils will be encouraged to take up the packed lunch offer but if they can't they be asked to bring a disposable lunch.

Will the school close if any of these key staff (DSL/First Aider/Caretaker) are unavailable?

Yes, the school will close if sufficient, appropriate staff are unavailable but we have written a very detailed step-down plan to cover these eventualities. This step-down plan has been shared with the LA, SLT and our Chair of Governor.

Will PPE be available for emergency situations, for example when a pupil develops symptoms during the school day and is awaiting collection?

Yes, a limited amount of PPE is available for this purpose. Any ill children will be removed from the classroom and escorted to the staff room where they will be isolated until a parent is able to come and collect them. Adults interacting with children in this situation should wear the available PPE.

What assurances can be given about secure arrangements for sourcing PPE?

Appropriate PPE has been sourced and should be delivered before the school opens.

Do children need to wear facemasks?

The strong government guidance is that children and staff should not wear face coverings as this is not helpful or appropriate in the classroom. Children will find wearing these uncomfortable to wear for long periods. If anyone feels very strongly about this we can discuss it and we will seek further advice.

How many pupils can each individual classroom safely accommodate to ensure that they and staff remain 2-metres apart on entry and departure and during the lesson?

Our classrooms are big enough to hold 30 children and two adults so the reduced size and removal of some furniture will allow more space between children.

What areas are safe to use for different purposes than usual to aid social distancing?

For the first few weeks, with numbers being there should be no need to use additional areas to aid social distancing. As provision may expand we will first use additional classrooms as well as the halls and the library area. This is unlikely to be practical and may be the point at which we agree we cannot expand any further until the guidance changes.

Is the school proposing to have 15 children per class?

It seems unlikely that we will have 15 children according to our first estimates of numbers except in Year 6 and Nursery. Nursery pupils will be offered set days and it may be that Year 6 will need to be split over two classrooms. There will be two adults in each classroom for the vast majority of the time. Until the numbers rise, the teaching staff will continue to deliver their teaching remotely to allow all pupils to be taught equally. In the first instance the bubbles will be managed by our highly skilled and experienced teaching assistant staff.

Has account been taken of the fact that some staff, in particular support staff, normally work at close proximity to individual pupils and how this work can continue in a safe manner?

If a pupil has personal care issues then PPE will be worn by the staff overseeing this child.

We are currently developing our summer curriculum to limit close contact but it cannot be eliminated.

Activities that are being planned will continue to be of a type that do not require close proximity to the children.

To what extent can parents of SEND children be reassured that their child will still be working with, or have access to, their key worker/learning support assistant?

Our pupils with an additional needs will continue to receive support from the adults familiar to them where possible.

Is the school prepared to consider attendance on a rotational basis in order to reduce class sizes?

This has been considered, however, if number rise then pupils will be split across two classes. This is more practical and more in line with government guidance. If numbers rise, it will require a review of the plan.

Our Nursery will need to operate on a rotational basis to keep the group sizes small.

Will supply teachers be brought in as necessary?

From an infection control point of view, it would be preferred not to do this unless absolutely necessary.

Will senior leaders be available to cover classes if needed?

Yes.

Will parents be told not to bring their children to school if there is a shortage of staff for a particular class?

This may happen as a last resort, but it is unlikely.

How does the school propose to ensure social distancing at the start and end of each school day?

There will be a staggered start time, ensuring different groups do not overlap. Staff will be on duty at the front gate, letting children and adults onto the school premises in a socially distanced way to avoid crowds around the entrance.

If it is planned to undertake temperature checks, how will this be managed safely in terms of social distancing between the child and member of staff and to avoid queues building up?

We will not be doing temperature checks in line with government guidance.

Is it practical to stagger arrival times, if so how?

Yes, it is practical at the moment but as the groups increase this will need to be reviewed.

Staggered Times and First Week back start dates

- Key worker children will be asked to arrive **at** 8.30am **from** Monday 1st June
- Nursery will be asked to arrive **at** 8.45am **from** Wednesday 3rd June
- Reception will be asked to arrive **at** 9.00am **from** Tuesday 9th June
- Year 1 will be asked to arrive **at** 9.15am **from** Tuesday 16th June
- Year 6 will be asked to arrive **at** 9.30am **from** Tuesday 16th June

How will parents be informed and the system monitored?

All information will be clearly communicated to parents beforehand. It is parent's responsibility to read this information.

Is there sufficient staffing to monitor the safe arrival and departure of children at varying times?

Yes.

How will overcrowding at the school gates or in the playground be prevented?

Staff will be on the gate to ensure that children are let through in a socially distanced manner. Socially distanced queues will operate if needed. This will be marked out on the playground.

What will be expected of parents/carers in terms of social distancing and how will they be informed of arrangements?

Parents have been advised through this document about how the school plans to limit social distancing throughout the school day.

Can parents/carers be instructed enter the school building other than in an emergency situation?

Parents are not permitted to enter the school building unless it is an emergency. All communications should be emailed to the class teacher via teams or to the school office. You will not be able to talk to the teachers or teaching assistants at drop off or pick up.

What if my child will not separate from me at drop off?

It will not be possible for staff to intervene and if your child is having difficulty separating from you then you may have to take their child back home to avoid upset and increase risks. It is important that parents talk to their child about what is happening and tell them what will happen at the classroom door.

Will there be clear guidelines on entry to school about the procedures in place for essential visitors to the school?

Yes.

Will there be social distancing measures in place for visitors to the school?

Yes.

Will visitors working closely with pupils be offered PPE where necessary?

There should be no circumstances where this is necessary.

How will other unauthorised visitors be kept away?

The current security and safeguarding arrangements of the school should ensure that front gate will only be opened to authorised visitors.

How will break times operate to ensure social distancing?

The group or bubble of children will be able to play in large areas to encourage them to spread out. They will not be mixing with any other groups or bubbles. Staff will be supervising, but children will come into closer contact with each other within their bubble.

What will happen in wet weather at break and lunchtimes?

Children will play in their class groups or bubbles in the classroom. They will not mix with any other bubbles.

What arrangements are in place to ensure that meals can be safely prepared and served?

We will only be providing packed lunches during the summer term. This will be packed in individual paper bags and delivered to the classrooms.

How many separate lunch sittings will be needed to ensure social distancing and is sufficient staffing in place to manage this, even where someone may be absent?

Children will eat in the classrooms or outside within their groups or bubbles.

Will children have access to water?

Pupils must bring a filled water bottle to school. Water Bottles need to be kept at the pupil's desk and must be clearly labelled. They will be sent home everyday and should be thoroughly washed.

How will breaks for staff operate?

At least two adults in each class group mean that staff can take turns with each other to have breaks at appropriate times but they will remain with their bubbles for most of the day. A break out area has been set up for each group of staff to make tea and coffee, separate from the other staff bubbles. The staff room area will be out of use for

gathering and will only be used by the office staff and the headteacher to make refreshments.

Have assemblies and the coming together of other large groups, both staff and pupils, been suspended?

Yes.

Is there a system in place for isolating children who develop symptoms during the day, while they wait to be picked up?

Yes, these children will be taken to the staff room where they will be isolated.

Will all staff be sent home as soon as they report symptoms during the school day and will arrangements be in place to provide cover as necessary?

Yes, having extra additional adults in place makes this possible. Further adults are on call if need be.

Have off site visits been suspended?

Yes

Will guidance and training be provided for staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them and are familiar with revised physical arrangements, well in advance on when wider opening begins?

Staff will all be made aware of the new processes and routines, the first part of which is involving everyone in the consultation of the risk assessment document and this information. Meetings have already been set up with teachers and TAs to discuss the possible reopening.

It will not be safe to mark children's books during this period. Will clear instruction be given that no marking should take place and the books should not be taken to and from home/school?

Work in general is going to look very different under the new arrangements, and normal expectations around marking of books do not apply. We have been giving effective feedback through the Teams platform and this will continue. Pupils can upload their work. We hope to make the curriculum more project based for the last few weeks which means a great reduction in marking. This is quite normal for this time of Year as this is when we normally concentrate of application of skills acquired during the year, which helps with our final assessment.

Will staff be told to wash their hands before and after handling pupils' books?

Staff should wash their hands regularly, and as often as they feel comfortable. Washing facilities are available in all classrooms.

Will library books be regularly sanitised?

Small selections of books will be available in the classroom which can be sanitised. The library will not be open.

Will senior staff be visibly present around school during the day?

The Headteacher will be in school every day. If the HT is not available then the DHT will come on to the site.

What pastoral support services will be available?

We are accessing support through Send Supported and Jessica, our play therapist. We have also been having virtual playtimes. We have links to various organisations such as the Warwickshire wellbeing scheme as well as local village charities which people can be put in contact with should they wish to be.

How will staff maintain continuity of learning and support as pupils begin to return, but have additional periods of time away?

We will use our current approach to remote learning for all pupils until school is able to reopen again fully, possibly in September.

Will contact tracing be in place in educational and childcare settings?

The government has said that it hopes to have the app in place by the time school reopen.

What happens if someone becomes unwell at school?

If anyone becomes unwell with a new or continuous cough, a high temperature or sudden loss of smell and taste they must be sent home and advised to follow the COVID-19 guidelines. If a child is awaiting collection they will be moved to the staff room. PPE should be worn by the staff member looking after the child. The member of staff who has helped does not need to go home unless they develop symptoms themselves. They should wash their hands after contact with anyone who is unwell.

What happens if there is a confirmed case of coronavirus in the school?

When a pupils or staff member develops symptoms compatible with Coronavirus they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days.

All staff and pupils will have access to a test if they show symptoms of coronavirus and they are encouraged to get tested in this scenario.

If the pupil or staff member tests negative, they can return to school and their household members can end their isolation.

If a pupil or staff member tests positive, the rest of the group or hub should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or hub do not need to self-isolate unless the pupil or staff member starts to develop symptoms.

Will pupils be eligible for testing?

Yes, if they are showing symptoms then they can access a test. This may change to anyone who has been in contact.

Will teachers and staff be eligible for testing?

Access to testing is already available to all key workers. This includes anyone involved in education. Tests can be booked through an online portal.

And finally.....

Hopefully, this has helped answer some of your questions. It is all subject to continuous revision and review as the schools start to gradually increase their numbers.

We have taken a very cautious approach to reopening and I hope that by doing this we can make our reopening as safe as possible and minimise risk.

The SLT has the full backing of the governors in the delivery of this plan.

After reading this information, you should be able to make the decision if you wish your child to return to school during the first phase of the school reopening.

You are under no pressure to send your child back to school, since you know your children and personal situation best. The information we have provided outlines our operational school day based on the government guidelines. It is very different to our normal school day and dependent cooperation.

You may decide based on this information that you are ready to send your child back to the school building. However, we may decide that you are not ready yet but may change your mind in a few weeks when hopefully the lockdown will be eased further. That is perfectly acceptable.

I hope you have found this information useful.

The SLT and Governors of Welford on Avon Primary School