

Arrangements of the full opening of Sutton Oak C.E. Primary School



Autumn 2020

Version 1

Public Health Advice 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
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

System of controls This is the set of actions schools **must** take. They are grouped into 'prevention' and 'response to any infection.'

Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Response to any infection:

7) engage with the NHS Test and Trace process

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

New school procedures form Autumn 2020

Start of term	<p>Thursday 3rd September – Years 1 to Year 6</p> <p>Reception stay and play sessions</p> <p>Nursery- Intake Meeting</p> <p>Week Beginning Monday 7th September -</p> <p>Reception staggered starting dates (as per previous correspondence)</p> <p>Nursery stay and play sessions (as per previous correspondence)</p> <p>Week Beginning Monday 14th September -</p> <p>Reception part time attendance</p> <p>Nursery staggered starting dates (as per previous correspondence)</p> <p>Monday 21st September</p> <p>Reception in full time</p>
Staggered start and finish times and drop off and collection points	<p>Measures for arriving at and leaving school</p> <p>In order to meet the Public Health guidance to minimise COVID-19 risks we have to reduce contacts and maximise distancing between those in schools. Schools are advised to stagger start and finish times to keep groups apart as they arrive and leave school.</p> <p>Only one adult should attend site to drop off or collect and should stand at a socially distanced spacing.</p> <p>Y6AC 8:45am drop off and 3:00pm collection from upper Junior gate</p> <p>Y5/6KE 9:05am drop off and 3:20pm collection from upper Junior gate</p> <p>Y5GC 8:55am drop off and 3:10pm collection from upper Junior gate (approx. 90 pupils + one adult)</p> <p>Y4AP 9:05am drop off and 3:20pm collection from main office gate</p> <p>Y3/4DA 8:55am drop off and 3:10pm collection from main office gate</p> <p>Y3 JB 8:45am drop off and 3:00pm collection from main office gate (approx. 90 pupils + one adult)</p> <p>Y2LR 8:45am drop off and 3:00pm collection from main Infant entrance</p> <p>Y1/2NC 8:55am drop off and 3:10pm collection from main Infant entrance</p> <p>Y1KF 9:05am drop off and 3:20pm collection from main Infant entrance</p>

	<p><u>Reception from 7th September</u></p> <p>RSW 9:00am drop off and 3:15pm collection from Reception gate RLD 8:45am drop off and 3:00pm collection from Reception gate (approx. 45 pupils + one adult)</p> <p><u>Nursery from 14th September</u></p> <p>Nursery AM 8:45am drop off and 11:45am collection from Nursery door Nursery PM 12:15pm drop off and 3:15am collection from Nursery door (No more than 25 pupils + one adult)</p> <p><u>(Each drop off will have between 90-130 pupils+ their one adult)</u></p> <p>Times must be strictly adhered to.</p>
Breakfast and After School Clubs	<p>The Government guidance states that schools should consider resuming any breakfast and after-school provision, where possible, from the start of the autumn term and recognise that schools may need to respond flexibly and build this up over time as they recognise that this will be logistically challenging for schools, particularly for clubs that would normally offer support across year groups, such as ours.</p> <p>“Schools should carefully consider how they can make such provision work alongside their wider protective measures, including keeping children within their year groups or bubbles where possible. If it is not possible to maintain bubbles being used during the school day then schools should use small, consistent groups”.</p> <p>In response to this guidance we have had to change how our breakfast club operates.</p> <p><u>Breakfast Club</u></p> <p>The subsidised Breakfast Club using Pupil Premium Funding will cease as places will only be available for working parents who require the childcare. These places are not limited to key workers.</p> <p>Breakfast club will start on Monday 14th September.</p> <p>The booking system will open on Monday 7th September and we will confirm before school closes on Friday 11th September if you have secured a place.</p> <p>Places must be booked for and paid in advance.</p> <p>Drop off at the infant Hall door at 8:00am.</p> <p>Charges = £3.50 per session</p>
Uniform	<p>Full school uniform including school shoes from Thursday 3rd September.</p> <p>No trainers, boots, large hairbows, earrings or other jewellery. All uniform must be labelled.</p> <p>A labelled painting apron will be needed to be sent in from the first day of</p>

	term. This can be an old adult t-shirt or shirt and must be labelled.
What can children bring from home?	<p>Water bottle, packed lunch box (a lunch box can be used to store the child's water bottle and snack even if on hot dinners) book bag, hat, gloves.</p> <p>If your child does not have a book bag a small, ideally drawstring bag can be used this will need to be stored in their tray. No large bags.</p> <p>A clear plastic wallet will be provided for each child containing their personal equipment e.g. a pencil/ pen ruler, rubber, sharpener and coloured pencils. No pencil cases are to be brought into school.</p> <p>Only those Y5 and Y6 pupils who have permission to walk home and have completed the online Mobile Phone Form will be able to bring in a mobile phone which will be stored in the by their class teacher (This will be at your own risk; we accept no liability for loss or damage).</p>
PE kits	<p>Government guidance recommends outdoor PE lessons where possible. This will mean that children will be outside in a range of weather conditions. Pupils must be kept in class bubbles, sports equipment thoroughly cleaned after each use by different individual groups, and contact sports avoided.</p> <p>On your child's PE day they need to come to school in a plain black or grey tracksuit, their PE tops and trainers/pumps. Some companies who are able to provide you with uniform containing our logo may also offer a school logo tracksuit.</p> <p>Therefore no PE kits will need to be stored in school.</p> <p>PE will commence WB 7th September and you will be informed as to your child's allocated PE day once term starts.</p>
Extra-curricular clubs	Schools are able to work with sports coaches and organise extra-curricular activities. To ensure that we are satisfied that this is safe to do and arrangements can operate within our wider protective measures, details will be released in September.
Music	<p>Schools must note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <p>Our music curriculum will therefore focus on listening activities, composers and notation during the autumn term.</p>
Computing	The equipment will be cleaned between use by each bubble. During Autumn 1 there will also be a focus on teaching all pupils how to access our

	remote learning platform and e-safety
Social distancing	<p>Pupils will be able to sit side by side but all desks will be forward facing. Ideally, adults should maintain 2 metre distance from each other, and from children.</p> <p>For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for children in early years and some children with complex needs.</p> <p>When staff or children cannot maintain distancing, particularly with younger children in primary schools, the risk can be reduced by keeping pupils in the smaller, class-sized groups and limited interaction with other class bubbles. Parents/carers are required to socially distance when dropping off and picking up their child. 2 metre social distancing markers are in place outside of school.</p> <p>A one-way system is in place outside school to support drop off and pick-ups.</p>
Classrooms	<p>From Y2 upwards, each child will have an allocated desk and chair. Each pupil will have their own set of resources to limit movement around the class.</p> <p>Classroom-based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p><u>EYFS</u></p> <p>Soft furnishings have been removed along with toys which will be difficult to clean.</p> <p>All shared resources will be cleaned frequently and there will be an enhanced cleaning schedule for all areas of the room and toilets.</p>
Read Write Inc Phonic Teaching	<p>For the vast majority of the time, Reception, Year 1 and Year 2 pupils will be in class bubbles. Children will have two phonics sessions a day to support catch-up.</p> <p>A Reading Intervention Learning Support Assistant has been allocated to each year group to provide catch up 1:1 support and additional catch up group sessions. Where possible, children will be grouped with pupils from their class. Where groups of bubble include children from other classes, children should be seated within their separate classes. Support Assistants moving between class bubbles will ensure social distancing is maintained.</p>
Outdoor play equipment	Outdoor fixed equipment can be used but will require more frequent cleaning.
Reading books and marking books	<p>“Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources”.</p> <p>Staff will strive to mark books in school rather than take them off site.</p> <p>Reading books will go home. There will be set days to change the books and they will be stored for 72 hours before reissuing to another pupil.</p>

Walking home Y5-Y6	Year 5 and Year 6 pupils can walk home alone if parents agree that the child will walk straight home and will not mix with pupils from different bubbles.
Minimising contact	<p>Children will be grouped in class 'bubbles'. Bubbles must be kept apart, meaning that schools should avoid large gatherings such as assemblies or collective worship with more than one group.</p> <p>Whole school virtual assemblies will take place and class bubbles will host their own worship in their classrooms.</p> <p>Movement around the school site must be kept to a minimum. While passing briefly in the corridor or playground is low risk, schools must avoid creating busy corridors. Our staggered start and finish times along with staggered playtimes and lunchtimes will enable this to happen.</p> <p>Use of staff rooms will be minimised.</p> <p>Phase groups will have a set playtime slot and extra staff will be on duty to ensure social distancing between is maximised.</p> <p><u>Staggered Playtimes</u></p> <p>Y1&Y2 10:00- 10:10 - Infant playground Y3&Y4 11:00-11:15am - KS2 playground Y5&Y6 10:30 am- 10:45am - KS2 playground</p> <p>Lunchtimes will be staggered for phase groups and each class bubble will be separated. A hot box meal service from the canteen will be in operation.</p> <p><u>Staggered lunchtime</u></p> <p>Nursery 11:45am-12:15pm Rec- 11:45-1pm Food- 11:45-12:15 Y1KF- 12pm-1pm Food- 12:00-12.30 (approx) Y1/2NC- 12pm-1pm Food- 12:15-12:40 (approx) Y2 11:45-12:35pm Food- 12:40-1:00 (approx) Y3 &Y4 12:15-1:05pm Food/in class- 12:15-12:45 yard - 12:45-1:05 Y5 & Y6 12:45-1:35pm Food/in class- 12:45-1:05 yard - 12:15-12:45</p>

	<p>self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)</p> <p>Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet.</p> <p>Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested.</p> <p>School will ask parents and staff to inform them immediately of the results of a test:</p> <p>if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</p> <p>if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p> <p>Please contact school via email or phone school ASAP so all parents with pupils in that class bubble and Public Health can be informed.</p>
<p>Confirmed case of COVID-19 amongst the school community</p>	<p>School must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19).</p> <p>School will contact the local health protection team. This team will also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by</p>

	<p>NHS Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.</p> <p>The health protection team will work with school in this situation to guide us through the actions we need take. Based on the advice from the health protection team, school must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <p>direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</p> <p>proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</p> <p>travelling in a small vehicle, like a car, with an infected person</p> <p>The health protection team will provide definitive advice on who must be sent home.</p> <p>A template letter will be provided to school, on the advice of the health protection team, to send to parents and staff if needed.</p> <p>School must not share the names or details of people with coronavirus (COVID-19).</p> <p>Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <p>if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.</p> <p>if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p>
Containing an outbreak by	If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may

following local health protection team advice	<p>have an outbreak, and must continue to work with the local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole school or year group.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>
Enhanced cleaning of the site	<p>Rooms /shared areas that are used by different groups will be cleaned more frequently.</p> <p>Frequently touched surfaces will be cleaned more often as will toilets.</p>
Attendance	The usual rules around school attendance will apply once again from the start of the Autumn Term.
Reporting absences	Please phone the school and leave a message on the answer phone or log via the website/email
Medicines and inhalers	Any long-term medication should be dropped off at the office. For short term medication please read and complete the form available on the school website. We are only accepting essential medication. Please remember to bring inhalers if these were taken home at the start of the lockdown.
Pupils who are shielding or self-isolating	<p>Shielding advice for adults and children pause on the 1st August which means that children who remain on the shielded patient list can return to school. If the rate of the disease rises in local areas, children (or family members) from that area, will be advised to shield during the period where the rates remain high and therefore may be temporarily absent.</p> <p>Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September.</p>
Pupils and families who are anxious about returning to school	All other pupils must attend school but we will bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning. Additional transition support can be put in place. Please contact the pastoral team
Educational visits	<p>Schools are advised against domestic (UK) overnight and overseas educational visits at this stage therefore we have not booked the annual PGL trip for Year 5 and 6 pupils.</p> <p>Schools can resume non-overnight domestic educational visits but we will not be taking any pupils off site during the Autumn Term.</p>
Parent Meetings/Parents Evening	Parents will not be able to come inside school for any meetings (after the initial transition) during the Autumn Term so we will replace face to face meeting with virtual meetings and phone calls.
Friends of Sutton Oak events	There will be no traditional events in school during the Autumn Term. This includes the annual Christmas Bingo.

School photographs	The professional individual pupils photographs will not take place during the Autumn Term. We will try and arrange this for Spring or Summer.
Curriculum	<p>The curriculum is to remains broad and ambitious: all pupils continue to be taught a wide range of subjects. We will make use of existing flexibilities to create time to cover the most important missed content. The aim is to return to the school's normal curriculum in all subjects by summer term 2021.</p> <p>Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.</p> <p>For children in our Nursery and Pre-School settings, we will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development.</p> <p>For pupils in Reception, we will also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.</p> <p>For pupils in key stages 1 and 2, we will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.</p>
Dress up days, Non-uniform days	We will not be holding any dress up or non-uniform days during the Autumn term. Before we break up for Christmas we will inform you as to what events will take place during the Spring and Summer Terms.
Government funded catch up support	We are awaiting the Government guidance on how this funding will be distributed between individual schools.
Assessments	<p>Pupils have missed a critical period of their education due to lockdown in the 2019 to 2020 academic year. The Government needs to assess the impact of coronavirus (COVID-19) on this cohort of pupils nationally, and will give support to schools that need it the most.</p> <p>Therefore, the plans is that the statutory primary assessments will take place in summer 2021.</p> <p>This includes:</p> <ul style="list-style-type: none"> the year 1 phonics screening check the year 2 end of key stage 1 tests and teacher assessment the year 4 multiplication tables check the year 6 end of key stage 2 tests and teacher assessment <p>statutory trialling</p> <p>The statutory rollout of the reception baseline assessment has been postponed until September 2021.</p>
PPE	<p>PPE is available for all staff to be used when appropriate. This includes disposable masks, disposable aprons and gloves.</p> <p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work.</p>

	<p>PPE is needed for cases such as:</p> <ul style="list-style-type: none"> where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools where a child or young person already has routine intimate care needs that involves the use of PPE
<p>Contingency plans for outbreaks</p> <p>Remote education support</p>	<p>Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we are required to have the capacity to offer immediate remote education. We will be looking at ways to improve our remote learning offer.</p> <p>When teaching pupils remotely in the Autumn Term, the Government will expect schools to:</p> <ul style="list-style-type: none"> plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers.