



'Learning for a fuller life...'

Headteacher: Paul Henman

SEPTEMBER 2020 REOPENING PROCEDURE

Guidance for parents and pupils

Please share the information below with your child/ children before they come back to school so that they know what to expect. **Children must adhere to advice, guidance and instructions at all times. Please refer to our updated behaviour policy.**

Key principles:

- All children to attend school in their full class groups – attendance is mandatory
- Desks will be arranged with all children sitting side-to-side and facing the front of the room
- Contact will be avoided between classes; therefore there will be no large assemblies or other gatherings; collective worship (if not class-based) will be done virtually
- Staff should maintain their distance from pupils and other staff as much as possible; close face-to-face contact should be avoided
- Staff can support children as necessary as long as they keep to this principle
- **Staff are not obliged to wear a face mask or a visor when teaching at the front of the classroom. However, all staff will be required to wear a face covering when in communal areas (e.g. corridors and staff room) where social distancing between adults is more difficult. They will also wear a face covering if supporting children from within 2m**
- Staff may occasionally operate across different classes but will keep their distance from pupils and other staff as much as possible
- Movement around the school will be kept to a minimum especially within the building
- Start and end times of the day have been staggered to restrict the number of groups that enter/exit a gate at the start or end of the day (**see grid below**)
- Break and lunchtimes have been staggered so that no two groups use the same outside area at the same time
- Class groups will not mix for any activity, lesson, break or lunchtime
- External supply teachers may be used as long as they follow school guidance and keep their distance from others

- Children should wear school uniform and limit the items they bring to school to include those that are essential (e.g bag, coat, lunch, water bottle, reading book and one small pencil case that stays in school); toys shouldn't be brought in
- Children will wear PE kit on the two days per week that they have PE/Games lessons (see timetable)
- Cloakroom areas and children's trays should be used as normal
- Each class group will be allocated MSAs to be with them every lunchtime
- Activities that encourage or cause people to raise their voices within the classroom (e.g. drama) will not take place. This includes singing in classrooms.

What to bring to school

- Children will wear our school uniform each day apart from on PE days when they should wear a PE kit for the whole day (tracksuit or similar on colder days)
- Children should bring:
 - their own packed lunch (if not ordering from the kitchen) and a snack (there will not be a snack trolley); the school kitchen will be providing packed lunches and a restricted hot lunch menu – all meals will be eaten in class groups
 - full water bottle (can be refilled at designated water points)
 - their school reading book (**no reading records will be allocated**); classes will be allocated a weekly slot to change their reading book in the library. Children should bring a reading book from home whilst waiting for this session
 - coats etc. depending on the weather
- Children will be provided with essential items at the start of the year such as pens, pencils, ruler, rubber, sharpener, pair of scissors, glue stick, selection of coloured pencils, whiteboard and pen. These will be used only by each individual child.

Entrance and exit

Please look at the table below to identify the entrances your child should use and timings for arrival and departure.

	Soft start time	End of day	Gate to enter site	Start/ end of day door	Break/ lunch door	PE day	Games day
3P	8:10-8:20 AM	14:30	Taverham Road	External classroom door		Monday	Tuesday
3M	8:20-8:30 AM	14:40	Taverham Road	Y3 entrance		Monday	Tuesday
3N	8:30-8:40 AM	14:50	Taverham Road	External classroom door		Monday	Tuesday
3G	8:40-8:50 AM	15:00	Taverham Road	Y3 entrance		Monday	Tuesday
4P	8:10-8:20 AM	14:30	St Edmunds Rise	Y4 corridor	External classroom door	Friday	Weds
4WM	8:20-8:30 AM	14:40	St Edmunds Rise	Y4 corridor	External classroom door	Friday	Weds
4S	8:30-8:40 AM	14:50	St Edmunds Rise	Y4 corridor	External classroom door	Friday	Weds
4LP	8:40-8:50 AM	15:00	St Edmunds Rise	Y4 corridor	External classroom door	Friday	Weds
5C	8:10-8:20 AM	14:30	St Edmunds Rise	Y5 corridor	Tate Taverham	Thursday	Monday
5W	8:20-8:30 AM	14:40	St Edmunds Rise	Y5 corridor	Tate Taverham	Thursday	Monday
5L	8:30-8:40 AM	14:50	St Edmunds Rise	Y5 corridor	Tate Taverham	Thursday	Monday
5SJ	8:40-8:50 AM	15:00	St Edmunds Rise	Y5/6 cloakroom		Thursday	Monday
6H	8:10-8:20 AM	14:30	St Edmunds Rise	New build cloakroom	External classroom door	Tuesday	Thursday
6L	8:20-8:30 AM	14:40	St Edmunds Rise	New build cloakroom	External classroom door	Tuesday	Thursday
6P	8:30-8:40 AM	14:50	St Edmunds Rise	Y5/6 cloakroom		Tuesday	Thursday
6C	8:40-8:50 AM	15:00	St Edmunds Rise	External classroom door		Tuesday	Thursday

- Children should arrive at school strictly in the time window specified on the table above
- **If you have more than one child and you are unable to wait for the second start/finish time, please contact the school before September and we will try to make arrangements to help you**
- For health and safety reasons, parents are encouraged to observe social distancing when dropping their child at school. If they wish to, parents are permitted to wait on the playground with their child until it is time for their child's group to enter. However, this is not essential as a member of staff will be at each entrance to

supervise. **Parents should not take their children to the external door of the school.**

Once a child has entered school, parents should leave the site immediately.

- Whenever on or near to the school premises, parents should be maintaining 2m social distancing at all times, including in any car parking areas
- One parent only should drop and collect each child; symptomatic and medically vulnerable adults should not come on to school site
- Pupils will enter the school premises at the time shown on the grid above.
- Staff will be awaiting them at their classroom's external door
- At collection time (specified on the grid above), parents/ carers need to wait on the playground area nearest to their child's exit gate. Parents are encouraged to observe social distancing and leave the site immediately once their child has met them.
- If you need to use the bike rack, only one pupil at a time is permitted in the bike shed
- Mr Henman and Mrs Wilson will be supervising the gate entrances at the start of the day

Curriculum

- We will continue to deliver a broad, balanced and ambitious curriculum
- Important components within subjects for progression will be prioritized. 'Substantial modification to the curriculum may be needed at the start of the year'.
- We will be focusing on ensuring children make good progress in the essentials (reading, vocabulary, writing and maths) whilst keeping the curriculum broad and balanced
- Planning will be based on the starting points of children when they return
- Mental Health and Wellbeing will be discussed and addressed in the classroom
- Homework will be sent out and returned using Google Classroom - further details to follow.

PE

- Each class will have two PE lessons per week - see timetable. These lessons will happen outside when possible
- Pupils will be kept in their class groups for PE
- Equipment will be thoroughly cleaned between uses and contact sports will be avoided
- An individual staff member from Community Sports Foundation will come in to lead Games sessions
- Children will not need to get changed as they should wear their PE kit on PE days

Lunch time and break time

- Lunch will be eaten at their own classroom table and supervised by an MSA
- The school kitchen will be providing a limited menu of two hot choices and packed lunches – these can be ordered by children in the normal way at the start of the day. All ordered lunches will be delivered to each classroom
- Each class group will also have 30 minutes outside during lunch (supervised by an MSA) in an area and at a time that means they do not mix with any other group

- Each group has a box of play equipment for their group's use only

Infection protection and control

- PPE will not to be routinely worn by staff (as per government guidance) but will be used if in close contact with a symptomatic child or when performing intimate care. **Staff are not obliged to wear a face mask or a visor when teaching at the front of the classroom. However, all staff will be required to wear a face covering when in communal areas (e.g. corridors and staff room) where social distancing between adults is more difficult. They will also wear a face covering if supporting children from within 2m**
- Guidance states that children should not be wearing masks in school. Children will be asked to remove their mask if they come to school wearing one
- Children or adults who have coronavirus symptoms, or who have someone in their household who does should not attend school
- Any children who develop symptoms in school will be moved to the medical room and isolated behind a closed door (with window)
- Parents/Carers will be informed if someone in their child's class bubble develops symptoms; any child/adult who develops symptoms will need to get tested for the virus. Families will then be informed of the result.
- In the event of a positive test in a class bubble, that group would stop attending school and all children would need to get tested. Children can return if/when it's confirmed (via an official test) that they don't have the virus. The school will seek appropriate guidance where necessary.
- Children will be cleaning hands more often than usual including on arrival, before and after eating, after sneezing or coughing and whenever they leave or enter their classroom. **They will do this using alcohol gel and/or soap and water. Please contact the school if your child shouldn't be using hand gel**
- We will promote the 'catch it, bin it, kill it' approach and have tissue bins emptied throughout the day
- The school will ensure that frequently touched surfaces are cleaned regularly using standard products, such as detergents and bleach
- Doors and windows will be propped open, where possible
- Each class will be allocated new Fire Assembly points. Staff will make pupils aware of its location and will support pupils in maintaining social distancing during an evacuation

If your child develops symptoms linked to Coronavirus when at home, parents should inform the school immediately so that we can inform the relevant staff and families that are in your child's group. If this is during the school day, please contact the office on **01603 867740. If it is outside of school hours or over the weekend, please contact the school immediately using this email address: sjones2nrk@nsix.org.uk**