



Cliddesden Primary School

Back to School 3 September 2020

Updated 25 August 2020

Here is a summary of the measures and details of the procedures for returning to school in September. It is important that you read them carefully.

Bubbles

- The children will be grouped into 'bubbles'. Each bubble is one class and the bubbles will not mix with other bubbles.
- Social distancing will not be required within the bubble but we will still encourage children to avoid unnecessary contact. We know that, unlike older children and adults, early years and primary age children cannot be expected to remain apart from each other and staff. However, we will endeavour to do our best to implement any social distancing measures the best we can. But realistically, you know as well as I do, from your own experience with your children, that this is not always possible.
- Each child will have their own pencil case of resources which the school will supply. Staff are required to socially distance from pupils where possible and will have their designated area in class.
- Staff working 1 to 1 with key pupils will follow individual risk assessments that will be shared with the parents of these key children.
- Resources can be shared within the bubble but we will minimise this and ensure cleaning before use.
- Children will sit in rows and forward to avoid face to face contact. This will not apply in Willow Class where there will be mats with marked places.

To avoid contact between bubbles the following measures will be in place:

- Separate drop off and pick up times (Except for siblings. This will be explained in the drop off/pick up section)
- Separate zones in the playground
- Lunchtime sittings by bubble - (surfaces cleaned between sittings)
- No assemblies - these will be delivered to classes remotely
- Each bubble will have own PE equipment
- Some children will be so pleased to see their friends and teachers that they will want to hug them or show other forms of physical contact. Although difficult, children will need to be reminded that social distancing is required/expected. Maybe they could practise 'air hugs.'

Drop off/Pick up

All schools will have different timings for pupils for arrival and departure. This is a requirement in the DfE guidance. It is to avoid pupils coming in en masse and in the case of our school we only have one gate and limited parking. We have cut our lunch break down by 15 minutes to accommodate this and although timings are different, the length of school learning hours remain the same.

The key concept we have used to help us plan has been; imagining groups of children and adults in a 'bubble' that they must remain in throughout the whole day, and trying to ensure that they cannot mix with another 'bubble'. To allow us to do this, there are certain criteria that need to be followed by your child, and you as their parent, when you drop off and pick up your child. The children will arrive at different times to ensure groups are kept apart. **These times must be adhered to and there will be no room for negotiation.** (See the section on siblings further down the page).

The start of the day

- You must read the school timings below. You must wait outside the school gates until you/your child are asked to come in. You must keep 2m distance from other parents and children.
- Your children will be instructed to enter by a member of staff
- There will be no time to talk with the teacher. Any messages you have must be emailed to the office.
- You must then leave the carpark immediately after drop off. I am sorry but **there will be no time to chat to other parents either on the playground or the car park.** We will have another set of parents waiting to come to school.

The end of the day

- You must check the school timings below. You must wait in the carpark outside the school gates until you are asked to come in and wait in the designated area. You must keep 2m distance from other parents and children.
- **The class teacher will bring the children out to you.** There will be no time to talk with the teacher. Any messages you have must be emailed to the office.
- You must then leave the playground and carpark immediately. I am sorry but **there will be no time to chat to other parents either on the playground or the car park.** We will have another set of parents waiting to come to school.

The timings are:

Oak Class 8:40am drop off 2:55pm pick up

Chestnut Class 8:50am drop off 3:05pm pick up

Beech and Willow Classes 9:00am drop off 3:15pm pick up

Siblings

We understand that this is not as straight forward for those of you who have children in more than one class. If this is the case you should drop all your children off at the time for the **oldest child**. Their younger siblings will wait in their designated area of the playground with their teacher.

You should collect all your children at the time of the **youngest child**. We will look after their siblings until this time.

If you have a child in foundation stage with an older sibling you may bring them in to the Willow area and wait with them or wait with them in your car. If they are in Willow Year 1 they can wait without you in the Willow area as there will be a staff member on duty in that area.

The key things to remember are:

- 1. Do not allow your children to enter the school site until instructed to do so**
- 2. Keep to the social distancing rules in the car park**

3. Do not arrive at the wrong time, early or late ie No waiting in your car as some parents do normally
4. Arrive and leave promptly – sorry no time for chatting to other parents
5. Parking will be limited as ever. You may need to park on the road.
6. Please be wary of cars coming up for the next collection and be wary of cars leaving. Give way to leaving cars before driving into the car park.

Only parents of Willow Class will be allowed to enter the playground in the morning but we encourage our Year 1s to come in independently after a few weeks. Most of them have been used to this last term.

At the end of the day we will bring the children out to you. Parents will wait in the designated area of the playground but must remain outside the gate until asked to enter. Parents must adhere to social distancing rules.

We realise that the changes to start and finish times may be a small inconvenience for some. However, these are necessary in order to run a safe school. We ask that you keep to your timings and be punctual. Under the new system staff are doing extra duties and have a reduced lunch hour. Please do not expect them to have to engage in additional child care.

Uniform

We ask that all children come to school in uniform in September. Instead of shoes we ask that the children wear trainers if possible. These should be black (or similar) as we have always stipulated black shoes. This is a safety measure. It reduces trips and falls. We will have a daily physical exercise session Mondays to Thursdays. If you are unable to find any black ones due to demand your child's current trainers will be fine until they need replacing.

On Fridays all the children will have PE which will be outdoors in most instances. Therefore children should come to school in full PE kit. This is as we do not want extra items brought in and also it means children do not have to get changed in the limited space we will have. We ask that the children wear a PE hoodie or fleece to keep warm and jogging bottoms. In warmer weather just PE shorts are fine. We leave that for parents to gauge. These should be black if possible but if you currently have a different dark colour that is fine. When they have outgrown them please purchase a black pair from our uniform providers or elsewhere.

Lunches

As mentioned, each bubble will have a separate lunchtime. The tables and chairs will be disinfected between sittings and HC3S staff will wear face masks when serving and adhere to all our hygiene guidelines.

The older children will eat first due to their earlier start. We will continue to provide fruit as a mid-morning snack to the children in FS and KS1 but you may wish to give them an additional healthy snack.

Children can bring in their own packed lunches but hot dinners will be available. They are free to all children in Willow and Beech classes and children eligible for pupil premium. All payments are now on-line <https://www.cliddesden.hants.sch.uk/virtual-office/online-payments>

Handwashing and Hygiene

We will require the children to wash their hands at regular intervals. We have improved the quality of soap since before lockdown and we have found that it reduces irritation. We also have hand sanitising stations that the children will use supervised by an adult. The hand sanitiser contains 60% alcohol as recommended. Usage will be under supervision.

In the event of Covid-19 cases in school

In the event of a case of Covid-19 infection in school we will follow the Public Health guidelines and procedures. You will find this as an appendix at the end of this document.

Clubs

We hope to start some after school clubs at some point in the first half of term. The difference will be that clubs can only be for one bubble per session. There will be no wake up club on a Friday until further notice. There will be no Rocksteadymusic in September but we will be reviewing this and hope to be able to start this up again in the near future.

Appointments

As mentioned earlier parents are not allowed in school unless by appointment, apart from parents of children starting foundation stage. When parents are invited in to the building they will need to wear a face mask. We realise that you will not have the usual chance to chat informally with your child's teacher but appointments can be made via the office.

Parents that do have an appointment will be requested to wear a face covering and adhere to handwashing and social distancing procedures.

Reduce risk of transmission and infection

If a child has Covid symptoms or is unwell without specific Covid symptoms, then please keep your child at home. The main symptoms of coronavirus are:

- high temperature - this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- new, continuous cough - this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- loss or change to your sense of smell or taste - this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

We realise that autumn and winter are also the seasons of colds. If your child is at all feeling unwell they are best staying off school until better.

Healthy routines to practice

- Remind your child of the importance of Catch it, Bin it, Kill it
<https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf>
- Remind your child how to wash their hands properly - see link below
<https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public>
- Please ensure your child's hair is tied back and no jewellery is worn.
- The e-Bug project is led by Public Health England and has a dedicated webpage for learning resources on hand washing and respiratory hygiene. <https://e-bug.eu>

What your child can bring in to school

- Pupils will be provided with a pencil, colouring pencils, workbooks etc. in school so children **do not** need to bring anything in apart from a coat, a book bag, a healthy snack, a water bottle and possibly a packed lunch. You must ensure that water bottles and lunch boxes are cleaned thoroughly every day at home.
- Please make sure that all lunchboxes and water bottles are labelled with the child's name.
- No bags will be allowed apart from book bags or a folder for their book.
- We have softer soap so hand cream is not required. Children can apply this at home.

Remote Learning

Should a class need to self-isolate, the school needs to close due to cases in school or a localised lockdown we will provide remote learning. This will be more detailed than the current home learning with some recorded lessons and tasks for the children to submit. We will be using Google Classrooms and once we have set this up we will provide your child with a log-in.

Talk it through

Many of your children will not have been in school since March and those who were attending had lot of space in which to work and play. In September things will be different and it will not be the same school that was in March. We will of course make it enjoyable for the children and I am sure they will soon adapt to the changes which we all hope will be temporary.

Please discuss some of the changes with your children so they are prepared.

Please bear with us!

While we had a very successful partial reopening back in June, with all the children in school there will be new challenges. Not only to keep the children, staff and parents safe but also there will be children who will have fallen behind and will need a catch-up curriculum. In addition, some children will find it hard readjusting to school and being in a large social group again.

We ask that we have your full understanding of the challenges we now face and that we will be continuing to adjust our plans and will be continuing to learn how to make the school function at its best.

We look forward to seeing you all in September.

7. Engage with the NHS Test and Trace process

Schools must ensure they understand the NHS Test and Trace process and how to contact their local [Public Health England health protection team](#). Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [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)

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. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. 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. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

- 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.
- 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.

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

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

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.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools 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:

- 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)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups (see [section 5 of system of control](#) for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

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:

- 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.
- 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](#)'

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

9. Contain any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their 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 site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

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.