

Euxton Church of England Primary School

Reopening Booklet for Parents

September 2020



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In our Christian family, we all SHINE in the light of Jesus.

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Headteacher: Mr Nick Ward

Dear Parents,

I know that returning to school may be an anxious time, even though we all desperately want our children to resume full-time education. My aim of this booklet is to highlight the arrangements we have put in place to allow a safe return to school for all our children and staff. It outlines how we will organise our school, ensuring our school community understands and follows our safe routines.

On 2nd July the Government announced plans that all children, in all year groups, will return to school full-time from the beginning of the Autumn Term:

Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all pupils can return to school sooner rather than later. The risk to children themselves of becoming severely ill from Coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families. Therefore, we are delighted to be able to welcome all our children back, full-time, in September. While Coronavirus remains in the community, we have to make judgments at a school level about how to balance and minimise any risks from Coronavirus, whilst providing a full educational experience for our children. Our children are young, and they need a sense of normality, and therefore great consideration has been made to keep as much the same for them as possible and not subject them to un-necessary scaremongering. However, that certainly doesn't mean complacency and I am sure you will sense that when digesting the information provided.

The main advice is to minimise the number of contacts individuals have during the school day as part of implementing the system of controls to reduce the risk of transmission. The key principles that underpin the Government advice on back to school provision are:

- All children receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- The curriculum remains broad and ambitious

We have spent time planning for the safe return of our staff and children to our school but, as always in this current, unprecedented situation, some things may be subject to change. We will keep you informed of these changes as and when they occur. I ask that you read through this booklet so that you are quite clear about our educational aims and objectives and our new safe routines that all staff and children must follow.

Thank you for your continued support.

Mr Nick Ward
Headteacher

Safe Routines

All schools must comply with health and safety law, and are required to assess risks and minimise and reduce the risk of transmission:

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. Children, staff and other adults **MUST NOT** come into the school if they have Coronavirus symptoms or have tested positive in the last 10 days. If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they **MUST BE** sent home and are advised to follow the most recent guidance on self-isolation and arrange for a test. Whilst this may have implications and cause inconvenience, this is something that needs to be non-negotiable unless advice received states otherwise.

2) Clean hands thoroughly more often than usual.

Coronavirus is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. Children and staff must clean their hands regularly, including when they arrive at school, when they return from breaks, after using the toilet and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. We have added hand sanitiser points to each classroom and other key areas to save children needing to bring their own products into school. Frequent use of these, as well as soap and water, will be heavily promoted.

3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

The 'catch it, bin it, kill it' approach continues to be very important, so we must ensure that there are enough tissues and bins available in the school to support children and staff to follow this routine. Foot-pedal operated bins have been purchased to reduce contamination.

4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often.

In addition to personal hygiene procedures, we will be continuously cleaning areas which we feel will reduce the risk of contamination. We have put in place a cleaning schedule that ensures:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- designated toilet areas and increased cleaning of these spaces

We will also be ensuring that rooms are as well ventilated as possible and keeping doors open to reduce contact points.

5) Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of Coronavirus. We must do everything possible to minimise contacts and mixing, whilst still delivering a broad and balanced curriculum. The overarching principle we will apply is reducing the number of contacts between children and staff. This can be achieved through keeping year groups separate in 'class bubbles', although this may also need to be in phase groups at certain points of the day, and through maintaining distance between individuals. This will also include staff maintaining distance from children and other staff as much as possible. However, we are a primary school, and we are all aware that this 'ideal' is not going to be achieved in full. The Government have clearly stated that social distancing in primary education is not expected. However, we will be introducing our own procedures to protect our school family as much as we can.

Class 'Bubbles'

School will reopen on Wednesday 2nd September for all pupils. Our new reception class have received separate information about their starting arrangements. Each class will form their own 'bubble' and the children from each class will remain within their own 'bubble' for the whole day.

Start and End of the Day

The start and end of the day will be staggered so that the challenges of social distancing during these busy times are reduced. Only **one** adult should bring your child to school and if you feel your child is old enough at the upper end of school then you may want to encourage them to walk up and down the school drive independently. The timings of the day, considering phase groups, will be:

	Reception	Y1 and Y2	Y3 and Y4	Y5 and Y6
Drop off	9:00am	8:55am	8:50am	8:45am
Collection	3:15pm	3:20pm	3:25pm	3:30pm

We have operated a staggered start system extremely successfully for a couple of years now, so I am sure this will work well. When dropping off in the morning please enter and exit the yard as quickly as you can, so as to reduce numbers on the grounds, and observe social distancing at all times. There won't be the same opportunities for discussions with staff, so please use email communication where possible. When collecting at home time, again, please arrive at the given time and as soon as you have collected your child then leave the yard as quickly as you can, making sure your child is next to you. We will be continuing with our 'keep to the left' system. Any children who are in our Breakfast and After School Club will go to their respective classes at 8:45am and remain there until 3:30pm. **If you have more than one child in school, please bring all your children to school at the earliest time, and collect all your children at the latest time.** This also applies for our new Reception children when they are in for their initial half-day visits.

Out of School Club

This will be running at the usual times. Staffing levels have been increased to allow us to run the club in two distinct areas, with the infants having one space and the juniors another. Within those two areas, each year group will be in the phases described previously, but each year group will be kept as separate as possible, especially when inside. When we return, we will be having children in school who use childminders and different out of school providers, and therefore will have mixed more widely, and even with children from other schools. However, we still endeavour to reduce risks as much as we can in our own provision. **If you would rather your child no longer attends our out of school club provision, please let me know as soon as possible.** Staff will be signing the children in and out of the provision for the foreseeable future and parents will not be able to come into the building.

Infants - Entrance as normal, into the Out of School Club room.

Juniors - Main entrance, as the children will be accommodated in the hall.

The children will need to be collected from these places too. Please maintain social distancing at all times when waiting with/for your child. All children will wash their hands immediately after coming into school.

Parking

Both schools will have staggered start and finish times. Please park with consideration for others. We suggest that if you need to get away quickly to work, that you do not use St. Mary's Church car park as this may become very congested. Please walk to school, or for part of your journey, if you can.

Break and Lunchtimes

The children will be in 'phases' for these times, and will operate as infants, lower juniors and upper juniors. However, each class will have their own designated areas throughout these times, to reduce contact as much as possible. Again, we have had staggered lunchtimes for over a year, so the children and staff are used to this system. These staggered times will give children more space to play. Designated welfare staff will supervise specific phases where possible.

Food and Drink

The children will be able to bring a packed lunch to school or have a school dinner as usual. They must bring a named water bottle to school. The children will eat their lunch with the children from their own 'class bubble' in their own area of the hall. Tables and chairs will be cleaned between groups. We will be introducing an ordering system, so the children will choose their meal in advance; this will be sorted in school during the first week back. For the first week and a half, the kitchen will be providing cold meals, to help us ensure the system is working effectively. Following that, the children will receive whichever hot meal they have chosen. The children will sit down in the hall and have their meal choice brought to them, to restrict movement and eliminate them having to think about what they want to eat at the food hatch! Toast will be served as normal at breaktime, or a **healthy** snack can be brought in as an alternative, however these must not be shared with other children.

Extra-Curricular Clubs

All standard clubs run by our staff will need to be suspended for the Autumn Term. However, as the year progresses, we hope to be able to introduce teachers running their own extra-curricular clubs for the children in their own class, either after school or at lunchtime, so as not to lose this wonderful feature of our school. I will also support the delivery of these.

Curriculum

We are fully aware that the learning that has happened since lockdown will be unique to everyone. We plan to revisit many key areas in English and mathematics from the previous year over the first two weeks, yet plan to proceed with the curriculum as soon as we can. We know we will need to be mindful in ensuring any gaps in knowledge are filled in the most effective way we can. We also plan to spend the first few weeks providing the children with many wellbeing and social experiences, in a safe way.

Staffing

Many of our support staff work in different classes. This will be reduced as much as possible, but it is acknowledged in the guidance that normal primary practice such as this should be able to continue. Staff will have clear direction in supporting them to keep themselves and others safe. Where staff deliver PPA for teachers, then they will be encouraged to socially distance as much as possible. This should be straightforward in the juniors, but will be less so in the infants. Music tuition in the juniors will continue, but we will not be able to allow the children to play brass/woodwind instruments for the moment. Mr Ogden has produced a scheme of work which looks at music appreciation, music theory and percussion performance, as these instruments can be cleaned between groups. Instead of weekly half-hour music and French lessons, the children will have both of these for an hour, every other week. This reduces movement and the mixing of groups. Unfortunately, for parents there will be no or limited face-to-face communication with staff, class or office based. Communication will need to take place, wherever possible, through phone calls, emails or messages. This goes against everything we are, however I know you appreciate the reasons for these changes. Staff will follow social distancing procedures and remain in their own bubbles as much as possible. Staggered break and lunchtimes, and additional protocol, will limit the number of staff using shared areas and reduce the mixing of adults.

Classroom Organisation

Each Junior classroom will be organised so as to have the children facing forwards, predominantly in rows. This will be their usual seating throughout for the majority of the time. Our Y2 children will also have elements of this, but we do not feel this is appropriate for our Reception and Y1 children.

Resources

Please limit what the children are bringing in to school, to avoid cross contamination. The children will only be allowed to bring essential items to school - water bottle, packed lunch, reading books. No large bags are allowed. All stationery will be provided by school and any reading books will have been quarantined or cleaned before passed between households. Children will have their own resources and equipment where possible, however it may be that they share items within their own class bubbles. Our through handwashing procedures will reduce risk. Resources which are used throughout the school, eg. laptops, iPads, PE equipment, etc, will be wiped before being used by a new class.

Outside Learning

The children will hopefully complete some of their learning outside, if the weather permits, therefore they **MUST** bring a coat. Suncream and sunhats/caps are essential if there is good weather. Please apply suncream **BEFORE** leaving home. PE lessons will be outside, where possible, however we are fortunate that we have a large hall, and children will have PE lessons in their bubbles.

Worship

Sadly, we won't be able to have worship in the same way for the Autumn Term. Children will have worship in class and Rev. Jo and I will lead phase group worship each week as we have a large hall. Our Friday Celebration Worship, which we love sharing with you but unfortunately won't be able to for a while, will be held in a different way. We are hoping to do this in class via Zoom, so we can still celebrate birthdays, personal achievements and Superstar awards, etc.

Parental Sessions

As you know, we are keen for all our traditions to be kept as much as possible, even if we do have to be creative as to how these are done. Hopefully we will still be able to introduce you to your child's new teacher in some way, and also enable discussions as to how they have settled back into school.

Hygiene

All staff and children will be directed to wash their hands frequently during the school day. Wall-mounted hand sanitiser units have been installed in every classroom and other key areas. Therefore, the children do not need to bring bottles of hand sanitiser to school. The government says that PPE for staff and children is not necessary. Should there be any situations where close contact cannot be avoided, e.g. administering first aid, then PPE will be worn by staff. Our children from Reception to Y3 have their own toilet facilities. Although Y4-Y6 children have shared toilet blocks, designated sinks and cubicles will be assigned to classes to use.

Uniform

Full school uniform must be worn. Guidance now states that, 'There is no need for anything other than normal personal hygiene and washing of clothes following a day in a school. Uniforms do not need to be cleaned any more often or differently than usual.' **The children will keep their PE kit at home and can wear it for the full day when they have one of their PE lessons - you will be informed which day this is. This can include tracksuit bottoms and a sporty zip-top/jumper if the weather is colder.** The other PE lesson will be planned so the children can wear their normal uniform.

Illness

All parents must make note of the following important information:

- NO child must be in school if they are displaying any illness - sickness, cough, heavy cold etc.
- If any child falls ill in school, they will be isolated and supervised by a member of staff wearing PPE. Parents will be expected to collect them immediately.
- The Government say that staff and children will be eligible to receive a COVID test in this instance. The rooms used by the group(s) will be deep cleaned.
- In a case of confirmed Covid-19, you will be informed and National Health Guidelines will be followed. The case will be shared with the relevant body and advice taken. For example, this may involve a year group or year groups needing to self-isolate for the recommended time. Should your child attend our out of school club this may also have implications, however this would be the case whichever provision was used. As previously mentioned, we are keeping the children in consistent groups, as advised.
- If your child is unwell, please let us know in the normal way, giving details of symptoms/illness.

Attendance Expectations

In March, when the Coronavirus (COVID-19) outbreak was increasing, the Government made it clear that no parent would be penalised or sanctioned for their child's nonattendance at school. Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks children falling further behind. **School attendance will therefore be mandatory again from the beginning of the Autumn Term.** This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age.
- schools' responsibilities to record attendance and follow up absence.
- the availability to issue sanctions should school need to impose those.

Pupils who are shielding or self-isolating

There will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school with the following exceptions:

- A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has Coronavirus (COVID-19).
- Shielding advice for all adults and children paused on 1 August, subject to a continued decline in the rates of community transmission of Coronavirus (COVID19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- 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 (usually at their next planned clinical appointment). You can find more advice at COVID-19 - 'shielding' guidance for children and young people.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, either for themselves or for their parents, we will provide work for them to do at home and keep in regular contact with them/you. Parents must inform school as soon as possible if any of these circumstances apply.

Wellbeing and Behaviour

Throughout this whole time, I know you appreciate that the wellbeing of our children has been considered at every level. Organising our class get-together sessions to allow 'closure' of the school year for the children, whilst also introducing key staff for next year, was overwhelmingly well received and I know will help the children enormously as we move forwards. Whilst considering all the guidance that has come through, we will continue to give wellbeing such a high priority, and we have thought carefully about what school will look and feel like for our children.

We know that some children may return to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. This may lead to an increase in social, emotional and mental health concerns and some children will need additional support and access to additional services. We will work with local services (such as health and the local authority) to ensure the services and support are in place for a smooth return to schools for all of our children. Our school rules will need to be followed by all to ensure our children feel safe and happy in school. We need our children to be ready for their return to school, they must follow and respect our new way of working and practice safe routines such as hand hygiene and distancing as much as possible. **As the children who returned to school before summer demonstrated, I am sure the children will adapt to these changes very well indeed.**

Thank you

This continues to be the most unique situation. However, it is important that you all know that we ALL want our children back at school full-time and we will continue to do all we can to ensure this happens. Thank you once again for trusting us. I promise we will continue to do our very best to keep everyone safe, not just in the physical sense, but mentally too. A full risk assessment will be available for you to see on our website next week, much of the information has also been shared with you in this booklet. However, the risk assessment is something that will be revisited at least weekly throughout the Autumn Term as we will adapt to these new procedures and should the need arise we will work on making things better should we feel able to improve. **As you will appreciate, a lot of thought has gone into making our school safe for all our school family.** However, we are also mindful that many restrictions have been lifted since we broke up for Summer. Families are mixing more freely, both at home and in public places, and many children will be attending clubs out of school, widening who they are in contact with, which may include being part of many different 'bubbles'. Whilst all these procedures will be in place, I am sure you appreciate we cannot control everything.

Thank you for taking the time to read this booklet. Please do not hesitate to contact me should you require any additional information.

Mr Nick Ward
Headteacher

In our Christian family, we all SHINE in the light of Jesus.
Wisdom Compassion Humility Friendship Peace Trust Forgiveness Hope