

## Wingrave Church of England School - Phased Return Procedures – June 2020

This period of a phased return to school for specific year groups is subject to change as new information and advice becomes available. This document should be taken in the context of all other existing school policies and expectations which, unless otherwise mentioned, remain the same.

Our priorities are as follows:

- Provision for key worker and/or vulnerable families.
- The health and well-being of the children, staff and all adults coming onto the school site.
- Making the most of the time available for children's learning.

Provision made by the school, post June 1<sup>st</sup>, will be divided into three areas:

- 'Childcare' – ongoing provision for key worker and vulnerable families
- 'Home Learning' – ongoing provision for those families not yet entitled to return to school
- 'On-site School' - new provision as outlined by the Government for EYFS, Year 1 and Year 6

### Key Worker 'Childcare' Provision: Monday to Friday, 8.45am to 3.15pm

This, in line with Government direction, remains our first priority. Our school hall is established and organised for this provision and most arrangements will remain the same. Key worker families will continue to inform the school, with notice, which days childcare is required and only when absolutely necessary.

This provision will be overseen by Mrs Brown, the nature of activities depending on staffing and the availability of space and resources (especially with other year groups now returning to school). Elements of social distancing will apply however this childcare group will be isolated from the other children on site. Packed lunches can be provided/ordered on request but are now chargeable from June 1<sup>st</sup>. Children who have been attending childcare but are part of a returning year group will join the 'On-site School' Provision from June 1<sup>st</sup> and attend lessons.

### 'Home Learning' Provision

Provision for Home Learning will continue for all classes who are not yet entitled to return to school as part of this initial phased return. Class Dojo will remain in use for Years 2 to 5 however we must address the implications for staff who will be required to teach an alternative year group on site. It is not safe or possible for all staff to return to school and therefore we will be sharing this responsibility to strike a balance across the staff team.

With this in mind, as we have a great deal of new procedures to instigate, **we will be 'pausing' Class Dojo and Tapestry for all children in the week beginning Monday 1<sup>st</sup> June.** Not only will this allow staff to focus on their revised responsibilities in school, it will provide additional time to ensure that we are providing the safest and cleanest possible learning environment for the children on site. Once new routines are established, we will restart the use of Class Dojo in some form and, due to its success to date, look at how we can also make use of it for those families whose children are returning to school.

### **‘On-site School’ Provision: Monday to Friday, 8.45/9am to 3.15/3.30pm**

As directed, we will be inviting EYFS, Year 1 and Year 6 to return to school from Monday 1<sup>st</sup> June (which will no longer be an INSET day as previously intended). There is a distinct difference between ‘School’ and ‘Childcare’ provision and this is reflected in the logistics and expectations of each.

#### **Additional Measures**

Using the Government guidance and information from Buckinghamshire Council, specific procedures for our circumstances are as follows:

- Each year group will be divided into small groups across different classrooms/spaces and will not mix – a maximum of 15 children in each.
- Each group will use separate entrances with staggered starting & collection times, staggered playtimes & lunchtimes, and separate, staggered toilet use.
- Furniture will be rearranged in each room to seat children individually at a distance from each other.
- All furniture, resources and frequently touched surfaces (e.g. door handles, push panels etc.) will be bleach cleaned every day. A Milton mix will be sprayed over items which are handled each day, the most tactile resources also on rotation so we can monitor what has been used each day.
- A selection of outdoor items will be provided for playtimes for each class group – these will not be shared with other classes and also cleaned each day.
- A full, professional deep clean of the school site is taking place before the children return on June 1<sup>st</sup>.
- Antibacterial cleaning materials and hand gel will be available in every classroom for use throughout the day.
- Specific toilet and handwashing times will be assigned before and after play/lunch times in order to limit crowding of the facilities.
- In order not to alarm the children, and in line with Government considerations, the staff will not be wearing masks; we will however have access to gloves for distributing resources when absolutely necessary, and have emergency PPE should a child or member of staff fall ill.
- Doors and windows will be kept open as much as possible to ensure maximum ventilation, without compromising the security of the site and safety of the children.

#### **Limitations**

Whilst we wish to maintain a sense of normality and not cause unnecessary anxiety amongst the children, in the interests of not mixing groups, and keeping large gatherings or unnecessary people on site to an absolute minimum:

- There will be no before or after school provision of any kind.
- Cloakrooms will not be used by all groups and most children will keep their belongings in their class group room.
- The library, and access to the reading book scheme, will be limited to staff only so they can monitor and manage the handling and cleanliness of books.
- Unnecessary resources or items which cannot be easily cleaned (soft toys, cushions etc.) will be removed from the classrooms.
- Children will have the same table, chair and stationery at all times.

- AIP will providing individual packed lunches only on request. Due to circumstances there is no flexibility on this, packed lunches must be ordered in good time or provided from home.
- The hall will not be used for assemblies or lunch; lunches will be eaten in class group rooms and assemblies will be delivered via video conferencing. We also hope to make use of video conferencing for class groups to share and learn together.
- Lessons and learning will alter in format and style to respect social distancing;
  - The outside space around the school site will be used as much as possible.
  - The majority of activities will be individual unless space/furniture allows interaction whilst social distancing.
  - The handling of books and resources will be kept to a minimum
  - Only resources which can be suitably cleaned or provided on an individual basis will be available.
  - Staff will be modelling social distancing to the children as much as possible and we would ask all adults to do the same whilst on the school site.
  - Staff working with each class group will be consistent to reduce mixing between groups with exception of outdoor play/activities when the space and environment dramatically reduces risks.
- No events or occasions involving parents or the Church can take place for the foreseeable future. We are looking carefully at specific events for our Year 6 Leavers and new EYFS intake as to how something could safely be organised.
- Understandably, we want to keep items coming into school from home to an absolute minimum. Children will be able to bring their own packed lunch if preferred but should only bring in reading books etc. when they wish to swap them. No toys or personal items of any kind should be brought from home. We will be avoiding sending any items home where we can or using electronic means.

It is inevitable that in order to maintain and monitor these procedures closely, including social distancing, that everything will take longer than normal. We will aim to share as much information as possible about the curriculum once we have established the new timetable.

#### **Specific EYFS Arrangements: 9am to 3pm**

Due to the nature of the EYFS curriculum, the lower pupil numbers and the learning environment, this class will operate as a whole but spread out using group activities across the EYFS classroom, the Year 1 classroom and the EYFS outdoor space. A more structured 'round robin' activity format will be used so the use and subsequent cleaning of resources can be monitored.

Mrs Neaves will be assisted by members of our support team to ensure the children are supervised appropriately and social distancing is maintained as much as possible. The larger space and fewer children will enable the children to use their usual toilet and cloakroom facilities in this case; they will enter the site via the EYFS outdoor gate as usual and therefore routines will be kept as normal as possible.

Playtimes will be handled in the usual fashion using the outdoor space throughout the day with the option of a playground/courtyard lunch play if time and weather permits.

#### **Specific Year 1 Arrangements**

In addition to the above whole school arrangements, the following is specific to Year 1.

Mr Seymour and Miss Weeks will be overseeing the two halves of Year 1, assisted by members of our support team. They will be based in the Year 3 & 4 classrooms with access through either the Year 3 external fire door (Group 1a) or the playground yellow gate (Group 1b).

The children will be divided into the two groups taking into consideration the children's learning needs and, where possible, their social circles. Details will be confirmed closer to the time when we have a clearer idea of pupil numbers. Group a and b arrival/collection times will be staggered by 15 minutes and confirmed with group details.

Procedures may vary slightly depending on the age of the children, for example to reflect their usual routine, the Years 3 & 4 toilets will become mixed gender toilets, one for each half of the Year 1 class.

### **Specific Year 6 Arrangements**

In addition to the above whole school arrangements, the following is specific to Year 6.

Miss Carter and Ms Lee will be overseeing the two halves of Year 6, assisted by members of our support team. They will be based in the Year 5 & 6 classrooms with access through either the playground yellow gate (Group 6a) or the Year 5 external fire door (Group 6b).

The children will be divided into the two groups taking into consideration the children's learning needs and, where possible, their social circles. Details will be confirmed closer to the time when we have a clearer idea of pupil numbers. Group a and b arrival/collection times will be staggered by 15 minutes and confirmed with group details.

### **Transport**

Transport for those entitled children travelling from Aylesbury and local villages has yet to be confirmed. The school has communicated any specific needs for EYFS, Years 1 and 6 where relevant to the local authority. We will update families this affects as soon as we have more information.

### **Free School Meals**

All children in EYFS and Year 1 will continue to be entitled to Universal Free School Meals.

Children in Year 6 entitled to Free School Meals will no longer receive food hampers for use at home as packed lunches will be provided in school.

If a child is entitled to Free School Meals and not yet able to return to school, food hampers will continue to be made available for collection or delivery.

### **Office & Communications**

The school office will re-open as normal between 8.30am and 3.30pm, Monday to Friday, however we want to keep any unnecessary non-staff adults on site to an absolute minimum. Access to the foyer will be on a 'one out, one in' basis but can we please stress the importance of using the phone or email to limit face to face contact. As with all areas of the school site, please respect social distancing should you find yourself waiting on entry.



## Site Access and Movement

To reflect the concerns over such a large group of people gathering in any one place, we are putting in measures to distance the amount of foot traffic on the school grounds. Whilst we are aware being outdoor reduces health risks, we expect parents to support the following arrangements, setting an important example for the children.

We are establishing a 'one way' system on site which we will demark as clearly as possible. All entry to the school site should be made via the Twelve Leys car park entrance and then, depending on your child's group, the exit route will vary.



|                        |                      |                        |                         |
|------------------------|----------------------|------------------------|-------------------------|
| EYFS Route             |                      | Years 1 & 6 Route      |                         |
| 'Childcare' Route      |                      | Office Visitors Route  |                         |
| Year 1a drop-off point | Fire Door (Red star) | Year 6a drop-off point | Yellow (Star) Gate      |
| Year 1b drop-off point | Yellow (Star) Gate   | Year 6b drop-off point | Fire Door (Purple Star) |

When children are assigned their groups, a 15 minute window will be provided during which to drop-off/collect the child – staff will have them ready and waiting at the end of the day to avoid parents having to wait for any length of time. Parents should please arrive punctually in the morning but not too early necessitating groups waiting around together.

Where possible, only one parent per family should come on site and without younger siblings or those not entitled to school provision. No bikes or scooters should be brought onto the school site at any time please and younger siblings must be supervised carefully to enforce social distancing.

We have coordinated with Wingrave Preschool who will also be observing the same access and staggered timings for their provision.

### **Parking**

Families making use of the 'Childcare' provision will no longer be able to use the school car park as we will return to our usual parking expectations. Please ensure that the school driveway and drop kerbs continue to be kept clear for the increase in foot traffic and that we are considerate to our school neighbours and local residents. As roadside parking will be of a premium more than ever, please can we encourage local families to walk to school and if necessary those driving to park at the Sports Pavilion.

### **Medication, Managing Illness & Symptoms**

Any children who require medication in school and took home items for the lockdown period should return them to school on their day of return. These will be kept in the classroom their class group will be taught.

Understandably staff will have a heightened awareness of children who may feel ill or show potential symptoms of COVID-19. Government guidance reinforces measures taken prior to lockdown whereby any children showing any potential COVID-19 symptoms will be sent home. Parents are then encouraged to seek a COVID-19 test.

In the interests of transparency, we will inform parents if we have a suspected or confirmed case of COVID-19 in order for parents to make an informed decision about whether their child then returns to school. If a child who is sent home with symptoms is tested and a case of COVID-19 then confirmed, all children and staff in that group will be immediately sent home for a 14 day isolation period.

Procedures for children who feel unwell at home and are therefore unable to attend school remain the same – parents should inform the school office via telephone immediately, describing symptoms, followed by confirmation in writing on the child's return to school.

### **Non-attendance: Siblings, Medically Vulnerable Households and Safety**

We understand that families with more than one child in different year groups, where all siblings may not be entitled for this initial phased return, have been left in an impossible position. We believe in the equal value of education for all children and the Government's decision to prioritise certain year groups and not others for varying reasons is extremely frustrating and still remains, to some extent, unexplained.

Whilst the school would want to offer some flexibility in supporting siblings, we simply do not have the space or staffing capacity to cater for additional children under the guidance issued by the Government to date.

With this in mind and in the absence of any official direction at this time (although the school's position may change with further direction), if parents choose not to send their children back to school when entitled we will accept this decision. Equally, this would apply to medically vulnerable households and those parents who do not consider it safe for their children to return to school.

Parents should please state their decision and reasons in writing as this will provide evidence for our attendance records. We have no intention of pursuing lack of attendance at this unprecedented time as understandably our priority needs to be those children in school; we will however continue to monitor those families who are considered to be socially vulnerable or with specific needs.



"I can do all things through Christ who strengthens me." Philippians 4:13

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