

Wingrave Church of England School – September Return Procedures 2020

All children will be able to return to school full-time and will be overseen by their own class teacher (as outlined in our September Staffing letter) and an exclusive member of support staff. Not only will this enable us to maintain staggered playtimes and lunch arrangements, we will also be able to maximise learning time to begin closing any gaps which may have resulted from the children's absence from school during lockdown. We are also conscious, and hopeful, where children have not regressed that we will need to challenge and drive their learning forward in our usual fashion.

Our priorities for the September return are:

- The health and well-being of the children, staff and all adults coming onto the school site.
- Maintaining strict group bubbles and exclusive staffing so that all children and staff feel safe to return to/continue at school.
- Making the most of learning time to support all children working at all levels.

On-site Measures

As we have maintained so far, using the existing Government guidance and information from Buckinghamshire Council, specific procedures are as follows:

- All year groups will operate in their own whole class bubble.
- Each group will use separate building entrances (detailed on pages 5 & 6) with staggered starting & collection times, staggered playtimes & lunchtimes, and staggered toilet use.
- Furniture will be rearranged in each room to seat children in rows so they are all forward facing. As socially distancing is no longer required within school bubbles, children sitting side by side is not considered a problem.
- 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.
- A selection of outdoor items will be provided for playtimes for each class - these will not be shared with other classes and also cleaned each day.
- Antibacterial cleaning materials and hand gel will be available in every classroom for use on arrival, on departure and 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. This, within reason, will not limit children going to the toilet at other times and children with specific needs will be addressed separately.
- 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 continue a sense of normality, in the interests of not mixing groups, and keeping large gatherings or unnecessary people on site to an absolute minimum the following still applies:

- There will be no before or after school provision of any kind.
- Cloakrooms will be used where necessary but on a staggered basis.

- Reading procedures will resume as normal as resources can now move between school and home. Arrangements will be made to swap reading scheme and library books within class bubbles.
- Children will have the same stationery at all times and, where possible, the same table and chair.
- In order for the children to continue eating in their classrooms, AIP will provide individual packed lunches only. Packed lunches must be ordered in good time or provided from home. Please provide your child with a packed lunch if you are unsure your order has been successful as there will not be any spares. This will be reviewed at half term as will hot food provision.
- EYFS will eat lunch in the hall as part of their transition into their new school routines.
- Assemblies/collective worship will continue to take place on line so that class bubbles do not mix.
- Whilst the children no longer need to social distance in their own bubbles:
 - 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; marking and feedback will be predominantly verbal.
 - Resources, other than stationery, can now be shared within a class bubble but will continue to be monitored and cleaned regularly.
 - According to Government guidance, adults remain more vulnerable than children and therefore staff will continue to social distance across the site as much as possible.
 - Lessons and specific interventions involving specific staff will be limited due to maintaining class bubbles.
 - Specialist arrangements for PE, Music and private instrumental lessons have yet to be confirmed. All curriculum lessons will be taught by class teachers until further notice. Should use of specialist teachers become possible, distancing conditions will apply.
 - Children will be informed of their PE day when they will come to school in their kit.
- No events or occasions involving parents or the Church can take place for the foreseeable future.
- We want to continue keeping 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 other items related to learning. No toys or personal items of any kind should be brought in from home.
- Curriculum priorities remain core skills (reading, writing, Maths etc.), PSHE and the associated wellbeing of the children. We will be delivering our usual broad curriculum across all subjects as best we can under the latest limitations.

It is inevitable that in order to maintain and monitor these procedures closely, including social distancing, that everything will take longer than normal – punctuality before and after school is therefore of paramount importance please.

Arrival/Collection Times

We have reviewed the arrival/collection schedule but please do continue to wait and move around the site observing social distancing as much as possible. Each class will continue to have a 15 minute arrival and collection window so that parents with children in different classes can be more flexible:

	Arrival	Collection	Entrance
EYFS	8.45-9am	3.15-3.30pm	EYFS Gate
Year 1	8.45-9am	3.15-3.30pm	New gate via Preschool path (see map)
Year 2	8.45-9am	3.15-3.30pm	Front Entrance Fire Door
Year 3	8.45-9am	3.15-3.30pm	Classroom Fire Door Via playground
Year 4	8.45-9am	3.15-3.30pm	Yellow Gate
Year 5	9-9.15am	3.30-3.45pm	Classroom Fire Door Via playground
Year 6	9-9.15am	3.30-3.45pm	Yellow Gate

Specific EYFS Arrangements

Due to the arrival of our new EYFS class and families, specific arrangements for their part-time start in September have been communicated separately. Please note that the EYFS part-time arrangements will remain as previously explained until the children become full-time when the above times will apply.

Transport

Transport for those entitled children travelling from Aylesbury and local villages will resume as normal and specific information will be communicated to those families. Families should please keep the school informed if they do or do not wish to use transport at any point so that we can update the local authority.

Free School Meals

All provision and arrangements for children entitled to Universal Free School Meals (EYFS, Year 1 & Year 2) and Free School Meals will resume as normal.

Office & Communications

The school office will be 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 again 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.

Medication, Managing Illness & Symptoms

Any children who require medication in school and took home items for the summer holiday should return them to school on their day of return - these will be kept in their classroom.

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

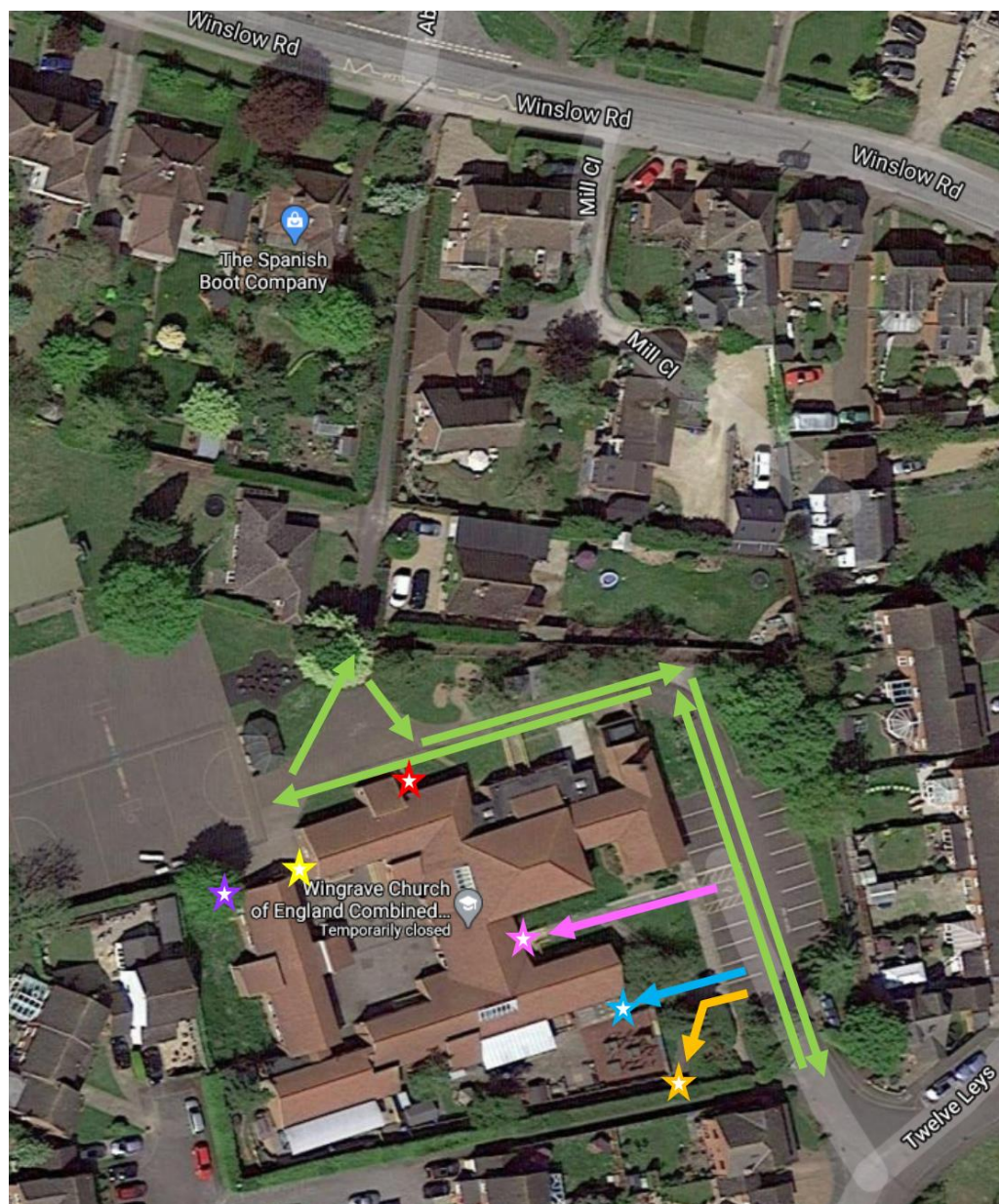
The latest Government guidance is very clear that school attendance from September is compulsory unless there are specific, documented medical needs. Any family who has concerns about the return to the school in September should contact Mr Tomson directly to discuss this.

Parking

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 continues to be of a premium, please can we encourage local families to walk to school and if necessary those driving to park at the Sports Pavilion. **This will be especially important with all children returning to school every day.**

Site Access and Movement

To reflect the 1 metre plus guidance and concerns relating to large groups of people, we have revised measures to manage the movement of foot traffic on the school grounds. Whilst we are aware being outdoors reduces health risks, we expect parents to support the following arrangements, setting an important example for the children. We will be establishing a 'keep left' system on site which we will signpost this as clearly as possible. **Families will now be able to access and leave the school site via any path/gateway; the car park will remain a thoroughfare and all larger wooden gates will be open.**



Year 1 Route	
EYFS Route	
Year 2 Route	
Year 3 drop-off point	Fire Door (Red star)

All site movement	
Office Visitors Route	
Year 5 drop-off point	Fire Door (Purple Star)
Year 4 & 6 drop-off point	Yellow (Star) Gate

Staff will have the children 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.

Use of bikes or scooters can now resume but please remember to dismount before entering the site and walk these to the racks provided.

All children should remain with their parents on site and younger siblings must be supervised carefully to support appropriate distancing.



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

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