

The Pinvin Federation

Returning To School.
September 2020



Dear Parents / Carers.

I hope that you are all safe and well and have enjoyed the Summer break. We are pleased to be planning to welcome all children back to school in September. Years Reception, Year 1 and Year 5 children **only** will return on Thursday 3rd September, with all other year groups returning on Monday 7th September.

The government has produced guidance documents which have been shared already with yourselves, however we thought it would be useful to highlight the main points for everyone (there are quite a few!)

Please be aware that guidance changes frequently but this document outlines our current planning to meet with the current guidance. School transport is operating as usual – see guidance below.

I hope that you will find this useful in preparing your child to return to school in September.

Best wishes
Mrs Jennings

At The Pinvin Federation we have been working hard on our plans for a full reopening ensuring that we:

- **fulfil the expectations required of us and meet government guidance;**
- **ensure that the safety of everyone is paramount in all our decisions and actions;**
- **support the mental health and well-being of all stakeholders**
- **continue to provide a high quality, well balanced curriculum to best support our pupils in their education.**

Keeping children and staff safe

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- a requirement that people who are ill stay at home and must take a test;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable.

All schools have been provided with a set of actions to 'prevent' and 'respond to infection', which are summarised below:

Prevention:

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following advice from the local health protection team

Class and phase 'bubbles'

We will group each phase (Foundation, KS1, LKS2 and Middle school) into 'bubbles' which will remain consistent and separate from other 'bubbles'.

For the majority of their time in school the children will be in their own class bubble with their own teacher and support staff. At lunchtimes and break time they will be in their wider phase bubbles.

This will *'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'*.

Attendance

All children will be welcomed back to Pinvin First and St Nicholas Middle School from Monday 7th September and attendance is mandatory. Year Reception, Year 1 and Year 5 children should return on Thursday 3rd September for their transition experiences and settling in time. Please see the attendance policy on the school website for further information on this.

We support the government here, which notes:

- *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, including fixed penalty notices in line with local authorities' codes of conduct.*

Shielding children

Shielding advice for all adults and children will pause on 1st August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of the SLT team and we will work with you to support your child the best possible way we can.

Travel to and from school

In accordance with our current risk assessment, we encourage parents, staff and pupils to walk, use a scooter or cycle to school if possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school. School transport will operate normally with designated areas for bubbles with spaces in-between these areas. Children will be requested to sit in the same seat daily. Transport have allocated names for each Year Group as follows below.

Face coverings are required at all times on public transport (including for children, over the age of 11.) Year 1 – Butterfly, Year 2 - Dolphin, Year 3 – Monkey and Year 4 – Kangaroo, Year 5 – Lion, Year 6 – Parrot and Year 7 - Alpaca. If you have any queries please phone transport on 01905 765765.

Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms

- a high temperature;
- a new, continuous cough;
- a loss of, or change to the sense of smell or taste. If any of these symptoms are evident do not send them to school, contact our absence line on 01386 554196 or email office@pinvinfed.co.uk.

Government advice must be followed.



Morning Drop Offs

Children will come into school and will be shown immediately where to wash / sanitise their hands.

To ease congestion, we will continue to have various entrance points and the gates will open at 8.40am. It is important that we do not have parents congregating at the school gates and that we limit the number of interactions across bubbles.

We would encourage only 1 parent/adult to drop off and collect to help minimise the number of adults. Please be aware that parents will not be permitted onto the playground or into the school building.

Children will enter school via different entrances depending on their bubble. Reception children already have their start and finish times for the first 2 weeks. Reception children will use the main first school entrance. Other year groups (Year 1 -4) will use the First School gate entrance and the gate will be open from 8.40am. Year 5 will enter school via the music room, Year 6 via their playground doors and Year 7 via their shared area doors. Staff will be around to direct children the first day. The gates will open at 8.40am.

End of the day – Collection

To ensure we are minimising contact and ensuring social distancing at the end of the day, parents will not be allowed on site.

The children will be dismissed to their parent/adult at their allocated time. Once your child has come out and you have collected your child, please leave the school site as quickly as possible.

Please can parents ensure they are on time to ensure a swift collection. This system has been working very effectively during reopening for the priority year groups, however in September there will be a far greater number of pupils being collected.

Children using transport will remain with their class teacher in class until their bus arrives.

**** Please note we will review the arrival / collection arrangements regularly in September to ensure they are working effectively and we are happy with the safety precautions in place. Please be aware we will make amendments to timings if we feel it is necessary.**

Reception

Reception children have been allocated some settling in sessions to allow a gradual intake of children so that they can familiarise themselves with their new environment and the Reception team can get to know the child in a small group.

On arrival at school, children in Reception will have to enter the building on their own, saying goodbye to their parent at the main door to the school where they will be greeted by the Reception team. Where possible, please limit the number of adults accompanying a child to school or collecting them at home time to one per child.

Arrangements in school

Children in EYFS (and Year One for the first half of the autumn term) will be following a free flow, play-based curriculum. Whole class teaching sessions will be no longer than 15 minutes and all classrooms will be well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will encounter all the children in their class and they are likely to be exposed to all the children in the year group during outside free flow and lunchtimes. Children will wash their hands often and surfaces and equipment will be regularly sanitised. Children will sit at desks with all desks facing forward and the teacher remaining 2m apart as much as possible. Please inform your child that some staff may be wearing face masks or face shields.

Learning resources

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not to be shared. Children in the Middle school should bring in their equipment and will be given a zip wallet to keep for their own personal use only. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1, KS2 and KS3, resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Assemblies

There will be no traditional whole school or key stage assemblies during the first part of the autumn term and these will be replaced by a Virtual Celebration Assembly / class worship daily.

We are keeping an open mind about Harvest and Christmas productions but all should be aware that, even at this early stage, full-scale productions and gatherings currently look unlikely in the autumn term.

Reading Books

Reading books can still be brought home, however on their return to school, they will be placed in a box and left for 72 hours before returning to the shelves. If your child has a reading book at home, please return it on the first day back in September.

Enhanced cleaning regimes

Since lockdown and opening for keyworker children, our school has had enhanced cleaning systems in place and also been regularly deep cleaned. We have adjusted our cleaning rotas with our site team to ensure that more regular cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties such as teachers and support staff will also be requested to keep their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

Coats and bags

As children have their own cloakroom facilities in their individual classrooms, coats and bags can be left in their normal places. Please keep items brought into school to a minimum as much as possible. Only 1 bag per child please.

The importance of fresh air

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities.

Activity clubs

There will be no outside providers for activity clubs in the autumn term, likewise there will be no additional clubs run 'in house' by school staff, Our new wrap around clubs will commence from 7th September 2020, see below.

School office

School offices will remain closed to personal visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements. Senior staff will then arrange to meet parents with their child in the open air. All other communication should be done by telephone or e-mail as far as possible.

Communication

Communication with parents is important to us. Due to the current restrictions, we would request that meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. Please do this by

emailing office@pinvinfed.co.uk or telephoning the office who will support you in making these arrangements.

Please keep face to face conversations to a minimum at the school gates.

Behaviour

An addendum to our behaviour policy was added in April 2020 when the first groups of children returned to school. We have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that any such behaviour which jeopardises the health of others, is taken very seriously. The behaviour policy will be strictly adhered to at all times.

Our Federation values and ethos remain unchanged, and children are expected to uphold them. These will be reinforced to all at the start of the Autumn term.

In addition to our values and expectations in school, children must be aware of the new requirements in the addendum namely that they must:

- Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to EYFS and younger pupils);
- Use their own specific equipment (including resources) and not share any of these;
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in our designated group and minimise contact with children from other groups (including in the playground, anywhere on the school site and on their way to and from school)
- Move around school as instructed by their teacher/adult and avoiding other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash their hands
- Wash hands frequently (including whenever asked to), with soap and water for 20 seconds (e.g. by singing Happy Birthday twice) or with hand sanitiser if soap and water are not available.

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. This is required inside school and outside during breaks and lunches. Any children who are unable to do this are risking the safety of themselves, other children and staff and we will ask parents to collect them immediately. A risk assessment will then be completed to determine whether it is safe to have the child back in school. If we deem a child unsafe to have in school, we will work with parents to arrange provision the child can access safely.

School lunches.

We intend to have a full school offer for hot lunches again with a return to the normal payment arrangements via our Parent Pay Booking System.

Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment for meals booked will be required.

If parents are unsure about whether they are entitled to free school meals and need to pay or not, they should contact the school office. We are aware that many families' situations have changed due to the COVID-19 pandemic and this may mean that you could now be entitled to free school meals and the pupil premium funding, please contact the school office and we will support you with this.

We have arrangements in place (staggered lunchtimes) to ensure that during lunch time, separation between 'bubbles' is maintained. Children will always have the chance to wash their hands before eating. Both school dinner and packed lunches will eat in their bubble groups.

Availability of water on site

All pupils should have their own school water bottle that is untouched by other children or staff. No water fountains are currently available at school. Water is available in school to refill children's own water bottles.

School uniform

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress. Children in the Middle school should wear the appropriate PE kit on their allocated PE days instead of their full uniform as the changing rooms cannot be used. They will be informed of the correct days week 1.

Curriculum for reconnection

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

We have looked closely at the Curriculum to ensure pupils continue to receive a broad and balanced curriculum which also incorporates appropriate PSHE activities and other activities to ensure children experience a smooth transition back into school. Teachers have also identified any potential gaps in learning and are ready to address these.

Assessment

Our teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long term plans. Class teachers will use their own expertise to establish starting points for each class in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence but each child and class will be different. In schools, this way of assessing what should be taught next is known as 'formative assessment', that is the judgements teachers make on a day-to-day basis during class work which allow them to assess attainment and progress. To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working rather than spending too long on a formal testing regime, especially when children's confidence will be low. Please be assured that your child will be receiving a broad and balanced curriculum which meets their individual needs.

Broad and balanced curriculum

Although there are some restrictions in place (e.g. singing in large groups) we fully intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children to ensure they achieve well and are being taught their age appropriate curriculum.

Pupils with additional needs

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will

be supported by the school inclusion team to ensure a smooth transition when returning to school. Mrs Barker and Mrs Rowley have been working with our families to support children in their transition back into school. In some cases, children with additional needs may require a risk assessment to be completed.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE.

Children or staff suspected of having COVID-19

In line with DfE guidance, in the case of a suspected infection the school will:

- engage with the NHS Test and Trace process.

We ask that parents and staff inform the school immediately of the outcome of any test;

- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or email parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or confirmed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt, the new advice says that we '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' now means:

- ® 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.
- When a case is suspected in school, the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
 - We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says *'Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.'*

If no test is undertaken then we expect children to self-isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stayat-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

In the event of a local authority (Worcestershire) wide lockdown, the school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.

Wrap around care – Noah's Ark and Rainbows

We will be offering our wrap around care club from **Monday 7th September**.

Wherever possible, we will try to keep children within their own bubbles with the same set of staff. However, this cannot be guaranteed and parents should be aware that children are likely to mix with a limited number of children outside their bubble.

We have made the decision that this was justifiable given that the alternative is no provision at all for working parents. The children will sanitise their hands regularly and additional cleaning measures will be in place.

Booking is available up to an entire term, allowing you to select the days you require. Bookings and payments need to be made through ParentPay. Please note, sessions must be booked up in advance.

Please email noahsark@pinvinfed.co.uk for Pinvin First School and rainbow@pinvinfed.co.uk for St Nicholas Middle School to request a booking form.