



West Byfleet Junior School

Arrangements planned for the return of all pupils on 3 September 2020

Following the guidance announced for schools, on 3 July, regarding the full reopening of schools in September 2020, West Byfleet Junior School have prepared a plan detailing our arrangements for the planned return of all pupils.

The full document produced by the government may be found at:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Following the successful return of Year 6, all other year groups, as well as providing support for key worker families during the Summer Term, West Byfleet Junior School has already implemented and gained experience of these new practices ready for the planned return of all pupils in September 2020.

In response to guidance, West Byfleet Junior School has spent time considering the best way to manage the return of all pupils. We fully support the return of all pupils back into school within a safe environment. It is very clear from the experiences we have been able to draw upon so far during lockdown that it is vital that children return to school for their mental well-being and academic development.

The risk to children of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school.

We have taken time to reflect on the best plan for a safe return for all children from September in the context of providing the widest range of high quality learning opportunities that will enable children to thrive and progress, whilst at the same time balancing the need to provide a safe environment that minimises the risk of infection spreading.

Our planned safe return to school for all pupils covers five key areas:

1. Minimising the spread of Coronavirus
2. Organisation of the school day
3. School curriculum, behaviour expectations and pastoral care
4. Assessment
5. Continuity of education and local lockdown

1. Minimising the Spread of Coronavirus

In planning a full return in September, we have produced a detailed Health and Safety risk assessment addressing the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that were in place for the Summer Term. Critical to this risk assessment and minimising the spread are the following:

Policy: West Byfleet Junior School Planned Arrangements for all Pupils Returning 3 September 2020

Review: Reviewed and updated as required during Autumn Term 2020

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene by all adults and pupils
- 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

We aim to reduce contacts in school by:

- grouping children together in year group “bubbles”
- avoiding contact between year group bubbles wherever possible
- arranging classrooms with forward facing desks
- staff and visitors maintaining distance from pupils and other staff as much as possible

Protective measures

The school will adopt a system for controls for prevention and response to infection.

Prevention

We will introduce measures to help prevent the spread of any possible virus in school by:

- ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- Ensure the cleaning of hands by pupils regularly throughout the day, with hand sanitising stations available on entry into school, regular use of and access to soap and water/sanitiser throughout the rest of the day.
- Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- Introduce enhanced cleaning, including regular cleaning of frequently touched surfaces using standard products, such as detergents and bleach
- Minimise contact between individuals and maintain social distancing wherever possible by:
 1. Creating year group bubbles that do not mix with other year groups either during the school day, or before and during after school care clubs
 2. Creating year group zones for learning and playtime
 3. Staggered break times, implementing two lunchtime sittings using classrooms and playground zones for year groups (two year groups at play at one time)
 4. Staff will ensure maximum distance is maintained between children from different year groups if they operate across different year groups
 5. Supporting children to maintain appropriate distances in classrooms and minimising movement in classrooms with forward facing desks
 6. Assemblies will be held in year groups only, or zoom assemblies in classrooms to avoid mixing of children for whole school assemblies

7. Staggered entry and exit times will be established to keep distances between year group bubbles
8. Visitors will be permitted by appointment only during the Autumn Term. Parents may not access reception, except for medical reasons.
9. Pupils will bring pencils cases for their own use which will remain in school. Other items will be taken home for washing, e.g. water bottles. Coats and bags must be returned home each day leaving the cloakroom areas completely clear for deeper cleaning to take place daily.
10. Resources such as reading scheme books will be allowed to be taken home, but these resources will form part of the year group bubble resources and they must be returned to the year group where they will be quarantined for 72 hours before reuse.
11. Outdoor play equipment will be used, and cleaning of this equipment will be included in the cleaning regime led by the caretaker during the day
12. PPE will be used for medical assessment, close contact for medical reasons, suspected COVID symptoms, or where intimate care is needed.

Response to infection

As a school we will be responding to any possible infections by:

1. Engaging with the NHS Trace and Track process
2. Managing confirmed cases amongst the school community
3. Containing any outbreak by following local health protection team advice

2. Organisation of the School Day

School Attendance

From September 2020, the usual rules regarding school attendance will apply, including:

- parents' duty to ensure that their child attends school regularly 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

School day-entry and collection

It is vital to keep year group bubbles as separated as possible. To ensure we can do this, there will be staggered drop off times and collection times. The following times are for drop off:

08.30 to 08.40: Year 6 enter by recreation park gate to playground, sanitise at stations and go straight into classes via outside doors

08.30 to 08.40: Year 5 enter by main pedestrian gate, sanitise at sanitising stations outside and enter into classes on first floor straight away

08.40-08.50: Year 4 enter by main pedestrian gate, sanitise at sanitising stations outside and enter into classes on first floor straight away.

08.50 to 09.00: Year 3 (with parents accompanying for the first two weeks if required) enter via the recreation park gate onto the playground where Year 3 staff will be waiting to greet children and direct them to follow the one-way systems in place. Exit at the end of the day via the recreation park gate into the park.

It is vital that children and parents adhere to the times set out and do not block up the pavement areas outside the school pedestrian gate or the recreation park gate. Initially cycles and scooters are not permitted, as this will greatly affect the safe flow of children and parents in the morning and afternoon. However, once the school is content with the plans in place working well, these restrictions will be removed and parents will be notified of the process to obtain scooter and cycle passes.

Staggered collection of pupils at the end of the day will also be in place (Parents may not enter the school site at the end of the day). Please collect children from the collection points as indicated by the signs).

Timings will be:

3.00: Year 6
3.10: Year 5
3.15: Year 4
3.20: Year 3

Lunchtime provision

Lunchtime will last from 12:00 to 13.10 for all children.

There will be two sittings for lunch, which will be rotated weekly. For instance Years 3 & 4 will eat first in their classrooms (with school meals delivered by lunchtime staff for the first half an hour of lunchtime). They will have half an hour on the playground in two large zones for the rest of the lunch hour. Weather permitting our extensive fields will be used for play too. Whilst Years 3 & 4 are eating inside, Years 5 & 6 will have their playtime outside. In the event of wet weather, all children will remain in their classrooms as normal for wet play.

Break times will be staggered as follows and rotated to ensure the children have full use of the playground space to themselves at the following times:

Year 6: 10.00 to 10.15
Year 4: 10.15 to 10.30
Year 3: 10.30 to 10.45
Year 5: 10.45 to 11.00

During break times, use of the jungle gym can be used with regular cleaning between bubbles. This will be on a rota for classes to maximise social distancing.

Discovery and Rise & Shine clubs

These clubs will function as normal and will need to be booked directly with the Club Manager, Miss Moore. Timings will remain the same. To avoid mixing, children will be divided into four year groups. Please contact Miss Moore for further details.

Extra-curricular activities

As a school we value a very rich, broad and balanced curriculum supported by a vast range of extra-curricular activities. Wherever possible clubs will continue but in year groups bubbles. A detailed list of clubs and booking forms will be issued at the start of the Autumn Term 2020.

3. School Curriculum, Behaviour Expectations and Pastoral Care

Children will be expected to return to school in the Autumn Term wearing either the correct winter uniform or correct summer uniform. From October half term, all children will be expected to wear winter uniform. School uniform should be presented clean and tidy each day, and parents are encouraged to continue normal washing regimes.

On PE days, children should come to school wearing PE kit, as no changing will be allowed. Full PE kit must be worn correctly, as this will act as the uniform for the day.

School Curriculum

The curriculum taught for the Autumn Term will follow the planned Autumn Term curriculum as normal. The only exception will be that no swimming, singing lessons and no recorder lessons will take place. However, clarinet lessons will continue in smaller groups of fifteen children. Otherwise our extensive broad and balanced curriculum will be delivered in full.

For some children, if not all, the aspect of loss, whether this be loss of routine, contact with peer group, freedom and even death, are all factors that we will be considering as part of the return to school. A great deal of work to reintegrate children into school and support pupils who may be suffering from issues related to their mental well-being will be central to our curriculum content.

Equally, we are fully aware that for some children academic achievement has not been great during the lockdown, whereas for others it has been a time of accelerating learning. The school plans to identify and provide intervention through the schemes supported by the government and our own analysis of what is required to move children forward with their learning.

Outdoor space will be maximised whenever possible to teach aspects of the curriculum, this will support social distancing and assist with pupil mental well-being. For instance, we will be delivering a full Forest Schools Curriculum for all children across the year.

Trips and visits from educational visitors will be planned in line with the current risk assessments and advice. We are still hopeful that residential trips will take place, but we will update parents regarding this.

Behaviour expectations

The School Behaviour Policy reflects the current situation of COVID. Behaviour around school during lockdown has been outstanding and all pupils have responded to the differing expectations set by the environment we find ourselves in. This will need to continue from September.

Pastoral care

Our Pastoral Care Team have done an amazing job during the Summer Term and they will continue to be in regular contact with parents as well as planning support in school.

4. Assessment

Both the Year 4 National multiplication tables check in June 2021 and the Year 6 SATs test in May 2021 are scheduled to take place.

The school will be making extensive use of internal tests and teacher assessment to plan for pupil progress and interventions.

5. Continuity of Education and Local Lockdown

If a local area sees a spike in infection rates that results in a localised community spread of Coronavirus, the appropriate authorities will decide which measures to implement to help contain the spread. The Department for Education will be involved in decisions at a local and national level affecting a geographical area.

For individuals or groups of self-isolating pupils, remote education plans should be in place.

In the event of a local outbreak, the PHE health protection team or local authority may advise a school or number of schools to close temporarily to help control transmission.

Where a class, group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, we will provide immediate remote education.

In providing remote learning we will:

- use a curriculum sequence that allows access to high-quality online and offline resources and teaching videos, that are linked to the school's curriculum expectations
- give access to high quality remote education resources
- select the online tools that will be consistently used across the school in order to allow interaction, assessment and feedback, and make sure staff are trained in their use
- provide printed resources, such as textbooks and workbooks, for pupils who do not have suitable online access
- recognise that younger pupils and some pupils with SEND may not be able to access remote education without adult support, and so schools should work with families to deliver a broad and ambitious curriculum.

When teaching pupils remotely, we will:

- set assignments so that pupils have meaningful and ambitious work each day in a number of different subjects
- teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject
- provide frequent, clear explanations of new content, delivered by a teacher in the school or through high quality curriculum resources and/or videos
- gauge how well pupils are progressing through the curriculum, using questions and other suitable tasks and set a clear expectation on how regularly teachers will check work
- enable teachers to adjust the pace or difficulty of what is being taught in response to questions or assessments, including, where necessary, revising material or simplifying explanations to ensure pupils' understanding

- plan a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers

Summary

In summary, I hope this clarifies the school's plans for the safe return of all pupils from 3 September 2020.

All of the above is and will remain conditional upon updated guidance from the government and regular risk assessments of the current provision. Should the capacity of the school change, or other factors affecting the safe provision for children at West Byfleet Junior School, the school and governors will reserve the right to review the arrangements and make recommendations, which may include a return to home learning, if a local lockdown should arise for instance.