

# Southwold Primary School and EYC Re-opening Plan September 2020



**N.B This is a draft plan and subject to change. The final draft will be sent to parents during the week beginning 24.8.20.**

## Access to School

Social distance guidelines will be in operation around the school building. Parents should remain 2 metres apart at all times and wait on the yellow lines painted on the pathways into school where relevant. Details of the access point you should use is provided in the table on page 2.

To ensure we reduce the number of people on the school site and in the interest of infection control, parents will not be permitted to enter the school building unless it is an emergency or without a pre-arranged appointment.

All communication with school for the time being should be via phone or email.

## Arrival and Collection (Please see the table for allocated class groups and entry and exit times)

The gates via Marchwood Close will be locked to ensure heightened safety.

Entry and exit will be through the main gate or through the gate at the top of the field.

Arrival times and collection times will be slightly staggered to reduce the number of people on site and meet social distancing regulations. We do appreciate timings may cause some inconvenience for parents but it is an unavoidable safety measure that all schools are directed to put in place.

Parents **MUST** arrive and leave the school premises at these times. Please do not arrive earlier and wait, or arrive late to bring or collect your child. Parents must collect their own child and only one adult per family should drop off or collect their child from school.

## Arrivals – **N.B This is rather complicated. There will be staff around to guide you in the right direction – please don't worry!**

EYC will enter through the main school gate, following the one-way system and wait at the EYC gates to be called inside. Foundation 1 and 2 children may enter between 8:50 and 9:00am. Nursery Hub children should arrive at 9:10am

Pupils in Years 1, 2 and 3, and families with older/younger siblings, will enter school via the top field gate, between 8:45 and 8:55am. They will not enter through the main school entrance. Pupils will wait on the playground markers until they are permitted inside, one at a time. Parents must keep socially distanced at all times (one parent per family).

Pupils in Years 4, 5 and 6 should enter school, on their own wherever possible, through the main gate.

Pupils in Years 4 and 5 must wait on the yellow lines outside the main playground gate to be admitted into their classroom one at a time

Year 6 should enter through the Year 6 gate (outside the Year 6 building) and wait on the allocated markers outside Year 6, ready to be admitted.

There will be staff 'marshalls' at each entrance to guide pupils and parents

The table provides information about your child's class group and where they should be dropped off and collected. We have included information for all year groups so that you can see we need to stick to strict entry and exit points and times.

If entering through the main entrance pedestrian gate, exit is via the drive (following the arrows of the one-way system). Please keep to social distancing rules at all times.

	<b>Drop off/ collection point</b> (using social distancing chevrons)	<b>Entry time</b>	<b>Exit time</b>
Nursery Hub	Pupils enter through main gate with parents Line up at the EYC playground gate on yellow lines and wait to be admitted into the classroom	9:10am	11:50am
Foundation 1	Pupils enter through main gate with parents Line up at the EYC playground gate on yellow lines and wait to be admitted into the classroom	8:50-9:00am	2:55-3:05pm
Foundation 2	Pupils enter through main gate with parents Line up at the EYC playground gate on yellow lines and wait to be admitted into the classroom	8:50-9:00am	2:55-3:05pm
Year 1	Enter through gate at top of field Parents permitted to accompany Walk down path (not over grass please) and wait on marker on the playground Children will be admitted into class one at a time	from 8:45 – 8:55am	3:15pm
Year 2	Enter through gate at top of field Parents permitted to accompany Walk down path (not over grass please) and wait on marker on the playground Children will be admitted into class one at a time	from 8:45 – 8:55am	3:15pm
Year 3	Enter through gate at top of field Parents permitted to accompany Walk down path (not over grass please) and wait on marker on the playground Children will be admitted into class one at a time	from 8:45 – 8:55am	3:15pm
Year 4	Pupils enter through main gate – parents to leave pupils at main gate wherever possible to walk in on their own Line up at the main playground gate on yellow lines and wait to be admitted into the classroom	from 8:45 – 8:55am	3:25pm
Year 5	Pupils enter through main gate – parents to leave pupils at main gate wherever possible to walk in on their own Line up at the main playground gate on yellow lines and wait to be admitted into the classroom	from 8:45 – 8:55am	3:25pm
Year 6	Pupils enter through Year 6 gate (in front of the Year 6 building) – parents to leave pupils at main gate wherever possible to walk in on their own Line up on allocated yellow markers on the playground and wait to be admitted into the classroom	from 8:45 – 8:55am	3:25pm
Families with siblings	Enter through gate at top of field. Parents permitted to accompany Walk down path (not over grass please) Year 1-3 children will be admitted into classrooms one at a time; Year 4-6 pupils should go to their classroom gates and wait to be called into class	from 8:45 – 8:55am	As above, dependent on year group

**Exits are more complicated:**

Pupils in EYC will be dismissed from the EYC gate at the allocated time. If parents then need to collect pupils from Years 1, 2 or 3, they must walk up the drive and through the allocated fence into the main playground, to wait on the yellow markers.

Years 1, 2 and 3 will finish school at 3:15pm whilst the bubble system is in place. In that way, parents can enter through the gate at the top field (or after collection from EYC via the playground gate) and walk down the path to wait on the yellow markers at a social distance. Children in Years 1, 2 and 3 will then be dismissed on to the playground one at a time and parents will exit school via the gate at the top of the field.

If parents are waiting for pupils in Years 4, 5 and 6, they should remain on the playground at a social distance until these classes are dismissed at 3:25pm, then exit school via the gate at the top of the field, walking on the path.

Years 4, 5 and 6 will be dismissed at 3:25pm and, unless they are meeting their parent on the playground, they will leave school when their parents are lined up outside the main playground gate via the one-way system. Parents of pupils in Years 5 and 6 can give school written permission for them to walk home by themselves.

Please note that once the Covid-19 pandemic is over, school will return to 'normal', including opening and closing times – you will be formally notified of this

Breakfast Club will recommence on Monday 7<sup>th</sup> September 2020– details to follow.

### Class Groups

Children will be working in school in year group 'bubbles' of up to 30 pupils in a class room in Key Stage Two (KS2), with a Key Stage One (KS1) and Early Years Centre (EYC) bubble. They will remain in these groups throughout the day and socialise with the children in their group. In Years 2 to 6, desks will be in rows so that all pupils are facing forward. Bubbles of pupils will not socially distance, except from their teachers wherever possible. Teachers will teach from the front as a general rule.

Bubble groups will have allocated staff members, as well as an allocated midday supervisor. Staff are allowed to move between bubbles, but should keep to social distance guidelines where possible.

Children will have access to their own resources and equipment, which will be provided by school. Where resources are shared, they will be cleaned between use.

### Playtimes

Children will go out to play on a rota, so that they do not come into contact with other year group bubbles.

### School Dinners

Hot school lunches will be available. Children in Foundation 1, Foundation 2, Year 1 and Year 2, as well as those pupils who are eligible for free school meals, can request a free school lunch. For other pupils, lunches can be ordered by your child informing their class teacher. Classes will eat lunches on a rota system in the school hall (separated into 2x zones) or dining hall (with one year group in a classroom). Allocation of field and playground will be rotated.

### Belongings

Children should not bring any belongings from home, other than their coat, book bag, sun hat, water bottle and packed lunch (if they have a packed lunch from home) in to school. Reading diaries should be kept in the child's book bag. Where pertinent, parents should administer sun-cream on children before they come to school. Coats and bags will be kept in cloakrooms.

### Uniform

Children should come to school in full school uniform from September 2020 at all times. (There is no longer guidance that clothes must be cleaned each day). School jumpers and book bags can be ordered via email and phone and money sent in with the children, who will be given the uniform items to bring home. However, once clothing items are purchased and sent home, they cannot be returned/refunded.

PE kit must be a white polo shirt or T-shirt and black or blue shorts or jogging bottoms only. PE kit should be brought into school for the duration of a half-term.

### Behaviour and Safeguarding

Both Behaviour and Child Protection Policies have an addendum related to CV19. The substantive elements of each policy are still applicable. Please find these on our school website.

### School Office

Parents will not be permitted to enter the school office. All office queries will be dealt with remotely by ringing or emailing Mrs Williams or Mrs Smith.

We will continue to operate as a cash office so all dinner money should be paid in cash within an envelope, sent in with your child(ren) to be given to their teacher and the office will send home any change in a secured envelope.

### Attendance

If children will be absent from school, parents should contact the school office in advance by telephone to explain the reason for absence. It is now statutory that pupils attend school and persistent absence is likely to result in a penalty fine being issued

### Safety Measures in place

Regular and thorough handwashing is key to maintaining hygiene and reducing the risk of the transmission of the virus. Children will wash their hands thoroughly for at least 20 seconds with warm water and soap (30 seconds in cold water) when they arrive at school. This will happen regularly during the day- before they eat, after eating, after break times, after sneezing, before leaving school and whenever needed. In addition to this, hand sanitiser is available in each learning space and key area of school.

There will be regular cleaning of the school and key areas of the school before, during the day and after school. Each group have access to cleaning resources, there will be lidded pedal bins placed within classrooms for tissues and these will be emptied regularly. Children will be encouraged to take responsibility for cleaning of their own areas and belongings.

Each group has access to a first aid kit and there will be first aid trained staff available should there be any accidents which require personal care. Staff have access to PPE equipment if required.

### Accidents and Incidents in school

School will continue with usual practice in relation to any accidents or incidents that occur in school e.g. cuts, grazes, bumped heads etc. As usual school will contact parents about any urgent medical need. If parents need to pick up a child, they will be advised about what to do at the point of contact to minimise any personal contact

Personal Protection Equipment (PPE) is available in school for those children with specific care needs and will be used if required. Staff will have been trained in its use, and will be sensitive to children's emotional needs should they use PPE

If a child starts to show symptoms of coronavirus or becomes unwell, parents will be contacted immediately to collect them. They will need to book a test for their child, inform school of the results and, if the child tests positive, this child and the rest of their class group will need to remain at home and self-isolate for 14 days. If parents think their child may have been exposed to or has coronavirus, they must contact the school on 0115 9155815 at the earliest opportunity.

If someone in a child's household has symptoms, the child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

Where possible, children should avoid pupils from other 'bubbles' outside of school (apart from siblings). School should also appreciate it if parents continue to encourage good infection control practices, such as thorough handwashing, at home.

Staff will adhere to social distancing as much as possible when working with child(ren), and train the children to work and play in this very different way; however, it is not possible to guarantee that children will not come into contact with staff or each other in a school setting or on the way to and from school.

As explained in government guidelines, because of the age and learning behaviours of the children, social distancing with younger children is not possible to be in place in the same way.