



Reach for the Stars

Procedures for School for the Autumn term from 1st September 2020 for all children to return to school during the Coronavirus pandemic.

These procedures were written on 7.7.20 agreed by the staff and members of the FGB before 17th July 2020.

Written in conjunction with the following government produced documents

- [Guidance for the Full Opening of Schools](#) 2nd July 2020
- [Education and Childcare Guidance updates during COVID-19](#) constantly updated.

Signed REWilliams Executive Headteacher

Signed J. Cartwright Chair of Governors

Review in line with government advice throughout the Autumn term.

Past Procedures for re-opening for specific year groups, vulnerable children and children of key workers.

Schools in the UK closed from Monday 23rd March due to the Coronavirus pandemic. Our Federation did not shut completely at any time as children were provided for at Hinstock School. Schools in England began the phased reopening process on 1st June 2020. This started with inviting Nursery, Reception, Year 1 and Year 6 back to school on the 1.6.20. Keyworker children had been provided for throughout lockdown from the 23rd March 2020.

By the end of the Summer term **all** children had been invited into school for at least one session, most children came in for more.

From September 2020:

The government have made it clear that it is compulsory for children to attend and usual procedures will be in place through the EWO, following county guidance.

IMPORTANT PARENTS, PUPILS AND STAFF MUST:

Minimise contact with individuals who are unwell by ensuring that **those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.**

NOT come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 7 days, and ensure anyone developing those symptoms during the school day is sent home.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

All members of the school community must be prepared to work with **NHS Test and Trace** Services to follow up any positive tests that may occur.

If sent home **confirmed negative test results must be obtained** before they return to school or isolation procedures must be adhered to for them and their family. Tests are readily available and school can help parents access them where necessary.

Planned return of pupils

From 3rd September, School and Nursery will be open to all pupils. The 1st and 2nd are planned staff development days and are needed for setting up the classrooms and learning areas as well as working on a recovery curriculum best suited to our pupils and how we will assess where children are academically as they return.

Online Learning

All parents will be encouraged to work on accessing Class dojos, Purple Mash, Fiction Express and cheswardineschool.org.uk in readiness for any local lockdowns that may occur throughout the year. Contact the school for guidance, but please make sure you are prepared to work with the school in this area as we do not want more children to fall behind due to not engaging in remote learning. Access to Microsoft teams is also encouraged so that the teacher can be in touch with classes and pupils if there is any further outbreak and disruption.

Additional safety measures put in place to enable reopening

- Our present Risk Assessment will be reviewed and added to in order to facilitate everyone's return. This will be published on our website.
- Equal class sizes across the school have been organised in order to maintain safety for staff and children as much as possible.
- These will be: Class 1: 16/17 children: Year R, 1 and 2
Class 2: 13 children: Year 3/4/5
Class 3: 14 children: Year 5/6
- Teachers and TAs will be assigned to each classroom and will change as little as possible, if they need to change then adults will maintain social distancing measures.
- Teachers in class are: Nursery: Leanne Allman
Class 1: Mrs Jones and Ms Dunn
Class 2: Mrs Tomkinson and Mr Church
Class 3: Miss France
- Modified procedures to enable social distancing of parents and teachers such as staggering the school day. Parents need to make an appointment to discuss things with teachers or do so through email/class dojo.
- **Parents must not** congregate in car parks, on roads or on school grounds.
- Modified safety processes such as the fire procedures, site lockdown and first aid.
- Regular handwashing opportunities for staff and children – children supported with signs and modelling.
- Resources to be cleaned more frequently throughout the day. Limited sharing of resources between groups or 48 hours of no use for some resources (72 hours if plastic).
- Dedicated systems for each group to move around school safely.
- Plan for enabling effective use of the toilets we have in school.
- Clear signage up around school informing the school community of procedures and regulations at this time.
- Regular cleaning throughout the day of touch points by all staff.
- Tissues and lidded bins in each classroom.
- PPE available in each learning space in case any child displays symptoms of COVID-19 whilst on site.
- Isolation area for anyone waiting to be picked up from site because they are displaying signs of illness (Class 4).

Cleaning

Our cleaner in charge will continue with the cleaning of the premises as usual in the morning and evening each day and is following guidance as set out in [COVID-19: cleaning of non-healthcare settings guidance](#). Cleaning will be carried out more often by staff throughout the day, with a focus on shared areas such as toilets being cleaned in the middle of the day as well as at the end of the day.

All children and families must adhere to measures outlined below:

- Children will go straight into school at the designated time through their allocated entry point for hand washing. Distance markers will guide any queue that may build up.
- Staff will be on gates to direct and greet the children.
- A one way system will be in place down the pedestrian entrance path for dropping off all children. Year 6 will walk alone into school, dropped off at the main gate and enter by the side gate then around to their classroom. If you as a parent can allow Year 5 to walk alone into school from the main gate that would be preferable. If not, follow the one way system in place.
- Only **one adult** must accompany a child to school and must maintain social distancing at these times. If your child has a sibling in Year 6 they can come down into school with them and go through their own class door into school for handwashing.
- Parents of other years should follow the staggered entry times and make their way down the pedestrian path until the wooden side gate to the car park, their child will then be picked up and escorted through the metal gate and into their class base directly. Parents can then leave through the side gate, across the car park and onto the opposite pavement. The site

will be closed to deliveries at this time. Please queue at the 2m markers and go up to the gate one at a time to drop off your child.

- No pushchairs, soiled wellies or outdoor shoes inside school on the carpets please. Parents will therefore need to ensure each child has a change of shoes for inside. The inside shoes will stay in school (for example pumps).
- Please only bring in book bags with necessary items into school, **not large bags**. Children will be able to bring books home and will have a reading book in school. Every child will have their own designated pen and pencil. School equipment will be wiped/washed at least daily by staff and after contact if rotating groups.
- Water bottles should be taken home daily to be washed thoroughly, they can be filled up at school.
- **School uniform should be worn** and can be ordered online via the link on our website. Please keep it as clean as possible and changing clothes when the children arrive home would help with this.
- **On a PE day the children may come into school wearing PE kit at the start of the term.** This will limit the time taken out of PE lessons changing and the problems with finding different areas to change for PE as the children get older. Children will be told their PE day(s) at the start of the term.
- **On the first day 3.9.20 please wear full school uniform.**
- Children will wash their hands before they leave school at their specific home time.
- Parents **must not congregate** together at the end of the school day and must not come in to talk to staff during pick up and drop off times, any correspondence must be via email, class dojo or phone. If contact is then required a specified time can be set for safe, socially distant communication to occur. No parents will be allowed entry into the school building at any time.

Organisation

We will have a staggered start and end to the school day commencing from 3rd September (This will be less staggered than in the Summer though). This is in accordance with government advice and must be adhered to. We appreciate that this may be difficult for those parents who have siblings in different classes and we will endeavour to let these pupils in via their entrance when they start to turn up, which can be with the earlier sibling if required. School building entrances will be different for each year group. Parents are expected to collect in the same way and from the same point and not to congregate, families must adhere to national social distancing rules.

	Nursery	Class 1	Class 2	Class 3
Entrance and Exit Point	Along the usual pedestrian path, wait at the side gate to the car park and Nursery staff will come to collect your child. Leave through the side gate and across the car park, exiting on the opposite pavement to entering.	As with Nursery. Siblings can walk in with each other and enter at the older pupil's time.	As with Nursery and Reception. Siblings can walk in with Year 6 at the same time. Year 5 should be encouraged to walk in alone.	Drop off at main gate and walk onto site alone, maintaining social distancing from any friends met. Go through the side gate and around to the Class 3 fire exit to directly enter your classroom.
Start of the day	08:55	08:55	08:45	08:45
End of the day	15:10	15:10	15:15	15:15

We will not be providing an extended schools service. This means that, After-School Clubs will **not be provided** at the start of the Autumn term, however we will be looking into putting a Wraparound Care Service in place going forward through the year.

Class organisation

The classes have been structured to keep even numbers in each group across the school. As the term progresses the children will be assessed and groupings may change according to gaps that are evident from the lockdown or where there is increased evidence of progress to be addressed. Groups may be fluid depending on how the teacher sees the children developing over the Autumn term in particular. The DfE guidance states we must be back with the normal curriculum by Spring 2021 and in the Autumn it is about recovery which is why the situation for different children will remain under review. Until the children are back in school it is difficult to assess their true needs.

Each year group will have a dedicated staff team assigned to them for their days in school. They will not have all the staff present each day. At the moment Teachers in each class are:

Groups:	Nursery	Class 1	Class 2	Class 3
Staff:	Miss Allman	Mrs Jones Ms Dunn	Mrs Tomkinson Mr Church	Miss France
'Bubbles'	Nursery and Class 1 will be considered one bubble		Class 2 and 3 will be considered as one bubble.	

ActivSports will have activities on a Thursday afternoon and Ms Berg will do sports on a Wednesday morning. The coaches always do outside activities observing social distancing rules at all times. **No indoor activities or contact sports will be done at the start of term, this will be kept under review.**

Curriculum Support:

The DfE asks that schools and other settings meet the following key expectations if considering revisions to their school curriculum for academic year 2020 to 2021:

Teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but make use of existing flexibilities to create time to cover the most important missed content: Prioritisation within subjects of the most important components for progression is likely to be more effective than removing subjects, which pupils may struggle to pick up again later. In particular, schools may consider how all subjects can contribute to the filling of gaps in core knowledge, for example through an emphasis on reading

We will aim to return to the school's normal curriculum in all subjects during Spring term 2021: Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021.

We will plan on the basis of the educational needs of pupils: Curriculum planning should be informed by an assessment of pupils' starting points and addressing the gaps in their knowledge and skills, in particular making effective use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work) while avoiding the introduction of unnecessary tracking systems.

We will also develop remote education so that it is integrated into school curriculum planning: Remote education may need to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. All schools are therefore expected to plan to ensure any pupils educated at home for some of the time are given the support they need to master the curriculum and so make good progress.

For children in Nursery, teachers will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception, teachers will also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. For Nursery and Reception, we will consider how all groups of children can be given equal opportunities for outdoor learning.

For our pupils in key stages 1 and 2, we will be expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.

Marking

Marking will take place and books can be shared between teachers and pupils although regular handwashing is expected.

Homework

In order to encourage further confidence with remote online learning, Reading, Purple Mash maths games, TT Rockstars and spellings will be set by the class teachers through online platforms. No homework will be physically handed in but deadlines will be set and evidence will be expected to be submitted in time via the online platforms. It is important that parents, children and staff all become proficient with these expectations in order to prepare for any further disruptions that could occur in the year.

Activsports

Activsports will provide their own Risk Assessment for the activities they lead and will be included in our school based risk assessment for contact and social distancing purposes. They will ensure appropriate distancing to reduce possible contact and spread as they will be visiting other school sites during the week.

Forest Schools

The use of forest school will be developed for each group as we settle into a routine. Teachers will lead Forest Schools with their group. Camp fire snacks (hot chocolate, hot juice and biscuits) can only take place in small groups with appropriate distancing within the designated area. Risk Assessments will be amended to include this. Any tools used must be washed between use by different children.

Assemblies

Acts of collective worship which are usually a daily event will happen at least once weekly with Mrs Williams visiting each class. Otherwise, collective worship will take place with the teacher in their own classrooms.

Playtime procedures

Playtime will be staggered to enable children to exercise and socialise in class groups with minimal mixing.

Each group will be allocated a time for playtime and given a section of the field to use in the afternoon. Teachers will give guidance as to areas to stay within when playing.

Nursery will use their own playground and indoor space exclusively but will be able to mix with Class 1 at lunchtime.

Class 1 will use their outdoor area and be allowed access to the field but not the outdoor gym equipment or the Nature Gym area. Morning break will be at 10:10-10:30am.

Class 2 and 3 will use the playground, the far field and the Nature Gym, break will be from 10:30-10:50am.

Every group will have a designated route to the playground/field: Supervision will be sorted by staff on site with their group each day. Recent first aid training means we are covered for these periods of time. A first aid kit will be provided for every group to include PPE. All equipment used will be wiped down after use if shared between classes, if kept in own class group it doesn't need to be.

Toilets

Each class limit children to one at a time visiting the toilets which would make a maximum of three in the toilets at any one time.

Lunchtime procedures

- Children will be provided with a daily meal by the kitchen staff from Hinstock Primary School. This will be at the usual price of £2.25 or free to those who are eligible either through Universal Infant Free meals or income based free meals. At the start of term the meal will be in the form of a packed lunch delivered to the classroom. Lunchboxes will include a sandwich or wrap with a choice of ham, cheese, tuna or egg filling, a packet of crisps, a cake or cookie, a piece of fruit and a sausage roll for the older children.
- All payments must be made online so contact the office for details if you are unsure of this. When we do return to school no cash will be allowed to come onsite so please update yourself with online payment details.
- If not ordering lunch then children will be requested to bring in a packed lunch and a water bottle.
- Lunches will be eaten within the children's class base or playground zone. Following appropriate handwashing and cleaning of the class areas. This is to minimise contact as per government advice.
- Children will be able to go out to play in their zones following lunch and staff will take it in turns to be with them and have their own lunchbreak.
- Lunchbreak will be from 12:00-13:00 for Class 1 and Nursery, 12:15-13:15 for Classes 2 and 3.

Safety precautions

Safeguarding

- Qualified Designated Safeguarding Leads will be contactable at all times. Mrs Williams (either on site or at Hinstock), Mrs Jones or Ms Dunn.
- All usual policies and procedures for safeguarding apply with the addition of COVID-19 guidance.

First Aid

- Appropriate and up to date Risk Assessments have been completed in agreement with the LA based on providing first aid to children or staff.
- All staff have had recent emergency first aid training at work. Mrs Whitehouse, Mrs Swinnerton and Mrs Blank have full first aid at work training. Miss Allman, Mrs Simpson have paediatric first aid training. Each area will have their own first aid kit, which they will be responsible for stocking.
- Each area will be provided with appropriate PPE including facial coverings, aprons and gloves.
- Depending upon the severity first aid can be given on the spot including outside – ensuring staff are protected with PPE. Or if required staff can escort children safely to the class area for treatment.

Positive handling (Restraint)

- Positive handling cannot take place during the Autumn term due to the high risks involved with such close contact. A child who requires positive handling as a last resort due to their risk management, will need to be isolated, by removing the rest of the pupils. Then parents will need to be contacted to come and support staff. If the pupil needs to then go home as a result of their behaviour, a fixed term exclusion will apply.

Intimate care

- PPE to be worn at all times by staff.
- School intimate care policy to be followed.
- Two members of staff required for intimate care duties but only one in close proximity to the child.
- Sensible use of disabled toilet or toilet spaces for intimate care, depending on circumstances. Nursery follow usual protocol.
- Parents to be contacted.

Wet playtimes/lunchtimes

- Children and staff will stay in their small group class bases. Teams will manage staff breaks between themselves.
- The main school hall can be freed for exercise.
- Generally, Cheswardine pupils go outside in most weathers and places would be allocated to groups such as the Nature Gym for Year 6 and the outdoor classroom base for Class 1 the hall could then be used by Class 2.

Fire Procedures

- In the event of a fire, the main aim is to leave the building safely in an orderly manner.
- However, to also conform to safe distancing the children will be asked to go to their nearest exit point and line up outside near to their classes usual spot on the playground and line up leaving a gap between them and the person in front of them. More space may be needed between each line so staff ensure this is the case.
- A fire drill will be practised for every new group entering school and class groups will familiarise themselves with the safest exit point on their return.
- Class attendance clipboards will however always be kept in classes. Teachers to be responsible for taking these outside with them.
- All other procedures remain the same – Doors closed by HT or office staff, site checked, the signing in book to be taken outside for attendance purposes, HT mobile phone to be taken outside, cordless phone to also be taken out, and teachers to take out their class clipboard.

Lockdown site procedures

- Updated clipboards will be taken by staff to the designated lockdown points.
- All other procedures for lockdown remain in place as usual. This is an extremely rare event and this action is only taken under the most serious concerns for health and safety, therefore this supersedes the need to safely distance.

Staffing

- Staff will adhere to social distancing measures during their break times when in the staffroom. Only the designated chairs and seating arrangement will remain in place. This must not be changed as it allows for safe distancing.
- Playtimes and lunchtimes are staggered so the flow of staff at playtime will also be staggered.
- PPA time – all teachers will receive weekly allocated time to plan and prepare for their learning activities. This will be covered by Activsports, Ms Berg and planned TA cover.
- The office will be manned by one admin person each day. Registers are carried out online through an excel spreadsheet on the staff server.
- All staff should be logged onto Microsoft teams at all times in order to remotely request help or talk to each other about anything of concern that arises.

Autumn term events under review (not able to happen under current guidance)

- Harvest Festival
- All educational visits
- Christmas concert
- Sporting inter school competitions.

[Please also read the Risk Assessment documents produced to be read in conjunction with this procedural document.](#) These will be available on our website before the end of term.