

Langar C of E Primary School

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Head Teacher
Mrs E J Brown

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27th May 2020

Dear Parents,

IMPORTANT - Phased Return to School Final Plan

Thank you to everyone who has responded to express the need to access childcare provision for the children of key workers, and also to those parents who have shared their intentions to not send their child back to school yet. This has been most helpful for finalising the provision we are able to offer.

Since I wrote to you last, in consultation with the staff and governors I have been working to formulate a plan for a phased return to our school. I am going to present this plan to you. This plan follows government guidance which has subsequently been adapted to suit the staffing, environment and needs of our school as highlighted in the risk assessments I have carried out.

What is the current situation & guidance?

The Governors and I have determined that the most appropriate option is to adopt HM Government and Local Authority Guidance. This guidance is developing and may change at any time.

The current government position is that they believe it is safe for children to congregate in schools in allocated groups - no more than 15 in a 'bubble', and that schools should begin to plan to offer full time places for Reception, Y1, Y6 and critical workers, beginning from 1st June. However, at the moment, it is still up to the head teacher and governing body to determine how this should be implemented safely in their own school, by risk assessing the building and staffing numbers. You will find that every school in the country is in the same position. We have determined that we can begin to welcome children back to school from Tuesday 2nd June.

What is the school doing to prepare?

I have, in consultation with the staff and members of the governing body, undertaken a robust risk assessment to ensure that the school will be as safe as it can be. From these assessments, plans have been drawn up to mitigate the risk of viral spread. However, as the head teacher, I have to inform you that I cannot and will not guarantee that your children will be completely safe from COVID-19 in the school environment which they will return to.

The plans I am outlining to you are our preferred way of managing things, but are subject to change should further guidance or instruction be published by the government. It is important that you read this plan carefully so that you are fully aware of the school organisation that you and your child will be returning to.

Organisation of Groupings

Risk – Lack of social distancing in the classroom resulting in direct transmission of the virus

The current guidance suggests that we have groups of no more than 15 children – these are referred to as bubbles - and those children are ideally not allowed to mix. These bubbles are expected to only have close contact with the same two adults all day.

We are very fortunate with the number of available staff, the size of our year groups and the space both in and outside of the building that we will be able to accommodate all three year groups, plus the children of keyworkers. Now that we have had confirmation from parents who are not intending to return their children to school we can confirm these bubbles:

Group	Keyworkers Childcare	Reception	Year 1	Year 6
Staffing	Mr Hall and (3 week rota) Mr Zisaruk-Gibson, Mrs Nicholson and Mrs Mills	Mrs Richardson and Mrs Petchell	Mrs Turner and Mrs Lark	Mr Owen-Jones and Mrs George
Number of Children	7	11	8	14
Location	Hall and the field	Class 1 and the outdoor area	Class 2 and the outdoor area	Class 3 and 4 and the outdoor area
Date to Start Back	Tuesday 2 nd June	Wednesday 3 rd June Morning Session Only for 1st Week	Wednesday 3 rd June	Tuesday 2 nd June

If these numbers increase, we will have to rethink these plans.

Please note - our plan utilises all staff and staff cannot cross bubbles therefore, in the unlikely event of staff absence or illness we may have to close a bubble down temporarily.

Arrival at School

Risk – Lack of social distancing waiting to enter classroom in morning resulting in direct transmission of the virus

Start of Day

The start of the day will be staggered and the bubbles halved (further information to follow)

Parents will be asked to have one adult only accompanying their children to school

The front gate will be open for access and a one way, pathway system marked out.

Children will be taken directly to outside classroom doors (or the back hall door for keyworkers' children) where floor markings of 2m will stipulate where parents hand them over.

Hand sanitiser will be provided for children to use before entering the classroom.

The side gate by the kitchen will be open for parents to exit out of.

Start of Day	8.30AM	8.45AM	8.55AM	9.05AM	9.15AM	9.25AM	9.35AM	
	Keyworker Bubble	Year 1 Bubble A	Year 1 Bubble B	Year 6 Bubble A	Year 6 Bubble B	Reception Bubble A	Reception Bubble B	
End of Day		2.30PM	2.40PM	2.50PM	3.00PM	3.10PM	3.20PM	4.00PM
		Year 1 Bubble A	Year 1 Bubble B	Year 6 Bubble A	Year 6 Bubble B	Reception Bubble A	Reception Bubble B	Keyworker Bubble

End of Day

The end of the day will be staggered and the bubbles halved

Parents will be asked to have one adult only collecting their children from school

The front gate will be open for access and a one way, pathway system marked out.

Parents will be asked to line up staying 2 m apart

Teachers will release children once they see their parent at the front of the queue.

The side gate by the kitchen will be open for parents to exit out of.

Classroom Management

Risk – Lack of social distancing in the classroom resulting in direct transmission of the virus

Risk - Contact of shared resources resulting in indirect transmission of the virus

As outlined above children will be allocated a bubble that they remain in every day. Should a child need to change bubble, for example a child in year 1 requires childcare on a Friday, the school will need to be given a week's notice and the child will be moved to the childcare bubble the following Monday to remain in the same bubble all week. There is no extended provision for childcare, as the guidance states that children should only mix within their family unit and one bubble.

It has been a contentious issue that the government guidance states that it is understood that expecting children of primary age to socially distance is virtually impossible. We are taking an age-appropriate view of this.

The following measures are in place to minimize viral spread:

Childcare Bubble	Year 6 Bubble	Year 1 Bubble	Reception Bubble
1. Reduce the number of children in the group to enable social distancing (no more than 15) 2. If more than 15 children return, these will be in two groups; with a divide across the hall 3. Children asked to wear own clothes and a fresh set	1. Reduce the number of children in the classroom to enable social distancing (no more than 15) 2. If all 18 children return, these are in two groups; one with Teacher and one with TA 3. Children asked to wear own clothes and a fresh set	1. Reduce the number of children in the classroom to enable social distancing (no more than 15) 2. Children asked to wear own clothes and a fresh set each day 3. Remove excess furniture to increase space if space to do so– to Langar Room/ Hall	WE HAVE TO ACDEPT THAT CHILDREN OF THIS AGE WILL NOT ADHERE TO SOCIAL DISTANCING BETWEEN THEMSELVES OR ADULTS These control measures are to encourage space between children where possible. 1. Reduce the number of

<p>each day</p> <p>4. Remove excess furniture to increase space if space to do so– to Langar Room/ Hall</p> <p>5. Children keep to their desks when in the room</p> <p>6. Social distancing explored through PSHE lesson – (Include instructions how to line up, use of toilet, moving around the classroom etc)</p> <p>7. Social distancing rules re-visited and modelled many times a day and linked to school vaules – lots of praise for adherence in line with Behaviour Policy</p> <p>8. Lessons planned for individual work (not pairings or group work)</p> <p>9. Mark out an area for the teacher – 2m distancing at front of room</p> <p>10. Children to use same desk / work station all week</p> <p>11. Staff are assigned to these children and stay with these children throughout the day (and on sub-sequent days)</p> <p>12. Children stay in the hall for majority of the day and not mix with other groups</p> <p>13. Bags, coats and lunchboxes kept under children’s tables</p> <p>14. Doors onto and through the corridor are wedged open</p>	<p>each day</p> <p>4. Remove excess furniture to increase space if space to do so– to Langar Room/ Hall</p> <p>5. Children keep to their desks when in the room</p> <p>6. Social distancing explored through PSHE lesson – (Include instructions how to line up, use of toilet, moving around the classroom etc)</p> <p>7. Social distancing rules re-visited and modelled many times a day and linked to school vaules – lots of praise for adherence in line with Behaviour Policy</p> <p>8. Lessons planned for individual work (not pairings or group work)</p> <p>9. Feedback – verbal - using large whiteboard and interactive whiteboard not close interaction</p> <p>10. Mark out an area for the teacher – 2m distancing at front of room</p> <p>11. Children to use same desk / work station all week</p> <p>12. Teacher and TA are assigned to these children and stay with these children throughout the day (and on sub-sequent days)</p> <p>13. Children stay in the classroom for majority of the day and not mix with other groups</p> <p>14. Bags, coats and lunchboxes kept under children’s tables</p> <p>15. Doors onto and through the corridor are wedged open</p>	<p>4. Children keep to their desks when in the room</p> <p>5. Social distancing explored through PSHE lesson – (Include instructions how to line up, use of toilet, moving around the classroom etc)</p> <p>6. Social distancing rules re-visited and modelled many times a day and linked to school vaules – lots of praise for adherence in line with Behaviour Policy</p> <p>7. Lessons planned for individual work (not pairings or group work)</p> <p>8. Feedback – verbal - using large whiteboard and interactive whiteboard not close interaction</p> <p>9. Mark out an area for the teacher – 2m distancing at front of room</p> <p>10. Children to use same desk / work station all week</p> <p>11. Teacher and TA are assigned to these children and stay with these children throughout the day (and on sub-sequent days)</p> <p>12. Children stay in the classroom for majority of the day and not mix with other groups</p> <p>13. Bags, coats and lunchboxes kept under children’s tables</p>	<p>children in the classroom to enable social distancing (no more than 15)</p> <p>2. Remove excess furniture and resources to increase space if space to do so– to the hall/ Langar room</p> <p>3. Social distancing rules created for and with the children – including how many children playing with resources and how (either end of water tray) (Include instructions how to line up, physical contact use of toilet, moving around the classroom etc)</p> <p>4. Rules re-visited and modelled many times a day and linked to school behaviour system – lots of praise for adherence</p> <p>5. Resources and activities planned to reduce shared contact and individual learning</p> <p>6. Use of outdoor space – same rules for outdoors</p> <p>7. Staff allowed to stay at adult height – no requirement for getting to child level for interactions</p> <p>8. Interactions carried out where possible from a distance</p> <p>9. Children to use same table and chair if returning next day</p> <p>10. Teacher and TA are assigned to these children and stay with these children throughout the day (and on sub-sequent days)</p> <p>11. Children stay in the classroom all day and not mix with other groups</p> <p>12. Bags and coats on pegs – children supported one at a time to hang up and place lunchboxes in a box in the classroom</p>
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Toilet Breaks

Risk - Lack of social distancing using toilets and poor hygiene resulting in direct and indirect transmission of the virus

Each bubble of children will be allocated their own toilets.

The toilets between class 1 and 2 will have a divider between them so that the two bubbles either side do not mix.

Only allow single children are permitted to go to the toilet at any time

Handwashing posters displayed in the toilets and by sinks

External toilet doors are wedged open

Hand gel used after toilet use as well as washing hands

Movement around School

Risk - Lack of social distancing in the corridors resulting in direct transmission of the virus

Bubbles of children from reception and year 1 will not come into the corridor from their classrooms and are only permitted to use the classroom and outdoor areas.

Children from year 6 and the childcare group, will need to use the corridor to go to the toilet and must be made fully aware of the actions on the risk assessment and should not go anywhere other than the toilet.

Staff breaks will be staggered and staff members need to pass in corridors they should wait at one end and allow each other to navigate to where they are going rather than trying to pass each other

Break and Lunchtime

Risk - Lack of social distancing during playtimes and lunchtimes resulting in direct transmission of the virus

Children will remain in their bubbles for break times and the two staff members will take turns to release each other for a comfort break.

NB. The shortening of the school day makes up for the loss of break times for staff

10.30 – 10.50	10.50 – 11.10	11.10 – 11.20
Year 1	Reception	Year 6

Using allocated play area on rotation throughout the week

Reduced playtime equipment – hard surfaces and can be easily cleaned

Games discussed which encourage social distancing – football passing, bats and balls etc

Staff supervision throughout – actively encouraging and insisting on social distancing

Children practice talking 2 meters apart – modelled by staff

Risk - Lack of social distancing when eating lunch resulting in direct transmission of the virus

Children eat in their classrooms in their bubbles

Please note – during the first week, your child will need to bring a packed lunch as hot meals will not be available due to food deliveries. From the second week, children will be provided with a school dinner should they usually have one.

Meals brought to their classroom on a trolley

Teacher/TA to wear gloves to collect up cutlery and crockery

12.00 – 1.00		12.15 – 1.15		12.30 – 1.30	
Year 1		Reception		Year 6	
Eating lunch in the classroom	Playtime in designated area	Eating lunch in the classroom	Playtime in designated area	Eating lunch in the classroom	Playtime in designated area

Designated Areas

	Field and track	MUGA	Playground
Monday	Year 6	Year 1	Reception
Tuesday	Reception	Year 6	Year 1
Wednesday	Year 1	Reception	Year 6
Thursday	Year 6	Year 1	Reception
Friday	Reception	Year 6	Year 1

Curriculum Planning and Content

Risks - Emotional distress of the children

The main aim of the return back to school will be wellbeing, emotional resilience and socialisation. We cannot guarantee that lost learning will be made up for as we need to assess children's readiness and receptiveness

PSHE and wellbeing curriculum activities to be delivered for first two weeks to support children's wellbeing – slowly increasing the cognitive load

Reflective time and opportunities for talk timetables into each day

First Aid Kit for Feelings and mindfulness bags promoted

The use of class worship and Picture News incorporated for wellbeing and reflection

There will be no expectations of the normal events that we had planned for the summer term – leavers' service, play etc. However, for year 6 the emphasis on closing down their primary journey and preparing for their next school will be a pivotal part of planning. Virtual events may be planned.

Close Contact – First Aid and Illness

Risk – Lack of social distancing during the administration of first aid or comfort resulting in direct transmission of the virus

Each member of staff will be provided with a first aid kit

PPE must be worn whilst treating a child in close contact and hygiene measures followed after the event

The music room will be set up as an isolation room so that if a child displays symptoms of Covid-19 they can be kept away from anyone else

Office will then follow procedure for ensuring the child is taken from the site immediately.

Further Protective Measures

Risk - spreading of the virus due to poor hygiene resulting in indirect transmission of the virus

Regular cleaning of used areas, social distancing, good personal hygiene and thorough handwashing are promoted by the government guidance as being the most effective way of preventing viral spread. The use of PPE by staff and children has been discouraged by them, and having met together and read through the guidance the staff, governors and I feel the use of it, apart from for close contact first aid, would be inappropriate. When used incorrectly, PPE give little protection to the wearer and those they mix with. We feel this can breed complacency for the other measures we are promoting.

Mr Fothergill has kept the school thoroughly cleaned during the lockdown period. Classrooms have remained empty since we moved childcare to Cropwell and the hall has only been used on one occasion. SAS Carpet and Upholstery Cleaners came in to carry out a deep clean of the carpeted areas two weeks ago. We are confident that the school is ready to receive children and staff back and that it is virus free. Once we are open, Mr Fothergill will continue to do his daily clean – ensuring door handles, desks etc are fully disinfected and staff will wipe down areas used throughout the day. Children will need to play their part too by ensuring litter and tissues go in the bin, equipment isn't shared and hands are washed regularly.

Home Learning – Years 2, 3, 4 and 5

As staff will be occupied planning and delivering lessons in school, the provision of home learning has been delegated to other members of our team. Mrs Mills will take on responsibility for year 2 home learning, Mr Zisaruk-Gibson will continue this for his class and Mrs Nicholson will set and respond to work for year 5.

Staff who will now be back in classrooms will not provide home learning for children who do not attend school but have the option to do so, as this work load would be unmanageable. However, our extensive home learning pages will be constantly updated still and we will signpost you towards BBC, Oak Academy and other quality resources that will facilitate learning at home.

Please note – this plan and the risk assessments that have informed it, will be reviewed weekly. I reserve the right to amend and change it as necessary and will keep you informed.

What will happen next?

Based on the plan I have presented to you, you will have to decide whether you feel it is safe for your child to return to school – emotionally and physically. I believe that we have the safest plan we can, but as parents, you will have to make the final decision. The staff and I want you to know that we miss you and your children, and do want to welcome them back to school as soon as it is safe to do so! We remain committed to helping our school community feel safe and secure as we move forwards.

In order to ensure the success of this plan, you will be asked to sign a home/school agreement demonstrating our commitment to it. These will need to be returned on your child's first day back.

If you decide not to send your child, and then change your mind at a later date, you will simply need to phone the school, with a weeks' notice, and inform us. Due to the preparation required and in order to protect the children attending already, if you turn up on the day unannounced, we will not be able to let your child stay due to 'bubbles' having already been created.

All schools have had the enormous task of interpreting the guidance and deciding on the best approach for reopening. Every school in our local area has very different ways in which they have done this. Please do not compare us to other schools – we are unique and will make decisions which suit us as a school community. We will continue to keep contact with you and continue to support each other in these very difficult and uncertain times. We will get through this difficult period together, as a family, with the love of God.

Yours Sincerely

Mrs Emily Brown and Dr Helen Baxter
Head teacher Chair of the Governing Body