

Information for Staff, governors, parents and carers on plans for wider opening for Parklee Community School from September 2020

(Staff will also be trained on an updated Risk Assessment (RA) on INSET days in September 2020.

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1. Current guidance and statistics

- 1.1 The DfE guidance for schools returning in September 2020 was published on July 2nd and is available [here](#) and further guidance for parents [here](#)
- 1.2 The DfE guidance outlines an aspiration that all schools will return to school full time from the beginning of the autumn term and this is also the plan for Parklee. However, at the time of writing there is still public health advice in place to minimise the risk of transmission of coronavirus (COVID-19) in schools and thus Parklee will be making changes to the way it operates in September 2020 to keep children and staff safe from contagion. These changes are outlined in the sections below.
- 1.3 In summary the DfE guidance plans two main ways to limit transmission of the virus from September:
 - i. Ensuring pupils remain in consistent groups (known as 'bubbles') wherever possible, thereby minimising the number of contacts between different people across the school. The new guidance says *'schools may (now) need to change the emphasis on bubbles within their system of controls and increase the size of these groups'* (see 2.2)
 - ii. By maintaining distance between individuals wherever possible ('social distancing'). Our experience with keyworker provision and the limited return to school since June 15th shows us that this is harder for children in EYFS and thus we propose different arrangements for children of this age (see [2.4 and 2.5.1])

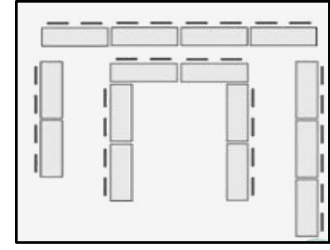
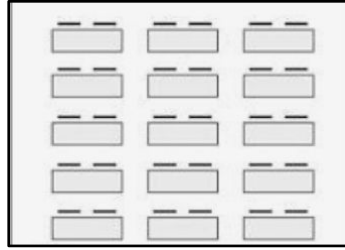
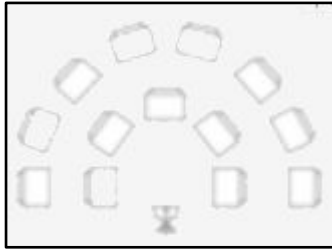
2. Operational situation

- 2.1 **Preventative hygiene and PPE.** Our staff are now well used to what is required for preventative hygiene and have been working with the children of keyworkers since March 24th and those who returned from 15th June to make sure expectations are made clear. Good practice was outlined in our Risk Assessment (RA):
- 2.2 Most children will be familiar with the need to:
 - **Clean hands thoroughly and more often than usual.** We now have good stocks of sanitiser by every door and in all classrooms within school. We will spend time in the first weeks back ensuring that children understand the importance of cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating;
 - **Undertake the 'Catch it, bin it, kill it' approach** with enough tissues and bins available in each school to support children and staff to follow this routine;
- 2.2.1 Both staff and children will be allowed to wear **PPE** (masks and gloves) if they wish to. Staff and children must discard PPE worn on journey to school on entry and replace it with new. According to DfE guidance the risks to children under 19 from COVID-19 is *'very low'* and they ask us to consider the *'negative health impacts of being out of school'*. However, at this time schools will not be a *'totally risk-free environment'* and thus children may wear PPE if families have made that decision. Staff cannot, however, help very young children with masks or gloves and if children cannot manage these independently we would not suggest that parents send children in with them. We will not provide PPE for children. Further information of the risk to children of various ages, which is reassuring, can be found at:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/897210/COVID19_Weekly_Report_30_June.pdf
- 2.3 **Class and year group 'bubbles'.** Parklee will group its year groups into 'bubbles' which will remain consistent and separate from other 'bubbles'. As our classes have split year groups the 'bubbles' will not exceed 90 children. For the majority of their time in school the children will be with their own teacher and support staff but at playtimes and lunchtimes they will be separated into larger bubbles that will only have limited contact with other year groups. 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'.

EY bubble will be Nursery and Reception – shared outside area and toilets
KS1 (Red/Orange) – shared phonics interventions, playtimes and lunch
Mixed (Yellow/Green) – shared phonics interventions, playtimes and lunch
Lower KS2 (Blue/Indigo) – separate toilets but shared lunch, playtimes, music wider opportunities (y4) and swimming (Y4) when allowed.
Upper KS2 (violet/turquoise/maroon) shared play/lunch, separate toilets, will allow the year group teachings In maths, English and Science.

- 2.3.1 For the majority of the time a distinct group of adults will support each 'bubble'. Adults will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at a higher risk. Having larger 'bubbles' allows for breaks and PPA to be covered and also will enable us to cover any staff absence from with the same group of adults. As you may know each class does not have their own toilets so the bubbles will have to share a set of toilets – this mainly applies to Early Years and Ks1/Y3 bubble they will be sanitised frequently on touch points. Year 5 and 6 are also taught in year groups in the morning so this will be able to continue and so will the groupings in phonics in KS1.
- 2.4 **First day back – Wednesday 2nd September.** Children in Years 1-6 will be given an allocated time between 8:45 and 9:45 to arrive on the 2nd September to allow all those who are new to the school or to a site to be directed to the right place, for parents to feel comfortable about where their children will be and to ensure a calm and ordered start to the term. **On this day only** parents wearing face coverings will be allowed into the building to familiarise themselves with the geography of children's new classrooms. Parents without face coverings will have to remain outside the building. After this day children in these year groups will have to enter the building on their own and parents will remain outside until further notice. Please prepare your children for this and support the school by staying socially distanced from school staff on this day. Can we ask that only one person comes to drop off and enters and leaves as quickly as possible so we do not clog up entrances and exits.
- 2.5 **Children new to school – Nursery and Reception.** Nursery and Reception children and their parents will be sent information about their start in September 2020. Reception children will start school on a staggered basis (half hour slots) for the first day and then have the option to then be in school full time from day one or a more flexible approach for two weeks if you feel your child would benefit.
- 2.6 Nursery children have been allocated one of three start times and dates to allow a gradual intake of children so that they can familiarise themselves with their new environment. On arrival at school, children in Nursery and Reception will have to enter the building on their own (this will be treated on a needs basis), saying goodbye to their parent at the external door to their classroom where they will be greeted by their class teacher. Where possible, please limit the number of adults accompanying a child to school or collecting them at home time to one per child.
- 2.6.1 If a child is reluctant to separate from their carer at the door, for the first day only, parents wearing face coverings will be allowed into the building to settle children. Parents without face coverings will have to remain outside the building. After this day we ask that parents then remain outside until further notice. Please prepare your children for this and support the school by staying socially distanced from school staff when you do enter the building.'
- 2.7 **Classroom seating.** For Years 2-6 children will be seated for the autumn term side by side, facing forward, in either rows, a 'rounded horseshoe' or a 'double horseshoe' arrangement. Children will sit in a designated space and not change seats for different subjects.



2.5.1 Children in EYFS and Year 1 will be following a free flow, play based curriculum. To reduce contact, there will be limited numbers of children sat on the carpet with others seated in chairs around or at the back of the carpet area. 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 come into contact with all the children in their class and they are likely to come into contact with all the children in the year group during outside free flow and lunchtimes. Staff will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at higher risk.

2.8 **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 shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources with multiple small parts (e.g. Duplo and polygon in EYFS) will be soaked in Milton twice a week and not shared across classes. All classes will have their own PE equipment.

2.6.1 In KS1 and KS2 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. Individual year group bubbles will not share equipment at playtimes

2.9 **Attendance.** All children will be welcomed back to Parklee on **Wednesday 2nd September** attendance is mandatory. 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.*

Please prepare your children for return in good time for the first day back

2.10 **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 'Google Meet' version, which will be watched by children in multiple classrooms on touchscreens. Classes may be still able to do individual class assemblies using this technology and it is possible that parents may then also be able to virtually 'join us'. 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 look unlikely in the autumn term.

2.11 **School trips.** We are not planning any school trips during the autumn term.

2.12 **Group work and interventions.** Interventions will not take place with children from mixed year groups together and shared spaces and equipment will be allocated for the time being to bubbles – eg Ipad box to KS1 bubble. Learning mentor/ interventions should work in classrooms wherever possible rather than withdrawing children and if they need to talk with an individual child this

should take place outside to avoid the need to walk through spaces allocated to other 'bubbles'. Children will mainly be working in their own classrooms as much as possible but if working in outside areas they will be cleaned in between each group. Staff and children will wash their hands before returning to their own classroom.

2.13 **Breakfast and after school clubs.** Brightsparks will move to booked places only in autumn term to avoid children coming and going and to ensure consistent staffing. 'Ad hoc' places will not be available for the time being and parents must commit to set days each week – you must let Brightsparks know a week in advance. There is no limit on the number of places available and all who require a place will be accommodated. As we are not doing activity clubs in the autumn term (see [2.12] below) we will have more spaces to spread these children out and wherever possible we will try to keep them with children from their own 'bubble' – i.e. year group – with the same set of staff. However, this cannot be guaranteed and children are likely to mix with a limited number of children outside their 'bubble' in these clubs and parents should be aware that this will heighten the risk. SLT made the decision that this was justifiable given that the alternative is no provision at all for working parents.

2.14 **Activity clubs.** There will be no outside providers for activity clubs in any of our schools in the autumn term (e.g craft, tennis, judo – paid clubs.) and where additional clubs are run 'in house' by school staff they will be restricted to children from a set bubble. No activity clubs of any kind will take place before the autumn half term.

2.15 **Start and end of the day.**

2.16 Early Years bubble will receive a letter for the start times for the first day. After that children will in Reception will start school at 8.45am drop off at the reception door and pick up at 3.05pm. Nursery will start at 9am and pick up at 3.20pm from nursery door.

2.17 Key Stage 1 corridor – year 3 will enter their room at 8.50am – finish at 3.10pm – entrance will be through class door

Yellow Class will start at 9.10am and finish at 3.30pm – entrance through class door

Orange class will start at 9am and finish at 3.20pm – entrance through fire exit next to Y3

Red Class will start at 8.45am and finish at 3.05pm – entrance and exit through fire exit next to Y3

2.18 Lower Key Stage bubble –

Blue class will start at 8.50am and go down the stepped pathway to bottom of muga to door outside Y5 classroom and go down corridor. Parents will drop off and then continue through adventure park and leave school past bins and through the car park.

Indigo class will start at 9am go down stepped pathway through class door on playground – parents will walk round the muga and back up the path they came down.

2.19 Upper Key stage 2

Violet class will start school at 8.40 – 3pm they will come down main steps and down to bottom of the muga and across into their y5 class door.

Turquoise will start at 8.50 then will go through car park, down towards adventure park and enter in the bottom door. They will finish at 3.10 – parents can wait on the adventure playground.

Maroon will start at 8.40am – they will enter through the car park and walk down past the bins and enter Y6 through their classroom door. They will finish at 3pm and leave the same way. If they are meeting siblings we ask you arrange to meet at the top somewhere so they aren't walking round school.

2.20

2.21 Children should not arrive at school until 5 minutes before their start time and gates to the schools from the road may not be open until then. We may be able to spray pavements outside our schools to remind children and families of the importance of social distancing and, of course, in accordance with [2.1.1] above children and parents/carers may be wearing PPE at this time. Children should proceed straight to their classrooms without delay, entering directly via their classroom's door where possible. Collection points will be explained to each class but are being rearranged to reduce congestion at main doors. Teachers will begin to get ready for the end of the day in good time to avoid children massing in corridors or shared spaces and will give other classes space when necessary. Senior staff will be on hand in the playgrounds before and after schools to assist and advise children and parents. In a change to our established practice we do ask that parents do not speak at length to teachers at the start and end of the day and that if parents need to talk to the teacher to contact the school office and the teacher will then call. In those classes where a 'stay and play' arrangement after school has previously been in place these arrangements will be suspended until further notice. Children and parents should leave the school premises promptly and without congregating with others.

2.22 Morning Clubs – we are hoping that each bubble will be able to run their own morning club to support working parents 20 minutes before the start to the normal day. This will not run in the first week to enable us to make sure we do not have cross overs and bubble contamination. A letter will go out in that first week and we will have something up and running as soon as possible.

2.23 **School offices.** 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 emergency meaning that their child needs to be collected at a different time should telephone the school first. Senior staff will then arrange to meet parents with their child in the open air. All other communication should be done by telephone, dojo or e-mail .

The School Office
is CLOSED to
personal visitors
Please contact us by phone or email
as shown on our website.
Please leave deliveries for collection.

2.24 **Children or staff suspected of having COVID-19.** In line with DfE guidance in the case of a suspected infection the School will:

- a) engage with the NHS Test and Trace process. We ask that parents and staff inform Parklee immediately of the outcome of any test;
- b) manage confirmed cases of coronavirus (COVID-19) amongst the school community. Parklee will text or e-mail 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;
- c) 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:
 - i. 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);

- ii. proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
 - iii. travelling in a small vehicle, like a car, with an infected person.
- d) The health protection team will provide definitive advice on who must be sent home;
 - e) 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.
 - f) Any member of staff who has been supervising a child with suspected symptoms should immediately wash their hands in line with current guidance. The room that a child has used in this circumstance (and any bathrooms they have used) should be fully cleaned before anyone else uses them.
 - g) 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-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
 - h) We look forward to the delivery of '*a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.*'

2.25 **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-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

2.26 **Containing any outbreak by following local health protection team advice.** If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, there may be an outbreak, and we will continue to work with the local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group/bubble. As our school will be implementing controls from the suggested DfE list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school can hopefully be avoided. In the case of a shutdown home schooling will resume as detailed in section 4 below.

2.27 **Enhanced cleaning regimes.** Since some children returned on June 15th all schools have been subject to enhanced cleaning and have also been repeatedly deep cleaned and as a consequence the schools have never been cleaner. We have adjusted our cleaning rotas with caretakers and contractors to ensure that much more 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 like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

2.28 **Coats and bags.** As the larger year group bubbles will not often share the same cloakroom facilities with other bubbles. Coats and bags can be left in their normal places in most cases.

2.29 **The importance of fresh air.** Windows and doors should be left open in most cases even as the weather gets colder. Children may be allowed to wear coats in class with permission from their

class teacher. Where possible teachers may take the opportunity to move some subject teaching or groups outside.

2.30 **Behaviour.** An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and remains in place. In the addendum 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 unhygienic behaviour is taken very seriously. Our values and ethos remain unchanged, and children are expected to aim to uphold them. These values are

P – Positivity
A – Aspiration
R – Resilience
K – Kindness
L – Loyalty
E – Empathy
E - Enjoyment

2.21.1 In addition, and in order to keep ourselves safe, healthy and happy children must be aware of the new requirements in the addendum namely that they must:

- i. Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to EYFS pupils);
- ii. Use their own specific equipment (including resources) and not share any of these;
- iii. Not share any food, drinks, cups or water bottles (see [2.24]);
- iv. 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 our way to and from school)
- v. Move around school as instructed by our teacher/adult and avoiding other people
- vi. 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 our hands
- vii. Wash hands frequently (including whenever we are 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;
- viii. Not touch or hug anybody in school for any reason;
- ix. Not bring or take home anything from school apart from our book bag, water bottle (and packed lunch if required)

2.31 **Planning, preparation and assessment (PPA) release time.** The government advice makes it clear that adult staff members can now work across groups of pupils as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils. PPA and class cover arrangements which may bring additional adults into contact with groups of pupils will continue. In these cases, staff will maintain appropriate distance from the children for their own and the children's safety. We have attached a member of staff to each larger bubble to be able to do PPA time and management time for teachers.

2.32 **School lunches.** We intend to have a full school offer for hot lunches again from the 3rd September provided by Metro Fresh. Parents will not be able to send in money and will need to do everything by the live kitchen app. More information will be coming out in due course if you are not sure how to do this – this will be the same for milk. Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment may be required. If parents are unsure about whether they need to pay or not they should contact the school office. As you know the hall is rather small and we have had lunches staggered for a long time so we are going to have the packed lunch children or cold lunches provided by the kitchen in classrooms to ensure we can get everyone fed and not cross contaminating the bubbles. An amended menu will be in place with more limited choice of dishes – basically meat or vegetarian, with no open salads or

bread. Children should always have the chance to wash their hands within the classroom before eating.

- 2.33 **Availability of water on site.** All pupils should have their own school water bottle that is untouched by other children or staff, whether it comes from home or is one that is provided by the school. No water fountains are currently available at school. Water is available in school to refill children's own water bottles. Disposable plastic cups may also be available that should be thrown away after use or named and only used by that child.
- 2.34 **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 at all possible. Children should not travel to or from school with other children or with another family outside of their "bubble". - Face coverings are required at all times on public transport (including for children, over the age of 11)
- 2.35 **School uniform.** School uniform should be worn as normal. We ask that parents wash uniform more regularly than normal in order to attain the highest levels of hygiene within the school. This also applies to coats.
- 2.36 **Toilets.** Wherever possible a set of toilets is allocated to a year group – this is much easier further up school. In the Early Years/KS1 corridor the male toilets have only one stall and a urinal – so the toilets will be shared across the larger bubbles with additional sanitisation. For older children the need to visit the toilet during teaching time will be discouraged as it is not possible to supervise all older children as they visit the toilet with the potential risk of cross 'bubble' contamination. All children should wash hands after they have been to the toilet and be reminded to do so.

3. Curriculum

- 3.1 **Curriculum for reconnection.** It is clear from those children who returned in June that the enforced break has had an impact on children's behaviour for learning. The situation may change after the summer holiday but is clear that some children have become passive and even withdrawn during the lockdown. The work of Professor John Hattie who has [studied extended school disruptions across the world](#) gives us a good idea about what will need to be done on our return and as a school we will be focusing very much on the behaviour of learning – building school teams, developing routines and increasing independence. This will form the basis of the first work undertaken when children return in September. We have a good history of this kind of work and many of our children are used to building learning power, understanding how their brains work and have expansive knowledge of emotions and feeling work. This work will be revisited in virtual assemblies and class sessions.
- 3.1.2 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. There will be a potential disproportionate effect of the pandemic on some communities and individuals and we will do all that we can to support where appropriate - using our own inclusion teams and support staff and referrals to Educational Psychologists and signposting to other organisations who might provide support.
- 3.1.3 In September we had long planned to begin our updated PSHE curriculum and we have now reconfigured this for autumn 2020 so that work in all year groups centres on health and wellbeing. We will allow extra time for this in the autumn term as well as ensuring that circle time/PSHE is timetabled.

- 3.2 **Collective mindset – contextualising the lockdown.** Our staff do not feel that it is helpful to focus on what has been 'lost' during the shutdown. A young person's school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work. Our staff will remain calm and measured in September knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves our language will reflect our long established 'growth mindset' philosophy – '*you can't do it yet*'.
- 3.3 **Assessment.** We will be following the good practice outlined in Professor Hattie's work and establishing 'what has to be learned' rather than sticking rigidly to our usual assessment plans. At the end of the summer term subject leaders considered which units of work might need to be moved on the long term plans, especially with regard to maths, and reformulated the plans accordingly. In addition, 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. If the class teacher feels it is appropriate a maths test may be given the week before Autumn Term 1 to see where the learning needs to be focussed for Autumn 2.
- 3.4 **Reading tests.** During the summer term our KS2 children would have normally completed a reading test and this is the single summative assessment that we intend to undertake in the autumn term. This is a low key assessment and is for the sole use of staff and senior leaders within school. This will be undertaken about a week before the October half term.
- 3.5 **Computing.** Because of the risks associated with children from different year groups sharing equipment laptops will be split between year groups in the autumn term and will not be shared with other year groups. Any ICT teaching in the autumn term will focus exclusively on how to access blogs, Google Classroom and Google Meet in case of a localised shutdown. Staff will also have training.
- 3.6 **PE, games and coaching.** On one day a week children can wear PE kit rather than uniform in school and when travelling to and from school on those days when they have PE. This will help to reduce the use of extra school bags and the need for the older children to find spaces to change. All PE and Games activities for a given class should take place on that one day per week. We will endeavour to have as many PE and games sessions outside as we can. We will be using our normal coaching organisations as allowed in the guidance (see [2.22]) but these staff will socially distance from the children during taught sessions.
- 3.7 **Swimming.** Swimming will take place in the Autumn Term for Y4. The baths have a comprehensive risk assessment and are confident they will be able to continue the lessons. Swimming is part of the national curriculum and we will keep you posted if anything changes. Children from last year who cannot swim 25m confidently will also have catch up lessons – we will send a letter out when we know more.
- 3.8 **Music.** The Dfe guidance says '*Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting*'. Therefore we are revising our music curriculum for the autumn term

2020 so that children do not participate in any of these activities. The Wigan music team have sent in a risk assessment so the planned Y4 Wider Opps will go ahead as will individual lessons in school.

- 3.9 **Daily mile.** Many of our classes complete the 'daily mile'. As the benefits of exercise on mental health have been well described we will do all they can to facilitate children being able to walk or run the daily mile with their class. This can be done in a social way in twos or small groups to support our aims of strengthening relationships in each class to aid reconnection. Staff will also take part wherever possible.
- 3.10 **Year 1 & 2 phonics catch up.** Children in Year 1 & 2 in September 2020 will have additional phonics sessions in the autumn term to support catch-up. Children in Y2 will complete the phonics screen in the Autumn term. Y1 in June as normal. Some children in Year 3 may also require additional phonics teaching.
- 3.11 **Reading books for home.** School reading books to go home in KS1 and EYFS will proceed as normal. Once they are returned they will be 'quarantined' for 48 hours before being used again. KS2 children may choose a reading book from school but all books that they touch must be similarly quarantined and put in a separate box.
- 3.12 **Broad and balanced curriculum.** With the exceptions listed in section 3 above we intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. As mentioned at [3.1] above we will but make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term although as we return to normal working this is our aspiration.
- 3.13 **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. To ensure a shared understanding of pupils' pastoral needs, staff will share information prior to transition and appropriate plans will be put in place where required. In some cases, children with additional needs may require a risk assessment to be completed. This will be completed with input from the class teacher, child, parent/ carer and the Inclusion Manager or SENCo. 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. Physical contact, such as guiding a child or hand-over-hand support will be kept to a minimum and all staff working with children requiring such support are familiar with the use of preventative hygiene, including regular hand washing. Referrals to external agencies such as Speech and Language, CAMHS and the Educational Psychologists will continue. We will also support families by signposting them to organisations who may be able to provide support during this time, including staff members on the inclusion team such as the Learning Mentor

4. Contingency planning for further lockdown/no full September start

- 4.1 Having learned a lot from the initial nationwide lockdown the School is well prepared should further lockdowns be advised. Our expectations would vary according to the type of shutdown which is advised.
- 4.1.1 **In the event of a Borough wide lockdown [similar to that in place in Leicester](#)** from Saturday 4th July. The School would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown. Please bear in mind that if the children of staff attend Wigan schools these children would also be at home with the staff member and this may limit the input that teacher could give. Nevertheless planned changes would include:

- a) An audit of technology for parents and children at home and a way of loaning equipment so everyone can have access to online learning.
- b) Given the arrangements described at [a] above should mean that all children should have access to the technology they need to work online then in the event of a borough wide lockdown we would have a higher expectation that all our children would log in to the work that would be set for them on their [year group pages](#). The aspiration would be regular face-to-face on Google Meet with their class teacher or a teacher from their year group in school and an expectation that children would attend. If children are absent or work set is not forthcoming phone calls would be made home.

4.1.2 **Year group, class or school site lockdown as advised by local health protection team.**

In this case as staff will be social distancing at work, even as part of a 'bubble' [see 2.14] it may be that some or all staff can continue to work on site following a deep clean of the affected rooms. If this was the case then we would consider delivering an offer similar to that described in 4.1.1 above with the addition of a drop off/collection of printed work for those who needed it.

If you have any worries or concerns about your child returning to school, please email school or send a message through dojo. .

The government have produced guidance for parents, which you can find [here](#):