



Essendon C of E (VC) Primary School

Let us consider how to stir up one another to love and good works



Return to School Procedures – Autumn 2020

This document is designed to provide the essential details of Essendon School's Covid-secure procedures for return-to-school in Autumn term 2020. For additional information, please refer to the full risk assessment document, available on the website.

This plan has been drawn up by the Senior Leadership Team drawing on guidance from the DfE, Teaching Unions, Herts for Learning, Primary Head's Forum and Herts county council.

Who should return?

Government guidance published on 7th August states that shielding has ended and all children and staff are expected to return to school. This includes any individuals formerly on the "clinically vulnerable" and "clinically extremely vulnerable" lists. The guidance can be viewed here: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>. If pupils do not return as expected, this will be treated as unauthorised absence. In line with government guidance, home learning will be set for pupils only where they are self-isolating after a positive test for Covid-19.

If you have concerns regarding your children returning to school, please contact the Headteacher in confidence, who will be happy to discuss this with you.

Timetable

INSET day: Wednesday 2nd September (no pupils)

Pupils return: Thursday 3rd September

We will be fully open on all weekdays according to the normal (pre-covid) school hours. We will operate a "soft start" from 8.40am til 8.50am, and registers will close at 9.00am. Pupils arriving between 9.00am and 9.20am will be marked "late". After 9.20am, pupils will be marked as "unauthorised absent", unless arrangements have been agreed with the office in advance.

Bubble groups

In line with government guidance, we will be implementing self-contained bubble groups with contact between each kept to a minimum. Pantherswood and Homewood will constitute one bubble. Pantherswood will be taught in their own classroom, while Homewood will be taught in the school hall. The two classes will come together at lunchtimes in order to allow enough adults to be present for their safe supervision. Warrenwood and Harefield will constitute a separate bubble. They will be taught in their own classrooms, but as with the other bubble, will come together at lunchtimes to allow enough adult supervision. Despite being regarded as a single bubble, Warrenwood and Harefield pupils will be kept separated from each other by a division of the playground in order to reduce infection risk.

Collective worship

Classes will not come together for collective worship in the hall. Instead, classes will remain in their classrooms for collective worship, which will be either carried out by the class teacher, “broadcast” to the school via MS Teams, or pre-recorded.

School trips, visits and extra-curricular clubs

In order to minimise mixing of bubble groups, there will be no school trips or extra-curricular clubs for the foreseeable future.

Catering

Owing to the joint factors of the ongoing Covid-19 crisis and the unavailability of the school hall due to the building works in the Homewood classroom, we have requested that HCL provide *packed lunches only* throughout the first half of the autumn term, so that all children can eat their lunches in their own class bubble groups. During this period the choice each day will be a ham, cheese or tuna roll/baguette, with fruit, vegetable crudité and tray bake or biscuit. Pupils will be able to make their choices on the day. The price will be £2.65 per meal (or £2.25 per meal for nursery pupils).

Once the hall becomes available again after half term, we are planning to reinstate a full range of hot and cold options. Menus will run on a three-week rotation. Pupils will be able to choose between Red (meat/fish), Green (vegetarian), Yellow (packed lunch) or jacket potato options each day. Meals for the week will need to be chosen on a Monday morning. Finalised menus will be made available in due course. Staff can order a school meal if they wish.

Breakfast club and after-school club

There will be a phased return of breakfast club and after-school club, which will now be run by Multi-Active courses. Families who previously used these services will have been contacted during the summer break. If families wish to make use of these services, please contact the school office.

Equipment, school bags, uniform, PE kit, etc.

Your child should bring a water bottle and book bag, but all writing equipment will be provided by the school. Children are encouraged not to bring pencil cases or additional unnecessary pieces of equipment in to school, as the movement of these objects to and from home could present an avoidable source of infection transmission.

Pupils will be assigned a locker to keep their possessions in, and will not be permitted to share equipment.

Drop off and pick-up

Since we operate a “soft start” whereby pupils can enter school at any time between 8.40am and 8.50am, there is no need for a staggered start to the day. Parents and children should enter the school through the pedestrian gate. Pantherswood pupils can be taken directly to the Pantherswood entrance. Homewood, Warrenwood and Harefield pupils should enter through the main entrance, put their possessions into their locker, then go to their classrooms. Parents should leave the school through the vehicle gates.

At the end of the day, all pupils will leave at 3.15 by the same doors as they came in. Parents can wait for their children in the front car park, which allows enough space for parents to maintain social distancing without the need for a staggered end time to the day. If parents are unable to maintain adequate social distancing in the car park, we will keep this arrangement under review, and introduce staggered end times if necessary.

Lunch and break

Lunch and playground will follow the timetable below. In order to allow sufficient adult supervision, Homewood and Pantherswood will share lunch play in the woods (front of school), while Warrenwood and Harefield will be outdoors on the playground at the same time, divided by a barrier to maintain segregated areas. In the event of wet play, Pantherswood and Homewood can remain together in the hall, while Warrenwood and Harefield will remain in their own classrooms.

Pantherswood / Homewood	Warrenwood	Harefield
8.40am – 9.00am Soft start and registration		
9:05-9:20am Collective worship		
9:20-10:15am In class	9:20 – 10:40am In class	9:20 – 10:40am In class
10:15-10:35am BREAK Panthers: Woods Homewood: Playground	10:40 – 11:00am BREAK Playground (Mon-Wed) Woods (Thur-Fri)	10:40 – 11:00am BREAK Woods (Mon-Wed) Playground (Thur - Fri)
10:35 – 11:45 In class	11:00-12:00 In class	11:00-12:00 In class
11:45 – 12:45 Eat in hall, then play in woods	12:15-12:45 Eat in classroom	12:15-12:45 Eat in classroom
12:15 - 12:45pm Woods available	12:45-1:15pm Outdoor play on playground	12:45-1:15pm Outdoor play on playground
12:45pm – 1:30pm In class	1:15-2:30 In class	1:15-2:30 In class
1:30pm – 2:15 Woods available	2:30-3pm Playground available	2:30-3pm Woods available
2:15 – 3:15pm In class	3-3:15pm In class	3-3:15pm In class

Curriculum

It will be very important that we transition children safely and mindfully back into school life. Therefore, we will be implementing a special curriculum throughout the autumn term focused on pupil wellbeing and mental health, as well as filling in gaps from missed learning from the summer term. We hope that this will help to make the return-to-school process as gentle and smooth as possible for all children. Details will be published in class newsletters shortly.

Cleaning

- Each classroom will be disinfected regularly through the day.

- Ipads, laptops, etc will be used by only one class per day and wiped down at the end of each day.
- Classes will have a set of playground equipment that will not be shared between other classes.
- No playground apparatus will be available at break times due to the risk of cross contamination.
- Enhanced daily cleaning procedures will be put in place in agreement with our cleaning company.
- Hand sanitizer will be placed in key locations throughout the school building.
- The school will be deep-cleaned before children return.

Distancing

- The whole school will operate a “walk on the right” policy.
- When moving around school, all children will be supervised by an adult.
- To minimize the need to touch handles and queue, doors will be propped open throughout school (except for fire door and security doors).
- As far as possible, desks will be spaced out and children to remain at desks as much as possible. Desks will be arranged to minimize the number of children facing each other.
- Pupils will have one seat assigned to them in the classroom, and will not move between table groups for different activities throughout the day.

Toilets

Children will go to the toilet as a class so the toilets can be wiped down in-between classes. All pupils will use the KS2 toilets while the building work continues. KS1 toilets will be in use again as soon as possible.

Staffing ratios

- All classes will have at least 2 adults present at all times as far as possible given current staffing levels.

Cases of Covid in School

- PPE will be worn by staff if attending to a child who shows symptoms of Covid-19 while in school.
- Thermometers will be in every class to check temperatures of any children displaying symptoms. This will be carried out by a member of the year group team wearing appropriate PPE.
- In the event that a child develops symptoms, they will be supervised in isolation by a member of staff until collected by a parent.
- Parents of pupils in the class thought to be at risk of infection will be informed immediately and may need to self-isolate according to government guidelines.

Non-Covid-related first aid & safeguarding

Members of staff trained in first aid will administer any non-Covid-related First Aid in accordance with normal school procedures, while taking all possible precautions against unnecessary contact.

School Office/administration

Parents or visitors should not enter the school office for any reason, and should contact the office by phone or email, even if they are on the school site. If it is necessary to speak directly to office staff, parents and visitors should remain outside the office door. Office furniture will be rearranged to maximise distance between office staff and others. No pupils should enter the office and under no circumstances will the office be used as a breakout space for pupils. A screen will be erected at the office desk to further reduce the risk of contamination. Parents asked to come into school for any reason (e.g. to collect a sick child) will be asked to wait outside the main entrance and not enter the building.

Building works

Building works at the front of the school and in the Pantherswood classroom are expected to have been completed once the children return to school. Building works at the rear of the school and inside the Homewood classroom are expected to continue until the end of the first half term.

For the duration of the building works, the site will be cordoned off with an opaque double barrier. There should be *no contact whatsoever* between building operatives and pupils, and *no pupil will be allowed to enter the building site at any time for any reason*. Staff will ensure this is maintained.

Staffing

Pantherswood: Mrs Tracy O'Connor (class teacher, full time); Miss Robyn Gurney (teaching assistant, full time); Miss Katie Holding (teaching assistant, 5 mornings + Weds afternoons); Mrs Yvonne Bines (teaching assistant, Mon, Tues, Thurs & Fri afternoons)

Homewood: Mrs Vickie Jones (class teacher, Mon – Weds); Mrs Molly Foster (Thurs & Fri); Mrs Ruth Boswell (teaching assistant, Mon – Thurs); Miss Jo Kelly (Teaching assistant, Fri)

Warrenwood: Mr Andrew Woodhouse (class teacher, Mon – Weds); Ms Belinda Canham (class teacher, Thurs & Fri); Mrs Kellie Morton (teaching assistant, full time)

Harefield: Mrs Claire Pulham (class teacher, Mon & Fri); Miss Hannah Da Costa (class teacher, Tues, Weds & Thurs); Mrs Terri Jenner (teaching assistant, full time)

1-to-1 and interventions: Mrs Emma Richmond, Miss Jo Kelly

PE leader: Mrs Janet Pinfold

Final thoughts

Clearly we continue to live in very uncertain times, and no-one can tell how the next few months will unfold. I would like to reassure all staff and families that every effort has been made to ensure the safety of everyone within our community. We take our responsibility to ensure safety very seriously, and thank you all in advance for your willingness to work with us during this ongoing challenging period.

**With kind regards,
Mr Potter**