



Butterwick Pinchbeck's Endowed  
Church of England (Aided) Primary School  
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PE22 OHU

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### **September 2020 Returning to School Protocol and Procedures**

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term. Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible"

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term with the expectation that they will further embed so that

children who did not attend in the summer term will themselves adopt the measures also. A risk assessment has been carried out using an LA-approved template.

The following plan outlines relevant detail from the government's guidance with further detail about how Butterwick Church of England Primary School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely.

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Butterwick Church of England Primary School has made them appropriate to our specific context and circumstance.

### **"System of controls**

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

#### **Prevention:**

- 1) 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**
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

#### **Response to any infection:**

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant."

Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

## Section 1: public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
<p><i>Prevention</i></p> <p><b>1. 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</b></p>	<p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, <b><u>they are not to attend school</u></b>. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the autumn term.</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned with bleach and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.</p> <p>The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p> <p>Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result.</p>

<p><i>Prevention</i></p> <p>2. Clean hands thoroughly more often than usual.</p>	<p>Adults and children are to wash their hands on the following occasions:</p> <ul style="list-style-type: none"> <li>- Entry to school</li> <li>- Before/after break times</li> <li>- Before lunch</li> <li>- When they change rooms</li> <li>- Before leaving school</li> <li>- Anytime that they visit the toilet or cough/sneeze in to their hands.</li> </ul> <p>Additional hand sanitiser pumps have been purchased and are stationed in each classroom as well as additional hand sanitiser at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene as a 'pinch point' in the school.</p> <p>Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands. Children may also use moisturiser supplied from home when required.</p> <p>Hand hygiene protocols are to be re-visited at the start of the year and then the children will receive regular reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations. Displays around school will also help remind children and adults of the hygiene protocols.</p>
<p><i>Prevention</i></p> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p>	<p>As part of the transition back to school, children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each classroom using the foot-pedal to open the bin and their hands must be cleaned afterwards.</p> <p>Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.</p>
<p><i>Prevention</i></p> <p>4. <b>Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</b></p>	<p>At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment. It will be stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines. This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>

Prevention

5. **Minimise contact between individuals and maintain social distancing wherever possible.**

The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. Butterwick Church of England Primary will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.

**Grouping the Children**

There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.

The DfE guidance reads as follows:

*"In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups."*

In order for school to offer a curriculum that is best-placed to support 'catch-up' and specialist teaching our bubbles will need to be in phases, i.e year groups working as R/1, 1/2, 3/4, 5/6. The reasons for this are as follows:

- All children will be able to be considered for catch-up interventions now that teaching support can work across phases. There would not be enough adults to support individual class bubbles.
- Our curriculum structure is based on phase mixed-year groups and the sharing of resources and equipment to facilitate this. There would not be enough resources to support a broad curriculum if we used individual class bubbles.
- We have specialist teaching in year groups for PE and Music. Without this, there would be further restrictions on the curriculum offer.
- Ensure a more manageable lunchtime offer (including the provision of hot meals).

Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum, however now that we are in phase bubbles, the necessity for this to happen is reduced.

**Measures within the classroom**

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.

Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the

children and reduce this where possible. This could be as simple as re-positioning where they sit e.g. next to rather than opposite.

Classrooms need to be adapted to support distancing where possible. If tables are used, they should face the front and children should sit side-by-side, not facing one another. Classrooms will be prepared as such ready for September.

### Measures elsewhere

There will be no whole-school events where children and adults are required to congregate. Assemblies will be limited to class assemblies. Where possible, efforts will be made to have virtual assemblies. Children are not to sing during assembly.

Use of the staff room should be minimal. The staff room will remain open to adults, however strict social distancing must be in place and where possible, it is advised that adults use areas within their zone to eat.

### Measures for arriving at and leaving school

The start and end time of school will vary for each phase bubble:

Group Colour	Entrance/Exit	Class	Teacher	Drop-off time	Pick-up time
Green	Reception outdoor area gate	Reception	Mrs Walker	9am	3:15pm
Black	KS1 Double doors	Reception/ Year 1	Mrs Quibell	9am Rec 9:15am Year 1	3:15pm Rec 3:30pm Year 1
Grey	Reception outdoor area gate	Year 1/ Year 2	Miss Smith	8:45am	3:00pm
Yellow	Car park entrance	Year 2	Mrs Truepenny-Wray	9am	3:15pm
White	Class fire door	Year 3	Mrs Rolfe/ Mrs Atkinson	9:15am	3:30pm
Blue	Double doors (small KS2 playground)	Year 3/ Year 4	Mr Read	9:00am	3:15pm
Purple	Class fire door	Year 4	Miss Bush-Cavell	8:45am	3:00pm
Pink	Class fire door	Year 5	Miss Taylor/ Mrs Gordon	8:45am	3:00pm
Red	Class fire door	Year 5/ Year 6	Miss Reeve	9:15am	3:30pm
Orange	Class fire door	Year 6	Miss Hann	9:00am	3:15pm

Staggering entrance/collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles. This will be difficult for some families of multiple children.

Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds.

Staff will be on the gates/ playground to support children and adults as they arrive

at school. This way we will continue to reduce footfall of adults on site. Parents mustn't congregate at the 'drop-off' point, they must instead arrive on time and then depart.

Parents must arrive on time for entry to school, they must not arrive early or late. In the instance that parents have children in more than one year group, parents may drop off at the later start time and pick up at the earlier finish time. Parents will be asked to drop off and leave, rather than remain on school grounds.

Given that the external school gates will be open at 3.00pm, no children will be allowed outside at that point and must have returned to their classrooms.

Again, parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to. It is important that the number of people on the school premises is minimised at all times therefore there may need to be some adjustments to timings, once everyone is back. This will be monitored in the first few weeks and you will be notified if changes are needed.

Teachers may not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through the school office by email if they have queries about the day or they can call to make a phone appointment.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email. A member of the team will go to classrooms throughout the day to collect any items brought in to school (money etc).

#### **Other considerations**

School uniform is to be worn as this plays a valuable role in contributing to the ethos of the school and setting an appropriate tone.

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them.

Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.

A record of all visitors must be kept to support NHS Test and Trace.

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the bubble but should be cleaned following use.

Shared resources, like art/science equipment should be meticulously cleaned between use or rotated to allow 72 hours between use to ensure they are safe.



	<p>Games that encourage distancing and little touch need to be made available to the children. However, outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time and cleaned.</p> <p>Pupils should not bring anything additional from home. There can be no 'show and tell'. However, children can now take books home and return them as normal. Books are to be returned as normal but taken out of circulation for 72 hours before being returned to the library.</p> <p>Teachers can now take books home (and return them freely) to assess or use to support planning etc.</p>
<p><i>Prevention</i></p> <p>6. <b>Where necessary, wear appropriate personal protective equipment (PPE).</b></p>	<p>PPE should only be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).</p> <p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> <li>- Face masks</li> <li>- Aprons</li> <li>- Gloves of various sizes</li> <li>- Face shields (limited quantities)</li> </ul> <p>Children need to know that some adults might be wearing PPE and that it is 'ok'.</p>
<p><i>Response to any infection</i></p> <p>7. Engage with NHS Test and Trace.</p>	<p>Parents and staff are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.</p> <p>If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term and they will be stored in the school office. Given the potential low numbers of kits, they will only be issued with the agreement of either the Head or Deputy Head.</p> <p>Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p>



	<p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>
<p><i>Response to any infection</i></p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>School should contact the local health protection team:</p> <p><a href="mailto:HealthProtectionTeam@Lincolnshire.gov.uk">HealthProtectionTeam@Lincolnshire.gov.uk</a></p> <p>School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>The admin team will prepare a report that shows the contact details of each member of the phase bubbles to support the contact tracers.</p> <p>School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.</p> <p>Butterwick Church of England Primary will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</p>
<p><i>Response to any infection</i></p> <p>9. Contain any outbreak by following local health protection team advice.</p>	<p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a phase bubble lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p>

## Section 2: School operations

Aspect of school	Action
<p><i>Transport</i></p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> <li>• by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only</li> <li>• by public transport services, we mean routes which are also used by the general public</li> </ul>	<p><b><i>Dedicated school transport</i></b></p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport.</p> <p>If children are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.</p> <p>School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.</p> <p><b><i>We are currently awaiting further information from the LA regarding dedicated school transport.</i></b></p>
<p><i>Attendance</i></p> <p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p><b><i>Attendance expectations</i></b></p> <p><b><i>School attendance is mandatory from September 2020.</i></b></p> <p>School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.</p> <p>School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-covid and any absence will be followed up.</p> <p>Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the local authority's code of conduct).</p> <p><b><i>Pupils who are shielding or self-isolating</i></b></p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Butterwick Church of England Primary will support those parents through</p>

	<p>dialogue so that appropriate advice can be offered and leeway afforded.</p> <p><b><i>Pupils and families who are anxious about return to school</i></b></p> <p>If parents of pupils with significant risk factors are concerned, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance.</p>												
<i>Safeguarding</i>	All existing pre-covid safeguarding measures will return as normal.												
<i>Catering</i>	The expectation is that the school kitchen will be fully open in Autumn term.												
<i>Lunch and break times</i>	<p>Middy supervisors will continue to support the supervision of lunchtimes but they will be allocated to phase bubbles that cannot mix.</p> <p>Only hot lunches will be allowed in the hall at lunchtime. These will be organised on three sittings based on bubbles e.g. Y5/6</p> <p>The hall will need to be thoroughly cleaned both before and after each sitting.</p> <p>A rota will be drawn up to ensure that only members of staff within appropriate bubbles supervise their bubbles at break times. The playground will be split in to zones and allocated to bubbles to avoid any cross-contamination.</p> <p>Timings of lunchtimes will be staggered, as will break times:</p> <p>Break times</p> <table border="1" data-bbox="488 1297 1109 1669"> <thead> <tr> <th>Times</th> <th>Year Groups</th> <th>Playground zones for break and Lunch.</th> </tr> </thead> <tbody> <tr> <td>10.15 – 10.25</td> <td>KS1 Year 1 &amp; 2</td> <td>Zone 1. Zone 2 Zone 3</td> </tr> <tr> <td>10.30 – 10.40</td> <td>LKS2 Year 3 &amp; 4</td> <td>Zone 1 Zone 2 Zone 3</td> </tr> <tr> <td>10.45 – 10.55</td> <td>UKS2 Year 5 &amp; 6</td> <td>Zone 1 Zone 2 Zone 3</td> </tr> </tbody> </table> <p>Lunch times (same playground zones as break time)  11:45 – 12:30 EYFS/ KS1  12.15 – 1:00 Years 3/ 4  12.45 – 1:30 Years 5/ 6</p>	Times	Year Groups	Playground zones for break and Lunch.	10.15 – 10.25	KS1 Year 1 & 2	Zone 1. Zone 2 Zone 3	10.30 – 10.40	LKS2 Year 3 & 4	Zone 1 Zone 2 Zone 3	10.45 – 10.55	UKS2 Year 5 & 6	Zone 1 Zone 2 Zone 3
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<i>Premises</i>	Teachers need to ensure that classrooms have good ventilation (open windows and doors).
<i>Educational Visits</i>	<p>The Year 6 residential trip to Kingswood has been postponed to March 2021, following DfE instructions with regards to overnight stays not being permitted in the Autumn term.</p> <p>Further information will be provided in the Autumn term.</p> <p>School trips are permitted to resume however the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools, does not seem conducive with guidance.</p>
<i>Breakfast Club</i>	Breakfast Club is permitted to commence. Children attending will be kept in separate class/ phase bubbles to minimise cross-contamination. They will continue to observe good hand hygiene.

### Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
<p><i>Curriculum expectations</i></p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <p>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining</p>	<p>Butterwick Church of England Primary School will apply our curriculum model in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to 'catch-up'.</p> <p>During this period, children will be reminded of all of their hard work during the previous year and we will 'reset' the expectations so that children know what we are expecting of them on their return to school i.e. great learning behaviours.</p> <p>We will return to the normal teaching of all subjects in the autumn term as fully as possible.</p> <p>Formative assessment will be used to a greater extent so that teachers can tailor the teaching and learning.</p> <p>Remote education will become a focus in the sense that it will become integrated in to the school curriculum. Classteachers will retain the use of Seesaw and upload information and curriculum so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed.</p>

<p>their choices for further study and employment.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p>	
<p><i>Specific points for early years foundation stage (EYFS) to key stage 2</i></p>	<p>For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary.</p> <p>For pupils in key stages 1 and 2, school leaders are 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.</p>
<p><i>Physical activity in schools</i></p>	<p>PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors.</p> <p>The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports are to be avoided.</p> <p>External coaches can still be used to deliver PE sessions as long as they also follow the protective measures.</p>
<p><i>Pastoral support: Learning Mentor, Pastoral and well-being Lead</i></p>	<p>The pastoral team will ensure that appropriate materials are on hand to support children’s wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p>
	<p>Where issues arise, the pastoral team is to be informed so that specific interventions can take place. The pastoral team will need to ensure that they distance appropriately during meetings given that they will be required to work</p>

	across phases.
<i>Behaviour expectations</i>	During the transition back to school the expectations of behaviour will be revisited and the school's values of 'hope, friendship, respect, service, love and forgiveness' will be widely discussed so that the ethos of the school does not change. The climate and culture needs to remain one of high expectations and respect for one another.

#### Section 4: Assessment and accountability

Aspect of school	Action
<i>Primary Assessment</i>	<p>The government is planning that all statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows:</p> <ul style="list-style-type: none"> <li>• the phonics screening check</li> <li>• key stage 1 tests and teacher assessment</li> <li>• the year 4 multiplication tables check</li> <li>• key stage 2 tests and teacher assessment</li> <li>• statutory trialling</li> </ul> <p>Butterwick Church of England Primary will prepare for these tests in the same manner as has been done in previous years.</p>

#### Section 5: Contingency planning for outbreaks

Aspect of school	Action
<i>A local outbreak</i>	<p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p>
<i>Remote education support</i>	<p>Butterwick Church of England Primary School needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none"> <li>➤ Staff will share lessons via Seesaw.</li> <li>➤ Children will be able to take photos of their learning and upload to Seesaw so that teachers can monitor progress and offer supportive feedback if appropriate.</li> </ul> <p>Chosen learning activities will follow our curriculum sequencing and will be of high</p>

quality. All teachers will use this consistently to support online learning.

Where children can't access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. The existing devices will be re-distributed to those eligible families.