



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 - Thursday 3rd September 2020 (1st/ 2nd September are Staff INSET).

Our planning is underpinned by the Department for Education's advice on effective infection protection and control.

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 more detailed plan can be found on the school website in the 'School Information' section then follow the link 'September 2020'. This document should contain all the information that you need for September.

This letter is to summarise the information which can be read in the full version of the plan. As always the aim is to minimise the risks, whilst acknowledging that we can't negate them entirely.

Key points:

Attendance

- Attendance will be **mandatory** from September 2020 onwards.

Minimising risk of an outbreak

- 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, **they are not to attend school.**
- 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 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 guidance also applies if an adult presents as unwell and is subsequently tested as positive.

- Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result.
- Parents are expected to engage with the NHS Test and Trace process if required to do so.
- School will provide PPE for staff to wear for certain tasks therefore you may wish to speak to them about this. The majority of the day PPE will not be worn.

The classroom

- There will be regular handwashing and promotion of good respiratory hygiene
- Where possible classroom windows and doors will be kept open to improve ventilation.
- Class teachers/ Teaching Assistants have been provided with their own cleaning materials to wipe down surfaces, handles etc.
- Please remind your children, particularly the very young, that they cannot hug/ physically hold/ touch other children. Obviously this might need a little training/ reminders on our part as well.
- COVID hygiene posters are displayed around the school and regular reminders will be given.
- Hand sanitiser stations will be placed at different points in school, including every classroom.
- Children will be sat side by side.
- Children will be given their own stationary that is not to be shared.
- Other classroom resources like books and games can be used within the bubble but cleaned after use.
- Shared resources, like art and science equipment will be cleaned meticulously between use and rotation between classes will allow 72 hours between use.
- Children should not bring items from home e.g. for show and tell. However bags are allowed.

Staffing

- All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum.
- Wherever possible staff will remain within their phase/ class bubble.
- Specialist teachers/ coaches can still be used to deliver the curriculum as long as they follow the school's protective measures.

Organisation

- 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.
- 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
- Younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.
- There will be no whole school events where children are required to congregate e.g. whole school assembly however collective worship will be delivered in class bubbles.
- Playtime and lunchtime will be staggered and will be in their phase bubble, e.g. Y3/4. Each class will have their own zone.

Arrival and leaving school

- Staggered entrance/collection will ensure that adults and children on site can social distance appropriately and will reduce the risk of children coming into contact with other bubbles.
- For those families who have more than one child, please drop off all siblings at the same time using the latest start time and collect at the earliest finish time.
- 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 will not be able to enter the school building.
- Please do not use the staff carpark due to pedestrian traffic and staff arriving for their staggered start time in their vehicles. This is particularly important as a bubble is using this area for their arrival and collection.

Please see the table below for your child's start/ finish time. Attached to this email is also a map of the school site indicating the entrances to use and the classrooms/ bubbles which are colour coded.

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

Uniform

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

Communication

- Communication with school should be by telephone or email unless you have a pre-arranged appointment.

Pastoral

- As school will feel very different to what children remember, staff will take a lot of time in the first couple of weeks going through the new rules/ expectations and talking to children about their worries and concerns. The emotional well-being of the children is, as always, a priority of the school.
- The whole staff team are planning to ensure appropriate materials and teaching resources are available to support the children's well-being. In PSHE we will need to give the children the opportunity to re-build friendships and social engagement and address issues linked to coronavirus.
- Expectations for behaviour will be re-visited and the school values widely discussed. The climate and culture will remain one of high expectations.

Breakfast Club

- 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.

Contingency Planning

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. Our immediate response will be the following:

- Staff will share lessons via Seesaw.
- 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
- Where children can't access the internet, children will receive home-learning packs (paper-based) to complete.
- Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning.