



## **SOUTHWOOD COUNTY INFANT SCHOOL**

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Headteacher: Mrs Wendy Southgate NPQH

17<sup>th</sup> July 2020

Dear Parents,

### **September Plans**

We are looking forward to having all our children back, full time, in September and want to ensure that keeping them and our staff safe is our number one priority. Please read this letter carefully to ensure you are up to date with the latest school procedures.

Many of the protocols and procedures that we've implemented during the summer term will remain the same in the autumn term with the expectation that we will further embed hygiene and regular hand washing. With this in mind we have purchased three standalone hand washing units which will be situated outside by class doors.

In line with the Department for Education's instruction, it is our plan that all children, in all year groups, will return to school full-time from the beginning of the autumn term – Year 1 and 2 will start on Thursday 3<sup>rd</sup> September 2020. Year R have a staggered start and hopefully will be full-time by the 21<sup>st</sup> September. With the prevalence of coronavirus decreasing and the Test and Trace system up and running, the government are now saying **it will be compulsory for all children to return to school in September.**

The following plan outlines relevant detail from the government's guidance and compliance to the statutory elements we are asked to adopt. The aim of this plan is to minimise the risks, whilst acknowledging that we cannot negate them entirely.

If this guidance changes before September, I will write to you and let you know.

The main messages from Public Health England which should help prevent infection are:

- No child or adult must come to school if they have any illness or any COVID 19 symptoms or if anyone in their household has symptoms
- Regular, thorough hand washing during the school day will continue and all children will be asked to wash their hands regularly
- Good respiratory hygiene with the 'catch it, bin it, kill it' principle will continue to be promoted
- Extra cleaning, especially frequently touched surfaces
- Minimise contact between individuals and maintain social distancing wherever possible
- Active engagement with NHS Test and Trace
- Contain any outbreak by following local health protection team advice and manage confirmed cases of coronavirus (COVID-19) amongst the school community

### **School Organisation**

The guidance states that from September, children should remain in bubbles, but numbers can be increased. At Southwood due to space, staff availability and practical logistics, we will operate in year group bubbles. This means we can allocate a large playground and outside learning space to each year group without using staggered times or dividing our space. The overarching principle is to reduce the number of contacts and reduce the risk of transmission therefore year group bubbles will not be allowed to mix and will be kept apart. This is a protective measure. This means there will be no assemblies or large gatherings.

All children will be taught in their classes but this arrangement allows us to organise playtimes, lunchtimes and staggered drop off and collections. It also means that at certain times in the day our children can come together with their friends in the same year group which we believe is very important.

### **Children who are Unwell**

To support the school with reducing the risk of spreading the virus, children are not allowed to come to school with any COVID 19 symptoms or if anyone in their household has symptoms. If any child or member of staff shows any symptoms during the day, they will be isolated and sent home and parents are expected to arrange for them to be tested. If the test is positive, all children and adults within that bubble will need to self-isolate for 14 days and not attend the setting. The school will inform parents of the infection, but we will not reveal the name of the infected child/adult. As a school we will follow advice from Public Health England. If the school has two or more confirmed cases then a mobile testing unit may be dispatched and the school may be closed. If the test is negative your child can return to school as soon as they are well enough.

We realise that illness with minor coughs and colds is going to cause some disruption and our absence rates due to illness will increase. As you will appreciate we must be very cautious and ask you not to send your children to school if they are not 100% well.

You will also understand that we will be ringing you very quickly if your child is not well in school and asking you to collect them. Please ensure you are contactable or you have someone able to collect them promptly. With this in mind, please ensure all of your emergency contact information is up to date in the school office.

### **Staggered Drop off and Pick up Times**

Timings within the school day will be adapted to ensure that there will be no learning time lost and this will be achieved through a withdrawal of daily assembly time.

As over the last few weeks, it is really important that you only arrive at your allocated drop off and pick up time. There will, potentially, be sixty parents on site at one assigned time so there is no room for parents to be hovering around. I know this is tricky but please help us to keep everyone safe. Parents are strongly encouraged not to gather in groups at the entrance and exit points to school. The responsibility for social distancing is down to you, so please be mindful of others around you and not block routes. Only one parent is to come onto the school grounds per family and all siblings must be very closely supervised and are not allowed to touch anything.

Entrance to the school will be through the pedestrian gate to the left hand side (looking at school). The right-hand gate is to be used as an exit only. There will be signs and markings on the path to direct you. Our one way system has worked very well this term but we will monitor the situation to ensure it continues to work with increased numbers on site.

Our staggered drop off and pick up arrangements will ensure that the adults and children on site can socially distance appropriately and it will reduce the risk of children coming into contact with children from other bubbles. In the instance that parents have children in more than one year group, please use the first timings for both children.

The external school gates will be opened at 8.30 am and 2.40 pm. **Please do not enter the school site until a member of staff has opened the gates.**

8.30 – 8.40am 2.40 – 2.50pm	8.40 -8.50am 2.50 -3.00pm	8.50 -9.00am 3.00 – 3.10pm
<b>Year 2</b>	<b>Year 1</b>	<b>Year R</b>

## Lunchtimes

The expectation is that the school kitchen will be fully open in autumn term and serving hot meals. There will be no picnic or jacket potato options unless your child requires a special menu on medical grounds.

A rota will be drawn up to ensure that our lunchtime staff supervise the same bubbles in the hall and outside. The playground will be split into three zones and each zone will be allocated to a year bubble to avoid any cross-contamination.

Timings of lunchtimes will be staggered. All children will have to wait until everyone has finished their lunch before leaving the hall. This will ensure the safety of all pupils and staff. Year R and Year 2 will be on first sitting and be separated in the hall by a 2 meter gap. Year 1 will be on second sitting at 12.30. This arrangement will be reviewed regularly and timings may be adjusted.

YEAR GROUP	EATING	OUTSIDE
Year R	11.45am	12.30 – 1.00pm
Year 1	12.30pm	12.00 – 12.30pm
Year 2	12.00pm	12.30 – 1.00pm

## Curriculum, Behaviour and Pastoral Support

We will return to the normal teaching of all subjects in the autumn term. However, we will have a period of adjustment in September to allow teachers to gain a good understanding of children's gaps in learning. During the first days and weeks, expectations of behaviour will be revisited along with the school's values 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.

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 that we are expecting of them on their return to school i.e. great learning behaviours.

PE lessons will take place twice a week with our PE coach delivering 1 lesson a week to our Year 1 and 2's. Contact sports will be avoided. Children will be kept in their consistent groups and sports equipment will be cleaned thoroughly between each bubble's use. Hands will be washed thoroughly after completing a PE session.

Personal, social and emotional education will be our top priority and we will be providing children with the opportunity to rebuild friendships and social engagement and address any issues they want to talk about linked to COVID 19.

There will be no whole school events for the first half term as children and adults are not allowed to congregate.

If school is advised to close due to a local outbreak we will continue to follow our curriculum sequencing. All teachers will support the children with online learning through Tapestry. Preparations will be made by way of a contingency plan so that high quality learning can still continue and we are in a good place to get this up and running quickly.

### **Resources**

It is still recommended that children limit the amount of equipment they bring into school each day. The following equipment is now allowed; lunch boxes, water bottles, hats, coats, books, book bags and PE kits. Reading books will be allowed to come home for shared reading. Hooray! Toys and other items from home will not be allowed in school.

### **School Visitors**

Public Health England clearly states that visitors and parents are not allowed in the school building as that could increase the risk of transmission so all communication will need to be via phone or email. I know this is not ideal and not how we normally work at Southwood, but it is for everyone's safety at this time. Myself, Miss Park or Mrs Padday will continue to welcome the children to school and will stand by the school gate every morning if you need to speak to us.

### **Clubs**

We are planning to run our breakfast and after school club with Get Active so we can support parents getting back to work. They will be following Department for Education guidance and ensuring children remain in their year group bubbles. All other after school clubs will not run until at least after half term.

I think I have told you as much I can for September. Thank you for your support and understanding over the past few months. Let's hope we can all have a good summer, that infection rates don't increase, and we can all come back to school to a 'new' normal.

Yours sincerely,

*Wendy Southgate*

Wendy Southgate  
**Headteacher**

**Excellence- Respect- Enjoyment**

Administrative Officer: Mrs. Alison Padday

