

Lightcliffe CE Primary School

Returning to School

September 2020



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On 2nd July 2020, the Government announced the plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

We fully understand the anxieties that families may have about returning to school, but please rest assured that key leaders from the Trust and all three academies have been working hard to ensure that our plans put the health, safety and wellbeing of our students, staff and our community at the centre of any decision made.

Every decision is underpinned strictly by Government and DfE guidance and we continue to ensure that we adhere to these government guidelines.

We would not support this plan if we did not feel confident that this is in the best interests of our students and our community, whilst minimising risk to everyone involved.

Government Expectations from September

The Government 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 must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. We have thoroughly reviewed our health and safety risk assessments and drawn 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 to those pupils who have attended school during the summer term.

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- 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 is based on our school circumstances but wherever possible we are:

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

We will have active arrangements in place to monitor that the controls are:

- effective
- working as planned
- updated appropriately considering any issues identified and changes in public health advice

We have worked through the system of controls adopting measures in a way that addresses the risk identified in our risk assessment, works for our school, and allows us to deliver a broad and balanced curriculum for our pupils, including full educational and care support for those pupils who have SEND.

The system of controls that will be explained in more detail throughout this planning document are:

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.

Minimising contacting with individuals have coronavirus symptoms

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.

We will ensure that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in the last 10 days, and we will ensure that anyone developing those symptoms during the school day is sent home. All staff will be aware of the procedures to follow if they or a child whom they are supporting exhibits symptoms of coronavirus (COVID-19). An isolation area is set-up within school to ensure that anyone exhibiting symptoms can be kept away from other pupils and staff members. If your child is displaying symptoms of coronavirus (COVID-19) we will contact you immediately, so that your child can be collected and taken home and we will advise you on the next steps you need to take in terms of self-isolation and testing.

Any member of staff who supervises a child with symptoms of coronavirus (COVID-19) will wear PPE and will log the actions taken during the period of isolation. Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them will not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Everyone who has had contact with someone who is unwell must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser. The area around the person with symptoms will be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

Posters will be displayed at the entrance to school to ensure that it is clear to anyone entering the building that they will not be permitted entry if they have symptoms of coronavirus (Covid19) or they have tested positive in the last 10 days. Pupils will be supported, through the use of social stories, to recognise the symptoms of coronavirus (Covid19) and the measures that they can take to reduce transmission.

Cleaning hands thoroughly

The most effective ways of reducing the transmission of germs, including viruses, is the regular washing of hands with soap and water. Staff will regularly remind all pupils of the importance of hand hygiene and wherever possible handwashing will be supervised. Hand sanitiser will be provided in classrooms and other areas of school e.g. reception/office area.

We will ask pupils and staff to wash their hands when they enter the building, before and after eating, after sneezing or coughing, after touching faces, after learning outside, after visiting the toilet and before leaving the premises. We will ensure that there are sufficient supplies of soap and hand sanitiser and will audit stocks regularly to maintain adequate supply levels. These routines will be built into the school culture and will be supported by behaviour expectations.

Ensuring good respiratory hygiene

Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Children will be encouraged not to touch their mouth, eyes and nose and to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it'). We would ask that you support us with maintaining levels of hygiene by reminding your child of the importance of handwashing and other hygiene practices.

Support will be provided to younger children and those with complex needs to ensure they follow the hygiene practices and we will ensure that pupils understand that these rules are part of how we operate.

Enhanced Cleaning

A detailed cleaning plan is in place for throughout the school day. This includes but is not limited to:

- cleaning of high touch areas throughout the day e.g. door handles, light switches, hand rails, toilets and sinks etc.
- cleaning of classrooms and areas of learning at the end of the day

A sanitisation plan will ensure a record is kept of the cleaning undertaken in each area being used. During the day, as many internal doors as possible will be left/propped open to reduce the need to touch door handles or security code pads. All classrooms will be ventilated in between lessons as a minimum, although windows are likely to be open during lessons too.

Minimise contact between individuals and maintain social distancing wherever possible

Minimising contacts and mixing between people reduces transmission of coronavirus (COVID-19). We will do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

The emphasis in our school will be on separating groups rather than on social distancing

Grouping Children

We will keep pupils within consistent groups, that we refer to as 'bubbles' to limit the number of pupils who will come into contact with each other. During lesson time, pupils will remain within their class bubbles and will be taught for the vast majority of the time by their class teacher. At break times and lunchtimes, pupils will use zoned areas of the playground and will be in class, year group or key stage bubbles. We may also allow mixing into a wider key stage group for before and after school clubs. We will try to ensure that bubbles are kept apart and, where possible, that older children keep their distance within the group. We will also encourage our older pupils not to touch staff and their peers.

We have used bubbles in school during the summer term and have found them to be highly effective in minimising the contact between groups. They have also been put in place as we recognise that young children cannot socially distance from staff or each other and the bubbles provide an additional protective measure.

Measures within classrooms

In our classrooms, pupils will be seated side-by-side and facing forwards rather than face to face or side on; any unnecessary furniture will be removed from classrooms to make more space.

In Early Years, we will continue to operate the areas of provision that are required to deliver a rounded Early Years curriculum therefore pupils will not be expected to socially distance and we will allow use of shared resources within each bubble. Resources will be cleaned on a regular basis.

We will keep bubbles apart as much as possible and therefore there will be no key stage or whole school acts of worship or assemblies. Worship will continue to take place and will be class-based, where possible worship will be streamed to classrooms to ensure that staff from across the academy can lead worship.

Frequently used resources, such as pencils and pens, will be allocated to pupils so they have their own items to use. Classroom based resources and shared resources, such as books, will be shared within the bubble or between smaller groups of children within the bubble.

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.

Arriving at and leaving school

A plan is in place to stagger arrival and dismissal of pupils (see the letter relating to timings for your child's class).

Only one parent per child will be able to come on to the school site at drop off/collection times. Entry will be via the gate on the top playground and we ask that the parent escorts their child to the bottom playground where the child will line up with their class teacher and the parent leaves via the driveway.

Entrance points will be clearly marked and social distancing (1 metre plus) will be expected. Hand sanitiser will be provided for each child on entry to the building each day.

Hand washing will be a regular part of the school day (as per the risk assessment) including at the start and end of the day.

At the end of the school day each bubble will be allocated a collection time and a place, in the playground, at the time specified within the plan where they will be dismissed to parents.

Unfortunately, there will be no waiting or discussions able to take place with staff. You must arrive on time and only at your allocated time. If you are late dropping your child off at school, your child must enter school via the office. If you are late collecting your child, a member of SLT will contact you and inform you which entrance you should collect your child from.

Procedures will be arranged for sibling groups and childminders as required.

Our staggered start and finish times will not reduce the overall teaching time.

Breaks and lunchtimes

In order to minimise contact between bubbles, break times and lunchtimes will be staggered. The adults working with the class will supervise at break time and our lunchtime supervisors will support during the lunch break.

Pupils will all need their own packed snacks (fresh fruit or vegetables) and their own water bottles as usual. But it is important that snacks are not shared. There will be no biscuits to buy to avoid the handling of money.

Until further notice, please do not send any food for pupils to share, e.g. birthday cakes, treats, etc.

We will continue to provide a school meal to all pupils in Reception and Key Stage One and to those pupils who are eligible for free school meals in Key Stage Two. In September, all other pupils must bring their own packed lunch in a clearly marked lunch bag/ box. This arrangement will be regularly reviewed during the first half term. Key Stage Two pupils will be asked to eat their lunch in their classroom to minimise mixing with others. Pupils must not share their lunch with anyone else.

If your child is entitled to a free school meal but you would prefer to send them with a packed lunch, please let us know.

Movement around school

Movement around school will be kept to a minimum to ensure that corridors and entrances and exits are not overcrowded. We will talk to children about the need to follow social distancing when moving around school.

Toilets

- Pupils will be informed which toilets they are to use.
- Hand sanitiser must be applied before leaving the classroom and on return to the classroom. We will also remind children to wash their hands thoroughly after using the toilet.

Personal Belongings, Uniform and Administration of Medication

Pupils should not be sharing belongings. We ask that pupils do not bring any toys into school until further notice.

We ask pupils to only bring to school, clearly labelled:

- water bottle
- coat
- packed lunch (if required)

Your child will not need a bag.

Should you wish your child to wear sun-screen, please administer it before school. Children in Key Stage 2 may bring their own small bottle of personal hand sanitiser and packet of tissues.

If you need to drop off an essential item for your child e.g. packed lunch, medication you must place it in the drop box near the main entrance and then inform the school office, by telephone, that you have left it there. We will then ensure it is collected, cleaned / wiped with anti-viral wipes and delivered to your child's classroom.

If your child requires medication for an illness, other than Covid-19, it must be brought to school in a clearly labelled see-through plastic bag and be in the original dispensed packaging. You will need to drop-off the medication at the school office where we will ask you to complete the relevant medical form. We will ask you to use hand sanitiser prior to completing the medical form. A member of office staff will tell you where to place the medication and will then collect it when you have left the foyer. They will wipe the plastic bag with anti-viral wipes and ensure the medication is stored safely. They will inform the member of staff that is with your child's bubble that medication needs to be administered and it will be an adult in the bubble who administers it. Should the medication need to be sent home at the end of the day it will be given to your child.

If your child takes regular medication e.g. an inhaler, they should bring it into school with them. This should only be the case for medical conditions that we are aware of and for which we already have a completed medical form.

Before and After School Clubs (Wraparound care)

We respectfully ask that you limit the number of wraparound providers you use and where you do use childcare providers or out of school activities for your child, we ask you to seek assurance that the providers are carefully considering their own protective measures.

Personal Protective Equipment (PPE)

The majority of our staff will not wear PPE, however, it will be required in certain cases, including:

- where an individual child becomes ill with coronavirus (COVID-19) symptoms while at school
- where a child already has routine intimate care needs that involves the use of PPE
- where first aid is administered
- where a member of staff is working across bubbles they will be offered PPE

Staff have all received training in the donning and doffing of PPE and on safe disposal.

Any adult or child who chooses to wear a face covering on their journey to school will be asked to remove it when they enter the building. We will remind pupils that they must not touch the front of their face covering during use or when removing it and that they must wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

We cannot accept responsibility for ensuring that any child who brings a face mask to school is wearing it at all times. It will be the responsibility of the child to look after any face mask they bring and to wear it appropriately. If any child does not use a face mask sensibly we will have to ask them to remove it.

Visitors

We will welcome back peripatetic teachers and other adults who support delivery of the curriculum. We will ensure they minimise contact and maintain as much distance as possible from other staff. We will also welcome therapists, clinicians and staff from other support agencies into school.

Wherever possible, we will restrict the time that contractors access the site so that it is outside the teaching day.

All visitors to school will be provided with guidance on physical distancing and hygiene on or before arrival. They will be expected to wash their hands (or use sanitiser) when they enter the building and to regularly wash their hands during their visit if it extends across the school day.

Volunteers would need to maintain a 2m distance from pupils and adults in school, and so is likely to limit or prohibit some of the usual activities undertaken by volunteers to our school.

Visits to the academy will be by appointment only so that we are fully aware of who is on site and to ensure visitors are kept to a minimum.

Response to any infection

Engage with the NHS Test and Trace process

We will ensure that staff members understand the following and we ask that you also be ready and willing to:

- book a test for yourself or your child if you are displaying symptoms. Staff and pupils must not come into school if they have symptoms, and will be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by parents / carers if using a home testing kit
- provide details of anyone your child has been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if you or your child has been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

If a member of staff or a child has had a coronavirus test, we will ask them to inform us immediately of the results:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia (loss of sense of smell/taste) can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Manage confirmed cases of coronavirus (COVID-19) amongst the school community

We will take swift action when we become aware that someone who has tested positive for coronavirus (Covid19). We will contact the local health protection team and have been assured they will work with us to guide us through the actions we need to take.

We will 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 means:

- direct close contacts - 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)

- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

To enable us to work effectively with the health protection team and to identify where close contact may have occurred we will keep a record of:

- pupils and staff in each class bubble
- occasions when bubbles come into contact with each other e.g. break
- bubbles within wraparound care
- any close contact for first aid, intimate care and supervision of someone who is unwell

Containing an outbreak

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (Covid19) is suspected, we may have an outbreak, and we will work with the local health protection team who will be able to advise us of any additional actions that are required.

Attendance

The Government have announced that school attendance will be mandatory from the beginning of the autumn term and we therefore expect all pupils to return to school. We do note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding.
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).

Where pupils are unable to attend school because parents are following clinical and/or public health advice, absence will not be penalised, however, we ask that where possible you provide us with evidence of this for our records.

We recognise that some parents and pupils will have concerns about schools opening fully and may be reluctant or anxious about returning. We want you to know that you are supported and we welcome the opportunity to talk to you about your concerns so that we can provide reassurance and support.

Supporting pupils

Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so we will plan to meet their needs for example using social stories. The SENDCo will work with class teachers and support staff to ensure plans are in place for all pupils with SEND.

We will also ensure that all pupils are supported in becoming familiar with new routines and will build in opportunities within PSHE and worship to address issues that pupils face.

Behaviour

We have reviewed and amended our behaviour policy addendum to ensure it continues to communicate any new rules and systems, including rewards and sanctions. We will work with pupils who struggle to reengage in school, providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.

Educational Visits

We will resume, where appropriate, non-overnight educational visits that will enhance our curriculum offer. Any visit that takes place will be done in-line with protective measures and the coronavirus secure measures in place at the destination.

We will not resume residential activities until we receive authorisation to do so from the Government.

Uniform

We expect pupils to wear full school uniform from the beginning of the autumn term. Uniforms do not need to be cleaned any more often than usual, therefore it is expected that all pupils wear school uniform according to our uniform policy. On days where PE is taught, we ask that pupils wear their PE uniform to school. (See PE Uniform sheet at the back of this booklet.) As we are aiming to use the running track on a regular basis, children will need to wear footwear suitable for this purpose, as there will not be the opportunity to change in to trainers; so no slip on shoes please.

Uniform for PE

Key Stage 1 – Reception, Year 1 and Year 2

- A yellow or green T-shirt, this is not gender specific, boys and girls can wear either colour.
- A pair of black / navy blue /dark grey track suit top and bottoms or leggings.
- A pair of trainers.



Key Stage 2 – Years 3 – 6

- A yellow or green T-shirt, this is not gender specific, boys and girls can wear either colour.
- A plain black / navy blue /dark grey tracksuit top and bottoms or leggings.
- A pair of trainers.



Jewellery and long hair

- For safety reasons earrings should be removed for PE.
- Earrings that are unable to be removed must be taped over with Micropore tape. Parents will need to provide the Micropore tape which will need to be applied by the child.
- Religious items, e.g. karas that cannot be removed, must be covered with a wristband.
- Long hair must be tied back (ponytail, plaits etc).

Extra-curricular activity

We intend to build up our offer of extra-curricular clubs as the autumn term progresses. Our priority at the start of term will be to put in place the protective measures to enable the timetabled day to operate effectively and efficiently. We will review our extra-curricular offer on a regular basis and consider how we can make such provision work alongside our wider protective measures, including keeping children within their bubbles where possible.

Curriculum including remote learning

We recognise that many of our pupils have not been physically attending school for some time and many of them will have had different experiences and understanding of the reasons why they had to work from home. When pupils return to school, they may not be working in the same classroom or with the same teacher. We therefore recognise the importance of pastoral support for our pupils as they return to school. As a result, we will have an increased focus on PSHE (personal, social and health education). We will enable pupils to ask questions and we will support them to understand the changes that they are experiencing in their time at school and to understand the safety measures we have put in place.

Although home learning has been set by school staff and undertaken by many pupils, we recognise that this is not the same as the learning that takes place in the classroom. We will therefore revisit basic skills and expectations and will implement a recovery curriculum that will allow consolidation of prior learning. We will spend some time identifying any gaps in individual curriculum knowledge and ensure that pupils are supported so that they access all the skills, knowledge and experiences within the curriculum for their year group. We will endeavour to ensure that pupils are stretched and challenged at the appropriate level.

For children in nursery, teachers will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development. For pupils in Reception, teachers will also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.

For pupils in key stages 1 and 2, we will prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so that pupils read widely, and develop their knowledge and vocabulary. The curriculum will 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.

We recognise that there may be an additional risk of infection in environments where groups of people are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. We will reduce the risk of infection transmission, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing will not take place in larger groups such as the school choir. Whole class brass instrument tuition is under review; parents will be given further information in the Autumn term.

In physical education, we will prioritise outdoor sports where possible.

Remote learning

Remote education is likely to be an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown. We plan to ensure any pupils educated at

home for some of the time are given the support they need to master the curriculum and so make good progress. Remote learning will be offered to pupils who are self-isolating. Please note that attendance at school is mandatory from the Autumn term.

Contingency

In the event of a local outbreak, the PHE health protection team or local authority may advise us to close temporarily to help control transmission. We will have a contingency plan for this eventuality which may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other students. We will offer remote education if a local lockdown requires students to remain at home.

Giving all the opportunity to succeed

In partnership to *Educate, Nurture & Empower*

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