

Dear Families,

I hope that you are all keeping well. I kindly ask that you read the following plan and complete the form, returning it to school or via email to parentalresponse.valewood@schools.sefton.gov.uk by Friday 17th July. Many thanks, as always, for your anticipated support and co-operation.

Valewood Primary School's Back to School Plan – September 2020

Our Guiding Principles:

- To prioritise the health, safety and wellbeing of all our children; families; staff and their families.
- To minimise the risk of potential transmission and infection of COVID-19.
- To provide the highest level of education for all the children.

**Please note that the following plan could be subject to change, given updated Government guidance- at any point.*

Introduction

This plan has been created with reference to the government guidance (see Appendix 1); the School's own risk assessments; advice from unions and Sefton Council.

This plan has been shared with all staff and governors. Whilst every effort has been made to ensure the accuracy of the plan, there will inevitably be alterations and changes, as the plan is implemented, over time.

Attendance & First Day Response

From Thursday 3rd September, children's attendance will be statutory. Our first day response will be operational from the beginning of the Autumn term.

The 'Bubble' Concept

The key concept in reducing the risk of transmission is for School to adopt a 'bubble' approach to teaching groups. The concept of bubbles- we call them 'teams'- can be thought of as a family group. The same staff members will be working with the same group of children on a daily basis, as much as is practically possible. Children will not be allowed to mix teams during core school hours and they will remain within these teams during break times and lunch times.

From Thursday 3rd September, our class teams are as follows:

- Team Reception led by Miss Ainsworth with TAs: Mrs Brown, Mrs Rudkin & Mrs McCombe
- Team 1 led by Mrs Parr with TAs: Mrs Rothwell & Miss Sullivan
- Team 2 led by Mrs O'Brien with TAs: Mrs Cassidy, Mrs Fielden
- Team 3 led by Miss Eglin with TAs: Mrs Deegan & Miss McLnerney
- Team 4 led by Mrs Salzano with TAs: Mrs Hall & Miss Scarborough
- Team 5 led by Mr Burns with TA: Mrs Petrou
- Team 6 led by Miss Clark with TA: Mrs Stoddart
- Mrs Mills will be providing planning, preparation and assessment (PPA) support for Team 3, Team 5 & Team 6.

Actions if there is a Confirmed Case of COVID-19

If a member of a team develops symptoms of COVID-19, they will be isolated in our First Aid Bay. If they are tested and confirmed positive, the entire team (and their families) will need to self-isolate for 14 days (see Appendix 2). In this way, the closure of a team impacts on the fewest children and staff possible and allows the rest of the School to remain open, during this time.

It is essential that social distancing/ contact outside School is in line with government guidance, to keep the children and staff in each team as safe as possible.

Organisation of Teaching Spaces

- Net capacity of our School under social distancing measures from 3rd September will be 213 children.
- This is calculated given the maximum number of children per classroom base.
- Each class will have a maximum of up to 30 children (34 for Team 2) with an appropriate number of staff for the age and needs of the children.
- Children in Team 1 to Team 6 will be allocated a designated learning space. Reception class will continue to have zoned learning areas for up to a given, small number of children at a time- depending on activities.
- Current government advice states: *"We know that unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff."*
- All children will have regular and daily access to the outside environment on a rota basis.

Arrival to and Departure from School

- Arrival to School will be strictly limited to ONE parent/ carer per family at this time.
- Staggered arrival to and departure from School will be at the designated time for each team as follows:

VALEWOOD	School Start	Break	Lunch	Break	Pick-Up Time
Team Reception	8.45am	10.15am	11.45am	1.45pm	2.55pm
Team 1	8.45am	10.15am	11.45am	1.45pm	2.55pm
Team 2	8.45am	10.30am	12.15pm	2pm	2.55pm
Team 3	8.55am	10.30am	12.00pm	2pm	3.05pm
Team 4	8.55am	10.45am	12.15pm	2.15pm	3.05pm
Team 5	9.05am	10.15am	12.00pm	2.15pm	3.15pm
Team 6	9.05am	10.30am	12.30pm	2.30pm	3.15pm

- **Staggered start times will be in place from Thursday 3rd September. Siblings should arrive in School TOGETHER at the youngest child's start time and will leave School at the oldest child's start time. We ask that families stick to the designated times as teachers have plans for the children during interim times.**
- Parents and carers must maintain social/ personal distancing measures and follow the one-way traffic signage from the Family Gate to drop off their child- 2.5m from the classroom door.
- Children must remain next to their parent/ carer and must not be allowed to mix with any other children/ families waiting to come into School.
- Other children should not be brought onto the School site, unless this is absolutely necessary. If this is necessary, they should remain with a parent/ carer at all times.
- Families' dogs cannot be brought onto the playground – even if carried.
- The Family Gate will be the entrance to School and the Y5 Gate will be the exit.
- All parents and carers are asked to walk out of the Y5 Gate, around the Office entrance to exit the School.
- Families are NOT allowed to enter or exit School via the Staff Car Park.
- Parents and carers will move, with their child, to the designated marking outside the relevant classroom.
- School staff will err on the side of caution. If your child is exhibiting any symptoms e.g. persistent cough, you will be asked to take your child home.
- Children will be brought outside at the end of the day for collection. Parents and carers should be 1-2m apart on the School playground at all times.
- We ask that parents and carers adhere to the social distancing rules when dropping off or collecting children and will need to be patient as handover is likely to take a little longer.
- There will be no gatherings or groups within the School grounds or on the main path outside School.
- **Access to play equipment before and after school is strictly prohibited.**

- If any parent or carer needs to speak to a member of staff in their child's team this must be done via telephone rather than a face to face meeting.

Breakfast Club and After School Club

Breakfast Club will be open from 7.45am each morning. **After School Club will close at 5.45pm each day.** If you require a place for your child, you must book via the Office by Friday 17th July 12 noon.

School Uniform

Children should attend in full school uniform and they should also bring their PE Kit into School from Thursday 3rd September.

Handwashing

Your child will be required to wash their hands regularly whilst in School. The children will wash their hands/ hand-sanitise when coming into School; before and after eating; after using the toilet; before and after play times; before and after lunch and before they leave at the end of the day. Any child refusing to comply with the teacher's direction for handwashing will be sent home.

Addendum to Behaviour Policy

Children are expected to comply with the social distancing measures in place. Any child exhibiting behaviour which contravenes this will be sent home. This includes not following the direction of a member of staff. An individual risk assessment will be required for some children.

Named Water Bottle

Your child should bring a refreshed, named, water bottle into School each day.

Inhalers

If your child is asthmatic, they should bring their inhaler into School. This must be labelled and kept in a sealed bag in the classroom. School has bags for this purpose which can be allocated, upon request.

Reading Books/ Book Bags

Your child should only bring in the minimum essentials to School: water bottle; packed lunch. Unnecessary bags are not permitted. Any homework will be shared via Class Dojo Portfolio.

Sun Cream & Sun Hats

Sun cream should be applied at home each day before coming into School, if necessary. Each team will be accessing the outdoors (in designated spaces/ on a rota basis) where transmission rates of the virus are lower. Children should also have a named sun hat which they are responsible for, if necessary.

Classroom Expectations

- Children will be allocated their own table, with individual resources/ stationery on the table which no other child will be able to use. Lunch bags, coats etc will be put away in individual lockers/ on individual pegs. No resources should be brought in from home.
- Each child will sit as far away from the next child as is practically possible and there will be no gathering of children on the carpet. Marks have been placed on the floor for the location of tables. Tables and chairs cannot be moved around the classrooms. Children must sit in the same place at all times.
- Staff will adhere to guidance within the classroom when working with the children.
- Windows and doors should be left open, wherever possible.
- Hand sanitiser is available in each classroom.
- IT resources: keyboards/ laptops/ iPads will be sanitised before each session (anti-bacterial resources provided in each room).

Movement around School

- All non-essential movement around School will be avoided.
- Floors and door thresholds have been marked with footsteps/ social distancing reminder tape and clearly identified spacing is in place inside and outside of School.
- Children and staff should keep to the left and walk in single file as they move to any location.

Pupil Expectations (please discuss these with your child before they come back to School in September)

Pupils can only come into School if they, or a member of the household, do not have COVID-19 symptoms.

When attending School, pupils must follow the rules and expectations outlined below. This will help to maintain the health, safety and wellbeing of everyone.

- Arrive at School and leave at the designated time for your team.
- Do not group together with other children outside on the playground before or after School.
- Wash your hands when entering and leaving the School and use hand sanitiser when entering or leaving the classroom during the day.
- Stay socially distanced – avoid physical contact at all times.
- No hugs or playing games which involve any contact.
- Sit at the same table and only use the resources which have been provided for you.
- Do not share stationery or other resources with anyone.
- Only bring the essentials into School e.g. named water bottle and packed lunch (clearly labelled).

Breaktimes

- All teams will have staggered break times.
- Children will wash their hands before and after break times.
- Children will go outside for breaks but social distancing will be encouraged.
- Children will not be allowed to play any close contact games.
- A set of sports equipment (bats, balls, skipping ropes etc.) will be provided for each team in clearly labelled boxes. Sports equipment cannot be shared between teams and it is the responsibility of the staff within each team to ensure this equipment is sanitised between each use.

Lunchtime

- Please inform the Office if you require a school dinner (see attached slip).
- Lunch times will be staggered. Teams will eat their lunch in the School Hall at designated tables.
- Payment for meals is required via SIMS Pay. Meals are free for Infants & FSM children.

Outdoor Areas

- Each team has an allocated, separate space/ learning area for use during the day.

Toilets

- Children should use the toilets assigned to their team.
- Children will access their assigned washrooms at all times. Permission is required from the member of staff supervising the team, as one child per toilet can access the washrooms at any one time- no waiting inside.
- During break and lunch times – one member of staff will supervise children to ensure that no more than 1 child is accessing the facilities at any one time.

Curriculum

- Teachers will be evaluating children's starting points and following the National Curriculum, as usual.
- Staff will also focus on personal, social, citizenship and health education (PSCHE) activities to also support children's mental health and wellbeing.

Marking Books

- Marking will be limited to avoid any virus transmission. Children will be able to self-mark where possible.
- Verbal feedback will always be shared with each child.

Staff Information

- Following a risk assessment for their safe return to School, staff will be allocated to a team.
- All staff will follow the guidance re: regular hand washing and hand sanitising.
- Any member of staff with a high temperature will be sent home to self-isolate and will be required to have a test. When the outcome of the test is known, the actions for a confirmed case of COVID-19 will be followed as necessary.
- In the event of an emergency, the most senior leader on site will attend.
- Staff will be given access to full PPE within their team classrooms (gloves, face masks, aprons). Under current guidance, face masks need not be worn in School- however, this remains at the discretion of the member of staff, who may wish to wear their own face mask in School.
- Staff will follow Public Health England's guidance on donning and doffing PPE.
- Staff must wear PPE when they have close contact with a child e.g. providing first aid, or supporting with hand washing/ toileting. Face shields must be worn in cases of "spurting" bodily fluid. Gloves and face masks must be worn for sanitising surfaces, using the correct cleaning fluids. All teams have stock of PPE.
- Staff will not come into School if they exhibit any COVID-19 symptoms. They must access a test as soon as possible and inform the Headteacher of the result as soon as it is received.
- Teaching methods will be modified to ensure that children and staff maintain a social distance.
- Each team will have at least 1 teacher and 1 teaching assistant, depending on the needs of the children in each team.
- Only four members of staff can use the Staffroom at any one time. Social distancing is in operation in these areas. Staff must follow the rules on hand washing and avoid touching their faces.
- Staff will be provided with a safe space for putting on and taking off any PPE. School has lidded and labelled bins for the safe disposal of these items.
- The site manager will support the cleaners by wiping areas used frequently e.g. light switches, door handles etc. Staff in classrooms will also assist with wiping down of table tops, PE and IT equipment. Sprays, which kill virus bacteria, have been provided in each classroom for this purpose and lidded bins are in place in each classroom and in each communal area.

Cleaning

- Additional cleaning is taking place each day – with designated toilets being identified for each team and these will be cleaned more regularly.
- Cleaners will disinfect and wipe down all surfaces each day.
- Classroom desks will be wiped down at break times by team staff.
- Cleaners have been provided with, and should wear, the recommended PPE at all times.
- All soft furnishings (cushions, rugs etc.) have been removed from classroom spaces.

Office & Staffroom

- The School Office is only to be used by administrative staff. Social distancing will apply here also.
- The Office will be staffed from 8.30am until 4pm, Monday to Friday.
- Our School entrance is not designed for social distancing and we ask that parents and carers email where possible or telephone if they have any queries. Visitors to School can only come to the Office if it is an emergency or if queries cannot be dealt with via telephone call or email.
- One person at a time will be allowed in the Office entrance, if necessary, and they will be required to hand sanitise. If you are waiting, you will be asked to wait outside, using the 2m marking spots.
- Requests to speak to a member of staff must be made via telephone call or email.
- All telephones will be sanitised before and after use.

Staff Handling of Money

- We discourage families using cash to pay for dinners/ Out of School Club/ uniform.
- Our online SIMS PAY is in operation and we encourage all parents and carers to use this facility. If you require assistance to use this facility, please contact Mrs Kearney admin.valewood@schools.sefton.gov.uk.

**Please note that the plan could be subject to change, given updated government guidance/ School considerations.*

Well done, if you have got this far already! The above is not an extensive list of measures. Please know that the governors and I have everyone's health, safety and wellbeing at the heart of all these control measures. School will look a little different from how the children may remember it, but please know that we will all endeavor to alleviate any anticipated anxieties and worries your child may have- especially for those children who may be extra anxious, because they have not been in School since March.

I do not underestimate the concerns that families may have and if you would like to ask anything, ahead of your child's start back to School, please do so. **It would be appreciated if you could complete and sign the form and return it via email to parentalresponse.valewood@schools.sefton.gov.uk by Friday 17th July 2020.**

Thank you for your support and anticipated co-operation. I am thinking of you all and hoping that the transition back to School will be as smooth and as happy as we can make it- for everyone concerned.

Very best wishes to you all,
Helen Tantouri
Headteacher

WHOLE SCHOOL RETURN- SEPTEMBER 2020 & REQUEST FOR SCHOOL DINNERS

Please complete and return/ email/ scan to parentalresponse.valewood@schools.sefton.gov.uk Thank you. Please sign to acknowledge receipt and accept the outlined new procedures in place, ahead of your child's attendance on Thursday 3rd September 2020. Thank you.

Child's Name:	Team:
I agree, if my child/ a member of our household has symptoms of COVID-19, to access COVID-19 testing as soon as possible and to inform School of this immediately. I also agree to inform School of the outcome of the test.	YES / NO
I understand the School's control measures outlined above and I accept the new protocols in place to help keep my child/ family and others as safe as possible.	Signed: Date:
Do you require a school dinner? £2.10 a day/ £10.50 a week. Free for Infants & FSM children.	YES / NO

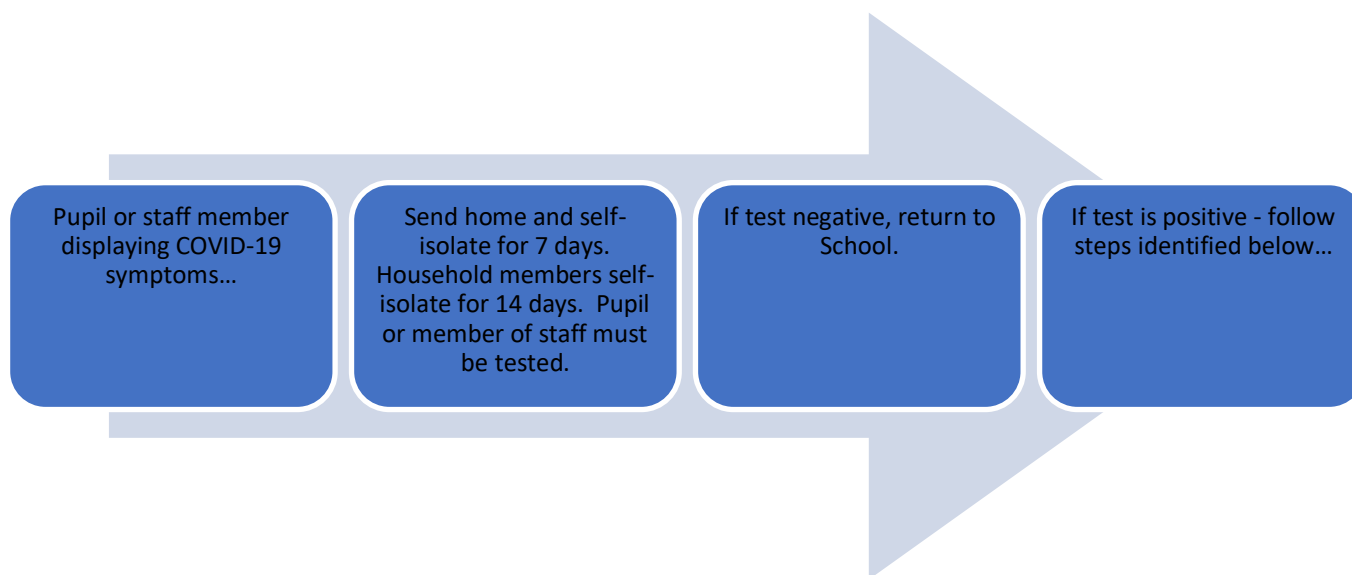
Appendix 1

Department of Education, COVID-19 Autumn Term Guidance:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Appendix 2

Actions if children/ staff show symptoms of COVID-19:



Actions to follow if there is a confirmed case of COVID-19 in School:

