



Outline Plan for Back to School from September 2020

Friday 10th July 2020

Dear Families,

I hope that my letter finds you all well.

As you are aware, a full re-opening of school from September is now being planned for.

In this letter, I have outlined the main changes to our normal routines which we have identified as part of our risk assessment. Some of these modifications are currently in place for the children who have been attending school whilst others are based on the new guidance from the Department for Education.

The Government has confirmed that, from September, school attendance is compulsory and we hope that the measures we have put in place will reassure you. While we cannot eliminate risk of COVID-19 completely, we have done our best to ensure it is minimised.

Alteration to normal routine	What this means in practice
Staggered start and finish times	Children will be allocated a start and finish time for their year group. It is very important that they stick to this time and that a 2m distance is kept between adults and children around the school gate and classroom doors, as much as possible. If a child needs to be accompanied, only one adult should attend. Parents and carers should not gather in groups at our family gate or classroom doors. We ask families to be mindful of keeping a distance from each other.
One-way traffic on and off site	There is a one-way traffic system in place. Our family gate will be the entrance, as usual, and we ask that parents and carers then follow the route around the school to exit via the Team 5 & Team 6 playground, past Ms Tantouri's office and off site via the office gate. Access via the staff car park is strictly prohibited.
Cleaning rotas	Our cleaning team will be increasing their rotas and staff will also have access to appropriate cleaning materials in each classroom. High-touch points such as light switches will be cleaned more frequently than usual and doors will be wedged open, where possible, to limit the number of high-touch surfaces.
Bubbles/ Teams	Each teaching 'bubble'/ team will remain in the same classroom with the same people, as far as we can possibly manage. This measure is necessary to limit any potential cross-contamination.
Teaching staff	Each team will have one teacher and teaching assistants will also be allocated, depending on the needs of the children in that team. These adults will remain with this team as far as possible. Staff are able to teach across different teams (if needs be) and will need to maintain social distancing as far as possible.
Social distancing of TA	Teaching assistants will be allocated to certain teams, according to need, but will still need to social distance. This will mean that children will get the support they need whilst they are also encouraged to work with some more independence.
Use of stationery and IT equipment	School will provide children with pens, pencils etc as usual but children will not be able to share this equipment. Shared resources such as PE equipment and toys are allowed within each team and these resources will be cleaned before use in another team. We will be limiting the use of iPads and laptops between teams. Equipment will always be cleaned down after use in each team.
Temperature Checks	Children will not routinely have their temperature checked in school, however if we are concerned that a child is unwell, we will carry out a check with a non-contact thermometer in our designated first aid bay.

Assemblies	Whole school assembly will not be timetabled. However, each class will be participating in class assemblies within their team. Unfortunately, we are not currently able to invite parents and carers into school to attend awards' celebrations; class assemblies; phase group performances etc.
Marking books	Marking of books will be limited to avoid any virus transmission to staff. Children will be able to self-mark where possible (for example in maths) and verbal feedback will still be shared with each child.
Curriculum	Whilst online learning has been successful, the children will have still missed a large chunk of the curriculum. Teachers will therefore be evaluating starting points, from September, as they plan for the Autumn term's broad and balanced curriculum.
Breaktime	Children will still need to abide by social distancing measures at breaktimes. These times will be staggered according for each team and will mainly consist of exercise using designated resources for each team e.g. skipping ropes etc.
Lunchtime	Children will be eating their lunch in the hall. There will be staggered lunchtimes for each team with cleaning in-between sittings. At least one lunchtime supervisor will be allocated to each team. Mrs Duffy will be providing a full school menu and children are welcome to have a hot meal each day. Children in the Infants are entitled to a free school meal. We kindly ask families of children in the Juniors to pay for their school meals via SIMS Pay. Children are welcome to bring their own packed lunch to school, if they prefer. There will be time for exercise before/ after lunch and these times will be staggered accordingly for each team. Children will need to comply with social distancing guidance.
Pupil & staff handwashing times	Regular handwashing rotas will be in place for team. Everyone will wash their hands when coming into school; before eating; after using the bathroom; before leaving school and regularly throughout the school day.
Staff rotas for staffroom	Rotas for breaks and lunchtimes will be in place, to ensure that there are no more than four staff in allocated staffroom areas at one time. Staff are welcome to leave the premises during lunchtimes.
Hygiene in the staffroom	Staff will need to use hand sanitiser before they make a hot drink or use any equipment in the staffroom.
Online learning continuation	If a team needs to isolate or if there is a local lockdown, we will continue to provide work via our Dojo Portfolio. A full timetable of work will be provided. Teachers will provide feedback to the class and will make regular contact with their class.
Parent communication	We will continue to communicate via Whole School/ Class Dojo for general matters and via the school email address admin.valewood@schools.sefton.gov.uk if parents and carers have individual enquiries. We ask that everyone communicates via email, whenever possible, rather than sending physical letters into school or indeed calling in to the office. Electronic communication is safest by far. Parents' and carers' meetings (such as 'Meet the Teacher') and parent consultations to discuss children's progress will be conducted remotely if needs be.
Office traffic	Our school foyer is not designed for social distancing and we ask that parents email, where possible, or telephone when email is not an option. We will be limiting visitors to school to an absolute minimum and ask that parents and carers only come to the foyer if it is absolutely necessary. Only one person at a time will be allowed in the foyer and into the office. If you are waiting, it is safer to wait outside and at a distance of 2m from others.
Office layout	Our office staff are already set up to work at a distance of 2m from each other. Only one additional member of staff will be allowed in the school office at a time if they have a query.
Borrowing reading books	We will try, where possible, to allow children to borrow a reading book but these will have to be changed less frequently as they will need to be left for a period of 24 hours before they can be borrowed by another child.

Out of School Club	Parents and carers who require a place in Breakfast Club and/ or After School Club need to confirm this to Mrs Kearney by Friday 17 th July at the latest. Any confirmation for a place will then be charged as per the new rates: Breakfast Club £4.00, After School Club £11.00. A parent/ carer contract needs to be signed in advance of your child's attendance. Please note that the provision will be in the hall and breakfast/ light tea will be served from the school kitchen. Children will be accommodated in zoned areas (for each team) to minimise cross-over between teams. The ICT Suite will also be used during After School Club. N.B. After School Club will close at 5.45pm going forward.
Test and Trace	If staff or children display symptoms of COVID-19, they must remain at home and a test must be booked. While the results of testing are awaited, the team can remain in school. If the result is negative, the child or staff member can return to school straight away. If the test is positive, the team will need to remain at home for 14 days. Work will be provided via Class Dojo Portfolio. We ask all parents and carers to inform school if anyone in the household has had a COVID-19 test and we also expect parents and carers to inform school of the result as soon as it is received.
Local trips	We are now able to take the children on local visits which will enhance their learning. These will be outdoors where possible, if appropriate and safe to do so. Risk assessments will take into account our local information re: COVID-19 transmission rate.
Extra-Curricular Clubs	We are unable to provide our full list of after school, extra-curricular activities from September. As the year progresses, we are hoping to re-start a limited offer of after school clubs which will initially take place within the children's teams.
Other curriculum changes	No contact sports can take place currently in PE. In music, singing should be avoided. Musical Minds' tuition will recommence as soon as possible. Team 4 will be having a weekly music lesson with Musical Minds- no woodwind instruments are allowed. 1:1 and 1:2 music tuition will also re-start and will be socially distanced. Parents and carers will organise their child's tuition directly with Musical Minds.
End of Year Assessment	Team 1 will complete their Phonics Screen Check in June 2021. Team 2 SATs will inform end of year teacher assessments and the possibility of a Year 2 Phonics Check is currently being discussed. Team 4 will complete a Multiplication Tables Check in June 2021. Team 6 SATs will take place in May 2021 as usual. The Government currently believes that it is important that these assessments continue, in order to give them an understanding of the impact that COVID-19 has had on this cohort of pupils nationally.
Full cleaning of classrooms	Our cleaning staff will conduct a thorough clean every day, ahead of the children's attendance and classrooms will not be in use over the weekend.

As you can see, there are many aspects that we have had to consider, when thinking about re-opening to all the children in September. There will no doubt have to be modifications to these plans as we evaluate how they work in practice, as the whole school returns. So far, I am pleased to report, with half the children attending, our systems are working very smoothly.

Children's Reports

Thank you to those families who have collected their child's report from the school office this week. Parents and carers of attending children will have had their child's report handed over to them, by the end of the day today. This report is only a snap-shot in time (March) of what your child can do and what they are capable of. A piece of paper does not do justice to: the hard work, effort, determination, love, care and support that you all put in at home; what the children put in themselves at home and at school and what the staff at Team Valewood also invest in your child. We are all, very much, looking forward to the time when we can all be back together soon, to continue this essential work.

Sending you all my very best wishes,
Helen Tantouri