



INFORMATION FOR
STAFF, GOVERNORS,
PARENTS, CARERS AND
PUPILS

SEPTEMBER 2020 RETURN TO SCHOOL PROCEDURES

St John's Primary Academy

September 2020 Return to School 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:

Tuesday 1st September 2020 Staff INSET

Wednesday 2nd September 2020 KS1 and KS2 return

Monday 7th September EYFS (including Little Eagles) return.

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We 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 should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw 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 from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. 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 will depend on the school's circumstances and will (as much as possible) include:

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

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 become embedded in practice, so that children who did not attend in the summer term will themselves adopt the measures also.

All protocol and procedures follow the Government's 'Guidance for full opening: schools' (<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#introduction>).

The following plan outlines relevant detail from the government's guidance with further detail about how St John's Primary Academy will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, whilst acknowledging that we can't negate them entirely.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

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.

Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Section 1: public health advice to minimise coronavirus (Covid-19) risks.

Systems of control	Action
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	<p>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, <u>they are not to attend school</u>. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again before the start of the autumn term.</p> <p>If an adult becomes unwell, they are to remove themselves from school as soon as possible.</p> <p>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 room that the child utilised will be immediately cleaned with Mediclean Ultra and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>In terms of PPE, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then a visor should also be worn. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they</p>

develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.

There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both rooms (waiting room and toilet, if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.

The designated isolation spaces/toilets are as follows:

- **Conference room/individual toilet cubicle adjacent to the PE changing rooms.**

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 is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism. 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 individual circumstances on the day, rather than waiting for a test result.

**Cases of COVID-19 should be reported to the West Midlands North Health Protection Team, Stonefield House, St Georges Hospital, Corporation Street, Stafford, ST16 3SR
Phone: 0344 225 3560 option 2**

Prevention

2. Clean hands thoroughly more often than usual.

Adults and children are to wash their hands on the following occasions:

- Entry to school
- Before/after break times
- Before lunch
- When they change rooms
- Before leaving school
- Anytime that they visit the toilet or cough/sneeze in to their hands.

Additional hand sanitisers are stationed in each classroom and at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the Hall, Gym, Computing Suite, reprographics room and Conference Room.

Where children are struggling to wash independently they may receive support, assuming the adult supporting also washes their hands.

If a child cannot appropriately wash their hands, then skin-friendly cleaning wipes can be used as an alternative. Where required, staff are to request these packs from the office.

Hand hygiene protocols are to be re-visited at the start of the year when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations by way of 'start of day' reminders.

Prevention

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

At the start of the new school year, children will be reminded of the 'Catch it, bin it and kill it' campaign. Children will be reminded that tissues are available in their classroom and should be disposed of in to the lidded bins in each classroom using the foot-pedal to open the bin, and their hands must be cleaned afterwards. This will be established as part of our culture and behaviour expectations by way of 'start of day' reminders.

Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.

<p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p>	<p>At various intervals (as per the cleaning schedule), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p>
<p>Prevention</p> <p>5. Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>The purpose of ‘bubbles’ is to minimise contacts and mixing between people, reducing the transmission of coronavirus. St John’s Primary Academy will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.</p> <p>The planned September transition can no longer occur as hoped, as this would compromise classroom hygiene and would risk cross contamination between bubbles. Children will go straight to their new classes with their new teachers on the first day in September.</p> <p>Grouping the Children</p> <p>There has been recognition from the DfE that children cannot distance themselves from staff or from each other. 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.</p> <p>The DfE guidance reads as follows:</p> <p><i>“In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”</i></p> <p>In order for school to offer a curriculum that is best-placed to support all learners, our bubbles will need to be in phases or year groups. The reasons for this are as follows:</p> <ul style="list-style-type: none"> ➤ All children will be able to be considered for catch-up interventions now that teaching support can work across phases. There would not be enough adults to support individual class bubbles. ➤ Our curriculum structure is based on phase mixed-year groups and the sharing of resources and equipment to facilitate this. There would not be enough resources to support a broad curriculum if we used individual class bubbles. ➤ The facilities within the school building require year groups to share cloakrooms/toilets/playgrounds, and so it makes sense for these year groups to make up an individual bubble. ➤ We can deploy staff internally to cover PPA/management time within a phase bubble model. If we were in class bubbles, we would need to buy in supply teachers (at great expense to the school with no additional financial resources) or introduce a half-day school-closure so that staff can be released accordingly. This would be inconvenient for parents, would reduce contact time and further restrict the curriculum offer. ➤ Staggered exit times and break/lunch times can be managed more effectively in phase bubbles rather than having 19 individual start/finish times. This measure would reduce that to 5 staggered finish times. <p>Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a</p>

result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum.

Our bubbles will be as follows:

- **Little Eagles and Nursery**
- **Reception and Year 1**
- **Year 2**
- **Year 3 and Year 4**
- **Year 5 and Year 6**

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another.

Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible.

Classrooms need to be adapted to support distancing where possible, and will be prepared as such ready for September.

Measures elsewhere

There will be no whole-school events where children and adults are required to congregate. Collective Worship will be limited to 'bubble' gatherings. Children will be required to distance during these assemblies rather than lining in tight rows. Where possible, efforts will be made to have virtual Collective Worship through Teams.

Use of the staff room should be minimal. The staff room will remain open to adults, however strict social distancing must be in place. The kitchen in school will be available for staff to prepare and consume hot drinks. It is important for staff wellbeing that contact with colleagues is maintained, but social distancing measures must be adhered to, otherwise multiple groups could be at risk of infection should anyone present with symptoms.

Visitors to the school office will be by appointment only.

Measures for arriving at and leaving school

Parents are encouraged to walk to school where possible and we request that only one parent per family comes on to school grounds to drop off and pick up, in order to reduce the number of adults who are congregating on the school premises or outside the school gates.

Nursery session times remain unchanged:

Nursery am: 8.45am – 11.45am

Nursery pm: 12.30pm – 3.30pm

The start times for pupils in school will remain at **8.55am**. The gates and doors will open at **8.45am**, and pupils have until **8.55am** to arrive at school; this naturally facilitates a phased entry into school.

End of day times will vary for each bubble:

Reception: 8.55am – 3.10pm

Year 1 and Year 2: 8.55am – 3.15pm

Lower Key Stage 2 (Y3/4): 8.55am – 3.20pm

Upper Key Stage 2 (Y5/6): 8.55am – 3.25pm

Start of day procedures:

Nursery pupils should arrive via the pedestrian gate and proceed down the path and around to the Nursery door where they will be welcomed by their teachers at 8.45am. Please observe social distancing whilst waiting.

Reception and Year 1 pupils should arrive at school via the pedestrian gate and queue to the left of the path (nearest to the car park). Please observe social distancing whilst waiting. At 8.45am the Reception door and the Y1 door will open and pupils will be welcome to enter the school building; doors will remain open until 8.55am; a member of staff will remain on each door whilst it is open.

Year 2 pupils should arrive at school via the pedestrian gate and queue to the right of the path (nearest to the hedge and the sub-station). Please observe social distancing whilst waiting. At 8.45am the blue gate adjacent to the school office area will be opened and the Y2 children will be welcome to enter the school via the fire doors into their classrooms. The gate will remain open until 8.55am, and there will be a member of staff on duty at the gate whilst it is open.

Parents are asked to drop off and leave via the pedestrian gate, rather than remain on school grounds.

Key Stage 2

All KS2 pupils should enter the school grounds via the **bus layby gate on Hobnock Road**. The bus layby allows plenty of space for social distancing and there will be signs on the fences indicating where to line up. At 8.45am the gate from the layby onto the playground will be opened and pupils will be invited to enter school.

Year 3 and Year 4

Year 3 and Year 4 pupils will line up on the KS2 playground and their teachers will bring them into the building via the fire doors in their classrooms.

Year 5 and Year 6

Year 5 and Year 6 pupils will make their way around to the KS1 playground and their teachers will bring them into the building via the fire doors in their classrooms.

Children will not be able to play on the playground before the 8.45am bell, as they might have done in the past, as this would risk lots of children from different bubbles coming into contact with each other, and would make the Track and Trace procedures problematic, should we have an incident of infection in school.

Parents are asked to drop off and leave via the bus layby gate, rather than remain on school grounds.

****Please note, at the start of the new term in September there will lots of staff around at the start of the day to assist children so that they know where to go.****

End of day procedures:

Reception

Parents/carers should arrive at school as close to **3.10pm** as possible and enter via the pedestrian gate. Please observe social distancing whilst waiting.

Parents/carers of pupils in REC: please queue to the left of the path (nearest to the car park). At 3.10pm the Reception doors will open and parents/carers will be invited to move to the path in front of the classroom to collect their child.

Parents/carers of pupils in RJC: please queue to the left of the path (nearest to the car park). At 3.10pm the Reception doors will open and parents/carers will be invited to move to the top of the steps to collect their child.

Parents/carers of pupils in RKB should proceed around to the rear of school and at 3.10pm pupils in RKB will be dismissed via the Nursery door.

Year 1

Parents/carers **should not** arrive early at school, but as close to **3.15pm** as possible, and enter via the pedestrian gate, queuing to the left of the path (nearest to the car park). Please observe social distancing whilst waiting.

At 3.15pm the Y1 door will open and the classes will be dismissed one class at a time from the door. Parents and carers will be invited to move down to the Y1 door when their child's class is ready to be dismissed. Please remain in the queue until your child's class teacher calls you forward.

Year 2

Parents/carers **should not** arrive early at school, but as close to **3.15pm** as possible, and enter via the pedestrian gate, queuing to the right of the path (nearest to the hedge and the sub-station). Please observe social distancing whilst waiting.

At 3.15pm the blue gate will be opened and the classes will be dismissed one class at a time from the gate. Parents and carers will be invited to move down to the gate when their child's class is ready to be dismissed. Please remain in the queue until your child's class teacher calls you forward.

Key Stage 2

We will be operating a 'one way' system for collecting children from Key stage 2, with parents/carers entering school via the bus layby gate and then exiting via the normal pedestrian gate.

Year 3 and Year 4

Parents/carers **should not** arrive early at school, but as close to **3.20pm** as possible, and enter via the **bus layby gate**. Please observe social distancing whilst waiting.

At 3.20pm the gate onto the school premises will be opened and parents/carers of pupils in Year 3 and Year 4 will be invited to come onto the 'football' playground. Classes will be brought out by their teachers onto the Key stage 2 playground and their parents will be invited to move forward to collect their child and then leave the school premises via the path alongside the school building and out through the pedestrian gate onto Hobnock Road.

Year 5 and Year 6

Parents/carers **should not** arrive early at school, but as close to **3.25pm** as possible, and enter via the **bus layby gate**. Please observe social distancing whilst waiting.

At 3.25pm parents/carers of pupils in Year 5 and Year 6 will be invited to come onto the 'football' playground. Classes will be brought out by their teachers onto the Key stage 2 playground and their parents will be invited to move forward to collect their child and then leave the school premises via the path alongside the school building and out through the pedestrian gate onto Hobnock Road.

Some children in Year 5 and Year 6 will have written permission to leave the school premises unaccompanied, to either walk home or to meet a parent/carer elsewhere. We are keen for our older pupils to continue to have this privilege and responsibility and so those pupils will be dismissed by their teachers from the playground to leave the school premises by the pedestrian gate.

****Please be assured that staff will remain with their pupils until they are collected, and there will be staff at the pedestrian gate to ensure that everyone has gone home safely. ****

Nursery

Parents/carers **should not** arrive early at school, but as close to **11.45am/3.30pm** as possible, and enter via the **pedestrian gate**. Parents/carers of Nursery children should make their way around the school building to the Nursery door. Please observe social distancing whilst waiting. Staff will dismiss the Nursery children from the Nursery door at 11.45am/3.30pm.

Staggering the end of day procedures and having separate arrangements for different year groups will help to ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles. We appreciate that this will be difficult for some families with multiple children in different year groups/key stages. We request that where possible, you collect your children in the order in which they are dismissed. In the instance that parents have children in more than one year group, parents/carers may wait with

their children either at the front of school or on the 'football' playground, following social distancing from other parents and children.

Teachers will not be available to speak to parents whilst they are dismissing their class, as they must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through the office@stjohnsprimary.academy email if they have queries about the day, or they can call on 01922 476695 to make a phone appointment.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the school building without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email.

Any homemade/non-disposable face coverings that staff, children, or visitors are wearing when they arrive at the setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

Other considerations

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise, specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them. An explanation of these will be provided on entry to the school, alongside the normal safeguarding procedures.

Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.

A record of all visitors must be kept to support NHS Test and Trace.

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the bubble but should be cleaned following use.

Shared resources, like art/science equipment should be meticulously cleaned between use or rotated to allow 72 hours between use to ensure they are safe.

Games that encourage distancing and little touch need to be made available to the children. Outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time/lesson, and cleaned.

What can children bring into school/take home from school?

The only items that pupils are required to bring into school is a coat, reading book and lunch box; they should not bring anything additional from home (children in EYFS may bring in some spare clothes in case of accidents). There can be no 'show and tell' and any artefacts or toys should remain at home. However, children can now take reading books home. Reading books should be returned as normal but taken out of circulation for 72 hours before being returned to the book store or library.

Pupils should attend school in their **school PE kits** on the days their class has PE. They may wear trousers/leggings/jumper over their shorts and t-shirt if it is cold. Football team shirts and other logo t-shirts are not part of our school uniform and should not be worn in school.

Teachers can now take exercise books home (and return them freely) to assess pupils' learning or to use to support planning etc.

Prevention

6. Where necessary, wear appropriate

PPE should be used where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).

<p>personal protective equipment (PPE).</p>	<p>The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:</p> <ul style="list-style-type: none"> - Face masks - Aprons - Gloves - Face shields (limited quantities) <p>Children need to know that some adults might be wearing PPE and that it is 'ok'.</p>
<p><i>Response to any infection</i></p> <p>7. Engage with NHS Test and Trace.</p>	<p>Parents and staff are expected to engage in the NHS Test and Trace process if required to do so.</p> <p>They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.</p> <p>Anyone who displays symptoms of coronavirus can and should get a test.</p> <p>If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term and they will be stored in the school office. Given the potential low numbers of kits, they will only be issued with the agreement of either the Headteacher or one of the Assistant Headteachers.</p> <p>Telephone contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.</p> <p>If the test result is negative, the child can return to school assuming they would do so under normal circumstances.</p> <p>If the test result is positive, the child and family need to follow the 'stay at home' guidelines.</p>
<p><i>Response to any infection</i></p> <p>8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.</p>	<p>School should contact the local health protection team:</p> <p>PHE West Midlands North Health Protection Team, Stonefield House, St Georges Hospital Corporation Street, Stafford, ST16 3SR Phone: 0344 225 3560 option 2</p> <p>School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.</p> <p>The admin team will prepare a report that shows the contact details of each member of the phase bubbles to support the contact tracers.</p> <p>School will inform parents of the infection, but we will not reveal the name of the infected child/adult.</p> <p>Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 10 days from the onset of symptoms.</p> <p>St John's Primary Academy will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.</p>

<p>Response to any infection</p> <p>9. Contain any outbreak by following local health protection team advice.</p>	<p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14-day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a phase bubble lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p>
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Section 2: School operations

Aspect of school	Action
<p>Transport</p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only by public transport services, we mean routes which are also used by the general public 	<p>Dedicated school transport</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. Therefore, school trips using coaches can still occur as long as the children travel in their consistent bubbles.</p> <p>If children are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.</p> <p>School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.</p> <p>Wider public transport</p> <p>Children should not attend trips or visits if they are required to use public transport to get there.</p>
<p>Attendance</p> <p>Now the circumstances have changed, it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p>Attendance expectations</p> <p>School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.</p> <p>School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-Covid and any absence will be followed up.</p> <p>Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the FGT Attendance Policy and the LA's code of conduct).</p> <p>Pupils who are shielding or self-isolating</p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. St John's Primary Academy will support those parents through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded.</p>

	<p>Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p><i>Pupils and families who are anxious about return to school</i></p> <p>If parents of pupils with significant risk factors are concerned about the return to school, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a Teams/Zoom meeting.</p> <p>These pupils are to be identified by school and a record of calls to families where vulnerabilities exist should be kept, using CPOMs.</p>
<p><i>School Workforce</i></p>	<p><i>Staff who are clinically vulnerable or extremely clinically vulnerable</i></p> <p>St John's Primary Academy has planned to follow the full measures within the guidance, therefore most staff will return to the workplace as normal.</p> <p>Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding comes to a close on 1st August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.</p> <p><i>Deploying support staff and accommodating visiting specialists</i></p> <p>As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the necessity of bringing in agency staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason.</p> <p><i>Supply teachers and other temporary or peripatetic teachers</i></p> <p>Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing.</p> <p>Likewise, peripatetic music tutors will be permitted to teach various groups of children assuming that they are able to follow stringent distancing also. These will need to be consistent people, not changing week-to-week.</p> <p><i>Staff taking leave</i></p> <p>The government has set a requirement that people returning from some countries will be required to quarantine for 14 days.</p> <p>Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised, given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave.</p>
<p><i>Safeguarding</i></p>	<p>All existing pre-Covid safeguarding measures will return as normal, however, the DSLs will need to consider additional time to 'catch-up' with those children requiring additional pastoral support as a result of prolonged absence from school.</p>
<p><i>Catering</i></p>	<p>The expectation is that the school kitchen will be fully open in Autumn term. Whilst policy and practices continue to embed, we will only serve grab bags as a school meal option for the first few weeks of term, with a view to reviewing this and extend to hot meals as soon as we can. Grab bags are offered free of charge to pupils eligible for Free School Meals and to pupils in Reception, Y1 and Y2 through the Universal Free-School Meals initiative. Grab bags consist of a choice of sandwich</p>

fillings, a cake or biscuit, fruit, yoghurt, and a drink, and can be purchased at a cost of £2.00 per day.
The catering team will ensure that Grab bags consider dietary requirements, as they normally would.

Mid-morning snacks. Toast and milk will be available for pupils to purchase; we will have a procedure for ordering, paying for and distributing these items.
Whilst we haven't had confirmation from suppliers as yet, we are assuming that milk will be available free of charge to the under 5s and free fruit available to all pupils in KS1.

Lunch and break times

Bubbles will not mix at break and lunch times. Playtime duty rotas will be drawn up to reflect the need to stagger break times, staff should expect to undertake additional playground duties. The Reception and Year 1 bubble will use the school hall to eat their lunch, given that they will need more support and time to eat, and it is in very close proximity to their classrooms. All other year groups will eat their lunch in their classrooms. Class teachers will supervise the classrooms whilst pupils eat their lunch and midday supervisors will support the supervision of outdoor play at lunchtimes. As usual, hand washing before eating will be necessary, and tables will need to be cleaned before and after eating.

A rota will be drawn up to ensure that only members of staff within appropriate bubbles supervise their bubbles at break times. The playground will be split into zones and allocated to bubbles to avoid any cross-contamination.

Timings of lunchtimes will be staggered, as will break times:

Break times

- **Year 1 (using KS1 playground and tyre park)**
Morning: 10.20-10.35
Afternoon: 2.05-2.15
- **Year 2 (using 'football playground' and Daily Mile track)**
Morning: 10.20-10.35
Afternoon: 2.05-2.15
- **Year 3 and Year 4 (using KS2 playground and outdoor Gym)**
10.45-11.00
- **Year 5 and Year 6 (using KS1 playground and designated area of the field.)**
10.45-11.00

Lunch times (some lunchtimes have been altered to allow for staggered end of day procedures)

- **Reception and Year 1**
11.45-12.35
Playtime from 11.45-12.15, and then go to the hall for lunch.
- **Year 2**
12.00-12.55
Playtime from 12.00-12.30, and then go to the classroom for lunch.
- **Year 3 and Year 4**
12.15-1.10
Eat lunch in the classroom first and then go out to play.
- **Year 5 and Year 6**
12.15-1.15
Eat lunch in the classroom first and then go out to play.

Estates

The Site Supervisor will conduct the normal pre-term building checks as per the existing schedule of work.

Teachers need to ensure that classrooms have good ventilation (open windows and doors).

<p>Educational Visits</p>	<p>There will be no Y6 wilderness visit in the autumn term, as per DfE instructions regarding overnight school trips.</p> <p>School trips are permitted to resume however the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools, does not seem conducive with the guidance.</p>
<p>Before-school and After-school care</p>	<p>Before- and after-school care is permitted to commence. Children attending wrap around care will ideally need to be kept in separate phase bubbles; this might not be possible due to limited staff numbers and children attending, therefore the children will need to remain in small consistent bubbles, observing very good hand hygiene.</p>

Section 3: Curriculum, behaviour and pastoral support

Aspect of school	Action
<p>Curriculum expectations</p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <p>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p>	<p>St John’s Primary Academy will not operate a ‘recovery curriculum’. We will instead apply our curriculum model in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to ‘catch-up’. However, we will have a period of adjustment in September.</p> <p>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.</p> <p>Our September 2020 curriculum will continue as planned, however more time needs to be given to planning the non-core elements so that our curriculum offer is aligned to our improvement plan.</p> <p>We will return to the normal teaching of all subjects in the autumn term</p> <p>Formative assessment will be used to a greater extent so that teachers can tailor the learning journey for each pupil.</p> <p>Remote education will become a focus in the sense that it will become integrated in to the school curriculum. Google classroom will be used periodically throughout the curriculum so that children remain comfortable with logging on, accessing the content and format, in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed.</p> <p>The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents in September. There is now leeway to defer the implementation of that curriculum content until the summer term 2021.</p>

<p>Specific points for early years foundation stage (EYFS) to key stage 3</p>	<p>For children in nursery settings, teachers should 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 should also assess and address gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary. Settings should follow updates to the EYFS disapplication guidance. For nursery settings and Reception, consider how all groups of children can be given equal opportunities for outdoor learning.</p> <p>For pupils in key stages 1 and 2, school leaders are expected to prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum should 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.</p>
<p>Music</p>	<p>Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen in groups of more than 15 and when it does take place, children need to be side-by-side and not facing one another. This has implications for our music curriculum and adjustments will need to be made.</p>
<p>Physical activity in schools</p>	<p>PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors.</p> <p>Pupils should attend school in their school PE kits on the days their class has PE. They may wear trousers/leggings/jumper over their shorts and t-shirt if it is cold. Football team shirts and other logo Tshirts are not part of our school uniform and should not be worn in school.</p> <p>The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports are to be avoided.</p>
<p>Pastoral support</p>	<p>The pastoral manager will ensure that appropriate materials are on hand to support children’s wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p> <p>Where issues arise, the Pastoral Manager is to be informed so that specific interventions can take place. The Pastoral Manager will need to ensure that she distances appropriately during meetings given that she will be required to work across phases.</p>
<p>Behaviour expectations</p>	<p>The current approved behaviour policy coronavirus amendment will still apply.</p> <p>During September, expectations of behaviour will be revisited and the school’s values of Safe, Ready and Respectful will be widely discussed 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.</p>

Section 4: Assessment and accountability

Aspect of school	Action
<p>Primary Assessment</p>	<p>All statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows:</p>

- the phonics screening check
- key stage 1 tests and teacher assessment
- the year 4 multiplication tables check
- key stage 2 tests and teacher assessment
- statutory trialling

St John's Primary Academy will prepare for these tests in the same manner as has been done in previous years.

Section 5: Contingency planning for outbreaks

Aspect of school	Action
<i>A local outbreak</i>	If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.
<i>Remote education support</i>	<p>St John's Primary Academy needs to be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none"> ➤ Children are to take home their individual stationery packs and their current exercise books ➤ Adults will share lessons via Google Classroom (Y4-6) or the online learning links on the school website (EYFS-Y3). ➤ Teachers will then be able to meet with children that require additional support through MS Teams online or through telephone calls home. ➤ Children will be able to 'turn in' their work on Google Classroom or take photos of their learning and submit to the online learning email address, so that teachers can monitor progress and offer supportive feedback if appropriate. <p>Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. Resources from the Oak National Academy can also be referenced; more information can be found here: (https://www.thenational.academy/information-for-teachers).</p> <p>Where children can't access the internet, children will receive home-learning packs (paper-based) to complete. However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household. The existing devices will be re-distributed to those eligible families.</p> <p>The principles for delivery will be as follows:</p> <ul style="list-style-type: none"> ➤ Children will receive learning opportunities for a range of subjects each day ➤ Learning will be sequenced as per our current curriculum model ➤ High quality explanations will be made by the teacher using presentations or short videos, or through curriculum resources such as Oak National Academy ➤ Work will be checked through uploads to Google Classroom or the online learning email address ➤ Teachers will be available via Google Classroom, MS Teams or via telephone calls so that they can further tailor the learning as a result of feedback ➤ Lessons will be of the equivalent length of a normal school day ➤ Oak National content that specialises in SEND will be offered accordingly, alongside individualised learning resources prepared by class teachers