



Woodcroft Plan to fully open the school to all pupils from

Monday 8th March 2021

The government have announced that schools should re-open to all pupils from 8th March 2021. Although we have had approximately 40% of children in school since the beginning of January, the vast majority of our pupils have been engaging with online learning. This has been an immense effort from parents, pupils and staff which will no doubt have helped reduce the impact of this prolonged absence on our pupils' education.

However, we recognise that gaps in education have been unavoidable and the staff at Woodcroft will be working closely with pupils for the remainder of the year to 'catch-up' missed learning as much as possible.

The guidance published by the Department for Education (DFE) on the 22nd February contains information on what schools **must** and **should** do. This plan follows the guidance adhering to 'must' statements and where possible applies the 'should' statements. This is to ensure that the pupils and staff return as safely as possible. **There are a number of changes to this plan from what was in place prior to Christmas and it is important that every parent/carer reads and understands this document.**

Arrivals and Collections

To reduce the number of adults entering the school playground, **only 1 adult is allowed to accompany or collect their child/children to/from school.**

All adults must strictly follow social distancing rules when on site.

All children in Years R to 4 must be dropped off and collected by an adult.

Children in Years 5 & 6 may walk to school or walk home by themselves as long as the class teacher has parent consent. (They are not allowed to supervise younger siblings to and from school)

Staggered arrival/collection times:

The reason this is staggered is to reduce the number of adults on the school site at any one time. Parents/carers are also not allowed to gather at school gates so please only arrive at your allotted time.

If you have a single child or children in the same Key Stage then your times for drop off and collection are:

Key Stage 2: Years 3, 4, 5 & 6 – **8:35am drop off and 3:15pm collection**

EYFS and Key Stage 1: Years R, 1 & 2 – **9am drop off and 3:05pm collection**

If you have more than one child in the school in different Key Stages then your times are:

8:45am drop off and 3:10pm collection

The school site will only open 5 minutes before drop off and collection times.

For either arriving or leaving the school grounds, parents/carers are requested to do this promptly, maintaining social distance and not standing in groups on or around the school site.

One-way system

There are clear markings on the playground to indicate a one-way system on the front playground for entering and leaving the school. There are directional arrows on the rear path to show which side of the path people should enter and leave the school site.

Each class will have separate entrances:

Year R please line up on the front playground opposite the school office.

Year 1 at the class door.

Year 2 at the class door.

Year 3 to the right of the Year 1 outside area.

Year 4 the door at the rear playground.

Year 5 the door to the left of the front office.

Year 6 will enter the school via the Den.

These entrances are the same as before Christmas.

Class bubbles

As recommended by the government, our group sizes (bubbles) will be limited to a single class which fluctuates depending on cohort up to 30 pupils. Although adults can work across 'bubbles' we will limit this wherever possible and have allocated teachers and LSAs to single classes except our cover teacher who will need to work across multiple rooms on subsequent days.

In class changes

Where possible, classes for Years 3, 4, 5 & 6 will have their chairs and tables facing forwards so that no child is sat side on or face to face with another child. In Years 1 and 2 this is more difficult but where it can be achieved it will be. In EYFS, children do not sit at desks but will be encouraged to space themselves out where possible.

Doors and windows will remain open where practical to do so as long as a comfortable temperature can be maintained. If it cannot then the rooms will be ventilated by opening internal doors. All classrooms have been supplied with additional heaters to ensure that children are warm.

Equipment

Equipment can be shared within a 'bubble'. If it is shared across bubbles then it must be thoroughly cleaned or 48 hours allowed between uses unless it is plastic then it will be left for 72 hours. All children will be provided with their own essential equipment e.g. a pencil, ruler and pen. This will be theirs to use in class and not shared with any other individual.

Catch up curriculum and funding

This lockdown has been very different to the first lockdown in March, in that the children have been following the school's normal curriculum through their packs and online learning. The engagement from pupils at home has been excellent and through their hard work and the effort that parents have made, we are hopeful that educational gaps caused by this lockdown will be far less than we experienced when we returned in September. Teachers have identified the key skills and knowledge

within each subject that the children will need, in order to access the subsequent years' learning. These are the areas that we will be focusing on through the remainder of the school year.

The government have also announced that schools will receive additional funding to help children catch up and once we have details of that we will publish how we will spend the money on our website.

Break times – This is the same as before Christmas

Each class will be provided with a box of equipment that only they will use at break times. Break times will be staggered and each class will use a particular area of the playground.

Years 1, 3 and 5 will have break at 10:30am to 10:45am and 1:50pm to 2:00pm

Years 2, 4 and 6 will have a break at 10:45am to 11:00am and 2:00pm to 2:10pm

Years 1 and 2 will use the Key Stage 1 playground. Years 3 and 4 will use the top Key Stage 2 playground and Years 5 and 6 will use the fenced area of the Key Stage 2 playground. Year R will use their outside area.

Lunch times – This is the same as before Christmas

Children will be sat in their class bubbles in the hall before going out to break. Years R, 1, 3 and 5 will have lunch at 11:45am to 12:30pm and Years 2, 4 and 6 will have lunch from 12:30pm to 1:15pm.

Children will eat in the hall and then go out to their designated playground areas (same as break times) once they have finished. Windows and doors will remain open in the hall to ensure that the area is properly ventilated.

Tables and chairs will be wiped down between sittings.

These staggered lunches will mean extended hours of work for lunch time supervisors.

Hot dinners will be provided on site.

PPA

Years 1, 2, 3, 4 & 5 will have PPA one day every 2 weeks. Years R and 6 will have half a day per week.

This is designed to ensure that our cover teacher does not work across multiple bubbles in a single day.

Staff room

Staff should limit their use of the staff room wherever possible limiting the number of people in the room to 6 at any one time. Windows must remain open throughout the day.

Face masks

Face masks should be worn in all areas where social distancing cannot be maintained by staff or visitors to the site. **We are encouraging all parents when they are collecting or dropping their children to wear a face covering. If parents cannot maintain the 2 metres social distancing rule during this time then we will make masks mandatory.**

In school, staff are not required to wear face masks unless they wish to do so whilst moving around the school e.g. in corridors. If staff request that they wear face coverings in class due to their personal situation then those requests will be dealt with on an individual basis.

Children do not need to wear face coverings in primary school.

Staff testing

Staff in primary schools will continue to test with LFDs twice a week at home, as per existing guidance on testing for staff in primary schools and nurseries. Primary age pupils will not be tested with LFDs. Public Health England have advised there are currently limited public health benefits attached to testing primary pupils with lateral flow devices. Primary age pupils may find the LFD testing process unpleasant and are unable to self-swab. We will review this approach in the light of any emerging evidence

Enhanced cleaning

A cleaning plan has been devised to ensure all frequent use areas are cleaned daily including toilets and classrooms. Each classroom will have a supply of anti-bacterial wipes and will wipe contact areas such as door handles at the end of each session. Support staff in both the office and classrooms will ensure contact points are cleaned before and after breaks and lunch.

Outdoor equipment will be sprayed and wiped after use along with climbing frames.

Children will wash their hands when arriving in school, before and after break/lunch and whenever they change rooms e.g. use the ICT suite.

The school will follow good respiratory health guidance and will display 'catch it, bin it' posters around school as well as promote this through PSHE and class lessons.

Assemblies/large gatherings

Assemblies will not take place in the hall during the Spring term but will be via Zoom/Teams. Each class will be able to share their work for the week from their classroom. This will be reviewed in line with the government guidance.

We are hoping to hold a Summer fayre and family picnic later in the Summer term, but this will very much depend on the guidance at the time.

If someone becomes ill

Staff members, parents and carers will need to:

- book a test if they or their child has symptoms - the main symptoms are:
 - a high temperature
 - a new continuous cough
 - a loss or change to your sense of smell or taste
- self-isolate immediately and not come to school if:
 - they develop symptoms
 - they have been in close contact with someone who tests positive for coronavirus (COVID-19)
 - anyone in their **household or support or childcare bubble** develops symptoms of coronavirus (COVID-19)
 - they are required to do so having recently travelled from certain other countries

- they have been advised to isolate by NHS test and trace or the PHE local health protection team, which is a legal obligation
- provide details of anyone they have been in close contact with, if they test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace

If a child becomes ill with any of the three symptoms above whilst at school, then the parent will be informed and will need to collect their child immediately and arrange a test. The school will need informing of the result of that test in order for us to make appropriate arrangements should the test be positive for Covid-19.

The school will follow the risk assessment in isolating a child with symptoms whilst they are waiting to be collected.

Attendance

The government guidance states:

School attendance will be mandatory again from the 8th March 2021. This means from that point, the usual rules on school attendance will apply, including:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct*

Woodcroft primary school will follow Government and Hampshire advice on attendance and will support families to ensure all children attend.

Safeguarding

The Designated Safeguarding leads (DSLs) usually meet once a week to discuss concerns, but this will be increased to twice weekly in the first 3 weeks following the return of pupils on 8th March.

Breakfast Club

We are going to open our breakfast club from Monday 8th March.

Children must arrive at breakfast club (Hall Door) between 8:15 and 8:25 and must be signed in by their adult. If they are after 8:25 they must wait for their classes to open and be supervised by their parent or carer whilst they wait.

Places cost 30p per child per day. This includes a choice of cereal and drink.

Each 'bubble' will have their own table and be kept apart from other groups.

Parents must book a place in breakfast club each week by the previous Thursday. This can be done with the main office.

Parents need to phone the office by Thursday 4th March to book their child/children into breakfast club for the week of the 8th March.

Sports coaches, visitors and school trips

Visitors to the school will be allowed but must follow the schools safety protocols which they will be informed of in reception. Masks must be worn on arrival.

The school will continue to utilise our sports coaches to work alongside the teacher with different groups of children. These activities will be outside where possible and the coach will socially distance themselves from pupils and adults. All equipment will be cleaned before and after use and between sessions if required.

At the moment the government have said that all educational visits must cease. We will restart these as soon as the guidance allows us to.

Afterschool clubs

These will commence after Easter and will follow rules related to the non-mixture of bubbles. This may mean that initially the options available for afterschool clubs are limited but we will open them up to as many children as possible as the government guidelines change.