



Dear Parents and carers,

Kellington Primary School are delighted to welcome all children back to school at the start of the Autumn Term. However, we hope you can appreciate and understand that some things will be different. This is to keep everybody safe. Our number one priority remains the safety of our children and staff. There will be changes to the school day. Please help us to keep to these for everyone’s safety.

Please talk to your child about the changes explained in the following pages so that they are prepared for coming back to school. It will all feel a little strange, however as we experienced in the summer term, those children who returned quickly adapted to the changes and they were fabulous at keeping to the new rules and adaptations.

We have completed a comprehensive risk assessment following government guidelines. Steps have been taken to reduce the risks to children and adults as much as we are able. A summary of the risk assessment is at the end of this document and will be on our website. This will be adapted as and when we receive any updated guidance.

All children will be in the class they are assigned to. These classes will each be an individual ‘bubble’ and will not mix with other bubbles in the case of Sunflowers (Nursery), Tulips (Year 3/4) and Lilies (Year 5/6). Roses (Year 1/2) and Daffodils (R/Year1) bubbles will experience some mixing as aspects of their curriculum (e.g. phonics) will be taught in discrete year groups (i.e. three groups -Year 2, Year 1 and Reception will be a **phase bubble**.) At all other times they will be taught in their own ‘class bubbles’. Playtimes and lunchtimes will happen at slightly different times so that we can keep bubbles apart. Therefore, the timings of the school day will be a little different to help us to maintain this separation.

We have timetabled bubbles to reduce contact between children and ensure access to handwashing facilities.

	<b>Sunflowers</b> Nursery	<b>Daffodils</b> Reception/Yr1	<b>Roses</b> Year 1/2	<b>Tulips</b> Year 3/4	<b>Lilies</b> Year 5/6
Start of the day	8.45 Via the playground-one way system	8.45 Via the car park	8.45 via the main entrance	8.55 Via the playground-one way system	9.00 Via the playground-one way system
Playtime	N/A	10.30	10.30	10.45	10.45
Lunch	N/A	11.45	11.55	12.10	12.15
End of the day	11.45 Via the playground-one way system	15.15 Via the car park	15.15 via the main entrance	15.20 Via the playground-one way system	15.30 Via the playground-one way system

**Start and end of the day**

- It is important we have minimal people on the playground at all times and therefore please don’t arrive early when bringing your child to school or when collecting them at the end of the day.



- The children will be able to go straight into the classroom as teachers will have classroom doors open.
- We are putting a one-way system in place for parents dropping off children to Sunflowers Class (Nursery), Tulips Class (Year 3/4) and Lilies Class (5/6). As classroom doors will be open and children can straight in, this should allow a free flow of people moving through the playground most of the time. Please maintain social distancing.
- If you have to wait for your child to enter their classroom, please stay in the right area and maintain social distancing with others.
- When bringing your child to school, if your child is mature and confident enough and in Tulips or Lilies please drop your child at the school gate and watch them enter school from outside the school fencing (not on path leading into school as will cause congestion).
- If your child is accompanied onto the playground, this should only be by 1 adult to reduce the number of people on site.
- Teachers will collect and dismiss children from the classroom door.
- Families with children in two bubbles should deliver children to their classroom as near to the allocated time as possible.
- All parents will have to say goodbye to their children at the classroom door. We do acknowledge this is very different for parents of Nursery and Reception children.
- **Please try to be punctual** so that your child can remain distanced from other bubbles.

### Attendance

*Your child should return to school.*

- Government advice from September now states that school attendance will be mandatory again from the beginning of the autumn term.
- Our normal attendance policies will be reinstated. This means that any pupils not attending will be classed as unauthorised absences unless they have a valid reason.
- We will contact any children who are expected to be in school but are not attending so that we understand where they are and that they are safe.

### If your child is late

*No adults are allowed into the school building, including the main entrance.*

- If your child is late you should bring them to the main entrance. Press the buzzer and someone will come to the door to collect them.
- We are not accepting any visitors into the office. If you have a query or need to pass on information please do this by phone or email.



## Handwashing

*Schools must ensure that pupils clean their hands regularly, (DFE)*

- Coronavirus (COVID -19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser.
- All children **MUST** wash their hands when they arrive at school. They will also be asked to wash them when they return from breaks, if they change rooms and before and after eating.
- We have installed hand sanitisers that children can also use to supplement hand washing.

## What to bring

*Children should try to reduce the amount they bring into school*

- We want to reduce the risk of transmission between home and school. Your child should only bring in the things that they need for that day.
- Lunch boxes, outdoor PE kit and a coat are acceptable.
- Children should have a **named** water bottle.
- Children should wear their normal school uniform.
- Children should not bring in toys or personal belongings. They will not need to bring their own pencil case or resources for lessons.
- Reading books can be brought into school in a plastic wallet that can be wiped down by you when they return them home. If you do not have a plastic wallet, we can supply one. We will not be using reading records initially. Reading books will need to be left for 48 hours before they are re – issued once in school.
- Homework and spellings will all be set online. If work is sent home on paper it cannot be accepted back into school for marking.

## During the day

*Working in bubbles*

- Children remain with their bubble but adults can change.
- Children will remain with their bubble and won't mix with other bubbles (exception for Daffodils and Roses which will constitute one phase bubble and will mix for selected parts of the curriculum). Usually, the same staff will stay in the bubble but we are able to move staff around (to cover teacher PPA time, absence etc.)
- Playtimes will take place at the same time as other bubbles. To keep children separated, each bubble will be allocated a zone to play in.



- We will not expect children to keep 1m+ apart in bubbles. We will rearrange furniture to maximise spacing, but understand that they will be close to other children in their bubble.

### Assemblies

There will be no traditional whole school or key stage assemblies during the first part of the autumn term and these will be replaced by a Virtual Celebration Assembly, which will be watched by children in multiple classrooms on touchscreens.

We are keeping an open mind about Harvest and Christmas productions but all should be aware that, even at this early stage, full-scale productions look unlikely in the autumn term.

### Education visits

There will be no visits planned for the first half of the autumn term and probably the second half too. Whilst we have yet to receive formal confirmation, we believe our planned whole school visit to the pantomime in Doncaster will not go ahead as the production has been cancelled this year.

### Resources

*Keeping children safe by keeping resources clean is a top priority*

- We will thoroughly clean resources when children have used them. To help this work, we will reduce the number of things children can access. They may not have quite as many play things available – but there will still be plenty to do!
- Staff will prepare packs of resources for children to reduce the need to share equipment.
- Tables and chairs will be sanitised before being used by another bubble (such as at lunchtimes).

### The Curriculum

*We will plan for children's wellbeing and academic excellence*

- Our first priority is to help children settle back into school life happily and successfully. We know that some may be anxious about coming back, and re-establishing routines and emotional support will be important. We will support children with their wellbeing.
- We also know that children's experiences during the school closure will have been different. We will support them in covering any gaps that they may have in their learning, and will help them to make excellent progress – particularly in the basic skills.
- We will teach a broad curriculum to ensure that children get a range of experiences across different subjects. Music lessons will be reduced as we will follow the government guidelines.
- All PE will be taught outside; therefore, children need their **outside PE kit** please (trainers as PE shoes).

### Extra- curricular activities



*Our usual offer will be reduced in the first term*

- We will reduce contact between children from different bubbles by not organising after-school clubs during the first term. This will remain under constant review.
- We will concentrate our curriculum upon routines and catch-up activities during the first half term.
- We are currently prohibited from holding any residential visits and will continue to follow government guidance relating to these.

### **Extra cleaning**

*We know that cleanliness is important throughout the day*

- Our school has been regularly cleaned and disinfected over the last few weeks and will be disinfected and tested during the holidays. We will only sign off the reopening when we are certain it is safe to do so.
- We ensure that all toilets and frequently touched surfaces are cleaned more regularly. We have purchased additional cleaning during the day.
- We have installed additional resources such as hand sanitisers, bins and stocks of tissues. All classes have soap and water, which is used during the day to wipe down surfaces and to keep things clean.
- Resources that children use are always cleaned between groups. Some items (such as books) may be left for 48 hours before being used to ensure they are safe from a virus.

### **Lunchtimes**

*School lunches as normal*

- We will provide hot lunches to all children who would like one (they may choose to bring a packed lunch if they wish). We will provide our usual choice of hot meal, sandwich or jacket potato.
- Sittings in the hall will be different. The room will have two zones and will accommodate two bubbles at a time. This may be at a slightly different time to previously, but will still be during our usual lunch period
- Lunchtime will be a mixture of indoor and outdoor play so that all bubbles can be separated in the outside areas.

### **If a child is ill**

*We know that children will become ill. We will continue to care for them as normal.*

- Children who are ill will be brought to the office. Normal procedures will be applied, and we may contact you if we feel that your child needs to come home.



- If any child displays symptoms of Coronavirus, they will be removed to a sick room behind a closed door. Staff will care for them and may wear PPE. Parents will be contacted, and parents must arrange for a Coronavirus test to take place. Following this, they should engage with the 'Test & Trace' programme.
- Parents of children within that bubble will normally be informed of any suspected cases or symptoms exhibited.

**Coronavirus**

*What we will do if a case is confirmed*

- Parents must inform school immediately following the outcome of a test.
- In the very rare occasion of a child who has tested positive, they must stay at home and self-isolate for at least 7 days.
- School will immediately engage with the local health protection team and undertake a rapid risk assessment. The class bubble will close for 14 days to support self-isolation of those who have come into contact with a confirmed case. All other children (including family members) can continue to attend as normal.

**Our Risk assessment**

The following text summarises our risk assessment. This is a dynamic document and remains under review to ensure that we can respond quickly to any issues that may arise.

Aspect	Risks	Actions Taken
Reducing the number of contacts each pupil has during the day.	<ul style="list-style-type: none"> <li>● Increased transmission</li> <li>● Pupil illness</li> <li>● Staff illness</li> </ul>	<ul style="list-style-type: none"> <li>● Organisation of children into class sized 'bubbles'.</li> <li>● All bubbles to have appropriate and qualified staff.</li> <li>● Organisation of timetables to ensure bubbles are separated (at the start/end of the day, break times and lunch time).</li> <li>● No visitors to the site, including parents and contractors, and no gatherings or meetings to take place.</li> <li>● Routes around school arranged to minimise congestion.</li> <li>● Furniture rearrangement to ensure social distancing guidelines are followed.</li> <li>● Resource packs for pupils to minimise sharing.</li> </ul>



Aspect	Risks	Actions Taken
Cleaning	Risk of transmission between children, staff and bubbles as a result of poor hygiene.	<ul style="list-style-type: none"> <li>● Handwashing upon arrival and throughout the day is essential.</li> <li>● Cleaning products available in each class during the day.</li> <li>● Additional PPE and first aid resources available.</li> <li>● New bins with lids throughout school.</li> <li>● Additional cleaning of toilets and high use areas during the day.</li> <li>● Sanitiser available in all rooms.</li> <li>● Cleaning dining tables and chairs between sittings.</li> <li>● Outdoor play equipment to be taken out of use unless cleaned between bubble use.</li> </ul>

Aspect	Risks	Actions Taken
Curriculum	Transmission as a result of curriculum activities and interactions.	<ul style="list-style-type: none"> <li>● Curriculum offer to ensure breadth and full National Curriculum offer, but activities chosen with low levels of interaction. Increased ventilation in classrooms, and outdoor activities planned. Continued use of Google Classroom within school to organise work.</li> <li>● Individual resource packs created for pupils. Reduction in materials brought from home. Reduction in high risk activities such as music, drama, PE.</li> <li>● Reduction of school visits, and only organised following event-specific risk assessments agreed by the MAT.</li> <li>● No clubs to take place, reducing interactions between bubbles.</li> </ul>

Aspect	Risks	Actions Taken
Contingency planning	Impact of infection and positive cases	<ul style="list-style-type: none"> <li>● MAT contact cards available for rapid access to guidance and support.</li> <li>● Emergency medical room identified and staffed.</li> <li>● PPE and medical resources available for staff.</li> <li>● Engagement with Test and Trace processes.</li> <li>● Google Classrooms maintained to enable continuous learning in the event of bubble closure.</li> </ul>



Further guidance for parents can be found at:

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