



23.02.21

**RE: March 8th Full Re-opening plans:**

Dear families,

I am writing to inform you of our plans to reopen the school to all pupils on 8<sup>th</sup> March 2020. Below you will see the logistics for pick-up and drop-off to help keep our bubbles safe, as well as some internal safety measures for information.

**Arrivals:**

The arrival time is 8:45- 9:00

Hands, face, space must be adhered to by all adults, unless medically exempt.

**EYFS and KS1** children and adults will line up 2m apart outside the Oldbury Court School Gate.

Mrs Underwood will gate keep with Mr Newland on hand to ensure road safety.

EYFS and KS1 Teachers will be at muster points in the carpark playground by the bike sheds. Mrs

Underwood will welcome each child in, one at a time, and direct towards the appropriate class teacher.

Class teachers will greet their class and take a register. When they have their full class, or the gate has closed at 09:00, they will transition their class to their classroom.

**KS2** will children and adults will line up 2m apart outside the Woodwork Gate, and teachers will have muster points within the pottery/woodwork studios where pupils will congregate.

Mrs Blackwell will gate keep with Mrs Sobol on hand to direct parents.

KS2 Teachers will be at muster points in the pottery or woodwork studio. Mrs Blackwell will welcome each child in, one at a time, and direct towards the appropriate class teacher.

Class teachers will greet their class and take a register. When they have their full class, or the gate has closed at 09:00, they will transition their class to their classroom.

After the gates have closed at 09:00, children will be required to sign-in at Reception. Once again, social distancing must be adhered to and adults must wear a face covering.

There must be no congregating in or outside of the school grounds before or after dropping and collecting children.

**Departures:**

EYFS (15:00):

EYFS will be dismissed at Oldbury court gate by Miss Griffith from 15:00.

KS1/KS2 (15:15):

All other Year groups will be escorted to their departure point by their class teachers at 15:15. (highlighted yellow if different to entry point)

Y1 - Reception entrance (College Road)

Y2 - Oldbury Court (left hand side)

Y3 - Oldbury Court (right hand side)

Y4 - Woodwork gate (left hand side)

Y5/6 - Woodwork gate (right hand side)

After 10 minutes, children who have not been collected, will be brought back into their bubble classroom and the office will be asked to ring home.

#### Collection by different adult:

If children are to be picked up by different responsible adult than usual, the school office must be informed by 14:30 of this change to allow adequate time to communicate this to teaching staff. The collection must only be from an alternative adult from the support bubble.

#### Self-isolating:

If pupils present with any of the covid symptoms, please keep them at home and inform the school office who can advise.

Pupils who develop symptoms will self-isolate and be asked to take a covid test and remain self-isolated pending the results of the test. Pupils who have come into contact with someone with symptoms or a positive result must self-isolate for ten days.

We will continue to refer to the following flow diagram:

<https://avanti.org.uk/avantigardens/wp-content/uploads/sites/23/2020/08/Parent-comms-COVID19-scenarios.pdf>

#### Govindas:

Govindas will be operational as usual from 8<sup>th</sup> March. We will be sending out a Govindas menu in the family bulletin w/c 01.03.21.

#### In-school measures:

<b>Pupil Bubbles</b>	<ul style="list-style-type: none"><li>• Pupils continue to be grouped into “bubbles” based upon year groups (Years 5 and 6 are one bubble).</li><li>• Breaktimes and lunchtimes have been zoned to eliminate crossing of bubbles.</li><li>• Pupils will have lessons in all subjects and will follow a ‘normal’ timetable.</li></ul>
<b>Attendance</b>	<ul style="list-style-type: none"><li>• Attendance will be compulsory from 08.03.21.</li><li>• Pupils are encouraged to arrive at 08:45 to have enough time to be settled and for learning to begin at 09:00.</li></ul>
<b>Clinically extremely vulnerable children</b>	<ul style="list-style-type: none"><li>• Those children whose doctors have confirmed they are still clinically extremely vulnerable are advised not to attend childcare or nursery during the period this advice is in place.</li><li>• Children who live with someone who is clinically extremely vulnerable, but who are not clinically extremely vulnerable themselves, should still attend education or childcare.</li></ul>
<b>Classroom</b>	<ul style="list-style-type: none"><li>• Each classroom has been structured for 30 pupils, each distanced by 1m, with two chairs per desk using a seating plan.</li><li>• The teachers have a ‘space’ of 2m space at the front of the classroom.</li><li>• Cleaning stations have been provided for each classroom.</li><li>• Doors and where possible windows remain open at all times to minimise use of handles and increase ventilation.</li></ul>
<b>Movement around the school</b>	<ul style="list-style-type: none"><li>• An orderly one-way system continues to be used throughout the school with clearly marked directions to follow.</li></ul>

<b>Lunches for pupils</b>	<ul style="list-style-type: none"> <li>• Lunches are served following the menu communicated by Govindas.</li> <li>• Support staff will be on duty alongside Midday Supervisors.</li> <li>• Pupils will have to bring water bottles each day.</li> </ul>
<b>Cleaning of the school.</b>	<ul style="list-style-type: none"> <li>• There is enhanced cleaning of the school during each day with a cleaner employed during the day to clean toilets, corridors, door handles and surfaces that are commonly touched.</li> <li>• Each night, all classrooms and communal spaces are cleaned so that the school remains safe.</li> <li>• Hand sanitisers are supplied in all classrooms and lidded bins to enable disposal of tissues and contents are regularly disposed of.</li> <li>• Regular hand washing is encouraged throughout the day.</li> </ul>
<b>Families before school</b>	<ul style="list-style-type: none"> <li>• Parents or carers must check their own children and not send to school if they are displaying any symptoms or have been in contact with anybody who has been positively diagnosed.</li> <li>• If householders are displaying symptoms, but are undiagnosed, they will also be asked to remain at home.</li> </ul>
<b>Children who are displaying symptoms whilst at school.</b>	<ul style="list-style-type: none"> <li>• The procedures that were previously followed regarding isolation and collection by parents will be followed: <a href="https://avanti.org.uk/avantigardens/wp-content/uploads/sites/23/2020/08/Parent-comms-COVID19-scenarios.pdf">https://avanti.org.uk/avantigardens/wp-content/uploads/sites/23/2020/08/Parent-comms-COVID19-scenarios.pdf</a></li> <li>• <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• We will continue to communicate every week each Friday via our Families' Bulletin.</li> </ul>
<b>Trips and Activities</b>	<ul style="list-style-type: none"> <li>• No local or residential trips will be taking place during the pandemic.</li> </ul>
<b>Classroom Support</b>	<ul style="list-style-type: none"> <li>• Where a pupil has an Educational Health Care Plan and requires some additional in-class support by a Teaching Assistant, the support will be socially distanced from both the teacher and the pupil so far as reasonably possible.</li> </ul>
<b>Parental Meetings</b>	<ul style="list-style-type: none"> <li>• Meetings will continue where possible to be conducted by telephone conversations or via a remote platform e.g. 'Zoom' or 'Microsoft Teams'.</li> <li>• Parents' evening is scheduled for 31.03.21 and 01.04.21. The office will schedule Google Meet calls in the coming weeks.</li> </ul>
<b>Assemblies and gatherings.</b>	<ul style="list-style-type: none"> <li>• There will be no assemblies or gatherings in person, these will take place digitally instead.</li> </ul>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Guidelines on the use of public transport -please see links for clear guidance on use.</li> <li>• <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/926732/coronavirus-safer-travel-easy-read-guidance-document.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/926732/coronavirus-safer-travel-easy-read-guidance-document.pdf</a></li> <li>• <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>• Parents must be mindful of not sharing transport with other children from different families.</li> </ul>
<b>Exams</b>	<ul style="list-style-type: none"> <li>• Key Stage 1 and Key Stage 2 SATs have been cancelled for this academic year.</li> </ul>
<b>Risk Assessment</b>	<ul style="list-style-type: none"> <li>• I will shortly send out our updated risk assessment, which can also be viewed on the school website.</li> </ul>

I appreciate that the above messaging may seem directive, however we must all take responsibility to keep our school community safe and role model this to our children.

I thank those who have already modelled all of the above to their children and helped keep our community safe – thank you in advance to those who will now do the same.

Yours faithfully,

Ashley Milum

Principal

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