

Marden Primary Academy



Plan for September

How this Plan has been formulated

The government and the Department for Education announced their intention for all children to be back in school in September 2020. The subsequent release of the guidance has allowed schools to look in detail at how they can welcome children back to school safely. We have done this with the support of the Leigh Academies Trust.

It is important to remember that the risks associated with the virus have not disappeared. However, the prevalence of coronavirus has decreased and, because of the NHS Test and Trace system, there is a confidence that this can be achieved, provided appropriate measures are implemented.

In formulating the plan, as the school has done throughout the pandemic, the needs and safety of the children have been placed as the highest priority. Through running a successful return to school for the eligible year groups since June, we have seen how when well-planned actions are communicated and implemented well, they can be successful.

In order for the children to return to school in September successfully, there will need to be an understanding from children, parents and staff that we all need to work together. Measures in school can be managed with risk assessments in place. We will therefore be reliant on parents to continue to follow the wider national guidance and restrictions to keep everyone safe.

Please note that this plan is being written in July in preparation for September. We will continue to monitor the situation over the summer break and will update you as to any changes that may need to be made.

Preface

The government guidance states that 'For the vast majority of children, the benefits of being back in school far outweigh the very low risk from coronavirus...'. We have written this plan to enable us to bring all children back to school as safely as possible. There is likely to be a continuing need to balance children's educational needs with their health and safety.

It is important to remember that all children across the country will have had different experiences over the period that schools have been closed to many children. We are working hard to ensure that all children will feel safe and secure in school. We will need to carefully assess the children's new starting points and meet them where they are. This is not new to us: we do this every September as some children will inevitably have forgotten things over the six week break. This year, there will be larger gaps for some children. We will use this information to ensure that the learning for your child is tailored to their needs. We will build up the learning in small, sequential and coherent steps to ensure that knowledge and new learning is secure.

We know that arrangements that we will have to make will not necessarily satisfy all families. In situations where you feel that there are concerns, we would urge you to communicate these with us. Whilst we have endeavoured to be as fair as we can possibly be, we have had to place the safety needs and requirements of the school community first.

Full Opening in September

Marden Primary Academy will be reopening to all pupils in September. The first day of school will be Thursday 3rd September.

Attendance

School attendance will be mandatory again from the beginning of the autumn term. This means the usual rules on school attendance will apply, including:

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

If you have any concerns about attendance, please contact the school and we will do our best to support you.

Risk Assessments

All Risk Assessments have been updated for September. These are common across the Leigh Academies Trust, although they have been adapted for individual schools. Risk assessments are available on our website and will be regularly reviewed as circumstances or guidance changes.

System of controls

This is the set of actions schools must take. They are grouped into 'prevention' and 'response to any infection':

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)

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

Minimising/limiting contact

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. Maintaining distinct groups or 'bubbles' that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to self-isolate.

However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges. At Marden, we will be continuing to limit the size of the bubbles. Children will largely be operating within their classes (class bubbles), specifically for learning time, but will extend to year groups (year bubbles) to support logistical challenges such as entry and exit to school, play and lunch times and PPA arrangements. In Reception, Potter and Bowie class will count as one bubble to allow free-flow access to the outdoor learning environment.

Children will work in their classrooms for the large majority of the day. Their class bubble will therefore comprise the children in their class and the staff associated with that class. The children will share the playground and the lunch hall with the parallel classes in the phase (EYFS, Year 1/2, Year 3/4 and Year 5/6), creating a phase bubble for these parts of the day. Year 3/4 and Year 5/6 will eat their lunches in class bubbles in their classrooms and EYFS and KS1 will eat in the dining hall. While the weather allows, each class will have a sectioned off area on the field.

We will be unable to hold any events or meetings beyond these bubbles. That will mean that we will not be able to hold whole school, or even Key Stage assemblies until further notice. We understand the importance of whole school events to bring the community together. We will therefore be doing as much as we can remotely, including whole school and phase virtual assemblies.

We will be limiting external visitors to site as far as possible, although we recognise that some people will need to attend the site. We are expecting that events that require a large number of people to attend school, such as new intake parent tours and parent consultations, will need to be done remotely.

Staggered entry and exit

To ensure that there is limited contact between the bubbles, there will be a staggered timetable, including start and end times. To limit the contact between groups of children and parents, we will have to operate a more robust and time managed entry and exit system. There will be two timings and these must be followed. Older children (Year 5/6) may walk to school on their own. However, both outside and inside school grounds, they

should be maintaining a social distance. If we have concerns over this, or if punctuality is affected, we will discuss this with you.

It is imperative that you support the school in ensuring you bring your child within the time periods mentioned. This is to ensure that there is limited crossover of different bubbles and for the safety of children, families and staff. If you are unable to make the 8:45am time for your child's class, you will have to wait until the gate opens at 9:00am. If you miss the 9:00am time you will need to call the school office and wait for the gate to be opened by a staff member. This will mean however, that your child will be marked in as late. If your child builds up a number of lates, then these will be marked as unauthorised absences and may lead to a fixed penalty notice.

It will also not be possible for parents to attend the school site to see staff without an appointment. This is to minimise the number of people on the school site. We have made sure that the staggered timings do not adversely affect the amount of time your child spends in school, and have tried to take into account the needs of parents to have a 'regular' school day. This plan may need to be reviewed depending on how successfully we can admit the children and clear the site between times.

Drop off and pick up procedures

Children do not need to bring anything to school other than a packed lunch (if appropriate), a coat or sun hat (if needed), a fruit snack and a full water bottle. Children will keep all of their belongings in their assigned workspace. If it is hot, suntan lotion should be applied at home before children come to school. All outdoor zones will have a shaded area. If your child forgets their packed lunch you will need to call the school office to arrange a school meal that day, at your cost. Other forgotten items will not be accepted by the school office and your child will need to make do without them. Please check carefully that your child has everything they need before leaving the house in the morning.

Following the guidance, only one adult will be able to accompany the child into the school grounds. People are being encouraged to walk rather than drive to school. If you usually use public transport to get to school, please investigate alternative travel options to minimise contact. To minimise contact, children from different year groups will have to be picked up and dropped off from different locations and at different times. If you have siblings in different year groups with different entry and exit times, please use your common sense to stay safe and wait away from the entrance/exit, observing social distancing.

The locations are as follows (please note that Year 3/4 and Year 5/6 have swapped classrooms):

- Reception – main pupil gate, enter classrooms via ramp
- Year 1/2 – main pupil gate, enter Year 1/2 classrooms through external classroom door
- Year 3/4 –
 - Hawking and Attenborough: car park gate to Year 6 fire exit
 - Nightingale: main pupil gate, enter through cookery area

- Year 5/6 – car park gate to KS2 playground

Please follow the arrows and wait at the marked spaces, which will be at 2m intervals. To minimise time and contact for adults and children, please drop your child off and leave as quickly as you possibly can. This will also free up parking spaces in the vicinity for those parents who have to drive to school. It will not be possible to discuss matters with the adult in the room as we would normally do, nor will parents be able to enter the classroom and help settle the children. If you need the class teacher to know something urgent you can call or e-mail the school office. Contact can also be made via Seesaw for non-urgent matters.

Collection procedures at the end of the day:

- Reception: main pupil gate
- Year 1/2: parents to wait on KS1 playground
- Year 3/4: Nightingale parents wait on KS1 playground, Hawking and Attenborough to be released from fire exit.
- Year 5/6: parents to wait on KS2 playground

Timetable

Each Key Stage will operate on a different timetable to reduce the amount of contact. This will mean that the timings of their school day will be different. This not only reduces the number of adults in the vicinity for drop off and pick up but also allows us to vary the break times in school so that contact is minimised. The timings will be as follows:

Reception and Year 3/4: 8:45 – 3:00

Year 1/2 and Year 5/6: 9:00 – 3:15

All children will have a one hour lunch break.

Lunches

Children in Reception, Year 1 and Year 2 will be eligible for a Universal Infant Free School Meal. They will eat their lunch in the dining hall in two shifts. Children in Years 3 – 6 will eat in their classrooms. If eating a school hot lunch, they will collect their lunch and take it back to class. Alternatively, you can send your child in with a packed lunch.

It will not be possible for our staff to fully assist in supporting children eating lunch. For example, adults will not be able to cut up or open items as this will close the gap between adults and children and therefore increase the risk. Please bear this in mind when deciding on the lunch you wish your child to have.

Social Distancing

Social distancing is still key in the fight against coronavirus. In all areas of school, social distancing will still be encouraged. Although the bubbles do offer some degree of protection, this does not mean that social distancing should be ignored. From the outset of guidance for schools, it has been made clear that younger children will struggle with social distancing. Although the science suggests that younger children are also at less risk of

infection, we have tried to mitigate this risk further by keeping bubbles small where possible.

As adults are more at risk than children, and because the virus affects adults more severely than children, measures are in place to support staff as they will need to be more vigilant with social distancing than children. Staff and other adults in school will try to stay at least two metres away from each other and from the children, wherever possible. Where this is not possible, staff will be encouraged to avoid any face-to-face contact with children and minimise the time that they spend within one metre of the children that they are working with.

There will also have to be some actions taken to support this aim in classrooms. The main one of these is that desks, where possible, will be arranged so that children can sit side to side rather than face to face to reduce transmission (many classrooms may organise their seating in rows).

Equipment and Resources

Any frequently used resources should be individual, for example the stationery that the children use. To overcome this, all children will be provided with their own stationery pack, with the equipment that they will need included. No stationery can be brought in from home and their pack must stay in school at all times.

Other classroom resources, such as books, can be shared within the class bubbles. Some of these will need to be cleaned more regularly and this has been factored in to our risk assessments. Any resources that need to be shared between class bubbles, such as sport, art and science equipment, will be cleaned between bubble usage.

Outdoor equipment will also need to be cleaned more regularly. To encourage active playtimes, we will be using the outdoor equipment, but this will be on a rota ensuring only one year group bubble will use the equipment each week, allowing the recommended 48 hour time before a new bubble can access it.

Uniform

When school returns in September, we will return in full school uniform. There is no need to clean the school uniform any more frequently, or in a different way to that which you have done previously. It is important that the children follow the uniform policy. The school uniform is indicated below:

- Black/grey trousers, skirts or pinafores.
- White shirts, blouses or polo tops
- Red school logo sweatshirt or cardigan
- Red and white gingham or striped summer dresses may be worn in the summer.
- Shoes should be sensible and smart (not trainers).

On days when your child has PE, they must come to school in their PE kit. This is to allow the PE kit to go home following lessons to be cleaned and reduce the amount stored in cloakrooms. All PE kit should be plain/non-branded. On PE days, your child can wear the following:

- Plain dark shorts
- House coloured T-shirt
- Plain dark tracksuit bottoms
- Plain dark tracksuit top (no hoods/zips)
- Appropriate trainers (no plimsolls)

Behaviour

When children return to school, time will be spent on teaching them about the routines that need to be followed as well as teaching them about the expectations on them. Behaviour is an invaluable tool for schools. Where behaviour is good and well-managed, learning can be effective as the focus can be directed onto supporting children.

We have amended our behaviour policy in light of coronavirus. There will be sanctions in place for any children who are deliberately breaking the rules, especially those linked with pupil safety. A copy of the Covid-19 rules has been included as an appendix to this document (Appendix 2). We encourage you to read it and talk to your child about the expectations we have of them. We know that everyone will have had different experiences over the period of lockdown. If you have not yet done so, please let us know of any changes to circumstances for either you or your child that we should be aware of. These will obviously be dealt with in the most sensitive manner.

Educational Visits

It will not be possible for any overnight visits to take place at the moment. We will also not be planning on any educational visits, at least for the first term, from September. This is because there are many new routines and behaviours that all of us will need to become accustomed to, and we want to focus on the needs and learning of the children. We will be reviewing this throughout the term as we know the value that educational visits bring to the children and our curriculum and will update you in due course.

Wraparound Care

We know how important wraparound care is for our community. Although the care will look different, we will be able to offer support in this area. The Breakfast and Late Stay Club will operate the same times as previously (7:40am in the morning until 6:00pm in the evening). Children will be organised into year group tables in the hall. The children will remain in these groups throughout their time in wraparound care. This will include any outside time. We will be able to offer a basic breakfast and tea, which will be prepared by our staff. Breakfast will be available until 8:20am and tea will be from 4:30. If a child arrives outside of

these times, it will not be possible to guarantee they will be served food because of the arrangements needed to do this safely. Because we will need to pay staff until 9:00am, the cost for Breakfast Club will increase to £3.50. The cost of Late Stay Club will still be £10.00 per session.

There will be no extra-curricular clubs until December, we will review this decision for the spring term.

Curriculum

We will be resuming teaching the full National Curriculum (Early Years Foundation Stage for EYFS) from September. It is important that children receive the highest possible quality education. We will not be expecting the children to be at the appropriate programme of study as it has not been possible to complete this year's programme. Instead, we will focus on meeting the children where they are and build from there. The curriculum will need to remain broad and ambitious. This means that we will be teaching all subjects to ensure children acquire knowledge in all areas. There will be a focus on core skills.

These will look as follows:

EYFS - A focus on language, reading, maths, phonics and extending the children's vocabulary. There will continue to be regular opportunities for the children to access outdoor learning.

KS1 and KS2 - We will need to re-establish the core essentials of learning, which are phonics, reading, vocabulary, writing and maths.

Children will be encouraged to read widely in all curriculum areas. A focus will be on developing children's knowledge and vocabulary whilst keeping the curriculum broad and balanced.

Physical Activity

Physical activity will continue to be incredibly important for pupils and it is firmly embedded at Marden. Any physical activity, including PE lessons, will be done in class bubbles. Activities will take place outdoors wherever possible and so correct and appropriate kit will be essential. It may be possible to work with external providers for extra-curricular activities. We are not currently offering anything in this regard, but as and when we are able to, clubs will be limited to year group bubbles.

Medical Needs

If children require inhalers or Piriton and/or Epi-Pens for severe allergies, the parent must ensure that in-date medicine is available in school and this will be kept in the child's bubble. No other medication will be given; if children require antibiotics or Calpol they should be kept at home.

First aid: children will tend to this themselves if it is minor (e.g. wet paper towel applied themselves if able to) and basic PPE will be provided in the first aid bags for staff who are

administering first aid to protect both them and your child (aprons, gloves, masks). We do have face shields should resuscitation be required.

Response to Infection

The following information is taken directly from the guidance from the Department for Education. Parents/carers need to understand that they will need to be ready and willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate for 14 days if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms and subsequently tests positive for coronavirus (COVID-19). Schools should ask parents and staff to inform them immediately of the results of a test:
 - if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
 - if someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Contingency Planning

Whilst we are all hopeful that cases are limited and there is not the need for a further lockdown, it is important that for individuals or groups of self-isolating pupils, remote education plans should be in place. At Marden Primary, we want to make sure that we are able to deliver education remotely should the need arise.

In cases where children or groups of children are not in school due to self-isolation, a remote curriculum will be provided for them. To enable us to support you in this, we will need to know whether you are likely to have problems accessing online content. There will also be a higher level of expectation and accountability on the children if they are not in

school. We will be planning a programme that is of equivalent length to the core teaching pupils would receive in school, ideally including daily contact with teachers. We will teach a planned and well-sequenced curriculum so that knowledge and skills are built incrementally, with a good level of clarity about what is intended to be taught and practised in each subject. Work will need to be completed and submitted for teachers to assess and provide feedback.

Where relevant and required, printed resources will be made available. One of the biggest shifts between the time away from school since lockdown and the reopening of schools fully in September is the need for full time education to continue regardless of location. Schools are expected to consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September. However, for this to be successful, it will require partnership between home and school. Please contact us if you have any concerns in this area.

Appendix 1

Use of PPE in schools

It is easiest to share the specific government guidance here for clarity:

Wearing a face covering or facemask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.

The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE is only needed in a very small number of cases, including:

- where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained
- where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows:

- a face mask should be worn if a distance of 2 metres cannot be maintained
- if contact is necessary, then gloves, an apron and a face mask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn. When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on how to put PPE on and take it off safely in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck
- not be touched once put on, except when carefully removed before disposal
- be changed when they become moist or damaged
- be worn once and then discarded - hands must be cleaned after disposal

Appendix 2 Behaviour Policy Addendum

Appendix to Behaviour Chart: Additional COVID-19 Rules

- Only bring your coat, lunch and water bottle to school.
- Stick to your route for entering and leaving the school building.
- Use hand sanitiser when you arrive.
- Do not put your things in the cloakroom.
- Move around the school carefully, following the routes you are shown, in single file.
- Wash your hands for 20 seconds, using soap and water:
 - When you arrive at school
 - After going to the toilet
 - Before eating
 - After blowing your nose, sneezing or coughing
 - Each time you come back into the school building
- Stay with the people in your class during learning times, break times and lunchtimes.
- Stick to the zones your class is given.
- Make sure you always sit in the seat that you are given.
- Keep 2 metres away from other people in outdoor spaces.
- When walking, clasp your hands to help you not touch your face.
- Sneeze or cough into your sleeve or a tissue.
- Put used tissues into the special bin: Catch it, bin it, kill it.
- Avoid touching your mouth, nose and eyes with your hands.
- Only use the equipment you are given.
- Only use your class's toilet.
- When you go to the toilet:
 - Flush the toilet
 - Wash your hands for 20 seconds
 - Put paper towels carefully in the bins
- Stick to our school behaviour chart
- Be kind.