

Heatherley Drive
Forest Town
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Nottinghamshire NG19 0PY



Telephone: 01623 420244
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Headteacher Mrs S James

July 2020

Guidance for opening in September

We have written this comprehensive guidance to provide our families with a framework to put in place with proportionate protective measures for children and staff returning to school in September. This guidance is designed to ensure that all of our pupils receive a high-quality education that enables them to thrive and progress whilst keeping them as safe as possible. We have always been honest and stated that we cannot guarantee your child's complete safety against catching COVID-19, but we hope this guidance will offer you reassurance for September.

Public Health have requested that we minimise COVID-19 risks by continuing with our comprehensive risk assessments that allow us to reduce the staff and pupil contacts within their normal daily routine. For those children who have already attended school this term, a lot of the procedures will be very familiar to them already. The arrangements for September will have the following key rules:

- **Grouping children together** – Children will be grouped into class groups (Foundation 2 will remain in the Foundation classroom unit, and the Foundation 1 using their new learning space in the school hall). The children will remain in their class group 'bubble' for the entirety of their school day. Lunch will be served to them in their classroom by their own assigned Midday Supervisor and their outdoor playing space will be designated to their own class. Toilets will continue to be assigned to each specific class group to avoid bubbles mixing. Maintaining distinct groups that do not mix makes it quicker and easier in the event of a positive case to identify those who may need to isolate and keep the number as small as possible.
- **Avoiding contact between groups**- Children will be expected to remain in their assigned groups with their class teacher and teaching assistant at all times.
- **Arranging forward facing classrooms**- we will encourage children to 'face forwards' as far as possible and remain as distanced as possible within the limited classroom space available.
- **Staff maintaining distance from pupils and other staff as much as possible**- Staff will maintain a 1m distance where possible and minimise the length of time working in close proximity to individual children.





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- **Putting in place a cleaning schedule that ensures cleaning is enhanced-** Staff have cleaning kits per classroom and will disinfect surfaces after every activity. Touch points such as door handles, sinks and toilets will receive extra disinfecting throughout the day.
- **Large gatherings should be avoided-** We will not be gathering in assembly, collective worship, community events, educational visits or residential.
- **Schools will have staggered start and end times to the school day and avoid all but essential adult foot traffic on site.**

Drop-off times at the start of the day:		
8.30 am	Years 5 and 6	Line up in class group in the top playground.
8.30 am	Year 3 and 4	Line up at the front of school by their class flag.
8.40 am	Years 1 and 2	Line up at the front of school by their class flag.
8.50 am	Foundation 2	Line up at the front of school by their class flag.
9 am	Foundation 1	Deliver your child to the hall door at the front of school, remaining 2m apart and a member of staff will greet your child.

Foundation 1 times for morning and afternoon (if your child is not taking 30 hours entitlement) Please note that times have changed due to Covid-19 procedures. This will revert back to normal hours once restrictions are lifted. We will let you know in advance.	
Morning Foundation 1	9:00am to 11:50am
Afternoon Foundation 1	12:20pm to 3:10pm

Collection times at the end of the day:		
3.10 pm	Foundation 1	Collect your child from the hall door at the front of school, remaining 2m apart. A member of staff will greet you with your child.
3.15 pm	Foundation 2	Your child will be led to their flag and will be collected a class at a time.
3.20 pm	Years 1 and 2	Your child will be led to their flag and will be collected a class at a time.
3.25 pm	Year 3 and 4	Your child will be led to their flag and will be collected a class at a time.
3.30 pm	Years 5 and 6	Your child will be led to their flag and will be collected a class at a time.





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We politely request that you strictly adhere to your assigned times. If you have more than one child in school, please keep to the oldest child's drop off and collection times. Please note that office staff will be stationed at the gate and children will not be allowed in/out earlier than their allotted times.

Unless you are the parent of a child in EYFS, **you will not be permitted on school site.** All communication with staff must be via the office telephone (01623) 420244 or email office@heatherley.notts.sch.uk (again, this is to keep your children safe, and we thank you for your support).

Equipment

Equipment and resources are integral to education in schools. During the summer term, their use was minimised (many were moved out of classrooms), and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased, and the resources are so important for the delivery of education. For individual and very frequently used equipment, such as pencils, crayons, rubber, scissors, glue, pens etc, we will be providing pupils with their own items that are not shared.

Classroom based resources, such as books and games, can be used and shared within the class group; these will be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different groups.

It is still recommended that pupils limit the amount of equipment they bring into school each day to essential items only (such as lunch boxes, hats, coats, books etc). We kindly ask that you **do not provide your child with a rucksack.** A standard book bag will be allowed in school; any non-essential equipment will not be allowed in the school.

School Uniform

Our usual uniform policy will resume in September. Uniforms will not need to be cleaned any more often than usual nor do they require cleaning using methods which are different from normal.

Attendance

In March, when the coronavirus (COVID-19) outbreak was increasing, we made it clear that no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances and guidance from





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Department for Education and the Local Authority have now changed, and it is vital for all children to return to school to minimise the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom creates a risk of pupils falling further behind. Those with higher overall absence tend to achieve less than their peers in both primary and secondary school. **School attendance will therefore be mandatory again from the beginning of the autumn term.** This means from that point, the usual rules on school attendance (**including lateness**) will apply, including:

- parents' duty to ensure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' legal 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.

Pupils who are shielding or self-isolating

We now know much more about coronavirus (COVID-19), and so in future, there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note, however, that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19).
- shielding advice for all adults and children will pause on 1 August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded-patient list can also return to school - as can those who have family members who are shielding. Please read the current advice on shielding.
- If rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school





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(usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at COVID-19 - 'shielding' guidance for children and young people.

Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will be able to offer them access to remote education.

Extra-Curricular Provision

Following our parental questionnaire regarding the demand for breakfast club and after school club provision, we are saddened to inform you that **we will be unable to** offer these facilities for the Autumn term for the following reasons:

- F1 will be receiving their education in the school hall until Christmas to ensure the numbers in EYFS are kept lower. This has the impact that we cannot use this space for Breakfast and After School club.
- Because the only rooms that could be used are also being used as classrooms, the window for performing a deep clean after each group (a vital part of the Local Authority risk assessment) would be too short to ensure pupils' safety.
- The estimated numbers in Breakfast Club and After School Club would exceed 50 in each. To mix 50 children from separate groups in one space in school would impact school drastically if one child tested positive for COVID-19. For example, 1 child attending breakfast club on one day who tested positive would shut the whole of school down for a minimum of 14 days isolation period.
- We cannot legally alter the pay and conditions of teaching staff to accommodate 15 hours of overtime per week to enable children to attend their individual groups for an extended school day with their teacher.

Many of the staff, myself included, are working parents and realise that this will have a huge impact on the way you operate your childcare around your working day. This is not the news we wanted to give you, and I can assure you that if there was a way of offering you this service, we would. This situation is under constant review, and we will inform you of any changes as soon as possible.





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DFE Guidance on COVID-19

Anyone who displays symptoms of coronavirus (COVID-19) can, and should, get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

School requires parents and staff to inform them immediately of the results of a test: if someone tests negative, if they: feel well, no longer have symptoms similar to coronavirus (COVID-19), and they have not been in direct contact with somebody who has tested positive, 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 a 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 continue self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- *Direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)*
- *Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual*
- *Travelling in a small vehicle, like a car, with an infected person*

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period,



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they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- If the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first symptoms had, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'

Final message

Once again, thank you to all of the children, parents and members of the community who have supported both school and each other through what has been a challenging time. We will continue to assist with the situation in anyway we can, and we look forward to the day when Covid-19 is behind us, and we can resume our many community events and invite all of you back into school once more.

Kind regards

Mrs S James
Headteacher

Mr L Harrison
Deputy Headteacher

