

# Manor Primary School

## Welcoming more children back to school

As I think we will all be aware now school life will not be the same as it was before this Covid-19 pandemic! However, there are many things that will be the same and we will continue to:

- Encourage all children to 'be the best that they can be'
- Value each individual regardless of race, gender, faith or ability
- Provide a secure and caring environment
- Encourage positive relationships between all members of the school community
- Develop a sense of ownership, pride and respect

It goes without saying that the safety of your child and of our staff is our top priority. We are working hard, in this fast-changing environment, to plan for a safe and healthy return to school.

Our plan will allow us to increase the number of children in school as safely as possible, focusing on measures that will help limit the risk of coronavirus transmitting within our school.

Some of the key strategies include:

- Asking that anyone who is **displaying coronavirus symptoms**, or who lives with someone who does, **not to attend school**. That includes children and staff who work here.
- Keeping our children in **small groups or 'bubbles'** with as much consistent staffing as possible, and minimising contact with other groups around school.
- **Cleaning our hands more often than usual**. We have developed routines to ensure children understand when and how to wash their hands, making sure they wash them thoroughly for at least 20 seconds using running water and soap and dry them thoroughly, or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring our children understand **good respiratory hygiene** by promoting the 'catch it, bin it, kill it' approach and ensuring a good supply of tissues and bins throughout school.
- Implementing an **enhanced cleaning schedule**, ensuring surfaces touched by children and staff are cleaned regularly and throughout the day, including tabletops, door handles and play equipment.
- Asking **parents and carers to physically distance** from each other and from staff when dropping off and collecting their children and to **limit drop off and collection to one parent or carer per household**.
- Asking **children not to bring toys or other items from home** to school unless this is essential to their health and wellbeing.

This booklet provides more detail about some of these key elements in our overview plan. We hope that it will be a useful reference document for you as we work together to navigate this next stage of the Covid-19 pandemic. We will review, update and share any updates to this information as it becomes available.

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## Children

The total number of keyworker or vulnerable children requesting places is more than 100. Therefore, at this first stage will we only be able to offer places for these children.

This will be under regular review as additional information becomes available.

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### Arrival and collection times

We will be working a **staggered start and end time** to the school day to try to maximise social distancing for parents and children.

The Government guidelines recommend that the **child/ren are brought to school by one parent only** and **handover will be at the school gate**.

Other children, not in school, should not accompany this parent wherever possible.

Children and staff will enter and leave their allocated classroom via the fire doors as this provides direct access to the outside.

**You will be informed of the times, entrance, and collection points and how this will work for your child/children once this has been finalised.**

We are **not able to offer SCAMPS** before and after school provision at this time, as the guidance recommends not mixing children from their 'bubble' once allocated.

We will need to **close on Friday afternoons** to facilitate planning and preparation time for staff, since this can no longer be covered by another adult. This will also enable us to use Friday afternoon for a weekly deep clean of all areas used. **Please collect your child/children** at the time specified for your child/children.

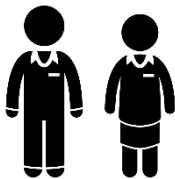
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### Family arrival times

If you have children in different year groups, then from the **week commencing 15<sup>th</sup> June** please arrive at the time specified for your youngest child.

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### School uniform

**Please send your child/ren in clean clothes each day.**

This is to reduce the risk of the virus being transmitted on clothing.

We would encourage you to send your child/ren in our summer uniform if possible. However, if it is easier to have clean clothes each day by including non-uniform items, including trainers then please do so.

**Your child can also bring to school:**

**A raincoat, lunchbox, and water bottle.** Please DO NOT BRING bags or other items.

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### School meals

**A packed lunch can be provided for all children in Reception, Year 1 and Year 2** as part of the universal free school meals provision. This is **optional** and you can send your own lunch if you prefer.

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## Physical space

In order to meet the various requirements we will be using the **Nursery classroom as an isolation safe space**, should anyone become ill during the day, the **hall and studio space** will be available for class group 'bubbles' on a rota, should the weather require it and the **art room** will be an additional space for staff breaks. Reception base LB, the IT suite and library are unsuitable for use due to lack of space or ventilation.

**This means that we have 11 classroom bases that we can use for the small group class bubbles plus our outside areas.**



### Class groups – 'bubbles'

The DfE guidance recommends that children are grouped together in small groups of no more than 15 children in primary and no more than 8 for children in nursery and reception.

We have assessed that **our rooms** would be able to accommodate a maximum of **12 children** in order to ensure appropriate social distancing. The staff will also be allocated to a class group bubble.

This will limit the number of contacts and minimise the risks of transmitting the virus.

**Not all of the children will be taught by their previous teacher.  
Most children will not be in their previous classroom.**

There will be two adults with each Nursery and Reception class group bubble to ensure appropriate support for our youngest children. Other class group bubbles will be allocated an additional adult to support lunchtimes/breaks.

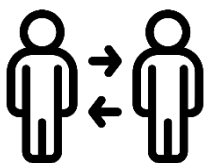
Once children and staff have been allocated to a 'bubble' then they will be kept separate from all other bubbles in the school as far as possible.



### Class group 'bubbles'

**Each class group bubble will have different playtimes and lunchtimes.** They will eat their lunch in their class base or in an allocated space outdoors to avoid the shared use of the hall.

See also teaching and learning section for more information about what the children will be doing each day.



### Social distancing

In addition to having small class groups children and adults will be encouraged and supported to **maintain physical distancing** by:

- Having their **own table and base** in their class base,
- Having **markers on the floor** outside and around the school that indicate a 2m distance,
- Establishing a **one-way system** in some corridor areas and marking passing areas where appropriate,
- Ensuring **only one person uses the toilets at a time**

## Teaching and learning



We recognise that our experiences of this pandemic and lockdown will all have been different, life-changing for some and significant for us all. We believe that **relationships and communication** between staff and children and between children will be the way that we can reconnect and rebuild relationships at all levels in school. **Physical and emotional safety** is essential at this time and our new routines and rhythms of school life will help to restore a sense of safety for our whole school community.

Please do not worry about your child's learning and development. Some of you have told us that your children have found it hard to engage with schoolwork whilst at home, others have enjoyed completing some of the activities we have provided via the website. **Every child and family are unique, and we know that everyone is doing their best. We will work with you and with your children to support them from where they are now.**



### Learning at school

Our learning in school **curriculum for Summer term 2** will focus on the core subjects of **literacy, maths** with a **whole school project** as well as time for **outside play and learning** and opportunities for **conversations** that support children in processing their experiences.

The class group bubbles in school will be planned to ensure **children are with friends**, wherever possible. The staff allocated to the bubble and spaces used will also be planned to **support their transition** back into school now and in preparation for September.



### Resources for learning

The children will be **provided with their own stationery and resources** to minimise sharing of resources.

In the Nursery class group base **resources** that cannot be cleaned easily **have been removed**.

Children will **not be given reading books or items to take home and return**.

Other **equipment and resources will be allocated to a class group bubble and these will be cleaned after use**. For example, outside play equipment such as balls that might be shared within the class bubble.



### Learning at home

Our learning at home **curriculum for Summer term 2** will also focus on the core subjects of **literacy, maths** with a **whole school project**.

The learning activities at home and school will be aligned with materials available via the website. We will also make paper copies of the work and additional workbooks available for collection from the school gate from 10am on a Monday or Tuesday each week.



## Safety

This section outlines some of the actions we have taken and will continue to take to **minimise the risk of transition of the corona virus in school.**

**Children will be encouraged and supported to follow all the safety and hygiene guidance** rather than enforce these measures strictly. We recognise that it will be harder for the younger children to understand and we do not want to cause undue anxiety for anyone.

We trust that you will also **continue to follow the government guidance** to reduce risks in general day to day life.



Someone shows symptoms of the virus

**Anyone who is displaying coronavirus symptoms must not attend school.**

This is also the case if a person has displayed symptoms in the previous 7 days or lives with someone who has displayed symptoms in the previous 14 days.

The **main symptoms of coronavirus** are:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

Anyone who begins to display coronavirus symptoms while in school will be sent home immediately. If a child is waiting to be collected, they will be separated from their group and isolated with one member of staff.

If a distance of 2 metres cannot be maintained from a child who is symptomatic and awaiting collection and if contact is necessary, then gloves, an apron and a facemask will be worn.

**Testing is now available for all symptomatic children and adults working in schools.**

[www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/)



Personal protective equipment

- The government guidance indicates that staff and children **do not need to wear face mask or gloves routinely.**
- Staff will only **wear face masks, gloves and aprons** when they are required to be **closer than 2metres to your child.** This might include when **administering first aid or other care routines** such as changing a child.
- An **emergency PPE kit will be available** in the event a pupil or member of staff starts to show any symptoms of Covid -19. This can be worn by a member of staff needing to supervise a pupil whilst waiting for collection from school. Staff will have training in use of PPE equipment.
- **Children must not wear masks to school.** The guidance suggests that this increases the likelihood of children touching their faces and therefore increases the risks of catching the virus.



### Handwashing

#### There will be increased handwashing through the day

- **Handwashing** facilities are available in the following locations: class bases, washrooms, staff room and four new mobile stations outdoors.
- **Hand sanitiser** is available at the following locations: outside each class base and at the front entrance.
- **Posters** explaining good hand washing technique are located at all handwashing points
- Staff will provide **regular reminders, encouragement, and support to wash hands** at regular intervals through the day and specifically:
  - On arrival, before and after eating, coming inside from outside, after activities and after using the toilet.



### Toilets

- Children and staff will use the **toilets one at a time** to maintain social distancing. Each class group bubble will be allocated one toilet to limit cross contamination between bubbles.
- Wipes and a hand free lidded bin are available for each toilet to support cleaning and safe disposal of paper towels.
- Children's toilets will be checked and cleaned at key points in the day.



### Respiratory Hygiene

- Tissues, lidded hands-free bins and sanitiser is available in each class group area to **encourage pupils to 'Catch it, Bin it, Kill it'**
- Posters cover the need to **avoid touching your face** and the need to cough or sneeze into your arm.



### Cleaning

- Cleaning programmes have been reviewed and enhanced** to ensure that all areas are sanitised at least twice each day with a **deep clean on Friday of each week – children will leave between 12 – 1pm for this to take place safely** without day time staff present.
- Cleaning has been undertaken prior to opening the school up to more children.
  - There will be frequent cleaning of work areas, classrooms, and equipment between uses, using our usual cleaning products.
  - There will be frequent cleaning of objects and surfaces that are touched regularly, such as door handles, surfaces and keyboards, and cleaning materials will be disposed following guidance.

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### Other

- Our water fountains will not be used

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*This information has been compiled with reference to the guidance available to school at this time.*