



Gnosall St. Lawrence C.E. Academy and Pre-School

(Part of the Shire Learning Trust
Company Reg Number: 9422746)

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Tuesday 14th July 2020

Full School Reopening - 2nd September 2020

Dear Parents and Carers,

The government announced on 2nd July that all schools will be expected to fully reopen in September, should the rate of infection continue to fall. On this date they also released guidance for schools on how to operate safely and effectively at this time. The staff have been formulating our plans and risk assessment in line with this guidance, details of which you can find below.

Whilst school will be open to all children, please read the information below carefully as there are still some changes to normal operations in place. This is to enable the staff to abide by the government's guidance in order to keep everyone as safe as possible.

You can read the full guidance here:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

There is also a guide for parents and carers at:

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?utm_source=9%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Hygiene

Children will continue to wash their hands regularly throughout the day. All classrooms and bathrooms have appropriate handwash which is checked daily and refilled as necessary.

All classrooms have tissues and bins. Staff will encourage children to 'catch it, kill it, bin it'.

All classrooms have sanitising spray and paper towels. Surfaces of high contact will be cleaned throughout the day. Children will not turn lights on/off or open and close blinds; this must only be done by an adult. Areas to be cleaned throughout the day include taps, table tops and door handles.

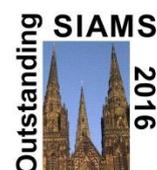
Illness whilst in school

If a child shows any symptoms of coronavirus (COVID-19), they will immediately be moved to the Sanctuary and a member of SLT must be informed.

Parents will be contacted and informed to collect the child; siblings will also be sent home to self-isolate with all other members of the household. The child with symptoms must be tested and the results must be shared with school as soon as possible.

The window in the Sanctuary will be opened and the door closed behind the child. A member of staff will supervise from outside the room.

If they need to use the bathroom, they will use the disabled toilet opposite the practical room. A sign will be placed on the door that the bathroom is not to be used until it has been cleaned.





Confirmed case of COVID-19

If a child or adult attending school tests positive, we will contact the local health protection team and follow their instructions.

Groups/Bubbles

Bubbles as follows:

- Early Years (Pre-school and Reception)
- Year 1/2
- Year 3/4
- Year 5/6

Staff will move between bubbles to enable PPA and management release time and the full delivery of the curriculum. This will include the delivery of Forest School by Mrs Malone and Mrs Butler.

As per the government's guidance, bubbles of children will be kept apart wherever possible.

Shared resources

Any shared resources such as cubes, counters, sports equipment, will be cleaned between uses. Children will be allocated their own stationery to use in school; staff will monitor this.

Collective Worship/Assemblies/Large Group Events

There will be no whole school assemblies until further notice. We will use YouTube or Zoom to distribute worship/assemblies for staff to access and share in school. We are currently considering ways in which we could continue with class assemblies and share them with the rest of the school and with families; I will write to you in September to confirm these details.

Unfortunately, our Reception class open sessions cannot begin until the current guidance changes.

Until further notice, all parent meetings will be held remotely; this may need to include parent consultation evenings should the current guidance still stand after October half term.

Timetabling

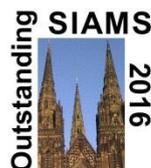
Children will use the three school entrances and staggered timings will be in place:

Bubble	Entry/exit point	Arrival time	Collection time
Pre-school	Early Years gate	8:50 am	3:30 pm
Reception	Early Years gate	8:40 am	3:20 pm
Years 1 and 2	KS1/2 entrance	8:40 am	3:20 pm
Years 3 and 4	Gate next to Village Hall - walk down to green gate and lower playground	8:45 am	3:25 pm
Years 5 and 6	KS1/2 entrance	8:50 am	3:30 pm

Please keep to your child's allocated time of arrival and departure.

Messages will not be taken by staff on the gate. All messages, including cold option orders and information about adults collecting, must be sent via email by 8:55 am daily (office@st-lawrence.staffs.sch.uk).

Parents/carers must not congregate at the arrival and collection points and must maintain social distancing from other families at all times. Younger siblings must wait with their adult and must not run around the area.





Year 6 only are allowed to walk to and from school without an adult. Permission forms must be completed by parents prior to this happening; the letter will be sent to all relevant parents via Parent Pay. Children will not be allowed to walk home unaccompanied until this letter is received. The form has been amended to include rules around social distancing and must therefore be completed even if one was completed last year.

Year 6 children walking to school may bring a mobile phone. If children have a mobile phone, it must be switched off on entry to school and will be stored in their bag in the classroom. If this rule is not followed, children will no longer be allowed to bring a phone and may have their permission to walk unaccompanied removed. School accepts no responsibility for damage to or loss of mobile phones.

Use of the playground at breaktimes and lunchtimes will be staggered so that bubbles do not mix.

PPE

In the vast majority of cases, PPE will not be used in school by children or adults. Should you wish your child to wear a mask walking to and from school, we ask that parents/carers remove it on arrival at the school gate.

Should a child become ill with symptoms of COVID-19 in school and they need to be cared for, school has appropriate PPE for staff to wear.

Pre-school staff have aprons, gloves, masks and a protective visor to use when managing children's intimate care.

Attendance

All children are expected to attend school from September, unless they or someone they live with have displayed symptoms of coronavirus.

Attendance will be monitored using the school's usual registration system and parents must report absence due to ill health in the normal way. Any leave of absence must also be requested in the normal way using the school's pro forma.

Unauthorised absences will be reported to the local authority and they may issue fixed penalty notices in line with their policies and procedures.

Parents must notify school as to the reason for their child/ren's absence. If a child has displayed symptoms of coronavirus, they must be tested and school must be notified of the test results. If a test result is negative, then the child may return to school.

For absences where clinical advice is being followed, parents must inform school of this and school may ask to see supporting evidence, eg, doctor's note.

Supply Staff and Volunteers

We will share the school's risk assessments with all adults working in school, including PE coaches, peripatetic music teachers and volunteers.

Volunteer readers will work with one bubble only.

Uniform

From September, all children in Reception to Year 6 will be expected to wear full school uniform. On return to school and until the October half term holiday, summer uniform can be worn. Further details on uniform can be found on the school website.

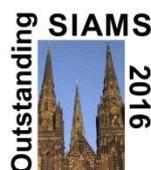
Extra-curricular Clubs and Wrap-around Care

Before and after school club will resume from Wednesday 2nd September.

There will be a limit of 30 children per session.

No ad hoc bookings will be accepted - all children must be booked in with at least 24 hours' notice using the Magicbooking system.

Children who are not booked in will not be accepted into the provision and parents/carers will be contacted to collect them immediately.





Wrap-around provision staff will organise the children according to the registers, maintaining bubbles where possible. If this is not possible, social distancing measures will be put in place with children from different groups who are not siblings.

Details regarding extra-curricular sports clubs run by external providers, such as Mrs Thomas, have already been shared with parents. Due to the element of physical activity, bubbles will need to be maintained.

Curriculum

The full school curriculum will be delivered from September 2020, including the new Relationship, Health Education expectations.

Staff will follow the long-term plans for the children's current year group and will adapt teaching to address any gaps/missed learning resulting from the period of school closures. Senior leaders and subject leaders will support colleagues on how to best do this.

We will work with other schools in the MAT to use government funding supplied to design intervention programmes for identified children and specifically for vulnerable children. When the exact sum of funding is released, plans will be finalised and shared with parents/carers. We will pay attention to the Education Endowment Fund's advice document on how this funding should be best spent.

Specific points for EYFS

Pre-school staff will focus provision within the setting on the prime areas of learning: Personal, Social and Emotional Development; Communication and Language; Physical Development. Any children new to the setting will have a baseline assessment carried out as normal which is shared with parents and carers.

Reception staff will carry out baseline assessments on the children throughout September in all areas of learning. These will be shared with parents at a meeting in early October - these may need to be conducted remotely. Teaching will initially focus on the prime areas of learning (as detailed above) alongside early maths and reading, including phonics. Daily maths and phonics lessons will begin following the baseline period.

Specific points for Key Stage 1 and Key Stage 2

Children in Years 1 and 2 and identified children in Years 3 and 4 will receive daily phonics through the RWI programme until it has been assessed that they have successfully completed the programme.

All children in KS1 and KS2 will have daily maths, phonics/spelling, guided reading and writing lessons. Wherever possible, these subjects will also be interwoven into the wider curriculum subjects.

In line with the school development plan, all year groups will have a daily story time with a focus on broadening vocabulary through sharing high quality texts.

As detailed above, the full curriculum will be delivered from September in line with the school's two-year rolling programme.

Music

As detailed above, all whole school collective worship/assemblies are cancelled until further notice. Sessions will instead be delivered remotely.

The extra-curricular school choir will not resume until the government notify schools that it is safe to do so.

Peripatetic woodwind lessons are undertaken in small groups and this will therefore continue with social distancing being maintained throughout the lesson.





Physical Activity

The children's physical and mental well-being will be a priority on returning to school in September.

PE lessons will continue as per the school timetable although no contact sports will be practised until further notice. All equipment used will be thoroughly cleaned using appropriate cleaning materials between uses.

Weather permitting and dependent on the type of sport being taught, **all PE lessons will take place outdoors**. You must ensure that your child/ren brings appropriate clothing in their PE kits. If the weather does not allow for this to happen, the school hall will be used and the lesson may be adapted to ensure that sufficient spacing can be maintained.

Sports coaches will work with the children each lunchtime to increase their fitness levels. Lunchtime supervisors have also been provided with ideas for socially distanced games that encourage physical activity.

As detailed to you in the letter regarding Mrs Thomas's clubs, we are using Sports Premium funding to subsidise the cost of extra-curricular clubs. We hope that this will enable more children to participate and thus have a positive impact on their physical and mental well-being. If you have not yet signed up for any of these, please do so using the google form no later than 5:00 pm on Wednesday 15th July. The form can be found here: <https://forms.gle/fa72ofuMnwpCxaDS6>

Behaviour Expectations

Whilst we appreciate that this period of instability and change due to the pandemic has been unsettling and upsetting for many children, we hope that returning to the structure and routine of school will be a positive in our children's lives.

Staff will adhere to our Positive Behaviour Management Policy, which can be found on the school website, and will be using positive praise to support children in complying with our usual school rules as well as those that must be put in place for health and safety purposes. The policy has been amended to reflect these changes and will be shared with the children on their return to school in September. We will also ensure that parents/carers are aware of any new school rules and we hope that you will support us in their application.

Our usual system of sanctions for children who do not follow the rules will stand. If any child continually and purposefully breaks the rules, putting themselves and others at risk, we expect parents/carers to support the school in addressing this behaviour.

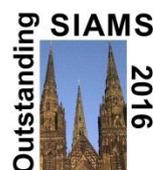
Statutory Assessment

The government have announced that the Early Years Foundation Stage profile and all existing Key Stage 1 and 2 assessments should return in 2020 to 2021 in accordance with their usual timetables. This includes:

- the phonics screening check
- key stage 1 tests and teacher assessment
- the year 4 multiplication tables check
- key stage 2 tests and teacher assessment
- any statutory trialling

We are awaiting confirmation as to whether Year 2 children will need to sit the phonics screening check alongside our Year 1 children and will share this with you as soon as we are able.

We will prepare for these assessments to take place in the usual way and will hold remote parent sessions to explain the process to relevant parents/carers.





Pupils with Special Educational Needs and Disabilities

Any external agencies involved in providing support to children with SEND will be permitted to enter the school site so long as school control measures are followed. We will share risk assessments, etc with all agencies as appropriate.

If new issues have arisen over the period of partial school closures, Mr Whelan (SENCO) will liaise with class teachers and parents to make referrals where further external support is necessary.

I appreciate that this is a very lengthy letter and that there is a lot of information. Can I please ask that if you have any questions, you check for the information here before approaching school staff. If your query has not been answered by this letter, then please do get in touch via phone or email.

Yours Faithfully,

Kirsten Sweet
Headteacher
Gnosall St Lawrence CE Primary Academy

