

# **Lowton West Primary School**



## **Arrangements for full opening of school**

**September 2020**

These arrangements are based on the government guidance issued on 2/7/20 and a full risk assessment in line with Wigan Local Authority recommendations.

Please note also, that these arrangements will be revised regularly with staff and governors in response to further guidance from government and the Local Authority.

### **Public Health Advice**

Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

### **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)

***Numbers 1 to 4 must be in place in all schools, all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.***

#### **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

***Numbers 7 to 9 must be followed in every case where they are relevant.***

## New school procedures from Autumn 2020

<b>Start of term</b>	<p><b>Staff INSET day – Tuesday 1<sup>st</sup> September (children not in school)</b></p> <p><b>Wednesday 2<sup>nd</sup> September:</b> Pupils in Years 1 to 6 - full time return to school with staggered start and end to the school day.</p> <p><b>Thursday 3<sup>rd</sup> September:</b> Reception children transition ‘settling in’ visits begin and take place on either Thursday 3<sup>rd</sup> September or Friday 4<sup>th</sup> September (separate letter will be sent to parents of new pupils).</p> <p><b>Week commencing Monday 7<sup>th</sup> September:</b> Reception children start part-time for the whole week.</p> <p><b>Monday 14<sup>th</sup> September:</b> Reception children start full-time</p>												
<b>Staggered start and finish times and drop off and collection points</b>	<p><b>Measures for arriving at and leaving school</b></p> <p>In order to meet the Public Health guidance to minimise COVID-19 risks we have to reduce contacts and maximise distancing between those in schools. Schools are advised to stagger start and finish times to keep groups apart as they arrive and leave school.</p> <p><b>Only one adult should attend site to drop off or collect and should socially distance from others. Adults should leave the premises immediately after dropping off/ collecting and should not gather on the school pathways.</b></p> <p><b>Drop off and pick up times:</b></p> <table border="1" data-bbox="395 1167 1428 1496"><thead><tr><th>Year Group</th><th>Drop off time</th><th>Pick up time</th></tr></thead><tbody><tr><td>Years 2,3 &amp; 6</td><td>8.30 – 8.45 am</td><td>Years 3 &amp; 6: <b>3.05 pm</b> Year 2: <b>2.50pm</b></td></tr><tr><td>Year 1 &amp; 4</td><td>8.45 – 9.00 am</td><td>Year 4: <b>3.20pm</b> Year 1: <b>3.05pm</b></td></tr><tr><td>Year 5 &amp; Reception (from 14.09.2020)</td><td>9.00 – 9.10 am</td><td>Year 5: <b>3.30pm</b> Reception: <b>3.10pm</b></td></tr></tbody></table> <p><b>Families with siblings in school</b></p> <ul style="list-style-type: none"><li>• Drop off times: the drop off times must be adhered to. Parents with siblings should bring both children at the time given for the eldest child. Pick up times: the children need to be collected at the given times. Due to the longer wait time between Year 5 and Year 2, if the weather is inclement, we will allow the Year 5 pupils (with siblings in Year 2) to leave early.</li><li>• Staff will be on hand to support with the drop off and collection systems in September.</li></ul> <p><b>Times must be strictly adhered to.</b></p>	Year Group	Drop off time	Pick up time	Years 2,3 & 6	8.30 – 8.45 am	Years 3 & 6: <b>3.05 pm</b> Year 2: <b>2.50pm</b>	Year 1 & 4	8.45 – 9.00 am	Year 4: <b>3.20pm</b> Year 1: <b>3.05pm</b>	Year 5 & Reception (from 14.09.2020)	9.00 – 9.10 am	Year 5: <b>3.30pm</b> Reception: <b>3.10pm</b>
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Year Group	Entry Point	Exit Point
Years 3 & 6	KS2 gate	External classroom doors
Year 2	KS1 gate	KS1 playground
Year 5	KS2 gate	External classroom door
Year 1	KS1 gate	External classroom door
Year 4	KS2 gate	External classroom door
Reception(from 14.09.2020)	KS1 gate	External classroom door

#### School Office

The school office will remain closed for face to face communications. Parents can contact the school by telephone or by email at: enquiries@admin.lowtonwest.wigan.sch.uk

If your child comes to school without an essential item e.g. packed lunch, **you must telephone school first to arrange a time** to be met at the entrance by a member of staff to hand this over.

Parents will only be allowed to enter the school building in exceptional circumstances and by prior arrangement.

#### Uniform

Full school uniform, including school shoes from Wednesday 2<sup>nd</sup> September.

**No trainers, boots, large hairbows, earrings, watches or other jewellery.** All uniform must be clearly labelled with your child's name.

Long hair should be tied back.

#### What can children bring from home?

A clear plastic water bottle, packed lunch box, morning snack, reading books and reading record, coat, hat, gloves.

**Therefore, no large bags or large rucksacks are needed. If you do wish to bring a bag, please choose one that is as small as possible. A pump bag and reading folder would be ideal.**

Children should not bring any pencils, pens, etc. and should not bring a pencil case.

School will provide all necessary equipment.

#### PE kits

Government guidance recommends outdoor PE lessons where possible. This will mean that children will be outside in a range of weather conditions. Pupils will be kept in bubbles, sports equipment thoroughly cleaned after each use by different individual groups, and contact sports avoided.

On your child's PE day, they need to **come to school in a plain black, plain grey or plain navy tracksuit and trainers.**

If children are unable to tie their own shoe laces, they must have Velcro or slip on

	<p>trainers.</p> <p>If your child is required to wear their PE kit on an additional day to their normal PE day, this will be communicated in advance.</p> <p><b>Therefore, no PE kits will need to be stored in school.</b></p> <p>PE lessons requiring kit will commence during week beginning 7<sup>th</sup> September and you will be informed as to your child's allocated PE day once term starts.</p>
<b>Extra-curricular clubs</b>	There will be no provision of extra-curricular clubs during the first half term. This position will be kept under review.
<b>Music</b>	<p>Schools must note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.</p> <p><b>Our music curriculum will therefore focus on activities which are compliant with the guidelines.</b></p>
<b>Computing</b>	The equipment will be cleaned between each use.
<b>Social distancing</b>	<p>Pupils will be able to <b>sit side by side</b> but <b>all desks will be forward facing</b>. Ideally, adults will maintain a 2 metre distance from each other, and from children. For children old enough, they will be supported to maintain distance and not touch staff and their peers where possible. This will not be possible for children in early years and some children with complex needs.</p> <p>When staff or children cannot maintain social distancing, particularly with younger children in primary schools, the risk will be reduced by keeping pupils in year group bubbles and there will be <b>limited interaction with other year bubbles</b>.</p> <p>Parents/carers are required to socially distance when dropping off and picking up their child. <b>Children must remain with the adult at all times and must not be allowed to run ahead.</b></p> <p><b>If another adult e.g. grandparent or childminder is dropping off or picking up, it is the responsibility of parents to inform them of all arrangements in place on the school site.</b></p>
<b>Classrooms</b>	<p>From Y1 upwards, each child will have an allocated place and chair. Each pupil will have their own set of resources to limit movement around the class.</p> <p>Classroom-based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.</p> <p><u>EYFS/Year 1</u> Soft furnishings have been removed along with toys which will be difficult to clean.</p> <p>All shared resources will be cleaned frequently and there will be an enhanced cleaning schedule for all areas of the school.</p>
<b>Reading books and marking books</b>	Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of

	<p>the resources and rotation will apply to these resources.</p> <p>Staff will strive to mark books in school rather than take them off site.</p> <p>Reading books will go home. There will be set days to change the books and they will be stored for 72 hours before reissuing to another pupil.</p>
<b>Minimising contact</b>	<p>Children will primarily be grouped in year group 'bubbles', although we will also endeavour to keep the classes in each year group bubble separate (e.g. in their own classrooms during the day and on separate sides of the playground during break times). Year group bubbles will be kept apart.</p> <p>On Fridays children will receive the usual class awards which will be celebrated on the school newsletter, but children will not bring home badges and trophies.</p> <p>Movement around the school site must be kept to a minimum. While passing briefly in the corridor or playground is low risk, schools must avoid creating busy corridors. Our staggered start and finish times along with staggered playtimes and lunchtimes will enable this to happen.</p> <p>Year groups will be allocated separate times and sections of the playground to ensure year group bubbles do not mix.</p> <p>Initially, a sandwich bag service from the school kitchen will be in operation and all children will be eating in classrooms. The sandwich bag will consist of, for example, a choice of sandwich; savoury snack, e.g. sausage; cheese pastry whirl; pizza; cake/ biscuit/ piece of fruit).</p>
<b>PPA Staff, Supply teachers and specialist support staff</b>	<p>PPA staff and supply teachers can move between schools and bubbles. They will ensure they minimise contact and maintain as much distance as possible from other staff and children.</p> <p>In line with government guidance, specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual.</p>
<b>Visitors to school</b>	<p>Contractors visiting the site must adhere to guidance on physical distancing and hygiene. Only essential works will take place during the school day within the building.</p>
<b>Pupil wellbeing and support</b>	<p>Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression. Others will not be experiencing any challenges and will be keen and ready to return to school. The return to school allows social interaction with peers, teachers and wider school staff, which benefits wellbeing.</p> <p>Our school will provide more focused pastoral support where issues are identified. We ask that any parents with concerns about their child, contact school via telephone or e-mail during the first few weeks back in September (or at any other time as needed).</p>
<b>Hand Cleaning</b>	<p>Children will either wash their hands with soap and water or use hand sanitiser gel on arrival and at regular times throughout the day.</p>

<b>Good respiratory hygiene</b>	The 'catch it, bin it and kill it' approach continues to be very important. Additional support will be provided for the younger pupils and those with complex needs.
<b>Enhanced cleaning of the site</b>	Additional cleaning will be in place throughout the school day. Frequently touched surfaces will be cleaned more often, as will both pupil and staff toilets.
<b>Attendance</b>	The usual rules around school attendance will apply once again from the start of the Autumn Term.
<b>Reporting absences</b>	Please e-mail or telephone the school as soon as possible and by 9.00am on the morning of absence.
<b>Medicines and inhalers</b>	Any long-term medication (including asthma inhalers) should be brought into school on the first day. Please remember to bring inhalers if these were taken home at the start of the lockdown.  For short term medication, please read and complete the 'Administering Medicine Parental' form - available on the school website. We only accept prescribed, essential medication.
<b>Pupils who are shielding or self-isolating</b>	Shielding advice for adults and children pause on the 1 <sup>st</sup> August which means that children who remain on the shielded patient list can return to school. If the rate of the disease rises in local areas, children (or family members) from that area, will be advised to shield during the period where the rates remain high and therefore may be temporarily absent. <b>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 in September.</b>
<b>Educational visits</b>	Schools are advised against domestic (UK) overnight and overseas educational visits at this stage. Therefore, we have not booked any residential trips for Year 6 pupils at present.  Schools can resume non-overnight domestic educational visits but we will not be taking any pupils off site during the Autumn Term. We will provide further information regarding Year 4 swimming when arrangements have been confirmed.
<b>Parents Evening</b>	Parents' Evening would usually take place towards the end of October/ start of November. If face to face meetings are still not possible, telephone consultations will take place.
<b>Curriculum</b>	The curriculum will continue to be broad and balanced. Teachers will assess the children upon return to identify any specific gaps in learning to incorporate into their year group curriculum.  Teachers will prioritise re-establishing good progress in the essentials of phonics and reading, writing and mathematics.
<b>Government funded catch up support</b>	We are awaiting the Government guidance on how this funding will be distributed between individual schools.

<b>Use of Face Coverings</b>	When pupils and staff arrive in school using face coverings, they should not touch the front of their face covering during use or when removing them. They should wash their hands immediately upon arrival and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.
<b>Assessments</b>	The Government have indicated that the statutory primary school assessments will take place in summer 2021. This includes: the <b>Year 1</b> phonics screening check the <b>Year 2</b> end of Key Stage 1 tests and teacher assessment the <b>Year 4</b> multiplication tables check the <b>Year 6</b> end of Key Stage 2 tests and teacher assessment
<b>PPE</b>	PPE is available for all staff to be used when appropriate. This includes disposable masks, disposable aprons and gloves. The majority of staff in education settings will not require PPE beyond what they would normally need for their work. Staff administering First Aid will wear PPE.
<b>Contingency plans for outbreaks</b>	Where a class, year group or small number of pupils need to self-isolate, or there is a local lockdown requiring pupils to remain at home, schools are required to have the capacity to offer immediate remote education.
<b>Remote education support</b>	When teaching pupils remotely in the Autumn Term, the Government will expect schools to plan a programme that is of equivalent length to the core teaching pupils would receive in school.  <b>School will continue to use the Seesaw Learning Platform and will continue subscribe to Purple Mash/ Spelling Shed/ TT Rockstars which will all be used as part of homework and any home learning.</b>
<b>NHS Test and Trace</b>	Staff members and parents/carers must 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. 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.  Staff and parents must 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. Staff and children must self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)  Essential workers, which includes anyone involved in education or childcare, have priority access to testing.  School ask that parents and staff inform school immediately of the results of a

test. If someone tests negative, but 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.

Please contact school via email or telephone as soon as possible so all parents with pupils in the relevant bubble and Public Health can be informed.

**Confirmed case of COVID-19 amongst the school community**

School will take swift action if we become aware that someone who has attended has tested positive for coronavirus (COVID-19).

School will contact the local health protection team. This team will also contact school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with school in this situation to guide the school through the actions required. Based on the advice from the health protection team, school will 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

The health protection team will provide definitive advice on who must be sent home.

School must not share the names or details of people with coronavirus (COVID-19).

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-

	<p>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 they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:</p> <p>*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.</p> <p>*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 had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'</p>
<p><b>Containing an outbreak by following local health protection team advice</b></p>	<p>If school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with the local health protection team who will be able to advise if additional action is required.</p> <p>In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole school or year group.</p> <p>In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.</p>
<p><b>Behaviour</b></p>	<p>The Behaviour Policy will be reviewed and we will expect children to adhere to the new Covid-19 rules.</p>
<p><b>Risk assessment</b></p>	<p>The school's full risk assessment will be published on the school website.</p>