



# **Guidance for Parents Reopening School**

**July 2020**

# Introduction and Contents

The health, safety and welfare of the whole school community at Froebelian is of paramount importance to us.

The School Council and Senior Leadership Team have created this document for parents to outline the arrangements and safety measures which will be in place for reopening The Froebelian School to all year groups in September.

We have consulted the various government guidance documents to ensure that appropriate and robust protective measures will be in place for the safety of everyone attending school.

The contents of the document are listed below and are hyperlinked to the relevant section of the document for ease of reference. We advise that parents read the document in its **entirety** to ensure they are fully aware of what to expect when their child returns to school.

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## Reassurance

I would like to open this document by reassuring all our families, and in particular those who have not yet returned to school, that the safety of the whole school community is our primary concern. It is important to note that in the second half of the Summer Term, we brought back four classes to school safely. The majority of the control measures contained within this document have already been implemented during that time and worked successfully.

We acknowledge that the protective measures and operational procedures outlined in this document are stringent and the new routines will be very strange for the children at first. We cannot underestimate the emotional and social impact the last few months will have had on the children and they may take some time to settle back in. The children who returned in June coped extremely well with the control measures and the changes to their daily routine and we hope that the remainder of the children will manage just as well.

It will be important to manage the children's expectations for coming back to school and parents will need to explain that things will be very different to when the children were last in school. For some, it could be an overwhelming experience whilst others may be able to take it in their stride.

I am very lucky to have a dedicated team of staff whose pastoral care is exemplary. I have every confidence that my team will do everything they can to welcome the children, support them and make life at school as warm and friendly as it possibly can be under the circumstances. If we have any concerns, please be assured that we will contact you as soon as possible.

## When will school be open

School will reopen to all pupils on Thursday 3 September 2020. We aim to bring back all year groups on this first day but please be advised that the timings and provisions of the school day will be different. Further information on this can be found in this guidance in the section called: The School Day.

## Who can return to school

It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Children in all age groups are now eligible to return to school regardless of any pre-existing medical condition.

If children, staff or other adults display any [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, they **MUST NOT** come to school. This is essential to reduce the risk in school and further drive down transmission of coronavirus (COVID-19). All schools must follow this process.

## Protective measures

School must comply with health and safety law, which requires us to assess risks and put in place proportionate control measures. We have scrutinised the guidance from government on the system of controls we need to implement for reopening school. A thorough risk assessment has been undertaken to address each of these controls and this has been ratified by the School Council and shared with staff.

### System of controls

This is the set of actions school 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.**

The specific protective measures we will have in place are outlined throughout the various sections of this document. It is important for parents to be aware that the protective measures are designed to reduce and minimise risk, but we **cannot eliminate** risk completely.

The government guidance states: '*Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact lowers the risk of transmission... Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help. In particular, they should avoid close face to face contact and minimise time spent within 1 metre of anyone.*'

Parents are advised that we will **not** be able to maintain strict 2m social distancing. However, the measures we have in place will promote as much social distancing as our building, the bubble grouping structure and the age of the children allows.

Our risk assessment and control measures will be reviewed regularly by the Senior Leadership Team, with input from all staff, and this will be overseen by the Health & Safety Committee of the School Council.

## Travelling to and from school

The government is encouraging children and parents to walk or cycle where possible and avoid public transport at peak times. If using public transport, all adults are required to wear a mask.

## The school day

Until we are able to revert to our usual timings, the school day will run from 8:30am until 4:00pm which is inclusive of a 30-minute period for staggered drop off and collection at the beginning and end of the day. Parent should note and adhere to the time window for drop off and collection provided in this document to help us to control the volume of parents on site. **Parents should not arrive to drop off or collect their child/ren until their allocated time. Waiting in the playground areas is not permitted. We ask all parents to wait in their cars and not congregate at the gates or in the playgrounds.**

The government has advised that schools may provide wraparound care facilities. However, under our normal arrangements, this would necessitate mixing children from different classes across school and risking transmission of the virus across classes. The impact this would have on the whole school community is further explained in the section: 'What happens if a child or member of staff develops symptoms'.

Therefore, initially, we will not be running Breakfast Club or HAC in the usual way until we are able to assess our safety measures with all children physically back in school.

There will be no playground supervision before school for early drop-off. Parents who need before school provision may drop off their child at their classroom **from 8:00am** free of charge. Please note that breakfast will not be provided. This facility should only be used if absolutely necessary.

We will run a HAC session after school from 4:00-5:00pm. This will run in each individual classroom, supervised by class staff, but no tea will be provided. There will be a flat-rate of £5 for each session, or part thereof, used on a daily basis.

Children who arrive before 8:30am or leave after 4:00pm will need to be signed in/out on the SignIn app on the staff iPads, as per our usual wraparound care arrangements.

Parents wishing to use either the early drop-off from 8:00am or the HAC session 4:00-5:00pm should make a booking by emailing the office ([office@froebelian.co.uk](mailto:office@froebelian.co.uk)).

Similarly, as extra-curricular activities involve children from different classes mixing together, we will not be running a clubs' programme until later in the term.

It is our intention, after an initial review of our risk assessment, safety measures and controls in mid-September, to reintroduce full wraparound care and then, once this the impact of this is assessed and reviewed, to commence our extra-curricular activities' timetable. We hope to have as normal a service as possible running by the end of the first half-term.

We hope parents appreciate the need for a cautious and phased approach. The safety of the children, their families and the staff is extremely important and it is vital we proceed in a careful and vigilant manner.

## Class groupings, staffing and classrooms

The government guidance requires classes to remain isolated from each other during the school day in a 'bubble' structure. Maintaining distinct classes 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, and keep that number as small as possible.

Each class will have their teacher and teaching assistant looking after the children and they will remain with the group all day. Each class will only move from their classroom at break and lunch times to the Hub and their playground, or to visit the toilet. Movement around school will be limited to where specialist rooms are necessary to deliver the curriculum. Where possible, specialist teachers will work in the classroom base.

## Arrival at school

First of all, please make sure you and your child/ren wash their hands **just before** leaving for school.

We will be maximising access points to the building to keep different groups of children socially distanced. **Please note, there will not be any playground supervision before or after school.**

**Parents should not arrive to drop off or collect their child/ren until their allocated time. Waiting in the playground areas is not permitted. We ask all parents to wait in their cars and not congregate at the gates or in the playgrounds.**

Children must be dropped off at their respective doors within the time window provided to help us control the number of pupils and parents on site. Children should use the hand sanitiser positioned at each entry doorway when coming in to school. **Please note that only one parent should drop off or collect their child at a time.** If siblings who do not attend Froebelian have to travel to school to drop off or collect siblings, they should stay in the car (if age appropriate) or remain with their parent at all times i.e. not running around the playground.

Parents will not be permitted into the building unless they have to drop off any prescription medicine at the office and we ask that all parents observe social distancing for their own safety and for the safety of the staff team.

Cloakrooms and corridor pegs will **not** be used. Children should keep all their belongings inside their classroom base. Children will be required to wash their hands immediately on arrival at their classroom base.

Where a family has two or more siblings, they should arrive/collect at the earliest slot provided for their children and these children should access and enter school together at the same gate/entrance.

If families choose to use our shortened HAC facility between 4:00-5:00pm, children should be collected from the respective classrooms. Where there are siblings, please collect from the younger sibling's classroom and we will arrange for the older sibling to join you there.

Class/group	Perimeter access	Door access	Arrival/Collection Time
LKG	Main gate	LKG classroom	8:50 Collection times will vary depending on Lunch/Little Acorns 12:00/13:10/15:30
KG	Rear gate (Newlay Lane)	KG rear door	8:40/3:40
Transition	Rear gate (Newlay Lane)	Transition rear door	8:50/3:50
Remove	Rear gate (Newlay Lane)	Remove rear door	8:30/3:30
FI	Car park gate	HUB cloakroom and staircase	8:40/3:40
FII	Car park gate	HUB cloakroom and staircase	8:30/3:30 (NB - HUB fire door for collection)
FIII	Main gate	Main entrance and main staircase	8:40/3:40 (NB - Hall exit for collection)

FIV	Main gate	Main entrance and main staircase	8:30/3:30
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## Attendance and Registration

The government strongly encourages all children to attend school, unless they are self-isolating with COVID-19 symptoms or another bout of illness.

Registers will remain open between 8:30am-9:00am throughout the drop off period. If your child is unable to attend school due to illness, parents should notify school by 9:30am following the usual absence reporting procedures.

If your child, or anyone in your household develops symptoms of coronavirus, you should follow the guidance on self-isolation: <https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/>

**School must be informed at the earliest opportunity if a child or member of their family is experiencing symptoms or has tested positive for COVID-19 so that we can take appropriate action.**

## Structure of the day

During the staggered arrival and collection period, the children will have free choice activities in their classroom base.

At 9:00am, learning will commence. There will be a 20-minute break for each group mid-morning and a 60-minute lunch break. Learning will conclude at 3:30pm followed by free choice activities until the children are collected by 4:00pm. Any children staying for HAC 4:00-5:00pm will have free-choice activities (for Pre-Prep) or a homework session (for Juniors).

We will not be holding any large gatherings such as assemblies but Mrs Dodds will continue to send a video assembly each week for the classes to watch. On Fridays, we will continue to present Froebelian Flyers and other awards but this will be conducted in each classroom.

## School layout, facilities and movement of groups

We are a small school with small classrooms which makes social distancing challenging. Even if we had plenty of space, it has been acknowledged by the government that achieving stringent social distancing with children of primary school age is impossible.

We would like to reassure parents that we will be taking all steps possible to minimise the contact between the classes of children in school as well as encouraging the children to be socially distant in the classroom and at playtimes where this is appropriate to their age group.

With the exception of LKG/KG, where EYFS learning operates through continuous provision with lots of movement through their classroom, all children in the other age groups will have a fixed position and will be seated facing the front of the classroom. The activities in LKG/KG will be spread out within the classroom to help the children to operate in smaller clusters e.g. carpet area, writing table, role play area, reading corner etc.

The children will be encouraged to remain seated. Staff will circulate during the learning sessions to help the children, mark their work and give feedback. In particular, staff are advised to avoid close face to face contact and minimise time spent within 1 metre of anyone.

We will be reassigning our toilet areas (whilst maintaining gender separate facilities as per age requirements) and allocating each class their own toilet cubicles and sinks to minimise cross over when using the facilities. Children will be encouraged to use the facilities at their allocated break and lunch time to avoid unnecessary movement from their classroom base. Access to the toilets will be limited to two children at any one time.

Wherever possible, windows and doors will be opened to ensure ventilation of each space being used.

When classes need to move to the playground/Hub, they will avoid the corridors and use the external routes whenever possible to navigate the building. Children will be reminded to walk in single file at all times.

## Break and lunch arrangements

All breaks will be staggered to minimise the number of children accessing each playground. Each class will have a designated playground space and they will only be permitted to play with friends in their class. Each playground will be split in half with no more than 24 children in each half. Playtime equipment for each class will be provided to minimise the sharing of resources.

Lunch will be provided. LKG and KG will eat in their classrooms and all other classes will eat in the Hub across three sittings. The children will wash their hands before lunch and will also use hand sanitiser as they enter the Hub. The tables and benches for each class bubble will be kept separate and will be disinfected between sittings.

## Educational provision

Initially in September, our focus will be on welcoming all the children into school, setting out the new routines and procedures and undertaking some PSHEE activities to help them reconnect with their friends. Some children might not have had any contact with children their own age for several months and resocialisation will be important.

Opportunities will be provided to talk about their experiences and how they have been feeling during lockdown. They may have worries about coming back into school and they will need to talk these through in a safe and trusted environment. Only when they are feeling settled and happy will they be able to access learning effectively.

We aim to deliver as full a timetable as possible and the children will receive specialist lessons as far as the guidance allows.

In EYFS, the children will engage with continuous provision as far as possible. However, we will not be able to use some shared resources which are difficult to clean e.g. sand, playdough, dressing up clothes, fabric equipment. We will also not be able to provide cooking or baking activities.

iPads will remain in school and will be wiped down each day after use. If parents wish to continue accessing their child's Seesaw journal, they can do this by logging on to Seesaw via a web browser on their laptop or PC.

With the exception of LKG and KG every child will need their own stationery to use. To avoid cross-contamination, each item should be clearly named. Class teachers will advise what stationery their class will need.

## Special events and trips

For the time being, all special events such as class assemblies or Come Dine With Us are suspended. We will not be running any day trips or residential visits initially although we may be able to have in-school workshops as required if these can be conducted within the guidance.

At this stage, we cannot state whether we will be able to run some of our usual Autumn Term events such as the Nativity, Junior Carol Concert or the FPTA Christmas Fair. You will be aware that these large-scale events take weeks and months to prepare. However, we will endeavour to do whatever we can within the guidance. More details will follow once we are in a position to confirm what we are permitted to do.

## Will peri lessons recommence

The guidance states that peri lessons may recommence. However, we will not be able to permit brass, singing or woodwind lessons for the time being. Peri staff may be able to conduct these lessons via Zoom when the children are at home.

Peri staff will need to observe the school's risk assessment and control measures and ensure any shared equipment e.g. pianos or music stands are disinfected between lessons. Peri staff will ensure they minimise contact and maintain as much distance as possible from other staff.

## Safety and hygiene procedures

When we return to school, each member of staff will talk to the children about the various safety and hygiene measures in place. They will remind them regularly throughout the day about personal hygiene habits such as regular handwashing, using a tissue when coughing/sneezing and trying not to touch their face. Posters sharing this information are already displayed in corridors and toilets as a reminder.

The children will have a set routine for handwashing during the day and staff will supervise this to ensure the children are washing their hands properly. We have secured ample supplies of soap and paper towels. As a minimum, the children will wash their hands:

- On arrival at school
- After visiting the toilet
- Before and after break
- Before and after lunch
- Before going home
- After sneezing/coughing

Each classroom will have supplies of tissues and hand sanitiser for use during the day as required. Used tissues will be bagged and disposed of in nominated bins. Classroom staff will also ensure that any iPads, headphones or shared resources are disinfected daily.

We are very lucky that our school is always very well-maintained by our dedicated cleaning team who always do a thorough job. We have increased our cleaning provision to ensure that all classroom desks and tables will be cleaned at lunchtime as well as at the end of each day. High traffic/contact areas such as door handles, light switches and bannisters will be cleaned twice a day. A full clean of all areas of school in use will take place at the end of each day.

## What happens if a child or member of staff develops symptoms

If a child or staff member develops symptoms compatible with coronavirus, they will be taken to the Infant Activity Room which is our designated isolation room. The child will be made as comfortable as possible and parents will be asked to collect them immediately. The member of staff looking after them will be required to wear Personal Protective Equipment but every effort will be made to reassure and comfort the child. Access to the Infant Activity Room is via the Main Playground and signage will be on the external door.

The child or staff member will be sent home and advised to self-isolate for 10 days in line with the revised guidance. Their fellow household members should self-isolate for 14 days. All children and staff will have access to a test if they display symptoms of coronavirus.

Where the child or staff member tests positive, the rest of their class will be sent home and advised to self-isolate for 14 days. The other household members of that class do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms. If a class is required to go home to self-isolate, they will resume their home learning provision online for the duration.

As part of the national test and trace programme, if other cases are detected within the child's class or in the wider school, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise school on the most appropriate action to take. In some cases, a larger number of other children may be asked to self-isolate at home as a precautionary measure.

**If a child tests positively for COVID-19, the ramifications for the whole school community are significant. Particularly, once we re-establish our wraparound care provision, an infected person could result in us being required to ask multiple classes to go home and self-isolate. It is vital that parents and children strictly adhere to the government guidance at home to prevent exposure to the virus from elsewhere and then bringing this into school.**

## Engagement with the NHS Test and Trace process

Schools are required to engage with the NHS Test and Trace process and local Public Health England health protection team. Parents must understand that they will need to be ready and willing to:

- book a test if their child is 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 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 if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (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.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents collecting a child who has developed symptoms at school, or staff who have developed symptoms at school. Advice will be provided alongside these kits.

Parents and staff should inform school 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 10 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 10-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.

## Uniform & PE kit

Although we would traditionally be in our Summer uniform for the first half-term, we are happy for children to attend school in **either** winter or summer uniform (no hybrids please!). There is no expectation for parents to buy new Summer uniform just for this half-term. As school blazers have to be dry-cleaned, these should not be worn. If in summer uniform, children should bring a black fleece and have their school waterproof available for when outside.

Once the timetable has been finalised, we will allocate days for each class when PE kit can be worn instead of uniform to facilitate PE lessons.

Children attending Little Acorns will be getting changed for the afternoon. It would be helpful if a bag containing spare clothes is sent to be kept at school in case of accidents.

## What does my child need to bring to school each day

Children are allowed to bring their book bags or satchels to school.

All children should bring:

- a named water bottle
- a healthy snack (no nuts) – NB – Pre-Prep will continue to have snacks provided
- a named pencil case
- sun-hat when necessary – to be left at school
- inhalers/epi-pens (if these were taken home during lockdown)

**If your child borrowed an iPad from school, this should be returned, along with the case and power cable/plug, on their first day back in school.**

**Please note that if your child is celebrating their birthday, any treats sent in to share with the class should be individually wrapped or bagged.**

## Collection

Access to school for each class is as per the drop off arrangements described earlier.

**Parents should not arrive to collect their child/ren until their allocated time.**

Parents are asked to maintain their social distance when waiting to collect their child and avoid congregating near classroom/exit doorways or perimeter gates. Once your child has been handed over, you should leave the school premises immediately. Children cannot play with their friends from other groups in the playground as they usually might.