



Guidance for Key- Worker Families

January 2021

Introduction and Contents

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

We have created this document for parents to outline the arrangements and safety measures which will be in place for key-worker families from Wednesday 6 January.

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

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 ever-changing last few months will have had on the children and they may take some time to settle back in.

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 in school before Christmas. 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 open between 8:00am-4:00pm with additional care provided 4:00-5:00pm for a flat fee of £5 per session.

Who can return to school

Only children who have critical key-worker parents or are vulnerable may attend school.

Parents **must** be fully aware of the risks of sending their children to school and I urge you to consider if there are sessions when you can make alternative provision at home to help reduce the numbers of children in school.

The chance of a bubble closure due to a positive test is also more likely given the numbers of children and staff on site and the current R rate. If you are a key worker but have the opportunity to work from home, we would urge you to seriously consider this.

Protective measures

We have a thorough risk assessment which has been in place since September and is reviewed by the Senior Leadership Team on a weekly basis. This risk assessment has been reviewed to ensure protective measures are in place for our key-worker children.

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.

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 smaller groupings and the age of the children allow.

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. **Car sharing is strongly discouraged.**

The school day

School will open between 8:00am-4:00pm with additional care provided 4:00-5:00pm for a flat fee of £5 per session.

FII/FIII/FIV children should be in school by 8:30am and Pre-Prep/FI children in by 8:40am. This is when the school day will officially start.

Children should be collected during the allocated time slots shown in the table below unless they are staying beyond 4:00pm.

Key worker group	Collection time	Perimeter access	Door access
LKG/ KG	3:30-3:40pm	Main gate	LKG classroom
Trans/ Rem/ FI	3:30-3:40pm	Car Park gate	Hub fire door
FII/FIII/FIV	3:40-3:50pm	Main gate	Main entrance

Class groupings, staffing and classrooms

We will be operating three bubbles of children in school and each bubble will be colour-coded.

Each bubble will have dedicated members of staff looking after the children who will remain with the group all day for the duration of lockdown. During lesson time, we will spread the children out across two rooms to maximise social distancing but they will still play together and have lunch together.

Each bubble of children will have a set classroom base and will only move from that base at break and lunch times to the Hub and their playground, or to visit the toilet.

The class teacher will be responsible for the educational provision for their class and will oversee other staff assigned to support their class bubbles.

Class/group	Staff	Classroom bases
LKG/KG	Mrs Giles Mr Cockshott Mrs Jackson	LKG classroom Art/Science Room
Transition/Remove/FI	Mrs Mulligan Mrs Bell/Miss Morley	Transition classroom Remove classroom
FII/FIII/FIV	Ms Suggitt Miss Lloyd/Mrs Pickford	FIV classroom FIII classroom

In addition to the above staffing arrangements, Mrs Dodds and Mrs Stratford will also be working in school across the week. Due to the nature of the bubble structure, our access to classrooms will be limited to avoid cross contamination between the groups of children.

We will be supporting children and staff in the background, managing the day to day safe operation of the school and ensuring that the stringent protective measures are being adhered to by everyone in school, as well as monitoring the home learning provision.

Mrs Stratford will continue with her work as Designated Safeguarding Lead and she will support the staff in managing the children's emotional well-being and mental health.

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.**

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 sanitise their hands before entering using the gel provided outside. **Please note that only one parent should drop off or collect their child at a time.** If other children who are not eligible to return 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.

Class/group	Bubble colour	Perimeter access	Door access	Classroom base
LKG/KG	Red	Main gate	LKG classroom	LKG Art/Science Room
Trans/Rem/FI	Blue	Car park gate	Hub fire door	Transition Remove
FII/FIII/FIV	Green	Main gate	Main entrance	FIII FIV

Attendance and Registration

Children will be signed in/out on the SignIn app on the staff iPads. 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 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. Morning sessions will finish at 12:00pm for lunch (11:45am for LKG/KG). Afternoon sessions will commence at 1:10pm. Learning will conclude at 3:30/3:40pm. Children staying beyond 4:00pm will enjoy some free choice activities.

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 bubbles 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, children in the other age groups will be spaced out in their classrooms and will have a fixed seating position. Due to the size of our classrooms, we are unable to observe a 2 metre distance between desks but we will spread the children in each bubble out as far as we can. 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.

Staff will circulate during the learning sessions to help the children, mark their work and give feedback. The children will be encouraged to remain seated.

Each bubble has been allocated their own colour-coded toilets to avoid 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.

When bubbles 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 and we will try to observe social distancing when lining up.

Break and lunch arrangements

Each bubble will have a designated playground space and they will only be permitted to play with friends in their bubble. Playtime equipment for each bubble will be provided to minimise the sharing of resources.

Lunch will be provided but we will be operating a single week menu cycle. LKG/KG will eat in the Art Room and the other bubbles will have separate sittings in the Hub. The Hub will be cleaned between these sittings.

Where age appropriate, the children will be spaced out as much as possible.

Educational provision

We have been incredibly impressed with the children's engagement and progress with their home learning in the past and our online platforms and Zoom meetings have been very effective.

Although we are opening, we must stress that this does not indicate a return to 'school as usual' pre-Christmas. Our timetable will be suspended and the children will not receive specialist lessons as they normally would do in school. As the classes are split with key workers in school and other children at home, class teachers will need to adapt their practice to enable them to meet the needs of all the children in their class in this unusual hybrid situation.

Class teachers will be responsible for planning learning and will oversee the work of their whole class. However, due to the hybrid structure, teaching, marking and feedback may be delivered by other members of staff allocated to the class who will work under the direction of the class teacher.

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.

We will continue to provide daily English and Maths learning each morning and this will be complemented by a range of activities in the afternoon across the breadth of the curriculum. Teachers will ensure that across the week, children will have opportunities for scientific and creative learning as well as tasks covering humanities, PE and IT etc.

Key-worker children in Transition-F1V will bring their iPads home each day and need to ensure they bring them back into school each morning so they can access SeeSaw.

Will peri lessons recommence

We will not be able to allow peri lessons to recommence in school due to the nature of multiple children rotating through the practice room during the day. We know that many peri staff continued teaching during the last lockdown via video-conference and this may resume for the time being. Please contact your peri teacher directly to make arrangements.

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 can confirm that we will have Paediatric First Aid and Safeguarding trained staff in school every day.

As the children may not be based in their usual classroom, we will conduct a practice fire drill in the first few days so that the children know what to do.

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. Their fellow household members should self-isolate for 10 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/group will be sent home and advised to self-isolate for 10 days. The other household members of that wider class/group do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the child's group 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 - perhaps the whole bubble.

Uniform & PE kit

Children do not need to wear their school uniform or bring PE kit. They do need to be dressed **warmly** in layers as we will be spending time outdoors where possible and all classrooms will have doors and windows open constantly through the day for ventilation. Please make sure your child wears footwear suitable for running around outside and participating in PE activities. They should also bring a named warm, waterproof coat and named hats/gloves/scarves.

For children in LKG, 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 can bring their book bags or satchels to school.

All children should bring:

- a named water bottle
- a healthy snack (no nuts) – NB - LKG/KG will continue to provide snacks
- inhalers/epi-pens (if these were taken home over Christmas)

Please note that if your child is celebrating their birthday, we cannot permit treats to come in from home for the time being.

Collection

If you are able to collect early at any point during the day, please let the School Office know so we can ensure your child/ren is ready for collection. You should come to the Main Entrance to collect your child/ren.

Access to school for each group for collection is as per the drop off arrangements described earlier. Children should be collected during the allocated time slots shown in the table below unless they are staying beyond 4:00pm.

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.

Transition-FIV - when collecting after 4:00pm, please come to the **main entrance** and phone the HAC number (**07724 075600**) and someone will bring your child/ren to you. LKG/KG may be collected from the LKG classroom. Please knock on the door and wait for staff to respond.