

AUTUMN RETURN TO SCHOOL POLICY

APPLIES TO THE WHOLE SCHOOL

This policy applies to:

- The whole School, including the EYFS, out of School care and all other activities provided by the School, inclusive of those outside of the normal School hours;
- All staff (teaching and support staff), the proprietor and volunteers working in the School.

Prepared with reference to:



- *Our plan to rebuild: The UK Government's COVID-19 recovery strategy*, May 2020, Cabinet Office;
- *Coronavirus (COVID-19): implementing protective measures in education and childcare settings*, May 2020, Department for Education.
- *Actions for education and childcare settings to prepare for wider opening from 1 June 2020*; May 2020, Department for Education.
- *Supporting vulnerable children and young people during the coronavirus (COVID-19) outbreak*, April 2020, Department for Education.
- *Guidance for full school opening: schools* ; 2 July 2020, Department for Education
- All other school policies, which this policy supersedes.

Availability:

This policy has been provided to all staff and parents electronically. A copy may also be downloaded from the school website.

Monitoring and review:

This policy is subject to continuous monitoring, refinement and audit by the Head Senior Leadership Team. It will be updated to reflect the rapidly changing situation within the UK, and further details regarding the later phases of return to school will be added as appropriate. Any deficiencies or weaknesses recognised in arrangements or procedures will be remedied immediately and without delay. All staff and parents will be informed of the updated/reviewed policy.

Signed			Date: 24.8.20
	Mr Adam Greenwood	Mr Robert Higgins	Date of next review: As necessitated by Government updates
	Headmaster	Proprietor	

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1. Yeargroups returning to school

The Pointer School will follow Government Guidance stipulating that all children should return to school for the start of the 2020/21 academic year.

Ensuring the safety of both staff and pupils is the utmost priority of the school, and a broad range of protective measures to reduce the transmission of the coronavirus have been put in place, which are outlined in more detail over the remainder of this document.

2. Hygiene and infection prevention

The school will be undertaking the following measures to prevent the virus from spreading, in line with Government guidance:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.
- Cleaning pupils' hands more often than usual – pupils will wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. Handwash stations are being set up in the playgrounds at both buildings, and the school has a good supply of soap and hand sanitizer for pupils.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Lessons will be taught on this on the first day back at school, and the school has a good supply of tissues for pupils.
- Cleaning frequently touched surfaces often. Cleaning at the school has been significantly increased.
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout and timetables).
- Reducing 'pinch points' in the school day through the use of staggered drop off and collection times.

3. Pupils & Social Distancing

In line with Government Guidance, children and staff who are returning to school will mix only in a group, known as a 'Bubble'. These groups will be kept away from contact with other staff and children as much as possible. At The Pointer School, each individual yeargroup will be classed as a bubble, with the exception of Year 5 and 6, which will be classed as a joint bubble. This means that children may mix with others in their bubble, for example at break times, lunch times, drop off / collection times and clubs. Children will not mix with any children outside of their Bubble while at school. Staff movement between bubbles will be kept to a minimum, and those staff who are moving between bubbles (eg peri teachers, playground supervisors) will maintain social distance from the pupils.

There will be no whole keystage or whole school events, such as Assemblies. Pupils should not be moving around school to run errands, and may only leave the classroom to go to their assigned toilet. Groups of pupils moving around the school must be escorted by the teacher or teaching assistant in order to ensure that pupils adhere to the one way system, and are social distancing.

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Classrooms - organisation and resources

Within the classrooms, desks are spread as widely apart as possible, and where practical children will face forwards. Pupils will have a set space, and will not sit in other spaces at any time. Shared resources should be avoided if possible. Pupils will be required to bring their own pencil cases and water bottles. iPads will be sanitized after every use. Any toys and resources used by pupils will be disinfected thoroughly after each use. Most classrooms have a sink, those without will be provided with hand sanitizer and priority access to the hand wash stations. Any equipment shared between bubbles will need to be thoroughly sanitized or left unused for 72 hours before being used by a different bubble.

Specialist lessons

Specialist lessons will recommence. These will take place outdoors where practical and where this is not, the teacher will keep a safe distance from the children and remain at the front of the class. Teachers and staff are permitted to work over various classrooms to facilitate the timetable. Small group and one-one sessions should take place in a well-ventilated room, and maintaining social distance between staff and pupils.

Swimming will not recommence in the immediate term.

4. The School Day

The school will be following a new timetable to allow for social distancing, which will include new drop off and collection times.

Morning drop-off

In order to ensure social distancing, new staggered drop off times will be in place. Please note that in the Nursery it will not be possible to drop your child off at lunchtime for afternoon sessions this term, and all pupils must arrive promptly during their drop-off time slot.

MARNIC HOUSE DROP-OFF TIMES	
Drop-off timeslot	Year group
08.30 - 08.50	Nursery
08.50 - 09.10	Reception
09.10 - 09.30	Year 1

MAIN SCHOOL DROP-OFF TIMES	
Drop-off timeslot	Year group
08.30 - 08.45	Year 2
08.45 - 09.00	Year 3
09.00 - 09.10	Year 4

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09.10 - 09.20	& 6	Year 5
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A one-way queuing system for drop off will be in operation, in the playgrounds at both schools. Families with siblings in multiple yeargroups should queue separately at each drop off time, and will not be permitted to wait in the playground between drop off slots. A supervised hand washing station will be set up at both buildings for pupils to clean their hands thoroughly before entering the building. In each building there will be a clearly demarcated 'drop off line'. Parents are strictly not permitted past this line.

Lunches

Lunches will return to normal for the Autumn term. Pupils will be spread as far apart from each other as possible while eating lunch, and will only be sat on a table with their immediate classmates.

Afternoon Dismissal

In order to ensure social distancing, new staggered dismissal times will be in place. Please note that you should arrive promptly to collect your child during the allocated timeslot.

MARNIC HOUSE COLLECTION TIMES	
Collection time	Class or group
14.45	Nursery
15.10	Reception
15.30	Year 1

MAIN SCHOOL COLLECTION TIMES	
Collection time	Class or group
15.15	Year 2
15.30	Year 3
15.45	Year 4
16.00	Year 5 & 6

A one-way queuing system for collection will be in operation, in the playgrounds at both schools. Families with siblings in multiple yeargroups should queue separately at each collection time, and will not be permitted to wait in the playground between collection slots. In each building there will be a clearly demarcated 'drop off line'. Parents are strictly not permitted past this line.

5. Members of the public on site

Members of public accessing school property cause an additional risk to staff and pupils. As such, access of members of the public to the school buildings will be restricted.

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During the re-opening, we will not be able to permit parents inside either building unless invited by the school in case of an emergency. Both school buildings will be marked with a 'drop off line', we would kindly ask parents to respect this and not go beyond the line. Parents who wish to speak to a member of office staff should telephone or email the school office. Items for the attention of the office can be dropped off at your child's designated drop off time with the member of staff on duty on the school gate. Parents with questions for their child's class teacher should send these via email.

Parents who have a concern about their child are encouraged to book a meeting via Google Meet with their child's class teacher.

Prospective parents should continue to apply electronically. Interviews will continue to be conducted remotely, via Google Hangouts or Skype.

Members of the public making deliveries will not be permitted into the school buildings. Deliveries should be made to a designated drop box at both gates, where they can be collected by the relevant member of staff.

6. Wraparound Care

- Breakfast club - This will only be open for Key Worker children and will run at Marnic House as usual. Drop off time is between 07.45 and 08.30.
- Late Class - This will only be open for Key Worker children and will run at Marnic House as usual. Collection will be from 16.00 until 18.30
- Extracurricular clubs - These will be recommencing slightly later in the term. Clubs will be operating for each bubble to reduce mixing of pupils. Wherever possible we have ensured that at least one club is on offer for each bubble each night.

7. Sickness

The school will be firmly enforcing self-isolation for any pupils or staff who show symptoms of Covid-19. Current guidance states that the symptoms are:

- A new persistent cough
- A high temperature
- A loss of sense of smell or taste

If your child or staff member develops symptoms, they must self-isolate until a negative COVID test result has been confirmed and the symptoms have subsided. Any siblings who attend the school must also self-isolate until a negative COVID test result has been confirmed.

If a member of a household develops symptoms the pupil(s) or staff member will be required to self-isolate until a negative COVID test result has been confirmed.

In either event, please inform the school as soon as possible. We regret that we are unable to provide a full online platform for individual pupils self-isolating. However, the class teacher will be able to provide an activity pack for the absence.

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If a child is taken ill with symptoms of coronavirus during the school day, they will be sent home immediately. The member of staff who first reports the symptoms will accompany the child to an isolation room to wait with them until they can be collected. This member of staff must wear full Personal Protective Equipment if it is not possible to keep a distance more than 2m from the individual with symptoms (gloves, apron, mask and visor).

8. Confirmed COVID cases

If any pupil, staff member or a member of their household receives a positive Covid-19 test they must inform the school immediately. In the event of a confirmed positive case, the school will follow the advice of the local Public Health England team dealing with the coronavirus pandemic. This will include closing part or all of a yeargroup bubble, and may also involve the closure of a building or the whole school. In the event of a closure, the school will revert to Online Learning via our platform Google Classroom as soon as possible, and within 48 hours.

9. Quarantine and travel

Please bear in mind when making any travel plans for the October half term that the school will be enforcing any Government quarantine periods for travel. This may result in your child missing school, and we regret that we are unable to provide online work for children in travel quarantine.

10. PPE (Personal Protective Equipment)

The Government does not currently recommend teaching staff or pupils in schools wearing PPE, unless dealing with a child who becomes sick with coronavirus symptoms while in school. However, the school has a full supply of PPE for any staff who wish to wear it. The school has a full supply of PPE for staff dealing with unwell pupils.

Staff involved in the preparation and/or serving of food must wear PPE including face coverings.

11. Medical holdings / suncream

All pupils should return any required medication to school on their first day back. The school will not be applying suncream to any pupils; pupils should be sent to school wearing suncream to last for the school day.

12. Uniform and equipment

The school Uniform policy will return to normal for the Autumn term.

To reduce the use of shared resources in school all children will need to bring a basic pencil case with them to school with a pen, pencil, ruler, rubber and a small selection of colouring pencils. This will stay at school until the end of the term.

All pupils will need to bring a water bottle with them to school. This will stay at school until the weekend.

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Pupils are not permitted to bring any toys or other items in from home with them.

13. Staff Social Distancing

In order to ensure the effectiveness of the Bubble System, staff are expected to adhere to social distancing guidelines while in school. Many rooms in school have been assigned a maximum occupancy, which staff must adhere to.

Staff are not permitted to make extended use of the staff room, and should not enter the school offices except in an emergency. Staff should not enter other classrooms while the children are in school, except in an emergency, in order to maintain the 'Bubble' system.

Staff should make use of email or telephone systems to contact other staff members, except in emergencies.

Staff meetings and meetings with parents should not be held in person, wherever possible. Staff are recommended to make use of Google Meet to meet with other staff, and with parents.

14. Supporting pupils' transition and behaviour

We are aware that the transition back into schooling will be difficult for some pupils. Our teachers are ready to:

- Identify pupils who need additional support before they are ready to learn
- Assess where pupils are in their learning, and make relevant adjustments to the curriculum over the following weeks
- Plan and support the needs of vulnerable pupils, including those with SEND
- Support pupils in Year 6 to ready them for their upcoming move to Secondary School

The school is ready to make allowances as appropriate within our normal behaviour policy and procedures for pupils adjusting to school rules and routines after a long absence.

15. Reading scheme

We will be sending home reading books as per usual. However, to limit resources travelling to and from school, we will not be sending home reading records. Your child's teacher will leave a note on Class Dojo for pupils in Reception - Y2 to track their daily reading progress. All reading books will be kept out of circulation for at least 24 hours before being returned to use.

16. Online learning

Given the current national picture, and global picture, it is deemed highly likely that at some stage, at least one class will have to transition back to online learning for a short period. In this eventuality teachers will revert back to providing online provision through Google Classroom within 48 hours of lockdown beginning.

17. RHE (Relationships and health education)

The government has changed the launch date of this to summer 2021. The school will commence with some provision from September 2020.

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18. Educational visits

Non-overnight educational visits can recommence from September 2020. The school will take sensible precautions when planning times, including the locations and ensuring that all travel avoids public transport.

Residential trips are unlikely to take place this year, though the school will make a final decision on this later in the term.

19. Events

There will be no physical events for the foreseeable future, this includes parents evenings, balls etc.

20. Social Distancing - a final note of caution

The school has taken every possible precaution to ensure that pupils and staff are able to socially distance, and to reduce the mixing of pupils and staff. However, it should be noted that young children will not be able to rigidly adhere to social distancing measures and a degree of 'common sense' must be applied. It is acknowledged that staff will not be able to socially distance from young children at all times. However, stringent adherence to the Bubble System and maintaining social distancing from other adults will reduce the risk to staff and pupils to minimal.