

Wraysbury Primary School - Our Full Return to School Plan

September 2020

Dear Parents, Carers and Children

I am writing to share with you our plan for the full reopening of the school from September 2020. We have based the plan on our previous plans that we ran from March – June and from June until the end of term when we took back more children.

We have held off releasing this in case any guidelines changed, but feel that now is the right time to share our plans with you. If anything changes in the last week or so then we will update you.

Current Guidance

The Government guidance released on 2nd July 2020 provided us with a context for their decision to request all schools to open to all children from September and issued guidance for schools to adhere to and manage when opening. The full guidance issued can be found [here](#). In this document I will set out how we will implement the guidance.

At Wraysbury Primary we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us
- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

Keeping children and staff safe

“All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. 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

All schools have been provided with a set of actions to ‘prevent’ and ‘respond to infection’ which are summarised below:

Prevention:

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - ‘catch it, bin it, kill it’
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary (when supporting a suspected case), wear appropriate personal protective equipment (PPE). Please note that masks will not normally be worn in school by staff or pupils.

Response to any infection:

- engage with the NHS Test and Trace process

- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice



Year Group 'bubbles'

We will group each Year Group into a 'bubble' which will remain consistent and separate from other 'bubbles'.

For the majority of their time in school the children will be in their own class bubble with their own teacher and support staff but at playtimes and lunchtimes they will be separated into "Year Groups" that will only have limited contact with other "Year Groups".

This will *'make 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'*.

Attendance

All children in Years 1 – 6 will be welcomed back to Wraysbury Primary School from Thursday 3rd September and attendance is mandatory. Reception have their own staggered start and parents have been individually notified of when their child starts.

We support the government guidance which states:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence;*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.*

Shielding children

Shielding advice for all adults and children was paused on 1st August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact the Headteacher and we will work with you to support your child the best possible way we can.

Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident do not send them to school, contact the school office on 01784 482603 or email wraysbury@rbwm.org.uk

Government advice must then be followed, it can be [found here](#).

Travel to and from school

We encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school. Face coverings are required at all times on public transport. For those who travel on the Borough Home School Transport please adhere to their guidelines which I believe have been shared with you.

PLEASE PARK AWAY FROM THE SCHOOL IF YOU HAVE TO DRIVE AND WALK THE LAST BIT OF YOUR JOURNEY.

Our 3 gates will be open for the children to access/leave the school. Please use the gate according to your family name/surname.

- Front gate to the right of the school office A – H
- The George Gate I – P
- Waylands Q – Z

Please be aware that we need to restrict the number of people who are accessing the school site and so we are unable to allow parents access to the classrooms, except for Foundation Stage parents. We will be trialling the plan for Year 1 and 2 children over the first 2 days and will then communicate the final arrangements going forward to you.

Morning Drop Offs

First 2 days back – Thursday 3rd and Friday 4th September

Children in Years 1-6 can access the site from 8.40 am. There will be plenty of staff on duty in the KS1 and 2 playgrounds, at Waylands gate, at The George gate and along the side path to direct children to their classroom. Classrooms will be clearly marked with the year group and the name of the class teacher, but they actually haven't really changed from last year. Parents should not enter the buildings and should say goodbye in the KS1 or KS2 playgrounds.

To ease congestion, we will continue to have staggered start and finish times. It is important that we do not have parents congregating at the school gates and that we limit the number of interactions across bubbles. We would encourage only 1 parent/adult to drop off and collect to help minimise the number of adults waiting at the gate areas

Drop Offs from Monday 7th September

Key Stage 2 parents will not be allowed on the school site in the mornings after the first 2 days, we are encouraging a kiss and drop approach at the gate. Staff will welcome the children at their classroom doors and staff will be on hand around the site to guide them to their classrooms. **As previously mentioned we are finalising the drop off and collection of Year 1 and 2 children from 7th September.**

End of the day – Collection

Year 6 will be able to use their Gate Pass to exit the school site and make their own way home from 3.10

To ensure we are minimising contact and ensuring social distancing at the end of the day, we will be continuing with a staggered finish. Parents of Key Stage 1 and 2 pupils will not be allowed free access to the site. Please spread out near to the collection gate for your surname and the marker for your year group and members of staff will direct your child to you.

Once you have collected your child, please leave the school site as quickly as possible to allow the next group of parents to assemble to collect their children.

KS1 PARENTS PLEASE ARRIVE PROMPTLY BY 3.00 AND KS2 PARENTS PLEASE DO NOT ARRIVE AT THE SCHOOL UNTIL 3.10.

This system has been working very effectively during reopening for the priority year groups, however in September there will be a greater number of pupils being collected and shorter period of time between each collection. This is to support families with siblings.

Year Group	Time and Collection Point
Gap Club	Will be taken to Gap Club/collected by Gap Club staff
Home School Transport	Will be escorted to the bus in Waylands by a member of staff using the single pedestrian gate.
Foundation	3.00 pm Miss Hooker's outside her brown door. Miss Clark's in the Foundation Stage area. This will be subject to review.
1 and 2	3.00 pm TBC, in a marked area by the gate for the child's surname
3, 4 and 5	3.10pm Please wait at the gate for your child's surname in the area for your child's year group
6	3.10pm Children with a gate pass will be allowed leave school on their own. Please arrange a meeting point with your child near to the school if they are not walking home.

****Please note we will review the collection arrangements regularly in September to ensure they are working effectively and we are happy with the safety precautions in place. Please be aware we will make amendments to timings if we feel it is necessary.**

Foundation Stage – during part-time hours

Foundation stage children will start school on part time hours for the first 2 weeks to ease transition to school. Parents will have received a separate letter from the Early Years Team with their timings.

At drop off time please line up with your child at the side gate (front of the school). Please line up by the cones, keeping a social distance from the other families. The class teachers will meet you there and take you down to the classroom. At collection time please wait in line at the side gate by the cones and your child will be brought out to you by their class teacher. We will share the plan for drop off and collection going forward at the end of the first week.



Arrangements in school

Children in EYFS (and Year One in the Autumn term) will be following a free flow, play based curriculum. All classrooms will be well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will come into contact with all the children in their class and they are likely to come into contact with all the children in the year group during outside free flow and lunchtimes. Children will wash their hands often and surfaces and equipment will be regularly sanitised.

Learning Resources

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Key Stage 2 children can bring their own small pencil case if they wish which will be used only by them. We will however ensure that there is a set of essential equipment for each child. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2 resources that are

shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.



Assemblies

There will be no traditional whole school or key stage assemblies during the first part of the autumn term and these will be replaced by a Year Group Assembly.

We are keeping an open mind about Harvest and Christmas Celebrations and productions but everyone should be aware that, even at this early stage, full-scale productions look unlikely in the autumn term.

Reading Books

Reading books can still be brought home, however on their return to school they will be placed in a box and left for 72 hours before returning to the shelves. If your child has a reading book at home, please return it on the first day back in September.



Enhanced cleaning regimes

Since lockdown and opening for keyworker children our school has had enhanced cleaning systems in place and has also been regularly deep cleaned. We have adjusted our cleaning rotas with our site team to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

Coats and bags

As children have their own cloakroom facilities in their individual classrooms coats and bags can be left in their normal places. Please keep items brought into school to a minimum as much as possible.

The importance of fresh air

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities.

Activity clubs

There will be no teacher or outside provider activity clubs in the first half of the autumn term (e.g. football, street dance etc.)

School office

The School office will remain open as usual. Parents should do all they can to ensure that children are not late and that they have all that they need for the day (e.g. packed lunches, kit) If there is an instance where

their child needs to be collected at a different time, they should telephone the school to make arrangements. Senior Leader/Office staff will then arrange to meet parents with their child in the open air. All other communication should be done by telephone or e-mail as far as possible. There will be a post box for you to drop off communications such as clips outside the front of the school.

Communication

Communication with parents is really important to us. Due to the current restrictions we would request that meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. If you would like a phone conversation or a face to face meeting please email Wraysbury@rbwm.org.uk or telephone the office 01784 482603 to make arrangements. Please keep face to face conversations to a minimum at the school gates.



Behaviour

We have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously.

Our Wraysbury values and ethos remain unchanged, and children are expected to aim to uphold them. We will be revisiting these with the children in the first couple of days and we will send them home for your child to share them with you.

In addition to our Wraysbury school rules **Ready, Respectful, Safe** children must be aware of the new requirements in that they must:

- Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to EYFS, SEN and younger pupils);
- Use their own specific equipment (including resources) and not share any of these;
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in our designated group, and minimise contact with children from other groups (including in the playground, anywhere on the school site and on our way to and from school)
- Move around school as instructed by our teacher/adult and avoiding other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands
- Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available;

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will ask parents to collect them immediately.

A risk assessment will then be completed to determine whether it is safe to have the child back in school. If we deem a child to be unsafe to have in school, we will work with parents to arrange provision the child can access safely.



School lunches.

We intend to have a full school offer for hot lunches again from the 3rd September provided by Caterlink with the normal payment arrangements via the online Scopay System.

Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment will be required in advance for all meals booked. Codes for parents who have not set up online payments will come home on the first day. School lunches are now £2.16 a meal.

If parents are unsure about whether they are entitled to free school meals and the need to pay or not they should contact the school office. We are aware that many families' situations have changed due to the COVID-19 pandemic and therefore if you could now be entitled to free school meals and the pupil premium funding please contact the school office and we will support you with this or alternatively check on this website: <https://www.cloudforedu.org.uk/ofsm/rbwm/>

We have arrangements in place to ensure that during lunch time separation between 'bubbles' is maintained. Children will always have the chance to wash their hands before eating.

Packed lunches



Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own.

Availability of water on site

All pupils should have their own school water bottle that is untouched by other children or staff. No water fountains are currently available at school. Water is available in school to refill children's own water bottles. Disposable plastic cups may also be available that should be thrown away after use.



School uniform

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school.

As we are an active school, we encourage the children to have their Wraysbury Primary PE uniform every day so they can join in all the physical activities in practical and comfortable clothing.

Uniform Supplier

Please note that if you want to purchase school uniform or equipment from School Uniform Direct you must have an appointment. These appointments must be booked! <http://www.sud.co.uk/>

Curriculum for reconnection

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

In September we have planned a transition curriculum so that work in all year groups will centre on health and wellbeing.

Collective positive mindset – contextualising the lockdown

Our staff do not feel that it is helpful to focus on what has been 'lost' during the shutdown. A young person's school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts. Our staff will remain calm and measured in September knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves our language will reflect our established 'growth mindset' philosophy – '*you can't do it yet*'.

Assessment

Our teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long term plans. Class teachers will use their own expertise to establish starting points for each class/group/child in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence but each child and class will be different. In schools this way of assessing what should be taught next is known as 'formative assessment', that is the judgements teachers make on a day to day basis during class work which allow them to assess attainment and progress. In order to strengthen routines, relationships and resilience, it is important that (in a measured supportive way) teachers and children get back to established ways of working rather than spending too long on a formal testing regime, especially when children's confidence will be low.

Broad and balanced curriculum.

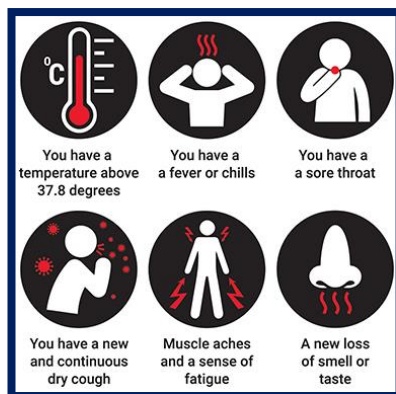
Although there are some restrictions in place (eg singing in large groups) we fully intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every week or every term. We are hoping to be able to swim for a few weeks if the weather is warm enough! Watch this space!

Pupils with additional needs.

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by the school inclusion team to ensure a smooth transition when returning to school. In some cases, children with additional needs may require a risk assessment to be completed.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building.

Children or staff suspected of having COVID-19



In line with DfE guidance in the case of a suspected infection the school will:

- engage with the NHS Test and Trace process.
We ask that parents and staff inform the school immediately of the outcome of any test;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must 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' now means:
 - 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.
- When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
- We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*'

If no test is undertaken then we expect children to self isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

In the event of a local authority wide lockdown The school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.

Wrap around care – The Gap Club

The Gap Club will be running our wrap around care from **Thursday 3rd September**. More details will be out next week confirming the arrangements.

Wherever possible they will try to keep children within their own bubbles with the same set of staff. However, this cannot be guaranteed and parents should be aware that children are likely to mix with a limited number of children outside their 'bubble' in Gap Club.

We have made the decision that this was justifiable given that the alternative is no provision at all for working parents. The children will sanitise their hands regularly and additional cleaning measures will be in place.

Thank You!

I am sure that you appreciate the scale and enormity of the plans for the return in September. Thank you so much for all the support that you have given us. Do please keep an eye on the Twitter feed and on the Website.

@wraysburyschool

<https://www.wraysburyprimary.co.uk/website/home/337045>

We hope you enjoy the rest of the holidays and see you on Thursday 3rd September.