



# HJS – REOPENING FOR ALL

Information for parents

## ARRANGEMENTS FOR SEPTEMBER 2020

July 2020

### OPEN FOR ALL CHILDREN

We intend to open and offer full time schooling to all 12 classes from 3rd September 2020. We are all very excited about this. We look forward to welcoming our new intake and welcoming back the children we have not seen since 20<sup>th</sup> March. The children who have been attending our special provision these last few months will be able to rejoin their usual classes.

School will not exactly be back to normal. The coronavirus risk remains high, and is likely to impact on us throughout the next academic year. Whilst the public health guidance on social distancing has been modified, the importance of hygiene and minimising contact remains paramount. Therefore, stringent safety measures must remain in place.

The plan for September builds on the measures we have already put in place to protect the small numbers of staff and children in school since the start of the pandemic. We are introducing additional measures to deal with the impact of the increased numbers of people on site. The full [Risk Assessment](#) is in the Policies section on our website.

For those children who have been attending school, the routines and expectations will be familiar. For those who have been home learning since March, the return to school will feel most unusual. It has been helpful to invite children in this week to see what school will look like and to learn about some of the new rules. In September, teachers are planning their timetables carefully to address the anxieties that children may have. We know there may be a lot of catching up to do, but we will not be rushing into that until we have settled the children back into the routines of school life.

It remains possible that the situation will change over the summer, and it is also possible that having reopened to all, we will have to return to partial or full lockdown. If this happens, we will be prepared with an enhanced home learning system that enables us to pursue the curriculum and keep children connected with each other and with their teachers.

### BUBBLES

Within the school buildings, we will maintain class bubbles, and for the wider school day we will consider each year group to be a bubble. We accept that it is not possible to limit all contacts to a finite group of people in a bubble. Children will have siblings in different bubbles, and some staff will work in more than one bubble. However, we will designate specific areas and routes within the building for each class bubble, specific zones outside for year group bubbles, and within those zones, specific play areas for class bubbles. Initially, we will only allow children to play with other children in their own class, but this may be relaxed, in time, to allow a whole year group to play together.

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## TIMETABLE

We will operate two staggered timetables.

**Years 3 and 6** will start at **8:45** and finish at **3:15**.

**Years 4 and 5** will start at **9:00** and finish at **3:30**.

This will enable us to limit congestion at the school gates at drop off and pick up times.

**Morning break** will be **20 minutes** long, staggered by 25 minutes to allow for crossover.

**Lunchtime** will be **60 minutes** long, staggered by 30 minutes. Year 3 will have an afternoon break, supervised by their teachers. For other year groups, afternoon break will be optional, but times will be negotiated to maintain the bubbles in the playground.

Teachers' non-contact time will be covered as usual by a **Shine PE** lesson and either **Music with Mr Coulson** or **Languages with Mrs Goulden**.

**On the first two days, 3<sup>rd</sup> and 4<sup>th</sup> September**, we will operate slightly differently, to ease the return to school and explain the routes into school to the children.

	Start time	Finish time
Year 6	8:45	3:15
Year 5	9:00	3:30
Year 4	9:15	3:30 (same time as Y5)
Year 3	9:30	2:45

It would help if older, more independent children can be trusted to come to school on their own. Some families may find they need to wait on the front lawn between two drop offs. They are reminded to observe social distancing and not to let children use the space as a playground. We will understand if children are a little late because of the complexity of dropping off siblings in the infant school.

## ARRIVAL, DEPARTURE, AND ACCESS TO THE BUILDING

Parents will not be allowed inside the green fence at any time.

Children will be asked to **arrive not more than 5 minutes before** their year group's start time.

5 minutes before the start time, we will open the gates.

**Gate 1** by the Willow Tree

**Gate 2** by the Kitchen

**Gate 3** by the Infant Hall.

Each class should enter through a specified gate, and make their way, following the route we show them, to their Point of Entry, where they will line up and wait for their teacher to let them in. Bubbles should not cross each other.

On the first days in school, we will show the children exactly how to get from their Gate to their Point of Entry. It looks like this:

**YEARS 3 AND 6, ARRIVING AT 8:40 FOR 8:45 START**

<b>Class</b>	<b>Enter through gate number</b>	<b>Line up at Point of Entry</b>
<b>1</b>	<b>1</b>	Back staircase door
<b>2</b>	<b>3</b>	External Class 2 door
<b>3</b>	<b>3</b>	Under the canopy, Hub door
<b>10</b>	<b>3</b>	External Class 10 door
<b>11</b>	<b>1</b>	Class 11 Fire door
<b>12</b>	<b>1</b>	Class 12 Fire door

**YEARS 4 AND 5, ARRIVING AT 8:55 FOR 9:00 START**

<b>Class</b>	<b>Enter through gate number</b>	<b>Line up at Point of Entry</b>
<b>4</b>	<b>1</b>	Back stair case door
<b>5</b>	<b>2</b>	Bottom of the ramp door
<b>6</b>	<b>3</b>	Under the canopy, Hub door
<b>7</b>	<b>3</b>	External Class 7 door
<b>8</b>	<b>1</b>	Ramp to Ash door
<b>9</b>	<b>1</b>	Under the canopy, Ash door

Children attending breakfast club will be escorted to Gate 3.

At the end of the day, children will exit through the same gates, and parents may meet them on the lawn. School's Out will collect children attending after school club by the cycle shelter.

**TOILETS**

All of our toilet facilities will be designated as unisex. We will block off the urinals in the boys' toilets, so they cannot be used.

Each class of children must use a designated toilet block. Only one child at a time may leave the classroom to go to the toilet. A maximum of three classes will share a toilet block, so there will be a maximum of three children at a time in a toilet area.

## CLASSROOMS

Children will sit side by side at tables facing the front. Each child will have a designated place, and there will not be any option to move to different desks during the school day, unless desks and chairs are cleaned first.

The teacher will have a zone at the front of the classroom, marked by tape on the floor, where they remain and children may not enter, in order to maintain a reasonable distance from children. This does not mean that the teacher may not circulate in the classroom or move between the children's tables. The guidance says that adults should avoid working in close proximity with individual children for periods of 15 minutes or more; but passing around the room and looking over their shoulders while they are working does not present a high risk. However, the majority of teaching will be done from the front of the classroom.

Each child will have their own ziplock bag of stationery equipment which will include everything they need. They will keep this with their books in their tray, which they will keep on or under their table or chair. They do not need to bring pens or pencils or pencil cases from home.

Children will not use the cloakrooms, but will hang their coats on the backs of their chairs.

**Children will not be allowed to bring in large backpacks.** They need only bring to school a **packed lunch and snack, a water bottle, and a reading book**, all of which they need to keep on or under their desk or chair with their tray.

For a very small number of Year 6 children who have unavoidable reasons to bring in a phone, they will have to keep it in their tray, turned off, and we will not accept any responsibility for it. Parents are asked to contact us if they feel their child has a need to bring a phone to school. We strongly discourage it.

**Children will be asked to wear their PE kit to school on PE days to avoid the need for another bag and for changing.** We will tell them which days are PE days at the start of term.

All classes will have a well stocked book corner, as we will not be using the library. Once they borrow a book from the book corner, they must not share it with anyone else. They may keep it in their tray and they may take it home to read. When they have finished with it, it must be returned to a quarantine box, where it will remain for 72 hours before being returned to the book corner. Children may bring in their reading book from home, but must not share it and must keep it in their tray.

The cleaners will clean classrooms every day, and will conduct an additional clean of toilets and high-touch surfaces at lunchtimes.

## HYGIENE

Children must wash their hands on entry to the classroom in the morning, after break and after lunch. In addition, they must wash their hands before and after PE, before eating, after going to the toilet, and after handling anything that is not their personal possession or workspace.

Each classroom has a soap dispenser, paper towels and a pedal bin. The bin must be foot operated and used for all paper towels and tissues.

Each classroom has a bottle of disinfectant cleaning spray, blue paper roll and rubber gloves, to be used by adults only.

Children may queue to wash hands, or may sit in their seats to wait their turn. They may also be directed to use the basins in the toilets if this helps to get through the class more quickly.

Children are asked to bring their own tissues, but classrooms will also have a supply of tissues. Posters around the school remind children to "Catch it, Bin it, Kill it". Children are reminded to cough or sneeze into their elbow if they do not have a tissue.

## **OUTDOOR SPACES**

Playtimes will be staggered so only two year groups are out at a time. When the field is available (subject to weather conditions), it will be divided into 6 zones, one per class.

Each Year group will be allocated an area of the playground. Within the Year group areas, there will be three Class zones. We will operate a rota system so that all children get a turn in areas such as the adventure playground, the quiet area and the new multi-sports wall.

Shared outdoor play equipment will be cleaned after use. The adventure playground equipment will be cleaned in between different groups using it.

Classes may use outdoor spaces for learning as much as they wish, subject to liaison in advance to ensure that they are not all trying to use the same areas at the same time.

When moving from place to place, classes must be respectful of each other's bubbles and wait until others have passed.

Teachers will collect classes at the end of break and lunchtimes from their zone outside to ensure they maintain their bubbles when returning to the classroom.

## **LUNCHES**

Children may order school lunches as usual, or may bring their own packed lunch. Our caterers will be providing a choice of filled baguettes with salad, cake and fruit. Lunches will be eaten outside if the weather is fine and in the classrooms if not. We aim to reintroduce a hot meal option at the earliest opportunity.

Children may bring in a healthy snack for break time. Children must not share their snacks or lunches.

## **CURRICULUM**

As far as possible, we are aiming to return to a full curriculum with coverage of a full range of subjects.

There will be a strong emphasis in the first week or two on PSHE, with a need to gauge the emotional needs of the classes and prepare them for a return to school-based learning habits. We will spend as much time as is necessary on establishing routines and expectations, building social cohesion and introducing strategies to manage everyone's mental health and wellbeing.

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We will need to find out where all the children have got to with their reading, writing and maths in order for us to plan a “recovery curriculum”. This year’s teachers have told next year’s teachers which bits of the curriculum have not been covered. To start off with, classes will be picking up on some of that missing work, but we will respond to what we learn in the first few weeks about children’s security with core skills.

We won’t just be drilling literacy and numeracy skills. We aim to provide our usual rich curriculum, with plenty of art, drama and music and sport.

Mr Coulson will teach Music as usual to Y5 in the autumn term, Y3 in the spring and Y4 and 6 in the summer. Mrs Goulden will teach German to Y3 and 4 and French to Y5 and 6 and Shine sports coaches will teach one of the two PE lessons each week. PE will be outside whenever possible.

## **MANAGING ILLNESS**

In order for the school to remain open, it is absolutely essential that parents, staff and children all work together to minimise the risk of transmission of the Covid 19 virus.

**If anyone in the household has any symptoms, however minor, that might indicate Covid 19, children must not come into school.**

If your child or anyone living in your household:

- develops a cough
- develops a high temperature
- or has a loss of sense of smell or taste

you must keep them at home and [arrange a Covid 19 test](#).

The person with symptoms must self-isolate for 7 days, and other members of the household for 14 days, unless the test result proves negative.

**Parents must inform the school of any symptoms within the household, and must inform the school of the results of Covid 19 tests.** If the result is positive, the school will liaise with Public Health England and South West Health Protection Team and engage in the track and trace programme to inform other people in the child’s bubble. If the test result is negative, the child may return to school once they are well enough.

If symptoms develop while a child is in school, they will be taken from the classroom to our “treatment room” where they will be looked after by one of our First Aiders, using appropriate personal protective equipment (PPE). Parents will be called and asked to collect the child as soon as possible, and will be asked to arrange a Covid 19 test.

The Public Health England advice to schools is that other children in the bubble and their families do not need to be informed or concerned unless there is a confirmed case of Covid 19, in which case the track and trace programme kicks in. Bristol City Council has written its [Local Outbreak Management Plan](#). If there are multiple confirmed cases within 14 days, a decision may be made, in consultation with Bristol and Public Health, to close a class, or in the case of a wider outbreak, to close the school. Such decisions would not be made by the school alone.

## **MEDICAL INFORMATION AND MEDICATION**

Parents are asked to ensure that the office is provided with relevant medical information about their children, and that any medications required in school are up to date.

Parents must inform the school if their child is in a clinically extremely vulnerable or clinically vulnerable category as defined by the latest government guidelines.

## CONTINGENCY PLAN FOR A RETURN TO HOME LEARNING

Whilst we are planning to teach all of our children in school from September, we are only too aware that a spike in Covid 19 cases could lead to a localised lockdown at any time.

It is possible that we may have to close a class for a period of time if there are confirmed cases in the bubble. It is also possible that we may have to close the school if there are confirmed cases in more than one class.

It is likely that some children will spend some time at home in self-isolation if family members are unwell.

We will be using Microsoft Teams as our main method of communicating with children at home.

- We will arrange “Meetings” with groups of children, as we have done this term.
- We will upload home learning plans to Teams.
- Children will be able to submit their homework directly to Teams.
- Teachers will provide feedback on the work submitted in Teams.
- Teachers will be able to leave messages for children, including video messages, and children will be able to leave comments.
- Our Learning Support Team will be able to work with teachers to provide additional help for children with their learning at home.
- Teachers will be able to explain the work they have set, and children will be able to ask for help from their teacher or from each other.

The principles of our home learning plan will be similar to those adopted in recent months, but the platform will be easier to navigate, and there will be an expectation that all children will engage with the work set.

The weekly plans and resources which we have been uploading to the website will instead be saved in the relevant Teams, where each child will be able to find them.

**Every child currently on roll has an account and new children will be given an account in September.** We will teach the children in school how to access their account, and if we have to go into lockdown, we will show them exactly how to find their homework and how to upload their work.

We are learning, very rapidly, how to make the best use of Teams, and how to make sure that the setup keeps our children and staff safe online. We are learning from colleagues in other schools who have been doing this for a long time, taking on the best ideas, to make it workable for our school community. We are happy to learn from the experience of parents as we roll this out in the future.

We will not have everything sorted at the beginning of September, but we will be training staff and preparing the system to be rolled out swiftly and efficiently if we need it.

**If you have not already done so, we recommend you install the Teams App on the devices your children use. If you do not have a suitable device in your household, please contact us in September to see how we can help.**

We all struggle to remember passwords, so in September, we will reset all the children’s passwords, and we won’t make you change them. This means that if you forget, you can call us and we will remind you, without needing to reset it for you.