



Plan for Full Re-opening of School

September 2020

From September, we look forward to welcoming all of our children back to Chilham St Mary's Church of England Primary School. Our absolute priority is to continue to deliver a broad and balanced curriculum, maintaining the highest possible standards, in a safe, nurturing and happy environment.

For the foreseeable future, children will spend the majority of the day in their class bubbles of no more than 30 children (15 in Year R Wrens). They will be based in their classroom and/or the outdoor area and will not be able to go into other classes/workspaces where other children are working. However, as we are a very small school both in terms of number of children and physical space, there will be times during the day when classes will be in the same space i.e playgrounds and dining hall. On these occasions the class bubble will extend to a key stage bubble, with Wrens and Herons together and Martins and Peacocks together. There would never be more than 45 children in the Key Stage 1 bubble and never more than 60 in the Key Stage 2 bubble. Based on our current numbers for September these would actually be: Key Stage 1 Bubble – 38 children; Key Stage 2 Bubble – 48 children.

We will be maintaining our high expectations around children's conduct and behaviour, using our Positive Behaviour Policy.

The following protocols detail how, as a school, we will ensure the children continue to get the best education they deserve in a safe and caring environment. Please note that this is a working document and subject to change according to updated guidelines and school circumstances.

*Please can I ask that you read this through **very carefully** so that you are aware of all the new rules and routines, particularly if your child(ren) were not able to return to school in Term 6. Please can you also familiarise your children with the new arrangements prior to them returning.*

Arrangements for Teaching and Learning

The school will continue to teach a broad and balanced curriculum but within this there will be an emphasis on core skills. As always, curriculum planning will be informed by informal teacher assessment, generating a baseline of where the children are and addressing gaps in knowledge and skills, making regular use of light-touch formative assessment. In the Early Years, there will be a focus on gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. In Key

Stage 1 and 2, the school will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so children read widely, and develop their knowledge and vocabulary.

The children will continue to enjoy and benefit from various outdoor cross-curricular learning.

Classroom Practice

In Years 1 to 6, seating has been arranged in rows so that no child is directly facing another. Each child will have their own stationery pack which will be kept on their desk / in their tray in order to limit the amount of movement around the classroom. This will be provided by the school. ***No extra equipment should be brought in from home.***

Staff will, wherever possible, remain at a social distancing measure of 2m from the children.

Home-Learning

The use of Tapestry and Seesaw will continue to be used to aid home-learning and support the work being set at school.

Cleaning and Hygiene

In order to maintain thorough cleanliness, the following measures will be in place:

<p>Hand Washing and Sanitising</p>	<ul style="list-style-type: none"> • All children will be required to use hand sanitiser on arrival to the school. There will be hand gel sanitiser available by the gate and this will be supervised by staff to ensure all children clean their hands as they arrive. • There will be hand sanitiser at every point of entry and in every classroom and other locations in the school. • Children will clean their hands before and at the end of break and lunchtime. • Children will of course continue to be encouraged to wash their hands after they have been to the toilet and use hand sanitiser as they return to the classroom. • Children will be encouraged, where possible, not to touch their faces or to put objects in their mouths. • Hot water and soap is available in all toilets. • The ‘catch it, bin it, kill it’ approach continues to be very important, so there will be plenty of tissues available in the school, as well as lidded bins, to support children and staff to follow this routine.
<p>Toileting</p>	<ul style="list-style-type: none"> • We have allocated specific toilets to different classes to try and minimise contact between children. Year R will only use the toilets located in Wrens classroom, Years 1 and 2 will only use the toilets in Herons classroom and Years 3, 4, 5 and 6 will use the toilets in the main school

	<p>building.</p> <ul style="list-style-type: none"> • Only one child at a time within a class, will be allowed to go to the toilet. They will be encouraged to use hand sanitiser on their return to the classroom. • Should a child have 'an accident', PPE will be worn or in 'extreme' cases the parent will be asked to come to school in order to change their child.
Resources	<ul style="list-style-type: none"> • All children in Years 1-6 will be allocated a table and a seat and each child should not move between these. These will be spaced out within the classroom in lines so children are not directly facing each other. • The Year R classroom will be set up differently with designated areas and resources clearly set out for the children to use. The children will be encouraged to wash their hands regularly throughout the day. • All children will be provided with a basic set of resources e.g. pen, pencil, eraser, ruler, glue stick, scissors and colouring pencils which will be for their own use only. • Children will be able to take reading books between home and school but these will need to be quarantined for 48 hours on return to school. Class teachers will advise you of how this will work in individual classes. • Tables, chairs, doors, sinks, light switches, resources and areas that are touched will be cleaned regularly. • Windows and doors in all classrooms will be opened wherever possible to maintain ventilation as well as to minimise the touching of door handles. • Disposable tissues and lidded bins will be available in all classrooms as well as other key locations around the school. These will be double bagged and emptied each day.
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • The DfE has said that no specific PPE is required for staff in schools. However, some staff may prefer to wear a face mask or face shield for their own reassurance and children should be prepared for that. • Some staff may prefer to wear PPE when administering any first aid e.g. disposable gloves, mask, apron etc. • Staff will wear gloves and a disposable apron for any cleaning. • Staff will wear PPE should a child display symptoms of Covid-19

Daily Routines

<p>Arrival at school</p> <p>The top gate will be open at 8:35am and will close promptly at 8:55am for all children</p>	<ul style="list-style-type: none"> • Children in Years 1 – 6 return to school on Wednesday 2nd September. • We would like to request that all parents park at Taylors Hill Car Park and walk their child/ren the short distance to school. This will avoid congestion in Chilham Square and the roads around the school. • All children will enter the school grounds through the top gate on the playground. Wherever possible, only one adult should accompany each household of children. • Parents and carers will not be able to come onto the school grounds with their child(ren) in the mornings – they must leave them at the school gate where a member of staff will ensure they use hand sanitiser before going off to their classroom. • Whilst waiting outside the school grounds with your child, we ask that all families maintain social distancing along the roadway – red ribbon markers will be on the school railing to assist with this. Barriers have been put outside the school to create a safe waiting space for families – please ensure you use this area rather than blocking the road. • Children will be greeted in their classroom by their class teacher or teaching assistant. • An additional member of staff will also be on the gate to manage any other issues that arise. • We ask that all parents be considerate of social distancing between others as they leave – the school will not be responsible for enforcing this with parents/carers. • No parents/carers will be allowed on site without a prior appointment, authorised by the Headteacher. • Wherever possible, please telephone or email the school to pass on any urgent messages for the staff who are responsible for your child’s class. 		
<p>Break Times</p>	<ul style="list-style-type: none"> • Break times will be staggered to prevent key stage bubbles from mixing and to enable the children to have maximum amount of space. <table border="1" data-bbox="609 1843 1142 2040"> <tr> <td data-bbox="609 1843 868 2040">10:20-10:40</td> <td data-bbox="868 1843 1142 2040">Year R (Wrens) and Years 1 and 2 (Herons)</td> </tr> </table>	10:20-10:40	Year R (Wrens) and Years 1 and 2 (Herons)
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	<ul style="list-style-type: none"> Any member of staff may supervise break time, whilst maintaining social distancing. An additional member of staff may be required to administer first aid. 			
Lunch times	<ul style="list-style-type: none"> Hot dinners will be served and eaten in the school dining hall. Wrens and Herons will eat together between 12:00 and 12:30 with children from each class allocated to a certain area and tables within the dining hall. Martins and Peacocks will eat together between 12:30 and 1:00 with children from each class allocated to a certain area and tables within the dining hall. Martins and Peacocks packed lunches will be eaten in own classrooms or outside if the weather is suitable. If wet, children will remain in their classrooms throughout lunchtime play. 			
Collection at the end of the day (please can we ask that you park at Taylors Hill car park and walk up to school)	<ul style="list-style-type: none"> This will be at 3:15pm for all children. The top gate will be opened at 3:10pm and parents will be able to come onto the playground to wait in a designated class zone. A one-way system will be in operation through the school grounds to ensure parents can enter and leave quickly and safely with their child(ren) 			
Morning Club	<ul style="list-style-type: none"> Morning club will be available Mondays to Fridays from 8:00am. This will be held in the school hall and parents should take their child directly to the hall - <i>not via the main school building.</i> As there are no toilets in the hall, please ensure your child has been to the toilet before leaving home. It will be limited to 15 children, bookable on a first come, first served basis via ParentMail. We will not be able to accept children who are not booked in. The cost of morning club is £2.50 per child per session. 			
After School 4:30pm Club	<ul style="list-style-type: none"> 4:30pm club will be available Wednesdays and Thursdays until 4:30pm, commencing Wednesday 9th September 2020. This will be held in the school hall so that parents can collect their child directly from the hall. 			

	<ul style="list-style-type: none"> • This will be limited to 15 children and must be booked in advance via ParentMail. • We will not be able to accept children who are not booked in. • The cost of this after school club is £3.50 per child per session.
Collective Worship	<ul style="list-style-type: none"> • Collective worship will take place each day in own classrooms. • Weather permitting, we will have Friday Celebration Assembly outside altogether on the playground, with each class sitting in a designated area, at an appropriate distance from the other classes.

Other Important Information

Uniform	<ul style="list-style-type: none"> • All children should come to school in their school uniform and school shoes. • PE kits should be brought into school and children will change in school for PE. • Please ensure all items of uniform and PE kit are clearly named, including PE bags.
Other items	<ul style="list-style-type: none"> • Children should not bring into school any additional items. The only items that should come with them are: <ul style="list-style-type: none"> ▪ Packed lunch (clearly named). ▪ Water bottle (clearly named). ▪ Book bag (clearly named). ▪ Breaktime snack for children in Martins and Peacocks as <i>we will not be running the school tuck shop.</i> • Please ensure sun cream is applied before school, if needed. • Children will be able to bring in and take home school reading books, reading records and homework books. These will however need to be quarantined for 48 hours when they come back into school. Class teachers will advise you of how this will work in individual classes.
If a child or member of staff becomes ill in school/at home	<p><i>No children, staff or parents who are displaying symptoms (or has a member of their household displaying symptoms) of COVID-19 should attend school.</i></p> <ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a

	<p>test to see if they have coronavirus (COVID-19).</p> <ul style="list-style-type: none"> • While awaiting collection from school, the child will be moved to the Headteacher’s office, where they can be isolated behind a closed door, with appropriate adult supervision. Windows will be opened to increase ventilation in the room. • PPE (mask, gloves and apron) will be worn by any member of staff caring for the child, while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • Areas in the classroom where the child has been i.e. desk and surrounding area will be thoroughly cleaned. • Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. • If someone tests positive, they should follow the 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. • The classroom will be deep cleaned.
<p>Active Engagement with the NHS Track and Trace System</p>	<p>Anyone who displays symptoms should be tested and these can be booked online via the NHS website (below) or the NHS 119 phone number. https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing</p> <p>Essential workers have priority access to testing and these can be booked via the link below: https://www.gov.uk/apply-coronavirus-test-essential-workers</p> <p>School should be informed immediately once results have been received.</p> <p>Managing Confirmed Cases within the School Community Once the school is aware that a member of the community is being tested for COVID-19, we will contact all members of the relevant key stage bubble to make them aware. The school will advise that attendance at school for the rest of the bubble</p>

continues unless any other symptoms are displayed.

If the school is made aware that someone has tested positive for COVID-19, we will contact the local health protection team who will work with the school to guide them through the actions they need to take. Based on the advice from the health protection team, school will 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 means:

- direct close contacts - 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.

The school will maintain attendance records of pupils and staff within each group.

The school will not identify the name or details of anyone diagnosed with COVID-19 unless essential to protect others.

Outbreaks

If the school has two or more cases within a 14 day period, we will work with the local health protection team who will advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self isolate at home as a precautionary measure – perhaps the whole site or year group but this will only be considered on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their key stage bubble, then the whole school if necessary, in line with routine public health outbreak control practice.

Localised Lockdown	<p>Should a localised lockdown occur, we will resume our practice that was put in place from 23rd March 2020. School will therefore be open to vulnerable children and children of key workers only.</p> <ul style="list-style-type: none"> • Teachers will resume online learning for every child using Tapestry or Seesaw. • For those children unable to access online learning for whatever reason, hard copy work packs will be provided.
Attendance and Punctuality	<ul style="list-style-type: none"> • The government has indicated that it will seek to impose fines on parents who do not send their children to school. It is our belief that almost all parents will welcome the fact that their child is back in school and be reassured by the preventative measures that the school has taken. Where parental anxiety remains, the school will seek to work with the parent to introduce the child back to full-time education. Fines will only be used as a last resort where all other avenues have been exhausted. • Children arriving after 8:55am will have to enter via the school office and will be marked as late (L). If a child is absent from school, parents must follow the usual procedure by reporting on ParentMail or calling the school office by 9.15am. • Parents, if concerned, should discuss pupils with underlying health conditions with the school and provide guidance from their child’s medical specialist. • In regards to children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable, if parents have concerns, they should have a discussion with Mrs Cooper and an individual risk assessment will be completed if necessary.
Parents and other visitors to the school	<ul style="list-style-type: none"> • As a school, we pride ourselves on our relationship and open communication with parents, however, in light of the COVID-19 outbreak, we ask that parents do not access the school site unless invited. Please contact the school office via phone or email should you have a problem or a query. Mrs Cooper, or another member of staff will always be available at the school gate upon drop off and pick up, should you wish a socially distanced chat. • Seesaw or Tapestry will be used by teachers to communicate specific messages to individual parents or to give whole class information. In some cases teachers may contact parents via telephone as they will not be able to have face to face conversations with parents at the beginning or end of the school day. • With the exception of deliveries, there will no other

	<p>visitors to the school without a prior appointment.</p> <ul style="list-style-type: none"> • Where visitors are in school, in addition to the usual safeguarding measures, we will ensure social distancing is maintained.
Offsite visits/Events/clubs	<ul style="list-style-type: none"> • PE lessons will continue to take place at Chilham Sports Hall and we will be using the outside facilities there as much as possible and weather permitting. Equipment used in PE lessons will be cleaned between each group or left unused and out-of-reach for a period of 48 hours (72 hours for plastics). • Forest School will resume later in term 1 with more information following a further risk assessment. • No school events that involve large gatherings of children and parents will take place for the foreseeable future. • There will be no extra curricular after school clubs until further notice. This will be reviewed at the end of term 1 • Children may still go on school trips and the risk assessment will need to review the precautions that the venue and coach / transport company have taken to be 'COVID secure' in addition to normal checks.
Primary Assessments	<p>The government has announced that all primary assessments will take place in the 2020/21 academic year. This includes:</p> <ul style="list-style-type: none"> • The Phonics Screening Check for Year 1 • Key Stage 1 Tests and Teacher Assessment • The Year 4 Multiplication Tables Check • Key Stage 2 Tests and Teacher Assessment • The Kent Test has now been confirmed for 15th October