

Holy Trinity Church of England (VA) Primary School



Believe. Achieve. Inspire

SCHOOL AIMS

At Holy Trinity Church of England Primary School our aim is to be an inspirational place of learning where:

- we facilitate opportunities so every child can flourish in a place where they feel safe, **happy and confident**.
- staff **well-being** and professional development is valued and supported in order to fulfil their roles, inspire others and experience personal **fulfilment**.
- the school provides facilities that enables an **optimum learning environment**.
- the **school plays a central role within our community** and enjoys strong **links with the church, local companies and other schools**.
- we create a culture of vigilance to safeguard all children

School Re-opening Plan

1st June 2020

Information for Parents

Please read this information carefully

This document should be read in conjunction with:

1. Opening schools and Educational settings to pupils on June 1st: Guidance for parents and carers

<https://www.gov.uk/government/publications/closure-of-educationalsettings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

2. Actions for Education and Childcare settings to prepare for wider opening from 1st June 2020

<https://www.gov.uk/government/publications/actions-for-educational-andchildcare-settings-to-prepare-for-wider-opening-from-1-june-2020/actions-for-education-andchildcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

'I know that there is nothing better for people than to be happy and to do good while they live.' Ecclesiastes 3:12

GENERAL PRINCIPLES

School will begin re-opening from Monday 1st June 2020

Reopening the school according to the government guidelines requires a carefully planned process for our school community. Decisions have been made taking into consideration the health, safety and wellbeing of children and staff. We have also had to consider the staffing and space capacity so we can accommodate a potential full school return before the summer term end.

1. All families are expected to adhere to social distancing rules of 2 metres apart and follow government guidance to minimise the risk of contamination within our school community.
2. Every parent will be allocated an arrival time to ensure social distancing is upheld and congestion around the school is minimal. Only one parent is allowed to attend school on arrival or dismissal times in-line with Government guidelines.
3. The school will operate a phased return and will include a staggered start and end of day timetabled approach. This will mean a change to the school day and working hours.
4. Classes will be split into two groups of no more than 15 pupils. They will be grouped according to their house sporting teams (AIR and WATER, EARTH and FIRE) and will remain in that group throughout and until further government advice. This may mean the children will not necessarily be with their current class teacher for the remainder of the school year.
5. Children in Reception and year 6 will return to school part time (2 mornings), week commencing 1st June 2020.
6. Year 1 will return to school 2 mornings week commencing 8th June 2020 then 2 full days week commencing 15th June.
7. Children in other year groups will be introduced gradually from week commencing 15th June 2020 and in-line with government guidance and if safe to do so.
8. Children working at home will continue to access online learning until they are in school full-time. This means teachers are planning and teaching in school learning as well as providing online learning activities.
9. Teachers will not be expected to receive or mark work from home and will not set additional homework.
10. The office will be closed to parents and children. Communication will continue via class pages for teaching and learning queries and sharing. All other queries are to be via telephone or email directly to the office.
11. A register will be taken of all pupils who attend school in line with Department for Education requirements.

Scheduled timetable

Year Reception: Commencing 01 June 2020

WEEK 1 Reception	Arrival time	Finish time	School attendance	Allocated classroom	Adults	Other permitted location	School entrance & exit
EARTH	9.00	11.30	Monday	Reception class	Mrs Tomes	Forest school EYFS playground EYFS toilets	Church Road. Gate: welcome & sanitise Mrs Tomes/Miss Hing
FIRE	9.00	11.30	Tuesday		Mrs Free		
AIR	9.00	11.30	Thursday	Reception class	Mrs Tomes		
WATER	9.00	11.30	Friday		Miss Hing		
WEEK 2+ Reception	Arrival time	Finish time	School attendance	Allocated Classroom	Adults	Other permitted location	School entrance & exit
EARTH	9.00	2.45	Monday	Reception class	Mrs Tomes	Forest school EYFS playground	Church Road. Gate: welcome & sanitise Mrs Tomes/Miss Hing
FIRE	9.00	2.45	Tuesday		Mrs Free		
AIR	9.00	2.45	Thursday	Reception class	Mrs Tomes		
WATER	9.00	2.45	Friday		Mrs Free		

Year One: Commencing 08 June 2020

WEEK 2 Year 1	Arrival time	Finish time	School attendance	Allocated classroom	Adults	Other permitted location	School entrance & exit
EARTH	9.00	12.00	Monday	Year 1	Mrs Rhodes	KS1 toilet	Station Road. Gate: welcome & sanitise Mrs Reader/Mrs Jans
FIRE	9.00	12.00	Tuesday		Mrs Reader	Large playground	
AIR	9.00	12.00	Thursday	Year 1	Mrs Fargher	KS1 toilet	
WATER	9.00	12.00	Friday		Mrs Jans	Large playground	
WEEK 3+ Year 1	Arrival time	Finish time	School attendance		Adults	Other permitted location	School entrance & exit
EARTH	9.00	3.00	Monday	Year 1	Mrs Rhodes	KS1 toilet	Station Road. Gate: welcome & sanitise Mrs Reader/Mrs Jans
FIRE	9.00	3.00	Tuesday		Mrs Reader	Large playground	
AIR	9.00	3.00	Thursday	Year 1	Mrs Fargher	KS1 toilet	
WATER	9.00	3.00	Friday		Mrs Jans	Large playground	

Year Six: Commencing 01 June 2020

WEEK 1 Year 6	Arrival time	Finish time	School attendance	Allocated classroom	Adults	Other permitted location	School entrance & exit
EARTH	8.40	12.15	Monday	Year 6	Mrs Neale	Disabled toilet Field	Station Road. Greet & sanitise at gate. Mrs Marriner/Miss Lazar
FIRE	8.40	12.15	Tuesday		Mrs Marriner		
AIR	8.40	12.15	Thursday	Year 6	Mrs Neale		
WATER	8.40	12.15	Friday		Miss Lazar		
WEEK 2+ Year 6	Arrival time	Finish time	School attendance	Allocated classroom	Adults	Other permitted location	School entrance & exit
EARTH	8.40	3.10	Monday	Year 6	Mrs Neale	Disabled toilet Field	Station Road. Greet & sanitise at gate. Mrs Marriner/Miss Lazar
FIRE	8.40	3.10	Tuesday		Mrs Marriner		
AIR	8.40	3.10	Thursday	Year 6	Mrs Neale		
WATER	8.40	3.10	Friday		Miss Lazar		

Intended audience: Parents, Staff and Governors

'I know that there is nothing better for people than to be happy and to do good while they live.' Ecclesiastes 3:12

WEEK 1, 2 + 3	Arrival time	Finish time	School attendance	Allocated classroom	Adults (on a rota basis for these first 3 weeks)	Other permitted location	School entrance & exit
Key Worker Group	8.50	3.15	All week	Research Hub	Mrs G.O'Brien Mrs Barnes Miss Prince Miss Harding Miss Wallbanks Miss Cullen Miss Bohdjalian Miss Duncan Mrs Jeremiah Mrs Hunt Mrs Hunter Mrs O'Neill Mrs Puckett	Large Playground	Church Road. Greet & sanitise at main gate. (TA on duty)

Return to school frequently asked questions

Does my child have to return to school?

The short answer is no. Children who have been asked to shield or have underlying health conditions or are living with a shielded adult should definitely not attend school. Even if your child does not fit into that category, it is your choice as parents as to whether you feel it is safe for them to come back. Teaching staff will be phoning families of children that are not attending school. This will happen weekly, from 1st June. If you agree that your child(ren) are to return, they will be allocated a group (Class Bubble) and remain within the bubble. Attendance will be expected to remain as consistent as possible from thereon. If we are expecting your child in school for a session, the office will still follow our procedures to phone if they do not attend.

What if I change my mind about my child attending?

We have asked you all to indicate what your choice will **likely** be in terms of your child attending (if you are in Reception, Year 1 or Year 6). We understand that some of you are awaiting further scientific evidence, or the R rate to drop before considering sending your child in to school. We are more than happy to accommodate a change of mind but we do ask that you try to make this a consistent choice where possible.

Why hasn't my child been offered a full-time place?

The Staff and Governors at Holy Trinity school have looked at the guidance and risk mitigation that has been disseminated by the government and if we reopen from the 1st June, we will only be able to offer non-keyworker children a **part-time place**. We promised you we would put your child and the staff at the centre of our planning for return. As a nurturing school we know that transitions are important. We want your child to come back to school, after such a long absence, to their own classroom, a member of staff that knows them, that they know well and the comfort of the familiar. Although the set up will be slightly different, we will attempt to make it as smooth a return as possible. All our returning groups will have two adults (not the government suggested one adult) because we know that the children will need our support to transition back well and our staff will need to have the opportunity to have a break during the day whilst maintaining continuity for the children within their allocated groups.

Intended audience: Parents, Staff and Governors

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If I do not send my child back will the online learning continue?

Absolutely. The children will only be returning for a maximum of two days a week so they should continue with the online learning the remainder of the days. Online work for each year group will continue to be set and monitored by our teaching staff.

Why are the classes coming back in the order they are?

The Government want to prioritise the children that are at the first part of their educational journey and have asked Primary Schools to start with Reception, Year 1 and Year 6 children. The guidance has then stated that other year groups should be phased back in, when and where it is safe to do so, with the hope that most Holy Trinity classes will be back before the end of the summer term and in their Class Bubble.

How are the children going to be kept 2m apart?

We cannot guarantee that all the children will remain 2 metres apart. We will be gently reminding and educating children about social distancing. The guidance admits that early years and primary pupils cannot be expected to follow the social distancing rule of remaining two metres apart from each other. Therefore, schools should work through a "hierarchy of measures" that are:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

Public Health England states that if schools do this, then the "risk of transmission will be lowered". At Holy Trinity, children from year 1 to year 6 will be allocated their own work desk and resources, specific toilets and play areas to minimise contact with other groups and reduce risk.

How are we going to keep the risks as low as possible?

Avoiding contact with anyone with symptoms

To support the school community, we ask that all families and staff follow the government guidance and keep 2 metres apart and avoid regular socialising with different groups of people. The children will be in a bubble of up to 15 children who will remain within the bubble until government guidance suggests otherwise.

The advice remains the same as before and during the lockdown for both staff and children. Anyone with a high temperature or new persistent cough, or recent lack of sense of smell or taste should stay at home in self-isolation for 7 days; the rest of the family need to self-isolate for 14 days. If you have a thermometer at home, we recommend you use this daily to check your child's temperature before sending them to school. If we suspect your child has a temperature, we will test them at school. Children who start symptoms or feel unwell in school will immediately be isolated and parents asked to collect them. **Possible symptoms of Coronavirus may be updated. Please check here for all recent advice:** <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

Frequent hand cleaning and good respiratory hygiene practices

Children will be welcomed into school by staff who will ask them to sanitise before entering the school building. Reception, Year 1 and Year 6 will have their own toilets and handwashing facilities that are just for their group. We will continue to encourage them to wash their hands regularly and properly as we did before the lockdown. When we start to have other year groups back in, we will be designating specific toilets and hand basins for each group who do not have these in their classrooms. Each classroom will also have sanitiser and tissues.

Drop off and pick up

There will be allocated drop off and pick up times and gates for each group; parents are asked not to arrive before these times and not to enter the school premises to drop off and pick up. Sadly, we would ask you not to use it as an opportunity for mixing and socialising at this time. Only one adult per family will be allowed to queue at the school gates and we ask that you then leave immediately, taking into consideration local residents and government guidance for social distancing. We ask that you leave other siblings at home whilst you drop off/collect if at all possible.

Before and After School club

There will be no before and after school club in the Summer Term for the non-keyworker children returning to school to prevent mixing.

Will my child be with their friends?

Across the school, Class Bubbles have been organised in sporting teams (Air + Water, Earth + Fire) in order to accommodate family logistics.

This means they will be with members of their class who they have been working with before lockdown.

Will they be coming back in uniform?

We would like the children to return to school in uniform although we totally understand that this may be difficult to manage if they have grown substantially! We would request that the children wear as much uniform as they have and they **MUST** have sensible closed toe shoes and **NO LACE UPS** for younger children as staff will not be able to help the children tie them; we cannot have sandals in school. If you wish, your child can wear their trainers rather than school shoes as they will be accessing the field. Again, no lace up trainers for younger children please. We have a range of jumpers and spare clothing at school so do ask if you are stuck. Reception class are not expected to return in uniform as they will be spending a considerable amount of time in Forest School and outdoor learning. Mrs Tomes will provide further guidance on suggested clothing for Reception Class.

Should my child wear a face mask?

It is your choice. Some staff will be wearing face masks, again it is personal choice. The government has not stipulated that pupils or staff must wear any PPE. If you do choose that your child is going to wear a face mask it is imperative that you teach them how to wear it properly (i.e. covering nose and mouth at all times). They also need to be taught that they cannot touch their mask at all – this completely voids its protection properties. Obviously, they cannot share their mask and cannot wear a disposable mask more than once.

What should they bring with them?

To reduce the risk of contamination children should keep bags, PE kits and sporting equipment at home. On the first day we ask for a water bottle, resource pack (see letter from teacher), a snack (no nuts) and Year 6 may bring their mobile phone if necessary. We will provide the children with a clear bag to store resources on their desk. These resource packs will remain in school with only the mobile phone going home at the end of the day. After day one they may bring in a snack to put in their bag for break time (no crisps, sweets or chocolate).

Children are welcome to bring in their own sanitiser if they wish that will remain in school in their resource pack.

What will happen regarding lunches?

There will be no hot lunches; children will be provided with a packed lunch from 8 June 2020 that will have been made by Wilson Jones. Children will **NOT** be allowed to bring in their own packed lunch, again to reduce cross contamination of it going back and

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forward. Reception, Year 1 and Year 2 will fall under the government universal free school contract and therefore will not be charged. For all pupils in KS2 (Year 3 - Year 6) there is a charge which is payable through the school payment system. The charge for 2 meals per week is £4.80. This is payable via ParentPay in advance. Please contact Mrs Poulter in the school office for queries regarding this. If you receive Free School Meals this will continue as well as the voucher scheme we have been providing for you since school closure.

Will siblings of Reception, Year1 and Year 6 pupils be able to attend school?

They will not be invited in yet. When we feel ready as a school with all measures in place, we will begin to invite other classes in. This will be dependent on staffing levels and room space to accommodate more pupils.

I am a key worker. What happens?

If you are a Key Worker and are requiring a school place for your child (no matter which year group they are in) then please contact the school office via email. We will be continuing to provide provision for Key Worker children. They will be expected to come to school in uniform and will be taught their year group curriculum from work set by their class teacher; however it is unlikely that it will be their own class teacher that is teaching them. They will be able to attend school from 8.50 to 3.15pm (no late/early drop offs or pick-ups as we have to manage movement around the site very carefully). If your child is attending the Key Worker group, they will **not be able to switch to their Class Bubble at any time**. We will be asking you to commit to either the Key Worker group or the Class Bubble group. This is to avoid cross-contamination between groups and rooms whilst at the same time providing education and care for your child.

What will my child be learning if they attend their Class Bubble?

Your child will be taught English and mathematics from their year groups summer term curriculum. In addition, their teachers will plan PSHE and some topic work.

What will my child be learning if they don't attend school?

The class teachers will continue to provide suggested activities for the class. They will also provide, via the class webpage, the English and mathematics work that will be taking place in the Class Bubble.

Where will my child have lunch?

The children will have lunch in their classroom or outside on a rota basis and weather dependent.

Will there be any other after school/ before school/ lunchtime clubs?

No, we will not be inviting any other providers on to the site at any time.

Will the children have playtimes?

Yes, playtimes will be planned in for each Class Bubble and the Key Worker Group. They will be timetabled carefully to avoid any mixing of Bubbles. Unfortunately, there will not be any play equipment available at this time (including the Adventure Playground) to avoid children sharing resources.

What will happen to the events that were planned to take place this term (Sports Day, educational trips etc)?

Unfortunately, all these events are likely to be cancelled. We have not had definite directives on these yet. Please check the school calendar on the website and on the newsletter for the latest information. In all honesty, it is highly unlikely that they will be permitted to go ahead.

My child is not in Reception, Year 1 or Year 6. Are they likely to return to school before September?

Government guidance currently suggests that other year groups may be able to return gradually before the end of term. This is dependent on the national and local situation in regard to Covid-19. As stated by the Local Authority:

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Schools will develop individual plans based on a shared risk assessment which considers the most up to date national guidance alongside their specific circumstances.

We would sincerely love to be able to invite all classes back before September; however, we need to be entirely satisfied that our risk assessments enable us to do so with staffing levels and adhering to the health and safety guidance in place. We will, of course, keep you informed of developments and decisions to invite more children in, in a timely and safe manner.

All children in Year 2, Year 3, Year 4H, Year 4W and Year 5 will be receiving weekly phone calls from their class teacher during this first phase of re-opening. We are aware of the desire of some parents for these teachers to be providing on-line lessons. We will continue to follow RBWM guidance and therefore will continue with the setting of activities and learning on Class Pages. This will not involve online teaching from our teachers.

Which entrance do I use if I have more than one child attending their Class Bubble?

Please queue to come in the main gate on Station Road. We will welcome the children into the playground and ensure they get to their classrooms safely (after sanitising their hands!).

Where should I collect my child from?

Please collect your child from the specified gate. Please queue 2m apart and one of the staff members from your child's 'Bubble' will send them to you when you're at the front of the queue. Please then leave without staying to chat with other parents.