



Boorley Park School

# Boorley Park Primary School



## Guidance for Year R September 2020





July 2020

Dear parents,

Please find within this booklet all the guidance we can currently give you for September 2020.

The school has run very successfully for the Summer Term with almost all of our children back at school with us. Everything in this guidance is based on something we have used this term and we have kept the children safe, while ensuring that they enjoy their time at school with us. It is a real challenge to get the balance between safety, education and wellbeing right but feedback from staff, parents and pupils this term has been how well our plans have worked and how much the children have enjoyed coming to school.

Everything in this guidance is still draft – the summer holidays may bring unforeseen changes and we have been informed that the government are reviewing the guidance they have provided us with in mid-August. Some of our plans may have to change before September as a result of this update. If this is the case, we will ensure that you have up-to-date information given to you at your 1:1 meeting with the teacher in September.

If you would like to read the full government guidance yourself, it is available at the following website:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Our full risk assessment will also be on our school website in September. This is reviewed regularly based on our observations, assessments of how things are working and any updated government guidance.

Our staff will be taking a well-deserved break over the summer holidays but we will send you updates and any other information at the start of September. You will also receive an email link to our google form to pre-order your child's school dinners at the end of August.

We wish you all a wonderful summer and look forward to you joining us at Boorley Park in September.

Kind regards,

*Tamsin Sillars*

Mrs T Sillars  
Headteacher

## **Class Organisation**

Year R has two classes – Ladybird and Butterfly Class. We will be treating them as one whole year-group 'bubble' to enable the children to have free-flow across both classrooms and use the whole outside area.

We believe that this is the best way to keep the children safe and ensure that their education does not suffer from having limited space or restricted access to resources.

Their year group 'bubble' will be kept distanced from our Year 1 children at lunchtime.

Year R will have their own set of toilets in the cloakroom between their classrooms. There will be clearly identified toilet cubicles for each class to use.

Their cloakroom is between the two classrooms.

The children will predominantly be taught by their own class teacher and one learning support assistant. Adult led activities, focus jobs, phonics, maths and story-time will all take place in their own classroom with their own teacher. Any intervention or small group work will also take place with their class teacher.

The only time the two classes will mix will be during 'independent learning time' when the children will have access to both classrooms and the outside area. Children will wash their hands before and after these sessions. Staff will carefully monitor the number of children in each area to try to maintain a good balance of the size of groups in each area.



### **From the Government Guidance:**

#### **How to group children**

*Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. They have been used in schools in the summer term in recognition that children, and especially the youngest children, cannot socially distance from staff or from each other and this provides an additional protective measure. Maintaining distinct groups or 'bubbles' that do not mix makes 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.*

*However, the use of small groups restricts the normal operation of schools and presents both educational and logistical challenges, including the cleaning and use of shared spaces, such as playgrounds, boarding houses, dining halls, and toilets, and the provision of specialist teaching. This is the case in both primary and secondary schools.*

*In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.*

## Curriculum and Routines

As the children start school in September, our focus will be on settling them into school routines and the expectations for them as they begin their learning with us.

The teaching will follow the strong principles of the Early Years Foundation Stage with short, focused tasks on phonics, English and Maths, and then periods of independent learning time linked to their topic. You will receive an overview each time a topic changes with detail of the skills and knowledge the children are working on.



We have a strong focus on personal, social and emotional development and wellbeing and will maintain this throughout the year. We follow the 'Jigsaw' programme of personal, social and health education (PSHE) which has a focus on mindfulness and wellbeing. More details on this will be sent to you in the Autumn term.

We have received information on the children from most pre-schools but during the first half of the Autumn term we will carry out a 'baseline' of the children to identify what they can already do and to give us a clear idea of what their next steps are. We do this every September so it is no different to our normal routines. The assessments are carried out through small group games with adults and through observations – the children have no idea that they are being assessed and enjoy their games and play!

Year R have their large learning space outside and this will be available for them to use in all weathers.

## Lunchtimes

Lunchtimes will be staggered for the children. Year R will start to go for lunch at 11:45am, with Year 1 coming later at 12pm. Year R will sit in the hall, and Year 1 will sit in the studio.

The children will be spaced around more tables than usual in the hall to increase the distance between them, but they will still sit with their peers and not be isolated. Each bubble will have their own bins and plate cleaning spaces.

The week before term starts, you will receive an email from us with a google form to pre-order your child's lunches. We keep a copy of this order in the classroom to ensure that each child gets their chosen lunch but a copy of the order is also sent to your email address.



The playground will be 'zoned' with a space for Year 1 and a space for Year R. While the weather remains good, we will also make use of the field to keep the children apart. Each year group will have their own set of toys to play with.

## **School Drop Off and Pick Up.**

School will be open full time to all pupils Monday – Friday.

To help to support social distancing, and to reduce the number of people on site we will continue to stagger drop off and pick up times. Please stick to these times to help us to keep the children safe.

Group A – should arrive at 8:45am and be picked up at 3pm

Group B – should arrive at 8:50am and be picked up at 3:05pm

Group C – should arrive at 8:55am and be picked up at 3:10pm

Group D – should arrive at 9am and be picked up at 3:15pm

Punctuality is essential – please ensure that you are on time for your drop off and pick up. If children are more than 5 minutes late for their specified drop off time, they will be marked as 'late' in the register.

### **Route into school for Year R pupils:**

- Please come through the main double green gates and up the path towards reception.
- On the right there is a set of wooden gates. Go through here and then through the second set of gates. Ladybird class is the first class, Butterfly class is the second class.

We trust you all as adults to observe sensible social distancing from each other. Please wait if you can see it is busy and do not crowd in any area. This system has worked very well this year and we do not want to have to implement one-way systems or spots for people to stand on while they wait.

We know starting school can be an anxious time for everyone but for safety, we cannot allow parents and siblings inside the classrooms– please leave your child at the classroom door with their teacher. This is the only way we can keep everyone safe. Please feel reassured - we are very experienced at settling the children into their class.

When collecting children from school, we will open the wooden gates to the EY outside area. Please wait outside your child's classroom at an appropriate social distance from each other and away from the doors. Teachers will bring the children out to you.

If you have a question, you are welcome to come into reception to speak to us. Please observe social distancing. You can also email or phone us.

We ask that you use your common sense and apply the 2m social distancing rule at all times – if you can see it is busy, please wait. When moving around our site, please keep 2m from others, stepping back or waiting if necessary.

Please keep all siblings under control and with you (preferably holding your hand or in a buggy) while they are on our site.

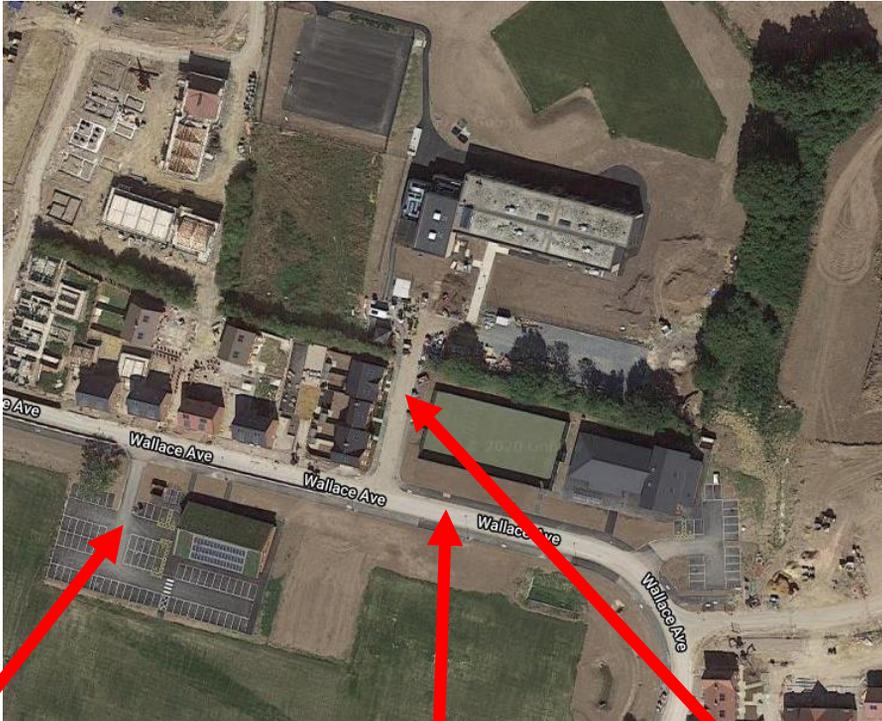
If your child is particularly upset in the morning, please bring them straight into reception. This way we can avoid any congestion at the classroom doors.

## Car Parking

Our car park is for staff only. It will be locked during the day as there are now too many parents to allow safe access.

Please park in the sports centre car park across the road and walk up to the school.

Please **do not** park on Nairn Road (the short road up to school) as this is not safe for the children – there were a number of ‘near misses’ this year with cars turning at the top of the road. The only cars that should be parked on this road are those of the residents who live in the houses there.



Sports centre car park for safe parking.

If you choose to park on Wallace Avenue, please be aware that it is a busy road at drop off and pick up times. Please keep your children in sight at all times.

Please do not park on this road or the hammerhead at the entrance to the school – it is not safe and cars turning on this road causes a huge risk to parents and children.

We have been told that once the road is adopted, there will be double yellow lines along this road.

## **What to bring to school:**

Children should bring their PE kit to school. This will stay on their peg for the whole half term and be sent home at the end of term.

They do also need to bring a full change of clothes (including underwear and socks to change into if they have an accident, get wet or dirty).

Wellies and waterproofs will also be needed. Please send these in at the start of September and we will keep them safe in school for the whole year.

Children should bring their water bottle into the classroom each day and it will be sent home with them every evening. Please ensure that this is named.

Children can bring a book bag to school but please do not send rucksacks or larger bags as there is not space in the cloakroom for these. Please ensure you check their bookbag each day to limit what is coming into school – there should only be reading books and work from school.

If it is sunny, children should bring a hat to school each day. Please ensure your child is covered in sun cream before they come to school if the forecast is good. We will keep them in the shade as much as possible during the day. We cannot apply sun cream in school so please do not send bottles of sun cream in.

As the weather gets colder, or wetter, please ensure that the children come to school in appropriate clothing (coats, hats, gloves etc).

## **Uniform**

From September we do ask that all children are in their full school uniform. Please can you ensure that all uniform is named (underwear, shoes and socks are the most frequently found items that we cannot reunite with children as they are not named!)

- Shoes need to be 'school shoes' and not trainers. Boots and sandals are not suitable for school.
- Trousers should be grey tailored school trousers and not leggings or tracksuit trousers.
- Hair should be tied up with a hair bobble, plain hairband and grips/clips if needed. Please, no large bows or overly decorative hair bands.
- No jewellery. Children can wear a watch but no smart watches please.
- If it is warm enough, summer uniform can continue to be worn through the Autumn term.
- As the weather turns, please ensure coats are warm and waterproof.
- Only the school jumper needs to have a logo. All t-shirts can be plain.



## Acorns

Acorns before and after school club will start for Year R children from 14<sup>th</sup> September.



They will be based in the Food Science room, which is next to Ladybird class at the front of the building (the classroom between the two sets of wooden gates). This will be the drop off and pick up point for Acorns.

Attendance at Acorns will mean that your child from Ladybird or Butterfly class will come into contact with pupils from Year 1.

However, to limit the risks we have put the following procedures in place:

- Pupils will be asked to wash their hands as soon as they arrive at the club.
- Frequent hand washing throughout the morning and afternoon session will be encouraged following the same routines as in school.
- When pupils eat, they will sit at separate tables with a Year R and Year 1 table well apart.
- Separate activities will be set up for the children and they will be encouraged to stay within their own year group as much as possible. We can set up duplicate activities so both year groups can be doing the same thing but spaced apart.
- Social distancing between year groups will be encouraged – we will explain regularly to the children why it is important they stay apart from children in other Year groups.
- The hall and outside areas will be used as much as possible to allow for greater spacing between groups and individuals.
- Resources will be separated for year groups (e.g. Year R pencils; games assigned to Year R for that week). Resources will be swapped each week and disinfected between groups using them.

We will be following the government guidance for Out-of-School Settings for the running of Acorns:

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

The most important thing we can do to keep everyone safe is ensure everyone understands the importance of good hygiene. We will be reinforcing regularly the importance of washing hands, 'catch it, bin it, kill it' and helping children to understand how germs spread.

### **Hygiene**

- All children will wash their hands on arrival at school.
- Children will also wash their hands: when changing activity (e.g. coming from outside to inside), before and after eating, after using the toilet and before coming home.
- We have purchased a new, milder soap that should not dry their hands out.

### **Social Distancing**

We know that children of 4 and 5 years old will not understand or be able to follow the 2m social distancing guidance. We will however explain the principles to the children to help them to understand why this is important and wherever possible we will encourage them to follow a 2m rule. When sitting on the carpet or sitting at a table for activities such as focus jobs and colouring, we will space the children out to an increased distance apart.

### **Cleaning**

Frequently touched surfaces such as desks, door handles, taps, toilet flushes and chairs will be cleaned regularly throughout the day and thoroughly every evening.

Children will have their own sets of resources (e.g. coloured pencils, whiteboards, pens etc) that are for their use only. They will have a tray in the classroom to keep these resources in and will be taught to only touch their stationery. Any shared items (e.g. scissors) will be regularly cleaned. Shared resources – e.g. building blocks – will be cleaned every day.

Each class will have their own set of toilets to use and the number of children in the space at any one time will be limited.

### **PPE and First Aid**

Children must not wear face masks or gloves to school – the government has deemed it unsafe for children to wear them to school.

We have been advised that staff in schools do not need to wear PPE. An exception to this will be if a child displays symptoms of coronavirus, when the member of staff that stays with them while waiting to be collected will wear appropriate PPE – we will of course explain to the child why we are doing this and make sure they are comfortable.

If a child has a toilet accident or is sick, the adult helping them may also wear PPE to ensure they are safe from any transfer of body fluids.

Minor cuts and scratches will be dealt with in class by the staff supervising that group. Adults will wear gloves and all medical waste will be disposed of in sealed medical waste bags. Any more serious accidents will be dealt with by the school office following our normal first aid procedures.

**The information below comes from the government guidance:**

### **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

Ensuring that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it.

If anyone in the school becomes unwell with a new, continuous 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 '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 7 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive (see below) or they have been requested to do so by NHS Test and Trace.

Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19).

### **Engage with the NHS Test and Trace process**

Schools must ensure they understand the NHS Test and Trace process. Schools must ensure that staff members and parents/carers understand that they will need to be ready and willing to:

- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, all schools will be provided with a small number of home testing kits that they can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.

Schools should ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#) and must continue to self-isolate for at least 7 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 7-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.

### **Manage confirmed cases of coronavirus (COVID-19) amongst the school community**

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools 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 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

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#). They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following [‘stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection’](#)