



## **BECOMING REFLECTIVE, INDEPENDENT & ASPIRATIONAL LEARNERS FOR LIFE**

Tuesday 17<sup>th</sup> May 2020

Dear Parents/Carers

### **RE: Proposal for 22nd June: Coronavirus Gradual Reopening of School for additional year groups - Contingency Plan**

Last night the Governing Board met to review the provision that we are currently offering. The DFE guidance has stated that provision must be allocated on a priority basis: firstly, Key workers; then EYFS; followed by Yr1 and finally Yr6. We are really pleased that we have managed to achieve this aim due to the number of our key worker children remaining below 15. Once this rises above 15 we will not be able to offer any additional provision for children. I would like to thank you all for not abusing the key worker provision as it has enabled the school to offer provision for all the key groups stipulated by the DFE.

The Governing Board and I are also in agreement that it is important to try and offer provision to all the other year groups. We have decided that if the key worker numbers remain low we have the capacity to offer additional provision. This will be an opportunity for the children to reconnect with their friends and the school. The experience will be mainly based around the children's well-being and an opportunity to experience the 'new normal' in school, dealing with any anxieties they might have towards September. In addition, it will be an opportunity for the children to meet their new teachers when returning in September and to share their lockdown experiences.

**Year 2** will be invited back week commencing **22<sup>nd</sup> June to 25<sup>th</sup> June**. They will be greeted by Miss Holden and then introduced to their new teacher Miss Rudge. Mrs Apew will continue to be the teaching assistant.

**Year 3** will be invited back week commencing **29<sup>th</sup> June to 2<sup>nd</sup> July**. They will be greeted by Mrs Crampton and then introduced to their new teacher Miss Rudge. Mrs Apew will continue to be the teaching assistant.

**Year 4** will be invited back week commencing **6<sup>th</sup> July to 9<sup>th</sup> July**. They will be greeted and taught by Mrs Crampton.

**Year 5** will be invited back week commencing **13<sup>th</sup> July to 16<sup>th</sup> July**. They will be greeted and taught by Mrs Crampton.

**Please be aware that is provision can be cancelled at any time due to:**

- Large numbers of key worker children (above 15)
- Staff illness

#### **Aims:**

- All children, staff, families and visitors to be kept safe
- Children not attending school to continue home learning through work provided and on-line resources

- Support to be given to all families where needed; community to be kept connected and well-being a priority
- All children will be kept in zones so that they do not mix with other classes
- **Social distancing will be encouraged at all times but cannot be guaranteed.**

### Attendance – Children

(Attendance is **not compulsory** but we will expect a full time **commitment** within the decision that parents make. Parents have the right to change their minds and we will support this but again this will be a commitment.)

Pupils in the permitted groups should attend unless they feel unwell – if a child has any of the following symptoms they should remain at home for 14 days, along with all of the household:

- A new, continuous cough and/or
- A temperature
- A loss of, or change in, your normal sense of taste or smell (anosmia)

**Please inform the school office of any illness.**

### Minimising Risk (see Risk Assessment)

	<b>Actions</b>
<b>Hand Hygiene</b>	<ul style="list-style-type: none"> <li>• Good hand hygiene is expected</li> <li>• Ensure all children and staff (including lunchtime staff) to wash hands upon arrival at school, before eating, after playtimes and before leaving the premises at the end of the school day</li> <li>• Sinks, bowls in the classroom and hand basins will be used for handwashing</li> <li>• Clean hands between activities – e.g. before/after handling equipment, including pencils and pens</li> <li>• Hand wash to be available</li> <li>• Children will be allowed to bring in their own moisturiser if they chose to do so</li> </ul>
<b>What to do if someone develops symptoms of (COVID -19) whilst at school</b>	<ul style="list-style-type: none"> <li>• Please refer to attached link <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19#what-to-do-if-someone-develops-symptoms-of-coronavirus-covid-19-while-at-an-educational-setting</a></li> <li>• Isolation room – Upstairs room opposite mezzanine</li> </ul>
<b>Minimise mixing between groups</b>	<ul style="list-style-type: none"> <li>• No assemblies</li> <li>• No church</li> <li>• No after school clubs</li> <li>• Each class to have their own first aid bag with trained first aider</li> <li>• Stagger start and end of day:</li> <li>• Strictly no parents in school; parents to wait beyond school gates. When parents are dropping off and picking up, they must adhere to the social distancing rules set out by the DFE.</li> <li>• If parents need to speak with a member of staff, please speak with the member of staff on duty in the playground from behind the gates. Alternatively, email or phone the school office.</li> </ul>

	<p><b><u>Start of the day</u></b></p> <ul style="list-style-type: none"> <li>• <b>Parents are asked to follow the DFE guidance on social distancing when dropping off and picking up their child/ren.</b></li> <li>• <b>Y6 8:45am</b> If travelling by car, parents to drop children off and go Y6 to use Belted Galloway double doors at all times to access and exit the building. A member of staff will greet children at the gate.</li> <li>• <b>Key Workers children 8:45am</b> Key Workers children to use front door (opposite office) to access and exit the building. A member of staff will greet children at the gate.</li> <li>• <b>Y2,3,4,5 8:50am</b> Children to use front door entrance opposite the office door. A member of staff will greet children at the gate.</li> <li>• <b>Y1 9:00am</b> Y1 to use normal KS1 entrance to access and exit the building. A member of staff will greet children at the gate.</li> <li>• <b>EYFS 9:10am</b> EYFS to use Dexter class side door which goes straight into the classroom, to access and exit the building. A member of staff will greet children at the gate.</li> <li>• Children that are late will be asked to wait until they are told it is safe to enter the building.</li> <li>• Parents that are late to pick up – Parents will have to wait until 3:20pm where children will sit and wait in their class to be collected.</li> </ul> <p><b><u>End of the day</u></b></p> <ul style="list-style-type: none"> <li>• <b>Parents are asked to follow the DFE guidance on social distancing when dropping off and picking up their child/ren</b></li> <li>• <b>Y2,3,4,5 – 2:50pm</b> A member of staff will bring children to the gate</li> <li>• <b>EYFS - 2:55pm</b> A member of staff will bring children to the gates</li> <li>• <b>Y1 - 3:05 pm</b> A member of staff will bring children to the gates</li> <li>• <b>Y6 + key worker's children 3:15</b> A member of staff will bring children to the gates Key workers: To sign their children out of school</li> </ul>
<b>Lunchtimes</b>	<p><b>Staggered lunchtimes –</b></p> <ul style="list-style-type: none"> <li>• Rota to be confirmed, depending on numbers</li> </ul>

	<ul style="list-style-type: none"> <li>• Children to have shorter play due to the staggered lunchtime however an afternoon break will be incorporated</li> <li>• Children having sandwiches are requested to use a plastic lunchbox or a paper bag that can be thrown away</li> <li>• Tables and chairs to be thoroughly cleaned by lunchtime staff</li> <li>• Lunchtime staff refer to rota for timings (TBC when numbers have been established)</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Year 6 and key workers to use disabled toilet</li> <li>• The other classes - two children in each toilet block at once</li> <li>• Children use the toilet board to indicate how many people are using the toilets</li> <li>• Children to wash hands in the wash basins and also when they return to class</li> <li>• Children encouraged to use toilets during their break times etc.</li> </ul>
<b>Playtimes</b>	<p><b>Staggered playtime</b></p> <ul style="list-style-type: none"> <li>• All playtimes will be supervised by class teacher or TA.</li> <li>• Children will be reminded how to play safe with each other.</li> <li>• Social distancing will be encouraged but <b>cannot be guaranteed</b>. For example: If a child falls over, a member of staff will support that individual. If there is contact, parents will be notified by Mrs Russell</li> <li>• Children will be given a range of games that they can access which takes into consideration social distancing.</li> <li>• Yr6 in KS2 Playground (11am)</li> <li>• Key worker children in KS2 Playground (10:45)</li> <li>• Yr.2,3,4,5 in KS2 Playground (10:30)</li> <li>• Yr. 1 in KS1 playground (10:15)</li> <li>• EYFS in KS1 Playground (Break when needed however being mindful of the above times)</li> <li>• Equipment will be placed in bags and will be assigned to the different classes. This equipment will remain with these classes.</li> </ul>
<b>Cleaning</b>	<ul style="list-style-type: none"> <li>• Focus on cleaning toilet areas and hand touch points: desks, door handles, door touch plates, bannisters, hand rails, taps and light switches – including throughout the school day. (Every hour)</li> <li>• Full clean at the end of every day</li> <li>• <b>Uniforms and PE kits to be worn</b> DFE suggest that washing clothes regularly is good practice. If clothes aren't ready for the school day, sensible non-uniform can be worn for a day</li> <li>• Air flow / airing rooms – frequent opening of windows and doors</li> <li>• A deeper clean on Friday</li> </ul>
<b>Classes</b>	<p><b>The same members of staff to work with the same classes where possible.</b></p> <ul style="list-style-type: none"> <li>• <b>EYFS</b> – Mr Penn with Mrs Smith or Mrs Lury</li> <li>• <b>Y1</b> – Mrs Holden and Mrs Norris</li> <li>• <b>Y6</b> – Mr Beech and Mrs Stevens</li> <li>• <b>Y2</b> – Miss Rudge and Mrs Apew</li> <li>• <b>Y3</b> – Miss Rudge and Mrs Apew</li> <li>• <b>Y4</b> – Mrs Crampton</li> <li>• <b>Y5</b> – Mrs Crampton</li> <li>• <b>Key worker's children</b> – Mrs Crampton (Mon to Wed) Mrs Apew Mr Marsland</li> <li>• <b>Mrs Atherton</b> – Whole school support</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Mrs Cross and Mrs Gravestock</b> – Dinners / Breakfast / After School Club</li> <li>• <b>Friday closed</b> – only key workers' children</li> <li>• PPA Day and deep clean</li> <li>• Each child will sit in the same place throughout the day and week</li> <li>• Each child will have their own tray with their own resources that they will use throughout the week. Children will not be encouraged to share resources</li> <li>• All children to put their coats on the back of their chairs</li> <li>• No cloakrooms to be used</li> <li>• Children to bring water bottles to school and take home every day for cleaning</li> </ul>
<b>Staffroom</b>	<ul style="list-style-type: none"> <li>• Chairs organised for 2m distancing</li> <li>• Staff to use staffroom at different times</li> <li>• Staff to wash surfaces after use and wash hands</li> <li>• Keep windows / doors open frequently</li> <li>• Staff room to be located in the library</li> </ul>
<b>Breakfast Club /</b>  <b>After school provision</b>	<ul style="list-style-type: none"> <li>• A paid breakfast club will be available to all key worker children (7:45am till opening)</li> <li>• After school provision will be available until 5pm for all key worker children</li> <li>• Provision will be set out in the hall. Children only to access the hall during this period of time. Children to watch a video, read, play board games, complete colouring etc.</li> </ul>
<b>Teachers and expectations</b>  <b>Re-establishing routines and expectations</b>	<p><b>Curriculum expectations:</b></p> <ul style="list-style-type: none"> <li>• Year 6 will focus on transition, RSE and building on the academic/social skills required for Yr7</li> <li>• EYFS will focus on returning back to school routine, phonics, reading, maths and more importantly play focusing upon personal, social and emotional development</li> <li>• EYFS to focus on language skills by telling stories, singing, phonics using whiteboards and using small world play</li> <li>• Year 1 will revise their phonics, consolidate areas in reading, writing and maths and develop the children socially - getting them back into school life</li> <li>• Year 2,3,4,5 will revise any learning during lockdown but more importantly, reconnect with school, friends and the environment</li> <li>• Teachers will establish clear daily timetable as routines make children feel secure</li> <li>• Focus will be on assessing children's wellbeing and creating a healthy environment to enable children to be ready for learning</li> <li>• Teachers to be encouraged to use the topic web approach to learning so this can be shared with the other year groups</li> <li>• No books to go home to be marked</li> <li>• Curriculum will depend on children's needs.</li> <li>• Teachers to talk openly with children about lockdown</li> <li>• No reading books to go home</li> <li>• No book bags in school.</li> <li>• <b>Children will only need a water bottle and a packed lunch if they are not choosing to have a dinner</b></li> </ul>
<b>Wellbeing of all stakeholders</b>	<ul style="list-style-type: none"> <li>• Support children and their families where it is needed. Some families will struggle with getting back into the swing of things as will the staff</li> <li>• Recognise that both children and staff will feel tired in the afternoons</li> <li>• Children will have established different eating patterns – snack times may need to be introduced therefore <b>children are allowed to bring an extra healthy snack</b> if they wish</li> <li>• All staff must put emphasis on the school being a safe environment and that our pupils are loved and cared for</li> </ul>

	<ul style="list-style-type: none"> <li>• Staff will need to prepare for children to have anxieties about returning to school and not having some friends back with them</li> <li>• Staff need to communicate with parents as appropriate, if children are struggling</li> <li>• Continued support of families / children that have chosen not to return to school and the families of other year groups not yet allocated for return</li> <li>• Actions need to be evaluated and reviewed regularly</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• SENCO to evaluate the needs of SEN children</li> <li>• Staff will be vigilant in regard to how the current situation has an affect children's wellbeing and mental health</li> </ul>

You must adhere to the guidance above so please read through carefully. When you send your child into school they will be asked to wash their hands before entering the building and only to bring a water bottle, snack and a packed lunch if not ordering a dinner. In addition, any EYFS, year 1 or Year 6 who have not taken their place by Thursday 18<sup>th</sup> June could forfeit this until 16<sup>th</sup> July as it could be given to another child enabling school to provide this extra provision for the other pupils.

It is paramount that we stick to all the risk assessments and plans to ensure the safety of staff and pupils so it is vital that you read the guidance before sending your child into school. If you have any questions, please email [admin@amberley.gloucs.sch.uk](mailto:admin@amberley.gloucs.sch.uk). All documents, school menus, road maps etc. are on the school website.

It will be lovely to see you again in school and even better to catch up with both children and parents. I understand that your child might be nervous on their first day back however we will be in the playground to greet them in the morning. Thank you to all the staff of Amberley and Governing Board for going above and beyond for all our pupils.

I would like to take this opportunity to welcome and congratulate Miss Rudge on her appointment to Amberley School. From September 2020, Mrs Penn and Mrs Crampton will be teaching Dexter class, Miss Holden will continue to teach Hereford class and Miss Rudge will teach in Friesian class with Mr Beech teaching in Belted Galloway.

Kind regards,

Miss S Cale and Dr Holmes and the Governing Board