



Monday 13th July 2020

Dear Parents and Carers,

Re. Preparing for the FULL re-opening of schools from September

It is an absolute pleasure to announce that we will be re-opening Worplesdon to all children in September. With the exception of our new reception children who will have a staggered start as usual, children in years 1 to 6 will return on Thursday 3rd September. I cannot thank you enough for your patience, support and understanding over the last four months.

The purpose of this letter is to:

1. Explain what we are trying to achieve, in line with the government's directive
2. Give an overview of the risk assessment we have carried out
3. Provide you with the detail around the implementation of the risk assessment
4. Explain our next steps

What are we trying to achieve?

On 2nd July, the Prime Minister stated: "It is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term". We are aiming to achieve this for all pupils including those children needing to access our extended day provision (Early Birds and Night Owls).

How has the risk assessment been carried out?

The risk assessment has been carried out following guidance and best practice issued by the Department for Education, and the Local Authority. In addition, we have listened to the views of the scientific community, unions and education professional bodies such as the National Governance Association. At the heart of our risk assessment is the safety of pupils, staff and the families we serve. The Governing Board has worked in consultation with school leadership to assess the risks in our context, and to identify the actions that must be taken to mitigate those risks.

It is important to note that a return to school is not risk free; it will mirror the risks to society, and place additional burdens on the management of schools – particularly regarding social distancing and hygiene.

How are the school providing the details around the implementation of the risk assessment?

We have created a Frequently Asked Questions (FAQ) document which I attach for your reference. This includes:

- Arrangement of children's bubbles
- Equipment to bring, including school uniform requirements
- Drop off and pick up arrangements which are being arranged according to your child's house (i.e. Fire, Water, Air or Earth)
- School environment set up
- Curriculum
- Playtime and lunchtime arrangements
- Cleaning arrangements
- Parking arrangements
- First aid, illness and intimate care protocols
- Sharing of the new rules

This FAQ will be placed on the school website and will be updated as appropriate. We will alert you of any updates by sending you a ParentMail to refer to the document.



Worplesdon
Primary School

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What are the next steps?

During the summer holidays, staff will get the classrooms set up for September and the cleaning team will carry out a deep clean of the school and resources to be used at the start of term. During our INSET days (on the 1st and 2nd September) staff will receive training on: designing and implementing a recovery curriculum, safeguarding update and creating a bridge plan for the year ahead.

Thank you for your continued support and understanding. If you would like to discuss any of the details in this letter or the FAQ document attached, please do not hesitate to contact me.

Yours sincerely,

KAREEN O'BRIEN



Worplesdon Primary School

Frequently asked questions for the FULL reopening of school (13.7.20)

Children's new Bubbles

Q. How will children's bubbles be arranged?

A. Children will be returning in their new class bubble of 30. We will minimise the interaction between classes.

Q. How will each Bubble be staffed?

Each class will have their new class teacher and teaching assistant. This will be the consistent teaching team for the children and they will cover each other's breaks. To enable teachers to receive their weekly planning, preparation and assessment time (which is a legal obligation), we will resume our specialist teaching team of sports coaches, music teacher and French teacher. The sports coaches will deliver their teaching outside or in the school hall. The music and the French teacher will go into the children's classroom to teach, maintaining social distancing where possible.

Q. If my child has an EHCP, will s/he get the same adult support?

A. All children will receive the correct level of support for their need. Current guidance states that we must use 'reasonable endeavours' to ensure specific needs are met.

Q. How will each Bubble be kept safe?

As per the Government's guidance the school will avoid children mixing between classes. Staff will also encourage all children within the class to practice social distancing and regular hand-washing and cleaning will be part of the routine.

Equipment to bring to school

Q. What equipment does my child need to bring each day?

A. Please can your child bring a bag which contains a named water bottle, a labelled fruit/vegetable snack and packed lunch if needed. Infant children will be provided with their own pencil case with the equipment that is required.

Junior children are asked to bring a plastic pencil case which can be easily wiped with the following equipment:

- A simple, wipeable pencil case without attachments such as keyrings.
- A handwriting pen with blue ink
- A couple of writing pencils
- A non-toxic glue stick (a plain white stick without coloured or glittered glue)
- An eraser
- A sharpener
- A pair of child-safe scissors
- A ruler in centimetres that will fit inside the pencil case
- A set of colouring pencils
- A white-board pen
- A green biro

Optional extras:

- A highlighter pen
- A set of felt-tips

Q. What should my child wear to school?

A. All children are expected to conform to the school's uniform policy.



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Q. Does my child need to bring a PE kit to school?

No, we need to avoid bags remaining overnight so that the cleaning programme can be carried out thoroughly. The teaching team will inform you of your child's PE session and we ask that the children to come to school in their PE kit on that day. Please make sure that this conforms to our school uniform policy and is warm for outdoor sport.

Attendance

Q. How will you register my child in school?

A. We will be using our electronic registration system (Study Bugs) to register the pupils.

Q. Are all children expected to return to school?

Yes, the government have stated that they expect all children to return. We will resume our Attendance Policy for the start of the autumn term.

Drop off arrangements

Q. What time should I drop my child off at school?

A. We are staggering drop off to enable social distancing.

Those children in Water and Fire houses should arrive between 8.30-8.45am.

Those children in Earth and Air houses should arrive between 8.45-9.00am.

Our new children arriving in reception and year 3 for September will be allocated a house before the start of term and this will be communicated by the end of term.

Please note: a separate document will be created for Early Bird & Night owls Club however opening time will remain at 7.45am.

Q. How will I drop off my infant child?

A. The green pedestrian gates will open at 08.30am. Parents are asked to keep to the left and to keep 2 metres away from the person in front of them. All parents will walk past the PAC on the left then enter the reception gate, moving slowly past the classrooms until you reach your child's classroom. We ask that you say goodbye to your child swiftly so that the line can continue to move slowly. Please follow the route around the edge of the infant playground and exit the playground via the wooden gate that leads directly onto the main path; once on the path, parents will head towards the green gate, leaving on the left side. We ask that any younger siblings who are with you are carefully supervised and do not use the playground equipment.

Parents of Year 2 children will walk around the playground and turn left onto the new Year 2 play area via the path near Finches class. They will drop off their child then will walk on the left-hand side of the path back towards the main gate.

On exiting the main gate, parents who need to turn left onto Envis Way are asked to cross at Steve's crossing and then take a left turn. Those who need to walk to the right must remain on the pavement side nearest school and walk right towards Louis Fields.

Q. What if my infant child is anxious and does not want to go in?

A. We understand that with all the preparation in the world, some children may still be anxious. We ask that if this happens, you continue to follow the route around but instead of turning right to go towards the gates, you turn left and walk towards the field. This will give you and your child time to chat through their concerns without other children and



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parents nearby. On the first few days, there will be additional staff to support you if that is helpful. Once your child is ready, please join the back of the line.

Q. How will I drop off my junior child?

A. There will be no access to vehicles along the drive. We ask parents to walk down the left hand side of the drive towards the junior playground double gates where there will be staff to greet you. We ask you to swiftly drop your child off at the gate and then return down the drive way keeping to the left through the car park and onto the path to leave the school site. Junior children will go straight to their classrooms.

On exiting the driveway, parents who need to turn left onto Envis Way are asked to cross at Steve's crossing and then talk a left turn. Those who need to walk to the right must remain on the pavement and walk right towards Louis Fields.

Q. What if my junior child is anxious and does not want to go in?

A. We understand that with all the preparation in the world, some children may still be anxious. We ask that if this happens, you continue to follow the route around but instead of turning back up the drive, you wait to the right of the main playground gate. This will give you and your child time to chat through their concerns without other children and parents nearby. On the first few days, there will be additional staff to support you if that is helpful. Once your child is ready, please join the back of the line.

Q. Will there be a staggered approach to reduce congestion and thus prevent social distancing?

A. Yes. We have introduced separate routes and times for different groups of children (according to their houses) to ensure social distancing is adhered to.

Q. Can I communicate with staff at drop off?

A. We would prefer parents to keep communication to the minimum so that we can get the children into their classroom as quickly and safely as possible. Please use email communication as much as possible, remembering to copy in the office team if your email is sent late at night or first thing in the morning as the staffing team may not have had time to see your email.

Pick up arrangements

Q. What time should I collect my child?

A. We are staggering drop off to enable social distancing.

Those children in Water and Fire houses should be picked up at 3pm.

Those children in Earth and Air houses should be picked up at 3.15pm.

Please note: a separate document will be created for Early Bird & Night owls Club however closing time will remain at 6pm.

Q. How will I pick up my infant child?

A. You would enter the site via the green gates and move through the same one way system as the morning drop off to your child's classroom and collect your child. The staff will have the children ready. Each child will leave their classroom as you pass their class door. As detailed above, due to the one way system, there will be minimal opportunity to converse at pick up. We encourage email communication with your class teacher. Please be mindful as you exit the school premises that you must continue to adhere to social distancing.



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Parents of Year 2 children will walk around the playground and turn left onto the new Year 2 play area via the path near Finches class. They will spread out to ensure social distancing and their child will come to meet them. We ask that parents leave promptly.

Q. How will I pick up my junior child?

A. There will be no access to vehicles along the drive. We ask parents to walk down the left hand side of the drive towards the junior playground double gates, enter the playground and stand apart. The children will walk out onto the playground to greet you. We ask you to leave the playground swiftly keeping to the left, walking back through the car park and onto the path to leave the school site.

Q. Will the school day be extended with the provision of breakfast and after school club?

A. Yes. Early Bird & Night owl Clubs will be up and running from Thursday 3rd September (7.45am – 6pm). A separate FAQ will be completed for the club before the end of term.

School environment set up

Q. How will the classroom be set up?

Reception & Year 1: The children will be encouraged to play and learn together but with some social distancing, as appropriate for their age.

Years 2 to 6: As recommended in the government guidance, each classroom will be set up with rows of desks so that all children are facing forward.

Q. Will children share resources in their classrooms?

A. Yes, the guidance has changed. For individual and frequently used equipment such as pens and pencils, children and staff will have their own sets. Classroom based resources, such as books, games, maths manipulatives

Q. Will children be able to move freely around the school?

A. No. Children will remain within their class bubble and their movement around the school will be carefully controlled so that social distancing can be upheld as much as possible.

Q. Will my child be able to access the library and take books home?

A. The guidance suggests that schools should limit the sharing of spaces so the school library will not be used however, staff will be able to take books from the library to their classroom for the children to enjoy both at school and at home. When these books are returned, they will go into the 'quarantine' class box and left untouched for 72 hours as scientific evidence shows that the virus can last up to 48 hours on surfaces (72 hours on plastic). Similarly, individual and guided reading books can be taken home with the same return procedures followed.

Q. Will my child be able to access the hall?

A. Yes but only with their class. The hall will be used for additional sporting and drama activities. It will be cleaned more frequently through the school day.

Q. Will my child have access to raised playground equipment?

A. Yes. Classes will be able to access the raised playground equipment one class at a time. The equipment will be cleaned between use.



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Q. Will my child have access to the playgrounds, field and forest area?

A. Yes with their class and adhering to social distancing rules ensuring no contact with other classes.

Q. How will my child access the toilets?

A. In Reception, the toilets are within the class setting and this will be monitored and managed by the teaching staff. In Key Stage 1 and 2 classrooms, the children will have access to the toilets near their classroom and will be encouraged to go at break and lunchtimes, and regular class toilet breaks will be planned in where they will not meet children from other classes. However, we recognise that children will need to go to the toilet at other times within the school day. We will be working with the children to ensure that they are maintaining hygiene rules. External doors to the toilets will remain open but will maintain high levels of privacy and regular cleaning will be planned in. We will be working with the children to ensure they know how to use the communal facilities appropriately, maintaining social distances whilst moving between the classroom and the toilet and washing their hands after going to the toilet.

Curriculum

Q. What will the curriculum look like?

A. Our focus will be the well-being of children, ensuring that they settle back into school life positively, forming relationships with their peers and the staff. Teaching staff will spend the first couple of weeks recapping previous learning so that children feel confident and happy before new content is covered. As always, staff will be using the assessments from the previous class teacher, work in the children's books (passed up from the previous teacher) and their own observations to inform their planning for the autumn term.

Q. What will the curriculum at home look like?

A. Where a child has had to self-isolate, work will be provided via Google Classroom. Those children attending school will not require remote education however their homework passports will be set using the Google Classroom.

Q. I have heard that singing and chanting can increase the risk of infection, what are the school doing about this?

A. The guidance from the government, so far, explains that children should be in groups of no more than 15, physically distanced and positioned back to back or side to side. We await the more detailed guidance pending from the DfE before making a decision on singing at Worplesdon.

Non-curriculum time

Q. What will playtimes look like?

A. Children will use the outdoors but within their class and adhering to social distancing. Children will be taught new games that they can play together safely without the need to share equipment. Equipment will be provided for use within their class bubble.

Q. What will lunchtimes look like?

A. Children will eat their lunches with their class either within their classroom or picnicking outside safely. As with playtimes, they will use the outdoors but within their class and adhering to social distancing. Children will be taught new games that they can play together safely without the need to share equipment.

Q. Can children still order a school dinner?

A. Yes and it will be made fresh on site. There will only be two options per day.



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Q. Can my child bring in their own lunchbox?

A. Yes. If your child brings in their own lunchbox, we ask that it fits into their school bag. We also encourage children in all years to bring in a full water bottle and a morning and afternoon snack.

Q. Will my child have access to equipment for playtime?

A. Yes. The staff have organised specific equipment which has been deep cleaned. Children will be able to share this equipment within their class bubble. This equipment will be frequently cleaned.

Q. How will you ensure classes are kept a safe distance from each other outside?

A. The outdoor area will be zoned. Specific classes will keep within a particular zone. Each class will be able to experience a different zone over the course of the week.

Cleaning

Q. Has the school had a deep clean?

A. Yes, following the government guidance.

Q. Will the school be cleaned daily?

A. Yes. The school will be cleaned at the end of each day. In addition, there will be a mid-day clean by our cleaning team. Furthermore, each class will have a supply of cleaning wipes for the children and teaching staff to use e.g. wiping a chrome book before and after they use it, wiping their own whiteboard or plastic tray.

Q. Will children continue to be encouraged to wash their hands?

A. Yes. The children are expected to wash their hands before they leave for school. On entering the classroom, they will wash their hands or use the anti-bac gel provided. Throughout the day, staff will build in regular handwashing.

Q. How will you minimise children and staff touching the same door handles.

A. Doors will be kept open. They will also be part of the midday clean as well as the normal end of day clean.

Parking

Q. Who can park on site?

A. Staff will continue to park onsite but using the front car park only, leaving the car park near the junior playground free for junior parents and children to access the school site safely.

Q. What if I have a disabled badge?

A. If you have a disabled badge, you will drop off your child at the top of the main gate entrance to school where a member of staff will greet you. This applies to taxi drop offs also.

First Aid, illness & intimate care

Q. What happens if my child requires first aid?

A. Your child will receive first aid as they normally would do, usually by being seen to by a member of the class teaching team or a member of the office team who are all first aid trained. PPE would only be worn by office staff if the child develops symptoms of Coronavirus.



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Q. What if a child shows symptoms of COVID 19?

A. When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to book a test. If the test is negative, they feel well and no longer have symptoms, they can stop self-isolating. If they test positive, they must self-isolate for at least 7 days from the day they started showing symptoms. Their household members should self-isolate for 14 days.

When a pupil or staff member test positive, school leadership must contact the local health protection team who 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 for 14 days. The other household members of that wider group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Q. Will staff wear PPE?

A. Following the government guidance, PPE is not recommended in schools. Where a child requires intimate care, their parent will be called to carry out the requirements. PPE will be used by the member of staff comforting a child who starts to show symptoms of COVID 19 in school whilst waiting for a parent to collect.

Sharing of the rules

Q. How will you ensure the children follow these new rules?

A. There will be an assembly to watch before the children return. During the first day, the teaching staff will go through the rules. There will be visual prompts to remind the children.

Q. How will you ensure the parents follow these new rules?

A. Producing this FAQ and keeping it updated. Clear signage, reminders through newsflashes and staff presence during drop off and pick up.

Q. How will you ensure the staff follow these new rules?

A. We have delivered rigorous online training on updated policies, produced this FAQ and will keep it updated. Clear signage, reminders through staff briefings and normal monitoring procedures will continue. Senior staff members will be monitoring daily to ensure consistency of delivery.