



FREEDOM TO FLOURISH



BACK TO SCHOOL GUIDANCE

September 2020



CONTENTS

Message from the Head	3
Health and safety measures	3
Teaching and learning	4
Practical matters	5
Meals and equipment	6



Mrs Lindsay Wood
Associate Headteacher

The school, working with our Trust have carried out further Risk Assessments to ensure that a return to school is safe for all our children, staff and wider community. In order to do this there is clear Government guidance we must adhere to and this will mean some amendments to 'normal school' life.

These are our Trust's non-negotiables that have guided our plans, we will ensure that:

- 1) we 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
- 2) everyone cleans their hands thoroughly more often than usual
- 3) everyone ensures good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

- 4) there is a programme of enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) we minimise contact between individuals and maintain social distancing wherever possible
- 6) where and when necessary, appropriate personal protective equipment (PPE) will be worn

These non-negotiables alongside ensuring the children and young people in our Trust schools receive the very best education have been the guiding principles of our plans.

Mrs Lindsay Wood
Associate Headteacher

HEALTH AND SAFETY MEASURES

WHAT TO DO IF YOUR CHILD BECOMES ILL

It is most important that your child must be fit and well before you bring them to school. If they are unwell you MUST keep them at home, and notify the school office asap.

If your child displays any symptoms of COVID -19 they **MUST get tested**. They will have priority for testing. You must inform the school about the outcome of the result as soon as you have it by phoning or emailing the school office. If your child tests positive you will need to keep them at home for 7 days, all members of your household will need to stay at home for 14 days. Your child's school bubble and their teacher will also have to self-isolate for 14 days. So, it is important you inform us of the results as soon as you have them. Details of how to get tested can be found on our website.

HYGIENE, USE OF PPE AND MEDICAL PROCEDURES

You should ensure your child comes to school in clean uniform each day (as outlined in the Parents Handbook) and be vigilant in monitoring your child's health in line with COVID-19 guidance.

You must make sure that your child does not attend if they or a member of their household has symptoms of coronavirus. You should let the school know as soon as possible by phone or email in order for us to risk assess each individual case.

Once pupils are in school, they will wash their hands regularly, including before and after they eat, and whenever they change rooms or return from break.

Handwashing is the best form of prevention of the virus spreading. We will be promoting regular hand washing for 20 seconds with running water and soap or use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach. We will provide hand sanitiser and tissues in each classroom.

We will be cleaning more frequently to get rid of the virus on frequently touched surfaces, such as door handles, handrails, table tops, and play equipment. Some play equipment will be removed to ensure good hygiene levels.

Some of our staff will wear PPE, when they may need to give first aid, provide intimate care or who are supervising a child who has become unwell with symptoms of coronavirus while in school and a 2m distance cannot be maintained.

Children will not be expected to wear face masks, and if they wear one to school you will be asked to remove it and take it home.

If your child needs to receive regular medicine, then the medicine form can be accessed from the school website and handed in to the member of SLT on the front gate.

TEACHING AND LEARNING

BEHAVIOUR POLICY

Our School Behaviour Policy has been adjusted, in line with government guidance and is attached, please discuss this with your child before they return to school. This highlights the importance, for all children, of all ages to be able to follow simple rules, including hygiene to maintain their safety and that of other children and staff. Teachers will be discussing this with your children from the first day back in school.

In order to ensure the safety of your child and the entire Fir Tree community, we have revised our already high expectations of children's behaviour and have outlined explicit, non-negotiables about what your child can or cannot do. As always, class teachers will be following the traffic light system and 5 stage response to any poor behaviour.

Expectations	Not acceptable	Reasons
All children arrive at school at their class 'bubble' allocated time slot.	Lateness.	Late arrival, whilst occasionally unavoidable, will lead to clashes with the arrival of other class 'bubbles'. Every effort must be made to arrive at school on time.
Children (& parents/carers) say goodbye at drop off with minimal fuss and in good time.*	School refusal; drop-off 'tantrums'.	Delays in children coming into school impacts on the next class 'bubble' start time. From September usual attendance expectations resume and absences could lead to attendance interventions & ultimately fines.
Children will learn and play within their own 'bubble' at all times.	Children trying to cross 'bubbles' at social times or during movement around the school. This includes children 'storming' off when they are upset or angry.**	Mixing 'bubbles' increases the risk of an infection outbreak.
Children must listen to and follow adult instructions at all times.	Refusal to do what they have been asked at any point.	All staff will only ask children to do something that is in the best interest of themselves and others. Choosing not to follow these instructions puts others at risk.
Children will observe signs around the school & use their allocated toilets only.	Disobeying signs; using other class 'bubble' toilet.	Signs around the school ensure movement that enhances safety of all. Class 'bubbles' are not allowed to mix.
Children will respect personal boundaries of others.	Children playing contact games; hugging each other or teachers; touching or borrowing other people's belongings or acts of physical aggression towards anyone.	Where possible children must not touch or have physical contact with other children to reduce the risk of infection.***
Children must remember social distancing expectations when queuing.	Hand holding, pushing or bunching.	As above.
All children need to practice good personal hygiene.	Not washing hands after going to the toilet; before eating or after coughing & sneezing.	Personal hygiene is one of the best defenses against passing on germs to others.
Children should tidy up after themselves.	Spreading their equipment over their desks, leaving stuff on the floor.	Most classes will be eating lunch in their classrooms & we don't want a mess left for afternoon class. Children will be sharing a desk & we need to minimise contact. Children will have allocated equipment which others should avoid picking up from the floor. Staff will be cleaning the tables regularly throughout the day. Tidy tables makes this easier.
Children look after their belongings, including items of clothing.****	Leaving items in corridors or on the playground/field.	We don't want belongings or clothes to mix 'bubbles' and due to staggered breaks and lunch times, they won't be able to go out & get it.
Children will remember their PE kits weekly, bringing them in a string bag (that then goes home every Friday for cleaning, & look after their own clothes.	Forgetting kit - all children will still be expected to do PE even if they do not have their kit & there will also be a consequence if they do not have kit.	We cannot lend anything for children to use if they don't have a kit or lose clothes.
Children are dressed appropriately for the school day and weather.	Children not wearing jumpers; not bringing coats if rain is forecast or during winter months.	Rooms will have to be well ventilated to minimise infection. This means windows & doors will be open regardless of the weather.
Learning chat in class will be at 'low-flow' or 'spy talk' at MOST times.	Shouting across the classroom; singing; making silly noises.	We need to reduce the risk of spittle spreading germs. Class teachers need to be able to avoid having to raise their voice in class.

* If you have key information to share at the start of the school day you will not unfortunately be able to share that at the gate. If suitable please write a note in the school diary. If it is more complex, please make your way to the school office where we can arrange a member of staff to speak with you. You may be asked to arrange a telephone appointment with a member of staff.

** All children from Year 1 –Year 6 will be given a common visual cue so that if they are struggling emotionally they can alert a member of staff discreetly. Or they can of course, ask a member of staff to help them. We know that our children may have increased anxiety and we are adjusting our curriculum and interventions to support them through this time.

*** We are aware that there are times when a child is in distress because they have hurt themselves or because they are feeling emotional for a variety of reasons. Staff will use their professional judgement when responding to a distressed child.

**** More than ever, it is important that you label ALL of your child's clothes and belongings. We are always amazed by how many jumpers, coats and gloves are unnamed and end up in lost property. If you don't want to use labels, sharpie pens work BUT please update them regularly as they do fade through washing.

THE BUBBLE APPROACH

Since June 3rd, we have successfully implemented a 'bubble approach'. This will continue into the next academic year, with the children being organised into their class bubbles. We will avoid bubbles coming into close contact with each other which will help keep the school safe. The majority of the teaching and learning for each class will take place in their classroom, with the adults attached to the class bubble. Due to the organisation of our school, each bubble will have a maximum of 30 children.

The staff working with each of the 'bubbles', will remain with the children across the whole school day, during break and lunch times.

TEACHING AND LEARNING

Every child, and every home, has had a different experience with lockdown and home learning. Whilst we know the majority of families will be delighted that schools are reopening, there may be some parents or pupils who feel anxious about returning; if this applies to you, please do not suffer in silence. You should contact us as soon as you can and we will work with you to ensure you feel reassured that all your concerns have been addressed.

Whilst many children have completed home learning and some children have already returned to school, we acknowledge that we need to adjust our curriculum for next year to ensure that we ensure the children make the progress necessary to catch up any learning they have missed. With this in mind we are adapting the curriculum so that we can spend additional time on key areas. This will involve recapping the key learning points from this year, before moving on to the content for next academic year.

Our plan for September is to firstly focus on the social and emotional wellbeing of the children. Teachers will plan a range of activities to make school a great, safe and happy place to return to. Pace and challenge will increase in time, and catch up will be implemented appropriately – but routines, enjoyment, friendships and relationships with adults in the class will be more important than the academics initially.

Whilst we will be recapping learning, we will still be delivering a broad and balanced curriculum. There will be priority given to English and Maths, but the children will still learn through curriculum topics to develop their skills and knowledge, focusing on a wide range of subjects. PE will still be delivered by Mr Hosier. The only curriculum area which the children will not be learning, initially for the first half of the Autumn Term, is Music. This is due to the DfE guidance which we have been given. We will of course have a heavy emphasis on hygiene and will be re-educating all our pupils regularly each day until it become second nature.

ATTENDANCE

Attendance at school will be **compulsory** for the vast majority of children. The government has relaxed the rules on attendance during lockdown. However, this will change in September. The government guidance says: 'Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term.'

Some pupils who are no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September (usually at their next planned clinical appointment).

In addition, there will be a small group of pupils who may be self-isolating as they are showing symptoms of COVID, or have come in to contact with someone who has tested positive for COVID.

Further government guidance for parents and carers can be found at: www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term

PRACTICAL MATTERS

TIMINGS OF THE SCHOOL DAY AND SCHOOL WEEK

So that we are able to maximise on teaching time across the week, whilst at the same time limiting the number of staff the children come in to contact with, we are going to **close school on a Friday afternoon for all pupils except those in Nursery**, to enable staff to have their Planning, Preparation and Assessment time (PPA). This is a legal requirement for all teachers. We feel that our pupils will get maximum benefit and high quality teaching and learning consistently throughout the week by having their class teacher and therefore no disruption with PPA being timetabled elsewhere in the week. We also feel that this will ease pupils back into school after a sustained period out of school. Homework can be completed during this time. We appreciate that this may present difficulties for some due to working hours, please do contact the school office if this will be an issue for you and your family.

PUPIL MOVEMENT AND SAFETY

Within the classes, we have made some changes, such as moving furniture and removing soft furnishings in order that we can clean thoroughly at the end of each day. Resources can be shared during the school day within a bubble, and additional cleaning will take place to ensure these are safe to use. The furniture will be moved to enable children to face forwards within the classroom.

Movement in and around school including in corridors will be minimised wherever possible and timetabled, e.g use of the IT Suite and we will have clear guidance about this that will be communicated to the pupils.

Toilets will also be allocated to bubbles.

In order to maintain social distancing during social times, the playground and field will be zoned and timetabled. It will be really important that your child stays within the area that they are told to.

PUPIL DROP OFF AND COLLECTION

Since the 3rd June we have successfully operated a staggered start and finish to the school day with only one parent or carer attending the setting. This has allowed social distancing at the front gate. We will be continuing this in the Autumn Term. The timings still allow for the same amount of curriculum time over a week.

The government has advised walking or cycling to school wherever possible to reduce the use of public transport.

Drop off and collection times will be staggered and only one parent or carer must attend the setting.

On arrival to the allocated gate, children will line up in either in the car park or outside the main school gate down Fir Tree Lane. Parents/carers will be required to maintain 2m social distancing measures and will be encouraged to 'drop and go', following the clearly marked exits and entrances – keeping to a one way system. Parents and carers will not be permitted further than the gates and should not gather at entrance gates or doors either when dropping off or picking up.

We will be using the front car park at either end of the day, and so there will **not be any parking** on site for parents.

There will be a member of SLT or staff on the gate to welcome your child, and check against the register. Social distancing of 2m between staff and parents will be maintained at this time and conversations will need to be kept to a minimum. If teachers need to inform you of anything, they will send home a slip at the end of the day with your child, please check this before you leave as they may wish you to pop round to the school office so that they can speak in person to you. If you need to communicate anything please write in the school diary or inform the school office.

Unfortunately, we will not be able to physically support any reluctant pupils if they become distressed. Please talk to your child before the first day back to get them used to the idea of coming back to school. If you have concerns please email the school office to inform us so we can prepare before the first day to support you and your child back to Fir Tree.

We would ask that any child walking themselves to school, only walks with children in the same 'bubble', to reduce mixing.

The table below shows the staggered start and finish times, as well as the gate we would like the children to use.

	Nursery	Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Start	8:45 am or 12:30 pm Nursery Gate	8:40 am Main Gate	8:50 am Main Gate	8:30 am Main Gate	8:50 am Car Park	9:00 am Main Gate	8:40 am Car Park	8:30 am Car Park
Collection	11:45 am or 3:30 pm Nursery Gate	3:10 pm / 1:10 pm Main Gate	3:20 pm / 1:20 pm Main Gate	3:00 pm / 1:00 pm Main Gate	3:20 pm / 1:20 pm Car Park	3:30 pm / 1:30 pm Main Gate	3:10 pm / 1:10 pm Car Park	3:00 pm / 1:00 pm Main Gate

PUPIL DROP OFF AND COLLECTION

There is a very tight 10-minute window on timings, so more than ever it is imperative that you **arrive promptly to leave/collect your child**. If you have children in multiple year groups, parents with more than one child will be able to drop off and collect at the earliest times any of their children need to start / finish.

Initially pupils in Nursery and Reception will be on a phased timetable to ensure that staff get to know the new children joining our school in small groups. Details of these will be sent out to families in separate correspondence. Therefore, the timings above are from Thursday 3rd September.

There will be signs displayed to show where each class should line up, following social distancing rules. Please be patient, especially on the first couple of days, as we all become familiar with this new system.

Year 6 pupils may be able to bring mobile phones in to school, if they walk or cycle to school on their own, however this is at their own risk. They will be asked to hand them in when they arrive in their class to Mrs Purcell, however a form MUST be completed by the parent prior to it coming into school and this can be obtained from the School Office.

We would ask that you do not come in to the school building, unless you have a pre-arranged appointment. There will be a member of staff in the office, who will be able to help with queries over the phone or via email only throughout the school day.

Children in Year 5 and 6 often walk to school and home independently – this will still be allowed.

TREEHOUSE CLUB

The government has said schools can continue to offer breakfast clubs. Treehouse Club will be open from the start of term from 8am, priced at £3.50 daily. If you would like your child to attend please contact the school office to sign up and to complete the necessary paperwork.

MEALS AND EQUIPMENT

Our school kitchen will reopen in September, and lunches will be available again. Pupils eligible for free school meals will return to having their lunch at school, and will no longer receive lunch vouchers. Free School Meal vouchers for the last week of this term have now been ordered, as have separate vouchers for the Summer holidays. For the first full week of school, the kitchen will only be providing packed lunches. From the second week, we hope to be able to serve hot meals. Lunches should be ordered via ParentPay, as before lockdown.

Meals will need to be ordered using the ParentPay site **by 8:00am that day** due to lunch times running on staggered times and needing more organising throughout the day.

The children will either eat their lunches either in the School Hall, classroom or outside depending upon the weather.

Please can all packed lunches be of a healthy nature and a gentle reminder that we are a 'nut free' school.

What your child will need:

- School uniform is to be worn (including the required school shoes) as outlined in the Parent's Handbook.
- Children will have PE lessons, and so they should bring in PE kit. Due to restrictions we are unable to lend PE kit if a child has forgotten it. Wherever possible PE lessons will take place outside, and so children are able to bring in navy joggers for extra warmth. **PE kits will be sent home weekly to be washed and must come back into school on a Monday.**
- Coat. Children will be taken out for playtimes wherever possible, even in light rain, and so it is important that they have a coat with them at all times.
- All children will need their own named water bottle (this will be topped up throughout the day by the staff members in your child's bubble), there will be no water fountains in use.
- Children may bring in a small drawstring bag to carry their belongings. Due to space we would ask that large rucksacks are not bought in to school.
- Children in Year 3 and above may bring in one small pencil case, although this is not compulsory. We will provide materials for younger children to use.

In addition, your child will bring home a Reading Book on a Monday afternoon, which should be bought back to school on a Thursday and placed in the 'non-contact' box. A new book will be bought home the following Monday; unless pupils in Year 6 are still reading their book.

SEN

If your child has Special Educational Needs and/or Disabilities (SEND) school has been in touch with you regularly over the last few months, and will contact you to explain what provision will look like from September if there will be any adjustments for your child. Please contact Mrs Pearce if you would like to discuss what provision will look like from September.

We understand that some of you and your children will be anxious about returning in September, after some months out of school. Please be reassured that we are taking exceptional measures to make our schools as safe as can be. We will be providing additional emotional and wellbeing support for all pupils, and will also be providing additional opportunities to support learning where this is required. Although very many of our pupils have worked hard using our remote learning resources provided by our dedicated teachers, we are fully aware that learning has been lost. We are all determined that your sons and daughters will absolutely not be 'a lost generation' and we're adapting our curriculum to make sure that they get the learning and knowledge that they need to achieve success in the future.

Your children deserve a great, and safe education – we will not let them down.

See you in September!





FREEDOM TO FLOURISH

Fir Tree School, Fir Tree Lane, Newbury, RG14 2RA
Tel: 01635 42129 • www.firtreeschool.co.uk • office@firtree.newburyacademytrust.org