



Information for Parents and Carers Return to full time education September 2020

Background and Rationale

On 2nd July the Government announced their plans for the full and compulsory return to schools in September 2020. The following information is correct at the time of writing but **WILL** be subject to change should there be further updates over the Summer break. We will communicate any changes as and when we know them.

This document should be read in conjunction with following:

- Notes and guidance for parents and carers issued on 15th May 2020 (where there are no changes to school procedures this document will be referred to in order to avoid repetition).
- Government guidance for full opening - schools

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

- Government guidance - what parents need to know

<https://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>

The government believes that the infection rate is decreasing sufficiently to allow all children in schools to return full time in September 2020.

As a school we are required to comply with Health and Safety Law and assess/ revisit the risks and put proportionate control measures taking into account the increase in numbers. Following this, plans should be made in accordance with the needs of the risk assessment. These include:



Information for Parents and Carers Return to full time education September 2020

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- normal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

At WECPS we will be reducing contact of children as much as possible by:

- grouping children together
- avoiding contact between groups wherever possible
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Once procedures have been created their effectiveness will be regularly monitored to ensure that they are working as planned.

A system of controls will then be put in place:

Prevention:

1) 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

Any person who shows signs of symptoms should be isolated within the building and leave as soon as possible. A separate toilet facility should be used if needed. A test should be taken as soon as possible - if positive the person should isolate for at least 7 days. All members of that family should self isolate for 14 days.

2) [clean hands thoroughly more often than usual](#)

School has provided sanitiser on entry to the school at various points - the front gate / front door and signing in system. Other units have been placed around school for use by



Information for Parents and Carers

Return to full time education September 2020

children during the day. All classrooms have access to further sanitizer and hand washing facilities. Children and staff will be encouraged to wash hands more frequently.

3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

Continue the "catch it, bin it, kill it" approach by using pedal bins available in all areas to dispose of infected waste.

4) introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as anti bacterial spray

All classrooms and shared areas will have continuous supplies of cleaning materials to ensure that surfaces are able to be wiped down at regular intervals. Anti bac wipes are available for use on Chrome books before use. Toilets and shared areas will be cleaned more frequently throughout the day. Where possible toilets will be kept within bubbles of one or two classes depending on the location of the class. All toilets will be gender neutral.

5) minimise contact between individuals and maintain social distancing wherever possible

WECPS is required to do whatever we can to minimise the number of contacts between both children and staff whilst also ensuring that we continue to deliver a broad and balanced curriculum and provide the required provision for all the children who attend school.

We will be creating consistent groups / classes that will work and play together throughout the day - breaks and lunchtimes will be staggered across the school allowing us to maintain this consistency where possible. Where children attend Breakfast and After School club we will endeavour to maintain smaller "bubbles" within this larger provision that attempts to keep the consistency of class groups or families. We need to be realistic in our knowledge that children have siblings in different classes and settings and therefore there will always be inevitable and unavoidable mixing in these cases.

We would respectfully request that where possible families use our wrap around care to reduce this where possible and avoid children attending two settings in a day. The bubbles at WECPS will relate to the class sizes. Please note in these circumstances where year groups are split, we are unable to ensure that joint activities take place at the current time with the exception of Acorn and Pine Class as the provision is shared across the two smaller groups.



Information for Parents and Carers

Return to full time education September 2020

The guidance suggests that children should be seated front facing/ side by side with the teacher teaching from the front. As you know this is not our preferred style of teaching and we will only be attempting to follow this from Year 2 upwards as it is not conducive to the very practical learning required by Reception and Year 1. In these classes, handwashing and cleaning will be a priority after resources have been used.

It should also be noted that teachers are also able to move between classes - we will restrict this as much as possible but it is necessary in order to cover the classes across the school.

Arrival at and departure from school will be staggered. We have considered the best way to do this to avoid congestion and crossing over on walkways. Where at all possible we will be operating a one way system and we would ask parents to **keep to the drop off and collection times allocated.**

Only one parent per parent should drop off and pick up.

If parents choose to share drop off or pick they should stick to the times allocated to the group of children they are dropping or collecting. We realise and appreciate that some of the times are slightly different but we can assure all parents that all children will be receiving the appropriate and required number of hours in school for learning. The times are as follows:

Arrival SLT will be on the gate in the morning to assist children arriving.

Key Stage 2 Children only 8:30am 8:40am

Children should enter through the green gates in a single file. No parents will be allowed on site.

Key Stage 1 and 2 children (family groups) 8:40am - 8:50am

Children should enter through the green front gate in a single file. Only parents of Reception starters will be allowed to bring their children to the side dining hall door. No parents will be allowed in classrooms.

Key Stage 1 children only - 8:50am - 9:00am



Information for Parents and Carers

Return to full time education September 2020

Children in Year 1 and 2 should enter through the green gates in a single file. Only the parent of Reception starters will be allowed to bring their children to the side dining hall door. No parents will be allowed in classrooms.

Departures - **SLT will be on the gates at departure times to assist the children leaving.**

KS1 Children only **2:45pm - 2:55pm**

Parents should enter through the car park and follow the yellow footsteps towards the right hand gate. Children will be called and all should leave by the front green gates.

KS1 and KS2 Children (family groups) **and KS2 Year 4** **2:55pm - 3:05pm**

Parents should enter through the car park and follow the yellow footsteps towards the large left hand gate to wait distanced on the playground. All children will be directed to their parents by the teacher including all KS1 children.

KS2 Children (Years 5 and 6 only)

Teachers will send their children along the path to the green front gate where they can either be met by parents or walk home.

KS2 - Chestnut and Willow

Parents should enter through the car park and follow the yellow footsteps towards the right where their children will join them at the front of the school. All children and parents should leave by the path towards the green gate.

Please note there will not be the facility to speak to the teachers either before or after school - if you wish to speak with the class teacher please send an email or make a phone call and your messages will be passed on to the teacher. We are hoping that one positive from this arrangement will be that the traffic on Learning Lane will be alleviated.

Sports Coach / Music Teachers and Whitley Woodland Staff



Information for Parents and Carers

Return to full time education September 2020

The guidance states that these teachers are able to move between schools but that they must minimise contact and keep a safe distance from children and practice good hygiene on arrival and during their stay. Records of all visitors will be kept on file.

Resources

The guidance suggests that individual and frequently used resources are **NOT SHARED** between children and staff. We are therefore asking children to bring their own:

- Writing pencils
- Colouring pencils
- Pen - for children with their pen licence
- Marker Pens
- Ruler
- Rubber
- Pencil Sharpener
- Highlighter Pens

Items should be brought to school in a pencil case and left in school until the end of each half term when it should be taken home to be replenished.

If you are eligible for FSM and are unable to provide these items please contact:

officemanager@whitley.n-yorks.sch.uk.

Please note that reading books and library books will be allowed to be taken home. We will however leave all books for 72 hours before re-introducing them into the supply.

Other items that children bring to school should be limited to

- Lunch box
- Coat
- Sun hat / winter hat
- Small **book bag** for book
- Any mobile phones (only children who have permission to walk home) should be handed to the classteacher on arrival at school

6) where necessary, wear appropriate personal protective equipment (PPE)



Information for Parents and Carers

Return to full time education September 2020

Please see previous guidance notes on wearing PPE but please note the wearing of masks in school is discouraged in the government guidance. PPE is available in school for the specific circumstances as necessary

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

The response to any infection must then be put into place:

7) engage with the NHS Test and Trace process

Anyone showing symptoms should follow the guidance and obtain a test and follow the test and trace system.

8) manage confirmed cases of coronavirus (COVID-19) amongst the school community

WECPS would ask that results of negative tests are sent to

headteacher@whitley.n-yorks.sch.uk

If a person tests positive all persons deemed and known to have been in "close contact" will be informed. In these circumstances close contact is defined as:

- 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

School will send a letter to parents and staff if it is deemed that they or their child has been in close contact with a person who has tested positive. Schools will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others. These children/ staff are then required to self isolate for 14 days. Other



Information for Parents and Carers

Return to full time education September 2020

household members are **NOT** required to self isolate unless a member of the household also tests positive at a later date.

9) contain any outbreak by following local health protection team advice

In order to follow the guidance school will follow the advice below:

“If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must continue to work with their local health protection team who will be able to advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.”

Numbers 7 to 9 must be followed in every case where they are relevant

School Transport

For children who use school transport we will be in contact with you on an individual basis along with the provider.

Attendance

The government has stated that school attendance is mandatory for ALL pupils unless they are shielding or self isolating. School will require written evidence of this in order to authorise any absence. The usual procedures and policies for non - attendance will apply for pupils not attending school. This means that sanctions and penalties will be re introduced for non attendance (current at the time of writing 5th July 2020).

Please note that school starts back one day earlier than originally planned on 7th September. If you had originally organised to be away on this day - school will authorise this day but we would strongly encourage and recommend you to attend if possible as this day will be used to reintegrate the children back into school after the long absence.



Information for Parents and Carers

We do appreciate that parents will be anxious about their children returning but I can assure you that we are taking every precautionary measure to ensure that we operate in the safest way possible.

School Uniform

Whilst we did not expect the children to return in school uniform during the Summer Term as we appreciated that many would have outgrown items, we are expecting the children to return in full school uniform including outdoor and indoor shoes. Plain or school logo'd red jumpers / cardigans or sweatshirts should be worn with the exception of Year 6 who may wear their school hoodie which will be given out in September. Children wearing non school uniform will be asked to remove the items whilst in school.

Break times and Lunch times

We are intending to stagger breaks and lunchtimes across the school in order to minimise contact. For this reason - lunchtimes may be shorter for the children - however they will have time to play/ exercise as well as eat their lunch.

PE Provision

This will continue as before but with extra care taken to avoid contact between children. Resources shared between classes will be cleaned in between use. **We will be asking children to come to school in their School PE kits on the days that they will be doing PE. Please note that children should be wearing the correct kit:**

- White T shirt - no logo except the school logo
- Black Shorts or Joggers (shorts can be worn under joggers for ease of indoor PE)
- Sweatshirt - separate to a school jumper normally worn (a plain dark hoodie)
- Socks
- Trainers

Teaching Expectations for all children

Wellbeing and support

At WECPS we pride ourselves on providing good wellbeing support for all our children. Their return to school in September is no exception to what we need to provide. This



Information for Parents and Carers

Return to full time education September 2020

will be given a prominent focus for all classes to ensure all children are re integrated into school life and reminded of the school rules. Mrs Davies (Inclusion Manager) will be on hand during the first six weeks to give advice and support to those children and families who need that little bit more support. We should not underestimate the impact that the absence from school will have on us all and we need to ensure that our children are ready for the year ahead when we try to make up for lost learning time.

We have a full assessment and gap filling schedule planned and once the children are settled into their new classes we will begin to assess where the children are so that we can plan to ensure that missing core curriculum areas are visited and revisited to ensure that they are not missing as this will inevitably lead to concerns later on. At the same time we will be aiming to provide the broad and balanced curriculum through our mission possible curriculum that we know the children enjoy so much.

Catch up Provision and Expectations of ongoing Provision

Once we have ascertained where the children are working we will provide tailored interventions as a whole class if needed, small group and individual level to ensure that we provide each child what they need without holding any one back with their new learning - we are very aware that some children have looked at objectives further ahead than their year group curriculum. Our teachers are very used to differentiating within a class and I know they have plenty of resources planned to support this type of catch up learning.

For the immediate future and due to the different arrival at school arrangements we will not be able to do Early Birds - however children will be completing start of the day tasks linked to their learning or catch up plans as soon as they arrive in the classroom.

Clubs Night

In order to support our catch up we will not be offering the range of clubs that we usually do during the first half term. Instead we will offer fun class based clubs (at no cost) that will support catch up or progression for all children based around the core subject areas. During the time that these will run we will be offering the following which will require a payment of £5 for the hour duration. Payment **MUST** be paid in advance otherwise children will not be able to access the provision:



Information for Parents and Carers

Return to full time education September 2020

- KS 2 Football with Jak - numbers will be restricted
- Whitley Woodland Club Years 1- 6
- WECPS Extra

SEND Provision

All SEND provision will continue as per the allocated ECHP and IEP's. Any unforeseen changes will be discussed with parents and carers following contact by Mrs Davies.

Remote Learning

In the event of a child needing remote learning provision due to self isolation or shielding we will put a programme of learning in place to support them through remote learning. Please be aware that if a child does not attend a planned remote session then this will be classed as absence from school and managed in the same way. Sessions will be provided on an individual and agreed basis.

In the event of a second lockdown then we will resume a similar programme of remote learning with googlemet provision and google classroom. In the early stages of our return to school we will ensure that all children have their accounts fully working and set up to facilitate this style of learning more widely and effectively.

As a school we follow the updates closely and try to pre-empt decisions and we are therefore well prepared to move to a full lockdown status should it occur.

Assessment - end of KS

Currently the government is anticipating that the end of KS assessments for Year 6, Year 2 and EYFS will take place as usual in 2021. Year 4 will also be due to take the Multiplication Check and Year 1 the phonics screening as usual in June 2021. We will therefore be preparing the children accordingly with mock tests at various stages throughout the year. The preparation we did like this last year proved invaluable when having to provide a prediction of where we thought the children this year would be at.

Behaviour Expectations

Our behaviour policy is in the process of being reviewed in time for September 2020. The key points will remain the same but we will be adding the impact of COvid 19 within the policy. This will be reflected in aspects that relate to physical contact between



Information for Parents and Carers

Return to full time education September 2020

children and the use of threats involving Covid 19. Children will be fully reminded of the rules and the consequences of breaking these rules. The policy will be shared with all parents and carers prior to the start of term - all changes and updates will be highlighted to make them clear to all.

ITT Provision Support and Students

We are intending on supporting the ITT providers by allowing them to do teaching practice in school. We currently have two students - Mrs Levitt and Miss O'Neill who will be with us starting their teaching practice in November 2020.

Catering

During this term we have renegotiated our Catering Contract and we will be changing the supplier in September 2020. We are very excited by the change as we believe that it will give the children a wider choice of wholesome meals throughout the week. We are currently waiting for the arrangements to be finalised and then we will be able to share more details with you. The cost of the meals will remain the same.

Breakfast Club and WECPS Extra

We are planning on offering this provision when we return in September. Exact details of how and times that each club will run will follow shortly along with costs. Please note that any person with an outstanding debt will not be able to use the provision until the debt is cleared. Sessions should be paid for in advance so please ensure that there are sufficient funds on your ParentPay account.

Accountability - OfSTED

OfSTED suspended all inspections of school when we went into lockdown. However although the full curriculum inspections are not due to start until January 2021, they will be making visits to school at short notice to review how we are implementing changes to the way we operate following the full return in September 2020. We will of course inform you of any inspections when and as we hear.

Parental visits to school



Information for Parents and Carers

Unfortunately due to the need to keep the children in class bubbles where at all possible we will not be opening the school to parents for the foreseeable future. We realise that parents will want to share in some of the well loved occasions that we enjoy celebrating and therefore we will be looking at ways that we can stream them on line so that you can view them at your leisure. We will also endeavour to share work and videos on line through your child's google classroom account. In the event of live streaming online we will be reviewing our policy and Internet User Agreement early in September 2020.

Educational Visits

Day trips are permitted under the new guidelines providing the school ensures that all preventative measures are followed and a full risk assessment relating to Covid 19 is carried out to ensure the safe access for all children. Residential visits with overnight stays are still not permitted.

We currently do not have any trips planned with the exception of the Pantomime in December 2020. We will update you further on the viability of this trip in due course.

Contingency Plans if there is an outbreak

As previously stated, as a school, we are on constant alert for any updates to the government guidance. We have learnt much from the past 16 weeks of remote learning and we are confident that we will be prepared should we have a further national or a local lockdown. Details of the plan cannot be shared at present as it will depend on the extent of the lockdown, however we will ensure that full information is shared as soon as we have it following any announcement. It should be noted that we do not find out any information before the general public and so we are reacting to the change in circumstances as we hear them.

We hope that we have covered most areas of the guidance that is pertinent to your child returning in September 2020, however if there is anything **that we have not answered please let us know by sending an email to admin@whitley.n-yorks.sch.uk.**



Information for Parents and Carers

