

LPPS Full Opening Guidance

Rationale

The ongoing crisis and associated guidance has led to us continuously examining every aspect of school through an ever changing lens. We appreciate that these plans involve a lot of reading. We will do our best to guide everyone through the days until they get used to the changes. However, it would be infinitely beneficial for everyone to understand this guidance as far as possible. By sending this final draft, we hope that you will have enough time during the 'summer holiday' to do so.

To try to help you further, I have added a 'checklist' in the appendix to help you personally organise all this information.

We have created a plan based on the current situation and we will continue to update it as soon as there are any relevant changes for you (as before, updates to this source document will be clearly emphasised in blue). We will always endeavour to communicate early enough on large changes to give you enough time to make your own changes. As you know, the main issue is protection from the virus but also protecting bubbles from mass isolation if a case emerges. Time will tell if the government and therefore the school plans are effective. The main thrust of the guidance is minimising pupil contact but, crucially, where this cannot happen, putting in further protective measures such as hand washing, following prudent behaviour rules and cleaning very often.

Before School Starts

1. Tuesday 1st and Wednesday 2nd September are staff INSET (training) days. Staff will be working on the new systems and modelling how best to enact these.
2. School starts for pupils on Thursday 3rd September with staggered timings as below (these are temporary- as a continued response to the current situation).
3. Staff will use the staff car park again. This helps with congestion around school at drop off and pick up. However, the car park will also continue to be a 'waiting area' for parents who need it. Therefore, there will be a strict and monitored policy of no traffic movement in the car park or in front of the gates of the car park from 10 mins before to 10 minutes after all drop off and pick up times. Please do not create a dangerous situation by attempting to bend these rules, for example, by parking at the entry way in front of the car park gates. Again, children will be moving around the car park so all traffic must be parked until drop off/pick up has finished.
4. Breakfast Club will begin shortly after the start of the term. Once other staffing and procedures are running smoothly. More information will follow along with the method of contact to reserve a place.

LPPS Full Opening Guidance

Arrival at School

5. There will be staggered timings (as recommended by government to minimise social distancing issues). These have been calculated to ensure no curriculum learning time is lost. Three year groups are admitted at a time.
 - Year 1, 3 and 5 drop off at 8.40am
 - Year 2, 4 and 6 drop off at 8.50am
 - Reception drop off at 9am
6. There is no leeway here: drop off and pick ups must be done quickly and parents depart quickly. We have condensed the stagger as close as possible so parents with siblings do not have to wait too long in between drop offs (the car park can be used for waiting).
7. Drop Off and Pick Up Points:
 - a. Reception Tyne Avenue side gate to FS Garden (as normal)
 - b. Year 1 Tyne Avenue side gate to Year 1 Garden
 - c. Year 2 Tyne Avenue side gate to Year 2 Garden (astroturf behind the bike sheds)
 - d. Year 3 Courtyard (as normal)
 - e. Year 4-6 Avon Way car park entrance, through car park straight in to KS2 playground.
8. Please note the school entrances above are suggested. You can use either of them to get to the correct drop off/pick up point.
9. If you are unavoidably late please go to the front office, ring and wait outside. The office staff will let your child in and support them in getting to class (at a distance).
10. It remains vital that your child can carry their belongings in and out of school by themselves.
11. It is much more difficult to drop off forgotten items during the day. Staff and children still cannot mix with others where it is avoidable and shouldn't share items unless in their own bubble.
12. Parents need to talk to staff remotely wherever possible, by phone or email. Onsite appointments must be minimised. The office continues to work effectively in a virtual capacity with the office staff working in micro bubbles to minimise disruption if there is a case.
13. We cannot mark the areas on the public pavement outside school for social distancing but we expect common sense to be used in terms of distancing. If there are many people congregated before gates open, socially distanced lines can be formed anywhere along the pavement, we then suggest that a 'merge in turn' method is employed by which two lines at the gate go through the gate by alternate family.
14. Parents with children who feel they can confidently navigate this independently are now encouraged to drop off outside school. This helps reduce the number of people onsite.
15. However, it would be really kind if all parents could appropriately support any children who they see independently navigating this system.
16. Avoid coming to the front office or talking to staff at drop off unless absolutely necessary. Arrange an appointment by phone if you feel this is absolutely necessary.

LPPS Full Opening Guidance

17. There are outdoor hand sanitizer dispensers at all entry points. Please use one before entering school. Please help us teach the children to use these correctly because wastage will lead to a large and repeated school resources bill. We also already have lots of sinks outside classrooms.
18. Entry will generally be through outer class doors (those facing the playgrounds) except Year 3 for drop off and pick up.
19. From September attendance for school age children has been made mandatory again by the government. Our normal school attendance policy is back in place although we are mindful of the complications around self isolation needs and will work with you individually if these arise.
20. See Contingency Plan section below for details around illness, isolation and lockdown.

During the school day

21. Travel on the right as a general rule on school premises. There will be lots of signs and tape to guide, and staff will all be ready to support your child at any time they need help navigating school. No one will be told off for unintentionally doing the wrong thing. Also, there is little need to worry since the school internal design is quite straight forward.
22. Social distancing still continues where possible but the inevitable proximity of the children is mitigated by the 'protective measures'. Children will be continually encouraged to wash hands, not touch their faces, dispose of tissues correctly (lidded bins in each class), and contain coughs, etc.
23. Main access to classrooms will be by the outer doors (those facing the playgrounds).
24. Masks: government advice continues to appear to be incongruous between public spaces, therefore our policy is this:
 - a. School will continue to allow children to wear a mask, if it is obvious they need one to feel comfortable in the environment.
 - b. They can only do so if the mask is appropriate (i.e. not a scarf or bandana).
 - c. They cannot intentionally misuse it (eg. wave it around) or continuously take it on and off.
 - d. If a child decides to take off their mask it must go into their own bag.
25. Government expects all children to return to school as normal. They have therefore stipulated that it is acceptable to have class sized bubbles. The lack of social distancing caused by this is minimised by protective measures such as respiratory and hand hygiene, and deeper cleaning on a more frequent basis.
26. School rules remain generally the same because they have always had an overarching focus on common sense and doing the right thing. School will be supporting those who find it hard to socially distance and accidentally or unintentionally go too close. Equally school will be enforcing sanctions for pupils who intentionally repeatedly break this social convention. I know that the majority of you worry that your child will be told off for accidental incidents. As always, the staff will treat each situation appropriately. Please also see the Behaviour Appendix below.

LPPS Full Opening Guidance

27. Highly vulnerable child support will continue as normal but may involve staff using PPE at times.
28. All classrooms are now set up with desks facing forward in rows to minimise face to face collaboration.
29. Classrooms continue to be quite sparse of furniture but pupils can share resources within their class as long as they continue to follow hand washing guidelines, supported by staff.
30. Creative areas (outside the classroom) are split in half and each class can use their half of the area.
31. Cloakrooms are not to be used. All pupils' belongings stay with them in a school container by their desk. Coats (which are often bulky) go on the back of chairs.
32. Children to keep their belongings to a minimum to help them with carrying it all and storing it easily i.e. lunch box, water bottle, coat, sunscreen/hat (if needed), pencil case (if needed). Stationery resources will be provided to children if needed.
33. Water fountains are not operational so water bottles are needed.
34. The government have advised that uniform should be worn as usual. Govt guidelines state that there is no need to wash this anymore than normal or by any different methods than usual.
35. Children should wear school uniform everyday except the days they will be doing PE. To aid with organization of clothing at home and to minimise changing at school, we would like your child to come to school in PE kit and wear it all day on the days they have PE. We are also relaxing the necessity to use house colour kits but please still ensure that PE kit is appropriate.
36. PE kits that were previously left at school: it will not be possible to pick these up after school finishes on the staff training day Monday 3pm but the kit will be moved up to the child's next classroom.
37. Sports will take place and include equipment. Children will be required to cool down/ regulate breathing before entering class again. Equipment will be shared on a rota.

Lunch

38. Lunches will be eaten in class at desks.
39. Items in lunch boxes should be easy for children to open by themselves.
40. If you are having lunch provided by school, it will initially consist of a 'brunchbag' delivered to the classroom. Order this in the normal way with the class register in the morning.
41. We are mindful of the needs of those with allergies. During food consumption we maintain normal social distance and those with allergies have their own table space which should not be contaminated by others. All usual allergy policies will be followed and all relevant staff are explicitly aware of those children who have allergies (as well as those with medical conditions).
42. Playtimes will be on a rota using specific areas for each class/year group.
43. Class will have their own PE equipment to share or if they use shared school equipment it will be cleaned in between each use (or left for 72 hours on a rota).
44. Play structures will still be roped off unless guidance changes- because there is no capacity to clean them alongside the continuous use by different groups through the day.
45. Continued classroom ventilation may mean slightly colder rooms- pupils should ensure they have the right clothes for the weather.

LPPS Full Opening Guidance

46. First Aid will be carried out entirely as normal although children should expect staff to use PPE where necessary for everyone's protection.
47. Fire Drills will take place as normal. Invacuation will not be practiced for obvious social distancing reasons- but staff are all very clear on the strategy for this and getting all children into the corridors if necessary.
48. There are certain activities which will not take place due to current govt direction. These include congregation for assembly or events, group wind instrument playing, vigorous singing indoors (eg. choir) nursery rhymes are ok!
49. Staggering internal timings for PE, breaks, etc is quite a jigsaw when including staffing and cleaning rates.
50. Cleaning continues throughout the school day as well as deeper cleans before and after school. As per good practice, school has always employed cleaners during the school day as well as out of school hours. Note that part of our timing changes are due to the need to organise cleaning rotas effectively.

Departure from School

51. Staggered departure times:

2.50pm Reception

3.00pm Years 1, 3 and 5

3.10pm Years 2, 4 and 6

Pick up is from the same place as drop off.

Temporary Friday staggered pick up times (see section below for rationale):

1pm Reception

1.10pm Year 1,3 and 5

1.20pm Year 2, 4 and 6

52. There will be no extra curricular after school clubs until further notice. When these start they will be limited due to staff movement and class bubble restrictions.
53. We intend for After School Club to begin shortly after the start of the term. Once other staffing and procedures are running smoothly. Confirmation of BC and ASC places allocated will be sent out by school from the Extended Schools Managers in a separate letter detailing all arrangements of how the service will be provided.

Special short term timings and temporary changes to the weekly timetable

54. Friday Afternoons (for the first 3 full weeks)

We tried to avoid this but it will be necessary to start the school year with **half day finish on Fridays** for teachers' statutory PPA (Planning, Preparation and Assessment) time. This **does not include** the first week which is only 2 days so **Friday 4th September** will be a full day with staggered closing as on every other weekday.

LPPS Full Opening Guidance

Why? Closing for the Friday PM means that all teachers can have their PPA at once and there is no need for further adults to cross bubbles. Otherwise, the staffing bubbles would have to mix beyond what is acceptable (adults across many classes) to cover the PPA time. Guidance is clear that we have to do what we can to avoid mixing across classes and mitigate the chance of any spread. It is clear that if a bubble comes into contact with someone testing positive for Covid19 then it has to be closed for 14 days. The sharing of staff in the normal manner could potentially cause mass bubble closure and much more inconvenience for parents. As we know, all schools have had to put in place very fragile plans so it's prudent during full opening to make the plan as robust as possible so it can be sustained.

How? We are proposing to do it for the first three full weeks. We will review this during the second of those weeks and either continue to 3 more weeks or drop it.

We have already reclaimed the curriculum time using the staggering system. All children will get the full amount of curriculum learning/pastoral time that the school usually provides, without the Friday afternoon hours.

It also aids the cleaning rota each week- allowing further time to get into all classes and areas.

55. PALS PTA

Unfortunately there will be no PALS PTA events in the short term. We recognise the disappointment for the children and for the adults. Quiz Night was one of the great social event losses! It's probably also worth noting that approximately £6000 has been lost in terms of funds raised for school. So we will watch closely for the window to restart fundraising and socials.

With this in mind, we would like to ask if parents could contribute to the cost of the containers (trugs) that the children will use for their belongings while at school. These only cost a few pounds per person child but will cost thousands for the school to buy a complete set. We will be setting up a voluntary contribution via Parent Pay and ask that you consider contributing, but only if you feel you can afford it.

56. Residentials

Luckily, the main school residentials all take place in the summer so we have confirmed those bookings (ie. Hill End in Year 4 and Kilvrough in Year 6).

All other visits will have to be carefully risk assessed and where the risk outweighs the benefit you will see less of these going ahead in the short term. We can't undertake coach trip or have visitors to school straight away. You will however, see more use of the school outdoor spaces and local community spaces to make up for this.

Special consideration for consistently vulnerable pupils, temporarily vulnerable pupils and pupils who appear to be or are confident to return (including safeguarding)

LPPS Full Opening Guidance

57. Safeguarding continues as normal, including reporting on child protection orders and home incidents where necessary. I am the lead safeguarding officer and a number of staff are trained to the same level as me in order to deputise at anytime.
58. Individual discussion will continue as normal, directly with parents of children on EHCPs, led by SENCo Carol Turner and involving any other relevant staff.

Survey and Actions

59. Thank you for completing the Well Being Survey for your child. We have had 112 responses which help guide our provision next year.

The survey currently shows:

32% eager to return

35% confident to return

19% content to return

The other 14% have a mix of concerns about return.

The most sought after provision when back at school includes:

84% Time with friends

55% Activities to help connect

53% Play

50% Connecting with familiar adults

50% Creative arts

44% PE

42% Outdoor activities

The agenda for whole school provision is going to be addressed by collaboration between all teachers on Monday. We will be prioritising the above areas (within the limitations set by the government and Ofsted expectations) and discussing class and whole school provision for them.

The survey will close on Sunday 19th July at 11.59pm but the email address associated with it will remain open for parents to update us on any imminent home issues wellbeing@lpps.org.uk

60. Re-engagement strategies look like this in class:

- Take time to reconnect
- Making time to talk about experiences (but not delve or dwell more than necessary)
- Embed well being with more focused lessons
- Give time to adapt
- Laugh, use pastoral activities with positive opportunities

61. And the strategic 'recovery plan' for September looks like this:

Stage 1: Well Being and teaching of protective measures

LPPS Full Opening Guidance

Stage 2: Finding common academic gaps- focus on the basics (using formative assessment and some diagnostic quizzes to inform teaching methods). Focus on reading and vocabulary skills. In FS, focus on Prime Areas (the basics) and Personal Social and Emotional Development areas.

Stage 3: In line with guidance and the national picture return to full provision (this includes the new Relationship and Health Education materials which we previously planned to be introduced in 2021).

(all with continuous Remote Learning)

The effectiveness and progress of these areas will be monitored by SLT as usual through class observations, pupil surveys, book reviews and formative assessment reviews. However, this monitoring will initially focus on confidence and well being levels.

For those who feel their child can jump back in and needs to immediately build on the progress made at home, our mastery processes always take every ability into account and focus on stretching children on their deeper understanding and application even of the basics.

We are making our way through the individual responses from parents who have concerns about their child's return (or even where the child may be eager but the parent is anxious), identifying pupils based on their ability to readjust to school, such as whether they show signs of severe mental upheaval, are hiding issues, are reluctant to return or (as in many cases) are just keen to get back to it.

If any anxiety stems from yourself and not your child you will need to discuss this by phone or email bearing in mind that we can't currently have those quick conversations at the door to school.

Curriculum provision and Remote learning

61. The government are stressing that schools should have plans in place to continue their learning online if there is reason to close again. It is fortunate that before this crisis our plans had prioritised the use of online systems through Google Suite and Chromebooks. We will continue to focus next year on a seamless integration of onsite use of technology for learning which can easily and continuously transfer to home via personal devices. We will develop this plan further during the summer and update you with any relevant details.

We will continue to talk individually to those who do not have device access at home.

62. Budget and Catch Up Funding

The much publicised Catch Up Funding will be used for whole school strategies, CPD for staff and the Emotional Literacy Support, to the benefit of every child. At this point I think

LPPS Full Opening Guidance

it's time to clarify a point that is often missed in the media when the government announce funding for schools. Firstly, school gets no reimbursement for the Covid costs accrued outside of 'normal' running, such as ensuring deep cleaning or tracking and consistency of staff across small pupil bubbles, this has to be found within current budget. Secondly, I'm sure you will understand that breaking down a 'ring fenced' amount (a figure yet to be shared with us) to each individual child makes it a minor amount that can't be used beneficially for each child. This is why it's more efficient to use as mentioned at the start of the paragraph..

63. Please would you settle any outstanding debts on ParentPay.

64. Any ParentPay credit balances for Extended Schools will be carried over to September 2020.

65. Attendance

The govt have reinstated normal attendance regulations. Therefore, school will follow up any absence in the normal way and will not be able to authorise any holiday during term time. We are aware that this may clash with private businesses expecting employees to take overdue holiday time and also with much cheaper travel fares but we are once again bound by national regulations.

66. We will personally collaborate with parents who are following clinical or public health advice to stay at home. In the rare case that you are following special clinical guidance we will continue to collaborate with you and support your child's learning from home.

67. The govt are clear that general anxiety to attend school does not allow for authorised absence (including concerns about other members of the household) unless following clinical or public health guidance.

Contingency plans

It is vital that parents talk to us if they have any concerns. Schools have been given the remit to open for all children, the govt expects all children back and we are doing everything we can under the govt expectations and within the limitations of budget, staffing and new rules. Please keep an open mind to the greater planning for all pupils when thinking of the impact on your own child. That said, here's a non comprehensive list of what could go wrong:

68. National lockdown

We will follow government expectations. Remote learning restarts.

69. Local lockdown

LPPS Full Opening Guidance

We will follow local government and local health protection team guidelines. Remote learning restarts.

70. School closure due to outbreak

Closed if directed by Public Health England or the local health protection team. Remote learning restarts.

71. Bubble/class closure

If member of the bubble tests positive for Covid after showing symptoms while at school (including staff). 14 day isolation for all ie. bubble closure. In theory, the person who tested positive can return after only 7 days but we would question the benefit of this if the rest of the class are at home and all learning is back online. See Appendix below with related government guidelines.

Current general action for isolation: 14 days isolation for anyone who (A) has been in direct contact (B) has been in proximity for 15 mins or more (therefore all of a bubble) (C) has travelled in a small vehicle together.

If a child is taken ill while at school they will be sympathetically taken to the Burrow which will be used as a waiting room. They will be looked after appropriately until they can be picked up.

72. Symptoms at home

Do not come to school. Inform school and we will take advice on whether we have to close the bubble or not. Home learning can be given but only if the child is not too ill. Pupils who get symptoms must get a test.

If negative, they must still finish the 14 day isolation - no need to inform the school.

If positive, they must isolate until 7 days have passed from the onset of symptoms - and must inform the school.

73. School will not ask parents for evidence of test results and will base all actions on collaborative trust.

74. Be sure to follow public guidelines if using public transport.

75. **Communication:** Through this document, you will be further updated whenever necessary, to help with preparation for September. In the meantime please direct any urgent queries to the office email but please note that responses will be very delayed during the summer.

LPPS Full Opening Guidance

In other news

Year 6

We said a fond farewell, virtually and partially-in-person to Year 6. Well done to Skye for working so hard on her maturity and thereby being awarded the Citizenship Award. Well done to Owen who constantly demonstrated the correct attitude to learning in school and was awarded the Values Shield. Congratulations to the whole of Year 6 for continuing to achieve so much in their last year in the most unusual of academic years.

New Chromebooks

Courtesy of the previous PALS funding for our Chromebook drive there are now another 30 computers which are based in Year 2 for FS/KS1 use. Our previously planned move towards Google Suite and Chromebooks has been very timely and beneficial- we expect to make more use of the combined education benefits next year, making it more seamless and hopefully easier to learn at home (in terms of homework).

New Climbing Frame

Again courtesy of a prearranged PALS grant, the new playground installation for KS2 will take place during the summer. This large climbing frame will be for the benefit of KS2 but is placed near the field so it can be flexibly used by the rest of the school at times.

Team Thank You

Myself, Elaine, Carrie (and Carly with Fern) would like to finish with a huge thank you to all staff who have worked so hard to find ways to keep learning going for you at home and onsite under these circumstances. Every year I say how we feel honoured to work in a school where the staff work so effectively with parents, as a team for the great benefit to our children. This year the team balance has looked very different with parent teaching at home and we remained strong. Have a good break.

LPPS Full Opening Guidance

Appendix 1: Checklist for return to school

You might like to complete this sheet with the details that personally impact your child.

Uniform fits?	
Lunchbox (with easy to open items) (labelled lunchbox)	
If having school ordered lunch (brunchbag) has it been reserved?	
Snack	
Water Bottle	
Hair tied back	
Coat and/or Hat/Sunscreen (all labelled?)	
Wellies/ Bookbag or <u>small</u> Schoolbag (all labelled)	
Pencil case, if needed	
Can your child carry everything by themselves?	
PE kit (not school uniform) to be worn on PE days which are...	
Start time(s)	
(Note: Friday 4th September is a full day- the following 3 Fridays are half days.)	
Drop Off and Pick Up Point(s)	
Pick Up time(s)	
(Car park is a waiting area if needed) (Don't attempt to park in it or at the entrance at drop off and pick up times as children will be moving around)	
If unavoidably late go to the front office to sign in, ring and wait outside	
Any queries email or phone office. Do not try to have a quick word with teacher.	
Absence- leave message with clear description of problem and be prepared to engage with public health guidelines, including doing a home test for Covid.	
Check your child washes their hands when getting home	
Ask your child what was nice about their day	

LPPS Full Opening Guidance

Appendix 3: Covid19 Current Guidance (relevant excerpts for reference)

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.

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.

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](#)'

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

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.