

# September 2021/22

## Full Reopening Parent Guidance

I'd like to start by expressing our heartfelt appreciation to all in our school community for supporting us with this challenging period. Everyone has been flexible and professional in dealing with the fundamental changes in school and we understand first hand the inconvenience caused.

Apologies that this document is long, this is because we have attempted to put everything you need to know in one place. This will be the source document we update as we go, hopefully, into the final stages of returning to normal procedures.

This document covers the **first 3 weeks of September (until Monday 20th September)**.

Some of the prudent 'systems of control' will continue in school. We will maintain protective measures for the first few weeks to mitigate any problems as we gather again, possibly with a limited initial idea of the impact on the school community over the summer holidays.

We have written this guide in July, ready for September, with our best understanding of the current and projected picture for schools. As such we will update text in blue if any changes need to be made.

The primary focus continues to be on health safety. National guidance assures that schools' protective measures are still effective in minimising risk even with the new variants.

It is also worth noting that the picture and national guidance might still change during next term (eg. going into winter months) and we all need to be ready and flexible to change.

### **Before School Starts**

1. School reopens on Friday 3rd September for Years 1 to 6. This will be an acclimatisation day for all.
2. For FS- New Reception (Classes 2 and 3)- visits take place in the second week Sept- these will be virtual home visits. School will notify you of the times.
3. FS New Nursery (Class 1) will begin in Term 2- 1st November.
4. The procedures below are for 3 weeks with a review in Week 2. The expectation will be to remove procedures such as staggered starts as soon as possible.
5. **Staggered timings** remain the same as last term for the first 3 weeks (until Monday 20th September).
6. The **normal entrance gates** to school are reinstated (see A Guide to Entering the School Doc). The staff car park will be used as normal by staff. The car park gates will remain open and traffic is not restricted so all parents and children need to observe the

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usual junction and car park safety. Children will be expected not to wait or play in the car park at all.

7. **Breakfast and After School Club** starts at 8am and ends at 5.30pm. Please contact the office to talk to the ASC managers for further information and bookings. We will give you as much notice as possible if these need to be withdrawn, e.g. in the case of limited staffing capacity.

### Arrival at School

8. There are **staggered timings** for the first 3 weeks (and reviewed in 2 weeks) to remain prudent of any spike plus the fact that we will be going into the start of term without contact tracing. Please do not arrive earlier than necessary as this could lead to unnecessary bottlenecks. Times have been calculated to ensure no curriculum learning time is lost. Three year groups are admitted at a time.
  - o **Year 1, 3 and 5 drop off at 8.40am**
  - o **Year 2, 4 and 6 drop off at 8.50am**
  - o **Foundation Stage Reception drop off at 9am**

The school day will return to normal for all, after week 3, if there are no local or national issues:

Year 1 to 6- 8.40am to 3.10pm

Foundation Stage- 8.45am-3pm

9. 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. Refer to **A Guide to Entering the School Document** on the school website for detailed information.
10. Face coverings are not expected by school but can be used at parents' discretion.
11. **Drop Off and Pick Up will continue to be through outside classroom doors except Year 1 and 3 which go through the courtyard. The quickest ways to get to the classrooms are:**
  - a. Reception- Tyne Avenue side gate to FS Garden
  - b. Year 1- Tyne Avenue side gate to Courtyard
  - c. Year 2- Tyne Avenue side gate to Year 2 Garden (astroturf behind the bike sheds)
  - d. Year 3- Tyne Avenue side gate to Courtyard
  - e. Year 4-6- Avon Way straight into KS2 playground.
12. **Please note the school entrances above are suggested.** You can use either of them to get to the correct drop off/pick up point by walking around the building. Occasionally, when we have very heavy rain we will divert you around any flooding to alternative entry points.

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13. If you are unavoidably **late** please go to the front office and ring the bell. The office staff will let your child in and support them in getting to class.
14. It remains beneficial if your child can carry their belongings in and out of school by themselves.
15. If you forget any items, such as water bottles, wellies, revision guides etc. **please do not worry about bringing them into school**; school staff will be able to provide most things for the day, such as water in a beaker, copies of learning guides etc.
16. Talking to staff and the office by phone or email is still preferred. Onsite appointments are still being minimised. Arrange an appointment by phone if you feel this is absolutely necessary.
17. **Hand sanitizer** dispensers remain in place and it is prudent for the children to use these. We anticipate these might freeze on cold days, in which case there are ample dispensers available as soon as the children enter class. Please help us teach the children to use these correctly because wastage will lead to a large and repeated school resources bill. We also have lots of sinks, for hand washing, outside classrooms.
18. Entry for children will generally be through **outer classroom doors** (those facing the playgrounds and outside gardens) except Year 3 and Year 1 (through outside doors leading from the Courtyard), for drop off and pick up.
19. **Attendance** for school age children is **mandatory**. Our normal school attendance policy is in place, although we are mindful of the complications around self isolation needs and will work with you individually if these arise. Per normal government guidance, no absence can be agreed for holidays during school time, this includes any foreseen quarantine time.
20. **Absence**: You must inform the school office (not the class teacher) if your child is absent from school. You can either leave a message on our answering machine or email the school office at [office.2609@ladygrove-park.oxon.sch.uk](mailto:office.2609@ladygrove-park.oxon.sch.uk). Please leave a clear explanation as to why your child is not in school including your child's name and class.
21. **Illness**- normal best practice will continue. If your child has symptoms of illness however mild then they should stay at home to get well. According to Schools Covid Guidance school can refuse to admit if necessary.
22. Covid positive cases will be treated as illness. We expect isolation rules for positive individuals to remain in place for some time. You will need to follow Public Health/NHS advice. We have Contingency Plans around isolation and lockdown which will be shared if these are reintroduced by the government.

### During the school day

23. **Uniform: wear normal school uniform everyday except:**
  - a. **on Forest School day** wear clothes appropriate for forest school (mud etc) to school, instead of uniform
  - b. **On PE day** wear PE kit to school, instead of uniform

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24. The above rules will be **reviewed and, hopefully, removed** after the first 3 weeks. If so, the normal rules apply: school uniform everyday with changes of clothes (PE and Forest school) in a bag.
25. Children will continue to be encouraged to wash hands, not touch their faces, dispose of tissues correctly (lidded bins in each class), and contain coughs, etc.
26. Main access to classrooms will be by the outer doors (those facing the playgrounds, gardens and Courtyard).
27. **School rules remain the same** because they have always had an overarching focus on common sense and doing the right thing. Please see the Behaviour Appendix below.
28. Support of highly vulnerable children will continue as normal but **may involve staff using PPE** at times when a positive case is assumed. Staff may also wear masks at other times when they feel it is appropriate.
29. Pupils can share resources within their class, as long as they continue to follow hand washing guidelines, supported by staff.
30. All pupils' belongings stay with them at their desk space. Coats (which are often bulky) go on the back of chairs or on new pegs under the covered walkway for FS and Year 1. We will be adding more hooks along the covered walkway for other classes.
31. Children to keep their belongings to a minimum to help them with carriage and easy storage i.e. lunch box, water bottle, coat, sunscreen/hat (if needed), pencil case (if needed). Stationery resources will be provided to children as needed.
32. Water fountains are not currently in operation so water bottles are needed.
33. If you are able to supply spare wellies to be kept at school, this will help with further use of the field at playtime. The field will be checked regularly- in line with the impact of the weather. As before, we hope to use it as much as possible for the extra space and physical activity.
34. Assembly will take place in year groups in the hall once a week (mornings) and online through the rest of the week. Celebration assembly will take place on Fridays online.

### Lunch

35. **Lunches will be eaten in class** at desks or on carpet spaces. Year 5 and Year 6 will start to use the Hall for lunch, on a trial, 3 weeks after the start of term.
36. Items in lunch boxes should be **easy for children to open** by themselves, to minimise help needed by adults touching food items.
37. If your **child is having lunch provided by school**, it will consist of a 'lunchbox' containing hot food items, delivered to the classroom. Order this in the normal way with the class register in the morning; payment is as usual via Parent Pay. Please refer to the School Menu on the website.
38. We are mindful of the needs of those with **allergies**. Those with allergies have their own table space, which is not 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 other medical conditions involving food).
39. Playtimes will be on a rota with each year group at allocated times.

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40. If we are asked by the government to continue ventilation then continued classroom ventilation may mean slightly colder rooms - pupils should ensure they have the right clothes for the weather.
41. First Aid will be carried out entirely as normal, although children should expect staff to use PPE where necessary for everyone's protection.
42. Fire Drills will take place as normal. Invacuation practice will also be restarted- this is a practice whereby all children are brought in to school and the school is locked down.
43. Staggering internal timings for PE, breaks, etc. is a complex jigsaw when including staffing and cleaning rates, meaning less flexibility and more fragility in logistics.
44. Cleaning continues throughout the school day. As per good practice, school has always employed cleaners during the school day as well as out of school hours.
45. Lost Property is in operation- the box is at the far end of the courtyard, by the offices.
46. Climbing frames can be used by the appropriate year groups as normal.

### Departure from School

47. **Staggered departure times (until Monday 20th September, all being well):**

2.50pm FS/ 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.

This is for the first 3 weeks to minimise any issues on return. Then we will revert to normal school timings 8.40am-3.10pm as long as all is well.

48. There will be **no extra curricular** after school clubs for the first 3 weeks until term settles.
49. **After School Club** is running as is **Breakfast Club**- please contact the extended schools email address for further details [extendedschools@lpps.org.uk](mailto:extendedschools@lpps.org.uk). You will receive separate letters and communication updates, as required, from the Extended Schools Managers detailing all arrangements of how the service is currently provided.

### 50. PALS PTA and School Events

Another huge well done to PALS for their creativity in setting up diverse and interesting virtual events last year. At a meeting in the second week of term we will be finalising a timetable of events for the coming year and resetting the vision for the use of funds for the school.

### 51. Residential and Trips

Year 4 and 6 residentials are being planned to go ahead as normal in Summer 2022.

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Any other visits will be risk assessed as they always have been and, where the risk outweighs the benefit, plans will be adjusted. But we hope for this not to be the case, of course.

### **Special consideration for consistently vulnerable pupils, temporarily vulnerable pupils (including safeguarding)**

52. Safeguarding procedures continue 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 any time.
53. 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**

54. Later in the holidays a link to a childrens' survey (similar to the previous parent survey) will be shared. This will enable us to get a quick view of the general feelings about returning but also any specific comments from individuals. We will adapt provision where necessary.
55. Our strategic plan is based on the nominal development needs of the school, as in normal times. The recovery period has ended.
56. The effectiveness and progress of development areas will be monitored by SLT as usual, through class observations, pupil surveys, learning reviews (including of books) and formative and summative assessment analysis.

### **Curriculum provision and Remote learning**

61. It is fortunate that we were developing blended online learning systems through Google Suite and Chromebooks before the pandemic. We will continue to focus on a seamless integration of onsite use of technology for learning, which can easily and continuously transfer to home via personal devices. We will continue to talk individually to support those who do not have device access at home.

### **Budget and Catch Up Funding**

57. Please continue to monitor ParentPay and settle any outstanding debts as soon as you can. Thank you. School often makes a loss from unpaid parent bills, from ASC for example. Please do keep up to date with payments.

### **Attendance**

58. The government 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

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during term time, including foreseen quarantining. You must inform the school of your child's absence, please be as specific as possible about the circumstances. You can leave a message on the school answering machine or email the school office at [office.2609@ladygrove-park.oxon.sch.uk](mailto:office.2609@ladygrove-park.oxon.sch.uk)

59. If you have to follow special clinical guidance, contact school to discuss how we can work together to support your child's learning from home. However, please bear in mind that your child's teacher will be working full time with the other children in class during the day.
60. The government 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. We will deal sympathetically with any situations in which you or your child is anxious about coming to school, **while expecting their attendance.**

### Contingency plans

It is vital that parents talk to us if they have any concerns. Again, here's the non-comprehensive list of what could change as we go in to winter:

#### 61. Lockdown

In the past the government have been forced to change plans at short notice- this could happen again. We will follow government expectations, which might (but is highly unlikely) involve closing to all except key workers specifically helping the fight against the virus. Remote learning restarts.

#### 62. Local Lockdown/High Tier

We will follow government guidelines for local issues but assume that school will be expected to stay open to all with protective restrictions. Signposted learning for those at home who are not ill.

#### 63. School closure due to outbreak

Whole school closure can only be actioned on the advice of the regional Health Protection team and only if cases are demonstrably connected.

Remote learning restarts.

### Covid Testing and Isolation expectations

#### 64. Testing and Monitoring Absence

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Lateral Flow Devices (asym tests) are likely to continue next year. This means that staff members might be forced to isolate at short notice. They will be covered by other staff or supply staff when necessary.

In our experience we have found that every case/circumstance has been unique, due to different personal backgrounds, movements and case notifications. For this reason, we contact PHE to discuss the implications for each case.

We monitor all attendance and the ongoing absence of all children (and any staff) every morning. We keep in contact with the households of those who have symptoms while they are awaiting test results.

**Primary school children are not subject to Lateral Flow Testing at school**, like Secondary school students. Asymptomatic tests are only used when there are no symptoms and are not as accurate for primary aged children. Therefore, **these aren't accepted as proof of a negative result for a child.**

### 65. Isolation: Public Health Guidance for Individuals Cases and Symptoms

**'Bubbles' are no longer required in school. Classes will only be closed on the advice of PHE.** Schools and the Local Authority are currently not clear on how this procedure will work. It still seems possible that PHE will order the closure of a class because all children in the class will be deemed close contacts of a positive. **We will update this section when we know more.**

Schools have been told: "You should make sure your outbreak management plans cover the possibility that in some local areas it may become necessary to reintroduce 'bubbles' for a temporary period, to reduce mixing between groups." **Due to the impact, we would not do this lightly and only on local health team or national government advice.**

Positive cases and those with symptoms should follow PH advice on when to self isolate and what to do. Parents do this on behalf of their children. Guidance currently states: "Close contacts will be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing. As with positive cases in any other setting, NHS Test and Trace will work with the positive case to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact." At school we have discussed the evident gaps in this protocol. **We wait to see what further guidance appears and will update you.**

Going to a test site is the quickest way to get a PCR test result.

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If a child is taken ill while at school, they will be sympathetically taken to an appropriate pre-designated room, which will be used as a waiting room. They will be looked after appropriately until they can be picked up.

66. Other types of school closure: there remain **other standard reasons for closure of classes, year groups, key stages or whole school**- due to lack of staff (eg. heavy snow/non Covid but widespread illness). If a large number of staff are absent it may be necessary to close parts or the whole of the school. This is based on dynamic risk assessment of the safe number of staff to supervise children onsite, similar to arrangements when school is forced to close on some heavy snow days. Parents will be informed by the school app, an email via ParentPay, the school website, the local authority website and local radio (in this order).

### 67. Symptoms at home

Do not come to school. Inform school. Home learning can be given but only if the child is not too ill. They should concentrate on resting and recovering well. Currently, pupils who get symptoms must get a test and the household follow guidance regarding isolating.

**Parents must tell school the result of any test as soon as they get it** but school will not ask parents for evidence of test results and will base all actions on collaborative trust.

### Communication

With this document, you will be further updated whenever necessary, to help with preparation for any changes. In the meantime please direct any urgent queries to the office email. Please note that responses could be delayed, as the school team need to prioritise by urgency or importance.

The letterboxes at the front and back (courtyard) of the office can be used as normal.

We have to abide by government expectations and guidance as well as any sudden changes in Covid circumstances.

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### 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 lunch- remember to order	
Snack time- fruit, vegetable sticks, other healthy food item	
Water Bottle	
Hair tied back in school (plus jewellery removed or taped for PE)	
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?	
Wear PE kit to school on...	
Wear Forest School clothes to school on...	
Start time(s)	
Drop Off and Pick Up Point(s)	
Pick Up time(s)	
If unavoidably late go to the front School Office to sign in, ring and wait for an answer	
Any queries email or phone School Office.	
Absence - leave message via email or phone, with a clear description of problem and be prepared to engage with public health guidelines, including doing a test for Covid.	
Check your child washes their hands when getting home	
Ask your child what was nice about their day	

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### Appendix 2: Behaviour Policy

School Rules with previous adjustments for pandemic response

The Rule	The Focus	The Reason/Why	The Standard/What it looks like	The Life Skills being developed
<b>Be safe and help others</b>	<b>Collective responsibility and independent common sense</b>	Be safe and happy in school, help others to be so and be alert to things that might hinder safety or make people unhappy.	<u>Red Rules</u> Help others wherever possible. Work together to improve well being for everyone and manage risks/issues with support Behave in a way which allows everyone to be happy and safe. Adults will help children to identify risks for themselves. Move carefully around the school Not abusing responsibilities or intentionally causing harm (including through digital devices) <b>Covid additions:</b> Deliberately coughing or spitting at other children or staff. Deliberately or harmfully breaking any expected physical distancing with unkind aims.	Effective team working Contributing something to help others (class, charity work, community) Working together to better the goal (7Habits number 5) Compassion- helping others in need Friendship- stepping in when someone needs a friend or to help a friend Communication- being able to sort out a problem or an issue very well
<b>Show respect and tolerance</b>	<b>Courtesy and conduct</b>	Courtesy is a way to show respect to others and ensure safety.  Be tolerant and patient.	<u>Purple Rules</u> Greet each other politely Hold doors open for others Solve disputes appropriately, address any frustration maturely Keep hands to yourself. Disagreements sometimes happen- learn how to cope with these appropriately.	Wider understanding- genuinely trying to accept someone else's point of view or understand the situation/beliefs of others/other nationality views Showing tolerance when someone has a view point you don't agree with Courtesy- helping to build relationships with trust Cultural capital increased Global awareness for better cooperation
<b>Listen and follow instructions</b>	<b>Awareness of personal space</b>	Mutual respect.	<u>Blue Rules</u> Listen and be listened to. Noise levels appropriate to environment Be in correct areas (not inside when disallowed) Follow instructions. <b>Covid additions:</b> Wash your hands when an adult asks you to or by permission (Healthy Hands). Come in promptly at the end of breaktime or lunchtime. Use lidded bins: Catch it, bin it, kill it! Use the appropriate amount of hand wash and sanitising gel.	Showing great engagement in a subject/striving to be an expert Appropriately enjoying and involving others in the learning Inputting in to class in a way that stimulates others to get involved Communication- knowing that better results come from active listening in discussions (7Habits- number 6) Working successfully independently Expressing yourself effectively Questioning/reasoning effectively, being enquiring Working smarter rather than harder and taking one step at a time (7Habits numbers 1 and 4)

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<b>Be responsible for possessions</b>	<b>Respect property and premises</b>	Respect of others' things.	<u>Yellow Rules</u> Looking after own and others' property. Use cloakroom properly, ensure coat and bags are stored in the right place. Use toilets hygienically Placing litter in the bin and helping to tidy when necessary. Use and store bags, lunch boxes and coats properly	Showing a clear and genuine respect for property and other people Working to make our environment better and understanding the consequences of current actions Showing consideration of others Assessing the future for modern life in our country Includes such basics as tidying away someone else's mess in order to help them.
<b>Show good manners and presentation</b>	<b>Table manners</b>	Table manners help with health and tidiness.	<u>Orange Rules</u> Eat the appropriate amount of food, without playing with or swapping food. Keep noise levels down. Clear up after eating- leave no litter or large pieces of food behind. Strive to use and understand the best vocabulary for eloquence Present all work to a level of highest pride	Politeness and etiquette help us respect others and gain respect from them Increased vocabulary leads to better communication and success towards goals Increased pride in work leads to better presentation/more focused drafting which, in turn, leads to clearer communication /more respect for the communicator
<b>Be school ready (Preparedness and Attitude)</b>	<b>School uniform and resources</b>  <b>(uniform rules are currently modified)</b>	Being prepared for the activity ahead.	<u>Grey Rules</u> Uniform helps to identify pupils easily (safety) and eliminates discussion about fashion in our place of learning. We don't expect playful accessories, nail varnish. School shoes- not trainers (as a parent if you are unsure which shoes are appropriate please go with your common sense)	Personal excellence- seeing your potential and aiming for it Driving a talent- pushing to make your talent better or performing your talent when nervous Personal high expectations- notably raising your expectations of behaviour or achievement/ intrinsic challenge motivation Being Resourceful or Enterprising- working to make something better Putting in more effort than normal levels Visualising or planning the end goal (7Habits number 3) Applying skills or learning to a new/different problem Risk taking- appropriately checking the risk or sensibly undertaking a difficult task (Risk taking might include putting your hand up when you are only half certain of the answer, or answering a question if you are usually too shy to do so)
	<b>Prioritise Health</b>	Physical health supports mental health	<u>Grey Rules</u> Participate in physical activities as much as possible and understand the positive effects Correct PE kit and house colours	
	<b>Extend learning outside school (Homework)</b>	Used by school to reinforce learning taking place at school (or to research/discover new areas)	<u>Grey Rules</u> Foster an attitude to life long learning Needs to be done on time to aid learning in school time	
	<b>Attitude and Punctuality</b>	Time missed in lessons can disrupt class work for the pupil and the class as a whole	<u>Grey Rules</u> Always consider your potential and the steps to achieving it Dropping off and picking up on time	

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<p><b>Have a Positive Mental Attitude</b></p>	<p><b>Positive attitude to learning and life. Emphasising mental health being as important as physical health.</b></p>	<p>Respect the differences and opinions of others Learn to employ empathy. Being thoughtful and kind. Maintain a positive attitude and deal with difficulties appropriately. Know how to get help.</p>	<p><u>Green Rules</u> Listen to opinions of others and not have a closed mind about their ideas. Try to understand how others feel. Involve everyone in all activities. Be motivated to learn and join in with all activities and opportunities even if they pose challenge Get help if needed- use friends and key adults- and know that it's important to keep trying If it becomes difficult- use a range of skills and knowledge to find a different or better way to achieve a goal.</p>	<p>Demonstrating motivation to succeed Prioritising your self belief when challenged Boosting your confidence in a challenging situation Persevering with a task you are finding difficult-commitment to finishing a task even if you want to give up- resilience Understanding the difference between determination and being stubborn Dealing well with disappointment/Being gracious in victory or defeat Being self controlled under competitive pressure Being innovative in the way you approach a problem Employing critical thinking or lateral problem solving Having an open mindset Being proactive when possible (7Habits-number 2)</p>
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[Appendix 3: Hyperlink to Covid19 Current Government Guidance](#)