

At West Borough Primary School, our children are at the heart of everything we do. The past 10 weeks have been unprecedented, never before experienced in our lifetime. During this time we have all had vastly different experiences; some children have been in school, some children have been at home, some have had daily exercise, some won't have been able to leave their homes.

As we prepare to welcome more children back in to school, we need to follow very strict guidelines to keep everyone safe. These guidelines will make school seem a very different place. Please remember, however, that everything lately has been different – queuing at the supermarket, not seeing family and friends, limiting the use of toilet roll! We have all got used to this, we've had to. But we are slowly seeing things begin to return to normal. This will be the same when the children begin to come back to school. It will seem very strange at first but the children will get used to it.

We see this change as an opportunity. Just think, children may learn how to be more independent and get on with the learning themselves; the smaller class sizes may also have their advantages in that all children are seen at all times; the focused, concentrated time spent at their desk in class means that the children may get through the curriculum at a quicker pace than they would do normally; we may also be blessed with many more sunny days, which means, given the size of our grounds, more time can be spent outside.

As we plan to bring your children back in to our care, please know that we will do everything in our power to reassure them, keep them safe and help them to understand and cope with new routines. As a school, since 23rd March we have had up to 40 children in school every day and are, therefore, already used to working in a different but safe way.

And as our community code says, “Be kind, be safe, be responsible and embrace challenge.” How appropriate!

Mrs Crittenden

This document was produced using DfE guidance which can be read in full here:

- [Implementing protective measures in education and childcare settings](#)
- [Preparing for the wider opening of schools from 1 June](#)
- [Actions for early years and childcare providers](#)

It is important to remember that the information above is guidance. It is the responsibility for each school to read and digest the guidance and then make the decisions that are best for their setting. Each school will be significantly different from size, to demographic and even down to the number of staff who are available to be in school.

Every decision that is made in this plan starts and ends with the safety of the pupils, staff and families. Although we are educators, this must never take precedence over the health and safety of all of our stakeholders.

The plan is written based on every eligible child taking the place that they are entitled to – that being 60 children in Reception, 60 children in Year 1 and 60 children in Year 6. We have also considered our Key Worker's children and other children who need to attend school every day.

At various points in the plan, there will be variations. This will be where the plan must be amended either because of the number of children who are taking up the places, or because of the number of available adults.

Preface

It was announced that, as part of the Government's stepped process, schools should prepare to reopen to Nursery, Reception, Year 1 and Year 6 pupils from 1st June. This is in addition to the current provision that is currently being offered to those whose parents are key workers and those that cannot be safely cared for at home. These year groups were chosen because of the early stage of the education (in the cases of Nursery, Reception and Year 1) and transition (Year 6).

West Borough Primary School, like many others has been open to the previously mentioned group of pupils since Monday 23rd March. During this time our numbers have fluctuated but at times we have had up to 40 children in school. This has allowed us to develop safe routines for children, their families and our staff (including hygiene routines) and to establish appropriate social distancing, depending on the age and stage of the children in our care (aged 3-11). This is a big challenge in schools. Children, especially the youngest children, find it very difficult to keep at a 2 metre distance.

The Government have recognised this and have said that '***We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.***'

Throughout this plan, every effort has been made to ensure that an appropriate distance can be maintained for the children. However, it is not possible to mitigate the 'human' factor in this – that being that a child may still leave a designated area, or come close to and instigate physical contact with another child or adult. No plan could ever reduce the risk of contact between children and adults to zero, and therefore it needs to be made clear that this is the case.

This plan follows the hierarchy of controls as suggested in the guidance to try and reduce the risk of transmitting the infection. They are:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and anti-bac spray
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Our Plan to Reopen the School More Fully

	Questions you may have	West Borough's Plan
Reopening	Is the school reopening on the 1 st June?	<ul style="list-style-type: none"> Following our Governing Body Meeting this week, Governors are completely satisfied that School Leaders have a safe plan in place to begin reopening the school more fully. 1st June is an INSET day and therefore we plan for the school to reopen on 2nd June to year groups below <i>Should there be a Government announcement or further guidance before this time, this plan may be updated. Parents will be contacted.</i>
Attendance	Which children can attend?	<ul style="list-style-type: none"> Year R – Bonsai Class and Silver Birch Class Year 1 – Cedar Class and Cherry Class Year 6 – Sycamore and Willow Class Nursery (we have contacted our Nursery families separately) Children of Key Workers (already identified) Vulnerable families (we are working with and supporting these families)
	Does my child have to attend?	<ul style="list-style-type: none"> You should only send your child to school if you feel it is safe to do so. Before sending your child there are some documents you must complete (see below) Any parent choosing not to send their child will not be fined, nor will the school put any pressure on you to change your decision. There is some guidance on non-attendance outlined below: <ul style="list-style-type: none"> Where a child is extremely clinically vulnerable, (often this category will have received a letter from the Government) they must not attend school Where a child is clinically vulnerable, the parent must seek medical advice from their GP to see if it is appropriate for them to attend school Where a child lives with someone who is extremely clinically vulnerable they must not attend school Where a child lives with someone who is clinically vulnerable, they can attend school and this must be the decision of the parent (although we are happy to discuss this with you) Where a parent does not want to send their child to school, the child should not attend school Where a parent decides to 'opt in' once all bubbles have been established, the child may join an existing allocated bubble on a Monday
	If my child is in an eligible year group, can their brother and sister come too?	<ul style="list-style-type: none"> Any siblings of children in the above groups who do not meet the eligibility criteria will not be allowed to attend school at this time It is worth noting also that although the Government are encouraging returning to work where working at home is not possible (for example construction) this does not make you a Key Worker as the guidance in this area has not yet changed

	<p>What if my child comes back and doesn't like it?</p>	<ul style="list-style-type: none"> We know that school will feel very different when your child first returns. Please encourage them to come every day – they will settle into their new routine If you decide you no longer wish to send your child, you must contact the school first
	<p>Does my child have to come every day</p>	<ul style="list-style-type: none"> Yes – normal attendance applies and you must notify the school if your child is not attending via ParentMail
<p>Grouping of children</p>	<p>How will children be grouped?</p>	<ul style="list-style-type: none"> Each class will be split in to 2 'Bubbles' of 15 children – each bubble will have their own classroom – this may not be their normal classroom The teacher will decide how to split the class as they know the children best Your child may not be with their friends – please be assured that children will still know the children in their bubble Once each class is split into 2 'bubbles' there will be no changes as bubbles must not mix Key Worker /Vulnerable children will attend their normal year group class (and bubble) if they are in Nursery, Year R, Year 1 or Year 6 Key Worker /Vulnerable children in years 2-5 are likely to be split as follows – Year2/3 (one bubble) and Year4/5 (one bubble)
	<p>What is a 'Bubble'?</p>	<ul style="list-style-type: none"> All children will be placed into groups with a maximum number of 15 Each group will be a called 'bubble' Each bubble will have an allocated classroom and specific timetable Each bubble will remain isolated from other bubbles in the school to limit the amount of contact that any one person (staff and children)has The bubbles, their classrooms and their timetable will remain the same for the duration of the return (or until further guidance is issued).
	<p>Which classrooms will be used for the bubbles?</p>	<p>These are the classrooms we <i>plan</i> to use:</p> <ul style="list-style-type: none"> Nursery – in the Nursery Silver Birch – Silver Birch and Bonsai Classrooms Bonsai – Cedar and Cherry Classrooms Cedar – Damson and Ebony Classrooms Cherry – Elm Classrooms and Rainbow Room Sycamore – Sycamore and Maple Classrooms Willow – Willow and Oak Classrooms Y2/3 Key worker children – in Juniper Class Y4/5 Key worker children – in Lilac Class <p><i>Some bubbles will not be able to be in their 'normal' classroom. This is so as not to cross contaminate any areas.</i></p>
	<p>Which adults will teach my child?</p>	<ul style="list-style-type: none"> We hope to provide each bubble of 15 with 2 adults – a teacher and a TA The adults will stay with the bubble and also not interact with other bubbles Where possible, your child's bubble will be staffed by either their current teacher or TA

		<ul style="list-style-type: none"> • If this is not possible this could be because they are working in a different bubble, or because they are not able to be in school because they are shielding, or living with someone who is shielding • We hope to notify parents by 1st June which bubble they will be in and who the adults will be
Minimising Contact	How will you keep my child safe?	<ul style="list-style-type: none"> • Contact needs to be minimised. • This will mean that children in their bubbles will not come into contact with the children or adults in other bubbles. (The exception to this may be if your child requires First Aid or support for their behaviour from a member of SLT – see Behaviour Policy Appendix) • Each bubble will have an allocated room which they must stay in for the duration of the day (there will be opportunities to use the playground and other outside space). • The children in each bubble will have an allocated space/seat in the classroom with a desk which will be spaced out as much as possible. • The children will be provided with a set of resources that they will need throughout the day. These will vary from year group to year group due to the nature of the resources required. • These resources are for the individual child and are not to be shared or taken home. • We may need to limit the use of some of the outside equipment and follow new Government guidelines on cleaning equipment. • The classroom environment will be adapted to prevent and limit contact points. • Any soft furnishings and unnecessary equipment will be taken out of the classroom.
Learning	What will my child be doing in school?	<ul style="list-style-type: none"> • The curriculum for all year groups will not be able to be taught to the level that we would normally pride ourselves on. • There are various reasons for this including, but not limited to: <ul style="list-style-type: none"> ○ The variability in home learning undertaken in the previous 10 weeks ○ The prior knowledge of where children are in their learning if the bubble is not being taken by the child's class teacher ○ The ability to deliver the curriculum with the restrictions required to keep children and adults safe ○ The bubble being led by a teaching assistant who is therefore not a qualified teacher (this is allowed under the Government guidance) • The children will be receiving a similar curriculum offer as those who choose not to attend school • This may vary in school due to social distancing measures and appropriateness of resources that can be used • Each bubble will have their own timetable that they will follow each day. This will include time inside, time outside and regular hand washing/hygiene routines

Lunch	Will my child have a packed lunch or a school dinner and who will provide this?	<ul style="list-style-type: none"> • Children in Reception and Year 1 will be eligible for a Universal Infant Free School Meal – this can be a hot meal or a packed lunch. If you wish, your child can bring in their own packed lunch • Once you have selected your option, this must remain your choice until further notice • Children in Year 6 are asked to bring in a packed lunch, unless they are eligible for Free School Meals • This will be made clear on the parent contract we will send out • It may be possible to offer a hot meal to Year 6 pupils at a later date once all routines are established • Key worker children in Years 2-5 will continue to be asked to bring a packed lunch • It will not be possible for our staff to fully assist in supporting children eating lunch • Please bear this in mind when deciding on the lunch you wish your child to have • Children will eat their lunch in their bubble. (Hot meals will be brought to them) • Their desks will be cleaned before and after they have eaten their lunch • Whilst eating lunch, the children will not mix with other bubbles • Children will be supervised inside and outside by the same adults in their bubbles
Uniform	What does my child have to wear to school?	<ul style="list-style-type: none"> • To enable you to wash and clean your child's clothing regularly, it will not be necessary for the children to come to school in their school uniform • They will be able to wear their own clothes each day • They must have completely different clothes on for every day • These need to be appropriate for school and also for active sessions (no sandals or flip-flops please)
	What else does my child need to bring to school?	<ul style="list-style-type: none"> • Children will not need to bring a book bag to school – all resources will be provided in school • All that the children will need is their lunchbox, which can include a fruit snack and a water bottle • Please apply sunscreen before your child comes to school where necessary • On warm sunny days, please ensure your child has a hat/cap • Please send in a coat as necessary
Drop off and pick up procedures	Where do I drop my child?	<ul style="list-style-type: none"> • Following the guidance from the government, only one adult will be able to accompany the child into the school grounds – no siblings if possible please • People are being encouraged to walk rather than drive to school • To minimise contact, children from different year groups will have to be picked up and dropped off from different locations. The locations are as follows: <ul style="list-style-type: none"> ○ Apple – Main entrance to Nursery gate ○ Silver Birch – Main entrance to Year R gate ○ Bonsai & Y1 – Main entrance and round to Large playground ○ Year 6 – Cherry Orchard entrance and wait on Small Playground – Year 6 pupils may walk to school on their own. Any parents accompanying children must leave

		<ul style="list-style-type: none"> ○ them at the end of the alleyway ○ Key worker children Y2-5 – Main entrance and then through the front door as currently • We will operate a one way system – please follow the markings and wait as instructed. • There will be members of SLT to support with this whilst you get used to the new routines • To minimise time and contact for adults and children, please drop your child off and leave as quickly as you possibly can • It will not be possible to discuss matters with the adult in the room as we would normally do, nor will parents be able to enter the classroom and help settle the children. This is to minimise contact for both children and adults • Please be reassured, we will support your child fully as they get used to this new routine • You may leave a message with a Senior member of staff or email the teacher if you feel this will help
	<p>What time do I drop my child off?</p>	<ul style="list-style-type: none"> • Based on all children in the year group attending, as well as ‘bubbles’, each year group will have to be split into four colour groups (red, blue, green, yellow) • Each colour group will operate on a different timetable to reduce the amount of contact • This will mean that the timings of their school day will all be different • This not only reduces the number of adults in location for drop off and pick up but also allows us to vary the break times in school so that contact is minimised. • <i>Siblings in eligible groups will be in the same colour groups</i> • The timings will be as follows: <ul style="list-style-type: none"> ○ Red – 8:30 drop off and 2:30 pick up ○ Blue – 8:50 drop off and 2:50 pick up ○ Green – 9:10 drop off and 3:10 pick up ○ Yellow – 9:30 drop off and 3:30 pick up • You will be notified of your child’s colour group and timings by 1st June • <i>For children of Key Workers who are already attending school your child will have 8.40 drop off and 3.00 pick as currently.</i>
<p>Staffing</p>	<p>Will all staff be in school every day?</p>	<ul style="list-style-type: none"> • All members of staff have been consulted on this plan and their thoughts and suggestions taken into account • Not all staff are currently able to be in school and they will continue to support the children and staff by working from home • This may include resourcing and planning the learning packs. • All teaching staff are legally entitled to Planning, Preparation and Assessment time (PPA). This is no different in this situation • To limit the contact with additional adults, it will not be possible to run PPA in the

		<p>same way that we would do normally, with our specialist teachers (Music and PE)</p> <ul style="list-style-type: none"> • Therefore, Friday will be a half day for children, with a phased closure to enable the teachers to complete the PPA time and prepare the learning and resources for the following week. The daily arrangement will be as follows: <ul style="list-style-type: none"> ○ Red – 8:30 drop off and 12:30 pick up ○ Blue – 8:50 drop off and 12:50 pick up ○ Green – 9:10 drop off and 1:10 pick up ○ Yellow – 9:30 drop off and 1:30 pick up • Key worker children only can remain in school until 3pm on a Friday and will be looked after by non-classed based SLT either outside or spaced out in the hall.
Personal Protective Equipment	Will the staff and children need to wear face masks?	<ul style="list-style-type: none"> • It is easiest to share the specific government guidance here for clarity: <ul style="list-style-type: none"> ○ <i>Wearing a face covering or face mask in schools or other education settings is not recommended. Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.</i> ○ <i>The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.</i> ○ <i>Children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.</i> • The only additional exception that applies for us in relation to PPE is if a child shows any symptoms or requires first aid • There will be PPE supplies including masks, gloves, aprons, hand wash and sanitizer in the Acorn Room for members of staff to use when this situation arises.
Effective infection protection and control	What happens if my child or someone in their bubble becomes unwell?	<ul style="list-style-type: none"> • In order to keep the children and adults safe, we need to ensure that we do as much as we can to control and protect against infection. This comes under 4 areas: <ol style="list-style-type: none"> 1. Minimise contact with anyone showing symptoms <ul style="list-style-type: none"> • Parents need to check their children for symptoms. If you have any concerns that your child may have any symptoms, you must keep your child at home and isolate for 7 days. All members of the household must isolate for 14 days. This will restrict children attending school for 14 days (Y6 may walk to school on their own) 2. If a child shows any symptoms in school, they will be taken immediately to the Acorn Room. Parents will be called and the child must be collected as soon as possible. You must then keep your child at home and isolate for 7 days. All members of the household must isolate for 14 days.

		<ol style="list-style-type: none"> 3. Clean hands regularly and for at least 20 seconds <ul style="list-style-type: none"> • Handwashing must be completed regularly • Each classroom will have resources such as soap, hand sanitizer, tissues and bins. 4. Personal hygiene will be taught <ul style="list-style-type: none"> • Children, especially those in the younger year groups will be shown how to wash hands effectively. Regular monitoring will take place. 5. Cleaning of surfaces <ul style="list-style-type: none"> • Cleaning products will be stored in each room. • Staff in each bubble will regularly clean frequently used surfaces like desks, backs of chairs and equipment. • Staff will also clean touchpoints regularly. <ul style="list-style-type: none"> • If another child or adult in the bubble becomes unwell we will follow the clear PHE guidelines on testing and tracing
Next steps	I have read this plan, what do I do next?	<ul style="list-style-type: none"> • <i>Complete the ParentMail Form indicating whether or not you wish your child to return</i> • <i>This must be returned by 9am on Tuesday 26th May 2020.</i> • <i>Complete all the relevant questions</i> • <i>Complete the Survey we will send to you via ParentMail</i> • Read our Behaviour Policy Appendix

Plan Variations

This plan has been written with the premise that all children will attend, and that there will be sufficient staff for two members of staff in each room, members of admin and site staff, first aiders and a designated safeguarding lead. If we are unable to meet the required number of staff for each bubble, we will amend this plan.

I appreciate this is a very long document for you to read and digest but I know you will understand the reasons why.

Once we have received all your correspondence we will finalise our plan. If you decide you wish for your child to return, you will receive an email by 1st June confirming your child's bubble and drop-off time. ***Do not send your child to school on 2nd June if you have not received a confirmation email as they will be turned away.***

Thank you for your continued support.

Kind regards



Mrs Crittenden
Headteacher

Appendix I Behaviour Policy Addendum

Covid 19 additions

- Children in Nursery, YR and Y1 will all enter and exit school via the main entrance to school and car park gates, keeping a social distance following markings on the ground. Parents of children in Bonsai Class and Y1 will leave the large playground through the Paddock.
- Children in Y6 will enter and exit the school via the Cherry Orchard gate, keeping a social distance following markings on the ground. Parents of Y6 children will, where possible, leave their child at the end of the walkway to minimise contact.
- Allocated times and drop off points must be adhered to in order to minimise contact and to reduce the number of adults in location for drop off and pick up.
- Children will be asked to wash their hands with soap and water at regular intervals throughout the day.
- Children will remain in their new class group (bubble) at all times during the school day and will not mix or socialise with children or adults from other bubbles.
- When leaving the classroom, children must be led by an adult, keeping a social distance.
- Children will have their own space in the classroom and will be reminded to keep their own equipment and water bottles for themselves.
- Children will **all** use the toilet and wash their hands before going out for break or lunchtime play.
- Children will be guided in their bubbles to different zones of the playground/field.
- For break and lunchtime, children will wear a coloured band, the colour of their bubble, to allow for easy identification.
- Children will not use the large equipment at break and lunchtimes but each bubble will have a box of easy cleanable equipment to use.
- Children will be reminded to use tissues and to cover their mouths when sneezing and coughing and then to wash their hands. 'Catch it, bin it, kill it' will be on posters around school.
- Children will be reminded to avoid touching their mouth, nose and eyes with their hands.
- Children will only use toilets allocated for their bubble, will ask to use the toilet and dependent on age/no medical need, may have to wait.
- Children experiencing any symptoms of coronavirus will be sent home.
- The expectation for children who are not attending school, will be to continue with the home learning set on a weekly basis.
- Should additional support for behaviour of pupils in bubbles be required, non-class based SLT will be available for support and will liaise with parents as required.
- The school's normal 'slip' system may not be in operation. Pupils displaying challenge behaviours will be supported by SLT.
- Should the necessity arise for a pupil to have 'timeout' the Lodge will be used. This will be cleaned once the child returns to their bubble by a member of SLT.