

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; 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 more 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, including Nursery children 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](#)
- [Planning guide for early years and childcare settings](#)

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.

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 Nursery layout) and timetables (such as staggered use of the outside space)

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 Nursery to reopen on 2nd June <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"> Nursery 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 are receiving this information as you have already indicated you wish your child to attend as they are eligible.
	What if my child comes back and doesn't like it?	<ul style="list-style-type: none"> We know that Nursery may feel very different when your child first returns. Please encourage them to come for all; their allocated sessions – they will settle into their new routine If you decide you no longer wish to send your child, you must contact the school first
	Does my child have to come every day?	<ul style="list-style-type: none"> Your child will be expected to attend for the sessions you have requested - you must notify the school if your child is not attending via ParentMail as normal
Grouping of children	How will children be grouped?	<ul style="list-style-type: none"> The Nursery will be split in to 2 'Bubbles' with a maximum 8 children Each bubble will have approximately half of the Nursery each The Nursery children starting school in September will be in one group (bubble) and the children staying in Nursery will be in another
	What is a 'Bubble'?	<ul style="list-style-type: none"> All children will be placed into groups with a maximum number of 8 Each group will be a called 'bubble' Each bubble will have an allocated space in the Nursery Each bubble will have 2 members of staff who will remain the same for the duration of the return (or until further guidance is issued).
	Which adults will teach my child?	<ul style="list-style-type: none"> We plan to provide each bubble of 8 with 2 adults who are known to the children The adults will stay with the bubble and also not interact with other bubbles
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) Each bubble will have an allocated space in the Nursery which they must stay in for the duration of the day (there will be opportunities to use the outside space).

		<ul style="list-style-type: none"> • The children will be provided with a set of resources that they will need throughout the day. • These resources are for the individual child/bubble 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 Nursery environment will be adapted to prevent and limit contact points. • Any soft furnishings and unnecessary equipment will be taken out of the classroom. • No soft toys will be permitted to be brought to Nursery
Learning	What will my child be doing in school?	<ul style="list-style-type: none"> • 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"> • All children in the Nursery who are staying for a lunch session will be required to bring a packed lunch • 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 • If your child requires a change of clothes, please send on the 1st day they attend and leave in school, only replacing as required • 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

		<ul style="list-style-type: none"> 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 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 Nursery 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
	What time do I drop my child off?	<ul style="list-style-type: none"> Each Nursery bubble will operate on a different timetable to reduce the amount of contact This will mean that the timings of their school day will be slightly different <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"> Bubble 1 (mornings only) – 8:35 drop off and 11.20am pick up Bubble 1 (afternoons only) - 12.15pm drop off and 3.05pm pick up Bubble 1 (all day) – 8:35 drop off and 3.05pm pick up Bubble 2 (mornings only) – 8:45 drop off and 11.35am pick up Bubble 2 (afternoons only) – 12.30pm drop off and 3.20pm pick up Bubble 2 (all day) – 8.45am drop off and 3.20pm pick up You will be notified of your child’s bubble group and timings by 1st June
Staffing	Will all staff be in school every day?	<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.
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</i>

		<p><i>to wear face coverings.</i></p> <ul style="list-style-type: none"> ○ <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> <ul style="list-style-type: none"> • 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.
<p>Effective infection protection and control</p>	<p>What happens if my child or someone in their bubble becomes unwell?</p>	<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. 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. • 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 and all the relevant questions</i> • <i>Complete the Survey we will send to you via ParentMail if your child has not been attending Nursery for the past 9 weeks</i> • <i>Return these by Friday 29th May 2020</i>
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Plan Variations

This plan has been written with the premise that no more than 16 children will attend Nursery, 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. 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