

West Borough Primary School



Plan for full reopening for Parents, Carers and Pupils – September 2020

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

- [Full opening of schools from the start of the autumn term](#)
- [Actions for early years and childcare providers during the coronavirus \(COVID-19\) outbreak](#)

It is the responsibility for each school to read and digest the guidance and then make the decisions that are best for their setting. 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.

Our Plan to Reopen the School Fully

This plan follows the DFE guidance to bring back all pupils to school in September. We have used our experience of the past months, when we have had up to 200 children in school, to plan for what we know will work. This takes into account pupils' well-being first and foremost.

	Questions you may have	West Borough's Plan
Reopening	Is the school reopening on the 1 st September?	<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 fully reopen the school from September. • 1st September is an INSET day and therefore we plan for the <u>school to reopen from 2nd September</u> to Years 1-6 • Only pupils who have not attended school since March (not including the 1 hour visit in July) will attend on 2nd September • All pupils will return to school on 3rd September. • Should there be a Government announcement or further guidance before this time, this plan may be updated. Parents will be contacted via ParentMail
Attendance	Which children can attend?	<ul style="list-style-type: none"> • All children can now attend school in September • Children in Year R and Nursery have a planned phased start as they've not yet had their taster sessions
	Does my child have to attend?	<ul style="list-style-type: none"> • School attendance is compulsory from September • A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19) • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school • If this is the case the school will provide remote learning • For children who have not attended school since March, we understand there may be

		some anxieties. As a school we will support all children to ensure they are reassured as they return to school.
Grouping of children	How will children be grouped?	<ul style="list-style-type: none"> From September, children will be in their designated classroom with their new teacher and teaching assistant. This will be in the normal class size of 30 children.
	Will classes mix?	<ul style="list-style-type: none"> Where possible, classes won't mix as this will make it quicker and easier, in the event of a positive case, to identify those who may need to self-isolate, and keep that number as small as possible Because of this, assemblies will take place in classrooms on a Monday and Friday and assemblies will continue to be delivered by Mrs Crittenden remotely to the classrooms
Minimising Contact	How will you keep my child safe?	<ul style="list-style-type: none"> Each class will continue to learn in their allocated classroom which they will stay in for the duration of the day. As has been the case throughout the period since March, there will be plenty of opportunities to use the playground and other outside space throughout the day. The children will continue 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 and appropriate to the age and stage of the children. Where appropriate, the classroom layout may change to reduce face to face seating.
Learning	What will my child be learning in school?	<ul style="list-style-type: none"> Schools are expected to ensure that the curriculum remains broad and ambitious and that all pupils are taught a wide range of subjects After assessing pupils starting points we will prioritise filling gaps in their knowledge, in particular in English and Maths. Topic learning will continue, as will other subjects such as Music and PE For children in the Early Years (Nursery and Year R) we will prioritise the Prime Areas of Learning and for Year R, early reading and maths too.
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, Year 1 and Year 2 will be eligible for a Universal Infant Free School Meal – this can be a hot meal or a school packed lunch. <i>This needs to have been ordered through ParentMail in July.</i> Once you have selected your option, this must remain your choice until further notice Children in Years 3- 6 are asked to bring in a packed lunch, unless they are eligible for Free School Meals. It may be possible to offer a hot meal to other pupils at a later date once all routines are established
Uniform	What does my child have to wear to school?	<ul style="list-style-type: none"> From September children will be expected to be back in full school uniform. On the days they have PE, children will come to school in their PE kit. You will be informed of these days in September. This will avoid children having to mix when changing for PE and limit what they bring in to school. This will be from w/c 7th September
	What else does my child need to bring to school?	<ul style="list-style-type: none"> Children may bring a book bag/bag to school for their reading book etc – most resources will be provided in school so children do not need their own pencil case etc. Children will need a fruit snack and a water bottle – the school water fountains will

		<p>remain out of action</p> <ul style="list-style-type: none"> • Please apply suncream 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"> • To reduce congestion in and around the school we will continue to ask that only one adult will be able to accompany the child into the school grounds • People are being encouraged to walk rather than drive to school • To minimise contact with children from different year groups/classes we will have slightly staggered pick up and drop off times. • We will also operate a one way system for parents and carers entering the school grounds. This has worked really well since June. • 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 teacher as we would normally allow, nor will parents be able to enter the classroom and help settle the children. This is to minimise contact for both children and adults • You may leave a message with a Senior member of staff or email the teacher if you feel this will help • Details of these arrangements will be sent by the beginning of September 			
	What time do I drop my child off?	<ul style="list-style-type: none"> • Schools are expected to provide normal teaching hours from September • We will continue to have a staggered start/finish time to avoid congestion at drop-off/collection points • It is essential that parents are prompt when dropping-off/collecting pupils to avoid large numbers of adults on the site at any one time • Parents/carers are encouraged to leave pupils at the gates where possible. These will be manned by staff • Timings of the school day are: Infants <table border="1" data-bbox="943 1163 1697 1347"> <tr> <td>YR - Silver Birch YI - Cedar Y2 - Elm</td> <td>8.40am – 3pm</td> </tr> <tr> <td>YR - Bonsai YI - Cherry Y2 - Ebony</td> <td>8.55am – 3.15pm</td> </tr> </table>	YR - Silver Birch YI - Cedar Y2 - Elm	8.40am – 3pm	YR - Bonsai YI - Cherry Y2 - Ebony
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		<p>Juniors</p> <table border="1"> <tr> <td>Y3 - Hornbeam Y3 - Hawthorn Y4 - Lime Y5 - Oak Y6 - Sycamore</td> <td>8.40am – 3pm</td> </tr> <tr> <td>Y3 - Juniper Y4 - Lilac Y5 - Maple Y6 - Willow</td> <td>8.55am – 3.15pm</td> </tr> </table> <ul style="list-style-type: none"> • If you have <i>siblings</i> who have different drop-off/pick up times, please drop/collect children at the LATER time – 8.55am/3.15pm. This will avoid parents having to linger on the school grounds • Details of drop-off/collection points will be sent to parents before 2nd September 	Y3 - Hornbeam Y3 - Hawthorn Y4 - Lime Y5 - Oak Y6 - Sycamore	8.40am – 3pm	Y3 - Juniper Y4 - Lilac Y5 - Maple Y6 - Willow	8.55am – 3.15pm
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Personal Protective Equipment	Will the staff and children need to wear face masks?	<ul style="list-style-type: none"> • The majority of staff in education settings will not require PPE • PPE is only needed in a very small number of cases, including: <ul style="list-style-type: none"> ○ where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained ○ where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used 				
Effective infection protection and control	What safety measures will be in place?	<ul style="list-style-type: none"> • Schools must follow the following preventative measures: <ol style="list-style-type: none"> 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school 2) clean hands thoroughly more often than usual 3) ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach 4) continue enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents 5) minimise contact between individuals and maintain social distancing wherever possible 6) where necessary, wear appropriate personal protective equipment (PPE) • Our reviewed risk assessment will show all these measures are in place and will be available on our website – Parents – COVID-19 				
	What happens if my child or someone in their bubble becomes unwell?	<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 • If another child or adult in the bubble becomes unwell we will follow the clear PHE guidelines on testing and tracing 				

<p>Holidays Abroad this Summer</p>	<p>What else do I have to tell the school?</p>	<ul style="list-style-type: none"> • If you have travelled abroad this Summer to one of the countries on the Government's quarantine list, you must self-isolate for 14 days on your return. • Here is the link to the most up to date Government list. • Here is the link about how to self-isolate when returning to the UK if it is necessary. • If these 14 days coincide with the start of the school term (2nd or 3rd September) you must inform the school via ParentMail 'notify absence' or email to office@west-borough.kent.sch.uk with details of your travel including date of return. <i>Please do not telephone the school office.</i>
<p>What happens next?</p>		<ul style="list-style-type: none"> • Before your child returns to school in September you will be sent further detailed information about drop-off and collection arrangements • For children who have not yet returned to school, complete the Survey we will send to you via ParentMail • All parents/carers will be required to complete a new contract which will be sent as a ParentMail form before 2nd September

Plan Variations

This plan has been written with the premise that all children will attend, and that there will be sufficient staff.

Risk assessments will be updated and posted on our website, in preparation for a full return to school in September.

Thank you for your continued support.

Kind regards



Mrs Crittenden
Headteacher