

West Borough Primary School

Plan for full reopening for Acorns Club – 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](#)
- [Protective measures for holiday and after-school clubs](#)

This plan follows the DFE guidance to bring back all pupils to school in September and to provide wrap-around care both before and after school. We have used our experience of the past months 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 in July, Governors are completely satisfied that School Leaders have a safe plan in place to fully reopen the school from September. This includes Acorn Clubs. • 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. • Acorns Club will resume from 2nd September, depending on your child's return/start date and booked sessions. • <i>Should there be a Government announcement or further guidance before this time, this plan may be updated. Parents will be contacted via ParentMail</i>
	Where will Acorns Club take place?	<ul style="list-style-type: none"> • We will run both the Breakfast and After School clubs from the Small Hall • This is a large and well-ventilated space • There is easy access to handwashing facilities and toilets as well as being accessible for parents.
Attendance at Acorns Club	Which children can attend?	<ul style="list-style-type: none"> • Acorns Club is open for children of school age who attend West Borough Primary School (Years R-6) • All pre-booked sessions will commence from 2nd September, before and after school • At this time we may not be able to offer ad-hoc sessions. Please contact the school office if you need to change your current bookings but note this may not be possible

	What are the timings?	<ul style="list-style-type: none"> • In the mornings, children can be dropped off any time after 7.30am • They will be taken to class at their allocated start time (8.40 or 8.55am) by a member of Acorns Staff • At the end of the day, the same staggered finish times will be adhered to. This will reduce congestion when children are hanging up their belongings and being registered.
Grouping of children	How will children be grouped?	<ul style="list-style-type: none"> • Although all children will be in the Small Hall, they will be grouped only with children from their year groups. As per the new Government guidelines, bubbles are now 'Year Group Bubbles' • This means children will eat and play at a table/in an area only with children from their own group.
	Will year groups mix?	<ul style="list-style-type: none"> • Where possible, groups 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 • We understand that in some cases, siblings will be attending Acorns Club and will allow an older sibling to support a younger sibling if they are new to Acorns and adjusting to new routines
Minimising Contact	How will you keep my child safe?	<p>Breakfast Club:</p> <ul style="list-style-type: none"> • Children will enter through the side door to the Small Hall. Parents/Carers are asked to walk their child/ren to the door so they can be seen by Mrs Owens who will mark the children present. Parents/carers won't be permitted to enter the hall to reduce possible cross-contamination in the school. • Children will go straight to the cloakroom to hang up their belongings on an allocated peg. They will wash their hands before entering the hall. They will have an allocated seat where they will eat their breakfast and play inside. <p>After School Club:</p> <ul style="list-style-type: none"> • Before home time every day, all children wash their hands in the classroom as part of the school's new hygiene routines. • Children in the Infants will be collected for Acorns Club from their classroom by a member of the team. • Children in the Juniors will be walked to the Small Hall by a TA until they are used to the new routine. Eventually they will take themselves. • Children will hang their belongings on an allocated peg and use hand sanitiser before entering the Small Hall where they will be registered. • As with breakfast club, children will have an allocated seat where they will eat their snack and play inside. • When collecting your child at the end of the session, please come to the side door. Once again you will not be permitted to enter the hall but a member of Acorns Staff will support your child collecting their belongings and sign them out. Please maintain social distancing and wait at the top of the path by the gate if another parent is

		<p>collecting</p> <ul style="list-style-type: none"> Should a member of staff need to speak with you, they will step outside. <p>Resources</p> <ul style="list-style-type: none"> Acorns Club have their own resources which are not used at any other time of the day by other pupils. These resources will be allocated to specific year groups each day/week. Before another year group can use these resources, they will be cleaned or quarantined for 48/72 hours depending on the material they are made from. We hope to use the outside space as much as possible, weather permitting. This is both before and after school. Again, resources will be allocated to specific year groups and cleaned/quarantined between use.
Food	What will my child be eating and when?	<ul style="list-style-type: none"> We shall be issuing parents with a menu for both Breakfast and After School Club. Children will eat at the beginning of each session before they play to enable us to have good hygiene measures in place. The menu will be varied and cater for food allergies/dietary requirements After school the children will be offered a light snack. Please note this will not replace their evening meal/tea Staff in charge of food have Food Hygiene training and will wear disposable aprons and gloves Acorns Club has its own crockery/cutlery and these will be cleaned in its own dishwasher
Drop off and pick up procedures	Where do I drop my child?	<ul style="list-style-type: none"> For Breakfast Club, children will enter through the side door to the Small Hall. Parents/Carers are asked to walk their child/ren to the door so they can be seen by Mrs Owens who will mark the children present. Parents/carers won't be permitted to enter the hall. 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 staff. You may leave a message with Mrs Owens or email the school/teacher if you feel this will help
	What time do I drop my child off?	<ul style="list-style-type: none"> When collecting your child at the end of the session, please come to the side door. Once again you will not be permitted to enter the hall but a member of Acorns Staff will support your child collecting their belongings and sign them out. Please maintain social distancing and wait by the gate if another parent is collecting Should a member of staff need to speak with you, they will step outside.
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
Holidays Abroad this Summer	What else do I have to tell the school?	<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. Please do not telephone the school office.
What happens next?		<ul style="list-style-type: none"> Please only send your child to Acorns Club for the sessions you have booked. You will receive an invoice for these booked sessions for the term during the 1st week in September. We shall be sending home an updated booklet with information about our new Acorns Staff team.

Kind regards



Mrs Crittenden
Headteacher