



# Welcoming Children Back To Oak Hill First School in September 2020

We are looking forward to welcoming all our children back to Oak Hill in September in order to start the new academic year. All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. We have therefore completed a detailed risk assessment and formulated our plans for reopening in the autumn term. Essential measures include:

- 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 school.
- Cleaning hands more often than usual - washing hands thoroughly for 20 seconds with running water and soap and drying them thoroughly or using alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Continuing enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
- Ensuring that children and young people are in the same groups each day - creating 'bubbles'.
- Managing confirmed cases of coronavirus amongst the school community and containing any outbreak by following local health protection team advice.

In March when the coronavirus (COVID-19) outbreak was increasing, the government made it clear no parent would be penalised or sanctioned for their child's non-attendance at school. Now the circumstances have changed, and it is vital for all children to return to

school in order to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. School attendance will therefore be mandatory again from the beginning of the autumn term. This means:

- You must send your child to school regularly and inform us if your child is unable to attend.
- We must record attendance and follow up any absences, liaising with our Education Welfare Officer where necessary.
- Schools will be able to fine parents in cases where children have poor attendance.

We understand that sending your children back into school can generate some anxieties. We want to reassure you that, as always, we will do our best to look after your children. We have been very busy working to make school a safer place for the children and have followed all Government guidance.

We have provided some key information for you in this booklet so that you can be ready for the 'new normal' at Oak Hill in September. However, as you will appreciate, this is an ever changing situation and therefore this document and our procedures will evolve over time and are subject to change following further advice from the Government.

To ensure that our systems are robust and to help reduce the number of people on the school site, we will be staggering our welcoming back to school for children. We are also staggering the beginning and end of the day so that we can safely arrange for the drop off and collection of all children. All of the information regarding drop off and collection times can be found in the year group transition documents which were sent out at the end of the summer term.

## **Transport**

Please walk to school or come in the car where possible. If you do have to use a bus, the government advise that you and your child wear a face covering. Children may ride their bike or scooter to school (providing they dismount at the gate) but these cannot be left on site during the school day.

## **Drop off and Collection Arrangements**

- Only one parent/carer per child will be allowed onto the school premises.
- Please observe the 1-2-metre social distance rules at all times, including when waiting on the pavement ready to enter the school gates.



- When you arrive at school, please ensure you follow the routes in and out that have been shared with you in the transition booklet.



- As soon as your child has entered school, please leave the site immediately, following the route that has been set for the year group your child belongs to, and ensuring you continue to follow social distancing guidelines. Parents should not be gathering with other parents at the school gates before or after your drop off time in order to limit contact with others.

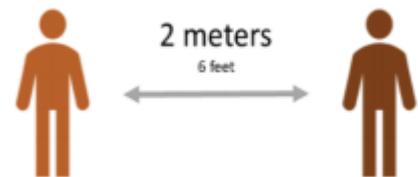
- Senior leaders will be present on the playgrounds and around the school site to ensure all guidance is adhered to.

**It is extremely important that parents/carers only arrive at their allocated times. We need to avoid any overlaps with other year groups in order to maintain good social distancing and prevent the possible spread of infection.**

Please remember, if your child or anyone within your household shows any symptoms e.g. persistent cough, high temperature or loss of smell and taste, you must not send your child to school and you should notify school immediately.

### **Contact with Staff**

To keep everybody safe, you will not be able to talk to/meet your child's teacher on the playground at the start or end of each day for any length of time.



If you need to speak to an adult in school, please do so via telephone: 01527 528523 or email [office@oakhill.worcs.sch.uk](mailto:office@oakhill.worcs.sch.uk). We are in the process of setting up class emails which match our new staffing arrangements for September. Further details will be sent out about this soon so that you can also contact your child's new class teacher directly using this system.

If you need to urgently speak face to face with the office staff, we will operate a one-in-one-out system in the office reception area at the front of school. Please use the drop box to pass items on to the office staff for all but essential or urgent communication. The glass hatch door will not be opened when speaking directly to office staff. Please observe social distancing whilst waiting.

If an emergency meeting is needed, we will continue to follow the social distancing guidelines.

## **Organisation of Children in school**

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to those within the group. Maintaining distinct groups or 'bubbles' that do not mix 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. At Oak Hill we will operate year group 'bubbles' with an allocated classroom for each class and designated arrival and collection times and timetabled break and lunchtimes for the year group.

In line with government guidance and to help aid social distancing we are putting the following measures into place:

- Grouping children together and avoiding contact between year group bubbles.
- Avoiding large gatherings such as assemblies.
- Pupils will have their own individual and frequently used equipment, such as pencils and pens. These items will be placed in named plastic wallets and will not be shared within class groups.
- Classrooms in Years 2-4 will be organised with all desks facing forwards so pupils are sat side by side. This is to minimise face to face contact.
- Staff will be modifying teaching approaches in order to maintain a distance from children and other staff as much as possible, particularly close face to face support. However, we recognise that this is not possible at all times, which is why good hygiene and hand cleaning is so important.
- Classroom based resources, such as books and games will be cleaned regularly, along with all frequently touched surfaces.
- Staff may move from year group bubble to year group bubble in order to meet the requirements of teaching our curriculum and ensuring children receive specialist intervention. However, we will keep this to a minimum.
- Resources that are shared between bubbles, such as sports, art and science equipment will be cleaned after it has been used by each bubble.
- We recognise that younger children in Nursery to Year 1 will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.
- Each year group bubble will have staggered break and lunch times.
- Reducing the number of children waiting for/using the toilet at one time, particularly in Key Stage 1.
- Outdoor play gym equipment will be back in use. Each class will have designated time to use it and it will be thoroughly cleaned between each group. Please DO NOT allow your children to use the outside equipment at any time as this will lead to cross contamination.

## **School Uniform**

While only certain groups have been attending school during lockdown and partial reopening, we relaxed our uniform policy. However, school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone. Therefore, from Thursday 3rd September, all pupils will be expected to wear school uniform as normal. School uniforms do not need to be cleaned more often than usual, nor do they need to be cleaned using methods which are different to normal. On the day/s your child has PE, please send them into school wearing their PE kit (proper school PE kit expected) as this will reduce the number of items children bring to school. Please ensure that as part of this kit, the children are wearing appropriate footwear that would be comfortable to wear for the whole day. Information about the days your child has PE will be sent out in September.

Children will need to bring their book bag into school with them as they can now start to borrow books to take home. All books returned to school will then be cleaned and quarantined for 72 hours before being returned to the reading areas for other children to use.

Please ensure your child has a waterproof coat and a sun hat in school, depending on the weather. Please do not send non-essential items into school. The only items needed are snacks, lunch and a named water bottle.

## **Supporting well-being**

We are fully aware that our pupils will be experiencing a variety of emotions in response to the coronavirus outbreak and the subsequent lockdown, such as anxiety, stress or low mood. We are also aware that each child's experiences will have been different during this time and that their feelings about the return to school will vary. Some of our children may need support to re-adjust to school, others may have enjoyed being at home and be reluctant to return and a few may be showing signs of more severe anxiety. Others will not be experiencing any challenges and will be keen and ready to return to school. We will therefore ensure our first few weeks' provision includes pastoral activities which will be designed to:

- Support the rebuilding of friendships and social engagement. A high focus will be on transition during the early days in September, and ensuring good relationships within classes are developed.
- Address and equip pupils to respond to issues linked to coronavirus.
- Support pupils with approaches to improving their physical and mental wellbeing.

## **Curriculum and Learning**

We intend to ensure our curriculum remains broad and balanced and that we focus on developing the key skills of reading, writing and maths as well continuing to teach a wide range of subjects. While we will not be formally testing the children on our return to school,

we will find out pupils' starting points and any gaps in knowledge/skills through regular informal assessments such as quizzes, observations, scrutiny of work and through holding discussions and conversations with groups and individuals. Our plans will then be based on these outcomes.

For children in our nursery, we will focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development.

For pupils in Reception, we will address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.

For pupils in key stages 1 and 2, we will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, write for a range of purposes across several subjects and develop their knowledge and vocabulary.

## **Pupil Behaviour**

As a school we will continue to have the highest expectations for behaviour and we have updated our school behaviour policy to reflect the current situation and organisation within school. Pupil work will be celebrated through gold assemblies which will be held remotely in school and we will continue to use our zone board to reward and sanction children. Lunch time supervisors will be able to pass on verbal praise for pupils' good behaviour and this will be celebrated in class. Government guidance expects that schools keep the amount of time that parents are on site to a minimum, therefore we will not be inviting parents to school for assemblies until further notice. We look forward to welcoming you back into school when we have been advised it is safe to do so.

If a child behaves in a way that is unacceptable and causes a significant risk to other children or staff (either physical or unhygienic i.e. licking, spitting) then you will be contacted by a member of the Senior Leadership Team to discuss their behaviour and the school's approach, which may result in them being excluded from school.

## **Lunches**

Our catering company, AIP, are now able to provide a hot meal service for Years 1-4. Hot lunches will be eaten in the hall and the children will be kept in their year group bubbles. Packed lunches, either brought from home or provided by AIP, will be eaten in the classroom. Lunches must all be ordered using our usual Parent Pay system and will consist of:

- A sandwich (tuna, ham or cheese)
- A piece of fruit

- A snack bar
- A juice carton

If you do not order a school lunch, we will assume you are providing a packed lunch for your child. If you are providing your child with a packed lunch please ensure that the children are able to eat it as independently as possible to ensure we can adhere to social distancing measures. E.g. peeled oranges if unable to peel themselves, chopped up fruit etc. This would include providing cutlery if necessary e.g. yogurt spoon. If there are types of packaging your child may find difficult to open on their own, please open at home and wrap in foil or put into a container which they can easily access. The children need to be able to open all containers themselves, including drinks bottles. Please also provide your child with a small rubbish bag to allow for effective rubbish disposal.

**Free School Meal children** – parents/carers of children in Years 3 and 4 will still be able to order a hot meal or sandwich option using our usual Parent Pay system. If you feel your child may be eligible for free school meals please complete the Worcestershire County Council on line form using the following link:

[http://www.worcestershire.gov.uk/info/20062/schools/684/applying\\_for\\_free\\_school\\_meals](http://www.worcestershire.gov.uk/info/20062/schools/684/applying_for_free_school_meals)

**Universal Infant Free School Meals** – All children in Reception, Year 1 and Year 2 are entitled to UIFSM. Again these can be ordered using our usual Parent Pay system. Please note that if your child is in Reception the sandwich option will be available only. All options are available for children in Year 1 and Year 2.

**Paid Lunches** – this applies to children in Year 3 and Year 4. The cost for a paid lunch in September 2020 is £2.15 per day

## **Protective Measures**

Using the guidance provided by the Department for Education, we have adapted our setting and practice to reduce the risk of infection to our children, staff and families. No protective measures can eliminate all risk, but we can reduce the risk with these control measures.

### **Handwashing:**

Soap, water and paper towels are available in all classrooms. On entry to school all children and staff will wash their hands for at least 20 seconds using water and soap. Hand sanitisers will also be available in all classrooms and key locations around the school.

Hand washing will continue throughout the day and especially at those times when transmission is most likely;

- Entering and exiting school
- Playtimes
- Lunchtimes
- Using the toilet
- Sharing resources



Children should wash their hands before coming to school and as soon as they get home.

Signs will be put up in classrooms and around the school to remind children and staff of the importance of regular hand washing.

All classrooms will have ample tissue boxes and lidded bins. Children will be taught to sneeze into tissues and deposit the tissue in the bin after single use.

All children will be taught to cough into sleeves.

All children will be taught about appropriate physical touch/contact.

Doors and/or windows to classrooms will be kept open in order to ensure good ventilation.

### **Social Distancing:**

Part of our work in school will be based on teaching the children about the importance of social distancing.



We will continue to operate a one-way system through the corridors in school and the children will need to follow the footsteps and arrows on the ground to support them with this.



There will be no gatherings of groups within school. Assemblies will take place in classrooms led by class teachers.

Please be advised that although we will do everything possible, the school cannot guarantee to be able to keep the children socially distant.

### **Toilets:**

- Regular toilet breaks will be scheduled for each group of children.
- We will operate a one way system where possible using both access doors in KS1 in order to ensure children can keep their distance from each other.
- Toilets will be cleaned during the day and after school.
- Children will be taught how to use the toilets safely and this will be closely monitored.

### **Cleaning:**

From September, classrooms and communal areas will continue to be cleaned frequently, with a focus on the contact points.

Every classroom will be provided with;

- Wipes
- Hand sanitiser
- Boxes of tissues
- Lidded bins – which will be emptied throughout the day
- Plenty of soap & paper towels

### **Visitors:**

We will keep the number of visitors to school to a minimum and only essential visitors will be allowed on site. All essential visitors must wash their hands on entry to the building. We will keep any essential visitors away from the bubbles.

### **Play and Lunch Times**

The Government recommends children be outside as much as possible as this reduces the risk of the virus spreading.

Playtimes and lunch times will be carefully timetabled so they are staggered and/or in different parts of the school grounds so that year group bubbles don't mix.

- Packed lunches will be eaten in classrooms. Tables will be cleaned beforehand and again after the children have eaten.
- Snacks will also be eaten in classrooms or on the playground.
- Members of staff working within the year group bubble will be on duty at break times and lunch time supervisors will also be attached to each year group for lunchtimes.

### **First Aid and Intimate Care**

- The majority of minor first aid needs, such as minor cuts/grazes will be dealt with in class by the teacher or teaching assistant.
- Anything more serious will be dealt with by our first aiders in our designated first aid area.
- A first aider will be on duty each day at lunch time.
- First aiders, if required, will treat injuries wearing appropriate PPE.
- Staff members who support children requiring intimate care will wear relevant PPE when carrying out this duty.
- Parents with children who require inhalers and EpiPens must ensure that this medication is returned to school in September and that it is in date.



If a child displays symptoms during the school day with a new, continuous cough or a high temperature, or has a loss of, or change in their normal sense of taste or smell, staff will contact a member of SLT who will take the following actions:

- The child will be isolated from their group and taken to a different, well-ventilated room away from other children and adults (our rainbow room). They will be looked after by the first aider who will wear PPE if a safe distance of 2 metres cannot be maintained.
- The first aider will check their symptoms including their temperature.
- We will contact the parents of the child and request they collect their child without delay.
- If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom will then be cleaned and disinfected before being used by anyone else.
- The child will go home.
- School will recommend the child is tested for COVID19. Parents can book tests through Gov.uk and will be available to children and parents – parents have a duty to inform the school of the test results.
- Any positive test results will be shared with Public Health for England who will advise school on the next steps.
- Because of the social distancing measures put in place, school attendance will not be affected for any other bubbles. We will only close school if directed to do so by Public Health England.

All of the above also applies to members of staff displaying symptoms.

In order to protect yourselves and the Oak Hill community, anyone displaying coronavirus symptoms will need to follow the COVID-19: guidance for households with possible coronavirus infection.

This guidance states that they must self-isolate for at least 7 days and should arrange to have a test to see if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation. Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days.

The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop

symptoms themselves (in which case, they should arrange a test) or if the symptomatic person subsequently tests positive or they have been requested to do so by NHS Test and Trace.

Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

### **What happens if there is a confirmed case of coronavirus in school?**

If we become aware that someone who has attended school has tested positive for COVID-19 we will contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for COVID-19 attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self isolate. The health protection team will work with schools in this situation to guide them through the actions they need to take and based on the advice from the health protection team, we will send home those people who have been in close contact with the person who has tested positive, advising them to self isolate for 14 days since they were last in close contact with that person when they were infectious.

### **What will we do if the school gets an outbreak?**

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, we will work with our local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self isolate at home as a precautionary measure.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.

## **Preparing your child to return to school**

Please help us by helping to prepare your child/ren for their return to school. It is important to talk to your child as for the majority of pupils, school will look and feel different to the last time they were in.

We encourage you to talk to them about;

<b>Drop off/Pick up</b>	You must follow the set routes in and out of school. Mummy and daddy won't be able to stay on the playground or talk to the teacher for any length of time. You will not be able to wait on the playground before school and play with your friends as you may have done in the past.
<b>Teachers</b>	Teachers and Teaching Assistants are all very excited to see you all back in school. However, they will not be able to have the close contact with you that they normally would.
<b>Hygiene</b>	You will have to wash their hands many times a day! You will need to follow the procedures for coughing and sneezing
<b>Physical Touch</b>	When you see your friends and teachers, you will not be able to hug them. At playtime, you will need to avoid physical touch where possible. If you are sad or hurt, teachers will do their best to comfort you, but will not be able to touch you.
<b>Social Distancing</b>	While in school, everyone must follow the social distancing guidelines at all times, including sitting at your own desk. There will be a one way system in place for moving around the school.
<b>Equipment</b>	Please ensure all clothes, lunch boxes and water bottles are clearly labelled.

*\*Oak Hill First School will undertake all measures possible to prevent the spread of infection.  
Unfortunately, even with all measures put into place, the school cannot guarantee 100% that any school site, or persons upon the site are COVID free. Nor can we guarantee that we can fully maintain social distancing between the children and adults within each group.*