



St Wystan's

Independent Preparatory School and Nursery
for Boys and Girls aged 2½ to 11 years

Headteacher: Mrs Karan Hopkinson, MA

RETURNING TO SCHOOL

SEPTEMBER 2020

NURTURE



INSPIRE



PREPARE



ACHIEVE





Dear Parents and Guardians,

We are extremely excited about having the school full of pupils again, studying a rich and broad curriculum, and returning to some form of normality whilst at the same time, welcoming a large number of new children and parents to the School Community!

Arrangements and timings for the class bubbles regarding our plans for September 2020 have now been finalised. We have taken great care to ensure that all Department for Education (DfE) guidelines are being followed, whilst ensuring that the School retains its feel, ethos and is a place where the Children can learn safely through enjoyable fun filled learning experiences.

I apologise for the length of this document, however it is important that you read it thoroughly as it makes clear the steps we will be putting in place in the new academic year to allow a safe return for all. Full school uniform is expected please, as mentioned in my previous communication the other week.

I hope the following information answers any questions you may have had over the last few weeks. If you have any worries or concerns about your child returning to school, please do not hesitate to contact me at head@stwystans.org.uk and I will get back to you as soon as possible.

We very much look forward to seeing each and every one of you on the 3rd September.

Best wishes,

Karan Hopkinson
Headteacher



DfE Guidance

The DfE guidance for schools returning in September 2020 was published on August 7th and is available [here](#). According to DfE guidance the risks to primary children from COVID-19 is 'very low' and they ask us to consider the 'negative health impacts of being out of school'.

Actions to support the safe return of children and reassure parents include (not the full list):

- ❑ Thorough risk assessment completed for whole site
- ❑ PPE purchased and distributed
- ❑ Additional handwashing stations applied
- ❑ Handwashing routines enforced and hand gel available
- ❑ Updated parent agreement- if you send your child to school then you are agreeing to this
- ❑ Children working, eating and playing in smaller groups (the Government use the terminology "Bubbles")
- ❑ Classroom seating plan adjustments to face forward Y1- Y6
- ❑ Lunchtime routines changed
- ❑ No assemblies of more than 1 Bubble
- ❑ Use of School App to decrease paper sent home and returned to school
- ❑ Where possible parent meetings will be held online/ via phone
- ❑ No public / parent toilet will be available on site



To minimise the risk of transmission of coronavirus (COVID-19) there are changes to the way we will operate in September 2020 in order to keep children and staff safe. These changes are outlined below.



The “Bubbles” concept and hygiene

Preparations for September.

Ensuring pupils remain in consistent groups (known as ‘bubbles’) wherever possible, thereby minimising the number of contacts between different people across the school. By maintaining distance between individuals wherever possible (‘social distancing’). Our experience with keyworker provision and the limited return to school since June 8th shows us that this is harder for children in EYFS and thus we propose different arrangements for children of this age.

Preventative hygiene and PPE.

Our staff are now well used to what is required for preventative hygiene and have been working with the children of keyworkers since schools were closed and those who returned from 8th June to make sure expectations are made clear. Please note that our risk assessment and procedures will be constantly under review.

Children will be familiar with the need to clean their hands thoroughly and more often than usual, and the use of sanitisers in all classrooms and outside spaces. We will spend time in the first weeks back ensuring that children understand the importance of cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Undertake the ‘Catch it, bin it, kill it’ approach with enough tissues and bins available in school to support children and staff to follow this routine.





We will group children into four phase 'bubbles' which will remain consistent and separate from other 'bubbles'. One for the Early Years classes (Nursery and Kindergarten), one for Year 1 and 2, one for Year 3 & 4 and one for Year 5 & 6. For the majority of their time in school the children will be with their own teacher and support staff, but at playtimes and lunchtimes they will be separated into phase bubble groups that will only have limited contact with one other year group outside. 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'.

Adults will endeavour to maintain a 2-metre distance from each other, and from the children, if teaching across the bubbles. However, there is different guidance for those in the Early Years. Having 'bubbles' of two classes helps the school with logistics for breaks, PPA (Planning, Preparation & Assessment) to be covered and allows for us to offer a broad and balanced curriculum.





The School Day

Start and end of the day

Children should not arrive at school until their designated drop off time, as this will help us to keep to social distancing, separation of bubbles and congestion. Teachers will begin to get ready for the end of the day in good time to avoid children massing in corridors or shared spaces and will give other classes space on stairways where necessary. Mrs Hopkinson will be on hand in the playground before and after schools to assist and advise children and parents. In a change to our established practice we do ask that parents do not speak at length to teachers at the start and end of the day and that if parents need to talk to the teacher, please send an email and the teacher will then email/call when it is possible. If it is urgent, please call the office to ensure the message gets through sooner, as emails are not checked as frequently due to teaching. We ask that children and parents leave the school premises promptly and without congregating with others.

Staggered starts and finishes.

Drop off and pick up times have been staggered to minimise risk, support social distancing and the well-being of our school community. It is important that you and your child are not late (or too early) as this will result on extra people gathering and hold up movement of bubbles through school. If the stagger between your siblings' is greater than 15 minutes and you would like some help in managing this, please let Mrs Hopkinson know.

Nursery & Kindergarten: Drop off 8.40am – Pick up 3.40pm

Year 1 and Year 2: Drop off 8.45am – Pick up 3.45pm

Year 3 and Year 4: Drop off 8.35am – Pick up 3.35pm

Year 5 and Year 6: Drop off 8.25am – Pick up 3.25pm

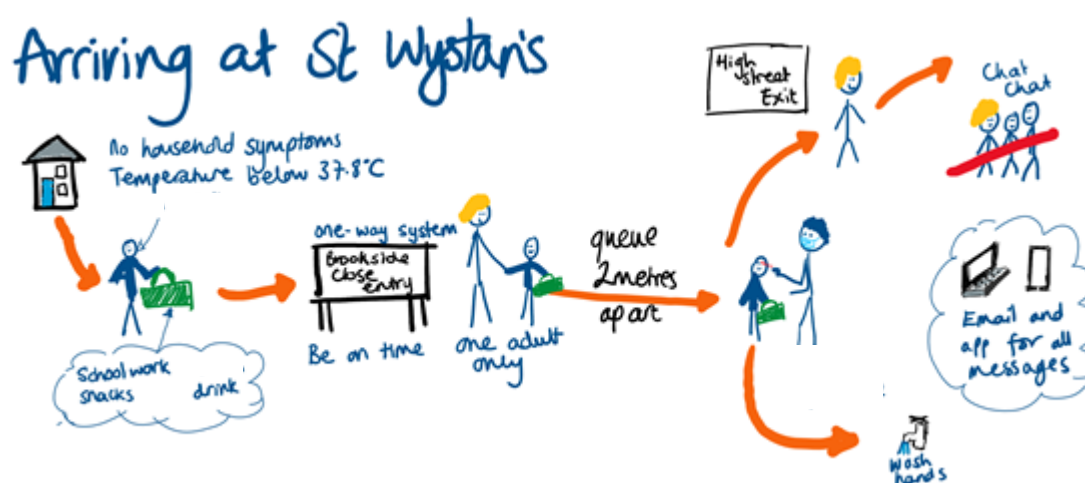
As we have children with siblings in different year groups, we may look to have an area of the playground allocated as a waiting area to avoid parents and children having to re- enter the one-way system. Please maintain social distancing in this area.

Arriving at School: One-Way System

Enter the rear of the school via the pedestrian gate at your allocated time. There are three systems for entry to school/nursery that have been put into place for drop off and pick-ups dependent on where the children's classrooms are. Signage and white/red dots are placed around the school site to remind everyone to maintain a safe distance and to guide them around for safe access onto, and off the school premises. Parents, please repeat the respective process to pick up your child and please help us to move through this as quickly as possible by immediately escorting your child around the one-way system and home. We ask for just 1 adult to accompany their child onto the school grounds, as this supports our minimizing contact measures.

Latecomers should in the first instance try to enter via the Brookside close entrance and join the 2m queuing system. If the gate is locked then ring the school to make drop off arrangements, whilst maintaining social distancing.

Pick-up of children during the school day to only be carried out with prior agreement.



To maintain social distancing the following procedures have been put into place:

Years 1 to 6

Follow the white spots up the path towards the blue front door, please wait your child's turn in the queue until you reach the dot 1 sign. Your child will be called forward to wash their hands before entering the School. We ask that parents say goodbye at this stopping point and then continue on the one-way system to the front gates to exit the school site.



Kindergarten

The one-way entry is again via the rear of the school building and as you enter through the bottom gate, turn immediately right, across the school playground then following the white dots towards the school building and Kindergarten classroom. Please wait your place in the queue for your child's teacher to greet you both at D/O dot. Please say goodbye at this point and leave by following the white dots towards the top playground. Pass between the other two queues from other classes and exit the school site via the main front gate, keeping your distance from others.

Nursery

Again, the one-way entry is via the rear of the school building, following the white dots that are straight on keeping to the main footpath up to the nursery building on the top playground. At the top of the path, the dots change to red and nursery parents are asked to follow these and wait in the queue until you reach dot N1. At this point you will be able to say goodbye to your child. Continue towards the front gates to exit the school site maintaining social distancing on route.

Parents, please remember to leave via the one-way system leaving the premises promptly and please do not wait around chatting as we have not got the capacity for this, and others will need to get by. Children should be accompanied by one parent. Parents are advised to arrive PROMPTLY (wait in cars until designated time) and await socially distanced in the designated areas.





Children new to School or Nursery



We are delighted that we have a large number of new children joining us in September. Nursery children have been allocated different start dates to allow a gradual intake of children so that they can familiarise themselves with their new environment. Where possible, please limit the number of adults accompanying a child to school or collecting them at home time to one per child. Please can you also make sure that siblings do not play on any outside equipment and stay on the footpath.

If a child is reluctant to separate from their parent or guardian at the door, we will seek your support to guide them in safely, maintaining social distancing measures. Please prepare your children for this and support the school by staying socially distanced from school staff, especially if you need to enter the building. As you can appreciate we cannot have everyone entering the nursery space, so once settled, children in Nursery and Kindergarten will have to enter the building on their own, saying goodbye to their parent at the external door to their classroom where they will be greeted by their teacher.

Due to a high number of new children starting in EYFS and KS1, these classes arrive after the older children have entered the school, therefore allowing time for this transition. Year 3 to Year 6 Children will enter the school building on their own. Please prepare your children for this and support the school by staying socially distanced from school staff. Parents will also be asked to adhere to the one-way system that has operated successfully on the school site last term.



Face coverings

These are not necessary in school. However, if you wish your child to wear one to and from school, please ensure you remove before your child enters the school. These will not be permitted in the school.

Temperature checks

We will no longer be taking temperatures as the children arrive at school. We rely on you, our families, to ensure that anyone who has a high temperature, or any other COVID-19 symptoms remain at home and does not enter the school grounds.

Attendance

All children will be welcomed back to school on Thursday 3rd September and it is our responsibility to record attendance and follow up absence.

Pre and after school care

This will be available from Friday 4th September and will take place in the school hall. The larger space allows us to maintain social distancing between bubbles. 'Ad hoc' places will not be available for the time being and parents must commit to set days in any given week in advance. There is a limit on the number of places available and all who require a place will be accommodated wherever possible. We will endeavour to keep children in their own phase 'bubble'. However, this cannot be guaranteed, and parents should be aware of this. We have made the decision that this was justifiable given that the alternative is no provision at all for working parents. Please book a week in advance using our school app.

After School Clubs

There will be no outside providers initially for the first half of the Autumn Term (e.g. Dance) and where additional clubs are run 'in house' by school staff they will be restricted to children from a single year group or phase bubble. We will look to restart after school clubs as soon as it is safe to do so and compliment the work in school.



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How School will operate

Classroom Seating

For Years 1-6 children will be seated for the Autumn Term side by side and facing forward. Children will sit in a designated space and not change seats for different subjects.

Children in EYFS will be following a free flow, play based curriculum with restrictions in place. To reduce contact, there will be limited numbers of children sat on the carpet with others seated in chairs around or at the back of the carpet area. Whole class teaching sessions will be no longer than 15 minutes and all classrooms will be well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will come into contact with all the children in their class and they are likely to come into contact with all the children in their bubble during outside free flow and lunchtimes. Staff will endeavour to maintain a 2-metre distance from each other.

Coats and Bags

As bubbles will not share the same cloakroom facilities, coats and bags can be left in the designated places. If there is a risk of 'bubbles' coming into contact with each other's bags or coats, then bags and coats can be hung on the back of chairs in classrooms/hall instead.





Learning Resources

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. We are happy for children to bring in their own pencil case that should contain the following essential items, pencil(s), rubber, sharpener, coloured pencil set and felt tip pens, pen, ruler. Please can I ask that no key rings or other miscellaneous items are attached to the pencil cases. These pencil cases will be kept in school. Other classroom-based resources, such as books and games, can be used and shared within the class bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources with multiple small parts (e.g. Duplo in EYFS) will be cleaned at a high temperature through the industrial dishwasher after use.

In KS1 and KS2 resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Individual bubbles will not share equipment at playtimes.

Assemblies

There will be no traditional whole school assemblies during the first part of the Autumn Term, and these will be replaced by a 'Teams' version, which will be watched by children in multiple classrooms on screens. Classes may be still able to do individual class assemblies using this technology and it is possible that parents may then also be able to virtually 'join us'. We are keeping an open mind about Harvest, and Christmas productions but all should be aware that, even at this early stage, full-scale productions look unlikely in the Autumn Term.





Additional Support

Teaching Assistants will work in classrooms wherever possible rather than withdrawing children and if they need to talk with an individual child this will be within their dedicated space to avoid the need to walk through spaces allocated to other 'bubbles'. Children working in learning spaces outside the classroom will take all equipment they require with them to their work area. The area will be cleaned over lunch, before pupils from another bubble use the same area.

School Trips

We are not planning any school trips during the Autumn Term.

Snack

We would like your child to bring a healthy morning snack to school as normal. We would ask that this be clearly labelled in a disposable bag as it will sit in their tray or near their drink and the wrapper will be thrown away after use. Please do not send in any food in containers or requiring spoons etc for snack times. Please also remember we are a NUT FREE School.

Availability of Water

As normal all pupils should have their own water bottle – care will be taken to ensure that these are untouched by other children or staff. Water is available in school to refill children's own water bottles. Water bottles will return home to be washed every night.

School Lunches

We intend to offer 'Hot to Go' lunch bags from the 3rd September. An amended menu will be in place which has been created to offer wholesome food for your children and will have a choice of dishes – this will encompass meat and vegetarian options. To aid with distancing measures lunches will be eaten in classrooms or hall within their bubble. Children will always have the chance to wash their hands before eating.

Toilets

Toilets will be allocated to set phase bubbles and additional cleaning will be in place, especially for high touch areas. For our older children, the need to visit the toilet during teaching time will be discouraged as it is not possible to supervise all older children as they visit the toilet with the potential risk of cross 'bubble' contamination. There will however be many opportunities for the children to use the toilets at various points throughout the school day. All children should wash hands after they have been to the toilet and be reminded to do so.



Curriculum

The Government advice makes it clear that staff members can now work across bubbles of pupils as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils. PPA and class cover arrangements which may bring additional adults into contact with groups of pupils will continue. In these cases, staff will maintain appropriate distance from the children for their own and the children's safety. This means that on occasions other teaching staff are permitted to teach different bubbles, especially our specialist teachers.

Our primary focus is the mental health and wellbeing of our children and staff. We are keen to help the children re-establish their routine, structure, friendship, sleep, opportunity and freedom. Whilst we are confident that many children will quickly 'bounce back' after the lockdown, we are aware that there may be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

Broad and Balanced Curriculum

With the exceptions listed below, our normal ambitious and broad curriculum in all subjects will begin from the start of the Autumn Term. As mentioned we will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term although as we return to normal working this is our aspiration.



PSHE Curriculum

This will be reconfigured so that work in all year groups centres on health and wellbeing. We will allow extra time for this in the Autumn Term as well as ensuring that circle time is timetabled and becomes embedded as practice within the school.

Forest School

This will be re-established during September to take place each Monday for the whole school. Mrs Alison Parker is a trained Forest School practitioner and will introduce some wonderful learning opportunities for each bubble to enjoy at their designated time slots.

PE & Games Teaching

We will endeavour to have as many PE and games sessions outside as we can. On the days your child has PE, kit can be worn all day. Our specialist PE teacher, Mrs Pearce will be socially distanced from the children during taught sessions. Whilst we are looking forward to competing in fixtures again, this has been put on hold until further notice.

Swimming

At this moment in time we do not know when swimming sessions at school will restart but will be in touch as soon as we are informed.

Assessment

Once children have settled, a baseline assessment will be made.

Class Music Lessons

Socially distanced music lessons will go ahead, however our choirs and orchestra have been put on hold until further guidance is received about larger groups.

Peripatetic teachers

These lessons will take place after everyone has settled back into school routines and plans to allow for socially distanced lessons are being put in place. Your teachers will be in touch with more information soon.

Phonics

Children in Year 1 & 2 in September 2020 will have additional phonics sessions in the Autumn Term. Some children in Year 3 may also require additional phonics teaching.

Computing

IT teaching in the Autumn Term will continue to focus on e-safety, year group curriculum subject and building confidence using 'Teams' in case of a localised lockdown.

Growth Mindset

Our language will continue to reflect an established 'growth mindset' philosophy – 'you can't do it yet' along with our Thinking 4 Learning Habits.



Reading Books for Home

School reading books when borrowed must be 'quarantined' for 48 hours before being used again which causes some logistical issues which we would like to explore in more detail, so please bear with us. In KS2, if children want to bring a book from home to read this will be encouraged, however this book cannot be shared with any other pupils.

School Office

School office will remain closed to visitors unless an appointment has been made. Parents should do all they can to ensure that children have all that they need for the day at the start of the day and if there is an emergency, meaning that their child needs to be collected at a different time, please telephone the school first. Staff will then arrange to meet parents with their child in the open air. All other communication should be by telephone or e-mail please.



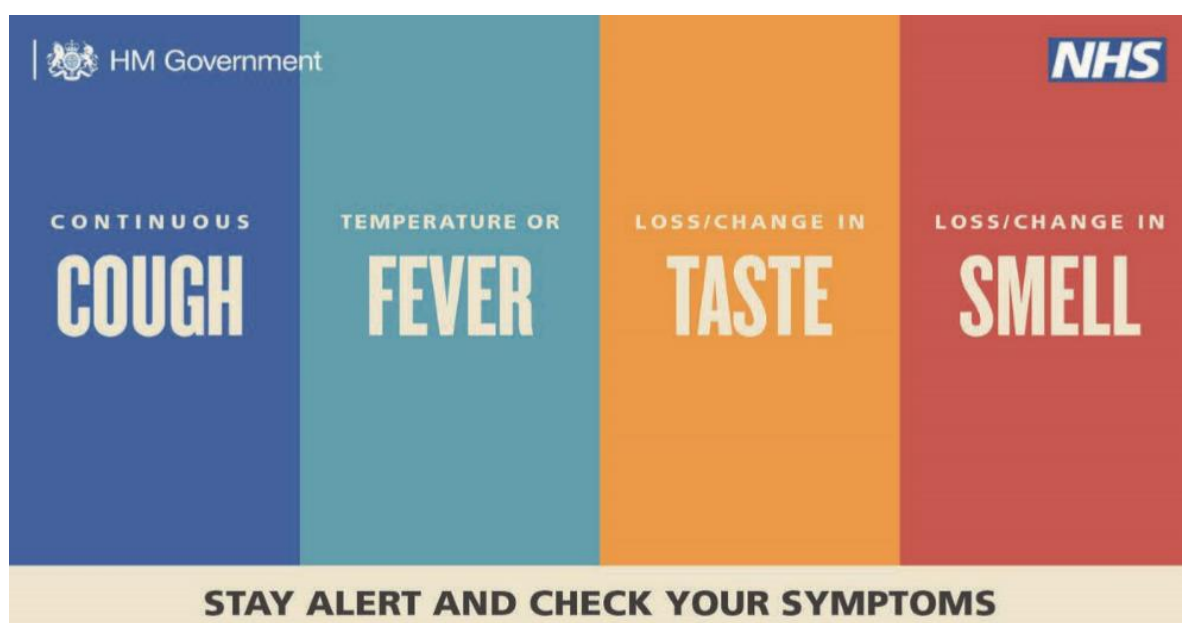


Health and Safety Guidance

Health & Wellness

Pupils and staff must not attend school if they show any symptoms of illness and must be symptom-free for 48 hours before returning. This applies to all infections and illnesses including COVID-19, sickness and diarrhoea, sore throat, headache, etc. Please check your child's temperature before leaving the house for school. Do not bring them to school if they have an elevated temperature of 37.8°C or higher. We will take a pupil's temperature should they feel unwell during the school day as is our current policy already.

Children or staff suspected of having COVID-19



In line with DfE guidance in the case of a suspected infection the school will:

- ☞ Engage with the NHS Test and Trace process. We ask that parents and staff inform the School immediately of the outcome of any test.
- ☞ Manage confirmed cases of coronavirus (COVID-19) amongst the school community. The School will e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or confirmed to have coronavirus and would appreciate your support in this.



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- ⦿ Contain any outbreak by following local health advice. For the avoidance of doubt the new advice says that we 'must 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. 'Close contact' now means: a) face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin); b) proximity contacts – extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual; c) travelling in a small vehicle, like a car, with an infected person.
 - ⦿ The health protection team will provide definitive advice on who must be sent home
 - ⦿ When a case is suspected in school the child will be immediately isolated from other pupils and staff and placed in the designated area within the school (School Hall). Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff. The school will contact parents and request they collect their child from the school immediately.
 - ⦿ Any member of staff who has been supervising a child with suspected symptoms should immediately wash their hands in line with current guidance. The room that a child has used in this circumstance (and any bathrooms they have used) should be fully cleaned before anyone else uses them.
 - ⦿ We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says, 'Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.' If no test is undertaken, then we expect children to self-isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.
 - ⦿ Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.



Personal Protective Equipment (PPE)

The Government guidance clearly sets out that it is not necessary for children or staff to wear masks, gloves, or aprons unless staff are carrying out activities that would usually require PPE, or if a child becomes unwell with symptoms of Coronavirus while in our setting and needs supervision until they can come home.

Each bubble has a 'grab bag' of PPE provided and this is kept with the bubble whether they are in or out of the building. All staff have had training for such incidents and have access to any PPE they may need.

Containing any outbreak by following local health protection team advice

If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, then we will continue to 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. As our school will be implementing controls from the suggested DfE list, addressing the risks identified and therefore reducing transmission risks, whole school closure based on cases within the school can hopefully be avoided. In the case of a local area shutdown, home schooling will resume as detailed later.

Enhanced Cleaning Regimes

We have enhanced our cleaning regimes and the school has been repeatedly deep cleaned, consequently the School has never been cleaner. We have adjusted our cleaning rotas to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff will be helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.



The Importance of Fresh Air

Windows and doors should be left open in most cases even as the weather gets colder. Therefore, children may be allowed to wear coats in class with permission from their class teacher. Where possible teachers may take the opportunity to move some subject teaching or groups outside with the agreement of the Headteacher and still adhering to social distancing measures.

Behaviour

An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and remains in place. We will be talking to the Children about the added importance of hygiene, something I am sure they will already be aware of in these times of increased risk to health, it is extremely important to reinforce good hygiene behaviours to all in our Community. Our new School rules remain and children, as they already do with the “traditional” school rules will strive to do their best in all that they do.

In addition, and to keep ourselves ‘safe, healthy and happy’ please make your children aware of the new requirements as below:

- ❑ Socially distance from each other wherever possible (with a common-sense approach taken to EYFS pupils).
- ❑ Use our own equipment (including ‘bubble’ resources) and not share any of these.
- ❑ Not share any food, drinks, cups or water bottles.
- ❑ Work, eat and play in our designated bubble, and minimise contact with children from other groups (including in the playground, anywhere on the school site and on our way to and from school)
- ❑ Move around school as instructed by our teacher/adult and avoiding other people.
- ❑ Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands.
- ❑ Wash our hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available.
- ❑ Not bring or take home anything from school apart from our school bag, water bottle.



Contingency planning for further lockdown

Our School is well prepared should further lockdowns be enforced. In the event of this occurring, we will revert to our 'Staying Connected' guidance and online provision which has been so successfully delivered during the Summer Term. We will of course reissue the guidance if this were to happen. Of course, at this time the key word is flexibility and we would "tune" our provision according to the type of shutdown advised.

In the event of an area lockdown, similar to that put in place in Leicester earlier this summer. The School would revert to an enhanced version of the online arrangements which were in place during the nationwide lockdown.

We appreciate your support in advance.

Yours sincerely,

Karan Hopkinson
Headteacher