



Uffington Church of England Primary School

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22nd May 2020

Operating plan and safety measures for Years R, 1 and 6 from 2nd June 2020.

Dear Parents,

This letter is to share with you how our school will operate from 2nd June. I am grateful to all of the staff who have worked incredibly hard so that we can open – a lot of hard work has gone into this.

Our operating plan is supported by a very long and detailed risk assessment which I have carried out and shared with governors and staff. It is also based on government guidance: Preparing for wider opening and Implementing protective measures in education settings.

Firstly, it is important to say that we will of course welcome back the children into our normal ethos centred on our school values of love, honesty and courage. However, this will not be school operating as normal. Classrooms and walls have been denuded of non-essential furniture, toys, resources and displays in order to meet the governments cleaning requirements. Moreover, social distancing will be in force; signs, instructions, lessons and floor tape will reinforce this message. It is ultimately your decision whether or not to send your child into school and although all guidance from the government will be adhered to we cannot, just as you cannot at home, “guarantee” safety in terms of COVID 19. There will be no penalties for not sending your child to school. The plans set out below are subject to change and we await further updates from the government scheduled for 28th May 2020.

Our phased return, in line with other schools in our partnership, is based on risk assessment and the fact that teachers will also be responsible for teaching the other year groups not in school. We shall therefore be closed on Fridays except to children of critical workers until further notice. We consider that a whole day at school with very few toys, resources, and unusually for them sat at desks, will be too much for our Reception age children hence they will have a shorter day than normal.

Children will stay in class/group bubbles, as much as possible with the same staff to reduce possible transmission. Please note that current guidance informs us that **you cannot decide to send your child to school at a later date, once the “bubble” is established.**

We will be operating a phased return and will be closed on the following dates:

Date	School closed
Monday 1 st June	INSET Day – to enable staff to prepare classrooms
Monday 8 th June	Deep clean - this is because most of the school, essentially the Key Stage 2 classrooms and shared areas e.g. the hall, have not been used since March.
Tuesday 9 th June	Deep clean
Wednesday 10 th June	Deep clean

The focus of much of the initial work with our children will be around re-establishing relationships, expectations and routines. We know that each of our families will have experienced lockdown in different ways. Our curriculum plans and teaching will need to be flexible and based on the emerging needs of the children as they come back into school. We need to be prepared for dealing with bereavement, sensory needs, separation and anxiety so will respond as sensitively as we can.

All of our children and staff will wash their hands upon entry to school and regularly throughout the day. Additional soap and hand sanitation dispensers have been purchased and will be used at all entrance points and in each classroom. Temperatures may also be taken on entry.

All Public Health England hygiene requirements will be followed by school staff.

All these precautions have been put in place to stop the spread of the virus and to ensure that we all take as much care as possible in ensuring that groups of children do not come into contact with each other. The above measures are our best endeavours and ultimately we understand that the decision whether you send your child to school at this time is yours alone.

I hope this has given you more information regarding how the school will operate during these difficult and testing times. Please take time to read the annexes and chat to your children about how school will be different in terms of set up and how it will be the same – a caring welcoming staff! Thank you for taking the time to read this letter and for your patience at this time.

With kindest regards,

Mrs Lisa Bradbury and Mr Robert Hart

Headteacher and Chair of Governors

Annexes:

Annex A: Operating Timetables

Annex B: Operating Guidelines

Annex A – Operating Timetables

Below are the operating timetables. These vary for the first three weeks so please read them carefully. By week four we would hope to be able to operate in a standard way.

WEEK ONE

Date	Year group/ Timings	Year group/ Timings	Year group/ Timings
Monday 1 st June	School closed/ INSET	School closed/INSET	School closed/INSET
Tuesday 2 nd June	Year 1 9.15- 13.15	Year R 9 - 1300	Critical workers 9 – 15.00
Wednesday 3 rd June			
Thursday 4 th June			
Friday 5 th June			

WEEK TWO

Date	Year group/ Timings	Year group/ Timings	Year group/ Timings	Year group/ Timings
M/T/W 8 th /9 th /10 th June	School closed			
Thursday 11 th June	Year 1 9.15- 13.15	Year R 9 - 1300	Critical workers 9 - 1500	Year 6 9.30 - 1430
Friday 12 th June				

WEEK THREE

Date	Year group/Timings	Year group/ Timings	Year group/ Timings	Year group/ Timings
Monday 15 th June	Year 1 9.15 – 13.15	Year R 9 -1300	Critical Workers 9 - 1500	Year 6 9.30 – 14.30
Tuesday 16 th June				
Wednesday 17 th June				
Thursday 18 th June				
Friday 19 th June				

See times above for weeks 1 -3. Times shown below are from week four. "Place" remains the same in any week.

Class/group	Drop off between (from week 4)	Collect/ between (from week four)	Place
Year R	9 – 9.15	1300	Use Classroom door
Year 1	9.15 – 9.30	14.30- 14.45	Playground
Critical workers	9am	1500	School office
Year 6	9 – 9.15	14.45 – 1500.	Playground

Annex B Operating Procedures

General operation:

- Children will be in a group of no more than 15. Some groups will be split in order to achieve 2 metre social distancing. This depends on numbers of children sent in. Our intention is for Year 1 groups to be in the library or their classroom. Year 6 will be in the hall and their classroom. Reception will be in their own classroom.
- The children will be with their own class teacher or teaching assistant.
- Children **must** wear clean school uniform every day. On Monday and Wednesday, they may wear PE kit. You can also send your child in trainers every day if you wish or shoes which they can fasten themselves e.g. Velcro.
- The children will not be able to bring in anything from home except their lunch (this must be in a hard box not material) if not having a school packed lunch. No reading books or diaries, no pencil cases or any other items. Water bottles must also be hard ones otherwise water will be provided in school. Lunch boxes and water bottles must be kept under their own desk.
- The school will be marked out with hazard tape to show 2m distancing markers. All children will be expected to stand on these markers if queueing.
- If children fall over or have a toileting accident the children will be encouraged to change themselves and clean their scrape or cut. We have sourced PPE (following the Covid 19 guidance for educational settings) which is for use only for staff protection.
- The children will not need bags in school and unless raining, should not require a coat. They will need a sunhat and sun cream should be applied before they come into school. Staff will not be able to administer routine medicines so children should have it before they come to school.

Do not come to school if you or a member of your household is displaying symptoms and inform the school. You will be asked to take a Coronavirus test. Please contact the school office if you or someone in your house has symptoms as this will affect our operating plan for the group your child is in. You must respond to school communication/request for immediate collection of your child if symptoms develop whilst at school. All children who are displaying symptoms must stay at home <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-in-children/>

Drop off and pick up:

- Children will arrive at school in the morning and be picked up in the afternoon at specified times. This is to minimise the numbers of people on the site at any one time.
- Please only send children to school with one adult to drop off and pick up at the allocated time. Please stand/queue 2 metres apart. You should only bring siblings if you absolutely have no alternative option. If you do need to bring siblings, they will need to be by your side and adhering to the social distancing measures we have put in place. Please do not let them mix with other children attending school.
- Parents are responsible for maintaining their own social distancing and we request you do not stand together when waiting to either drop off or collect. Government guidance asks that parents and children walk or cycle to school. If you live in the village we ask that you adhere to this guidance. Please consider social distancing when parking. If using bike racks please avoid contact with other bicycles/trikes.
- Drop your child off at the designated entrance and leave the school site as quickly as possible. Please do not hang around the gates for any reason.
- At the end of the day, collection times have been allocated, children will be sent to you one at a time. Please be on time as a commercial cleaning company will be working on site from 3pm and staff have been instructed to leave the site from 3pm.
- Parents are not allowed to enter the school building or have the daily contact or conversations they need or are used to having with staff. Contact will continue to be via the school office – please try to use email rather than telephone. We will try to get back to you as soon as possible.

This will continue to be our procedure for arriving and leaving school regardless of weather conditions.

Break times and lunch times.

- The children will eat their lunch in the same space as they do their learning. It will be cleaned in between. Groups will not mix with children in other groups around the school to help infection control.
- Lunch times and break times will be staggered.
- Children bringing a packed lunch from home will need to ensure that any packaging is entirely disposable – **No lunchboxes** within school at all if possible unless hard cases. Children will need to be able to open all packaging and food items themselves – staff cannot assist. We will let you know when OCC are able to provide packed lunches if at a later date you wish to order one.
- Outside play equipment like the Trim trail will not be used, to minimise transmission.
- Children will have an allocated play space at playtime and lunchtime which will only be with the children that are in their group. They must remain in this space during any outside play and adhere to the social distancing guidelines.
- The toileting arrangements are also staggered and toilets will be allocated to specific groups/bubbles.

In the classroom:

- The children will remain in their allotted classroom for the duration of the day. They will not be allowed to mix with children from other groups.
- The children will have allocated toilets near the classrooms, which will be cleaned by the cleaning company twice a day.
- Only one boy and one girl will be allowed to use the toilet at any one time; toilet times will be supervised by a member of staff.
- The children will sit at desks, where they will be 2 metres apart. They will only be able to use resources and equipment that can be cleaned (e.g.plastic).
- All unnecessary furniture, equipment and soft furnishing have been removed.
- The children will work at their desks. They will not sit on the carpet.
- The children will be provided with the equipment they need and it will only be used and touched by them. These will be cleaned at the end of the day by the teacher.
- They will have some lessons that will involve a lot of independent learning as the teacher will not be able to sit next to them to give them targeted support. They will be unable to work in groups or pairs. The members of staff need to keep social distancing when teaching.

Cleaning

- The classrooms will be cleaned throughout the day by staff in each space, where possible. The bins will be emptied and desks will be sprayed throughout the day. New lidded bins have been ordered for every room.
- Each classroom will be cleaned by a commercial cleaning company at the end of each day.

Key/ critical worker children attending

- Any children that have been attending, will still be able to come to school. Children who are Reception, Year 1 or Year 6 will join their year groups. Key Worker children in Years 2, 3, 4 & 5 will not mix with any other groups of children. Any children from Years R, 1 and 6 who are not in school each day with their “bubble”/group will not be able to join their year group and will stay with the critical workers group. This group will be staffed by a range of staff who have taken this group since March.
- Key worker children will still need to be collected or remain at home when parents are not working.