

Revised - Return to School Information for Lisle Marsden Parents and Carers – September 2020

The following information was provided to all parents and carers who attended the transition meetings with their child's new class teacher in July. By providing this document again to all parents/carers – parents should be aware of the most significant changes to the normal school routines and be able to prepare accordingly. We have made some small revisions to the document and I would strongly urge you to read it again.

Over the summer holiday the government has published specific information to support parents and families with returning to school. Schools have been asked to sign post these documents to parents:

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

The government has also made some small revisions over the summer holiday in its guidance for schools to facilitate a return to school for all children. This is the key document that has informed Lisle Marsden's work in preparation for September 2nd. The link is below for interested parents.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Introduction

We have now all been living and working in a society dominated by the ever present threat and dangers posed by Corona Virus since early March this year. This has meant significant changes for everybody in the way we communicate and work with each other. In the summer term, we were open for approximately a third of pupils with around 200 children on site each day. This meant many new operational changes were necessary to safely re-open to three Year groups and the children of Key Workers. From September, we will have up to 630 pupils on site each day + 90 staff members. This further increase in numbers has required further changes and new working practices. We were very pleased with the support and cooperation we received from all parents and carers throughout the difficult closedown period and partial re-opening, this will be even more important as we move into the autumn term.

Please read the following information carefully and take note of the key changes.

Attendance

The government have announced that it is now safe for all children to return to school. Therefore, **from September the 2nd, all Lisle Marsden children will be expected to return to school.** Attendance at school is a legal statutory requirement for all. With so many children having missed so much learning time in school, it is essential we have really high levels of attendance and that everyone does their best to ensure that all the children are in school and on time every day.

Key Changes

We will require parents to carefully follow and adhere to the new start and end of day drop off/ collection arrangements to help ensure everybody remains safe. These will be closely monitored in the Autumn term and kept under constant review. These arrangements are temporary and have been put in place to help us manage the very large number of children and adults which enter and exit the site each day. The measures are designed to prevent large gatherings of pupils and adults, prevent pupils mixing and support parents to socially distance themselves and children from each other.

For these to be successful **we will need to continue to insist that only one adult accompany their child/ children** on to the site each day to both drop off and collect their child. We will need everybody's cooperation and patience to ensure adequate social distancing can occur and that problems are avoided.

We have provided some social distancing guidance markers (large yellow feet) in some of the more congested/ higher traffic areas of the school site to further help parents when dropping off/ collecting pupils.

Changes to the School Times and Drop Off/ Collection Procedures

Normal school times and start/end of day arrangements are currently suspended.

Since June, we have been operating staggered start and end of day arrangements to manage the large numbers of children and adults entering and exiting the site. **From September, a new version of these current arrangements will begin.**

We will operate two drop off/ collection time 'windows' each day. These time 'windows' are designed to support parents with more than one child/ children in different Key Stages and provide parents with plenty of time to safely drop off/ collect their child each day. The arrangements should stagger the large numbers entering/ exiting the site to create a flow of people entering and exiting the site, avoiding congestion and large gatherings.

We will need your support with maintaining social distancing, keeping your child/ children with you – not allowing them to run off/ play/ mix with other children before or after school. This will help keep your family safe and support the huge efforts being undertaken in school to prevent mixing and keeping your child and staff safe.

Morning Drop Off Arrangements - The morning window will open from 8.45am – 9.05am – with different time slots for different age groups

Gates will open at 8.40am and close at 9.10am. No one will be permitted entry into the building earlier than the time windows stated below. Children and parents will **no longer gather on both playgrounds to line up in classes**

Younger Children (EYFS/KS1) – Drop off at Classroom Fire Doors/Safe Waiting Zones. Parents of younger children should enter the site and accompany their child, taking them to either their classroom fire door or safe waiting zone. Your child's Class Teacher/ Teaching Assistant will be there to meet/ greet you and bring your child immediately into the classroom.

EYFS and Year 1 Window – Parents can drop off their child **between 8.45am and 8.55am** (if you arrive after this time you will be considered to be late and you will need to take your child round to the main academy reception).

Year 2 Window – Parents can drop off their child between **8.55am and 9.05am** (children will not be admitted in to the school building before this time)

Parents with other/ older children in Key Stage 2 will then have time to either drop their child on the KS2 playground or allow their child to walk independently into school. Or alternatively drop them off first then drop off younger children. Parents will need to organise themselves to make best use of the window times and avoid being late.

Older Children Key Stage 2 (Years 3-6) Window – Parents can drop off on the KS2 Junior Playground anytime between 8.45am and 9.05am.

Parents of older children should drop off their older children on the Key Stage 2 playground. Once on site, the children should walk to their designated entry point. Staff will be on both entry points to welcome the children into school, staff will also be on the KS2 playground to support and safely monitor the playground.

Children in Years 3 and 4: will need to independently enter the school building through the KS2 playground main entry door.

Children in Year 5 and 6: will need to independently enter the school building through the new Year 5 teaching block entry corridor door.

We understand that some parents may naturally wish to escort their child to these entry points. Once both you and the children are familiar with these new arrangements we strongly encourage you to drop off your child on the playground and watch them walk independently to the door; or let them go on their own from the gate. The playground is safe, secure and will be monitored by staff.

Some parents will allow their child to walk independently to school, these children should similarly enter the building as soon as they arrive. No before school play, ball games or mixing of children will be permitted.

The register will close at 9.05am - any child who arrives after this time will be considered to be late.

Should you arrive late, you should take your child to the main academy reception area. Be mindful that you will need to queue to enter the building, that this will cause disruption to classroom staff who will need to come and collect your child, as well as receiving a late mark.

Afternoon Collection Arrangements/ Procedures- The window will open between 3.00pm and 3.20 pm – with different time slots for different age groups.

Gates will open at 3.00pm and close at 3.30pm. No one will be allowed to collect their child earlier than the specified times below. Parents will again need to follow sensible social distancing measures to keep themselves and their child safe. We ask that waiting parents do not arrive early (before your child's collection time) or crowd around fire doors. Once staff identify that you are there, they will safely release your child to you. In some areas, yellow social distancing feet, markings and directing arrows are there to help parents.

We again ask that parents do not allow their child to run off following collection or to play on site with other children. Staff are working hard to minimise the mixing of pupils during the day and require your support to maintain this. This will help to keep your child, you and our school community as safe as possible.

Younger Children – Collect from Classroom Fire Doors/Safe Waiting Zones.

Like current collection arrangements, parents will need to enter the site and safely wait to collect their child. With the new time window arrangements, over-crowding should be avoided, with parents showing due care and consideration for one another – following sensible social distancing.

EYFS and Year 1 Collection Window – Parents can collect their child **any time between 3.00pm and 3.10pm. There are yellow feet markings and arrows to support parents in these more congested waiting areas.**

Year 2 Collection Window – Parents can collect their child **anytime between 3.10pm and 3.20pm. Due to the multiple exits, parents should wait remaining behind the black plastic drain on the Infant playground until their child is released to them to allow plenty room for circulation.**

Arrangements for Older Children – Key Stage 2 (Years 3-6)

Previous arrangements, where children were released on mass at 3.20pm, will cease. These will be replaced with similar arrangements to those used for collecting younger children.

Older Children Key Stage 2 (Years 3-6) Window – Parents can collect their child **any time between 3.10pm and 3.20pm from classroom fire doors/ safe waiting zones.** Children can be collected at any-time during this 10-minute window. **Children will not be released from classrooms before 3.10 pm.**

Older Children in Years 5 and 6 – We understand that many parents of our older children will allow their child to walk home themselves or to meet them off site at a designated meeting point. This can still continue, but these children will be **released by their teachers safely and under supervision onto the Key Stage 2 Junior playground at 3.20 pm.** To support our Year 5 and 6 staff to determine who this will apply to, we will require you to let us know this before your child returns to school in September.

When the children return in September, all teachers will be outside to meet and greet you and the children and help you to become accustomed to the new arrangements.

Strong Hygiene Practices and Virus Prevention Control Measures

The government has published a system of protective control measures which all schools must follow.

Suspected Covid-19 Cases

You must not send your child to school under any circumstances if you believe they are ill or displaying possible Covid-19 symptoms. If they are, you should isolate your child and have test ASAP. **Tests are now freely available for all children regardless of age,** and results are now normally available within 48 hours. It is crucial you tell us if this is the case and inform us immediately of the results. You and your child will not be allowed to return to school until we have seen evidence that the results are negative. If it is positive they will need to remain at home for at least 10 days and you will need to isolate for 14 days, you will need to isolate and follow the NHS ‘Stay at Home’ guidelines.

If you or another member of your family group at home should be ill with/ displaying Covid-19 symptoms, you should do the same, isolate and get everybody tested. It is not acceptable to send your child to school if they could be infected with Covid-19.

If your child becomes ill in school with suspected Covid-19 symptoms, they will be isolated in school within our designated isolation room and safely supervised by staff. You will be contacted and will need to take them home. Your child will not be allowed to return to school until they have had a test. We will need to see evidence of the outcome. If this is negative they can return immediately. If it is positive they will need to remain at home for at least 10 days and you will need to isolate for 14 days following the NHS ‘Stay at home guidelines’.

If your child is positive, we will need to contact Public Health England to carry out a risk assessment with the information we have. Public Health England will determine the course of action that the academy will need to take in responding to this. This will include: contacting relevant parents and staff deemed to have been in 'close' contact with specific children within the class bubble; whether the bubble will need to close temporarily; and whether other children staff and parents also need to get tested.

A decision will then be taken as to whether this class bubble is closed until it is safe to return to school for the entire group. It is important to re-state these decisions will be taken by public Health England, not the academy.

Other Protective Measures

- When the children return to school, they will be taught and supported to frequently wash and sanitise hands throughout each day. Hand sanitiser units are in place in every classroom as well as portable pumps to ensure the children have clean hands. We ask that your child washes their hands before leaving home each day, this should be undertaken for 20 seconds with soap and warm water. Good hand hygiene is seen as being essential in reducing the risk of Corona Virus Transmission.
- Desks and possible transition surfaces will continue to be frequently cleaned throughout each day. A cleaner will be on site to support with this, ensuring that all toilets are also continually cleaned throughout each day.
- Any shared pupil resources will be frequently cleaned. Any resources that need to be shared beyond class 'bubbles' will be meticulously cleaned or quarantined before use. Children will in many cases have their own equipment/ resources to use, these will not be shared with other children.

We will be shortly entering the 'cold and flu' season. All the children will be inoculated against flu in November, we would hope that 100% of parents will support this vital public health initiative.

- Staff will be teaching and supporting the 'catch it, kill it, bin it' approach to infection management when children have coughs and sneezes.

To significantly reduce the possibility of virus transmission within our school community, all children and staff will be strictly following daily procedures which will significantly reduce the opportunities for group 'mixing' and 'large gatherings'. Children will normally work in exclusive class group bubbles of approximately 30 pupils. Children will stay in these bubbles throughout each day. At playtimes when children are outside in a much larger and safer environment, they will be able to mix for a limited amount of time in Year group bubbles. Year group bubbles will be segregated at playtimes to prevent mixing. A small number of children within each year group bubble may work together in small set arrangements.

Daily Teaching Arrangements – Working in Bubbles

The government have published guidelines that all schools are expected to follow to enable all children to be able to safely return to school. These are based around reducing the opportunities for pupils to mix with each other.

Reducing pupil and staff interactions means that any possible transmission of Corona Virus is significantly reduced and it will be easier to identify who has been in close contact with each other, thus supporting track and trace and virus containment.

Your child will work in what will be known as a class bubble. They will stay in that group throughout the day, working with the same members of staff. Children will normally remain in their designated learning space and have a consistent partner with whom they sit with/ alongside. This will apply at lunchtimes as well. Classroom desks will be forward facing to avoid groups interacting and close face to face contact. Staff have been advised to maintain social distancing as much as possible with both the children and other members of staff. A small number of staff will work

across class bubbles but this will be limited and these staff will be restricted to working wherever possible within a year group bubble.

These arrangements will mean your child will have limited close contact with other children in their class and no contact with children beyond their class group apart from playtimes.

Activities like Collective Worship (assemblies) in the school halls will no longer take place with these activities becoming class based.

Lunchtime Arrangements and Ordering Meals

Parents will again be able to order a hot school dinner from Chartwells. All children eating hot dinners will eat in the dining hall and be seated in their class bubbles. Children will have consistent eating partners and seating arrangements to avoid children mixing. The number of children sharing tables will be significantly reduced. Children in Key Stage 2 will eat packed lunches in the classroom and maintain consistent eating partners to avoid children mixing.

To safely manage the lunchtime arrangements, the lunchtime period will be extended into two separate dining and play periods. This will ensure that children and staff from across the school do not mix together. This will mean children in Key Stage 2 eating dinner a little later than when we closed. To help with this change, we would like parents of children in Years 3-6 to provide their child with a healthy midmorning snack that can be eaten at morning playtime.

Please remember that when ordering hot school meals with Chartwells for September, that you order for your child's new class not their old one. This is a common mistake which can cause problems.

Curriculum

We will ensure all the children are taught a broad curriculum when they return to school. However, we also need to ensure the children catch up as quickly as possible on lost learning and help the children to be able to access the age related requirements for each year group programme of study. To enable this, staff will be initially teaching a carefully planned recovery curriculum with a greater emphasis on English and Maths, with reading a particular focus. Children will be carefully assessed and additional intervention work undertaken to help remediate any areas of learning. This may take some time and will be dependent on what children may have achieved whilst completing home learning.

Subjects like PE will take place outside and activities like large group singing will not take place.

Children will still be allowed to take home reading books in their book bags and home work will continue to be set. Teachers will also use DoJo to set homework tasks to reduce the number of items sent from school.

SEND intervention work will continue in school. This will normally be 1:1 work with staff.

Music lessons with specialist teachers for Years 3-5 will begin again but children will be taught in groups of 15 with any shared instruments thoroughly cleaned before being used again.

Visitors in School

Visitors to the academy will continue to be significantly restricted in September, with only essential visits being permitted. Visitors will be expected to socially distance when entering the site and building. Only three visitors will be allowed at any one time in the academy reception area. Parents will be expected to wait outside until there is room inside. Members of staff can be contacted at the academy by phone, email or through class DoJo. Using these methods of communication will limit the number of face to face interactions and help to keep everyone safe.

Following national changes made regarding the wearing of face coverings in public buildings, surgeries, shops, banks, petrol stations etc. We now ask that any visitor entering the main academy reception area wear a face covering.

Lisle Marsden After School Club and Extra- Curricular Clubs

The LMC Before and After School Club (childcare) will re-open to all parents and carers from September 2nd. To prevent overcrowding, numbers for each session will be restricted. Children attending club will be segregated into year group bubbles whilst together within the provision. Children attending will be dropped off at classrooms at 8.55am in the morning and will remain in class under supervision until 3.20pm before being escorted by staff to club.

There will be no after school extra-curricular activities for any age groups in school until the end of the autumn term. This will be kept under review.

Water Bottles and Snacks in School

The water fountains will remain switched off in the autumn term. **All children will need a water bottle, sent into school from home**, which can be kept on the child's desk for them to access through the day. Please label your child's bottle with their name.

Children in Key Stage 2 (Years 3-6) will require a healthy snack each day.

Uniform

All the children need correct Lisle Marsden school uniform and Lisle Marsden PE kit. This can be purchased from Uniform Direct in Grimsby. They have an online shop and free delivery on orders over £25. Please make sure you label all items of clothing, including shoes.

Children will be asked to come to school wearing PE kit on days when the children have PE in school. They can either wear their normal school jumper or PE hoodie over their Lisle Marsden PE shirt. I would also make sure the children have some jogging bottoms etc. to wear in the colder weather. Teachers will inform you in September which day of the week will be PE day.

Face Coverings

Children are not to wear Face Coverings/ masks in school time. Staff will not be wearing masks when they teach the children. If you/ your child wishes to wear a mask on the way to/ from school this is your choice but face coverings must be removed when children enter the school building. Staff will not handle any face masks.

Medical Issues and Pupil Medicines

When we closed in March, all the children took home all inhalers, medicines, epi pens etc. These will all need to be returned to school on Tuesday 2nd September with your child where they will be safely stored and be accessible within school. If your child requires any new medication, please complete and return a 'medicines form', which are available from the academy main reception.

Holidays in Term Time

With most children unable to attend school since March, it is very important that children are not taken out of school for the purposes of a family holiday. Thirteen weeks are made available each school year, time for families to utilise for this. It will take time and hard work for children to catch up to the educational stage they would normally be at. Any lost learning time will compromise the children's progress. We ask all parents for their cooperation with this in not booking holidays in term time.