

West Heath Primary School Plan for the Reopening of School

This document sets out our pathway for the further reopening and operation of West Heath Primary School for the period of 20th July 2020 - October 2020. It is highly likely that there will be many twists and turns and this document will need to be adjusted accordingly.

- It is important to remember that we are still two months away from the start of the autumn term, and we have already seen how quickly things can change. Our reopening plan will be adapted, as necessary to reflect Government directive.
- The Government has set out its intent and plan for all children to return to school full time from the start of September. It is based on a twin strategy of limiting contact between pupils and implementing hygiene measures.
- Schools have been instructed that 'all elements of the system of controls are essential', but the way different schools implement some of the requirements will differ based on their individual circumstances.'
- The Government acknowledge that schools will be familiar with many aspects of the system of controls already, e.g. thorough and regular handwashing and promoting good respiratory hygiene (the 'catch it, bin it, kill it' approach.)
- The main changes relate to how contact between individuals is to be limited in schools. Contact is to be limited in two main ways:
 - By ensuring pupils remain in consistent groups ('bubbles') wherever possible, thereby minimising the number of contacts between different people across the school.
 - By maintaining distance between individuals wherever possible ('social distancing'). The DfE states 'if schools follow the guidance set out, they can be confident they are managing risk effectively.'
- Schools have also been asked to prepare a 'Plan B' which allows for remote learning to take place should a partial or full closure of the school be required, at any point in the next academic year.

<u>Phase 2</u>	
<u>STEP 2</u> <i>July/September 2020</i>	<ul style="list-style-type: none">• Due to the extent of building works there will be no summer camp.• Birmingham City Council will provide details of holiday provision week beginning 13th July 2020.
<u>Step 3</u> <i>September/October 2020</i>	<u>School will reopen for all children on Thursday 3rd September 2020.</u> <ul style="list-style-type: none">• Children will return to school fulltime.• A staggered start and end to the day will be implemented.• At the end of the school day, children will be dismissed to their parents at the locations and times included in this plan.• There will be no access to the school office.• Each class will form a bubble of 30 children.• There will be no hot meals provided.• There will be no breakfast club until informed otherwise.• Childcare for working parents will run from the end of the school day until 4.30.
<u>PHASE 3</u>	Social distancing restrictions will end, and school life will return to 'normal.' This move will be directed by the government and West Heath Primary School will only make such changes in line with its key principles. We believe we are currently a long way from returning to Phase 3.

Our Principles for the Reopening and Operation of West Heath Primary School

We have created a set of principles, which will support West Heath Primary School in deciding how we reopen and operate during this current COVID-19 pandemic. These principles have been created in consultation with staff and governors, and with reference to guidance documents from Public Health England, the Department for Education and our Local Authority.

- All of our decisions will be based upon our school's core values: Determination, Resilience, Respect, Excellence, Empathy, Collaboration and Honesty.
- We believe the best place for our children is in school.
- We will be mindful of Public Health England guidance.
- School must be a safe place. All decisions carry a certain degree of risk, but risks must be minimised. Detailed risk assessments will be carried out.
- Our community must be reassured that school is safe. We will be open and transparent in order to build confidence and maintain trust. Parents must feel school is a safe place to send their children; children must feel school is a safe environment in which to learn and staff must feel it is a safe place in which to work.
- School is not just a place for children. We will consult with and consider the needs of all staff.
- We will be mindful of the safety and mental, emotional and physical wellbeing of our children, their families and our staff.
- We aim to create and maintain a culture of vigilance. Practices will be closely monitored and adjusted, if and when required.
- We recognise that lockdown has caused the loss of routine, structure, friendship, opportunity and freedom. We aim to support the mental health and well-being of our children.
- The reopening and returning to 'normal' school life will take time and it will be carefully planned and managed. It cannot, and will not, be decided by arbitrary dates.
- We will plan for changes that are sustainable for the medium and longer term. Our plan will be as supportive as possible for children and families whilst being manageable for school. Our plans will adhere to the principles laid out in this document.
- We will maintain a flexible and adaptable approach, responsive to the changing needs of our school, our local and our national community. We will be mindful of ongoing Government guidelines and legislation.
- The careful and phased reopening of West Heath Primary School will focus on supporting children to learn, to stay safe and to enjoy being back with friends and their teachers.
- We believe children need to be taught by teachers and teaching support staff who know them well. Relationships are at the heart of school life. Children need to be supported by: staff who know their names; staff who know the things which make them smile and laugh; staff who know what worries them and makes them feel sad; staff who know how they learn best and when they need a little extra help.
- We recognise that we are privileged to have such strong and supportive parent-school relationships. Our decisions will be made in the belief that our parents will support us and will abide by our key principles.

Moving out of Phase 2 towards Phase 3

Social distancing

The DfE has said that, “ideally, bubbles will be kept as small as possible, i.e. the size of a class. However, where this restricts a school's ability to deliver a full curriculum, schools have the flexibility to implement year group bubbles.”

- In our school, children will be taught in class bubbles of 30.

The DfE has stated that “pupils passing each other briefly in a corridor or playground (e.g. walking past each other) is a relatively 'low risk', but that schools should try to avoid large groups of pupils mixing together in these spaces at the same time.”

- In our school, staggered lunchtimes and breaktimes will be implemented.
- Children will play outside in class bubbles during break time.

The DfE has said that “teachers are permitted to move between bubbles.”

- In our school, teaching will take place in class bubbles. Mr Hooper and the sports coaches will teach PE. Teachers will have their Planning Preparation and Assessment directed time during PE lessons.

The DfE state that “staff should maintain distance from their pupils, staying at the front of the class where possible. This is not always possible, particularly when working with younger children but if adults can do this when circumstances allow, it will help. In particular, they should avoid close face-to-face contact and minimise time spent within one metre of anyone. Similarly, it will not be possible when working with many pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.”

- In our school, in order to teach whole classes of 30 children, we cannot facilitate a 2-metre social distance.
- All children will face the front and there will be two children side by side at each desk.
- At KS2 teachers and TAs, where possible, will teach at the front of the classroom.
- At KS1 and Reception we realise that this is much more difficult. Therefore all staff will adhere to the regulations to avoid face to face contact and to minimise the amount of time working in close contact with individual children
- Children will be taught in their class bubble and interventions will also be maintained in the classroom.
- The children will work together in lessons, eat in their class bubble, have PE in their class bubble and have break time in their own class bubbles.

The DfE state that “there should be no large gatherings bringing different groups together, e.g. whole-school assemblies.”

- In our school, daily assemblies will take place in classrooms, they will be Values Education and PHSE based.
- In line with Government directive, children will not sing during class assemblies or in lessons.

Attendance

The DfE state that “attendance is compulsory for all children from September 2020.”

- The usual rules for attendance now apply – school is mandatory again from the autumn term.

Drop Off and Collection

The DfE state that in order to maintain social distancing, a staggered start and end to the school day should be considered.

- In our school, there will be a staggered start and a staggered end to the school day.
- One adult will be allowed on site to drop off and collect each child, they may bring with them younger children.
- Adults collecting children must know each child's password.
- For children in Year 5 and 6, whose parents have given written permission for them to walk home on their own, they will be released from the school gate assigned to their class.

EARLY YEARS	Reception	
	Miss Lippett	Mrs Faye
	Rednal Road	
Gates open	9.00	9.00
Lessons start	9.15	9.15
School ends	3.15	3.15

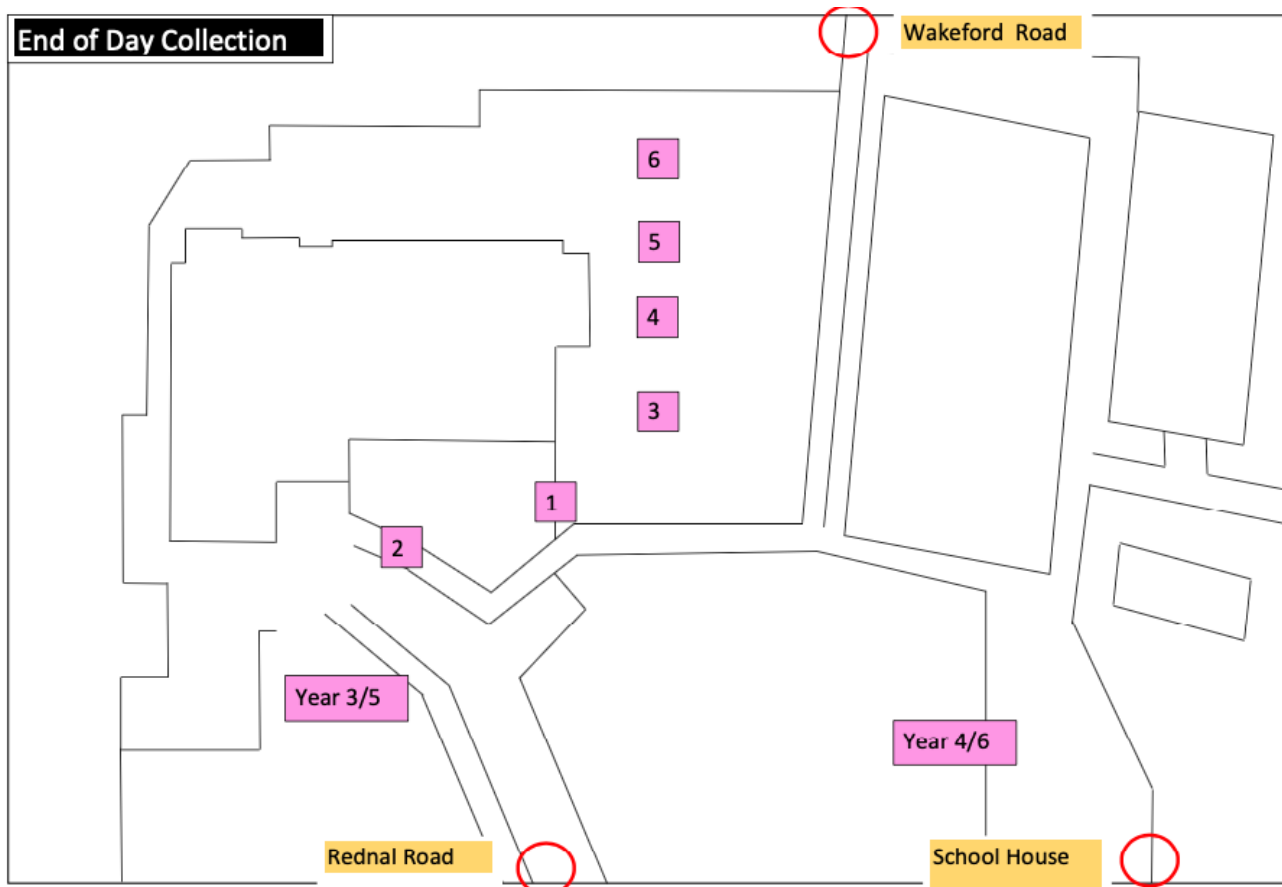
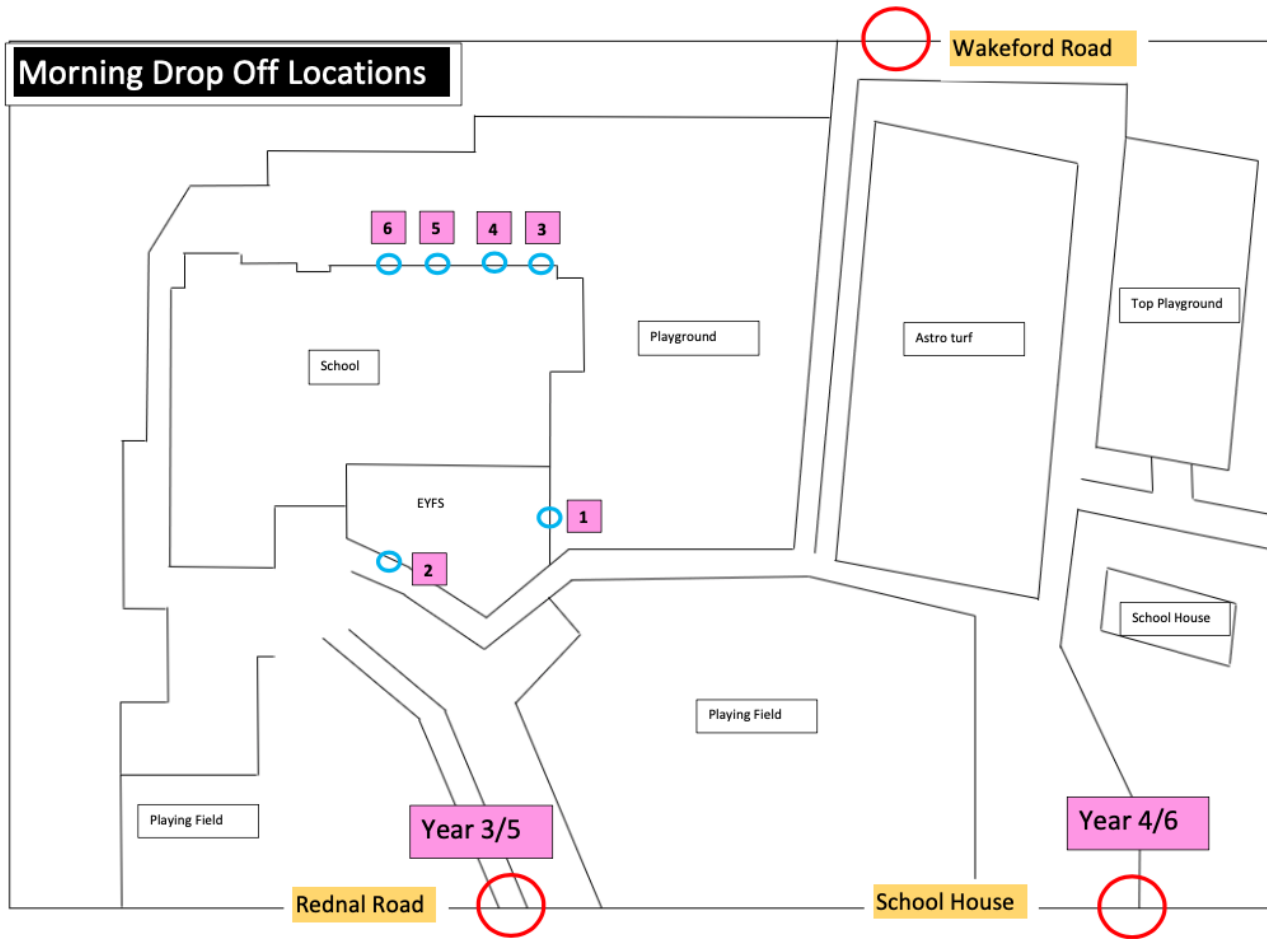
LOWER PHASE	Year 1		Year 2	
	Mrs Durose	Mrs Clews	Miss King	Mrs Chamberlain
	Wakeford Road		Wakeford Road	
Gates open	8.45	8.45	8.45	8.45
Lessons start	8.55	8.55	8.55	8.55
School ends	3.10	3.10	3.10	3.10
Parents will be able to escort their children to the classroom door at the start of the day. Children will be expected to enter the school site independently from week beginning 14 th September 2020.				
Parents will be permitted to collect their child from the designated area at the end of the school day.				

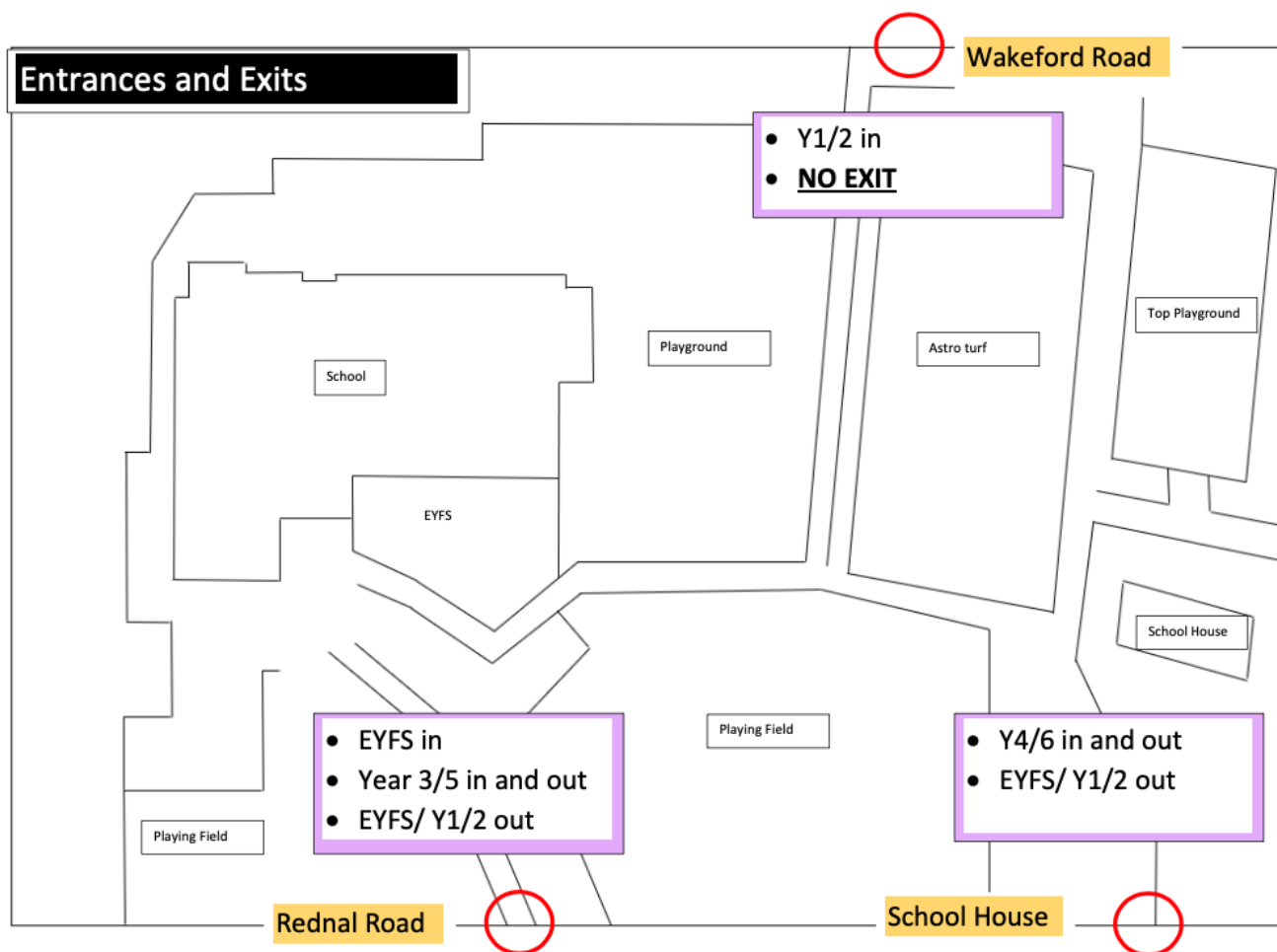
MIDDLE PHASE	Year 3		Year 4	
	Mr Grindrod	Mr Whitehouse	Miss Andrews	Mr Kendall
	Rednal Road		School House	
Gates open	8.30	8.30	8.30	8.30
Lessons start	8.40	8.40	8.40	8.40
End of the school day	3.00	3.00	3.00	3.00
Parents will not be permitted on site at the start of the day, children will be expected to enter the site independently.				
Parents will be permitted to collect their children from the designated area of the school site at the end of the day.				

UPPER PHASE	Year 5		Year 6	
	Mr Collis	Mrs Johnson	Mrs Foster	Mrs Flora
	Rednal Road		School House	
Gates open	8.30	8.30	8.30	8.30
Start of day	8.40	8.40	8.40	8.40
End of school day	3.00	3.00	3.00	3.00
Parents will not be permitted on site at the start of the day children will be expected to enter the site independently.				
Parents will be permitted to collect their children from the designated area of the school site at the end of the day.				

- Children will be allocated a drop off and collection time in line with school capacity and organisation.
- Parental requests for a change in drop off and collection times will not be facilitated.
- Parental requests for a change of drop off and collection location will not be facilitated.
- Parents who do not adhere to social distancing regulations will be told to leave the school site.
- A parent waiting zone will be implemented in the main playground for parents waiting to collect siblings.
- For breeches of school policies related to social distancing, the headteacher reserves the right to ban parents from the school site. Please note, the headteacher has delegated authority to ensure that parents respect social distancing outside of the school gates.

Parents will be expected to keep to these times, gates will close promptly. There will be no additional supervision at the end of the school day. A charge for costs associated with childcare will be implemented for all late collection unless the school office has been notified in advance.





Lunchtimes and Breaktimes

Schools are encouraged to consider staggered break and lunchtimes.

- In our school, each class will be given a designated time when they can take a break in one of the marked playground zones.
- Social distancing regulations will be applied in line with Government directive.

The DfE expects that kitchens will be fully open from the start of the autumn term and normal legal requirements will apply about the provision of food to all pupils who want it.

- Our school kitchen will provide a packed lunch for all children in Reception and KS1.
- Children entitled to free school meals will receive a packed lunch every day.
- All other children should bring a packed lunch.
- Children and staff will eat together in their classroom bubble.
- There will be no hot meals until otherwise notified.

Breakfast and after school clubs/wrap around care

The DfE state “schools can run breakfast and after-school clubs, although they may need additional time to get this back up and running. The DfE state that ideally schools would keep to the bubbles used during the school day but recognise this might not be possible.”

- West Heath Primary School cannot guarantee that children will be in consistent bubbles during childcare. To this end we will operate childcare from the end of the school day until 4.30 for working parents only.
- There will capacity for 25 children.
- Parents will pay for childcare and it will be payable in advance. A PING message will be sent next week, and parents will be able to request a place.

- Children booked in for childcare will be taken to the school hall where they will sit at socially distanced tables to watch a film until their parents collect them.
- Children will be provided with toast, fruit and a drink.
- Parents will collect their children from the school gate.
- We will consider extending the times of childcare when it is safe to do so.

Equipment and resources

The DfE state that “for individual and frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared.”

- All children will be provided with a pack of essential resources for individual use when they return in September.
- Classroom-based resources, such as books and games, will be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.
- All PE equipment will be sterilised in between lessons.
- All other resources, Science, Art etc have been distributed to class bubbles and will be cleaned thoroughly following use.
- All equipment used throughout the day in EYFS, will be sterilised at the end of each day.

The DfE recommended that schools limit the amount of equipment children bring into school each day to essentials, such as lunch boxes, hats, coats, books, and mobile phones.

- We will supply all children with a string bag; a plastic reading book wallet and their Passport to Success on 3rd September 2020.
- Children may bring in a drinks bottle and a lunchbox. All lunch boxes and water bottles must be sterile.
- Lunch must be contained in a clearly labelled, plastic lunch box not in a bag; this will mean that the items can be fully sterilised when the children get home.
- School bags and backpacks will not be allowed.
- Children in Year 5 and 6 who have been given written permission to walk home on their own, will be permitted to bring a phone into school. However, parents should note that West Heath Primary School will take no responsibility for mobile phones. The phone must not be used on site and must be turned off before entry to school. The phone must then remain in the child’s drawer until home time.
- Parents should also be reminded that there is an element of risk on children’s journey home if they use their mobile phone in public places.

Curriculum and remote learning

The DfE states "the curriculum should remain broad so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education."

- In Reception children will follow the Early Years Foundation Stage curriculum.
- In Years 1-6 children will follow the national curriculum and all subjects will be taught throughout the school year.
- A curriculum overview for the autumn term will be sent via PING before the start of the new school year.

The Government have told schools to prepare for a second wave of the pandemic and should have a Plan ‘B’ in case schools are forced into lockdown again.

- We are currently working on a learning platform. More information will follow at the start of September 2020.

Physical Education/Sport

The DfE have stated that “outdoor sports should be prioritised where possible and large indoor spaces used where it is not, maximising distancing between pupils.”

- Our PE syllabus has been adjusted for the autumn term.
- PE will be taught in class bubbles by Mr Hooper and the sports coaches.
- The PE curriculum has been structured so that children in KS2 have at least one lesson outside each week. Children will take part in PE outside on wet days and will therefore need a coat. Waterproof trousers are permissible on PE days.
- Children in Rec/KS1 will initially have PE lessons in the school hall whilst social distancing routines are established. PE lessons will then take place outside, where possible.

West Heath Primary School specific questions

How will parents communicate with teachers?

- Parent comments in the Passport to Success, phone calls or emails to the school office are the expected method of communication. There will be no face to face access to the school office.
- Class teachers are expected to communicate with parents via the Passport to Success, PING and telephone conversation.
- Parents and visitors will only be allowed to enter the school site during drop off (EYFS/KS1) and collection times (EYFS/KS1/KS2) or by appointment as agreed by the head teacher.

Will children be expected to wear school uniform?

- Children will wear full school uniform, including PE kit on their PE days. The Uniform Policy can be found on our school website. (*About Us - Policies*)

Will there be changes to school Behaviour Policy?

- The Behaviour Policy has been adapted to reflect Government guidelines. The Behaviour Policy can be found on our school website. (*About Us - Policies*)

Will there be changes to the School Passport to Success expectations?

- The school expectations relating to the Passport Policy will continue to apply.
- Passport parties will be adapted to reflect social distancing.

What will happen if a class teacher is absent from school?

- If a class teacher is absent from school, we will arrange for a member of school staff to teach the class.
- All teaching assistants will work under the direction of the class teacher.

Can school guarantee that children, or a member of staff, will not be infected by COVID-19 if they return to school?

- We cannot guarantee that children or staff will not be affected by COVID 19.
- One of our principles for reopening states – ‘School must be a safe place. All decisions carry a certain degree of risk, but risks must be minimised. Detailed risk assessments will be carried out and shared with the school governors and Birmingham City Council.

What will happen if a child begins to display symptoms?

- If anyone becomes unwell with a new continuous cough, or a high temperature, they will be sent home and advised to follow PHE guidance - COVID-19. (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>).
- If a child is awaiting collection, they will be moved to the school foyer where they will be isolated.

- If the child requires personal care, staff will wear Personal Protective Equipment (mask, gloves, apron and visor.)
- Children will be taken to their parent at the school gate so that they can go home.
- They will be required to have a COVID 19 test.
- Parents will be required to inform the school of the result of the test.
- Children will not be allowed to come back to school until there is proof of a negative test result.

What will happen if there is a confirmed case of coronavirus in school?

- We will adhere to government guidance (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>).
- When a child, or staff member, develops symptoms compatible with coronavirus, they will be sent home and asked to isolate for 7 days.
- We will advise all fellow household members to self-isolate for 14 days.
- We will encourage all staff and children who are displaying symptoms to be tested.
- Where the child, or staff member, tests negative they will be allowed to return to school, fellow household members can end their self-isolation.
- Where a child or staff member tests positive the rest of their bubble will be sent home to isolate.

Will school be checking children's temperature at the start of each day?

- We will not check children's temperature at the start of the day.
- Government guidance (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) states that routine testing of a child's temperature is not a reliable method for identifying Coronavirus.

Will staff and children wear face masks in school?

- Face coverings are still not currently required in schools. Staff at the school gates will wear facemasks and gloves. Children do not need to wear face masks but if parents decide that their child wears one, it must be removed at the school gates.

What will happen if parents do not adhere to school policies regarding social distancing and hygiene expectation?

- The head teacher reserves the right to ban parents from site for abuse of school regulations inside the school grounds and directly outside of the school gate.

