



Back To School Plan

Information for parents

June 2020

Dear Parents/Carers

Since 23rd March our school has only been open for children of our critical keyworkers and vulnerable pupils, we have spent the last three weeks planning to welcome some of our children back to Parkland in line with the government guidance. Sadly, the school which they return to will be different to the one they left. Like life for our children at the moment, we are adjusting to a 'new normal'. Over the last few weeks, our children have shown great resilience and adjusted very well to a new way of living; however, we do not underestimate how their mental health and wellbeing has and continues to be affected by this pandemic.

As a Trust and a school, we are committed to not only following the government guidance closely to create a safe environment for our children, families and staff but also a nurturing one. Your child will not be thrown back into a normal school timetable - we will be planning with these uncertain times in mind and we will be considering their needs every step of the way. We have worked with our Educational Psychology team (EPIC) to help plan and enhance our curriculum to support children at this time.

We cannot, and do not expect children from EYFS, Year 1 and Year 6 to walk into our classrooms on June 1st and settle straight back into school life. For our youngest children particularly, we are expecting that it will take them some time to become comfortable with leaving their parents at the school gate and coming back into school. We do not want to rush this. We need children to feel safe and happy and this is something that we cannot compromise on. We will therefore be welcoming children back slowly and reintegrating our children gradually. They will need to be with their teacher or adult, understand the new systems and routines and take things one day at a time.

In this booklet you will find all the information that you need to know about our plan to keep your child(ren) safe while they are at Parkland Primary School.

We care about your child(ren) and we will do everything possible to look after them when you leave them at our door. Thank you for your continued support during these very challenging times.

Mrs Bishop

Introduction

This booklet aims to set out Parkland Primary's plans to ensure that EYFS, Year 1, Year 6 and children of critical workers can be reintegrated back to school following the following Government Guidance:

<https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

When will your child return to school?

In order to ensure that we can open the school as safely as possible and prepare our building and grounds, we will be introducing the children back as a phased return. See the grid below for planned dates.

	Keyworker/Vulnerable Children	EYFS (including pre-school)	Year 1	Year 6
Monday 1 st June 2020	✓	School building preparation Health and safety checks etc. Ongoing risk assessments		
Tuesday 2 nd June 2020	✓			
Wednesday 3 rd June 2020	✓			
Thursday 4 th June 2020	✓	✓		
Friday 5 th June 2020	✓	✓		
Monday 8 th June 2020	✓	✓		
Tuesday 9 th June 2020	✓	✓		
Wednesday 10 th June 2020	✓	✓	✓	
Thursday 11 th June 2020	✓	✓	✓	
Friday 12 th June 2020	✓	✓	✓	? See below

Once EYFS and pre-school have returned, we will complete another risk assessment and look at numbers attending, space, classrooms and staff available to see if we are able to accommodate Year 1 pupils.

If it is safe for Year 1 to return, we will complete another risk assessment and look at numbers attending, space, classrooms and staff available to see if we are able to accommodate Year 6 pupils.

If we are able to, and only if we can do so safely, Year 6 will potentially return on Wednesday 17th June 2020. However, looking at current numbers and numbers expected to return, it is highly unlikely we will be able to open for Year 6.

Groups

As per the government guidelines, the children will be put into a group with a named adult. This will not necessarily be their usual teacher. Your child must remain with that group during the school day and our days will be organised to help ensure they do not mix with other groups as far as possible. They may not be in their usual classroom. We will be using all of the classrooms across the school to help us support social distancing.

From 1st June we will have 8 groups of critical key worker and vulnerable children.

Please note, places for children of critical key workers must be booked weekly using the online form which is sent out on a Monday. This form must be completed by the Friday of that week to help us to plan staffing and groups. **Parents will be asked to provide evidence from their employer that they are a critical key worker.**

Groups for critical key worker and vulnerable children from Monday 1st June

Name of group	KWPS	KWEY	KW1	KW2
Year group	Pre-school	Foundation Stage	Year 1	Year 2
Teacher/ key adult	Miss Ramanandi	Miss Marvin	Mrs Raymond	Miss Taylor
Classroom	Pre-school	1JS	3CM	2PW

Name of group	KW3	KW4	KW5	KW6
Year group	Year 3	Year 4	Year 5	Year 6
Teacher/ key adult	Mr Rowell	Mr Garner	Miss Hand	Miss West
Classroom	2LT	5PD	5EH	6HW

Groups for Pre school and EYFS children when they return

If you have said that your child will be returning, you will be informed of which group your child is in before they return.

Pre-school

Name of group	PSa
Year group	Pre-school
Teacher/ key adult	Miss Duckett
Classroom	Woodlands Building

EYFS

Name of group	EYa	EYb	EYc	EYd
Year group	EYFS	EYFS	EYFS	EYFS
Teacher/ key adult	MISS OWEN	MRS DAVIES	MRS DIVERS	MRS DOWNS (depending on numbers)
Classroom	ASH	BEECH	1DR	1AP

Groups for Year 1 children if they return

Name of group	1a	1b	1c	1d
Year group	Year 1	Year 1	Year 1	Year 1
Teacher/ key adult	MR SCARBOROUGH (M-W) MRS SPERRY (TH-FR)	MISS PARSONS	MRS KENNING/MRS DAY	T.B.C.
Classroom	3NV	6LP	6CH	3RR

Groups for Year 6 children if they return

Name of group	6a	6b	6c	6d
Year group	Year 6	Year 6	Year 6	Year 6
Teacher/ key adult	MRS HILL	MRS PRATT	T.B.C.	T.B.C.
Classroom	4LG	4HO	4VE	???

The site map below indicates where children’s classrooms will be. Each group will have an allocated playground zone to use to avoid mixing with the other groups when outside.



What will the drop-off and collection arrangements be?

To adhere to government guidance, we kindly ask that **only one parent** drops-off and collects your child from school. We also ask that all visitors to the site follow social distancing guidelines including not gathering at the school gate. Signs will be in place to remind parents and carers of expectations. An adult will be there to greet your child in the morning. Upon arrival and departure, children will be asked to wash their hands or use a hand sanitizer.

Please note the staggered start and finish times.

	Start Time		Drop off	Finish Time	Collection
Preschool	PSKW	8.40am	PSKW : Preschool main entrance. PSA: Woodlands car park gate. Arrive with one parent only. Line up 2m apart on the playground.	3.15pm	Collection by 1 parent only. Children brought out to parents outside preschool.
	PSA	9.15am		2.45pm	
Reception	EYA EYC	8.40am	Arrive with one parent only. EYA/EYB: EYFS playground. EYC/EYD: KS1 playground. Line up 2m apart on the right, leave to the left.	2.45pm	Collection by 1 parent only. Children brought out to parents on the playground (EYFS/KS1) outside classes.
	EYB EYD	9.00am			
Year 1	Y1A Y1C	8.40am	Arrive with one parent only. Y1A: pastoral door (for 3NV) Y1B: 6CH door Y1C: 6LP door Y1D: red door (for 3RR) Line up 2m apart on the playground.	3.00pm	Collection by 1 parent only. Children brought to the door and let out 1 child at a time observing distancing.
	Y1B Y1D	9.00am			
Year 6	Y6A Y6C	8.40am	Arrive independently where possible. Line up 2m apart on the playground. Y6A: Y4 building from playground Y6B: Y4 building from playground Y6C: Y4 building from playground Y6D: ???	3.10pm	Leave independently where possible. Parents to socially distance if collecting. Arrive/leave through back gate.
	Y6B Y6D	9.00am			
KW Children	EYEKW Y2KW Y5KW Y6KW	8.40am	Arrive with one parent only. Preschool KW: Preschool EYE KW: Hall Y1E KW: 3CM door Y2KW: Hall Y3KW: 2LT door Y4KW: 5PD door Y5KW: 5EH door Y6KW: 6HW door Wait 2m apart to enter the building.	3.10pm Times are more flexible for KW children.	Collection by 1 parent only. Children leave by the same door they entered and let out 1 child at a time observing distancing.
	Y1EKW Y3KW Y4KW	8.40am			
	PS KW	8.40am			

If your child becomes distressed at drop-off, we will not be able to take them from you. They must stay with you in a safe place until they are able to come into school by themselves to allow us to follow social distancing guidelines. If your child does not calm, we may not be able to have them in school to ensure the safety of others.

If you need to contact the school



Entry to the school will be by appointment only

What your child will need

What should your child wear?

All children are asked to wear their school uniform where possible during their time at school. However, we do understand that this may not be possible and if so, other suitable clothing should be worn. We do expect that children's clothes will be washed at home after every day.

We do not need you to send in a PE kit. Please can they **wear trainers or other suitable shoes** so that they can safely participate in physical activity.

We will be keeping the school building well ventilated with doors and windows open. Please make sure your child has a jumper with them.

We will also be working and playing outside as much as possible so please prepare your child for our very unpredictable English weather and ensure they have a sun hat and sun cream (that is clearly labelled) that they can keep in their drawer. Adults will not be able to help the children put on sun cream, children will have to put this on themselves.

What else do they need to bring?

All children must have a **labelled water bottle** with them. We will not be able to provide cups as we need to avoid any sharing.

If they are bringing their own packed lunch, this must be in a named bag.

They **MUST NOT** bring in any toys or any other resources.

If they bring a scooter or bike to school **this cannot be stored at school** and must be taken home by the parent/carer at drop off.

They do not need their book bag.

General organisation

Movement Around School

- Children will only move around the school when needed: movement around the school will be avoided where possible.
- Children will be reminded as part of their daily routine that they are not to move around the school unless directed.
- Some areas of the school will be marked with the appropriate signage.
- To the best of our ability, groups of children will not mix.
- Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles.
- A fire drill will be conducted when all children are back in school. This will take the form of a 'walk through' in the first instance.

Classrooms

- Where possible, adults will support the children by maintaining a 2 metre distance.
- If a pupil requires close medical or intimate care, PPE will be worn.
- Classrooms will be well ventilated with doors and windows left open.
- Classroom furniture will be laid out so that children can socially distance and children will sit in the same seat throughout the day.
- Children will have access to their own resources, drawers, pencil cases and stationery.
- All unnecessary furniture will be moved from the classrooms.
- Each group will have its own allocated toilets.



Break and Lunchtime Organisation

Break and lunch times will be staggered where necessary and children will play in their groups within a zoned area of the school grounds. We are very lucky to have a lot of outdoor space to allow the children to have plenty of room to play, have fun and relax whilst remaining in their groups.

- Children will all wash their hands before and after lunch.
- Children will eat lunch in their allocated classroom with their key adult and group.
- Tables will be cleaned with disinfectant before and after lunch and children will sit in their allocated spaces.
- Children having a school lunch will be provided with a 'grab bag' lunch which will be brought to them in their classroom.
- Grab bag lunches will include things like a hot roll, pizza, fish fingers.
- Where the weather is nice enough to eat outdoors, and at the discretion of SLT, children will have a picnic style lunch adhering to social distancing on the school field.
- After eating lunch, children will go outside to their designated area with the lunchtime supervisors.

What will a typical day look like?

A day will consist of activities such as the following:

- Bounce Back activities (these are designed to help support your child's wellbeing during these strange times)
- New rules and routines will be shared and reinforced regularly throughout the day (**children will be expected to follow these rules and routines to ensure the safety of others**)
- Short bursts of maths and English, including reading and phonics
- Time outdoors and outdoor activities including outdoor PE and physical activities
- Yoga in the hall
- Creative activities
- Early years including pre-school will have continuous provision within their day (where possible children will be outside in their allocated zone)
- **There will be timetabled toilet and handwashing breaks throughout the day which all children must follow**

Resources used in lessons will be chosen to support helping keep children and staff safe. For example, resources that can be easily and frequently washed and disinfected.

Our New Rules!

**Wash our hands
regularly**



**Try to keep apart
from other children
and staff**



**Walking on the
left...**



**Greet people in new
ways!**



**Using our group
toilets**



We have updated our school Behaviour Policy in line with the expectations we will have at school to ensure the safety of our pupils and staff. This will be available on our school website for you to refer to.

Actions if a pupil or staff member shows COVID-19 symptoms



Pupil or staff member displays COVID-19 symptoms.



Isolated in an identified room within school.



Send home and advise to self-isolate for 7 days.
Household members should self-isolate for 14 days. Encourage to get tested.



If test is negative, return to school and household ends self-isolation.
If test is positive, move to 'confirmed case' scenario.

We have allocated our First Aid room as the isolation room. Your child will be taken there if they show any symptoms during the school day and will stay there until you arrive to collect them and take them home.

Actions if there is a confirmed case of COVID-19 in a school



Pupil or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.
Class/ group sent home and told to self-isolate for 14 days.



If other cases are detected within the school, report to PHE who will investigate and advise.



Remote Learning:

As and when a year group returns to school, online learning will stop for that year group. A menu of suggested activities and links will be provided each week on the school website for those year groups as teachers will be teaching in school.

Online learning will continue for those year groups not returning to school. As some teachers of these year groups are needed to teach the identified year groups, children of critical key workers and vulnerable pupils, the online learning will be shared out between those teachers who are not working face to face with pupils. These staff will continue working from home where possible to reduce the number of staff in the school building. Parents will be informed of this.

Online learning			
Year 2	Year 3	Year 4	Year 5
Mrs Durham Mrs Wilson	Mrs Voigt Mrs Chaudhury	Miss Edge Miss O'Neill	Mrs Carney (3 days) Miss Deen (2 Days) Miss Pears

Thanks in advance for your support with these arrangements.

If you have any questions or queries please contact school by telephone or via email.

Telephone number: 0116 2782142

Email: admin@dsatparkland.org