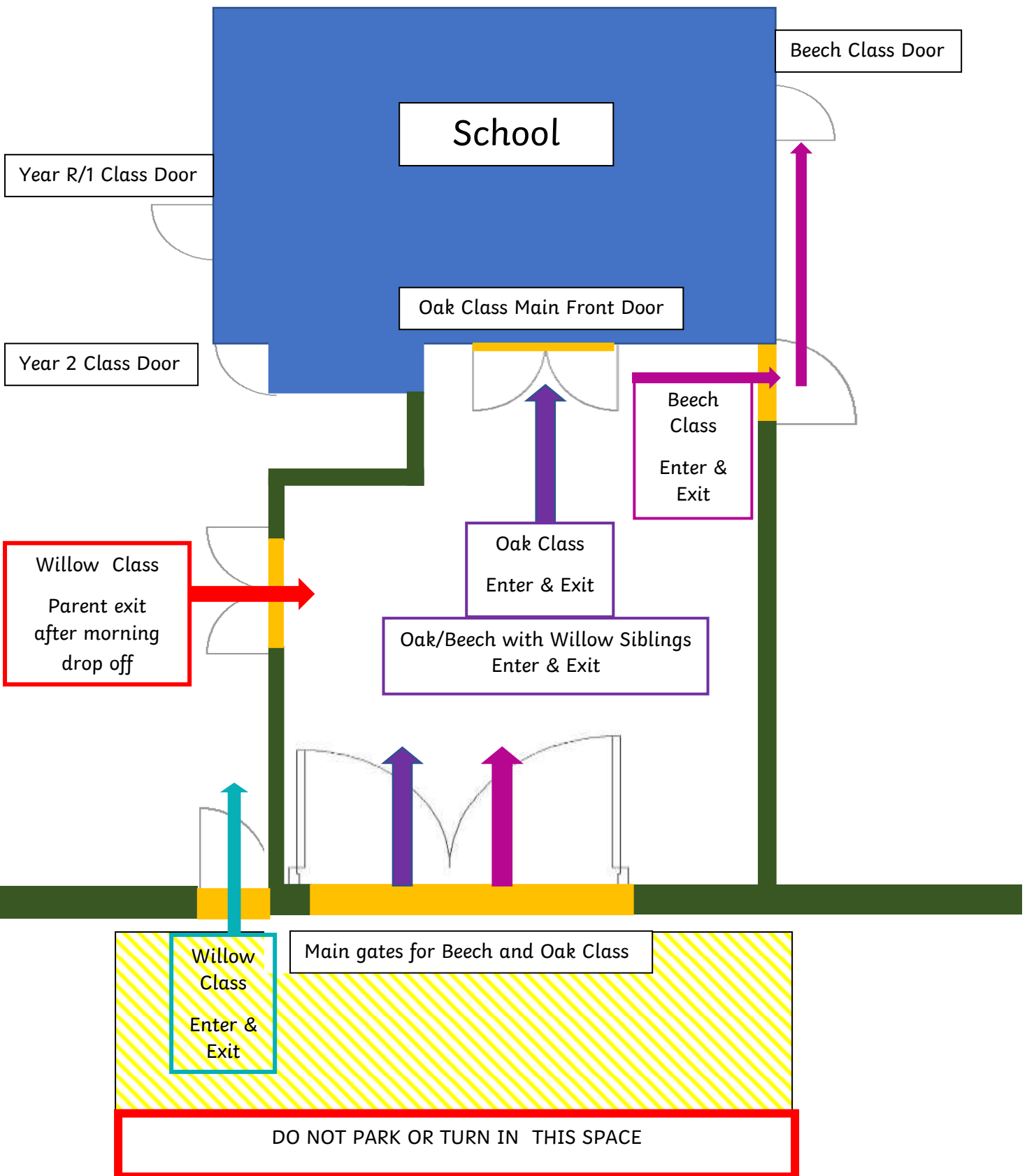


School Gates and Class Entrances

September 2020



Start and Finish Timings: September 2020

Start Times

Oak and Beech Class including siblings within either of these 2 classes, but NOT Willow	8.20 am
Children with siblings in Oak/Beech (main front door) and Willow Class (side gate)	8.25am
Willow Class who have no siblings in Oak/Beech Class.	8.30 am

Collection times

Oak and Beech Class including siblings within either of these 2 classes, but NOT Willow	2.35 pm
Children in Oak/Beech (main front door) who have siblings in Willow (pick up after)	2.40 pm
Willow Class who have no siblings in Oak/Beech Class.	2.45 pm

- Arrive at the correct time for drop off and pick up.
- If travelling by car, wait until your time slot before getting out.
- To avoid parking congestion, leave as soon as your child is dropped off.
- If walking, wait out of the school gates until it is your time slot.
- Only OAK/BEECH children may come into the car park. NOT parents. The teachers and I will be at the main gates.
- Willow Class parents may go through to the playground.
- When collecting OAK/BEECH, wait outside the gates children will be brought to you by the class teachers.
- Leave the site immediately after drop off and pick up – including the Playground if your child is in Willow Class or a sibling from Beech or Oak.

Arriving late for either drop off or pick up should be the exception rather than the norm. For this system to work we must work together.



SINGLETON C.E. PRIMARY SCHOOL

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Email: office@singleton.school
Headteacher: Mrs Theresa Smyth**

July 15th 2020

Dear Parents and Carers,

Attached to this letter is an outline of the school building showing entrances and exits and the staggered starts and ends of each day. This system has been in place since the 1st June and has so far worked well. It is VITAL that you arrive for your time to drop off and pick up.

We have learnt that any new system in school takes a few weeks to embed and will therefore wait before we make any amendments unless an issue involves the safety of families.

A full risk assessment has been completed and will be shared with all staff and Governors at our INSET on 3rd September.

ALL children are expected to return in school Uniform and correct footwear.

Below I have outlined the plans to mitigate risks within school.

Coming to School

1. Families have different start/finish times to reduce people on site
2. Only parents of children in Willow Class allowed onto the playground.
3. Families must leave as soon as they have dropped off and picked up
4. Parents will need to communicate very briefly at the start /end of the day
5. Appointments to see a class teacher can be made by phone (not after school Wednesday or Thursday)
6. Parents must not come into the school office, unless they are:
 - administering medicine to their child
 - collecting /dropping off their child - medical appointments
 - have a pre-arranged meeting with a member of staff
7. All payments and reply slips should be given to your child to hand in to their class teacher in a SEALED and MARKED envelope.
8. After putting their belongings away ALL children will use hand gel to wash their hands

What should /shouldn't children bring to school?

1. Book bag - **NO ruck sacks in any year group**
2. **Box of tissues for their table – every child to provide 1 box**
3. Coat – would be useful to leave a pack away rain coat in school – especially for P.E.
4. Lunch bag
5. **NO pencil cases**
6. Snack for Beech / Oak class
7. Water bottle (filled please) returned home daily for washing
8. Wellingtons or old pair of trainers for morning walk – to be left in school

Willow Class and Year 2

1. The children will form 'one bubble', although will be taught separately in the morning
2. The children in year 2 will have their own stationary equipment in a pack
3. The children in Year R and 1 will share stationary and equipment
4. The children in Willow Class will NOT be expected to socially distance – though will be encouraged to respect each other's spaces and encouraged to keep hands /equipment out of their mouths.
5. Staff will be able to go closer to the children in Willow Class but will be 'side to side' rather than in front of children to speak or support.

Oak and Beech Class

1. They will form 1 bubble for the purposes of play time / lunch and worship in the hall
2. They will sit facing the front of the class.
3. They can sit next to another child but will be encouraged to face forward
4. Staff will have a desk with a space in front which children will not enter
5. Staff will be able to teach side by side for short periods of time
6. Children will be encouraged to stay in their place when indoors
7. Lessons will be reduced to 45 /30 minutes in length to allow a movement break
8. Each child will have their own stationary kit on their table.
9. Learning materials will be in place prior to each lesson to reduce flow in class.

Movement around school

1. Children will be able to use their toilets and cloakrooms and hall for lunch (KS2)
2. They will NOT be able to go to the office / different bubbles

Toilets, Handwashing and Hygiene

1. Each class has designated toilets. They will only be permitted to go to the toilet 1 pupil at a time.
2. They will all be taught and reminded how to wash their hands at regular intervals
3. Children in Oak and Beech will be monitored washing hands.
4. There is a pedal bin in each class for children to place used tissues into.
5. Children will be taught and reminded to sneeze into the crook of their elbow if they do not have a tissue.
6. Children with a cough which is NOT COVID linked will be encouraged to cough into either a tissue or crook of their elbow.
7. Children will wash their hands /use hand gel prior to snack time /lunch /after play

P.E lessons

1. **Children will come to school in their P.E. kits /trainers on their designated P.E day:**
 - Willow: Wednesday
 - Beech: Wednesday
 - Oak: Thursday

Please make sure they have jogging bottoms on when colder weather and shorts under.

2. All classes will be taught P.E by Mrs Springthorpe who is our PPA teacher
3. P.E lessons will take place outside where possible.
4. Equipment can be shared within each class but not between classes.
5. Swimming has been pushed back to the Spring term for KS2

Playtimes and Lunch time

1. Playtimes will be staggered: KS2 @ 10am and KS1 @ 10.20am
2. Each Class will have a range of dedicated play equipment.
3. Outdoor fixed play equipment will be used on a week on/off 'rota' basis
4. Lunch play for Beech and Oak @ 11.30- 12 pm
5. Everyone eats @ 12-12.30 pm
6. Willow eat in their classroom
7. Oak and Beech eat in the hall
8. Lunch play for Willow @ 12.30-1pm

Learning in School

1. The first week will be spent re-connecting with each other, contributing to some whole school projects and establishing routines and expectations.
2. The Theme 'Wonderful Woodlands' will commence in the second week.
3. The children will be assessed in Maths, English, and Spelling / Phonics .
4. The assessments will guide our planning and learning matched to needs.
5. The 'catch up' funding will be used to teach small groups for specific learning either as additional teachers in the morning / afternoon. (details of this funding are yet to arrive)
6. The part time staff in school will be used to deliver the catch up lessons as this will have the greatest impact in the classrooms – the relationships will already exist.
7. The curriculum will not be narrowed, and children will still partake in a broad curriculum.
8. Indoor P.E, singing and playing wind instruments are not recommended.
9. Worship will be in Key Stage Bubbles – where possible we will use the prayer garden.
10. Initially we will have 1 P.E. lesson a week, together with our daily 'dash and chat'.
11. Once we have established a routine and settled back into school, we will increase P.E to 2 lessons a week.
12. Homework – this will be explained in a 'Meet the Teacher' Zoom during the 2nd week.

Children with Additional Learning Needs

1. Our new SENCO will arrange to meet either by Zoom or in person for brief initial meetings. This will be completed over the first half term. **We will contact you with a time and date. Mrs Springthorpe has a register of children to discuss.**
2. Children with additional needs will ALL have an Individual Learning plan in place on completion of in school assessments for academic needs and a period of 'settling' in time for social and emotional needs / learning behaviour needs.

Behaviour

1. In the first week the behaviour policy will be shared, discussed, and displayed in each classroom.
2. A Home – School agreement will be sent home for signing and then returned to school
3. Brilliant Behaviour, will be expected by all children and adults to keep everyone happy, able to learn and safe.
4. Our policy for managing unacceptable or expected standards of behaviour will accompany the Home -School agreement and must read with your child/ren.

Illness

1. We will NOT take children's temperature when they come to school
2. We do however ask that you are cautious and respectful of other families and staff in school when sending your child to school. If they are displaying symptoms, please arrange a test – keep us informed and keep your child at home.
3. Children who present with a temperature will be checked with our new digital thermometer and parents called to come and collect their child.
4. Children presenting with any other symptom which is listed by the Government guidance (new cough /loss of smell) will also be sent home.
5. Children will be sat either outside the front door if dry and warm enough or in the inner entrance, until a parent can collect their child.
6. Any siblings DO NOT have to go home at this point.
7. The member of staff with them will wear full PPE in this situation.
8. The area /furniture and equipment will then be cleaned immediately.
9. If symptoms of COVID are evident, you will need to arrange for your child to have a test.
[Click Here](#) or **Dial NHS 119 to arrange a test.**
10. On receipt of a positive test, your child and any siblings would then have to isolate.
11. The child with COVID can return after 7 days if well enough. Other family members would need to isolate for 14 days.
12. Parents MUST contact the school to inform them of results, though these would remain confidential.
13. We will immediately contact the public health assessment team and follow their guidance on the next step.
14. Some pupils and staff **may** then be required to Self-Isolate for 14 days.
15. The Government have classed close contact as:
 - 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)
 - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
 - travelling in a small vehicle, like a car, with an infected person
16. If we have 2 positive cases of COVID within the school within 14 days, we would inform our Public Health contact at West Sussex for further guidance.

Staff

1. Adults are permitted in different bubbles, though overall we will keep the same staff in Willow bubble and different staff in the Key Stage 2 bubble.
2. **Mrs Springthorpe** our PPA teacher/SENCO and I are the only staff who will go in between bubbles.
3. **Miss Yarahmadi, Mrs Nelmes, Ms Williams, Mrs Sharpe (new TA) and Mrs Bailey** will be in the Key Stage 2 bubble.
4. **Miss Deakin, Mrs Greene and Mrs Blott** will be in the Willow Class bubble.
5. Supply teachers where needed will be able to go into different bubbles.

Meetings and events in school

1. If a meeting is arranged with a member of staff, we ask that you wash your hands on arrival and respect our request to socially distance.
2. Meetings in school will be kept short – a maximum 15 minutes.
3. All meetings and visitors will be logged in case we need to inform Track and Trace.
4. If a meeting is likely to take longer, we will suggest a telephone call or use of Zoom.
5. We will not be able to have families on site for events unless they are outside and for 1 class at a time – this will include Assemblies/Shows and Parents Evenings.
6. We will work very creatively to ensure we can enjoy family events – the use of filming children / children bringing home learning and Zoom will allow us to continue to make connections.

Home Learning

1. In the event of a bubble / school is asked to isolate, we will continue to put Home Learning on the website. This will have a more structured feel to it and children will be expected to share their learning with the teacher. We hope to use Goggle Classrooms to enable this.

I appreciate that I have shared a great deal of information in this letter. However, by being clear and explicit in our plans, I hope that September can be a positive and wonderful return to school for all our families.

Kind regards and thanks

Theresa Smyth