

September 2020- General Organisation- Parents and Staff- SUMMARY- FINAL

The information provided below will hopefully give parents and staff enough information regarding how we will be organising our return to school from September. A more detailed policy for our return and all other relevant policies can be viewed via our website: <https://www.great-chart.kent.sch.uk/>

Attendance

It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development. Missing out on more time in the classroom risks pupils falling further behind. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Parents will need to report their child's absence using the normal procedures.

Safeguarding and support

- We will continue to follow our child protection policy.
- There will always be a Designated Safeguarding Lead (DSL) on site daily.
- There will always be a trained first aider on site daily.
- The Family Liaison Officer will be available to support children and families.

Behaviour expectations

We will continue to follow our school's behaviour policy. In addition to this, we will adhere to social distancing measures for all members of our school community; this is to ensure the safety and well-being of all. Any pupil that breaks our social distancing rules deliberately will be deemed a 'risk to themselves and others' we will therefore ask the parent to collect the child immediately.

Uniform

Our high expectations in terms of our uniform, footwear and hairstyle policy will resume from September. Uniform plays a valuable role in contributing to the ethos of our school and sets an appropriate tone. All pupils will need to follow our policy. Any potential issues with school uniform can be discussed with the Headteacher or a member of staff.

Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different than usual.

Pupils will need their PE kit in school from Monday to Friday when it will be sent home to be washed. As all classes have their own room and cloakroom we are able to organise safe changing areas. PE will be outside where possible so outdoor kit will be necessary.

Class and year groups

Pupils will remain in class groups for most lesson based activities but due to practical logistics and organisation within and around school, we will look to implement year group sized 'bubbles' eg for drop off and pick up times, plus break times outside, Year Group Assemblies etc. Groups will be kept apart from other groups where possible and older children will be encouraged to keep their distance within groups. We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. EYFS pupils will remain in class bubbles to begin with until they have settled into school life.

Some mixing may occur in order to be able to provide the usual services within the school such as our wrap around care but we will try to limit this as far as reasonably practicable

Drop off and pick up times

The day will start with staggered opening and finishing times limiting the number of pupils and staff in school at any one time, protecting our school community and ensuring the measures we have put in place can be carried out effectively. We will no longer be operating a one way system

Drop off

- Depending on which year group your child is in there will be different drop off/ pick up times. (We apologise as we can not accommodate siblings with different times)
- Please wait for a member of staff at the main gates.
- Parents **MUST** adhere to these times to ensure we can follow social distancing guidelines. We advise you to follow safe social distancing whilst waiting.
- ***The pub car park has been allocated for a waiting area in the mornings so unfortunately parents will not be able to use it to park. We are encouraging as many parents to walk to school.***
- Parents of pupils from Y1-6, if possible, will drop their children at the main drop off gates at the allocated time and children will be supervised and directed by staff to access the playground gates.
- We will not be operating a one way system so parents and children need to social distance when walking through the gates as these will be pinch points.
- Please keep in your own family bubbles whilst social distancing.
- For Y6 children who walk to and from school, parents must be secure in the knowledge that their child will socially distance themselves.
- Staff in KS1 will wear gloves if a child needs some support leaving a parent (if the member of staff feels comfortable with this). However, if a child is very distressed and the holding of a hand is not enough, we will not be able to offer any increased support and it may be best for the parent to take the child home.
- Children not arriving at allocated time slots to enter via school office.
- At drop off times, children will come straight into school and not stay on the playground.

Pick up

- Parents to wait at the allocated pedestrian gate for a member of staff.
- At collection times children will be brought to the playground gate. Collection times may take a little longer, due to children not filing through the gate so quickly. Parents will be allowed on site to wait for their child but only at the correct time and will need to leave once they have collected their child.
- Please keep in your own family bubbles whilst social distancing.
- Only Y6 have permission to walk home on their own.

	Gate to enter the site	Gate to enter the building	Drop off time	Pick up time	Enter school via....
Year 6	KS2 pedestrian gate	KS2 Playground	8:20am	2:40pm	Year 6 Classroom doors
Year 5	KS2 pedestrian gate	KS2 Playground	8:30am	2:50pm	Year 5 door
Year 4	KS2 Pedestrian gate	KS2 Playground	8:40am	3pm	Year 5 door
Year 3	Main pedestrian gate	KS1 Playground	8:20am	2:40pm	Y2 door
Year 2	Main pedestrian gate	KS1 gate	8:30am	2:50pm	Year 2 door
Year 1	Main pedestrian	KS1 gate	8:40am	3pm	Year 2 door

	gate				
EYFS	Main pedestrian gate	KS1 gate	9am	2:30pm (when full time)	EYFS door
Goldwell	KS2 Pedestrian	KS2 Playground	9am	3:10pm	Goldwell

Play times

- We will have staggered play times and lunch times
- Each year group bubble will be allocated a play area.
- Climbing frames and trim trails will be used but metal surfaces will be cleaned after each playtime.
- TAs in each class to cover duties.
- Staff will need to stagger the use of the kitchen area and staffroom. 'Spill off' areas can be created in the Community Room.
- Play times will be flexible according to the weather.

	Times	Area
Year 6	10:20-10:40	Upper field
Year 5	10:50-11:10	Upper field
Year 4	10:50- 11:10	KS2 playground Zone A + B (not white zone)
Year 3	10:20- 10:40	KS2 playground Zone A + B (not white zone)
Year 2	10:20- 10:40	Lower field
Year 1	10:20- 10:40	KS1 playground
EYFS	10:45- 11:05	KS1 playground
Goldwell	11:10- 11:30	White Zone

Lunch times

- Children will eat in their classrooms
- School lunches will be offered but the menu will look different to our normal offer. Please view the menu on the website.

	Times	Area
Year 6	12:30- 1:10	Upper field
Year 5	12:30- 1:10	Middle field
Year 4	12:30- 1:10	KS2 playground Zone B (Trim trail/ outside gym and playground in front of the storage units)
Year 3	12:30- 1:10	KS2 playground Zone A (playground in front of the trim trail)
Year 2	12:10- 12:50	Lower field

Year 1	12:10- 12:50	KS1 playground ($\frac{2}{3}$ of the playground)
EYFS	12:10- 12:50	KS1 playground ($\frac{1}{3}$ of the playground) EYFS area
Goldwell	TBA	White Zone

Water and mid morning snack

- Children will be encouraged to bring named water bottles to school.
- Water fountains will only be used to refill water bottles and not for direct drinking.
- Water fountains will be cleaned 3 times a day.
- A mid morning piece of fruit or vegetable can be provided by parents for KS2. **No other snacks will be allowed.** The normal KS1 fruit and Veg scheme will take place from W/B 7th September. Please provide fruit or veg for the first week.
- Milk will not be offered to EYFS children in the morning for the start of the school year. This may change.

Toilets

- Toilets will be cleaned 3 times a day including staff facilities- breaktime, lunchtime and after school.
- Only 1 pupil will be allowed in the toilet area at a time. Bubbles will be allocated to toilets.
- The disabled toilets will be allocated only for pupils or staff who are poorly.
- We will not be providing toilet facilities for parents and younger children.
- If children have a toileting accident, parents will be called in to support their child.
- Children will be encouraged to wash and dry their hands properly.
- They will wash their hands frequently throughout the day.
- PHE and H&S posters will be displayed to remind children.

Parents and visitors

- If parents wish to communicate with the school this needs to be via telephone or email.
- The office screen will remain closed to protect staff.
- During this period we ask parents to not come to the school office but to communicate by phone or email. The only exception to this is when school has contacted a parent to come and collect their child.
- Parents are encouraged to communicate with teachers via emailing or phoning the school office.
- Parents must implement their own social distancing.
- Visitors to the school site should be limited and only essential visitors should be admitted (e.g. lunch delivery).

Communication

- Communication with teachers and the SLT (including the HT) will need to come through the main office and no longer through Google Classroom
- Staff to contact parents via the office email or telephone.
- Please refer to the Communication's Policy on our website.

Wrap Around Care (Y1-6)

We will be resuming our Breakfast Club and After School Club provision. We will inform parents regarding other clubs throughout the term. Due to 'bubbles' potentially mixing, we will aim to keep groups as consistent as possible.

Breakfast Club

- Children will be sitting at tables, in their year group bubbles, to eat their breakfast and then to enjoy some activities. They will not be able to move around the hall.

- It will not be possible for children to avoid sitting opposite each other, so please can parents be aware of this
- Breakfast club will run from 8am- 8:40 (for this period only). The price will be reduced to £2 to reflect this change

After School Club

Kent Play Clubs will contact parents with regard to their After School Club provision.

Equipment and Resources

Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Outdoor playground equipment such as trim trails will be frequently cleaned.

It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Children from Y1-6 will be required to bring their own pencil cases to school and equipment so they will not have to share resources.

Assemblies and large gatherings

Groups will be kept apart, meaning that we will avoid large gatherings such as Phase and Whole School Assemblies. Shared Assemblies/ shows with parents and visitors will not take place unless restrictions are reduced.

Movement around the school

Movement around the school will be limited. While passing briefly in the corridor is low risk, we will avoid creating busy corridors, entrances and exits.

Trips

School trips will resume during the school year but only after risk assessments have been carried out.

Belongings

Children will only bring limited belongings to school. We will be using cloakrooms but staff must limit the numbers using the cloakroom at any one time. Cloakrooms must be completely cleared at the end of each week. Y1-6 will need to bring their own pencil cases with basic stationery. PE kits will be sent home on a Friday and must be washed.

Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating. Regular and thorough hand cleaning is going to be needed for the foreseeable future. We will build these routines into the

school culture, supported by behaviour expectations and help ensure younger children and those with complex needs understand the need to follow them.