



# Loddon Primary Federation

## Returning to School

Sept 2020

Our Reconnection Plan

  
**Ofsted**  
Good School

2019

## Contents

	Page
Current Guidance	2
Return to school - Start and End Times	4
Nursery	5
Arrangements in School	5
Behaviour	7
School Lunches	8
Uniform	8
Reconnection Curriculum	9
Children with CoVID symptoms	12
Wrap around Care – SoSchoolsOut	13

## Current guidance

The Government guidance released on 2 July 2020 provided us with a context for their decision to request that schools open to all children from September and issued guidance for schools to adhere to and manage when opening (this had been continually added to, with the latest update on 28 Aug). The guidance issued can be found in full here.

At Loddon Primary Federation we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us;
- ensure that the safety of everyone is paramount in all our decisions and actions;
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

## Keeping children and staff safe

All schools must comply with health and safety law which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- a requirement that people who are ill stay at home;
- robust hand and respiratory hygiene;
- enhanced cleaning arrangements;
- active engagement with NHS Test and Trace;
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable.

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

Prevention:

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

## Classes and groups 'bubbles'

We will group classes into 'bubbles' which will remain consistent and separate from other 'bubbles'.

Yr N	1 class in 1 bubble
Yr R/1	3 classes in 1 bubble
Yr 2	2 classes in 1 bubble
Yr 3	2 classes in 1 bubble
Yr 4	2 classes in 1 bubble
Yr 5/6	3 classes in 1 bubble

For the majority of their time in school the children will be in their own class bubble with their own teacher and support staff, but at playtimes and lunchtimes they will be separated into the group bubbles that will only have limited contact with other bubbles.

This will *'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'*.

### **Attendance**

All children will be welcomed back to Loddon Primary Federation from Monday 7 September and attendance is mandatory.

We support the government here which notes:

- 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.

### **Shielding children**

Shielding advice for all adults and children was paused on 1 August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of the SLT team and we will work with you to support your child the best possible way we can.

### **Before Your Child Leaves Home in The Morning**

Please check for any of the following symptoms

- a high temperature;
- a new, continuous cough;
- a loss of, or change to the sense of smell or taste.



If any of these symptoms are evident do not send them to school, contact our absence line on 01508 520118 (Infants) / 01508 520392 (Juniors) or email [officeinf@loddonprimaryfederation.co.uk](mailto:officeinf@loddonprimaryfederation.co.uk) / [officejr@loddonprimaryfederation.co.uk](mailto:officejr@loddonprimaryfederation.co.uk)

Government advice must be followed.

### **Travel to and from school**

In accordance with our current risk assessment, we encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school. Face coverings are required at all times on public transport (including for children, over the age of 11).

## Morning Drop Offs and Afternoon collections

In order to reduce congestion before and after school, we are going to stagger the start of the school day. It is important that we do not have parents congregating at the school gates and that we limit the number of interactions across bubbles.

Children will be greeted by their new teacher and Teaching Assistant, shown where to put their bags, wash their hands and then sit at their allocated table.

We would encourage only 1 parent/adult to drop off and collect to help minimise the number of adults on site.

Year group	Morning collection	Afternoon collection
Yr N	8.45am – please line up on the playground, keeping a social distance	11.45am – please line up on the playground, keeping a social distance
Yr R/1	8.45am – please line up on the playground, keeping a social distance	2.55pm – please line up on the playground, keeping a social distance
Yr 2	8.50am – please line up on the playground, keeping a social distance	3.00pm – please line up on the playground, keeping a social distance
Yr 3	9.00am – please line up outside the classroom fire exit, keeping a social distance	3.10pm – please line up outside the classroom fire exit, keeping a social distance
Yr 4	9.00am – please line up outside the classroom fire exit, keeping a social distance	3.10pm – please line up outside the classroom fire exit, keeping a social distance
Yr 5/6	9.05am – please line up outside the classroom fire exit, keeping a social distance	3.15pm – please line up outside the classroom fire exit, keeping a social distance

Children will enter and exit their classrooms via the fire exit

Infant Site – enter school grounds through the main gate, exit via EYFS gate to reduce congestion

Junior Site – enter school grounds via Hobart Lane gate, and exit via car park gate to reduce congestion

Please note we will review the drop-off and collection arrangements regularly in September to ensure they are working effectively and we are happy with the safety precautions in place. Please be aware we will make amendments to timings if we feel it is necessary.

## **Nursery**

Nursery children have been allocated some settling in sessions to allow a gradual intake of children so that they can familiarise themselves with their new environment and the Nursery team can get to know the child in a smaller group. Families will have received an individual letter with their settling sessions in the Nursery setting.

On arrival at school, children in Nursery will have to enter the building on their own, saying goodbye to their parent at the external door to the Nursery where they will be greeted by the Nursery team. Where possible, please limit the number of adults accompanying a child to school or collecting them at home time to one per child.

## **Arrangements in school**

Children in EYFS (and Year One in the autumn term) will be following a free flow, play-based curriculum. Whole class teaching sessions will be no longer than 15 minutes and all classrooms will be well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will come into contact with all the children in their class and they are likely to come into contact with all the children in the year group during outside free flow and lunchtimes. Children will wash their hands often and surfaces and equipment will be regularly sanitised.

## **Learning resources**

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2, resources that are shared between classes or bubbles, such as sports, art and science equipment will 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.

## **Assemblies**

There will be no traditional whole school or key stage assemblies during the first part of the autumn term and these will be replaced by a Virtual Celebration Assembly, which will be watched by children in multiple classrooms on touchscreens.

We are keeping an open mind about Class Assemblies, Harvest, and Christmas productions but all should be aware that, even at this early stage, full-scale productions look unlikely in the autumn term.

## **Reading Books**

Reading books can still be brought home, however on their return to school, they will be placed in a box and left for 72 hours before returning to the shelves. If your child has a reading book at home, please return it on the first day back in September.

## **Enhanced cleaning regimes**

Since lockdown and opening for keyworker children, our school has had enhanced cleaning systems in place and has also been regularly deep cleaned. We have adjusted our cleaning rotas with our site team to ensure that more regular cleaning goes on – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

## **Coats and bags**

As children have their own cloakroom areas, coats and bags can be left in their normal places. Please keep items brought into school to a minimum as much as possible.

## **The importance of fresh air**

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities.

## **School office**

School offices will remain closed to personal visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements. Senior staff will then arrange to meet parents with their child in the open air.

All other communication should be done by telephone or email as far as possible.

## **Communication**

Communication with parents is really important to us. Due to the current restrictions, we would request that meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. Please do this by phoning 01508 520118 (Infants) / 01508 520392 (Juniors) or emailing [officeinf@loddonprimaryfederation.co.uk](mailto:officeinf@loddonprimaryfederation.co.uk) / [officejr@loddonprimaryfederation.co.uk](mailto:officejr@loddonprimaryfederation.co.uk) who will support you in making these arrangements.

Please keep face to face conversations to a minimum at the school gates.

## Behaviour

At Loddon, our values and ethos remain unchanged, and children are expected to uphold them.

### Safe Thoughtful Aspirational Respectful Successful

In addition to our expectations, children must also be aware of the new requirements:

All Loddon pupils are expected to adhere to the **Be Ready, Be Safe, Be Respectful** rules at all times. In addition, children must be made aware of the following expectations which **MUST** be adhered to without deviation:

- Children will enter and exit school via their class fire exits unless told otherwise, keeping social distancing and following markings;
- Children must wash their hands with soap and water whenever asked throughout the day;
- Children will remain with their class bubbles at all times throughout the day;
- Children must use tissues to cover their mouths when coughing or sneezing, and then bin the tissue;
- Children experiencing any symptoms must inform their adults, follow instructions for isolation and will be sent home;
- Children will have their own space in the classroom and will be reminded to keep all their equipment to themselves;
- Children must follow one-way systems around the school;
- Children will be guided to different zones of the playground for break and lunchtime;
- Behaviour must be dealt with in a pre-emptive fashion rather than a reactive manner;
- Any child who refuses to follow the rules (rather than any child who does not understand the rules) must be risk assessed and measures put in place to pre-empt any issues;
- Any child who, following risk assessment and associated actions, is unable to follow the guidelines must be referred to SLT;
- Any child who coughs or spits at another person must be sent home immediately

All adults are expected to adhere to the **Be Ready, Be Safe, Be Respectful** rules at all times. Please help us to support your child returning to school.

- Please prepare children for returning to school
- Please phone or email if you have a question or query - parents are not to enter the school
- Please remain socially distanced on the playground and on your way to and from school
- Please support the school's behaviour expectations
- If your child is distressed coming to school, school staff will cajole from a distance but will not be able to hold their hand, or place a arm around them to support them coming into school. Parents may need to take their child home to save further distress.
- Parents need to be available to collect their child in case they fall ill or are struggling at school
- Children can bring in their own equipment, face mask and hand sanitiser if they wish, however this must not be shared

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. This is required inside school and outside during



breaks and lunchtime. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will ask parents to collect them immediately.

A risk assessment will then be completed to determine whether it is safe to have the child back in school. If we deem a child to be unsafe to have in school, we will work with parents to arrange provision the child can access safely.

### **School lunches.**

We intend to have a full school offer for hot lunches again from the 7 Sept provided by the Junior School kitchen with a return to the normal payment arrangements via our Parent Pay Booking System (please note meals are now £2.50).

Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment for meals booked will be required.

If parents are unsure about whether they are entitled to free school meals and need to pay or not, they should contact the school office. We are aware that many families' situations have changed due to the COVID-19 pandemic and therefore you could now be entitled to free school meals and the pupil premium funding, please contact the school office and we will support you with this. We have arrangements in place to ensure that during lunch time, separation between 'bubbles' is maintained. Children will always have the chance to wash their hands before eating.

### **Packed lunches**

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own.

### **Availability of water on site**

All pupils should have their own school water bottle that is untouched by other children or staff. No water fountains are currently available at school. Water is available in school to refill children's own water bottles. Disposable plastic cups may also be available that should be thrown away after use.

### **School uniform**

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in our school and this is reflected in the way they dress.

When children have PE they will be expected to come dressed in their PE kit and stay in it all day.

## **Curriculum for reconnection**

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

In September we have planned to begin our updated PSHE curriculum and we have now reconfigured this for autumn 2020 so that work in all year groups centres on health and wellbeing.

## **Collective positive mindset – contextualising the lockdown**

At Loddon Primary Federation, we do not feel that it is helpful to focus on what has been 'lost' during the shutdown. A young person's school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts. Our staff will remain calm and measured in September knowing that whatever the situation, we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves, our language will reflect our established 'growth mindset' philosophy – 'you can't do it yet'.

## **Assessment**

Our teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long term plans. Class teachers will use their own expertise to establish starting points for each class in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence but each child and class will be different. In schools, this way of assessing what should be taught next is known as 'formative assessment', that is the judgements teachers make on a day-to-day basis during class work which allow them to assess attainment and progress. To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working rather than spending too long on a formal testing regime, especially when children's confidence will be low.

## **Broad and balanced curriculum**

Although there are some restrictions in place (e.g. singing in large groups) we fully intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term.

## **Pupils with additional needs**

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by the school Child and Family Welfare Team to ensure a smooth transition when returning to school. Mrs Sadler and Mrs Osman have been working with our families to support children in their transition back into school.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE.

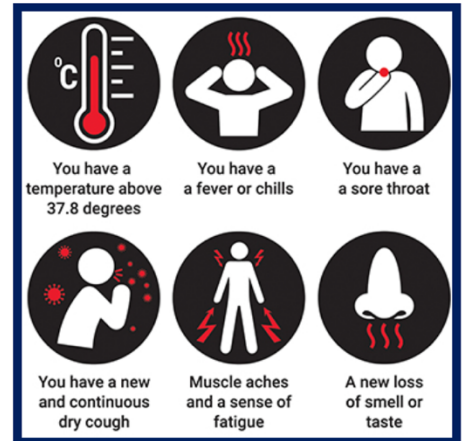
## Children or staff suspected of having COVID-19

In line with DfE guidance, in the case of a suspected infection the school will:

- engage with the NHS Test and Trace process.

We ask that parents and staff inform the school immediately of the outcome of any test;

- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or email parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;



- contain any outbreak by following local health protection team advice. For the avoidance of doubt, the new advice says that we 'must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

'Close contact' now means:

- face to face contact with an infected individual for any length of time, within 1metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
  - proximity contacts - 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.
- When a case is suspected in school, the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
  - We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says 'Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.'

If no test is undertaken then we expect children to self-isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-homeguidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**Households with a confirmed case of Coronavirus** should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

**In the event of a local authority (Norfolk) or Nationwide lockdown**, the school would revert to arrangements which were in place during the nationwide lockdown in the Summer Term.

### **SoSchoolsOut**

Wraparound childcare will be available through SoSchoolsOut based at the Infant Site – 7.30am to 6pm. Children will be taken to their classrooms and collected from their classrooms. Parents just need to drop off and collect children from the Infant Site.

SoSchoolsOut will be Covid-19 compliant and we are working closely together to ensure continuity of care. Infant children and Junior children will be kept separate in different rooms. If you are interested in wraparound provision from September, please contact [soschoolsoutloddon@gmail.com](mailto:soschoolsoutloddon@gmail.com) , 07564 357746.