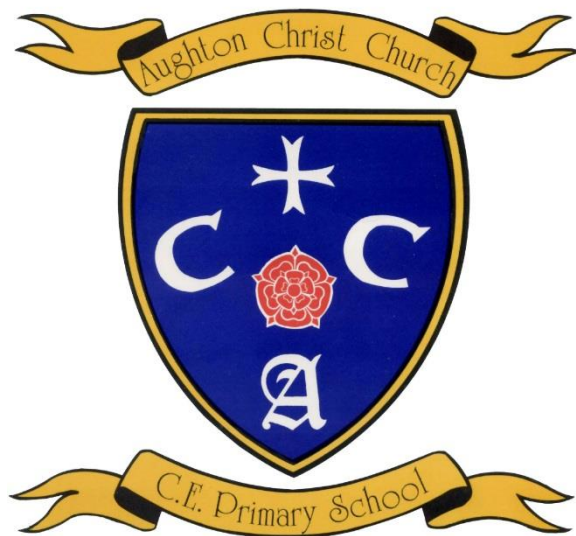


July 2020  
*Reviewed February 2021*

# **Aughton Christ Church C of E Primary School**

## **Return to School Plan for all Children in March 2021**



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# Section A

## Introduction

In order to once again welcome back all children on March 8<sup>th</sup> 2021, we will be continuing to work within our prepared plan that has been developed alongside Governors, staff and parents. As I have written many times over the past 12 months, these are unique times. I continue to see this plan as part of a greater journey that will continue to require us to adapt, respond to situations and most importantly work together in a new way. Having managed a return to school on different occasions now, I have no doubt at all that we will do this incredibly successfully for all children.

Although I am aware that many families will feel confident with our procedures due to the successful autumn term, it would be useful for all parents to remind themselves of the details within the plan. Key aspects are start and finish times, designated collection and drop off points and procedures for coming into school.

Our plan continues to sit alongside existing risk assessments in place and should also be read alongside Government guidance which can be accessed in **section 8**.

In order to keep continuity and structure to school life, our plan follows exactly the same format that school has been operating in during this school Year. I hope this will allow everyone to continue to feel confident and familiar in all our systems and also ensure that we can adapt school within a clear structure in the future if needed.

I once again feel it is important to highlight how the staff and I continue to be aware of the many emotions everyone is experiencing. I am aware we may all feel differently due to our own contexts and the national emergency over the 12 months will have impacted on everyone in a different way. I continue to stress that I understand we cannot always understand how this impacts on each other and that I have empathy and respect for everyone's separate contexts. What I can say is that as a school we are here for you and your children. We will continue to work together. We will ensure that all children continue to learn and thrive in every way possible. Whilst reminding yourself of our school plan and how school will be for you and your children, I'd like to highlight two key things.

- 1. School has been running successfully throughout the entire pandemic including; supporting home school, opening the building for critical workers and vulnerable children and reopening to all children in September 2020. During the last 8 weeks of school closure for most children, we have continued to run two different styles of school to meet the needs of our children. One for remote learning with children at home and one for children who are in the building as part of our emergency provision. All our staff are incredibly confident about operating school in light of Covid -19 and the staff and I are absolutely delighted to be welcoming back all children.**
- 2. I am happy to discuss concerns or issues not raised within the plan should you have them. Whilst we understand every aspect of how school is running and are confident in our procedures, I understand that you may have a question for an area that is not**

**published. Each time I have produced a plan for returning to school, I have responded through a clarification document and published this as part of our reopening plan. As part of this process, I continue ask any concerns to be emailed in so I can respond and clarify any issues.**

As we continue on our journey together, I really hope that the following pages will remind you how school will be once again on March 8th. As always, our plan will be reviewed regularly and alterations may be made depending on our ongoing evaluations or further Government guidance.

I must also stress that everything in today's world is open to change, as I'm sure you are aware. I therefore ask that that you continue to check our website and newsletters for updates. In particular, it is important that all of our parents continue to be aware that a class can still close at any time due to a positive case of Covid-19. This means that those children would revert to remote learning for a period of time and details can be found in our policies and procedures on the following link. It is important to ensure that you have some procedures in place should your child not be able to attend school and need to continue with remote learning.

<https://www.aughtonchristchurch.lancs.sch.uk/page/covid19-information/82865>

Finally, thank you all for your incredible support of our school. We certainly could not have achieved what we have without the support of our families and community. Together, we will continue to create the very best for our children in whatever circumstances we may be living.

Mr D Kennedy

**Headteacher**

### **1. Attendance and start of term date**

Attendance at school will return to normal. In line with Government guidance, it is expected that all children attend. Any parents who have concerns about children attending school for a medical reason should contact school as soon as possible.

### **2. Wrap around provision and school lunches**

As a school we understand the importance of breakfast and afterschool club as wrap around provision. Learning Curves are continuing to provide this service in school and will liaise with parents allowing you to book provision. If you have any questions please do not hesitate to get in touch.

A school lunch menu has also been published today and these can be booked as normal.

### **3. Class organisation**

Government guidance allows us to have pod sizes which meet the needs of a normal class size. Our pod system will now revert back to our normal class sizes in whole class groups. Whilst each class will consist of the same children, staff may now move between classes to support them in different ways. However, the re-organised school day will ensure that mixing between groups of children is only limited to their own classes.

Each year group will operate within a specific **learning zone**. Classes will be organised in rows with less furniture around the room except for Reception where a different lay out to allow for continuous provision is organised. Children in years 1-6 will only sit side by side on a table of two and face the front. Break times will also see classes remaining together in an allocated **play zone**. Children will not cross into other classes as zones will continue be clearly marked to play in.

## Reception

Class teacher	<b>Miss C Geeson (Assistant Headteacher)</b>
Learning zone	<b>Reception</b>
Main Play Zone	<b>KS1 playground</b>
Main T.A Support	Mrs Rawsthorne, Mrs Birtles
Entrance and exit point	Yellow entrance – Main gate and then side gate at the front of school
Drop off time	9:10 am
Lunch	11:45 pm
Finish	3:40 pm *Reception children <b>without</b> siblings will leave at <b>3:40pm</b> via the green side gate near the planting area as this leads directly from the Reception play area. ** Please note, any Reception children with Siblings will leave with their siblings at the time for their sibling's class.

## Year 1

Class teacher	<b>Ms S Jenkins</b>
Learning zone	<b>Year 1 Classroom</b>
Main Play Zone	<b>KS1 playground</b>
Main T.A Support	Mrs Hunter
Entrance and exit point	Blue entrance - Back gate and hall door
Drop off time	9:00 am
Lunch	12:15 pm
Finish	3:30 pm

## Year 2

Class teacher	<b>Miss C Ayres</b>
Learning zone	<b>Year 2 Classroom</b>
Main Play Zone	<b>KS1 playground</b>
Main T.A Support	Mrs Thomas and Mrs Hall
Entrance and exit point	Yellow entrance - Main gate and fire door at front of school
Drop off time	8:45 am
Lunch	12:30 pm
Finish	3:15 pm

### Year 3

Class teacher	<b>Mrs Chapple (Assistant Headteacher)</b>
Learning zone	<b>Year 3 Classroom</b>
Main Play Zone	<b>KS2 playground</b>
Main T.A Support	Mrs Blundell
Entrance and exit point	Red entrance – Main gate and front door
Drop off time	8:45 am
Lunch	12:00 pm
Finish	3:15 pm

### Year 4

Class teacher	<b>Mrs Nolan</b>
Learning zone	<b>Year 4 Classroom</b>
Main Play Zone	<b>KS2 playground</b>
Main T.A Support	Mrs Oldfield, Mrs Hall
Entrance and exit point	Red entrance – Main gate and front door
Drop off time	9:00 am
Lunch	12:00 pm
Finish	3:30 pm

### Year 5

Class teacher	<b>Mrs J Frackelton</b>
Learning zone	<b>Year 5 Classroom</b>
Main Play Zone	<b>KS2 playground</b>
T.A Support	Mrs Brewer
Entrance and exit point	Yellow entrance – Main gate and fire door at the front of school
Start	9:00 am
Lunch	12:30 pm
Finish	3:30 pm

### Year 6

Class teacher	<b>Mr N Swift</b>
Learning zone	<b>Year 6 Classroom</b>
Main Play Zone	<b>KS2 playground</b>
T.A Support	Mrs Brewer
Entrance and exit point	Blue entrance - Back gate and hall door
Start	8:45 am
Lunch	12:30 pm
Finish	3:15 pm

## **Drop off and collections of children**

*Please click on the link to see drop off and collections procedures in **section 11***

*Please note that if you have two children at the school, you can select the best pick up and drop off times and points for you for the relevant year groups.*

### **Drop off**

Both children can be brought to school together as they are siblings living in the same house. Once they enter school, they will go to their classrooms and be registered and they will have a quiet and independent activity in their place until school starts for their class. You should select the earlier time when possible to ensure your children have the full time with their class teacher.

### **Pick up**

Both children can be collected from school together as they are siblings living in the same house. Again parents should choose the later time to ensure their child has full time with their class.

***\*E.g. A year 6 and Year 1 child may both be brought at the times and entry point of Year 6 (8:45am) and leave at the exit point and time of the Year 1 child (3:30pm)***



4. **Timetable summary** \*Our school day is shortened for children by 15 minutes either at the start or end of the school day for each class to accommodate staggered pick up and drop off points. However, the slightly reduced lunch by 10-15 minutes accommodates this.

Event	Time	Key Details	Further information	
<b>Drop off and entrance to school</b>	<b>Year 6 drop off</b> 8:45 am - 8:55 am	<b>Blue entrance</b>  <b>Year 6</b> Registration 8:55am  <b>Year 1</b> Registration 9:10 am	<b>Year 1 and Year 6 parents enter via back gate of school and children will enter via the hall door.</b> Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then leave children in Year 1 at the top of steps on the infant playground (Black) with staff in a clearly marked zone. Year 6 children will be dropped and collected from the KS2 playground (red). Children will then be lined up down the path to the hall and led into school to join their pods. Parents will leave via the back gate.	
	<b>Year 1 drop off</b> 9:00 am - 9:10 am			
	<b>Year 2 drop off</b> 8:45 am - 8:55 am	<b>Yellow entrance</b>  <b>Year 2</b> Registration 8:55 am  <b>Year 5</b> Registration 9:10 am  <b>Reception</b> Registration 9:15 am		
	<b>Year 5 drop off</b> 9:00 am – 9:10 am			
	<b>Reception drop off*</b> 9:10 am – 9:15am			
<b>Year 3 drop off</b> 8:45 am – 8:55 am	<b>Red entrance</b>  <b>Year 3</b> Registration 8:55 am  <b>Year 4</b> Registration 9:10 am	<b>Parents enter via main front gate and children enter via fire door at front of school.</b> Parents will enter through the main school gate and join the correct queue for Emergency Care on the carpark side of the drive. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be met by staff in a clearly marked zone at the front of school and taken to their pod. <i>*Reception will enter through the green side gate near the planting area as this leads directly into the Reception play area.</i>		
<b>Year 4 drop off</b> 9:00 am – 9:10am				
<b>Morning timetable</b>	AM		<b>Morning curriculum</b> Key focus on learning will be as usual in school. <i>*Worship will be held daily in class before break time</i>	Teachers will plan for the children using the curriculum in place. In addition, they will be considering home learning, where they left off at school closure for most children and assessment baselines upon return. English, Maths, grammar, phonics and reading will form the large part of the curriculum in the morning and additional lesson time will be used in the afternoon if required.
	<b>Breaks staggered</b> Year 1 – 10:00 EYFS - 10:25 Year 2 - 10:40  Year 3 – 10:00 Year 4 – 10:20 Year 5 – 10:40 Year 6 – 11:00		Staggered breaks <b>twice</b> in the morning.	Morning breaks to be; 1. A 10 minute run on path 2. 10 minutes in a designated play zone for each class. During break times, classes <b>may</b> be split into smaller pods to support good play. These smaller groups will be organised at the discretion of the class teacher.
				<b>EYFS and KS1</b> Year 1 – 10:00 EYFS - 10:25 Year 2 - 10:40

<b>Lunch</b>	<b>Lunch</b> 11:45 pm – 1:30 pm	<p><b>Staggered lunch</b>  <u>EYFS: 11:45 am</u>  Mrs Rawsthorne  11:45 am-12:40 pm</p> <p><u>Year 1: 12:15 pm</u>  Mrs Barratt  12:10pm-1:00 pm</p> <p><u>Year 2: 12:30 pm</u>  Mrs Smith  12:30 pm-1:20pm</p> <p>Year 3 12:00  Year 4 12:00  12:00pm – 12:50pm  Mrs Jones/ Mrs Blundell</p> <p>Year 5 12:30  Year 6 12:30  12:30pm – 1:20 pm  Mrs Hall/Mrs Hughan</p>	<p><b>EYFS, Year 1 and Year 2</b>  Support staff allocated to each class will also assist with lunchtime.</p> <p>Receptions and Year 1 children will eat in the main school hall. They will only be in the hall with their own classes. Tables will be distanced. They will then have a supervised free play on their play ground with just their class.</p> <p>Year 2 will eat in the class rooms before going out for a play.</p> <p>During break times, classes <b>may</b> be split into smaller pods to support good play. These smaller groups will be organised at the discretion of the class teacher.</p> <p>Play zone is the KS1 playground – black.</p>
			<p><b>KS2</b>  Support staff allocated to each class will also assist with lunchtime if required.</p> <p>Children will eat lunches in their classroom after tables have been disinfected before playing in their allocated Zone.</p> <p>Zones are the red KS2 playground (red) and school field.</p> <p>In the event of wet weather and the grass being unable to be used, children will have a run or walk on the running path, short free play on the playground and then return to their class. The play-ground can be split into two sections to allow each class to have half.</p> <p>During break times, classes <b>may</b> be split into smaller pods to support good play. These smaller groups will be organised at the discretion of the class teacher.</p>
<b>Afternoon timetable</b>	<b>Afternoon curriculum</b> 12:40pm – 3:30pm	<p>Reading and Wider curriculum project work  1:40pm -3:30 pm</p>	<p>Teachers will continue to deliver the schools wide and balanced curriculum in the afternoons. Details of the school curriculum can be found on school website.</p> <p>Alterations to the curriculum will be led by the teacher after considering home learning and evaluating the needs of the children.</p> <p>The afternoon will start with a guided reading focus as normal.</p>
	<b>Breaks staggered</b> EYFS – 1:30 pm Year 1 - 1:45 pm Year2 – 2:00pm  Year 3/4 -2:00pm Year 5/6 - 2:30 pm	<p>Staggered break of 15 minutes in the afternoon</p>	<p><b><i>Children will run on the path for 5 minutes and have a free play</i></b></p> <p><b><i>EYFS – 1:30 pm - KS1 playground (Black)</i></b>  <b><i>Year 1 - 1:45 pm - KS1 playground (Black)</i></b>  <b><i>Year 2 -2:00 pm - KS1 playground (Black)</i></b>  <b><i>Year 3/4 - 2:15 pm – KS2 playground (red) and field</i></b>  <b><i>Year 5/6 - 2:30 pm - KS2 playground (red) and field</i></b>  Staff within classes will have opportunity to swap within the designated break for toilet and a drink.</p>

Leaving at the end of the day	3:15 pm	<b><u>Blue entrance</u></b> <b>Year 6 pick up</b>	<b>Year 1 and Year 6 parents enter via back gate of school and children will leave via the hall door.</b> <i>Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then collect their children at the top of steps on the infant playground (Black) with staff in a clearly marked zone.</i>
	3:30 pm	<b>Year 1 pick up</b>	<i>Parents are asked to leave the school site once they have collected their children and not stay around for conversations.</i>
	3:15 pm	<b><u>Yellow entrance</u></b> <b>Year 2 Pick up</b>	<b>Year 2, 5 and Reception Parents enter via main front gate and children leave via fire door at front of school.</b> Parents will enter through the main school gate and join the correct queue for their class. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be handed over by staff in a clearly marked zone at the front of school.
	3:30 pm	<b>Year 5 Pick up</b>	<i>Parents are asked to leave the school site once they have collected their children and not stay around for conversations.</i>
	3:40 pm	<b>Reception pick up for children without siblings. *</b> <b>**Reception children with Siblings will leave with their siblings at the allocated time for their class.</b>	<i>*Reception children without siblings will leave at 3:40pm via the green side gate near the planting area as this leads directly from the Reception play area.</i>  <i>** Please note, any Reception children with Siblings will leave with them at the time for class.</i>
	3:15 pm	<b><u>Red entrance</u></b> <b>Year 3 Pick up</b>	<b>Year 3 and 4 Parents enter via main front gate and children leave via main door at front of school.</b> Parents will enter through the main school gate and join the correct queue for their class. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be handed over by staff in a clearly marked zone at the front of school.
3:30 pm	<b>Year 4 Pick up</b>	<i>Parents are asked to leave the school site once they have collected their children and not stay around for conversations.</i>	

## 5. Risk Control and Procedures

*Whilst not exhaustive, below are the key guidance points that apply from government guidance and current school control measures. Many of these have been in place during the phased reopening of school this term.*

Key Government Advice	Key school control measures
Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.	Advice sent to parents and whole school community on self-isolation in case of symptoms.  Children are to be sent home if they have symptoms and follow Government procedures for this – outlined in section 6.
Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.	All children wash hands on entry to school and at key points during the day including break times and lunch times. School supplied with adequate supply of soap and hand sanitiser. Hygiene rules discussed with children regularly and poster evident around school.
Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.	Tissues available and all children briefed on procedures of blowing noses. Lidded bins in each area to dispose of in. Children briefed on importance of behaviour and school rules revisited with them. School rules have been refreshed to reflect COVID – 19 and are discussed with all children daily and evident around school. See behaviour policy. <a href="https://www.aughtonchristchurch.lancs.sch.uk/serve_file/739442">https://www.aughtonchristchurch.lancs.sch.uk/serve_file/739442</a>
Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.	Each classroom to have its own cleaning material. All surfaces cleaned at the end of each day, at the start and during the day after each lesson.  Cleaning procedures monitored at start and end of day and a daily evaluation of cleaning by Headteacher.  Additional school closure to be used to deep clean and prepare site.
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).	Each class is allocated its own learning zone which will remain in place for that class.  Playtimes staggered with only one group going into an allocated area. See timetable.
Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety	Daily health and safety check done with D Kennedy (Headteacher) D Keen (Site Supervisor) and C Geeson (Health and Safety Officer). These are done before start of school each day to check all aspects outlined in the plan.

compliance checks have been undertaken before opening.	School risk assessments reviewed weekly and adapted upon review and to reflect any occurring incidents, Each group to use a separate entrance and stay with allocated Zone. No need for child movement around school due to self-contained Zones for each pod.
Organise small class groups, as described in the 'class or group sizes' section above.	Children normal class sizes and don't mix with the wider school.
Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.	Unnecessary furniture removed if it restricts space and tables laid out in rows with maximum distance between them. Each child will be seated in rows, facing forward and allocated their own resources.
<b>Refresh the timetable:</b> Decide which lessons or activities will be delivered Consider which lessons or classroom activities could take place outdoors	Key focus across school in the morning will be: <ul style="list-style-type: none"> <li>• English – Reading, Writing, Grammar, phonics</li> <li>• Maths</li> </ul> Wider curriculum areas will be taught across school in the afternoon.
Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building.	Each Class will have their own zone only requiring to leave their zone for a play time and lunch.  Lunch will be staggered and lunch hall will be cleaned before a new group comes in.
Stagger assembly groups.	Children will only have assemblies and worship in their own class.
Stagger break times (including lunch), so that all children are not moving around the school at the same time.	Play times and lunches staggered – as outlined in timetable section.
Stagger drop-off and collection times.	Each group allocated a separate drop off and collection time as outlined in class organisation in <b>section 2 and timetables in section 3.</b>
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.	Different drop off points and times as noted in section 1. Parent guidance in place (see section 8)
Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	<b>Classes:</b> Children in classes of their own year group and do not cross into other groups. Children can be kept in smaller play groups to support social distancing measures at play times. <b>Toilets:</b> Classes will be allocated a toilet and toilets will be cleaned regular through the day. Limited children at any one time will be allowed into the toilet areas.
Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and	All play equipment off bounds. Any play equipment such as balls that are used at breaks will be cleaned after use and after break times and kept for use within a pod.

that multiple groups do not use it simultaneously.	
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Classroom to be organised and stripped down to bare minimum furniture and resources <b>as much as possible</b> and decided by the class teacher.
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Classroom to be organised and stripped down to bare minimum furniture and resources <b>as much as possible</b> as decided by the class teacher.
Consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible.	Children all walk or are dropped off by parents in car. Staggered drop off and collection times. Marked Zones for collection and pick up as articulated in timetable. All families encouraged to <b>walk</b> when possible
Visitors to school restricted	Please see our school visitor policy
Staff testing	To reduce transmission and support the safety of our school community, school staff are part of the Government programme for Covid-19 testing. We are therefore testing all staff twice a week in line with Government guidance to identify any asymptomatic members of staff.

## 6. Summary of Key protective measures

1. Staggered drop of times, Zoned drop off areas, no parents allowed into school and one way systems in places for entering and leaving school site to ensure organisation and provide social distancing for key flashpoints in the day. (See timetables – section 3)
2. Social distancing drop offs marked with cones.
3. No parents allowed into school – any queries to be dealt with at drop off with a distance of 2 metre but encouraged via telephone.
4. Strict handwashing procedures upon entry to school and key points.
  - i. Entry to school
  - ii. Before break and snack
  - iii. After break one
  - iv. Before lunch
  - v. After lunch
  - vi. Before break
  - vii. After break three
  - viii. Before going home
5. All children kept in their allocated classes and play zones to ensure less contact between people in school.
6. Classrooms laid out in rows with. Children allocated their own work space and sat next to another child facing the front. These work spaces will be decided at the discretion of the class teacher and where possible will remain the same.
7. Children all allocated with their own resource and work space.
8. Work spaces and key classroom surfaces cleaned;
  - i. Start of day
  - ii. At every break (x 5 in a day)
  - iii. End of day
9. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.
10. Deep cleaning planned during school breaks and before wider reopening.
11. Audit by SLT of cleaning at start and end of every day with site supervisor.
12. All children informed of health and safety, school rules and refresh of rules. In particular continued keeping of safe spaces when possible.
13. All children briefed on the **catch it, kill it, bin it** strategy regularly.
14. Tissues available for each child and bins for each class to have lids on.
15. Unnecessary resources such as soft toys packed away.
16. Play equipment outside to not be used.
17. Play equipment indoors and shared resources used to be cleaned daily.
18. All classrooms have own cleaning equipment allocated to them.
19. First aiders to look after their own class – all classes have a first aider and first aid kit
20. Cleaning staff to be briefed on cleaning procedures and wear gloves for cleaning.
21. Fire drill practised with social distancing measures – children to assembly in play Zones.
22. Clear procedures following government guidance as identified in section 5 should anyone become unwell, show symptoms or is diagnosed. School emergency plan in place.
23. No books and equipment to be sent home or brought into school initially. This will remain under review.
24. School staff undertaking twice weekly testing

## 7. Emergency procedures

Key emergency procedures are important and below are some details of key consideration which it is important to be aware of.

Issue	Action	Further action/consequence
Child/staff member becomes ill with symptoms or is diagnosed	Follow government guidance. See below (a and b)  <i>Child/staff member is isolated within school in intervention room.</i>  <i>The government has identified that children/staff showing symptoms will be eligible for a test.</i>	Potential for all of class to close down and participants asked to self-isolate.  Potential need to close school.
Fire	Fire drill held for new Pod organisation and social distancing measure	Fire drills in the first week
Accident on site	First aider with each Pod at all times.  Paediatric First aider available for EYFS at all times.	Daily review of first aid equipment

### a) What happens if someone becomes unwell at an educational or childcare setting?

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the [COVID-19: guidance for households with possible coronavirus infection guidance](#).

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).



In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

#### **b) What happens if there is a confirmed case of coronavirus in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

## 8. Key Government Guidance

Below is a link which leads to government guidance which has supports this document. All parents are advised to read this.

[Government guidance on full school opening](#)

## 9. Parent Key Guidance

Below are key points which may support parents in understanding of the return to school system.

- I'd like to highlight that the staff and I are so happy to invite **all** the children back into the school building in September.
- Attendance at school is statutory. Any parents who think their child **will not** return to school on **Monday 8<sup>th</sup> March** for any reason needs to let us know before **Friday 5<sup>th</sup> March** so we can discuss this.
- Staff in school are very aware of how children can feel after a long time away from school. I'd like to reassure all parents that upon return emotional well-being and feelings will be a key priority. **It is also important to let you know that during any return to school over the last 12 months children have settled incredibly well.**
- Children should attend in Uniform as normal. We continue to expect winter uniform to be worn.
- School lunch options are available as normal and you can either **book your child in for a Yummy Lunch** or **send your child with a packed lunch.**
- Children can **only** bring in a lunch bag and coat with them.
- Children **should not** bring in additional bags, items and pencil cases. Nothing else is required. School will continue to provide all resources and children will have their own space to store these in. As we move further into the school year we may review this guidance.
- Parents will not be allowed to enter the school building. Any issues are asked to be emailed in and a phone consultation will be held if needed.
- Parents are also asked **not to congregate and hold conversations on school premises** or **outside the school grounds.** Once you have dropped your child off or collected them we ask that you please leave the school site.
- Families are asked to have just one parent drop off and walk to school to reduce congestion. In the event of other children having to accompany a parent this is fine, we ask that they stay with their parent and do no run around and play.
- As during our previous procedures, families with children in more than one year group will be able to **choose the drop off and collection point that best suits them.** As children live together they can enter school together at that point and be taken to their class. This can also

work for collection. We can liaise with parents about these specific arrangements over the coming week.

- Wrap around provision details continue to be available and can be booked in the usual way via Learning Curves.
- As noted above, school attendance is statutory. Government guidance states:

*“In March 2020 when the coronavirus (COVID-19) outbreak was increasing, we made clear no parent would be penalised or sanctioned for their child’s non-attendance at school.*

*Now the circumstances have changed and 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. Those with higher overall absence tend to achieve less well in both primary and secondary school. 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 ”*

*More can be read about this by clicking on the link in **section 8***

- In line with government guidance parents are encouraged to walk to school whenever possible. Please see the link in section 8.
- If you have any worries or concerns please do get in touch so we can discuss these with you. Returning all children to school in this way is something we can only do together.
- No decision on events and extra-curricular clubs in the rest of the school year have yet been made. Currently, school is running at capacity and will still have to continue to operate with restrictions and within government guidance like all parts of society. This will impact how we run any extra-curricular activities and hold community and whole school events for the remainder of the school year.

Once we have returned all children to school, we will be considering how events and extra-curricular activities may look moving forward and continue to monitor Government guidance.

Our key priority is ensuring all children return to school and working within Government guidance and the safety of our children and staff.

## **10. Parent consultation – evaluations, clarifications and updates**

*After sending our original plan to parents on Wednesday 20<sup>th</sup> May 2020, Parents were offered the opportunity to email in with questions and concerns. After discussion with parents, I offered the some additional detail and clarification to support the plan. I have left in some very relevant points and issues raised during our school reopening in June 2020 and September 2021 that may help. I will continue to add to this document any further updates after discussions or concerns from parents and evaluations from school.*

### **Toilet arrangements**

With regular cleaning toilets can be used by different children. However, to support this we are continuing to allocate certain toilets areas to certain classes.

### **Medical concerns**

If there has been any change in medical details for your child we ask that you notify us by emailing into school. Please email [bursar@aughtonchristchurch.lancs.sch.uk](mailto:bursar@aughtonchristchurch.lancs.sch.uk) and we can organise a phone consultation with you.

### **Social distancing and behaviour**

It is acknowledged by the government that children and school settings are unique and social distancing is not always possible. I would like to continue to confirm this is the case. Whilst very individual spaces will be provided in class time for children, during playtime outside in their pod children will have the opportunity to play with the other children from the class. We discuss our school rules with children which are viable and used at a reference point in the classroom. We also continue to discuss good hygiene and social spacing rules. We call social distancing '**your safe space**' and during the period of our school being open to emergency care and Reception Year 1 and Year 6 we have encouraged children to play respecting their own and their friend's safe space. This has worked really well with children playing and interacting. It should also be acknowledged that children having the opportunity to play and be with other children is an important aspect of social, mental and emotional wellbeing alongside their overall development. We are very fortunate in our school to have such lovely grounds and children who have been in school during the pandemic have thoroughly enjoyed and benefited from their play experiences in a zone for their pod.

Behaviour in school is outstanding. We continue to adhere to our school rules and behaviour policy using this appropriately in the context of Covid19. To support this we have added in key reminders to our rules which are appropriate and the children are guided through these and reminded of them regularly. They are evident in all classrooms. These can be found on our website in the behaviour policy.

[https://www.aughtonchristchurch.lancs.sch.uk/serve\\_file/739442](https://www.aughtonchristchurch.lancs.sch.uk/serve_file/739442)

## Learning in EYFS

Learning in EYFS is different to other parts of school. Despite the new school measures in place, Reception children will still be working towards their Early Learning Goals. Although resources and context may look slightly different, they will still be provided for opportunities to explore and be creative and work within the areas of learning so crucial for this year group. Children in EYFS will still be involved in continuous provision and their classroom will continue to look different to the classrooms in Years 1-6. It is important to remember that children are not always going to social distance, in particular this applies to children in reception.

## Clarification of pick up and drop off

I fully understand that **drop off** and **pick up** from school can be challenging in our new systems. I would like to thank everyone for their calm approach and support with these new procedures that were implemented in the autumn term.

Having evaluated these procedures during the opening two days of the autumn term and to further support the smooth running of drop off and pick up of children, please note the below clarification points. I hope these will help everyone feel more confident and ensure everyone's safety.

1. Please do not bring dogs onto school premises or leave them tethered to the school gate.
2. Please whenever possible only have one adult collecting and accompanying your child/children to reduce numbers of people on the school site.
3. At the end of the school day, please wait in the designated queuing areas until you reach the front of the line when your child will be passed to you.
4. Please leave via the one way systems and do not wait on school premises to hold conversations once you have dropped off or collected your child/children.
5. When queuing, please ensure social distancing.

### Additional clarification for families with more than one child.

1. If you have more than one child entering school at different times please send them at the **earliest** time through the **appropriate entrance point for the earliest class**.
2. If you have two children who leave at different times please collect them both at the **latest** time from the **appropriate collection point for that class**.
3. If you have children who enter or leave at the **same time** but from different points, you should drop off and collect both of your children from the **youngest child's collection point**. (The exception to this are children in Reception who will leave with their siblings at their collection point).

## Collection Drop off time for Reception children without siblings

Before the summer we had allocated Reception drop off as 9:25 am to support social distancing measure and staggered start times. After evaluation of dropping off procedures after one week we moved this to 9:10am as our procedures were working well enough to allow this and maximise time in school for all Reception children.

*Parents are asked to email in concerns so school can continue to answer concerns and add clarification to any issues.*

*Please email into: [bursar@aughtonchrstchurch.lancs.sch.uk](mailto:bursar@aughtonchrstchurch.lancs.sch.uk)*

## 11. Drop off and collection procedures.

### Year 1 - Blue Zone drop off – Via back gate of school

**Year 1: 9:00 am**

**Parents enter via back gate of school and children will enter via the hall door.**

Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then leave children at the top of steps on the infant playground (Black) with staff in a clearly marked zone. Children will then be lined up down the path to the hall and led into school to join their classes. Parents will leave via the back gate.



**1**  
Enter the running path between the white cones.



**2**  
Walk clockwise around the running path.



**3**  
Stop at blue markers if there is someone in front.



**4**  
Keep Spaces



**5**  
Wait at the markers at the exit point for the teacher to ask you to move forward



**6**

Hand over your child to the staff in the coned area and leave via the back gate. Please ensure no one is coming down the path before leaving.

### Reception, Year 2 and 5 - Yellow Zone Drop off - Via main gate and fire exit at front of school

**Year 2: 8:45 am**

**Year 5: 9:00 am**

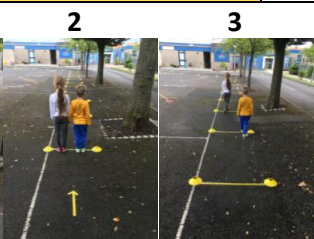
**Reception: 9:10 am**

**Parents enter via main front gate and children enter via fire door at front of school.**

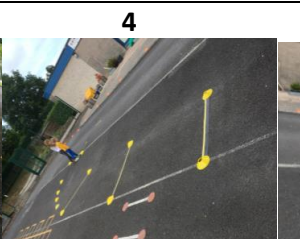
Parents will enter through the main school gate and join the correct queue for Emergency Care on the carpark side of the drive. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be met by staff in a clearly marked zone at the front of school and taken to their class.



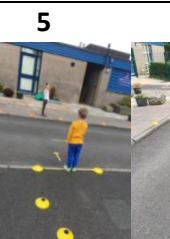
**1**  
Enter between the Yellow cones into The yellow lane.



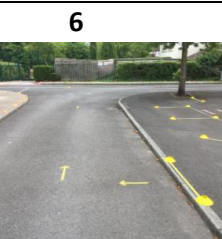
**2**  
Stop at markers and keep social spacing.



**3**  
Wait at the last marker until the adult calls you.



**4**  
Hand your child over into the coned area and exit via the yellow arrows in the correct Lane.



**5**  
Hand your child over into the coned area and exit via the yellow arrows in the correct Lane.

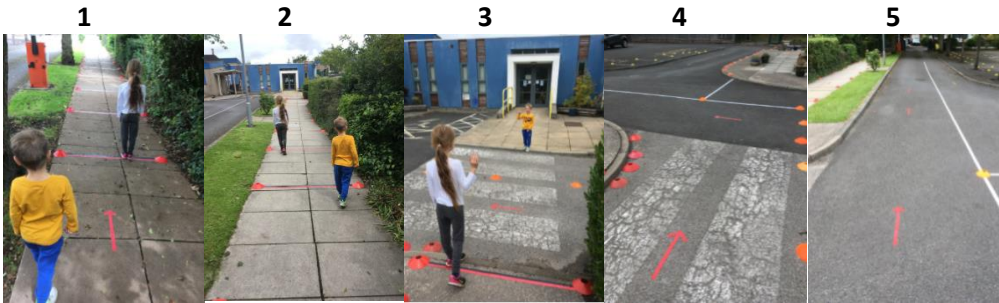
**Year 3 and 4 - Red Zone Drop Off - Via main gate and main door**

**Year 3: 8:45 am**

**Year 4: 9:00am**

**Parents enter via main front gate and children enter via main door at front of school.**

Parents will enter through the main school gate and join the correct queue for their class down the main path to the front door. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be met by staff in a clearly marked zone at the front of school and taken to their pod.



Enter via the main pedestrian Gate down the main path and Keep social spacing. Stop at the Markers until someone has moved on.

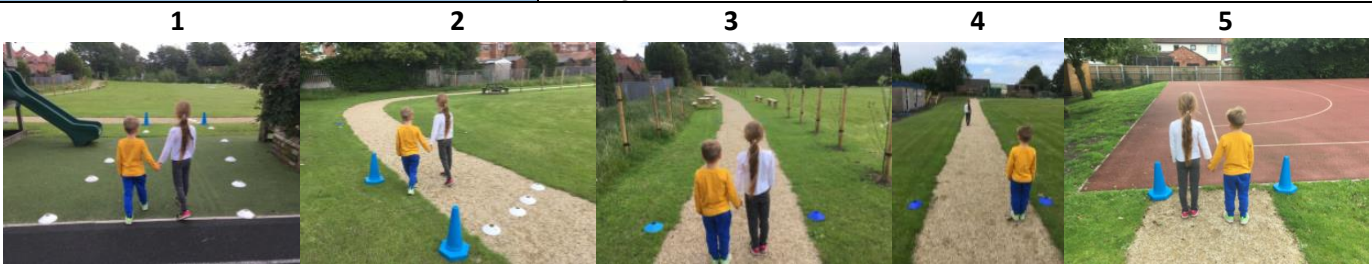
Hand your child over into the coned Zone and exit via the red arrows in the one way system. Please keep to the correct lane.

**Year 6 - Blue Zone Drop Off – Via back gate of school**

**Year 6: 8:45am**

**Parents enter via back gate of school and children will enter via classroom doors.**

Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then leave children on the KS2 (red) playground with staff in a clearly marked zone. Children will then be lined up by staff and taken to their pod through the classroom doors.



Enter the running path between the white cones.

Walk clockwise around running path.

Stop at blue markers if there is someone in front.

Keep Spaces

Wait at the markers at the exit point on the red playground Wait for the teacher to ask you to move forward.

6



Hand over your child to the staff in the coned area and continue around the running path to leave via the back gate. Please ensure no one is coming down the path before leaving.



## **Pick up at the end of the day**

Please note the pickup times and arrangement below. Parents will be asked to queue in the same format as the morning drop off. Children will then be handed to you as you reach the front and you will leave via the same path you did in the morning.

*\*Remember siblings can go home together and be collected at the later time of the children's classes.*

### **Year 1 - Blue Zone pick up – Via back gate of school**

**Year 1: 3:30pm**

**Parents enter via back gate of school and children will leave via the hall door.**

*Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then collect their children at the top of steps on the infant playground (Black) with staff in a clearly marked zone.*

*Parents are asked to leave the school site once they have collected their children and not stay around for conversations.*

### **Year 2 and Year 5 - Yellow Zone pick up – Via main gate and fire exit at front of school**

**Year 2: 3:15 pm**

**Year 5: 3:30 pm**

**Reception: 3:40 pm (for children without siblings)**

**Parents enter via main front gate and children leave via fire door at front of school.**

*Parents will enter through the main school gate and join the correct queue for their class. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be handed over by staff in a clearly marked zone at the front of school.*

*Parents are asked to leave the school site once they have collected their children and not stay around for conversations.*

### **Year 3 and Year 4 - red zone pick up - via main front gate and children leave via main door at front of school.**

**Year 3: 3:15 pm**

**Year 4: 3:30 pm**

**Parents enter via main front gate and children leave via main door at front of school.**

*Parents will enter through the main school gate and join the correct queue for their class. These queuing areas will be marked. There will be a one way system in and out of school with the driveway will be the exit route for parents. Children will be handed over by staff in a clearly marked zone at the front of school.*

*Parents are asked to leave the school site once they have collected their children and not stay around for conversations.*

### **Year 6 - Blue Zone pick up – Via back gate of school**

**Year 6: 3:15pm**

**Parents enter via back gate of school and children will enter via classroom doors.**

*Parents will walk onto the running path and queue around the 250 m running path. This will be marked with social spacing. They will then collect children from the KS2 (red) playground. Staff will hand over in a clearly marked zone.*

*Parents are asked to leave the school site once they have collected their children and not stay around for conversations.*