



BACK TO SCHOOL GUIDANCE

March 2021



CONTENTS

Message from the Head	3
Health and safety measures	3
Teaching and learning	4
Practical matters	5
Meals and equipment	6
Behaviour for learning expectations	7





The school, working with our Trust have carried out further Risk Assessments to ensure that a return to school is safe for all our children, staff and wider community. In order to do this there is clear Government guidance we must adhere to and this will mean some amendments to 'normal school' life.

These are our Trust's non-negotiables that have guided our plans, we will ensure that:

- 1) we minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) everyone cleans their hands thoroughly more often than usual
- 3) everyone ensures good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

4) there is a programme of enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach

5) we minimise contact between individuals and maintain social distancing wherever possible

6) our staff will wear PPE when moving around the school

7) Staff are carrying out twice weekly LFD tests

These non-negotiables alongside ensuring the children and young people in our Trust schools receive the very best education have been the guiding principles of our plans.

Dr C Wilson
Executive Head Teacher

HEALTH AND SAFETY MEASURES

WHAT TO DO IF YOUR CHILD BECOMES ILL

It is **most important** that your child must be fit and well before you bring them to school. If they are unwell you **MUST keep them at home**, and notify the School's Education Attendance and Welfare Officer Mrs Burgess asap on 01635 41077 or jburgess@speenhamland.newburyacademytrust.org

If your child displays any symptoms of COVID -19 they **MUST get tested**. They will have priority for testing. You must inform the school about the outcome of the result as soon as you have it by phoning or emailing School Office asap on 01635 41077 or office@speenhamland.newburyacademytrust.org

If your child tests positive you will need to follow the latest government guidance and keep them at home for the period of isolation. The school will take advice from Public Health England (PHE) about who else will need to isolate. So, it is important you inform us of the results as soon as you have them. Details of how to get tested can be found on our website.

If you have returned from a country which **is not** on the Government Travel Corridors list your child will need to isolate for the time outlined in the government guidance.

If your child is isolating and they are fit and well their lessons will be set on DB Primary and they will be able to access learning at home. If there are any problems with access to DB Primary you must let us know as we can support with devices whilst your child remains in isolation.

HYGIENE, USE OF PPE AND MEDICAL PROCEDURES

You should ensure your child comes to school in clean uniform each day (as outlined in the Parents Handbook) and be vigilant in monitoring your child's health in line with COVID-19 guidance.

You must make sure that your child does not attend if they or a member of their household has symptoms of coronavirus. You should let the school know as soon as possible by phone or email in order for us to risk assess each individual case.

Once pupils are in school, they will wash their hands regularly, including before and after they eat, and whenever they change rooms or return from break.

Handwashing is the best form of prevention of the virus spreading. We will be promoting regular hand washing for 20 seconds with running water and soap or the use of sanitiser and ensuring good respiratory hygiene by promoting the catch it, bin it, kill it approach. We will provide hand sanitiser and tissues in each classroom.

We will be cleaning more frequently to get rid of the virus on regularly touched surfaces, such as door handles, handrails, table tops, and play equipment. Some play equipment will be removed to ensure good hygiene levels.

Our staff will wear PPE, when they give first aid, provide intimate care and when they are supervising a child who has become unwell with symptoms of coronavirus while in school and a 2m distance cannot be maintained. Our staff will also wear masks when they are walking around the school in the corridors.

Children will not be expected to wear face masks, and if they wear one to school you will be asked to remove it and take it home.

When parents drop and collect their children from school we encourage you to wear face masks especially when 2m distance cannot be maintained from other parents.

TEACHING AND LEARNING

THE BUBBLE APPROACH

We will continue to implement a bubble approach to learning inside the classroom. In order to maximise learning time throughout the day outside lunch and break times will be extended to key stage bubbles.

TEACHING AND LEARNING

Every child, and every home, has had a different experience with lockdown and home learning. Whilst we know the majority of families will be delighted that schools are reopening, there may be some parents or pupils who feel anxious about returning: if this applies to you, please do not suffer in silence. You should contact us as soon as you can and we will work with you to ensure you feel reassured that all your concerns have been addressed.

Whilst many children have completed home learning and some children have already returned to school, we acknowledge that we will be adjusting our curriculum to ensure that the children make the progress necessary to catch up with any learning they have missed. With this in mind we are adapting the curriculum so that we can spend additional time on key areas. This will involve recapping the key learning points from this year, before moving onto new content. We will also be implementing some smaller intervention groups across the school in order to focus learning and support our children to make the greatest progress.

We will also be focusing on the social and emotional well-being of the children. Teachers will plan a range of activities based around the book, 'What We'll Build' by Oliver Jeffers. Pace and challenge will increase in time and catch up will be implemented appropriately – routines, enjoyment, friendships and relationship with adults in the classroom will also continue to be an important focus in order to ensure the children feel safe and happy.

Whilst we will be recapping learning, we will still be delivering a broad and balanced curriculum. There will be priority given to English and Maths, but the children will still learn through curriculum topics to develop their skills and knowledge, focusing on a wide range of subjects. PE will be delivered by Mr Page and will be an important part of our curriculum.

ATTENDANCE

School attendance will be mandatory for all students from 8th March. The usual rules on school attendance apply, including:

- Parents' duty to secure their child's regular attendance at school
- Schools can issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Excellent pupil attendance at Speenhamland is one of the keys to our success. We expect all pupils to aspire to have 100% attendance. Our expectations are high as excellent attendance relates to excellent progress.

A pupil should come to school every day that it is in session and should only be absent if the reason is unavoidable. Allowing a pupil to be absent without good reason is against the law and each parent could be fined a substantial sum. Every half day absence from school has to be classified by the school (not the parents) as either authorised or unauthorised. This is why information about the cause of each absence is always required.

Authorised absences are mornings or afternoons away from school for a good reason: e.g. illness, other unavoidable causes or exceptional circumstances.

Unauthorised absences are those which the school does not consider reasonable and for which no request for absence has been granted, these include:

- Keeping pupils off school without good reason
- Truancy
- Absences which have never been properly explained
- Late arrival at school which is too late to get a present mark in the register
- Unauthorised holiday

PRACTICAL MATTERS

TIMINGS OF THE SCHOOL DAY AND SCHOOL WEEK

So that we are able to maximise on teaching time across the week, whilst at the same time limiting the number of staff the children come in to contact with, we are going to close school on a Friday afternoon for all pupils to enable staff to have their Planning, Preparation and Assessment time (PPA). This is a legal requirement for all teachers.

We feel that our pupils will get maximum benefit and high quality teaching and learning consistently throughout the week by having their class teacher without the disruption of having PPA timetabled elsewhere in the week. Homework can be completed during this time.

We appreciate that this may present difficulties for some due to working hours, please do contact the school office if this will be an issue for you and your family.

PUPIL MOVEMENT AND SAFETY

Within the classes, we have made some changes, such as moving furniture and removing soft furnishings in order that we can clean thoroughly at the end of each day. Resources can be shared during the school day within a bubble, and additional cleaning will take place to ensure these are safe to use. The furniture will be moved to enable children to face forwards within the classroom.

Movement in and around school including in corridors will be minimised wherever possible and timetabled, e.g use of the IT Suite and we will have clear guidance about this that will be communicated to the pupils.

In order to maintain social distancing during social times, the playground and field will be zoned and timetabled. It will be really important that your child stays within the area that they are told to.

PUPIL DROP OFF AND COLLECTION

We will continue to operate a staggered start and finish to the school day with only one parent or carer attending the school. This has allowed social distancing at the front gate. The timings still allow for the same amount of curriculum time over a week.

The table below shows a staggered start and finish times, as well as the entrance we would like the children to use – there have been some slight changes so please read this carefully.

There will be a member of SLT on the gate to welcome your child into school every day. Social distancing of 2 m between staff and parents and parents and parents must be maintained during drop-off. If you need to speak to a member of staff and it is not urgent please telephone or email the school office and a member of staff will contact you that day. We ask that parents do not engage in conversations with each other on the pavements around the school as this causes anxiety for other parents, blocks the pavement and creates an unsafe environment.

Year 6 pupils may be able to bring mobile phones in to school, if they walk or cycle to school on their own, however this is at their own risk. They will be asked to hand them in when they arrive in their class.

We have amended our drop-off and collection times slightly for this term as follows:

	CLASS 1	CLASS 2	CLASS 3	CLASS 4	CLASS 5	CLASS 6	CLASS 7	CLASS 8	CLASS 9	CLASS 10	CLASS 11
ARRIVAL	8.50am	8.50am	8.35am	8.35am	8.35am	8.45am	8.45am	8.45am	8.55am	8.55am	8.55am
GATE	SIDE	SIDE	SIDE	SIDE	SIDE	FRONT	FRONT	FRONT	FRONT	FRONT	FRONT
COLLECTION	2.50pm	2.50pm	2.40pm	2.40pm	2.40pm	2.50pm	2.50pm	2.50pm	3.00pm	3.00pm	3.00pm
GATE	SIDE	SIDE	SIDE	SIDE	SIDE	FRONT	FRONT	FRONT	FRONT	FRONT	FRONT
HOME FRIDAY	12.50pm		12.35pm	12.35pm	12.35pm	12.50pm	12.50pm	12.50pm	13.00pm	13.00pm	13.00pm

Parental vehicles will not be allowed to park in our car park at any time unless dropping off your child in the Keevill unit. We are very fortunate to have an agreement with Waitrose where parents can park in the car park at the start and end of day and walk their children to and from school from Waitrose car park. Parents can also use the kiss and drop facility which will be supervised by staff, please ensure that you drop children swiftly to avoid causing delays for other parents..

We would ask that you do not come in to the school building, unless you have a pre-arranged appointment. There will be a member of staff in the office, who will be able to help with queries over the phone or via email only.

DRAGON CLUB

Dragon Club will be open from the 8th March 2021. Parents of children booked into this will receive a separate letter outlining the provision. If you would like your child to attend please contact the school office to sign up and to complete the necessary paperwork.

MEALS AND EQUIPMENT

Our school kitchen will reopen and lunches will be available again. Pupils eligible for free school meals will return to having their lunch at school and will no longer receive lunch vouchers. Lunches should be ordered via parent pay, as before lock down. All menus are displayed and updated regularly on our website.

Meals will need to be ordered using the ParentPay site **by 8am on Monday** for the forthcoming week.

The children will eat their lunches either in the school hall, dining hall or outside on the picnic benches available.

Please can all packed lunches be of a healthy nature and a reminder we are a nut free school. The children will store packed lunches outside their classroom, please ensure their lunchboxes are clearly labelled with their name.

What your child will need:

- School uniform is to be worn (including the required school shoes) as outlined in the Parents' Handbook
- Children will have PE lessons, and so they should bring in PE kit, in a drawstring bag. Due to restrictions we are unable to lend PE kit if a child has forgotten it. Wherever possible PE lessons will take place outside, and so children are able to bring in navy joggers for extra warmth. **PE kits will be sent home weekly to be washed and must come back into school on a Monday**
- Coat. Children will be taken out for playtimes wherever possible, even in light rain, and so it is important that they have a coat with them at all times
- All children will need their own named water bottle (this will be topped up throughout the day by the staff members in your child's bubble), there will be no water fountains in use
- Children can bring in a school bag to carry their belongings.
- Children **in Year 3** and above may bring in one small pencil case, although this is not compulsory. We will provide materials for younger children to use

In addition, your child will bring home a Reading Book on a Monday afternoon, which should be bought back to school on a Friday morning and placed in the class 'returns' box. A new book will be bought home the following Monday; unless pupils are still reading their book, in which case they can keep it until they have finished. This will be the case in the juniors where the children are reading longer novels.



BEHAVIOUR FOR LEARNING EXPECTATIONS

We expect excellent behaviour from our pupils at Speenhamland. We reward our pupils daily by giving Dragon's eggs and celebrate the achievement of all throughout the house system. Negative or unsafe behaviour will not be tolerated at Speenhamland and we will follow our steps of behaviour as outlined in our school policy.

Behaviour for learning expectations are outlined below:

Expectations	Reasons
All children arrive at school at their class 'bubble' allocated time slot.	Late arrival, whilst occasionally unavoidable, will lead to clashes with the arrival of other class 'bubbles'. Every effort must be made to arrive at school on time. If you are early, please wait to the side, so that others may pass.
Children (and parents/carers) say goodbye at drop off with minimal fuss and in good time.	Delays in children coming into school impacts on the next class 'bubble' start time. Usual attendance expectations resume and absences could lead to attendance interventions and ultimately fines. *
Children will learn within their own 'bubble' at all times.	Mixing 'bubbles' increases the risk of an infection outbreak.
Children must listen to and follow adult instructions at all times.	All staff will only ask children to do something that is in the best interest of themselves and others. Choosing not to follow these instructions puts others at risk.
Children will observe signs around the school.	Signs around the school ensure movement that enhances safety of all.
Children will respect personal boundaries of others.	Where possible children must not touch or have physical contact with other children to reduce the risk of infection. **
Children must remember social distancing expectations when queuing	Where possible children must not touch or have physical contact with other children to reduce the risk of infection. **
All children need to practice good personal hygiene.	Personal hygiene is one of the best defenses against passing on germs to others.
Children should tidy up after themselves.	Children will be sharing a desk and we need to minimise contact. Children will have allocated equipment which others should avoid picking up from the floor. Staff will be cleaning the tables regularly throughout the day; tidy tables makes this easier.
Children look after their belongings, including items of clothing.	We don't want belongings or clothes to mix 'bubbles' and due to staggered breaks and lunch times, they won't be able to go out and retrieve it. ***

* If you have key information to share at the start of the school day, you will not be able to share that at the gate. If suitable, please write a note in the Reading Record. If it is more complex, please telephone the school office to arrange a telephone appointment with a member of staff.

** We are aware that there are times when a child is in distress because they have hurt themselves or because they are feeling emotional for a variety of reasons. Staff will use their professional judgement when dealing with a distressed child.

*** More than ever, it is important you label ALL of your child's clothes and belongings. We are always amazed by how many jumpers, coats and gloves are unnamed and end up in lost property. If you don't want to use labels, sharpie pens work BUT please update them regularly as they do fade through washing.

SEND

If your child has Special Educational Needs and/or Disabilities (SEND) school staff have been in touch with you regularly over the last few months. Please contact Mrs Broad or Mrs Green, via the school office if you would like to discuss this further.

We understand that some of you and your children will be anxious about returning in March, after some months out of school. Please be reassured that we are taking exceptional measures to make our schools as safe as can be. We will be providing additional emotional and wellbeing support for all pupils, and will also be providing additional opportunities to support learning where this is required. Although very many of our pupils have worked hard using our remote learning resources provided by our dedicated teachers, we are fully aware that learning has been lost. We are adapting our curriculum to make sure that our pupils receive the teaching and knowledge they need to achieve well and make progress.

Your children deserve a great education in a safe and caring environment – we will not let them down.



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