

## School Arrangements

*(updated January 2<sup>nd</sup> 2021)*

### Who should attend school?

School will remain open for all children full time.

### Who should not attend school?

- Any child whom a doctor has advised they should not attend on medical grounds.
- Children displaying symptoms of COVID-19, those who have tested positive for COVID-19 or are self-isolating due to symptoms in their households.
- Children who are otherwise not well enough to attend school.

Please also see flow chart provided by Bedford Borough regarding what to do in the case of Covid symptoms

### Does my child **have** to attend school?

School attendance is statutory, so all children are expected to attend unless unwell, isolating or due to other authorised circumstances at the discretion of the headteacher.

### When will school be open?

School will be open across both sites to all year groups during term times, unless advised to close due to local or national public health concerns.

### How will children be grouped?

Children will remain in their Year groups as separate bubbles for the majority of the time. In order to accommodate the smooth running of the school, we will have three larger bubbles as follows:

- Early Years and Key Stage 1 (Squirrels, Rabbits and Otters)
- Lower Key Stage 2 (Foxes and Badgers)
- Upper Key Stage 2 (Woodpeckers and Owls)

Mixing between class groups within these larger bubbles will be kept to an absolute minimum.

Their class teacher(s) will remain with them the majority of the time, but other staff may be involved in their teaching and learning at certain times during the week. Staff will take appropriate precautions in terms of distancing and hygiene protocols to enable them to work across bubbles where needed. This will include them wearing face coverings at certain times.

### When will school start and finish?

The staggered start and finish times will remain in place to reduce numbers at the school gate.

Start and finish times will be as follows:

	Drop Off	Collection	Gate
<b>WILLINGTON</b>			
Squirrels	08.50 – 09.00	15.15 - 15.25	Side gate (behind minibus parking)
Rabbits/Otters	08.50 - 09.00	15.15 - 15.25	Front gate
<b>COPLE</b>			
Foxes/Badgers	08.40 – 08.50	15.20 – 15.30	Side Gate
Woodpeckers/Owls	08.30 – 08.40	15.10 – 15.20	Front gate

Please come to the allocated gate and **maintain a safe distance from others**. There will be a member of staff on duty on the gate and the children will be directed straight to their classroom. Adults will not be able to enter the site, with the exception of Squirrels parents who may take their child to a dedicated outdoor space. Children will be dismissed from the same gates at the end of the day. Older children who may be walking home alone will be released after all others in their group have been collected. If there is an overlap of collection times, please collect any younger children from the Willington site first. **Please wear a face covering when dropping off or collecting your children.**

What arrangements are in place to keep the children and staff safe?

- Class groups will not mix during the school day
- Rooms will be organised so that children sit side by side and not face to face. Classrooms will be kept well ventilated.
- Each class will have allocated toilet facilities.
- With the exception of the Squirrels, children will have their allocated seat within the classroom. Basic stationery will be allocated to individuals for their own use. Years 5 and 6 may bring a **small** amount of their own stationery if they wish.
- Cloakrooms will not be used for storage. Children will keep their belongings in the classroom with them.
- Any shared equipment will be cleaned between uses.
- Table tops and frequent touch surfaces will be cleaned regularly.
- Children will be reminded to wash their hands regularly and effectively and reminded about other measures such as trying to avoid touching their faces.
- Children should bring in their own small packet of tissues if possible.
- Movement around the classroom will be kept to a minimum.
- Staff will be given guidance on how to interact with and support pupils when distance cannot be maintained.
- Reading books will be monitored and managed carefully by adults.
- Breaktimes will be in allocated areas.
- Hot lunches provided by Caterlink will be served in the hall in sittings with tables cleaned between sittings. To allow space for safe seating arrangements, on the Cople site, children bringing packed lunches will eat these in their classrooms. On the Willington site, the children will all eat together in the hall and library area.

- **Within class bubbles, we will not expect children to maintain distance from each other or their regular staff, but we hope that by implementing all of the above measures we will be providing the safest possible environment for them.**
- Children will not be required to wear face coverings and guidance actively discourages the use of coverings in classrooms. If you wish to talk about any individual request, please contact Miss Ryan.

#### How will my child's well-being be catered for?

We recognise that everyone's experience over the last few months will have been different and that some children will be anxious and unsure about routines and expectations. We will continue to maintain well-being as a high priority, allowing time for daily check-in and well-being time.

If you are concerned about your child's well-being at any time, if something has happened outside of school that may affect them or you feel they are particularly anxious about any aspects of school, please let us know so that we can help as much as possible.

#### How will my child catch up?

Over the course of the Autumn Term, we have spent time assessing where the children are at in their learning and where the gaps are and revisiting key areas of missed learning, either as a whole class in in targeted groups. We will continue to ensure that with any new unit of work, we revisit prior learning in that area. For some individuals, there may be a continued need for targeted support and intervention, which may take the form of 1:1 or small group work out of the classroom, with another teacher or a teaching assistant. This may be for a short period of time or it may need to be continued for longer. Regular attendance and keeping up with homework tasks set will be vital in supporting your child's catch up.

#### How will I know how my child is doing?

We hope to use Class Dojo to share some of the learning that is happening in school. As always, we encourage you to get in touch with us if you have any concerns. Please email or arrange for a telephone appointment if you would like to discuss your child's learning. We expect that Parent Consultations this term will need to be remote again and we will look at the best way to facilitate this, recognising that a 1:1 conversation with your child's teacher is valuable.

#### What happens if school closes or my child is in isolation?

Distance learning will be provided if:

- A bubble needs to close due to advice following a confirmed case of Covid-19.
- The school needs to close due to local or national lockdown.
- A child needs to isolate due to Covid-19 symptoms in themselves or a family member or having been identified as a close contact of somebody having a positive test.

Guidelines about what learning will be expected, how it will be delivered and how it will be monitored are available on the school website. <https://sheerhatchprimary.org.uk/wp-content/uploads/2021/01/Remote-Learning-Letter-to-Parents-Oct2020.pdf>

### Will children need to wear school uniform?

Children should be wearing full Winter uniform in school, with a couple of adjustments.

- An additional layer such as a fleece or hoodie (plain red, black or grey) may be worn to combat cooler temperatures as a result of increased ventilation. **Please note that this in addition to a school jumper or cardigan and not an alternative.**
- To avoid PE kit in school, we will ask that children come in school PE kit on the days that they have a PE lesson. (These days remain the same as last term.)

Please see the school website for uniform requirements and suppliers.

<https://sheerhatchprimary.org.uk/parents/uniform/>

### Will Care Club be operating?

Care Club remains open for bookings. Care Club will be open on both sites before school and on the Cople site only after school. Children from the Willington site booked in to Care Club will be transported to Cople at the end of the school day.

During Care Club, children will stay within their larger bubbles i.e. Years R, 1 and 2; Years 3 and 4; Years 5 and 6.

Please see Care Club document issued last term for further details.

### Will the minibus be operating?

We will run the shuttle system between Cople and Willington at the beginning and end of the school day as previously. Only children who have pre-booked can use the minibus. Children will need to queue at appropriate distances and only enter the bus under the supervision of staff, having sanitised their hands. (Parents should wait with younger children). Children will have allocated places and be in rows with other children in their year groups. The driver and chaperone will wear face coverings while on the minibus. The seatbelts and handles will be wiped down between each run.

### Will there be extra-curricular activities?

There will be no after school clubs. We will continue to monitor risk and consider safe activities, groupings and the use of external coaches etc. to determine the right time to start such clubs.

We will offer the opportunity for interested children in Key Stage 2 to have access to choir material to learn songs that can be performed later in the year as part of Young Voices

Children having instrumental lessons with peripatetic teachers will continue following safety and hygiene protocols..

### What happens if my child is hurt or ill?

We will continue to care for the children in the best way to meet their needs safely. In the case of injury; older children will be encouraged to be as independent as possible. When

staff need to be closer to children to administer first aid or comfort children, they will have access to gloves and face covering.

If a child develops symptoms of Covid-19 whilst at school, they will be isolated. Staff caring for them will have PPE provided and all hygiene protocols will be adhered to. You will be contacted to collect your child, given information about accessing a test and the most up to date information on isolation. **It is vital that a test is carried out as soon as possible and the school informed of the results.**

What happens if another child (or member of staff) develops covid-19 symptoms?

If a child (or member of staff) is absent or sent home due to symptoms, the school will follow local and national guidance. Parents will be informed if a positive case is confirmed.

What else can I do?

Please continue to adhere to current guidance around distancing etc. outside of school to support us in protecting all children and staff in school.

Speak to us about any concerns or changing circumstances.

**Thank you for your support and co-operation.**