



# Forest Lodge Academy

A L.E.A.D. Academy

## Re-opening of school during COVID – 19

### Procedures and Information for Parents and Pupils

#### June 2020



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## 1. Why are schools reopening?

The Government announced on the 16<sup>th</sup> May that all schools needed to plan for the phased re-opening of schools. The rate of infection remains too high to allow for the full opening of schools for all pupils yet. Primary schools welcome back children in:

- Nursery
- Reception
- Year 1
- Year 6
- 'Key worker children' and vulnerable groups as per the lockdown strategy.

**Please note this is conditional on government announcements / updates and trust approval. You will be notified if these plans change.**

**Key reasons why nurseries, Reception, Year 1, Year 6, pupils are prioritised are due to:**

- The value that face to face interaction with teachers and education staff provides for young people of these ages.
- Children in Nursery, Reception and Year 1 are at the very beginning of their school career and are mastering the essential basics, including counting and the fundamentals of reading and writing, and learning to socialise with their peers.
- Year 6 children are finishing Key Stage 2 and are preparing for the transition to secondary school, and will benefit immensely from time with their friends and teachers to ensure they are 'secondary ready'.

For more information, please see the below links:

### **Education Secretary's statement on coronavirus (COVID-19): 16<sup>th</sup> May**

Education Secretary on the Government's response to the outbreak of coronavirus and plans to begin returning to school safely. Please find the link [here](#).

**Planning guide for primary schools.** The latest DfE guidance document - a checklist guide to reopening schools. You can find the link [here](#).

**Schools reopening Q&A** The DfE released a short Q and A on reopening schools.

You can find the link [here](#).

**Please be aware that you may receive this information and guidelines may change before the 8<sup>th</sup> June after another government announcement or Trust Board approval. We will advise you as soon as we know if there are any changes.**

## **2. How are we preparing for the return of Nursery, Reception, Year 1, Year 6 and the 'Key Worker Group'?**

Forest Lodge Academy have had to consider many factors like all primary schools as each one is very different. Factors considered have been Health and Safety of all, pupil uptake, staffing numbers and ensuring the site is safe for all to work in. We have worked with L.E.A.D to ensure that we are following all guidelines and protocols in our road map of return.

## **3. Minimising risk for all**

### **Social Distancing**

To reduce risks, we have had to put certain measures in place for the protection of all. Firstly, staff, parents and pupils must adhere to social distancing at all times as much as possible. When pupils are in school this will be discussed and enforced as much as feasibly possible. Posters will be visible, markers / tape in certain areas to remind them of this new rule. When parents come on site we ask that only **one parent/carer** brings their child to the gate for Nursery, Reception and Year 1 pupils. All Year 6 pupils are asked to leave an adult at the gate and come in independently.

### **Classroom 'Bubbles'**

Inside school we have grouped pupils into 'bubbles'. In each bubble there will be a Teacher and 2 Teaching assistants assigned. These staff members will stay with that group at all times and work on rotation where possible. This stops cross contamination. Unfortunately, pupils cannot mix with other bubbles and will be contained in their classroom together until guidance changes. 'Key Worker' children already in school will stay with that group and not return to their year group due to the different times and days they attend.

### **Classrooms**

There will be limited numbers of pupils in classrooms ranging from 9-12 at the moment. Furniture, tables have been spaced out 2 metres apart as much as possible to allow for social distancing when completing learning. Pupils will only be allowed in a corridor when they are entering or exiting the building and when going to the toilet one by one.

## **Equipment**

All pupils will be issued with a pencil case which will contain equipment for their use only. Each bubble will be given certain learning tools which will only be for the use of their bubble. These will be known as 'bubble packs'.

These include equipment, toys, outdoor equipment and technology. Pupils must bring their home learning packs.



## **Hygiene**

Regular hand washing will be essential and this will be carried out routinely with soap and water. This will be built in throughout the day. All classrooms will have cleaning equipment issued and as far as possible all equipment will be cleaned regularly. Bins with lids are available in all classrooms.

Pupils will be directed not to touch each other's equipment or share resources. Daily cleaning will take place as usual and on a Friday PM an additional thorough clean will take place.

On return pupils will be trained on fire evacuation procedures and how we will be implementing all of the above measures.

Although these are unusual circumstances please don't be alarmed. All children who have been in school in the last few weeks have picked up very quickly and this new way of working. They will be constantly reminded of this.

## **Uniform**

It is essential that all pupils come to school in daily fresh clean clothes. This will be difficult as some pupils will have grown out of some things and this is not at present available to buy. If uniform is not worn this is fine however, please ensure clean clothes are worn each day. Please ensure pupils are encouraged to wash hands before coming to school and have had a thorough wash. This will help with the spread of germs.

Please ensure that children have appropriate clothing for varying weather. Apply sun cream at home and ensure a sun hat / cap is brought to school if necessary. Sensible footwear is also essential as pupils will not be changing for PE but will still partake in physical activity.

Please do not send pupils into school wearing face coverings/masks and gloves. The government guidelines issued are that pupils are not allowed in classrooms wearing these. If pupils arrive at the collection point with these on they will be asked to remove them and they will be put in a sealed bag and disposed of.

#### **4. Staggered start dates / days of provision**

If you did not inform the class teacher or respond via email as to whether your child was intending on taking up the school offer, do not assume your child will have a place. Please ensure you have emailed the year group email or school office. We will then make the necessary arrangements and let you know a start date.

All teachers have informed us of numbers through the telephone calls they have had with you. If you are unsure, please call the school office. If in a few weeks' time you choose to take up this offer and your child is in one of these year groups, again email the year group email or telephone the school office. This will take several days to arrange as we will have to create a new bubble / team.

**The following provision is offered:**

Nursery/Reception/Key Worker group – **Start date – 8<sup>th</sup> June**

Nursery/Reception/Year 1/ Key Worker group - **Start date – 10<sup>th</sup> June**

Nursery/Reception/Year 1/Year 6/Key Worker group – **Start date – 11<sup>th</sup> June**

Pupils in Nursery, will be offered each morning session Monday – Friday, Reception, Year 1 and Year 6 will be offered **4.5 days a week – Monday to Friday (AM only on a Friday)**. School will close for a deep clean on a Friday at 1pm. Children will have lunch and then must be collected by 1pm (staggered times below). Key Worker group pupils can remain in school until 3pm on a Friday if a necessity.

Only those pupils who are currently in the Key Worker group can attend for breakfast club. Due to staffing ratios we will **not be offering breakfast club or after school club** to any other year group.

From Monday the 15<sup>th</sup> June - all groups, apart from Friday pm.

Please ensure that attendance remains as consistent as possible as this will aid with teaching and learning.

#### **5. Dropping off and collecting your child(ren) from school**

To maintain social distancing and ensure there is not congestion each year group will start at a different time.

There will be **two entrance gates open** to use only for entering the site these are:

- The gate on Overseal Road
- The gate onto Charnor road

**To exit everyone will use the main gate that leads to the car park.** Please ensure you adhere to this one-way system to ease congestion and allow for social distancing.

## 6. Staggered start and End times

(Staff will be outside to assist in a safe manner)

### **Pupils who are in the –**

- **Key Worker Group** – arrival at 8.35am at the usual courtyard door Year 3/ 4 unless attended breakfast club at 8.00am arrive in the small hall doors. Collection pick up time at 3.00pm from the courtyard doors as currently.
- **Nursery / Reception** – arrival at 8.50am – staff will be on the main playground and pupils will line up and be escorted in. Parents please send your child to the class teacher line, try to let them do this independently to allow for teacher instruction / social distancing. Staff will be there to help with this. Collection pick up time at 11.30am – Nursery. Reception 2.30pm from the main playground Monday – Thursday **12.30pm Friday**.
- **Year 1** – arrival at 9.05am – staff will be on the main playground and pupils will line up and be escorted in. Again please let them do this as independently as possible. Collection pick up time at 2.45pm Monday – Thursday and **12.45pm Friday**.
- **Year 6** – arrival time 9.15am – staff will collect you from the main playground. Please enter school without an adult where possible. Collection pick up time 3.15pm Monday – Thursday and **1pm Friday**.

**Please note:** These times must be adhered to. We **will not accept late children** as this will impact on staff having contact with different bubbles. Please ensure if you arrive for pick up that you remain away from playground lines and adhere to social distancing.

**Siblings:** If you have more than one child in these year groups please bring them to the first staggered opening for your youngest child. A member of staff will be holding a sign saying 'Sibling drop off point'. The children will then be escorted in to their appropriate rooms to await the others joining them.

All pupils must be on time and collected promptly for the purpose of congestion on school site and to allow for social distancing. Please ensure you follow the markers and signs at all times.

## **7. School Office**

The school **office remains closed** to parents face to face. Please do not enter reception. If you need to contact the office for any queries, please email or telephone. Do not bring late pupils to the office as they will not be admitted.

## **8. Staggered Break times**

Pupils will still have a break time where they will go outside on the field or playground in their bubble only, with the staff team. Each bubble will have a separate time allocated. Pupils will have separate outdoor equipment to use. Pupils will not be permitted to play on any of the outdoor fixed equipment and these will be sealed off. All pupils are asked to bring a healthy break time snack and a drink of water. Cool milk and the fruit scheme will not be running during this period.

## **9. Lunchtime Arrangements**

All children in receipt of FSM and Universal FSM will be issued with a packed lunch. Throughout this period, we will not be using the communal dining hall and all pupils will eat in their classrooms. Pupils will again get a staggered period of time where they can go outside before or after lunch, weather permitting. All other pupils are asked to bring a packed lunch from home.

## **10. Teaching and Learning**

Teaching will resume as soon as pupils begin. This will look different however, we endeavour to provide access to as much of the curriculum as possible. All classes / bubbles will have a structured timetable so that pupils understand the routine daily. We will continue with English and Maths but also will focus on good mental-health and well-being as many of the pupils may have had very different experiences. Teachers will use various methods to gain an understanding of what pupils know and understand, however marking will be limited due to cross contamination as well as 1-1 feedback, so much of this will be done with the whole class interactively in various ways. Of course teachers also still have to provide online learning for those not attending so materials will be duplicated where possible. All classes / bubbles will have a teacher assigned, however sometimes the teaching assistants will lead this for periods. Phone calls will happen as much as possible to those not in school but this may be once a fortnight. This will be reviewed as numbers increase; however, we have had very positive feedback regarding this contact which has enabled us to keep a consistent relationship with all of our families.

## **11. What can parents do to help?**

We understand that this has been a difficult decision to make and respect all decisions made by our parent/carers. As a school we have the best interests of all at heart and want to provide the best for all parties in a safe manner. Please bear with



us as we also adjust to these new measures. Any queries or concerns don't hesitate to give us an email or telephone call and we will be happy to discuss.

To help and support us working in this new way please could you discuss these procedures with your children. Although some of these new ways of working will seem very strange please reassure pupils that they will pick these up very quickly.

As stated above please help us stop the spreading of germs by ensuring pupils come to school in clean, fresh clothes and have had a thorough wash. Below we will attach a new home / school work agreement. Please read these and help us to ensure that they follow them as much as possible.

If we do have any issues and find that some pupils cannot carry out these safety measures we will contact, you for support with this.

## **12. Absence / Illness / First aid**

If your child is ill, please follow normal school procedures and timings. If your child or anyone in the household becomes ill with any Covid – 19 symptoms; **persistent cough (more than three hours)**, high temperature etc. do not send them to school. Inform the office and they and the household will have to isolate for at least 7 days, 14 days if anyone else shows symptoms.

If any pupil becomes ill in school normal procedures will take place. If any Covid-19 symptoms are shown your child will be removed from their bubble and quarantined until they are collected.

A first aider is available for all classroom bubbles. Please explain to the children that these will have to wear PPE to deal with any injury and this is just a precautionary measure. This could be alarming for some so please inform them of this.

Huge apologies for the length of this information but we felt that if we could be as thorough as possible this would limit any queries you may have. If you need any further information again contact the year group email or telephone the school office and we will be happy to answer these.

### **Reporting Absence**

It is essential that if your child has an allocated place in one of these bubbles that they attend. If your child(ren) do not attend it is imperative that you call the school office and report this on the absence line. As a school we have to complete a DFE return and record absence reasons and the take up of places, therefore it is important that if you have been contacted through track and trace to self-isolate or if you or a member of your family have symptoms of Covid 19 or even if they have a non-coronavirus related illness, it is still important that you let us know on the morning of your child's absence.

Please ensure you assist us with this. If your child(ren) do not attend and a message has not been received, then the school will carry out first day calling after 10am.

### 13, **Changes to the environment**

When you return to Forest Lodge Academy there will be some changes you will notice when you arrive. We have tried to take some photos for you so that you can see what we mean. These changes have been implemented following Government guidelines on the re-opening of schools and are there to keep everyone safe.

Around the school and on the playground you will see lots of signs instructing you on the one-way system we have put in place, social distancing reminders and also some doors have posters to say which group will be going through them on arrival.



These posters are visible around school and are there to remind children, when walking around the corridors to keep to the left and also to remember to social distance as much as possible.



On the playground you will see posters clearly identifying the one-way system we have designed on the playground. All parents and children will enter via the gates on Overseal Road OR the gate on Charnor Road and will then exit using the main gate that leads on to the car park.



When you enter the playground at your allocated time you will see your child's class teacher or familiar adult standing at one side of the playground and your child will then join the line and stand on one of the white dots on the playground (these have been spaced 2m apart to encourage social distancing).

At the back of this photo there is 2 netball posts with red tape across them. This is to section off an area for parents to stand and drop their children off. Parents **cannot** come in front of the red tape and we encourage once you have waved your child to the line then to leave the playground as soon as possible, or wait until all lines have left the playground before exiting.



Your child will then be taken to their classroom by the class teacher. The classrooms do look different and we have put a photo in of the classroom for you to see, however be assured that your child's teacher will explain all the changes to the children and as strange as it looks the children will get used to it and the teachers will support all children through these changes.

As explained previously in the booklet all 'bubbles' will have staggered and separate break times and lunchtimes. This will include a set time outside in an area around the school and although this area may not be an area your child is familiar with this will again be supported by the class teacher.

Your child may also find that there are sections of the playground cordoned off. This is due to Government guidelines ensuring that no 'bubbles' can share any equipment and this obviously includes the larger apparatus. Your child's 'bubble' has however been provided with a box of outdoor equipment that you children will be able to access each day.



When your child is in school each bubble will have an allocated toilet that they can use. Most bubbles have their own toilets and will be allowed access to these one at a time under the supervision of an adult. However, where bubbles do have to share toilet the cubicles these have been clearly labelled.



Although some of this might look strange, scary even, we can assure you that we will support you and your children through the changes and the children will be introduced to these very gradually and with the support and patience of the staff in their bubble. We are all getting used to these changes, however they are a necessity in keeping everyone safe and allowing more children to come back to school.

### **Reminders:**

- Bring in home school learning pack
- Bring in a healthy snack and a water bottle for break time
- Bring in a packed lunch if you are not Universal or FSM
- Bring in any medication you may need like your asthma inhaler
- Read the home/school agreement
- Check your start and end times
- PE kit **is not** required
- Make sure you have applied sun cream and bring a sun hat if appropriate
- Make sure you wear sensible shoes
- Remember the new rules

**We look forward to seeing you all!**

# Home School Agreement

## School

Forest Lodge Academy

### The school will do its best to:

- Provide an environment which has been risk assessed in response to the COVID-19 infection;
- Adhere to the social distancing rules as set out by the government as much as we reasonably can;
- Provide a curriculum that meets the needs of your child's well-being, mental health and academic needs;
- Contact parents/carers if your child displays symptoms of COVID-19;
- Inform you if staff or children in your child's 'bubble' show symptoms of COVID-19 as this will mean you will all need to self-isolate for at least 14 days or until the test comes back negative;
- Continue our clear and consistent approach to rewards and sanctions for children as set out in the Behaviour Policy as well the expectations outlines in this agreement;
- Communicate between home and school through notices, newsletters, text, email and the school website.

Signed on behalf of the school.....  
Date.....

## Parent

Parent/Carer.....

### To help my child at school, I know and understand that:

- If my child, or anyone in my household, shows symptoms of COVID-19, I will not send them to school, we will self-isolate for 14 days as a family, I will get them tested and I will let the school know as soon as possible via telephone;
- If my child, or another child in the group, shows symptoms of COVID-19 at school, I will collect my child from school immediately;
- On my commute, and when dropping my child off and picking them up, I will adhere to the 2 metre social distancing rules.
- When dropping off and picking up, I will strictly stick to the school timings for my child;
- My child must not bring any items into school with them or take items home from school;
- My child will have their temperature taken on arrival and during the day if they feel or present as being unwell
- I will need to remind my child about social distancing rules but accept they are difficult to follow and that my child may not always do this successfully
- My child will need to use good respiratory and hand hygiene;
- I will not be allowed into the school without a pre-arranged appointment – make appointments via telephone or email;
- I need to support all staff in their efforts to create an 'as safe as possible' environment during this crisis;
- Read all letters/messages/emails that are sent home;
- I need to inform the school immediately of any changes to parents/carer and emergency contacts details.
- If my child is deemed unsafe, he/she will be sent home and cannot return to school until they can be safe.

Signed by parent/carer.....  
Date.....

## Child

Child's name..... Class.....

### I will do my best to:

- Adhere to the social distancing rules in class and in the playground;
- Tell an adult if I feel unwell;
- Not bring things into school from home, or take things home from school;
- Only use the equipment provided to me by school and no other;
- Not mix with any other children in the school;
- Only enter and exit the school building from the designated gate;
- Follow good respiratory hygiene: coughing and sneezing into elbow or tissue (catch it-bin it-kill it);
- Follow good hand hygiene – use soap and water for 20 seconds/ hand sanitiser;
- Only use public transport if absolutely necessary and ensure I socially distance and wear a face covering, if I do;
- Behave well at all times to maintain the safety of myself and others;
- Follow these expectations and know that if I don't, I will be sent home and will not be able to come back into school until I can be safe.

Signed by child.....  
Date.....