



Forest Lodge Academy

A L.E.A.D. Academy

**Re-opening of
Forest Lodge Academy
1st September during COVID – 19**

**Procedures and Information for
Parents and Pupils taken from the
whole school Risk Assessment**

August 2020



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1. Why are schools reopening?

The Government announced on the 2nd July that all schools needed to plan for the full return of all pupils on the 1st September 2020 the beginning of the Autumn Term. Full guidance for schools can be found at: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

Full guidance for parents/carers can be found at: <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Please note that this guidance/advice is updated regularly.

Returning to school is vital for children's education and for their wellbeing. The risk of children themselves becoming severely ill from coronavirus (COVID-19) is very low. As a school we are following all guidance and health and safety measures to minimise risks while providing a full educational experience for our pupils.

We have used the guidance to support the planning process of opening for all pupils and how organisation and procedures can ensure minimum risk and the health and safety of pupils, staff and parents. All information in here has been taken from government guidance and the whole school risk assessment. We have carried out a thorough risk assessment which can be found attached which covers all 5 sections of the guidance: Public Health advice to minimise coronavirus risks, School operations to minimise spread, Curriculum, Behaviour and pastoral support, Assessment and accountability, Contingency plan for outbreaks.

This handbook gives you all the information needed for pupils returning to school in the Autumn Term. This should be read and shared with your children so that they have some understanding of what school life will be like following new ways of working.

2. How are we preparing for the return of all pupils?

Forest Lodge Academy has had to consider many factors like all primary schools as each one is very different. Factors considered have been Health and Safety of all, movement of pupils and parents on and off site, layout of classrooms organisation of break and lunchtimes, ensuring that 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 fully opening for all pupils.

3. Minimising risk for all

Class / Year group Bubbles

All pupils will be taught in class by their new class teachers and support staff. For the first few weeks there will be restricted movement around the school until procedures are reviewed. Pupils will form a class and year group bubble as entering and exiting the building at playtimes and lunchtimes will be staggered to certain year groups to avoid congestion in corridors and communal areas.

Classrooms

Classrooms in Years 1-6 have been set up in rows of tables to ensure pupils are sitting side by side. Teachers will socially distance as much as possible and will teach from the front of the classroom when possible. When working in small groups or giving feedback this will again be carried out side by side. We will be encouraging social distancing as much as possible.

Nursery and Reception pupil classrooms will not have rows of tables. Pupils will still free flow across the continuous provision as their learning is through play. Teachers will try to maintain distance between pupils however in Early Years this is extremely difficult so cleaning regimes will be enhanced even more to ensure all equipment remains in the bubble to allow for sharing.

Equipment

All children will be issued with their own pencil cases and equipment and resources will be limited to the class/year group bubble with cleaning regimes enhanced. Break times and Lunchtimes will be staggered and year group bubbles will be given the same time allocations.

Support

All of our staff will ensure that support is available for all pupils who need it when returning to school in these different circumstances. Please be reassured that staff training has taken place and we want to make the experience of returning to school a happy one.

Support staff will still assist pupils throughout the day this will be carried out side by side to avoid face to face contact if at close distance as much as possible.

On site you will see signage visible in all areas as reminders to social distance as much as possible and to indicate routes, drop off and collection points to ease congestion and remind us of the precautions we need to take.

During the lockdown period through remote learning, year group emails and the school website worked extremely well for communication with staff during this period. We will be setting up new email accounts for new year groups to aid communication during this time. Teachers will respond as much as possible, however they are also teaching so anything, which is urgent, should be telephoned into the school office. During the first week you will receive a curriculum newsletter outlining what subject topics will be

taught this term. Here you will also find out the learning and homework expectations as well as PE days etc.



Hygiene

Regular hand washing will be essential and this will be carried out routinely with soap and water continuously throughout the day for all pupils. This will be built into the daily timetable. 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 as well as enhanced cleaning of toilets and communal routes.

Safety

On return pupils will be trained on fire evacuation procedures and how we will be implementing all of the above measures. This will be discussed in classes and through virtual assemblies.

Although these are unusual circumstances please don't be alarmed. All children who have been in school in the last few weeks of the summer term, have picked up this new way of working extremely quickly including nursery and reception pupils. They will also be constantly reminded of procedures so will get used to a new routine.

Uniform

When returning to school we expect all pupils to be back in full school uniform. Government guidance has changed and it is not an expectation that new clothes are worn each day but parents are encouraged to ensure that all children maintain cleanliness and carry out the hand washing regime regularly at home too. This will help with the spread of germs. As a school we will also be teaching children about 'catch it, bin it, kill it' when coughing and sneezing.

Please ensure that children come to school with appropriate clothing for varying weather. Apply sun cream at home and ensure a sun hat / cap is brought to school if necessary.

PE lessons will still be taking place and children will be expected to arrive on PE days in full PE kit with appropriate trainers/footwear during this time for at least the first half term. PE lessons will take place as normal, more frequently outside. Pupils will have two lessons of PE a week.

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 school with these on they will be asked to remove them and they will be put in a sealed bag and disposed of.

4, Dropping off and collecting your child(ren) from school

To maintain social distancing and ensure there is not congestion year groups will have a staggered start and end time. We will be following a one way system on site.

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

- The gate on Overseal Road near Nursery
- The gate onto Charnor road (near the zebra crossing, not the car park gate)

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. Please walk on the pavement and not the road.

Only one/parent/carer onsite for each pupil. Year5/6 pupils are encouraged to come on site unaccompanied as much as possible.

Please bear with us as new procedures will be reviewed as we open and changed/updated if needed. If your children are in KS2 and are independent enough to walk onsite alone please allow this. There will not be enough room onsite for parents to congregate and stay. It is essential that you drop and go to ensure that there is not a knock on effect with timings.

5, Staggered start and collection times

As Forest Lodge is a large three form entry school we cannot have all pupils starting at the same time for the moment. To aid with congestion of parents and pupils all year groups have allocated time slots which must be adhered too. **All pupils must attend school in their ten minute window as late arrivals will not be allowed to enter.** It would be beneficial for all pupils to be present for the beginning of their slot rather than waiting until nearer the last minute.

Only one parent/carer should arrive on site to bring their child(ren). Parents in Nursery once pupils start after transition dates parents/carers will not be allowed into classrooms. Reception parents/carers are also not allowed in classrooms this half term either. This will be reviewed.

Nursery and reception pupils will have a phased transition start. Please see letter sent previously. The below timings are from- Reception Wednesday 2nd September and Nursery Monday 7th September.

All Year 5 and Year 6 pupils are asked to come onto and leave site unaccompanied and for parents / carers to wait outside the gate if needed. This will again help us reduce numbers of people crossing the site.

Slot 1 - 8.40 am – 8.50 am Arrival / Collection 3.00 pm

Reception – Parents are to remain in the parent zone initially, which is on the main playground using the Overseal road entrance. Teachers / support staff will collect pupils from the main playground. Pupils will form a line and be taken in as a group. Staff will have a sign to make it visible to all which class they are collecting.

Parents are asked to not approach staff and to social distance as much as possible. Pupils will have markers on the playground to stand on. All pupils will be taken in by 8.50am and this bubble will then close. On collection pupils will be brought to the playground and parents again must stay in the parent zone until called. Pupils will be dismissed individually by staff members at 3.00pm. Please do not come forward until your child's name is called.

Year 2 – Year 2 pupils will enter and exit through their outside classroom doors. Staff and signs will be visible. Only one parent/carer per child to come onto site. The path is narrow so please ensure parents social distance, this is why we are staggering arrival times. Pupils will exit as the class teacher calls parents / pupils individually, please form an orderly queue outside of the classroom door for this to work quickly and effectively for all.

Year 4 – Year 4 pupils will enter through the courtyard door. A member of staff will direct pupils to their classrooms. Pupils will not queue on entering. At the end of the day for collection pupils will be brought to the courtyard and lined up. Parents are asked to stay away from the lines adhering to social distancing measures and teachers will release pupils once they can be seen individually to aid with safeguarding requirements.

Year 6 – Year 6 will enter through the courtyard door. A member of staff will direct pupils to their classrooms. When exiting we encourage parents to allow the pupils to walk off site alone and to meet them outside of the school gates if needed. Pupils will be directed to leave site through the main gate.

Slot 2 - 8.55 – 9.05 am Arrival / Collection 3.15 pm

Nursery (AM) – Pupils will enter through the nursery door. A member of staff will be on duty. Again please social distance where possible. Nursery AM pupils should be collected from the same door at 11.55am. Please enter through the Overseal Road Gate. Parents cannot enter the classroom presently.

Nursery (PM) – Pupils will enter through the nursery door at 12.15pm. A member of staff will be on duty. Again please social distance where possible. Nursery PM pupils should be collected from the same door at 3.15pm. Please enter through the Overseal Road Gate. Parents cannot enter the classroom presently.

Year 1 - Year 1 pupils will enter and exit through their outside classroom doors. Staff and signs will be visible. Only one parent/carer per child to come onto site. The path is narrow so please ensure parents social distance, this is why we are staggering arrival times. Pupils will exit as the class teacher calls parents / pupils individually, please form an orderly queue outside of the classroom for this to work quickly and effectively for all.

Year 3 - Year 3 pupils will enter through the courtyard door. A member of staff will direct pupils to their classrooms. Pupils will not queue on entering. At the end of the day for collection pupils will be brought to the courtyard and lined up. Parents are asked to stay away from the lines adhering to social distancing measures and teachers will release pupils once they can be seen individually to aid with safeguarding requirements.

Year 5 - Year 5 will enter through the courtyard door. A member of staff will direct pupils to their classrooms. Pupils will not queue on entering. When exiting we encourage parents to allow the pupils to walk off site alone and meet them outside of the school gates if needed. Pupils will be directed to leave site through the main gate.

If collecting pupils from lines in the courtyard please stay back next to the black fence as much as possible.

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 the site/playground lines and adhere to social distancing.

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.

Attendance

All pupils are expected to return to normal attendance procedures and should attend school full time. Attendance protocols, rewards and sanctions will return to normal. No leave of absence will be authorised unless extenuating circumstances. The school will continue to work with the Local Authority and the Educational Welfare Officer.

As a result of updated government guidance if pupils and families have travelled abroad during the holidays please ensure that all quarantine rules have been followed and do not return to school until after the 14 days of quarantine. Please inform the school of this.

Siblings:

If you have more than one child in varying year groups at present we cannot accommodate a sibling drop off point as we have done previously, due to high numbers, again please bear with us as this will be reviewed. We have ensured that there is only 15 minute gap between the staggered start and end times. Please ensure you wait to the side of thoroughfares to allow for social distancing or leave site and re-enter at the given time.

Clubs

All club provision must be paid for in advance as our school debt policy states. Any accounts that are not paid, provision will be stopped for pupils.

Breakfast Club (Please only use this provision if absolutely necessary at this time)

Breakfast club provision is from 8.10 am - 8.40 am. Children receive cereal, toast, and fresh juice. Children are then taken to class for registration. The cost of this club is £1.00 per session - £5.00 per week.

Previously children were able to turn up to Breakfast Club however this is not the case at this time. If you would like your child (ren) to attend please **book a place by the email below** informing us the days you would like and the name and class of your child/children. Breakfastclub@forestlodgeacademy.co.uk

After School club Monday – Wednesday Only (Please only use this provision if absolutely necessary at this time)

After-School Club provision is from 3.00 pm – 4.30 pm. Children get to take part in many activities such as art, craft, computing, cooking and then have some time to read with an adult. Children are given a drink and a snack during this time. The cost is £2.00 per day - £6.00 per week.

To **book a place please email below** with the name and class of children and days required.

Afterschoolclub@forestlodgeacademy.co.uk

Please note: Currently we cannot guarantee places and provision. If these clubs do go ahead limited places will be available due to smaller groups required and procedures we need to follow. **To help us, please if possible only use this provision if essential at this current time. You will be notified by email if you have a place.**

Walking Bus

Currently for at least the first two weeks this will not operate.

6, Staggered Break times / Healthy Snack

Pupils will still have a break time where they will go outside on the field or playground in their class/year group 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 (fruit) and a drink of water. Cool Milk will begin from the start of term, however Early Years KS1 Fruit scheme may not so please bring a healthy snack with the children. Tuck shop will not operate at this time.

7, Lunchtime Arrangements

Pupils will again get a staggered period of time where they can go outside before or after lunch, weather permitting.

Pupils **entitled to FSM and universal meals** in Reception, Year 1 and Year 2 will be provided with a hot meal. Lunchtimes will be staggered to allow for each year group bubble to have a slot in the hall. Pupils who usually have a packed lunch are to bring

them as normal. Pupils who are in KS2 who are entitled to FSM will receive a school packed lunch at this time, **no hot meals will be provided at present**.

All other pupils must bring a packed lunch in the first instance, **paid hot meals will not be provided at this time**. Packed lunches will be eaten in the classrooms and will be supervised by lunchtime staff.

8, Teaching and Learning

Teaching will resume as normal as soon as pupils return. We will return to teaching the full curriculum. All classes, year group bubbles will have a structured timetable so that pupils understand the daily routine including new break and lunchtimes and regular hand washing slots. We will be assessing pupil's knowledge and putting plans in place to ensure pupils can catch up on missed learning. We will also be teaching mental health and wellbeing strategies and techniques to support all pupils.

Marking and feedback will resume in class, the changes will be that teachers will teach from the front as much as possible and interact with pupils from the side rather than face to face.

Nursery and Reception learning including continuous provision will be as normal although there may be some restrictions on the amount of toys available. Pupils will not notice any differences in these areas.

PE will still be taught 2 hours per week, pupils must arrive in full kit. Homework will also resume as usual.

Assemblies

There will be no traditional whole school or phase assemblies during the first part of the autumn term. These will be replaced with weekly virtual assemblies and celebrations which will be watched by pupils in their classrooms. We are keeping an open mind about whole class assemblies, music mornings and Christmas productions but we all should be aware that full-scale productions, gatherings, look unlikely to take place in the autumn term.

Coats and Bags

As pupils in Years 1-6 have their own locker space all outdoor clothing and belongings will be put away as they enter the building before going to their classrooms. At this current time please only bring essential items to school that will be placed into lockers. (Water bottles, packed lunch reading book, pupils will not need any other equipment as this will be provided.)

Reading Books

Pupils will be given weekly reading books which can be taken home. On their return these will be placed in a box and cleaned before redistribution a few days later. If your child has reading books at home please bring them all back to school on their return.

9, School Office

The school **office remains partially closed** to parents face to face. Please do not enter reception unless in an emergency. If you need to contact the office for any queries, please email or telephone as much as possible.

office@forestlodge.leicester.sch.uk This is to limit queues that build up in reception and avoid congestion. Do not bring late pupils to the office as they will not be admitted as we cannot enter and mix staff between bubbles.

10, 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, book a test and if a positive test is recorded then they and the household will have to isolate for at least 10 days, 14 days if anyone else shows symptoms. It is essential that you inform us of this.

Once a positive test is had school will then look at the class/year group bubble and those in the class bubble may have to isolate too, depending on circumstances.

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. It is essential that all details for contacting parents/carers are up to date on our system.

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

11, Reporting Absence

It is essential that if your child is ill that you report this to the school by calling the office and leaving a message on the absence line. As a school we have to complete a DFE return and record absence reasons, 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, 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 10:00am to the first contact on the system.

12, Remote learning

A contingency plan is in place for remote learning if there is an instance where Leicester is locked down again and the school is closed. Remote learning will also be available if for any reason a class or year group bubble needs to be closed due to a positive test. Communication is essential and to ensure you have up to date information please download the Weduc app, like our facebook page and ensure that

you have access to parentpay emails. This is where information will be sent out too. Contact the school office if help is required.

Online learning will be made available as previously and class teachers will contact each pupil and family. If the internet is not available books, work packs will be made available.

Year group email addresses will be published on the year group curriculum letter which will be given out when pupils return. Please contact teachers through these if necessary.

13, What can parents do to help?

We understand that parents and pupils will be apprehensive about returning after so long for a variety of reasons. Please be assured that the school and the Academy Trust have rigorous Health and safety measures in place to minimise risk. Regarding classrooms and learning, pupils will still have the same experience of transition activities and getting to know their new staff members for the first few days.

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 clean and having washed their hands thoroughly.

Below we will attach new rules and a work agreement. Please read these and help us to ensure that they follow these 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.

14, 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.



Reception pupils will line up on these dots when your child's class teacher or familiar adult arrives. Please stay in the parent zone and follow the signs when you arrive on site.

At the back of this photo there are 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, or asked to go upstairs and meet their staff member by an adult on the courtyard door.

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.

Class pictures in rows below.



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 allocated toilets across year groups which will be cleaned regularly. Class/year group bubbles have their own toilets and will be allowed access to these one at a time under the supervision of an adult. Pupils will go to the toilet before and after break and lunch. If they need to during lesson time only limited numbers can go at once to allow for social distancing.



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.

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 school office and we will be happy to answer these.

15, Reminders:

- Please share this information with your children.
- Come to school in full uniform with an outdoor coat.
- On PE days please come in your PE kit including appropriate footwear.
- Arrive at school at your new time slot and entrance.
- Check your start and end times.
- Bring limited items to school at the start.
- 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.
- Make sure you have applied sun cream and bring a sun hat if appropriate
- Remember the new rules

We look forward to seeing you all, for the start of a great new journey together!

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 outlined 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 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 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/carers and emergency contacts details.
- If my child is deemed unsafe, I will be contacted to see how best to proceed in order to maintain as much safety for my child as well as the other children and adults in school. In some cases, if deemed necessary my child may be required to go home.

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 that I do not need (such as toys, pencil cases, etc.)
- Only use the equipment provided to me by school and no other;
- Not mix with any other children outside my bubble;
- 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 understand that my actions can make a difference to everyone's safety. If I put people at risk I may be spoken to about my actions and in some cases my adult may need to be notified.

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