

School Protocol for Reopening: September 2020
(Updated 28/08/2020)

Riverboats Children's Centre and the School organisation are now running separately.

Information for Parent/Carers and staff

This protocol will work in school and keep us safe but we need to trust our community to continue to follow the government advice on social distancing; this guidance protects us all. If we do not maintain the strict social guidance that has worked so well over these last weeks, we may see a rise in the cases of COVID 19. This must be avoided so please, work with us, ensure social distancing at all times and follow the latest government guidance.

This protocol has been designed, in-line with both the current Government guidance (2nd July 2020) and in accordance with the Worcestershire Children's First guidelines. We have worked extensively as a staff with the Governing Body's support to ensure the school and the Children's Centre are ready to be fully opened in September.

We expect to make changes as guidance is updated and therefore this protocol will be reviewed regularly and updated as necessary. We ask for your support and understanding whilst we use our best endeavours to make our school environment as safe as it is possible for all of our school community.

School and Riverboats will run as a separate organisation to ensure the two communities do not mix: no school children will go through the Riverboats Children's Centre.

Staffing Structure

The groups set below are the 'safety bubble' groups in which we will be working during the initial phase of re-opening. As far as possible, we will limit the movement of adults between bubbles, however, there are some exceptions to this which have been set out in the Government guidance for reopening:

'Schools should ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.'

This means that when the school deems appropriate/ necessary and safe, some staff will work with pupils across year groups. This includes the SENDCo, the Learning Support Team, Educational Psychologist, Family Support Workers, Social Workers, medical professionals and Speech and Language Therapists. School protocols will be shared and external professionals will be expected to risk assess their visit prior to visiting the school.

The School Day

Current Proposed Bubble Structure (subject to change)

UPTON-UPON-SEVERN CofE PRIMARY AND PRE SCHOOL BUBBLE PLAN FOR WHOLE SCHOOL STAFF - AUTUMN TERM 2020



EARLY YEARS - BUBBLE 1

RIVER ROOM
Lead: Miss Millie Barnes
TA: Mrs Ana Miles
Lunchtime Supervisor team

NURSERY
Teacher: Mrs Laura Berryman
TA: Mrs Jo Martin
Lunchtime Supervisor team

RECEPTION
Teachers: Miss Katie Adamson and Mrs Sarah Gabriel
TA: Mrs Fiona Barnett
Lunchtime Supervisor team

KEY STAGE 1 - BUBBLE 2

YEAR 1
Teacher: Mrs Debbie Johnson and Miss Helena Lacon
Teaching Assistant
Lunchtime Supervisor team

YEAR 2
Teacher: Mr Mark Farmer
Teaching Assistant
Lunchtime Supervisor team

LOWER KEY STAGE 2 (Years 3 and 4) - BUBBLE 3

YEAR 3
Mrs Emma Davies
Teaching Assistant
Lunchtime Supervisor team

YEAR 4
Teacher: Mrs April Merrick
Teaching Assistant
Lunchtime Supervisor team

UPPER KEY STAGE 2 (Years 5 and 6) - BUBBLE 4

YEAR 5
Teacher: Mrs Kate Moroni
Teaching Assistant
Lunchtime Supervisor team

YEAR 6
Mrs Emma Malpass and Mr Chris Tomkins
Teaching Assistant
Lunchtime Supervisor team

ADDITIONAL STAFF BUBBLE

FINANCE
Mrs A.Marlow

SECRETARY
Mrs Cooper

RECEPTIONIST
Mrs S. Dobbin

HEAD
Mrs J.Wills

SITE MANAGER
Mr Miles

CLEANING STAFF
(x4)

SENDCo
Miss J. Ludlow

WRAP AROUND
Miss Barnes
Mrs Dodd
Miss Gregory
Mrs Furze

Every child is expected to attend school in September and could face potential government fines for non-attendance. **It is imperative that your child arrives at/ collected from school at the correct time** - please avoid arriving early - this will allow pupils to enter the school safely and quickly. As we have staggered drop off and collection times we would appreciate your help by leaving the school grounds as quickly as possible in order for us to retain social distancing. On arrival pupils will be expected to wash their hands in the washing facilities that are now available at each school entry point.

Wrap Around Care

Children returning to school in September requiring wrap around care will be able to use this facility if it is paid for in advance - this includes breakfast club and/or after school care. The school has taken into account the Government guidance:

*Schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care and transport.
Siblings may also be in different groups.*

To keep the integrity of our internal 'school bubbles' each class will be assigned a specific area to use. Dropping off and collection will be via The Olive Courtyard.

If you would like to book wrap around care for September, please do so by following the link below. Please be aware that from September **no bookings will be accepted unless payment has been made in advance** - details on this are included in the booking form which are below and on the school website.

Breakfast club link is: <https://forms.gle/nnciqRN2kaVDcEaY9>

The Moorings (after school club): <https://forms.gle/ViZVY2fvaevtSW62A>

Timings of each group with entry and exit points

On arrival, all children must wash hands in the facilities provided.

	River Room	Nursery	Reception	Y1	Y2	Y3	Y4	Y5	Y6
Drop off/ Collection point	Main Reception	Olive Courtyard	Via playground (then straight into R)	Via playground (then straight into Y1)	Via playground (then straight into Y2)	Y3 Door via Ramp	Cloakroom near Rainbow Garden	Cloakroom near Rainbow Garden and boiler room.	Cloakroom near Rainbow Garden and boiler room.
Entry Time	As per booking	9:00am to 9.10am	9.00am to 9.10am	8.40am to 8.50am	8.50am to 9.00am	8.30am to 8.40am	8.30am to 8.40am	8.40am to 8.50am	8.50am to 9.00am
Exit Time	As per booking	2.45pm	2.45pm	2.55pm	3.05pm	2.50pm	2.50pm	3.00pm	3.10pm

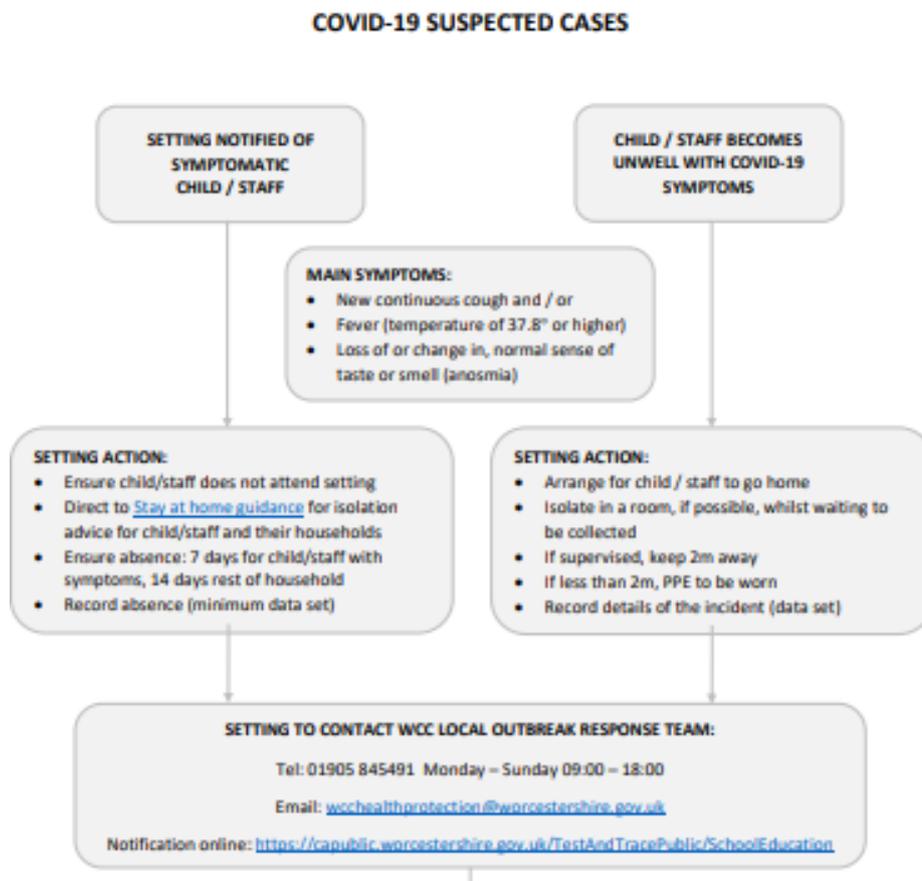
PE

In September PE will look a little different. The children will be playing socially distant games and using minimal equipment whilst following an outside curriculum.

Children must bring PE kits into school at the beginning of term and they must remain in school until half term when they can be taken home to be washed. No spare kit will be provided if children do not have their PE kits. Children are expected to wear school blue PE shorts and a white t-shirt up until October half term. After half term children will be permitted to bring tracksuits in for the colder weather. We suggest that trainers, as opposed to pumps, as they fare better on the outside surfaces for the Autumn term.

What to do if a pupil or adult develops symptoms of coronavirus (COVID-19) whilst attending Upton-upon-Severn Primary School:

CLICK HERE FOR GUIDANCE FOR SCHOOLS



Wherever possible a child with possible symptoms awaiting collection, should be isolated by using an outdoor area if possible. If an indoor room has to be used, then it must be closed off and the cleaning procedures below put into place before it is reopened.

FAQs Regarding School Opening

How have we prepared the school for reopening?

Classrooms do look very different now - we have followed Government guidance and removed unnecessary furniture, all soft furnishings have also been put into storage. Tables have been organised into rows. There is a one way system round school and additional hand washing facilities have been installed. We are also requesting that families move round the outside of the school in a one-way system. We have rigorous cleaning procedures that take place both during and after the school day. Teachers will spend some time on the first day back sharing the changes with the children and talking about how we will safely move around the school in our bubbles. The Risk Assessment is available to view via the school website.

What should I do if I need to speak to a member of staff?

We know how important a positive and professional relationship between teacher and every child's family is and we want to maintain the strong relationships we have with all families. As we will be having staggered start and finish times, staff will be unable to talk to parents/ carers when dropping off and collecting children. At these busy times we will be requesting that the school grounds are vacated as quickly as possible to allow the next class to enter or exit safely.

Therefore we are requesting that you contact the class teacher via the class emails, which will be checked once a day during term time only:

- EYFS & Reception: Via individual pupil Tapestry accounts (which will be assigned in September if you have not yet received details about this).
- Year 1: year1@uptonuponsevern.worcs.sch.uk
- Year 2: year2@uptonuponsevern.worcs.sch.uk
- Year 3: year3@uptonuponsevern.worcs.sch.uk
- Year 4: year4@uptonuponsevern.worcs.sch.uk
- Year 5: year5@uptonuponsevern.worcs.sch.uk
- Year 6: year6@uptonuponsevern.worcs.sch.uk

These will be checked daily and teachers will respond at the next available time. If the message is urgent then please phone the school office directly and a message will be passed on, please avoid visiting the office in person, unless it is an emergency or an appointment has been made in advance.

What arrangements are made for lunches?

Every child will have a cold lunch to enable them to eat in their classroom with their 'bubble'. You can provide your own packed lunch, or you can book a lunch via Black Pepper. If your child is entitled to FSM please order them in the same way that you have done previously.

Will my child get fruit and milk each day?

Fruit and milk will continue as normal in September. Children in KS2 will need to bring a healthy snack for break times (no crisps, biscuits, sweets or chocolate please). Milk for children over 5 should be ordered via Coolmilk as previously done.

What does my child wear?

Children must return to school in school uniform. The only exception to this will be outdoor learning days/ Forest School - these days will be confirmed at a later date. No spare kits or wellies will be provided for children who have not brought it in.

What should my child bring each day?

We will need to limit the number of items moving between home and school. Therefore your child should only bring their lunch, a water bottle and a coat/hat. We will not be issuing home/school liaison books this term and bookbags will not be needed. Please name all items of clothing - it's even more important than ever that we don't have a mix up. We will provide labelled pencil cases for each pupil which will hold their own set of equipment.

Will my child have a reading book?

Children will be issued with a reading book/books every Monday. Books should then be returned on a Thursday where children will place them in a plastic box in the classroom and these books will be quarantined for 48 hours.

What will my child learn at school?

We will continue to deliver the school curriculum as we have done prior to COVID19 - but we will have to make changes to how/ when the content is delivered. The teachers will be spending the first two weeks on a whole school project with a focus on a specific story which links heavily to the planet, emotional wellbeing and PSHE.

We continue to follow White Rose maths which has significantly adapted its curriculum to allow for extra time on certain areas which were not covered in detail last term.

We will be aiming to include lots of opportunities for outdoor learning and have a PSHE focus through the term which helps to address any worries or concerns children may have.