



Woolgrove School, Special Needs Academy September 2020 Returning to School Protocol and Procedures

GUIDE FOR PARENTS/CARERS

In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term – Thursday 3rd September 2020.

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible"



Aspect of school	Action
<p><u>Attendance</u></p> <p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the autumn term.</p>	<p>Children will be returning on Thursday 3rd and Friday 4th September. There will be a phased return in the first week with classes having reduced number of children on the first two days of term to ensure the children are settled. All children will be returning to school on Monday 7th September.</p> <p>We will be resuming normal school hours (Monday to Thursday 9am to 3pm and Fridays 9am to 2.00 pm).</p> <p>The Government have stated that all children are expected to return to school unless they are in a clinically vulnerable group.</p> <p><i>Pupils who are shielding or self-isolating</i></p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Woolgrove will support those parents through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded.</p> <p>Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p><i>Pupils and families who are anxious about return to school</i></p> <p>If parents of pupils with significant risk factors are concerned, we will provide opportunities to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a telephone call with a member of SLT or a virtual meeting via Microsoft Teams.</p>
<p><u>Assemblies</u></p>	<p>All assemblies will be held virtually via Microsoft Teams.</p>
<p><u>Back Up / Plan B</u></p>	<p>The school will continue to support any children who are clinically vulnerable and unable to attend school. This support will be offered via the class based email addresses which were set up.</p> <p>Should we enter a second lockdown or localised lockdown this will be the primary way the children will have their education delivered.</p>
<p><u>Transport</u></p>	<p>From September County transport will resume as normal. Please see the separate email from them about this and the option for parents to take up a personal transport budget and claim fuel allowance for transporting their child to/from school.</p>
<p><u>Bubble System</u></p>	<p>The bubble (group) system will continue to be in operation. The 12 classes have been divided into 3 bubbles.</p> <p>Bubble 1 - Blue /Red / Yellow and Green Bubble 2 - Diamond /Star/Triangle and Hexagon Bubble 3 - Cube/Cone / Sphere and Pyramid</p> <p><u>Outside Play Areas:</u> Bubble 1: Class outside areas and EYFS playground Bubble 2: Star/Diamond outside area and sensory garden Bubble 3: Large playground</p>



<p><u>Cash and Cheques</u></p>	<p>Although the office will accept cash and cheques we are strongly encouraging parents / carers to pay for items on Parentmail. This will limit the handling of cash but also will mean the office do not have to bank.</p>
<p><u>Classroom Layout</u></p>	<p>Pupils will be allocated their own space at a table and have their own chair. If practical some additional furniture may be removed to provide a flow of movement around the room.</p>
<p><u>Curriculum</u></p>	<p>A full curriculum offer is planned, with some modifications to reflect current guidelines (e.g. singing is not recommended at present and sporting activities will be outside, where possible).</p>
<p><u>Dinners</u></p>	<p>The school will continue to offer school dinners via Herts Catering or children can bring in a packed lunch.</p> <p><u>Lunch timetable</u> 11:45 - Bubble 1 Blue and Red will eat in class. Yellow and Green will eat in the dining room. Table 1 and 2</p> <p>12:00 - Bubble 2 All classes to eat in their classrooms</p> <p>12:30 - Bubble 3 All classes to eat in the dining room. Tables 3 – 6</p> <p>Additional picnic tables/benches will be purchased to enable some children to eat in their outside areas if the weather is nice.</p>
<p><u>Drop-off/ Collection times</u></p>	<p>We respectfully ask parents / carers to socially distance when they are dropping off and collecting children from the site.</p> <p>If you are called to the school to collect your child you will be asked to wait in the lobby by the main front doors.</p> <p>From September there will be a number of changes to pick up and drop off. In the mornings the front gate will be shut at 9.00am.</p> <p>All parents or vehicles containing a child from Blue Class will park in the lay by at the front of the school next to the pedestrian gate. Other vehicles will enter the school grounds and park up with engines turned off. Drivers and children will remain in the vehicles. All staff will exit the school to collect the children from their vehicles and will only collect the children from their own class. When all children have gone to their classrooms the gate will be opened and vehicles can then leave the site. Anyone arriving after 9.00am will have to remain outside the gates and wait until the gates have opened and all other vehicles have departed before coming on site. Parents walking their children onto the site can take them to the gate/door where they will be entering the school.</p> <p><u>On arrival and departure of the school pupil will enter the school:</u></p> <p>Bubble 1 – Blue Class: via the gate to the left hand side of the main door into their outside area. Red, Yellow and Green: through the main entrance front door. Bubble 2 – Via the gate at the bottom of the large playground into the sensory garden</p>



	<p>and into their classrooms via the outside doors.</p> <p>Bubble 3 – Via the side door of the school near the junior toilets.</p> <p>End of day procedures will be the above in reverse with the front gate being shut at 3:00pm from Monday to Thursday and at 2:00pm on Fridays (as was in place previously).</p>
<u>Equipment</u>	Where appropriate each child will be issued with a plastic zip wallet which will be labelled and will contain a range of equipment for them to use. All school equipment and resources will be cleaned after use.
<u>Late Arrivals</u>	If your child is late coming into school please can you report to the office.
<u>Office Staff</u>	The office will operate as normal.
<u>Outdoor Learning</u>	Weather permitting; we will continue to plan for lessons to be outdoors where it is appropriate to do so. Windows and external doors will be kept open to increase ventilation, where possible. Please ensure that your child has the relevant clothing for this.
<u>Pastoral support</u>	The pastoral team, together with the class staff, will ensure that appropriate materials are on hand to support children’s wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus. Anne Linnell, our family support worker, and Emma Goddard, Pastoral Support Worker, will be on hand to support both the children and their families.
<u>Playtimes</u>	Each bubble has its own designated play area. Bubbles will remain in their area and not be allowed to play across bubbles.
<u>PE</u>	<p>Physical Education lessons will continue and be delivered as part of the curriculum.</p> <p><u>There will be no swimming until further notice.</u></p> <p>In addition each bubble will receive a morning workout session delivered by Richard Pritchard, together with regular morning exercise with their class/bubble. This is to ensure all children are getting active daily.</p> <p>Children will be expected to change into PE kit so please ensure that this is in school. Pupils will be kept in bubble groups and sports equipment will be allocated to each bubble and cleaned regularly. Hands must be washed thoroughly after completing a PE session.</p> <p>External coaches, such as Rising Stars, can still be used to deliver PE sessions as long as they also follow the protective measures.</p>
<u>Personal Protective Equipment, including face masks</u>	<p>Staff will follow the national guidance on the use of PPE. This will be worn by staff for intimate care, supporting a child who is displaying symptoms of coronavirus.</p> <p>The current government guidance states that the use of face masks throughout the day by children and staff in school is not required. If the guidance changes I will let you know.</p>
<u>Reading Books and Home School Books</u>	Reading books and home school books will be sent home daily.
<u>School Clubs</u>	No after school clubs will be held in the first half term of the new school year. This will

	be reviewed in line with Government guidance.
<u>Therapists (music, SALT, OT, PT) and advisory teachers</u>	Therapists and advisory staff will continue to visit the school. They will be made aware of the Woolgrove policies regarding COVID and hand washing.
<u>Uniform</u>	From September all pupils will be expected to return to school in full school uniform. Usual stock is available to purchase from the school office.
<u>Virtual Meetings</u>	Where possible meetings will be held virtually. All Microsoft meetings will be held via Microsoft Teams. This is HCC recommended platform for virtual meetings
<u>Visitors</u>	We will continue to limit access to the school site to only those people who are deemed essential to the running of the school.