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Tuesday 1st September 2020

Castle Hill Infant School – Full Opening September 2020

Dear Parents and Carers,

I hope this letter finds you well and that you have enjoyed some quality family time during the summer holiday.

As we return to school next Monday 7th September 2020, I am sure there are a number of parents and carers who are worried about what school will look like and what processes we will have in place. I want to reassure you about what arrangements we have made to minimise any potential risk.

Our routines and procedures directly follow the government framework of protective measures. To do this we have built upon the experience we gained when opening for Reception and Keyworker families in the second half of the summer term, which helped us understand what worked best in practical terms, and how to keep everyone safe.

It may take a little time for some children to adapt, especially those who have not been in school since last March, but we have prepared a full package of support to help them with this.

Through working together we can make sure we keep everyone as safe as possible, getting back together to learn, be happy, enjoy our friends and aspire to the future.

Summary of processes and procedures:

- Children will be placed within protective year groups (bubbles) to ensure minimal contact between other bubbles and adults
- Staggered drop off and pick up times in year groups
- One way system outside from the parents car park
- Optional face coverings for staff and parents at drop off and collection times
- Staggered break and lunchtimes in order to minimise contacts
- Wash/clean hands on entering building, bubble space, before eating, after going to the toilet
- Windows and doors open for ventilation
- Increased cleaning of all frequently used areas
- All adults will maintain social distancing from other adults at all times
- Desks will face in one direction in Year 1 and 2 classrooms
- All items used by pupils will be thoroughly cleaned between bubble use
- Systems in place so pupils can safely take reading and library books home
- A full curriculum will be taught
- Governors provide independent scrutiny/overview of organisation and risk assessments
- Staff training on new routines and expectations before the start of term
- Pupils will be shown and explained new routines and expectations

For ease and consistency, I have attached an amended version of the arrangements which were sent to you at the end of the summer term which build upon the most recent guidance.

Government guidance is likely to continue to evolve as the national understanding of the virus, and how it can be managed, improves. We will continually review and assess this to ensure we follow the latest guidance.

School risk assessments have been completed. Governors provide independent scrutiny and overview of 'back to school' organisation and these risk assessments and plans will be reviewed to ensure best practice. Every decision in our plan starts and ends with the safety of our pupils, staff, families and wider community.

Our plan follows the system of protective measures and controls, as outlined in DfE guidance, to try to reduce the risk of transmitting infection.

They are:

- A requirement that people who are ill MUST stay at home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Active engagement with NHS Test and Trace
- 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

The Department for Education (DfE) have produced a range of documents to support parents and schools in preparing for reopening for which I have provided the links below. The main documents are:

What parents and carers need to know...schools...autumn term (*Last updated 21st August 2020*)

<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>

Guidance for full opening: schools (*Last updated 28th August 2020*)

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

COVID-19: Cleaning of non-healthcare settings outside the home (*Last updated 15th July 2020*)

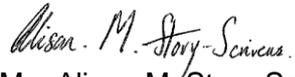
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>

The Government has made it clear that attendance is mandatory from the beginning of the autumn term and usual attendance expectations will apply. At Castle Hill Infant School we will be following Government and Hampshire expectations regarding attendance from September.

Families, who find themselves caught up in changes to 'air-bridge' rules coming back from holiday, must follow the quarantine directive. Please email school to let us know. Additionally, please contact us if you have any concerns regarding attendance, we want to work with you to ensure all our pupils attend school daily.

The team and I look forward to welcoming you back to school next Monday 7th September. At the beginning of the school year should you have any queries, I will be stood at the gate leading from the parent's car park onto the playground each morning and afternoon at drop off and collection times.

All the best,

A handwritten signature in black ink that reads "Alison M. Story-Scrivens". The signature is written in a cursive style with a large initial 'A'.

Mrs Alison M. Story-Scrivens
Headteacher

Castle Hill Infant School: Plan for Full Opening September 2020

Daily Activity	What this means at CHIS
Timings	<p style="text-align: center;">5 days per week. Monday-Friday Y2 8:30-2:30 Y1 8:40-2:40 EY 8:50-2:50</p> <p style="text-align: center;">It is really important that the children are dropped off and collected promptly.</p>
Grouping of Children 'Bubbles'	<p>All children will be tracked through the use of grouping known as 'bubbles'. The year group bubbles have been organised to support the ability of school to provide a broad and balanced curriculum for all pupils. Movement between classes within the bubble will be kept to the absolute minimum to reduce any possible transmission of the virus. Individual bubbles will have playtime and lunchtime together. The bubbles, their classrooms and their provision will remain the same from now on or until further guidance is issued.</p>
Adults on Site	<p>Adults on site are limited. Only 1 adult per family on site for drop off and pick up.</p>
Movement Around the Site and Morning/End of Day Routine	<p>Social distancing must be observed at all times. Please stay at least 1m apart and hold your child's hand. Children are NOT allowed to run on ahead. The aim is for a quick drop off. A one-way system is in place for drop off and pick up.</p> <p>Adults must leave their child on the playground before following the one-way system to exit. Alternatively, adults may say goodbye to their child at the playground gate. Children will need to come in independently, teachers will not be able to hold their hands.</p> <p>Drop off: Enter through the playground gate which leads directly on to the playground. Adult exits through the staff carpark before leaving the site through the pedestrian gate next to the vehicular gate.</p> <p>Pick up: The above route but in reverse. Enter through the pedestrian gate next to the vehicular gate. Walk through the staff carpark and on to the playground. Your child will be brought to you and together you will exit the site through the playground gate.</p> <p>Only 1 adult per child is allowed on site. To minimise time and contact for adults and children, please drop your child off and leave as quickly as you possibly can. It will not be possible to discuss matters with staff at the gate, so please send an email to admin@castlehill-inf.hants.sch.uk to share anything you would normally do so at the classroom door.</p>
Face Coverings	<p>Optional face coverings may be worn by staff and parents during drop off and collection times. Staff will wear face coverings in communal areas within school.</p>
Showing COVID-19 Symptoms	<p>STAY AT HOME and BOOK A FREE TEST IMMEDIATELY</p>

	<p>If a child displays any of the four COVID-19 symptoms they must stay at home. The symptoms are:</p> <ol style="list-style-type: none"> 1. A high temperature – of 37.8+ (feel hot to touch on your chest or back) 2. A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) 3. A loss or change to your sense of smell – this means you’ve noticed you cannot smell anything, or things smell different to normal 4. A loss or change to your sense of taste – this means you’ve noticed you cannot taste anything, or things taste different to normal <p>You must follow the government guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/ book a free test and you and anyone who lives in your household must stay at home (self-isolate) until the result is known. You must follow any advice given by ‘Test and Trace’.</p> <p>If your child develops any of the above four symptoms during the school day, they will be isolated and supported by a first-aid trained staff member in PPE until they are collected. You will be told to book a test and to follow self-isolation rules. The space will then be disinfected. Current school practise is to notify parents and carers of the bubble of a suspected case. We will keep this under review due to the ‘cold season’ approaching – we don’t want to be worrying parents with lots of unnecessary messages.</p> <p>Any adult who thinks they have symptoms will be sent home and advised to follow self-isolation rules and told to book a test.</p> <p>Any possible case is reported to the National Institute for Health Protection (what Public Health England is becoming), who will advise on any immediate actions school will need to take.</p> <p>If a positive test is returned, school will follow all directions given and parents will be informed. The child/adult must self-isolate for 10 days. All other household members must self-isolate for 14 days.</p>
<p>Good Hand and Respiratory Hygiene</p>	<p>In order to keep the children and adults safe, we need to ensure that we do as much as we can to control and protect against infection. The science and guidance that we have been provided with is clear that the best chance we have of minimising transmission of the virus is based around ensuring good hygiene.</p> <ul style="list-style-type: none"> • Cleaning hands more thoroughly and robustly • Good respiratory hygiene by promoting ‘catch it, bin it, kill it’ <p>Handwashing with soap will and must be completed regularly. Each classroom and frequently used areas will be supplied with resources such as soap, hand sanitiser and tissues. Children are welcome to bring in their own hand moisturiser if their hands are sore because of extra washing.</p>
<p>Enhanced Cleaning</p>	<p>Another essential element of good hygiene is enhanced cleaning. At intervals throughout the day, we will clean areas the children have been touching. Each evening the school will be cleaned thoroughly.</p>

<p>Minimising Contact – People and ‘Things’</p>	<p>We will do everything we can to promote social distancing. Contact and mixing between everyone needs to be minimised whilst still being able to deliver a broad and balanced curriculum. The over-arching principle is to minimise and reduce the number of contacts between children and staff. This will mean that children in their bubbles will not, as far as possible, come into contact with the children in other bubbles.</p> <p>To facilitate this, we will be taking the following actions:</p> <ul style="list-style-type: none"> • Each bubble will have an allocated space which they must stay in for the duration of the day (a playground timetable is in use) • Pupils will stay in their class groups for as much time as possible, there will be no moving between bubbles by children • Where pupils take part in 1:1 interventions bubbles will not be mixed • The children in each bubble will have an allocated seat and desk space in the classroom • Desks will face one direction, no child will sit facing or perpendicular to each other • The adults will stay with their bubble and also not interact with other bubbles as much as possible, however adults in school can move from bubble to bubble, maintaining social distancing as much as possible • Adults will maintain social distancing (2m) from other adults at all times • Children will be encouraged (where they can understand) to maintain social distancing from their adults • Children will be provided with a set of resources that they will need throughout the day • Assemblies will be held within the classroom and ‘virtually’ • Children are asked to ONLY bring their coat, a book bag (no rucksacks) and a water bottle. No toys are allowed in school at the moment • Any outdoor equipment will only be used by the allocated bubble that week and thoroughly cleaned before being used by another bubble • No unnecessary visitors or face to face meetings will be held in school to reduce any possible virus transmission • Any meetings that do take place in school, adults will be required to use a facemask or visor to minimise risk of contamination. The majority of meetings will continue to be held virtually
<p>Lunchtime</p>	<p>Lunchtimes will be staggered for each year group. A hot packed lunch will be provided for all children in their classroom.</p>
<p>Playtime</p>	<p>Year groups will stay together all day. They will not mix with other groups. Any equipment used will be cleaned afterwards within the bubble to reduce risk of transmission.</p>
<p>Toilet Organisation</p>	<p>Government advice says that we no longer have to allocate specific cubicle toilets to each bubble. Each bubble group will be allocated a specific set of toilets which will be clearly labelled for them to use. This will be kept under review in practical terms. There is hot water and soap available in each toilet and all hand blowers will be turned off. Hand towels will be available instead. Children will have increased reminders to flush the toilet and wash their hands. There will be regular cleaning throughout the day by staff. Usual cleaning will take place at the end of the day. Where children have</p>

	specific toileting needs these will be supported as normal through your child's individual plan.
Curriculum	<p>At CHIS we have already developed a plan for each year group to ensure missed wider national curriculum content is addressed and to support pupils in progressing in English and Maths areas. However, at the start of the new academic year we will be focusing on supporting our children returning to school by carrying out lots of various activities linked to Thrive, personal and social development, wellbeing and mental health. The vast majority of this work carried out in the first two weeks will be activities which 'bond' the class and support children in feeling safe, 'belonging' and being back at school, some for the first time since March.</p> <p>We will be delivering the whole curriculum as fully as we possibly can with COVID-19 measures in place. Teachers will be constantly reviewing individual pupil's progress, identifying gaps and supporting each to successfully continue their educational journey.</p> <p>Whilst in school, your child will be set weekly homework via EducationCity. This will include online tasks together with linked optional printable tasks.</p>
Physical Education	<p>PE will be outdoors throughout the Autumn Term. Please can your child come to school dressed in suitable outdoor PE clothes including trainers on their PE day, there will be no school uniform for these days: Y1 Monday and Tuesday, Y2 Wednesday and Thursday. There will be no PE on the first day of school, so all children are expected to wear school uniform on Monday 7th September.</p> <p>Activities such as the 'Golden Mile', which support pupils to be active, will happen alongside pupils being encouraged to physically distance while exercising.</p>
Forest School	All Forest School activities are being planned to meet COVID-19 measures. Resources, including water-proofs will be washed or 'set-aside' between bubble use to ensure there is no possible virus transmission. Forest School will hopefully resume later on in the autumn term.
Assemblies	There will be no large gatherings e.g. assemblies in the hall.
Library/Reading Books	Children will be encouraged to take books home from the school reading schemes and library. All books will be returned to specific boxes where they will stay for at least 72 hours before staff can return the books safely.
Day Trips	Government guidance states educational day visits can resume. These will happen in line with school protective measures and COVID-19 secure measures at the place of destination. At CHIS we always undertake a full and comprehensive risk assessment for any off-site visit. These will now include specific COVID-19 control measures.
In School Clubs	Before school and after school clubs will hopefully resume after the October half term break. Details to follow later in the term.
Out of School Clubs	Some out of school club providers are planning a September opening. The school will liaise directly with any provider to support designated drop off and collection arrangements.

Local Lockdown	<p>Any 'local lockdown' will be decided by National Institute for Health Protection (what Public Health England is becoming) or the Local Authority. This may involve a return to remaining open for vulnerable children and children of critical workers only. All other pupils would move to virtual, online education.</p> <p>In the event of class or whole school closure we will use two of our learning platforms, Purple Mash and EducationCity, which have proved so successful during the recent closure. In addition, our new G Suite platform will contain an overview of the expected home learning (mirroring the learning in school) together with supporting resources such as teaching videos, printables and links to other sites e.g. Oxford Owl. ParentMail will continue to be used to keep you frequently apprised.</p>
First Aid/Medical	<p>Each class will have a first aid kit for small scrapes and bumps, which all staff can deal with. The kit also includes appropriate PPE for staff.</p> <p>For more serious first aid requirements, staff will call the office to inform a child is on their way with an adult, the admin staff will put on PPE and be ready to support the child on arrival. All classes will have all appropriate medicines and medical care plans ready for the start of term.</p>
Uniform	<p>All children are expected to wear school uniform from the beginning of the autumn term, except for PE days (see above). The government have removed the need for clothes to be washed nightly, but we recommend regular washing to take place.</p>
Personal Protective Equipment	<p>It is easiest to share the specific government guidance here for clarity: <i>'Primary school children will not need to wear a face covering...In Primary Schools where social distancing is not possible in areas outside of classrooms between members of staff or visitors, for example in staffrooms, headteachers will have the discretion to decide whether to ask staff or visitors to wear, or agree to them wearing face coverings in these circumstances.'</i></p> <p>What does apply to schools, in relation to PPE, is where a child/adult shows any COVID-19 symptoms. There will be PPE supplies including masks, gloves, aprons, hand wash and sanitiser in the medical room for members of staff to use when/if a situation arises.</p>
School Office	<p>The school office will be closed to parents visiting the school site, however please email or telephone if you have any queries. We will make sure that a teacher/person most appropriate will get back in touch with you as soon as possible. We are always here and although this is a very different way of working, we want you to know you are not alone and we are here to help.</p>
INSET Days 20/21	<p>Thursday 3rd September 2020 Friday 4th September 2020 Monday 4th January 2021 Friday 28th May 2021 Friday 23rd July 2021</p>