



COVID-19
Return to Stebbing Primary
Guide for FAMILIES
May/June 2020

Contents

Return to school procedures.....	page 3
Timetable of the day.....	page 4
Break times and lunchtime.....	page 5
Access to the school site.....	page 5
What to bring to school.....	page 5
Lunch.....	page 6
Sun safety.....	page 6
Messages for school staff.....	page 6
Reporting a pupil absence.....	page 7
Hand washing.....	page 7
School cleaning.....	page 7
First Aid plan.....	page 8
Your child becomes unwell with COVID-like symptoms.....	page 8
How to access tests.....	page 8
Personal Protective Equipment (PPE).....	page 8
Clothing expectations.....	page 9
Behaviour policy.....	page 9
Staff teams.....	page 9
Team rooms.....	page 10-11
Learning during this period of partial reopening	page 12
-Remote learning expectations -In school learning-Our school day	
Choosing to return to school.....	page 13
Part-time timetables.....	page 13
Children’s wellbeing.....	page 13
Separation anxiety.....	page 14
CODE OF CONDUCT.....	page 15-17
APPENDIX (FAQs).....	page 18-20

Return to school procedures

Thank you for taking the time to read through this important guide. There is lots of information in here which is key to ensuring that our phased return to school is the safest possible.

We are looking forward to welcoming your child back to school after May half-term. Below is a useful guide that details all of the new procedures and key information you will need to know before returning to school. Please ensure you read this carefully as it has important information regarding drop off, pick up, what to bring to school, uniform and lunches, to name a few.

I want to make it clear that our risk assessment has driven all decisions made and the approach we have decided to take. At all points in the process key governors have supported and challenged our decisions to ensure they are robust and have been carefully considered to provide the safest environment for your children. I cannot stress enough however, that we **CANNOT** eradicate the risk. With every measure put in place there is still an element of risk. If you feel after reading this guidance that you are **uncertain** whether your child should be returning to school **please do not send them**. The decision is entirely yours as a family and as a school we appreciate and understand this.

To this end we have produced a Code of Conduct for all stakeholders.

It is a requirement before returning to school that you **read and sign the Code of Conduct**. Should you not adhere to the Code of Conduct then you will receive a telephone call from a member of the senior leadership team to discuss this with you.

Should you have any further questions please do not hesitate to contact me on miss.mawson@stebbingprimary.co.uk

The office is likely to be closed for part of the week next week during half-term, so you may not get a call back immediately if you telephone. Email would be the preferred form of communication.

Kind regards,
Miss Mawson

Time table of the day

Please see below the time table for the day to ensure contact with other families is kept to a minimum.

- It is **essential** that **ONE** parent drops and collects their child/ren.
- **NO** siblings should be brought onto the school premises and parents are not allowed to congregate on the school grounds.
- There will be clearly marked waiting points laid out on the playground to ensure social distancing measures are adhered to.

Year group	Drop off time
Year 6	8.45am (opening on 3rd June)
Year 1	8.55am (opening on 2nd June)
Reception	9.05am (opening on 2nd June)

Year group	Pick up time
Reception	2.30pm (except Friday 12.35pm)
Year 1	2.40pm (except Friday 12.45pm)
Year 6	2.50pm (except Friday 12.55pm)

Our risk assessment is driving all of our decisions and to this end we will be reopening the school from:

- **Tuesday 2nd June to RECEPTION AND YEAR 1 PUPILS**
- **Wednesday 3rd June for YEAR 6 PUPILS.**

Monday 1st June will be a day for staff to familiarise themselves with the new layout and operations of the schools day as well as receive necessary training.

Break and lunchtimes

Breaks and lunchtimes will be staggered and shortened so the children will still get plenty of learning time despite the staggered pick up and drop off times.

Access to the school site

Entry to the school site will be through the long pedestrian access route to the left as you look at the school.

You **MUST** enter the school site at your drop off time and **MUST NOT** walk close to another family. Please observe **2 metre social distancing measures** at all times. **wait on a marked spot** until a member of staff from your child's team comes to get the children. There should be no late comers. If you have missed your time slot you **MUST** wait outside the school and telephone the school office for guidance on how to proceed. These measures **MUST** be adhered to. Failure to do so will be in breach of the Code of Conduct.

Please exit the school site via the vegetable patch gate and do so without delay to ensure the next year group has the space they need to be dropped off.

What to bring to school

Please see lunch section for further details

- **Lunch** in disposable packaging as much as possible if bringing lunch from home
- **Water bottle** (all children must have their own water bottle and this **MUST** be named)
- **Jumper or coat** (weather dependent)

Please do not bring any bags or additional items into school.

Lunch

Lunch will be eaten in the classroom at their work station or on the field if social distancing between teams can be maintained.

We are offering packed lunches. Our cook will make these and create food parcels for each child. A member of staff will collect their team's lunches from the kitchen. These will be organised for ease of collection.

Children will have a choice of sandwich fillings each day and there will also be a piece of fruit, homebaked item and something savoury in the bag each day.

A sample menu can be found below:

Packed lunch menu:

Sandwich with a choice of cheese, ham or tuna
Sausage roll
Oaty flapjack
Banana
Salad pot

Children will order lunch in the class team in the usual way.

Universal infants free school meals will be available for reception and year 1 pupils and year 6/key stage 2 critical worker children's meals will be charged at the usual price of £2.20.

Sun safety

Children have their own school sunhat so are not required to bring their own into school.

Please ensure your child has plenty of suncream on as staff are not allowed to apply this.

Messages for school staff

Parents will not be allowed into the school office entrance foyer.

All communications should be by telephone or email.

All school dinner payments must be made via Parentmail. If you are unable to do this please telephone the school office or email.

Should you need to drop something essential into school (for example an asthma inhaler) please telephone the office and you will be asked to leave it in the outside delivery zone and a member of staff will collect it.

Reporting of pupil absence

Reporting pupil absence should happen in the same way.

Please either email:

admin@stebbing.essex.sch.uk or telephone the school office 01371 856260.

Admittance to the office is not allowed except in exceptional circumstances.

Hand washing

As outlined in our Code of Conduct above, hand washing will take place periodically throughout the day. We expect parents to have taught their children the correct way to thoroughly wash their hands before they return to school. We will not be able to assist in hand washing but will model this to the younger children before they do it. Posters are in the toilets to demonstrate the correct procedure to children.

As previously stated each year group team has their own block of toilets. They are only allowed to use this block of toilets. The toilets will be cleaned periodically throughout the day to limit the spread of germs.

School cleaning

It is essential that the school has very robust cleaning measures (even more so than normal) in place during the pandemic. As such we have made the decision to have cleaning stations within each teaching team room so light switches, door handles and any other regularly touched surfaces can be cleaned regularly. As recommended by a lead Consultant at Addenbrooke's hospital, we will encourage the children to get involved and ensure they are aware of the importance of only touching their workstation equipment.

First aid plan

All minor first aid will be administered by a member of the adult team your child is with. Members in each team have basic First Aid training.

For any major incidents you will be notified without delay and usual procedures will be followed.

Your child becomes unwell with COVID-like symptoms

A telephone call will be made from the team room to the office **IMMEDIATELY**. The child will come to the designated response room. Our nominated COVID-19 response adults will wait with the child until a parent arrives at school. I stress it is highly important that a parent is able to come to collect their child as soon as possible.

PPE will be worn by the response adult and the child will be given space in a specially designated room or if preferable in an outside space.

The classroom will require a deep clean without delay.

Parents of children in the team will be notified of the suspected case.

The child with a suspected case of COVID-19 will be required to take a test.
See link below for how to access these:

How to access tests

Please follow the link below to access a test

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

Personal Protective Equipment (PPE)

Following guidelines from the government we will not be wearing PPE as standard practice, however, we have PPE in school for our usual practices such as any intimate care.

If a child develops COVID-like symptoms the member of staff dealing with them will have to wear PPE until a parent arrives to collect them. I urge it is critical that parents are available to collect their child if they are called.

Clothing expectations

It is imperative that clothes are washed daily to prevent the spread of germs. With this in mind we are relaxing our uniform policy and therefore children are encouraged to come to school in easy-to-wash clean clothes each day.

We suggest active/comfy clothing such as shorts and t-shirts as children will not be getting changed for any physical activities. Trainers are preferable.

Please consider sun safety to ensure children are wearing sensible clothes which protect them from the sun.

Discipline and Behaviour policy

We have amended our Discipline and Behaviour Policy and this can be accessed through our website by clicking [HERE](#)

Staff teams

To limit the contact your child has to the whole staff, we have designed teams and each child will remain in their team for this period of partial reopening. Each team has been assigned a room to work in and each child has their own workstation and stationary to limit the spread of the germs. Adults have been assigned to a team and will limit their contact with children as much as possible and aim to maintain a 2 metre distance whenever possible.

Team rooms

As previously mentioned, children will stay within their team with the same team of staff for the first two weeks of this phased return.

The following rooms have been set up and below are photos to share with your child so they are aware what the classrooms will look like. A useful video of our school will be released over the next few days to help prepare your child as much as possible.

Reception will be in Wrens classroom with Miss Summers and members of the support staff team



Year 1 will be in Kingfishers classroom with Miss Langley or Mrs Smith and members of the support team



Year 6 will be in Owls with Mrs Brinkley or Mrs Radford and members of the support team as well as Mr Le Masurier on Google classroom talking to the children periodically through the day



Critical worker children will be in the hall with Mr Bosch or Mrs Clayden and members of the support team. At present we do not expect to have any critical worker children.

Learning during this period of partial reopening

Remote learning expectations

Remote learning will continue as directed by the teacher for this period of partial reopening.

In school learning

As your child may not be taught by their usual teacher for all or any of the time then the adults in the team will be following the suggested time table produced for DOJO with additional games and brain breaks built into the day. A daily outside time table has been created to ensure the children have plenty of opportunities to be outside as this is deemed the best environment to prevent any spread of germs.

Our school day

-We will continue with learning packs for all pupils. This enables a fair and consistent approach for all pupils.

-Reception children will have very limited access to resources in school. We will be using plastic resources (that can be washed) as far as possible. The classroom set up will look very different. All self-accessed shelving will be closed. Children will be sitting at their workstation to complete their learning.

-All children will have time outside during the day within their small groups and will be distanced. We will look to take learning outside whenever possible.

-Children will be in the same small teams and use the available spaces we have to ensure social distancing measures are adhered to. Children will only be able to be with their small group and this will mean they may not be with their core group of friends from other year groups.

-They will have their own workstation to limit any spread of germs and their own resources.

-Pupils will either be supported by a teacher or teaching assistant in their small team.

-There will be no large gatherings at school (e.g. assemblies, sports day, music afternoon, summer fete etc)

-There will be no clubs

-Playtimes and lunchtimes will be staggered and children will eat lunch in their class base. They will remain with their small group.

Choosing to return to school

We will be working on a two week programme. The group of pupils who are signed up to rejoin school after half-term will be in their teams until 12th June and no children will be able to join these for the initial two weeks.

The next point at which children can rejoin school will be on Monday 15th June 2020. The children already in teams will remain in those teams and children may join that team or a new year group team will be created, depending on the numbers of pupils. **However, if you feel at any time that it is no longer safe for your child to be in school you can notify us that they will no longer be coming in and this can take immediate effect.**

Part-time timetables

Yes, your child will have the option of joining the team for all or part of the week. They will be in a consistent team. So for example if you only work on Thursday and Friday and wish to just send your child in on those days this is acceptable as long as we know.

Children's wellbeing

The children's wellbeing is paramount. As it stands we expect to have 3 teams, one for each of the year groups and a further team for any critical workers' children. Each of the year groups are together, with the critical worker team being a combination of the other year groups (if we are required by parents to have this group).

We will try to make the day as fun as possible and get them to engage with their friends whilst maintaining social distancing. If we notice a child is particularly struggling emotionally we would inform parents through making contact initially via phone or email. We would then discuss how we can move forward and what support could look like for your child. It may be that a reduced timetable in school would work better for the child and this can be arranged. We have many resources in school and online to support in these cases.

Separation anxiety

Where children sometimes struggle to say goodbye to their family member, social distancing will be adhered to as much as possible and although we will encourage your child into school by speaking to them. We will not use the same procedures that we usually would. They must be able to come into school of their own accord.

Code of Conduct

The Code of Conduct is a separate document that has been sent alongside this guide. Please print and sign a copy and bring back to school with you on the day you return to school. Alternatively and preferably, please print and sign and scan back to us sending to the admin@stebbing.essex.sch.uk email address.

Children will not be allowed into their class teams until this is signed.

The Code of Conduct is also detailed on the next page in the main body of the guide



Stebbing Primary School

COVID-19

Code of Conduct

This version May 2020

Adopted June 2020

Shared with Staff and Governors May 2020

Throughout the COVID-19 pandemic and whilst on the school site, all members of the Stebbing Primary School Community will follow this extraordinary code of conduct.

All members of staff will:

- wash their hands with soap and running water every hour for 20 seconds or sanitise hands with alcohol gel.
- Sanitise their hands with alcohol gel or wash hands with soap and running water on arrival at the school, before and after eating and after sneezing or coughing.
- supervise young children when hand washing.
- clean and disinfect regularly touched surfaces frequently.
- ensure they are social distancing when possible.
- avoid physical contact with all children where possible.
- inform a member of the senior leadership team if they start to develop symptoms associated with COVID-19 (coughing, fever, runny nose, muscle pains, headaches).
- if engaging in intimate care, wear suitable PPE (gloves, apron, mouth and nose mask).
- ensure children remain in their designated teams throughout the school day.
- ensure children remain in their designated work space/at their workstation for all class based tasks.
- ensure that when outside, children remain in their designated areas.
- ensure that all doors are propped open where it is safe to do so.
- continue to follow safeguarding protocol and report any concerns immediately to a member of the senior leadership team
- report without delay any breach of the code of conduct (staff/pupils/parents).
- maintain social distancing guidelines when in the staff room or during break times.

All children will:

- clean their hands on arrival at the school, before and after eating and after sneezing or coughing.
- wash their hands every hour for 20 seconds with soap and running water.
- remain in their designated workspace/at their workstation when in the classroom.

- only go to the toilet when they have asked and permission has been granted by their teacher.
- ensure they are social distancing.
- make use of the outdoor areas in their designated area and time slots.
- avoid physical contact with all children and members of staff where possible.
- inform a member of staff if they start to develop symptoms associated with COVID-19 (coughing, fever, runny nose).
- cover their mouth and nose with a tissue or their sleeve when they sneeze or cough.
- only use the resources and equipment on their desk unless given permission to do so by a member of staff.
- take notice of the signage around the school.

All family members will:

- abide by the collection rules outlined below:
 - ensure social distancing guidelines are maintained during collection and drop off.
 - collect and drop off during the designated time slots:

Year group	Drop off time
Year 6	8.45am (opening on 3rd June)
Year 1	8.55am (opening on 2nd June)
Reception	9.05am (opening on 2nd June)

Year group	Pick up time
Reception	2.30pm (except Friday 12.35pm)
Year 1	2.40pm (except Friday 12.45pm)
Year 6	2.50pm (except Friday 12.55pm)

- use the appropriate entrance and exit to minimise contact.
- only enter the school building when given permission to by a member of staff.
- ensure **only ONE family member accompanies the child at** drop off and for pick up.
- communicate with teachers via email or telephone.
- remind your child/children of the code of conduct and explain its importance regularly.
- ensure your child is aware of what school will look like by reading the ***Guide to returning to Stebbing Primary, watching to video Go-Go and Gee-Jay return to school (soon to be shared)***, sharing the social story and other key information shared by school staff
- maintain good levels of hand hygiene.
- inform the school if you or any family member develops any symptoms associated with COVID-19.
- wash their hands every hour for 20 seconds with soap and running water.
- ensure your child wears clean, washed clothes each day to school
- ensure your child brings a named water bottle to school each day

- ensure your child has suncream applied before coming to school

All visitors will:

- During the COVID-19 pandemic, no visitors will be permitted into the school building unless absolutely essential.

All contractors will:

- telephone the school office (01371 856260) on arrival and wait in the playground at the designated zone to be met by a member of the office staff.
- if they need to enter the school building, they are to be given our contractors code of conduct upon signing in (which will be done by the office staff).
- when in the school building, all contractors are to wash their hands thoroughly for 20 seconds with soap and running water.
- only enter areas of the school that are required to be entered.
- adhere to social distancing guidelines at all times.

All volunteers will:

- During the COVID-19 pandemic, no volunteers will be permitted into the school building unless absolutely essential.

I sign to say I agree to adhere to the Code of Conduct.

If a parent of a child at Stebbing Primary, I will work with my child to ensure they adhere to the Code of Conduct. I understand that persistent, deliberate failure to comply will result in my child being asked to stay at home during the pandemic.

Please circle all that apply

Parent Child Staff Governor

Name of child.....

Child's class.....

Your name

Date.....

Appendix

Questions posed from the surveys sent to reception, year 1 and year 6 families

On 18.5.20

Will work continue to be set?

Yes, we are going to continue to set work in the same way. The children attending school will be completing the same work as those at home to ensure it is fair for all. However, there will be break times built into the structure, staggered lunch times and games at points during the day to give everyone a brain-break.

The plan will be for staff to remain as active as possible on Dojo/Tapestry/Google classroom.

How will the school be kept clean?

As it stands cleaners are completing a thorough clean and each area of the school that is in use will have thorough cleans each day. We will have disinfectant sprays for tables to be wiped periodically during the day. Staff will do this. Resources available will be limited and as far as possible children will have their own set of stationery to use. We are aiming to have specific toilet blocks for the different teams of children to use to try to limit how many people access these during the day. These will be checked by staff regularly.

Has provision been made for test kits?

We have not been made aware that we are going to have test kits at school. However, I believe children and their families attending school will be able to access a test kit should they need it. If further information becomes available I will update you.

Has PPE been ordered?

We already have disposable gloves and aprons in school and we are ordering masks which we expect to arrive before we return to school. We always wear gloves for any first aid treatment. However, masks and aprons will only be used to administer first aid to pupils exhibiting symptoms and for intimate personal care (such as changing children). This is in-line with government guidelines who confirm that school staff should not wear PPE, only for reasons that it would usually be worn.

Will temperatures be taken as precaution?

Parents and carers do not need to take their child's temperature every morning as it is not a reliable method to identify coronavirus. This statement was in one of my most recent updates from DFE. Therefore at present we would not be taking children's temperatures

Will the school hours be the same as normal ?

We are currently looking at a slightly different time table. Each year group will have a drop off time: 8.45, 8.55, 9.05. Pick up times will also be staggered: 2.30, 2.40, 2.50. This will give staff an opportunity to clean resources before the next day. Children will have shorter lunchtimes to enable a staggered approach to be in place to limit the amount of children they come into contact with. We are also planning to finish the school day at 12.35/12.45/12.55 on a Friday to enable a deeper clean to take place and for teachers to have their usual statutory planning time to prepare for the following week.

What would a school day look like?

Please see details below. I cannot be certain what the day will look like at present, but wish to stress it won't unfortunately look like Stebbing. Yes, we will try to make it fun at parts through the day, but the same buzz and excitement I don't believe will be at school. Children won't necessarily have their friends around them:

Learning will look very different:

- We plan to continue with learning packs for all pupils. This enables a fair and consistent approach for all pupils.
- Reception children will have very limited access to resources in school. We will be using plastic resources (that can be washed) as far as possible. The classroom set up will look very different. All self-accessed shelving will be closed. Children will be sitting at their workstation to complete their learning.
- All children will have time outside during the day within their small groups and will be distanced. We will look to take learning outside whenever possible.
- We plan for children to be in the same small teams and to use the available spaces we have to ensure social distancing measures are adhered to. Children will only be able to be with their small group and this will mean they may not be with their core group of friends.
- It is highly likely that children will not be based in their usual classroom.
- They will have their own workstation to limit any spread of germs.
- Pupils will either be supported by a teacher or teaching assistant in their small team.
- There will be no large gatherings at school (e.g. assemblies, sports day, music afternoon, summer fete etc)
- There will be no clubs
- Playtimes and lunchtimes will be staggered and children will eat lunch in their class base. They will remain with their small group.

A question related to transition into the new school year.

I will give further updates on the plans and provision we will put in place over the next few weeks. Please be assured it is something we are already thinking about as we want children to feel as ready and as prepared as they possibly can to return to school and return to a new year group in September.

21.5.20

Will the parents get a chance to see how the teaching day will be set out, prior to starting?

As your child may not be taught by their usual teacher for all or any of the time then the adults in the team will be following the suggested time table produced for DOJO with additional games and brain breaks built into the day. A daily outside time table has been created to ensure the children have plenty of opportunities to be outside as this is deemed the best environment to prevent any spread of germs.

Can my child join later in the term if I then feel it is appropriate for them to do so?

We will be working on a two week programme. The group of pupils who are signed up to rejoin school after half-term will be in their teams until 12th June and no children will be able to join these for the initial two weeks.

The next point at which children can rejoin school will be on **Monday 15th June 2020**. The children already in teams will remain in those teams and children may join that team or a new year group team will be created, depending on the numbers of pupils. However, if you feel at any time that it is no longer safe for your child to be in school you can notify us that they will no longer be coming in and this can take immediate effect.

Can a part-time timetable be implemented?

Yes, your child will have the option of joining the team for all or part of the week.

They will be in a consistent team. So for example if you only work on Thursday and Friday and wish to just send your child in on those days this is acceptable as long as we know.

Will my child be with their friends?

The children's wellbeing is paramount. As it stands we expect to have 3 teams, one for each of the year groups and a further team for any critical workers' children. Each of the year groups are together, with the critical worker team being a combination of the other year groups (if we are required by parents to have this group).

If my child is usually reluctant to come into school in the mornings how will this be dealt with?

Social distancing will be adhered to as much as possible and although we will encourage your child in by speaking to them we will not use the same procedures that we usually would. They must be able to come into school of their own accord. However, if you raised this point a member of staff will be in touch with you to discuss this further.