**Carlinghow Academy Return and Re-Engagement Plan**

**Current guidance and statistics**

The DfE guidance for schools returning in September 2020 was published on July 2nd and updated on 28th August is available [here](https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools.) and further guidance for parents [here](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)

The DfE guidance outlines an aspiration that all schools will return to school full time from the beginning of the Autumn term. However, at the time of writing there is still public health advice in place to minimise the risk of transmission of coronavirus (COVID-19) in schools and as a result Carlinghow Acadmey will be making changes to the way it operates in September 2020 to keep children and staff safe from contagion. These changes are outlined in the sections below.

In summary the DfE guidance plans two main ways to limit transmission of the virus from September:

1. Ensuring pupils remain in consistent groups (known as 'bubbles') wherever possible, thereby minimising the number of contacts between different people across the school. The new guidance says *‘schools may (now) need to change the emphasis on bubbles within their system of controls and increase the size of these groups’*
2. By maintaining distance between individuals wherever possible ('social distancing'). Our experience with keyworker provision and the limited return to school since June 8th shows us that this is harder for children in EYFS and thus we propose different arrangements for children of this age

The Government advice for parents can be found using the following link: <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>

**Operational situation**

**Preventative hygiene and PPE:** Our staff are now well used to what is required for preventative hygiene and have been working with the children of keyworkers since March 24th and those who returned from 8th June to make sure expectations are made clear. Good practice was outlined in our Risk Assessment.

**Clean hands thoroughly and more often than usual:** We have good stocks of sanitiser by every door and in all classrooms. We will spend time in the first weeks back ensuring that children understand the importance of cleaning their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating;

**Undertake the ‘Catch it, bin it, kill it’ approach:** with enough tissues and bins available in each classroom to support children and staff to follow this routine;

Staff and children must discard PPE worn on journey to school on entry in the bags provided.

**Class and year group ‘bubbles’:** The school will group its year groups into ‘bubbles’ which will remain consistent and separate from other ‘bubbles’. For the majority of their time in school the children will be with their own teacher and support staff but at playtimes and lunchtimes they will be separated into year groups that will only have limited contact with other year groups. This will *‘make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible’.* At Carlinghow our bubbles will consist of an EYFS bubble, KS1 bubble (Y1 & 2), LKS2 bubble (Y3 &4), a Y5 bubble and a Y6 bubble.

For the majority of the time a distinct group of adults will support each ‘bubble’. Adults will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at a higher risk. Having year group ‘bubbles’ allows for breaks and PPA to be covered and intervention catch up groups to take place. A 2 m teacher area will be marked out at the front of each class.

**Children new to school – Nursery and Reception**: On arrival at school, Reception will have to enter the building on their own, saying goodbye to their parent at the external door to their classroom where they will be greeted by their class teacher.

**Classroom seating**. For Years 2-6 children will be seated for the Autumn term side by side, facing forward, in either rows or a ‘rounded horseshoe’. Children will sit in a designated space and not change seats for different subjects. Children in Y1 will have a mixture of being seated at tables and having access to continuous provision which they previously experienced in their Reception class. The continuous provision will be in line with the EYFS information detailed below.



Children in EYFS will be following a free flow, play based curriculum. To reduce contact, there will be limited numbers of children sat on the carpet with others seated in chairs around or at the back of the carpet area. Whole class teaching sessions will be no longer than 15 minutes and all classrooms will be well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will come into contact with all the children in their class and they are likely to come into contact with all the children in the year group during outside free flow, continuous provision and lunchtimes. Staff will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at higher risk.

**Learning resources**. For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these should be cleaned regularly, along with all frequently touched surfaces. Resources with multiple small parts should be avoided as they are time consuming to clean after use. Soft toys and furnishing should be removed from the classrooms.

In KS1 and KS2 resources that are shared between classes or bubbles, such as sports, art and science equipment, will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles. Individual year group bubbles will not share equipment at playtimes

Reading books should be sent home on a Monday and collected back in on Thursday so that they can be quarantined over the weekend. KS2 children may choose a reading book from school but all books that they touch must be similarly quarantined for 48 hours and put in a separate box.

**Attendance**. Children in Year 1-6 will be welcomed back to Carlinghow Acadmeny on Wednesday 9th Sept and attendance is mandatory. We support the government here which notes:

* *parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
* *schools’ responsibilities to record attendance and follow up absence;*
* *the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct.*

**Assemblies.** There will be no traditional whole school or key stage assemblies during the first part of the Autumn term. Assemblies should be carried out in class and there will be a weekly whole school achievement assembly held in each class.

**School trips**. We are not planning any school trips during the Autumn term.

**Group work and interventions**. Interventions will take place with children but only with children from the same bubble. Shared spaces and equipment will be allocated for the time being to a bubble. Support staff should work in classrooms wherever possible rather than withdrawing children and if they need to talk with an individual child this should take place outside to avoid the need to walk through spaces allocated to other ‘bubbles’. Any areas outside the classroom that is to be used for intervention must be approved by senior leaders before use. Staff and children will wash their hands before returning to their own classroom. If children require physiotherapy appropriate PPE will be worn and all equipment will be cleaned down thoroughly after each use.

**Breakfast and after school clubs**.

Breakfast club will run for children of working families only and children will be grouped in their bubbles on arrival.

**After school clubs**.

After school clubs are run ‘in house’ by school staff, they will be restricted to children from the same bubble. These will start at the beginning of week 3.

**Start and end of the day**. Collection and drop off points will be outside each individual classroom door. Children can be dropped at school from 8:35am to allow a 20 minute drop off to slow down the flow of parents on the school premises. To reduce the number of parents on site we ask that only one parent brings their child/children to school. Teachers will begin to get ready for the end of the day in good time and children can be collected between 2:55 and 3:10pm. Due to layout of the school and access required to all the different drop off/collections points we will not be operating a one-way system around the building but ask that all parents respect social distancing whilst on school premises and use the socially distanced markers on the ground outside the classrooms (Please see map at the end of this document for the classroom drop off and collection points). Senior staff will be on hand in the playgrounds before and after schools to assist and advise children and parents. In a change to our established practice we do ask that parents do not speak at length to teachers at the start and end of the day and that if parents need to talk to the teacher to contact the school office and the teacher will then call. We politely request that all parents should leave the school premises promptly and without congregating with others.

**School offices**. School offices will remain closed to personal visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and, if there is an emergency meaning that their child needs to be collected at a different time, should telephone the school first. Senior staff will then arrange to meet parents with their child in the open air. All other communication should be done by telephone or e-mail. If a child has to bring a mobile phone into school, they should put it in a basket in class and this basket should be handed into the office by a member of staff.

**Children or staff suspected of having COVID-19**. In line with DfE guidance in the case of a suspected infection the school will:

1. engage with the NHS Test and Trace process. We ask that parents and staff inform the school immediately of the outcome of any test;
2. manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or e-mail parents with a notification of a confirmed infection including which ‘bubble’ this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;
3. contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we ‘must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. ‘Close contact’ now means:
4. face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
5. proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
6. travelling in a small vehicle, like a car, with an infected person.
7. **When a case is suspected** in school a member of SLT should be contacted **(this should be the only time teaching staff use their phones in class)** and they will come into the bubble wearing PPE and the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. The school will contact parents and request they collect their child from the school immediately.
8. Any member of staff who have been supervising a child with suspected symptoms should immediately wash their hands in line with current guidance. The room that a child has used in this circumstance (and any bathrooms they have used) should be fully cleaned before anyone else uses them.
9. We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says *‘Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test*.’ If no test is undertaken then we expect children to self-isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
10. We look forward to the delivery of *‘a small number of home testing kits that can be given directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where they think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits.’*

**Households with a confirmed case of Coronavirus** should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

**Containing any outbreak by following local health protection team advice**. If our school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and the school will continue to work with their local health protection team who will be able to advise if additional action is required. In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. As our school will be implementing controls from the suggested DfE list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school can hopefully be avoided. In the case of a shutdown, home schooling will resume as detailed in the section below.

**Enhanced cleaning regimes**. Since some children returned on June 8th all schools have been subject to enhanced cleaning and have also been repeatedly deep cleaned and as a consequence the schools have never been cleaner. We have adjusted our cleaning rotas with our site manager to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice. Staff will not be required to leave their classroom immediately at the end of the day but we ask that staff have left the building by 5:00pm at the latest.

**Coats and bags**. All coats and bags will be hung on the back of chairs in classrooms apart from in EYFS where coat pegs will be used.

**The importance of fresh air**. Windows and doors should be left open in most cases even as the weather gets colder (site team to open at the start of the day). Children may be allowed to wear coats in class with permission from their class teacher. Where possible teachers may take the opportunity to move some subject teaching or groups outside with the agreement of the SLT.

**Behaviour**. The new home school agreement outlines any updates and changes to expectations around pupils' behaviour and makes these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously.

 

**Planning, preparation and assessment (PPA) release time**. The government advice makes it clear that adult staff members can now work across groups of pupils as they are able to regulate their behaviour and maintain an appropriate, safe distance from pupils. PPA and class cover arrangements which may bring additional adults into contact with groups of pupils will continue. In these cases, staff will maintain appropriate distance from the children for their own and the children's safety.

**School lunches**. School dinners will be provided in the dining room with a sitting for each bubble. In order to maintain social distancing children on sandwiches will eat their lunch in the school gym.

**Availability of water on site.** All pupils should have their own school water bottle that is untouched by other children or staff, whether it comes from home or is one that is provided by the school. Water is available in school to refill children’s own water bottles. Disposable plastic cups may also be available that should be thrown away after use.

**Travel to and from school**. Year 5 and 6 children will be allowed to walk home from school, once their parents have given signed permission.

**Car parks.** The car park is for staff and disabled badge holders only where the person dropping off pupils is the disabled badge holder. A disabled badge holder who is giving a lift to another family member to drop their child/children will not be granted access to the school car park. We must enforce this rule as we need to keep the number of cars on site to a minimum at these extended opening and drop off times as children and parents will need to cross the carpark to access their point of entry. Only the Principal or Vice Principal can give permission to any exception to this rule.

**School uniform**. School uniform should be worn as normal. Please see information on PE

**Toilets**. Wherever possible a set of toilets is allocated to a year group and we are lucky in this as it will help us to maintain the integrity of our ‘bubbles’. Where toilets are shared between year groups, and where possible, we will allocate certain toilet stalls to a particular year groups and additional cleaning will be in place. For older children the need to visit the toilet during teaching time will be discouraged as it is not possible to supervise all older children as they visit the toilet with the potential risk of cross ‘bubble’ contamination. All children should wash hands after they have been to the toilet and be reminded to do so.

**Curriculum**

Whilst we are confident that many children will quickly ‘bounce back’ after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time. There will be a potential disproportionate effect of the pandemic on some communities and individuals and we will do all that we can to support where appropriate - using our own inclusion staff and referrals to Educational Psychologists and signposting to other organisations who might provide support.

In September we plan to bring our community together and relaunch school with a Superhero project. We believe all our children have been superheroes by staying at home and keeping their community safe during lockdown.

**Collective Carlighow mindset – contextualising the lockdown**. We do not feel that it is helpful to focus on what has been ‘lost’ during the shutdown. A young person’s school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work. Our staff will remain calm and measured in September knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children in ‘closing the gap’ where required. We have planned a special 2 week project that will re-engage children with their learning that will focus on learners emotional health and wellbeing.

**Assessment**. Teachers will use their own expertise to establish starting points for each class in the Autumn term and will likely have to take ‘a step back’ in order to help children then move forward with confidence but each child and class will be different. In schools this way of assessing what should be taught next is known as ‘formative assessment’, that is the judgements teachers make on a day to day basis during class work which allow them to assess attainment and progress. To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working rather than spending too long on a formal testing regime, especially when children’s confidence will be low.

**Computing**. Ipads and laptops in school are numbered and each child will use the same number IPad or laptop for each session they are used. The equipment will be wiped down with appropriate antibacterial wipes as each bubble finishes using them..

**PE, games and coaching**. Children are to wear their PE kit to school on the day they have PE. This will help to reduce the use of extra school bags and the need for the older children to find spaces to change. All PE and Games activities for a given class should take place on that one day per week. We will endeavour to have as many PE and games sessions outside as we can. Our Sports Coach will be used to support these sessions as allowed in the guidance but she will socially distance from the children during taught sessions. On these day black joggers can be worn over their PE shorts and their school jumper for warmth.

**Swimming**. Swimming will not take place during the Autumn term and this is being reviewed by LA.

**Music**. The DfE guidance says *‘Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting’*. Therefore we are revising our Music curriculum for the Autumn term 2020 so that children do not participate in any of these activities. The music curriculum will not be taught during the Autumn Term.

**Year 1 & 2 phonics catch up**. Children in Year 1 & 2 in September 2020 will have additional phonics sessions in the Autumn term to support catch-up. Some children in Year 3 may also require additional phonics teaching.

**Pupils with additional needs**. We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by the school pastoral team to ensure a smooth transition when returning to school. To ensure a shared understanding of pupils' pastoral needs, staff will share information prior to transition and appropriate plans will be put in place where required. In some cases, children with additional needs may require a risk assessment to be completed. This will be completed with input from the class teacher, child, parent/ carer and the SENDCo. Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the Autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. Physical contact, such as guiding a child or hand-over-hand support will be kept to a minimum and all staff working with children requiring such support are familiar with the use of preventative hygiene, including regular hand washing. Referrals to external agencies such as Speech and Language, CAMHS and the Educational Psychologists will continue. We will also support families by signposting them to organisations who may be able to provide support during this time, including staff members on the Pastoral Team.

**Contingency planning for further lockdown/no full September start**

Having learned a lot from the initial nationwide lockdown the school is well prepared should further lockdowns be advised. Our expectations would vary according to the type of shutdown which is advised.

**In the event of a** **Tier 3 or Tier 4 wide lockdown**. Carlinghow Academy would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown. Please bear in mind that if the children of staff attend the same authority these children would also be at home with the staff member and this may limit the input that teacher could give. Nevertheless, planned changes would include:

Expanding our staff training and use of technology to include a programme called SeeSaw. This will allow staff to interact directly with pupils at home using a smartphone, tan

Blet or laptop. In September an audit will take place of our families to gage who would struggle to access online learning. The expectations around home learning would be based on the following timetable.

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| --- | --- | --- |
| 9:00 – 10:30 | English | Video input, modelled examples and questions tutorial. Set activity on Seesaw/Oak AcademyFeedback to individual children through the comment feature  |
| 11:00 – 12:30 | Maths  |
| 13:30 – 3:30  | Foundation Subject  |

**Year group, class or school site lockdown as advised by local health protection team.** In this case as staff will be social distancing at work, even as part of a ‘bubble’ it may be that some or all staff can continue to work on site following a deep clean of the affected rooms. If this was the case, then we would consider delivering the home learning offer similar to that described above with the addition of a drop off/collection of printed work for those who needed it.

