



Guidance for Parents/Carers for Children returning to school from September

The Government have deemed it safe for all pupils to return to school in September. We will be following their guidelines to have all of our pupils back whilst ensuring that the pupils, and staff, are as safe as possible and will be putting procedures into place to maximise this and these are spelt out in this booklet.

Attendance is once again compulsory and figures are reported back to the Department for Education. The government has provided us with a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn we will be putting the following measures in place.

Protective Measures

Prevention

- 1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school**

Ensuring that pupils, staff and other adults do not come into the school if they have coronavirus (COVID-19) symptoms, are awaiting the results of a coronavirus test, or have tested positive in the last 7 days, and ensuring anyone developing those symptoms during the school day is sent home, are essential actions to reduce the risk in schools and further drive down transmission of coronavirus (COVID-19). All schools must follow this process and ensure all staff are aware of it. No risk will be taken and pupils will be sent home if they display any of these symptoms.

If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus

(COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

2. Clean hands thoroughly more often than usual

Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and running water or hand sanitiser. We will ensure that pupils clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.

3. Ensure good respiratory hygiene by promoting 'catch it, bin it, kill it' approach

As we have already been doing since early March, we will continue to promote good hygiene. This will be through regular reminders in assemblies, by teachers and through clear signage. Public Health England does not (based on current evidence) recommend the use of face coverings in schools.

4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach

We will continue with our enhanced cleaning schedule which includes:

- more frequent cleaning of rooms / shared areas that are used by different groups
- frequently touched surfaces being cleaned more often than normal
- different groups don't need to be allocated their own toilet blocks, but toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet

5. Minimise contact between individuals and maintain social distancing wherever possible

At all times, pupils will be encouraged to maintain social distance wherever possible. As a school, we cannot guarantee (and we are not expected to) that pupils will always manage this. It cannot be supervised effectively at all times but will be encouraged through education and reminders.

Teaching Structure

Pupils will be taught in normal class sizes of up to 30. Desks will be set up facing forward in rows to limit face to face contact. Classrooms will be fully cleaned at the end of each day.

All bags and belongings will be kept in the classroom by their desk, we will be limiting the use of cloakroom areas or lockers where possible.

Pupils will normally remain in the same classroom for the majority of the day. Whereas normally the pupils would move to other classrooms to be taught by specialist teachers, this will work the other way round with teachers moving to the pupils. At Key Stage 2 (years 5 and 6), the only movement to a different room will be for Maths teaching, where pupils are set, this will be within the year group 'zone'. There may also be some limited movement to DT facilities to enable specialist teaching but this will be within the year group bubble.

At Key Stage 3, pupils will again remain in one classroom for the majority of the time with teachers moving to them. There will be movement to a different classroom within the

'zone' for Maths and then some movement to specialist teaching areas, such as Science and DT. Designated rooms within those subjects will be used for specific year groups, e.g. one Lab will be for year 8 use all term, the other for year 7.

Pupils need to bring their own equipment/pencil case which they can store in the tray by their desk or take with them to other lessons. It is important that pupils are well equipped so the need to share resources is as limited as possible.

Timings of School Day

	9:00 - 9:55	9:55-10:20	10:20-10:40	10:40-11:05	11:05-12:00	12:00-12:30	12:30-1:15	1:15-1:45	1:45-2:10	2:10-3:10
KS2	1	2	Break	2	3	4	Lunch	4	Tutor Time	5

	9:00 - 9:55	9:55 - 10:45	10:45-11:05	11:05-12:00	12:00-1:00	1:00-1:45		1:45-2:10	2:10-3:10
KS3	1	2	Break	3	4	Lunch	Lunch	Tutor Time	5

Break time

There will be two break times to ensure year groups are kept separate. Each key stage will have break at the same time but the two year groups within that key stage will be allocated separate areas outside which they must remain in.

Lunchtimes

There will be two lunchtimes, as per our normal timetable. Each year group within a key stage will eat in a separate hall and then be allocated a separate space for outdoor play. Halls will be cleaned between lunch sittings.

Catering

School dinners will be available at lunchtime. Pupils will line up and will be socially distanced when queuing and this will be marked on the floor areas. Pupils with packed lunch will use trolleys in year group areas to store their lunch boxes and these will be taken to the hall for lunchtime and then returned before the end of the day.

There will be a break time service which can get busy. Pupils will queue as they will for hot lunch. Initially it may be sensible for pupils to bring their own snack for break.

Uniform

Pupils will be expected to wear school uniform. Guidance states that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

PE/Games – as we cannot use changing rooms for large groups of pupils, on days where pupils have PE or Games lessons they will be expected to come to school in their school PE kit.

Entry to School

The time for entry to school will be extended to help prevent large groups of pupils gathering. The main school pedestrian gate will be open from 8.30 a.m. to 9.00 a.m. Pupils will also be encouraged to use the staff car park pedestrian entrance to access the school grounds between those times.

Pupils will go directly to their classroom and entry to classrooms will be using external doors directly wherever possible. If pupils are using upstairs classrooms they will be permitted entry from the year 7 stairwell.

No parents will be allowed on site at any time unless arranged by prior appointment. Any communication with school needs to via email or phone calls to the school office. There are no after school clubs at the beginning of term.

Exit from School

This will be staggered over a 15-minute interval to ensure no large groups mix as follows:

- 3.15 p.m. – Year 5
- 3.20 p.m. – Year 6
- 3.25 p.m. – Year 7
- 3.30 p.m. – Year 8

Pupils travelling by coach will also leave at those times and make their way to the coach.

Transport to and from School

Normal school transport arrangements will be in place. School coaches will run as normal with a seating plan arranged in the first week to keep year groups separate. Where pupils can walk or cycle that is encouraged. Pupils travelling by car are encouraged to be dropped off away from the school premises and walk in using normally pedestrian gates. As normal, the only non-staff cars on site should be those with disabled badges.

Movement around School

This will be kept to a minimum. Each corridor and stairwell will be one way to limit the amount of contact and pupils mixing.

STEPS – Before and After School Care

This will be available to all parents as normal. There will be protective measures in place to ensure pupils are safe and kept in smaller groups. If you wish to book your child into this service then please see our school website or contact steps@alvechurch.worcs.sch.uk for more information.

Extra-Curricular Activities

Initially there will be no after school extra-curricular clubs. We are keen to get these going as soon as possible as we realise how important these are to our pupils but at the start of the year there is going to be a huge amount of change to get used to. We will continually review this and will aim to get them going as soon as is practicable.