

Churchdown Parton Manor Junior School
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Churchdown Parton Manor Infant School &
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Monday 24th August 2020

Dear Parents/carers,

Thank you for your continued support of CPMSF since school closures back in March and following the partial openings from June. In the recent weeks, we have been able to give almost 200 of our pupils the opportunity for some face-to-face time in school prior to the summer holidays. Please be assured that throughout our wider opening, your child(ren)'s safety and wellbeing have continued to be at the heart of all decisions made.

Government guidance has suggested that, from September, all children should return to their school settings. The details of the guidance given by the Government can be found via this publication and is the foundation for our school opening plan: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-openingschools>.

We understand that when schools closed and began to re-open, the full re-opening of schools would also pose questions and anxieties for parents and children. It is our hope that the opening plan below will set out our intended arrangements and reassure you of the measures we have taken to ensure the safety and wellbeing of everyone on site.

Should you have any questions after reading the attached documents, please do not hesitate to contact us via email admin@partonmanor-inf.gloucs.sch.uk or phone 01452 712214/713262. The Senior Leadership Team will also be available on the main gates each morning and evening if you would like to talk to us about anything contained in the plan.

Thank you for your continued support.

Mr Darren Preece
Executive Head Teacher

CPMSF Wider-Opening Plan: September 2020

Following government guidance released on Thursday 2nd July 2020, this document outlines the health and safety measures being implemented at Churchdown Parton Manor Schools' Federation in order to facilitate the full opening of the school site from September 2020. The main protective element of this plan is the limiting of movement for both staff and pupils around the site as well as the distinct 'bubbles' which pupils will remain in throughout the day. Wherever possible, these bubbles will be class-based; however, at some times of day – for example during break times and lunch times – bubbles will be limited to the children's Year Group with social distancing measures implemented between classes.

Communication with / from school

Despite the main reception doors and foyers being closed to parents, the Senior Leadership Team will be available each morning to deal with urgent enquiries. Due to the busy nature of these times, we ask that, whenever possible, communication takes place via email admin@partonmanor-inf.gloucs.sch.uk or phone 01452 712214/713262 and we will be in contact with you as soon as possible. Any necessary meetings between parents and school will continue to be held over the phone or via video conferencing.

Communication with parents from the school will be via text / email / Class Dojo / website rather than letter-based wherever possible in order to further limit items moving between school and home. Please ensure we have your correct contact details in order for this communication to be received. If you do not have access to the internet, please contact the school office to ensure we can organise alternative arrangements.

The School Site

In order to limit the amount of people on site to as few as possible, it is essential that only one adult per family conducts school drop-off and pick-up; however, we understand that younger siblings may have to join due to family logistics. On children's first day returning to school, we ask that all children are dropped off by an adult. If the intention is for children to walk to/from school independently after this, we will ask for signed confirmation of this.

When we closed the school back in March, parents were not permitted into the school building at any time of the day and will, wherever possible, be asking you to continue to not enter the school building and to say goodbye to the children at the main gates. A one-way system will be in place around the school site. We ask that parents leave the school site as quickly as possible to ensure social distancing is maintained.

Senior Leaders will be on the main gates each morning to greet children, ensure social distancing is maintained and take messages. Bikes and scooters should be placed into the racks for the juniors by the main playground gate as usual. We politely ask that parents don't gather on school grounds to chat. Once you have seen your child safely into school, parents and carers must leave the school premises

Access for children

All children will be coming to school from different bubbles, so will be incredibly hard to police. I understand that if we implemented staggered starts this may affect your working plans and those with siblings, even more problematic. Please refer to the tables below for clarification;

Reception – to arrive at 9:00am	From 7 th September - Red class to be greeted by Mrs Blackmon and enter the class via the front door. Green Class to be greeted by Ms Parfitt and enter class via the rear. Parents are not permitted in to class I'm afraid – sorry ☹️
Year 1 – to arrive at 8:45am	To line up on the playground where Y1 teachers will welcome the children and enter the playground corridor door to their classes
Year 2 – to arrive at 8:45am	Normal door – black gate and then separate to the 2 appropriate doors where the teachers will greet them

All classes – to arrive at 8:45am	To enter playground and line up in classes before entering school – all teachers will be waiting to greet the children
Year 3	Chelt and Avon will enter the school via their fire doors
Year 4	Wye and Windrush will enter the side door by Avon before Y3 enter
Year 5	Evenlode and Isbourne will use the new entrance via the quad
Year 6	Thames and Severn will use their rear fire doors

All Woodland Centre children will need to go straight to the Junior playground, where a member of the Woodland staff will greet the children.

All parents will need to leave the site via the signalled one-way and not to congregate with others.

At pick-up times, the Infant children will need to be collected at 3:05pm, where the children will be lined up and released to you. For the Junior children, the playground will be open and they will also be lined up, ready for you to collect them at 3:15pm. Again, we ask that parents or children do not gather or play within the school grounds; and that social distancing is maintained as much as practically possible.

Classrooms

Our pupils will remain in class bubbles for a majority of their time in school. There may be times where pupils share outdoor or indoor space with their cohort – for example at break times and lunchtimes. At these times of the day, social distancing will be in place between the classes.

In line with Government guidance, classrooms have been reconfigured to ensure all children face the front of the room where possible. Our usual teaching resources have been returned to classrooms; with only unnecessary furniture or items being removed. Children will be able to move around within the room and may have different seats for different sessions; however, this will be kept to a minimum and additional cleaning processes will take place throughout the day. Each child will have their own pack of personal, basic stationary resources which are not shared amongst the class and any necessary books and resources will be pre-organised wherever possible.

Cloakrooms will now be re-opened to be utilised by pupils to minimise the number of items within the classroom. Teacher will stagger children's use of these areas at busy times.

In order to support the limiting of items within school, we ask that only PE kits, coats, lunches and water bottles come in from home. Children will not be able to bring their own personal stationary, teddies or toys on site.

Toilets

Children will use the toilet block closest to their classroom – this will be the same toilet, regardless of the time of day or where on site the children are (for example, the same toilet block should be used even at break / lunch / during PE). Within the toilet block, there will be a specified cubical for each class to use where possible so as not to cross between groups

Curriculum & Assessment:

Firstly, we recognise that the events of the last few months will have had a varying impact on the mental health and wellbeing of your children. Some children may have developed anxieties around coronavirus; some may even have suffered bereavement due to it. Our curriculum will endeavour to recognise this and provide time and resources to support children in understanding their 'new normal'. This might be in the form of allowing children time to talk about the events of the last few months in groups and with trusted adults one-to-one; through lessons focussing on mental wellbeing and staying safe; and pastoral activities facilitating positive opportunities to renew and develop friendships and peer groups.

The preferred approach to teaching and learning throughout the Federation is an assessment-led approach. Each year group has a national programme of study that needs to be taught over the course of the academic year. This tells the teacher what a child needs to know. Prior to teaching an element of the programme of study – for example Place Value in Maths – the teachers will run an elicitation activity to understand what each child already knows about Place Value. Identifying this starting point enables the teachers to understand what they need to cover to support the child moving from what they already know to what they need to know. At the end of the unit of work on Place Value, the teacher will run a series of assessments to understand what the child now knows. Many elements of the programme of study repeat two or three times over the course of the academic year, allowing the child to build and deepen their knowledge over the whole year.

The new challenge for September 2020 is that the vast majority of children did not complete their previous year group programme of study under the tutelage of their class teacher. Our elicitations will therefore reflect this and ensure, for example, that the Year 4 elicitation for Place Value considers not just the Year 4 programme of study, but the Year 3 programme of study also.

PE sessions will be carried out using equipment which can be easily sterilized after use (e.g., individual tennis skills, athletics, plastic skipping ropes etc...). As well as outdoor PE slots, the halls will return to use for PE and 'WOW' activities. In order to maintain the integrity of cohort bubbles, year groups will have a set day to use the hall and it will be cleaned each evening ready for the next year group.

Lockdown Work

For the time-being, please can you keep any Lockdown work at home to reduce the amount of resources coming back and forth from school. This will be the same of the children's reading books and we would

encourage you to use Bug Club and phonics playground. There will be more communication from the teachers via Dojo in the coming weeks

Wrap-Around Care and Extra-Curricular Activity

School clubs will not resume in the first part of the Autumn Term. We will be reviewing this and I anticipate that clubs will return after October half-term.

Throughout the school closure, we have continued to work closely with PMOOS in preparation for September. PMOOS will be resuming their usual before and after school provision from **7th September** based at the Infant School. We would have opened in the first week back, but there has been some significant building work during the break and the staff need to thoroughly clean and organise resources. Apologies if this causes an inconvenience

Uniform

Government guidance on the full reopening of schools is clear that uniforms do not need to be cleaned any more than usual, nor do they need to be cleaned using methods which are different from normal. Therefore, our expectations of school uniform will now return to normal. These expectations are outlined on our school website.

Department for Education guidance states that wearing a face covering or face mask in schools or other education settings is not recommended and these settings should therefore not require staff or children to wear face coverings. Changing habits, cleaning and hygiene are effective measures in controlling the spread of the virus. Face coverings should not be worn in any circumstances by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission. We are advising, therefore, that facemasks are **not** brought in to school. Should parents/carers wish for your child to wear a facemask for their journey to school, we ask that you remove it from them, and keep it for them, before they enter the school building.

School Dinners

The catering team will be onsite preparing packed lunches only for the time foreseeable. All children in receipt of Free School Meals and children who receive Universal Free School Meals will obviously receive these free of charge. The sandwich or baguette options will be cheese, ham, tuna or egg with vegetable sticks, fruit wedges, cake, cookie or flapjacks. Those children who do not fall into the FSM category will need to bring their own packed-lunch.

First Aid / Intimate Care

We will not inform everyone when we have advised individual parents or carers that we believe their child is symptomatic, or when a staff member is symptomatic. We will only make an announcement of a positive test result within the immediate school community. This is because some of the symptoms of coronavirus can still be confused with other seasonal illnesses such as common cold or hay fever. We have to establish a balance between suspicion and fact.

We cannot guarantee that the youngest children will be under the direct supervision of a paediatric first aid trained member of staff in their bubble at all times. However, we will always endeavour to have a paediatric

first aid trained member of staff on site and all staff working with children all have a basic knowledge of first aid.

In the case of minor injuries, our first aid team will direct the child on how to administer basic treatment for themselves from a safe 2m distance. For example, under normal circumstances, the first aider may recommend a wet paper towel to clean a minor graze, which they now would instruct the child to administer for themselves.

We do have some first-aid trained members of staff who – following a risk assessment - are willing to support children within their personal space. This would be for injuries that require closer inspection. Staff would be provided with PPE (face mask, visor, gloves and plastic apron) for such close-proximity work. In the scenario where a first aider does not feel comfortable working in close proximity with a child, or no appropriately trained first aiders are on site, we would contact parents/carers to come to school to assess their child for themselves. In the case of an emergency we would call 999 and inform the parents/carers that we have done so.

Each bubble will contain its own basic first aid kit, for use only by the adults and children in that bubble.

Symptomatic Individuals

If a child develops symptoms compatible with coronavirus, we will contact their parents or carers immediately and they will be sent home to isolate. In such an instance, collecting your child from school must be your number one priority and we would expect you to make your way to school immediately. Where relevant, we ask that you work with your employers to ensure they understand the absolute importance of this. Where we are unable to reach the primary contact listed with school, we will work our way through all the contacts provided. It is vital that families provide us with at least two separate contacts as an absolute minimum. Again, if your contact details have changed over the summer, please ensure you have contacted the schools office to ensure we can update our system.

If a member of staff becomes symptomatic, they will be sent for a test and asked to isolate until the result of the test allows is able to support a clear decision on the next steps.

All staff and students who are attending school are eligible for a test if they display symptoms. It is therefore essential that the symptomatic individual books a test immediately. Tests can be booked online through the NHS testing and tracing for coronavirus website: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/> or by phoning NHS 119 for those without access to the internet. By the Autumn term, we have been told that all schools will be provided with a small number of home testing kits which we would be able to send home with symptomatic pupils or staff. Tests are now available to everyone, including children under the age of five.

The precise timing of the test may be important when considering the possibility of a false-negative. Symptoms must be monitored closely at home. If symptoms quickly develop to become severe, there needs to be a sense of urgency to getting the test completed. If the symptoms are mild, we recommend monitoring them closely and taking the test around three days from when the first symptoms began.

Whilst waiting for the test results, Government guidance still states that all members of that individual's household should remain in isolation. It is essential that we are informed of the outcome of any tests taken by any families or staff.

A negative result

A negative result is the first green light for a child or member of staff to stop self-isolating and return to school. School will work closely with any family who have had a negative result. They could have another virus, such as cold or flu – in which case it is still best to avoid contact with other people until they are better. In the event of a negative test, the Government guidance is that the other members of the household can stop isolating.

A positive result

If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

Containment of symptomatic individuals

In the event of a child exhibiting symptoms of COVID-19, they will be immediately moved to an allocated room under the supervision of a senior leader whilst their parents are contacted. The member of staff will wear PPE consisting of a mask, a visor, gloves and a plastic apron and, whilst keeping the child safe and reassured, will remain at least 2m from them.

Engaging with the NHS Test and Trace process

We are obliged to fully engage with the NHS Test and Trace process. On our request, parents, carers and staff must be willing to:

- book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school
- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
- self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)

Managing confirmed cases of COVID-19 amongst the school community

In the event of someone within the immediate school community testing positive, we will respond with immediate action and engage Public Health England (PHE). Collaboratively, PHE will also contact school should they be informed through NHS Test and Trace that someone who attends the school has tested positive. They conduct a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure anyone who needs to, is asked to self-isolate.

PHE will work with the school to guide us through the actions we need to take. We work hard at Parton Manor to ensure open and honest communication with our school community. Communication around confirmed cases at Parton Manor must be managed collaboratively with PHE. It is also on their advice that we will identify and send home individuals who have been in close contact with that person when they were infectious. The Government definition of close contact is:

- direct close contacts - 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)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person

To support the health protection team, staff in school will closely monitor any close contact that takes place between children and staff.

Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period, they should follow the stay at home guidance for households with possible or confirmed coronavirus (COVID-19) infection. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following the stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection.

Containing an outbreak

If we were to have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may be categorised as having an outbreak, and will work alongside Public Health England who will 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. A whole school closure would be unlikely, and would not be considered except on the advice of our health protection team.

A symptomatic household member

If someone in your household becomes symptomatic, is it essential they have a test and that the other family members follow the protocol of isolating for 14 days. Please report such an absence in the normal way, by phoning school. In the event of a negative test for the household member, the child(ren) can return to school. In the event of a positive test, the child(ren) will need to complete the full 14 day isolation. We will be able to support home-learning in such a case. If your child goes on to become symptomatic themselves, it is important you inform school and follow the procedures laid out above.

Safeguarding

We cannot guarantee that we will have a Designated Safeguarding Lead on-site at all times. However, either a CPMSF DSL will always be available on the end of the phone. All adults working in school have up to date safeguarding training. Addendums have been added to our Safeguarding, Attendance, First Aid and Behaviour Policies. These are available on the school website.

In the unlikely circumstance of a child deliberately putting staff at risk, or despite the best efforts of staff, a child being unable to adhere to the rules of social distancing, a member of the Senior Leadership Team would seek an immediate conversation with the parents/carers to explore all options available to us.

Attendance

Attendance of children in school from September is once again compulsory. The section below is taken directly from the Government Guidance for full opening of schools in September 2020: <https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

In March when the coronavirus (COVID-19) outbreak was increasing, we made it clear no parent would be penalised or sanctioned for their child's non-attendance at school.

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.

Missing more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- *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*

Shielding / Self-Isolating

For pupils who have been shielding or self-isolating in line with guidance from their healthcare professionals, school attendance is also compulsory. This is also the case if a child lives with someone who has been or still is shielding. Any pupil who is generally under the care of a specialist health professional are encouraged to discuss the details of this re-opening plan with their clinician. Any families in this position are asked to speak to us to discuss any individual risk assessments we may need to consider prior to welcoming your child back to school. Where a child is not able to attend school because parents are following such clinical advice, absence will not be penalised.

Pupils and families who are anxious about returning to school

Any family or pupil who are worried about returning to school – for example where a family have previously been shielding or those worried about the comparative risk from COVID19 are encouraged to speak to us about your concerns. We take our role very seriously around carefully listening to your concerns and doing all we can to help mitigate the risks for you.

Attendance monitoring

From September 1st we will assume our attendance monitoring procedures as detailed in our Attendance Policy published on the Policies page of our website. Attendance is monitored fortnightly and any family with

a child who has a pattern of persistent absence will be informed and supported to help this attendance improve.

Site Maintenance

Our contract with Glen cleaning continues. Over the summer, a full deep-clean of the school has been completed. The team will continue to be on site daily to maintain cleaning in spaces which are in use. This cleaning will include, but not be limited to, - Hoovering floors; - Disinfecting of hard surfaces with anti-bac; - Disinfecting of high-frequency touch-points such as door handles; - Daily cleaning of toilet facilities (both those of pupil and staff).

In addition to this, each bubble will have their own cleaning and hygiene supplies. High-frequency touch-points will be cleaned throughout the day; and children will be encouraged to wash / anti-bac their hands at regular intervals (including when leaving / entering the classroom and before / after eating).

Right, there is a lot of information here to digest. We will be available to support you and your children through the first term, so please do not worry.

Any questions, please do not hesitate to call us.