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Government advice to schools

Approach: Full reopening of educational and childcare settings (from March 2021 depending on the most up-to-date assessment of the risk posed by the virus)

It is the government's plan that all children and young people, in all year groups, will return to school full time from the 8th March 2021.

The cases of coronavirus (COVID-19) have decreased since schools limited their opening to most pupils in January, the NHS Test and Trace system fully embedded, the roll out of vaccinations is well under way and rapid testing of school staff is available. We understand more about the measures that need to be in place to create safer environments in schools. As a result, the government has asked schools and colleges to plan for all children and young people to return from the 8th March 2021.

The scientific evidence shows that coronavirus (COVID-19) presents a much lower risk to children than adults of becoming severely ill, and there is no evidence that children transmit the disease any more than adults. Of course, there will still be risks while coronavirus (COVID-19) remains in the community, and that is why schools will be asked to put in place a range of protective measures.

In order to effectively manage the risks that remain, things will continue to be a bit different when children and young people return to school again. This guidance sets out some of the changes and safety measures the government is asking schools to put in place and what parents, carers, children and young people will need to do to help ensure schools are as safe as possible for everyone.

School attendance

It is important that children and young people return to school - for their educational progress, for their wellbeing, and for their wider development. School attendance will again be compulsory from the 8th March 2021. For parents and carers of children of compulsory school age, this means that the legal duty on you as a parent to send your child to school regularly will apply.

A small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves, or because they are a close contact of someone who has coronavirus (COVID-19). If your child is unable to attend school for this reason, you should talk to your school about what support is in place in terms of remote education.

Shielding advice for all adults and children will be reviewed on 31st March, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).

Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment).

Where children are not able to attend school as parents are following clinical and/or public health advice, the absence will not be penalized, however, parents must provide evidence from clinical professionals before school will authorise nonattendance.

Ultimately, local authorities and schools have a range of legal powers to enforce attendance if a child or young person misses school without a valid reason.

How everyone can help make schools as safe as possible

Each school will do their own health and safety risk assessment as part of their planning for the return of all pupils on 8th March.

As part of this, there are certain approaches that the government has asked schools to implement which are essential to reduce health risks. Parents and carers can support this by:

- ensuring that anyone who has coronavirus (COVID-19) symptoms, or has someone in their household who does, does not attend school or college - this means if your child, or someone in your household, has symptoms you should not send them to school or college
- engaging with the NHS Test and Trace process so that cases can be identified and action taken this
 means if your child develops symptoms, you should arrange for them to get a test and you should
 inform your school of the results of that test

Alongside this, the government is asking schools to ensure they are:

- managing confirmed cases of coronavirus (COVID-19) in the school, in line with current public health guidance - this means your child may be asked to self-isolate for 10 days by their school or college (based on advice from their local health protection teams) if they have been in close, face-to-face contact with someone who has tested positive for the virus
- ensuring everyone at the school cleans their hands more often than usual, including when they arrive
 at school, when they return from breaks, and before and after eating this can be done with soap and
 running water or hand sanitiser
- ensuring good respiratory hygiene, by promoting the 'catch it, bin it, kill it' approach
- enhanced cleaning, including cleaning frequently touched surfaces more often
- minimising contact and maintaining distance, as far as possible schools will decide how best to do
 this, as it will be different for each setting, but in broad terms, it will involve asking children to stay
 within specified separate year groups (or bubbles), and through maintaining distance between
 individuals. The government's guidance to schools recognises that younger children may not be able
 to maintain social distancing so it is likely that for younger children the emphasis will be on separating
 year groups, and for older children, it will be on distancing.

It will be really important that parents help schools and colleges to implement these approaches by following the advice set out here and wider public health advice and guidance.

Arriving and leaving school

School will need to stagger or adjust start and finish times as this helps keep groups apart on the way to and from school, and as they arrive and leave the premises. This will not reduce the amount of time the children spend learning - but it will be that start or finish times are adjusted for your child.

Where possible, children and young people are encouraged to avoid public transport, particularly at peak times, and to walk or cycle to school.

Curriculum

The government has set out clear expectations on what schools are expected to teach when pupils return. Schools will continue to provide an ambitious and broad curriculum in all subjects. We have strived to keep our remote learning as 'normal' as possible for the children so it is familiar and follows the school's broad and balanced curriculum planning.

There may need to be changes to some subjects - such as PE and music - to ensure they can be delivered as safely as possible.

Schools have made provision for remote education where needed, to ensure that the small number of children and young people that need to be educated at home, for example, due to shielding or self-isolation, are given the support they need to continue learning.

PRIORITIES

Our priorities must be the safety of those in school, the safety of all children and then achieving the best academic and social education possible consistently across each year group in that order. School must do everything possible to minimise contacts and mixing while delivering a broad and balanced curriculum.

INTENT

The assumption is that we will fully re-open on 8th of March to all year groups (Nursery – Year 6) and all information below is based on that assumption. Parents/carers will receive detailed communication of the new procedures and updated on any changes frequently. Children will be provided with regular support to ensure that they understand and follow all safety measures introduced.

Specific actions and issues are attached but the concept we will operate each day until further notice is that children will attend on a full time basis with adjusted timings to the school day. This will not impact the required hours of teaching expected as per usual.

The school will be continuing a staggered start and end to the day. Parents will drop off at separate gates for each Key Stage and not be allowed into school premises without an appointment with staff. Parents/ Carers are required to wear a face covering whilst on site. Children will make their way directly to their classroom, washing their hands when entering the classroom. There will be regular, natural points through the day when children and staff will be required to wash hands.

The school will function as 8 separate year group Zones. All year groups will have their own timetables which will prevent mixing between year groups. No mass gathering will take place in school. There will be no more than 30 children in classroom at a time. Please see below, for a reminder of timings:

Reception - 8.35am to 2.45pm

Year 1 - 8.50am to 3pm

Year 2 – 9.05am to 3.15pm

Year 3 - 8.35am to 2.45pm

Year 4 – 8.50am to 3pm

Year 5 – 9.20am to 3.30pm

Year 6 - 9.05am to 3.15pm

Nursery timings as usual. AM 8.30-11.25am and PM 12.30 – 3.15pm

In class, children will sit facing the front of the class and will not have direct face to face contact as much as possible – carpet time will be limited and only used if necessary. Children will remain at the tables for the majority of learning time. Teachers and support staff will social distance from children and each other as much as possible. With direct face to face contact kept to a minimum. Break times will be staggered and playground will not be shared between key stages. Lunch will be staggered, with only one year group using the dining hall at a time. Movement around the school will be kept to an absolute minimum, and crowding should be avoided. At the end of the day, parents will have staggered collection timings and separate gates will be used for each Key stage. Children will be lined up at collection points and released to parents promptly, with families then leaving the school site immediately.

Home learning will continue to be planned for any possible future closures related to Covid 19 or where children need to self-isolate.

Breakfast club will run as usual but families will be required to sign up for the provision in advance through Parent Pay. Breakfast club groups will be seated in year group bubbles. After school clubs will also run in year group bubbles but on separate days to reduce crowding during collection.

Parents will be informed of the safety measures the school is taking and how it will operate by letter and a FAQ sheet in order to pre-empt and minimise questions. There will also be information available on the website. The school will also post a message on the school app reminding parents of our expectations regarding social distancing.

Schools **must** comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene

- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- · avoiding contact between groups
- · arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

The system of controls: protective measures

Having assessed their risk, schools **must** work through the below system of controls, adopting measures in a way that addresses the risk identified in their assessment, works for their school, and allows them to deliver a broad and balanced curriculum for their pupils, including full educational and care support for those pupils who have SEND.

If schools follow the guidance set out here they will effectively reduce risks in their school and create an inherently safer environment.

System of controls

This is the set of actions schools **must** take. They are grouped into 'prevention' and 'response to any infection' and are outlined in more detail in the sections below.

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
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 **must** be properly considered and schools **must** put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant.

Parent Question and Answers

Q. Will JEA be open for all year groups in September?

A. JEA will fully reopen on 8th March for all children in line with government expectations of full attendance by all pupils.

Q. I feel anxious about sending my child into school, is attendance compulsory?

A. We have carried out in depth risk assessments which follows the Government advice on how to keep children safe whilst in the academy. Attendance is compulsory and usual attendance procedures will be in place. Parents/Carers are likely to face fines for non-attendance through Slough Borough council going forward.

Q. If anyone in my household has Covid symptoms should I let my child attend the academy?

A. No, your child should follow Government guidance and engage with the NHS Test and Trace process.

Q. My child has medical conditions that fall under the vulnerable group, should they attend the academy?

A. Yes. There are strict and stringent social distancing measures in place to minimise the risk of transmission. It is likely that some pupils, parents and households may be reluctant or anxious about attending school. This may include pupils who:

- have themselves been shielding previously but have been advised they no longer need to shield
- live in a household where someone is clinically vulnerable (CV) or CEV (including young carers)
- are concerned about the possible increased risks from coronavirus (COVID19) such as those who have certain conditions such as obesity and diabetes.

We would urge any parents to discuss any concerns with us.

Q. What are the timings of my child's school day?

A. The school will function as 8 separate School Zones

Reception - 8.35am to 2.45pm (Back gate)

Year 1 - 8.50am to 3pm (Back gate)

Year 2 – 9.05am to 3.15pm (Back gate)

Year 3 – 8.35am to 2.45pm (Front gate)

Year 4 – 8.50am to 3pm (Front gate)

Year 5 – 9.20am to 3.30pm (Front gate)

Year 6 – 9.05am to 3.15pm (Front gate)

Nursery timings as usual. AM 8.30-11.25am and PM 12.30 – 3.15pm (Nursery gate)

Q. I normally drive to the academy, is this still acceptable?

A. The government are encouraging walking or cycling to school and we are encouraging parents to maintain social distancing both outside and inside the school site.

Q. Where should I drop my child off, are we allowed in the playground?

A. Parents will drop off at separate gates for each Key Stage. Children will be dropped off at gates and walk to classrooms alone. Staff will be on the playground guiding children and ensuring they do not mix with children from other year groups. Parents/carers should wear a face covering when on site.

Parents/carers will not be allowed to take children up to classrooms, staff will do this instead. This will prevent group gatherings on the school premises. There will be clear entry and exit paths labelled to guide

parents/carers when dropping off. Cones will be used to further guide parents/carers in ensuring they leave the school site immediately and to prevent crowding.

If you are using the front of the school to drop off and pick up your children, please ensure you are entering and exiting the school grounds using the correct gate. The entry and exit gates are signposted clearly.

We ask that parents only arrive at their allocated time to avoid overcrowding and long queues.

Q. Will my child stay with the teacher and children in the same class?

A. Yes. The school will function as 8 separate year group bubbles. All year groups will have their own timetables which will prevent mixing between year groups. There will be no more than 30 children in a classroom at a time.

Q. How do I know which classroom my child has to attend?

A. A letter will be sent to all parents/carers informing them of their child's class teacher and teachers will be out on the playground guiding children to their classrooms.

Q. Am I allowed to speak with the classroom teacher?

A. We would prefer you to email any points to the year group email for your child's class teacher. Any urgent messages for teachers should be phoned in and shared with office staff rather and appointments can be made where appropriate. We will continue to use the existing year group emails; this will make it easier to contact Year Leader and teachers directly.

Contact number: 01753810686 Office email: jeaoffice@theparkfederation.org

Year group emails:

Nursery - nurseryjea@theparkfederation.org

Reception - receptionjea@theparkfederation.org

Year 1 - year1jea@theparkfederation.org

Year 2 - year2jea@theparkfederation.org

Year 3 - year3jea@theparkfederation.org

Year 4 - year4jea@theparkfederation.org

Year 5 - year5jea@theparkfederation.org

Year 6 - year6jea@theparkfederation.org

Q. Will you be encouraging hand washing on first arrival?

A. Yes, each child will have to wash their hands on first arrival with soap for 20 seconds and periodically throughout the day as will staff. There will be a designated point where children will use hand sanitiser before entry to the classrooms. SLT and class teachers will monitor this. Where it is not safe for children to use hand sanitiser, skin friendly skin cleaning wipes can be used as an alternative.

Q. How many children will be in my child's class?

A. Class sizes will not be larger than 30

Q. What will the classroom seating look like?

A. Children will sit facing the front of the class and will not have direct face to face contact as much as possible – carpet time will be limited and only used if necessary. Children will remain at the tables for the majority of learning time.

Q. Will the academy be clean?

A. Yes, we continue to use appropriate cleaning chemicals in line with Government advice.

Q. Will you have day time cleaners to clean common areas and in particular the toilets?

A. Yes. Our cleaning staff have been allocated extra hours to ensure the highest standard of hygiene at the academy.

Q. Will toilet handles be cleaned?

A. Children will be asked to wash hands before they go to the toilet and before they return. Cleaners will also be cleaning toilets during the day.

Q. How will you ensure Effective infection protection and control?

A. There are important actions that children, their parents and those who work with them can take during the coronavirus outbreak, to help prevent the spread of the virus.

In the academy, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the academy
- cleaning hands more often than usual children and staff will wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach, with tissues provided in every classroom
- cleaning frequently touched surfaces often using standard products, with wipes available throughout the day in classrooms and offices as well as us deploying additional daytime cleaners
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times). Our class sizes will never be greater than 30.

Q. Will you be providing my child with PPE?

A. No. In class, children are not required to wear a face covering due to the preventative measures we have in place following government guidance.

Government guidance states that in Primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible. Children in Primary school do not need to wear a face covering.

(Schools coronavirus (COVID 19) operational guidance, Feb 21)

Q. What happens if my child becomes ill during the day?

A. We will contact you and ask you to collect your child. If they are seriously ill then we will call the Ambulance Service and notify you.

Q. What sort of lunches will you be providing?

A. The normal lunch menu will resume as per normal - the week commencing 8th March will be the Week 1 menu.

Q. Will my child be allowed to leave school for home dinners?

No, all children will be required to have their lunch in school.

Q. Will children or adults be provided with PPE?

A. Unless there is a specific child who already requires PPE, no other child will be issued with PPE. Certain staff in the academy will be provided with PPE when completing essential tasks that through risk assessment warrant the wearing of PPE. Cleaners for example who come in to contact with chemicals, first aiders and welfare assistants.

Q. Will children have access to toys?

A. We have removed all soft toys based on Government advice and children will have access to hard toys which will be cleaned in between uses.

Q. Will my child be able to play using the outdoor equipment?

A. Yes. Outdoor equipment will be thoroughly cleaned in between uses.

Q. Will breakfast clubs open?

A. Yes. Breakfast club will run as usual but families will be required to sign up for the provision in advance of starting through Parent Pay. Breakfast club groups will be seated in year group bubbles.

Q. How will you ensure social distancing in the playground?

A. Break times will be staggered and playgrounds will not be shared between key stages where appropriate. Lunch times will be staggered, with only one year group using the dining hall at a time. Movement around the school will be kept to an absolute minimum, and crowding should be avoided. Staff have received training and guidance when supervising children during lunch/break time.

Q. Where should I collect my child from and at what time?

A. KS1 children will be lined up for collection in the back playground. KS2 children will be lined up in the front small playground for collection. Parents will follow a clear one-way path to collect their children from the designated playground. They will then use the appropriate exit to leave the school. Collection times:

Back big Playground – Reception – 2.45pm Year 1 – 3.00pm Year 2 - 3.15 pm

Front small Playground -

Year 3 - 2.45pm

Year 4 - 3.00pm

Year 6 - 3.15pm

Year 5 - 3.30pm

Nursery timings as usual. AM 8.30-11.25 and PM 12.30 – 3.15

Q. I have children in multiple year groups so staggered start times are not practical for me. What should I do?

Siblings will be dropped off to school at the earliest drop off point for their age group and collected at the latest collection time. All teachers to be aware of the timings of when the siblings will be dropped off and collected. Parents will not be able to drop children to their individual classrooms and stay within the school premises longer than needed. **Please use the timings already in place in the Autumn term.**

Q. Can I enter the academy to see the Receptionist?

A. Unless it is an emergency, it would be preferable if you did not enter the academy but emailed in questions or call the office number. If you do have an urgent message and you need to speak to a member of the office team in person, we require you to call the office in advance, wait outside the entrance doors (PLEASE DO NOT ENTER THE SCHOOL) and a member of the office team will speak to you through the intercom.

Q. What have you done to protect the staff?

A. We are abiding fully by Government guidance and applying social distancing. Where necessary such as Reception and for clinically or extremely clinically vulnerable staff numbers we have taken measures such as having antibacterial alcohol based sanitisers and additional safety measures. Staff will be wearing face masks when they are in communal areas and moving around the school. We are also taking full advantage of the Rapid Lateral Flow Testing provided by the NHS for all school staff.

Q. Will my child be required to undergo rapid COVID testing in school?

A. No. This only applies to secondary age pupils.

Q. Will you administer medicines for my child and if you will how do, I drop of medicines?

A. We will administer medicines as per our policy. As previously stated, if you need to drop off a medicine, please call the office number, wait outside the front doors and a member of the office team will come out to collect.

Q. Will my child be playing sports whilst in the academy?

A. Yes. The school will provide PE lessons which adhere to social distancing and where possible equipment will not be shared between bubbles but in the case that occurs, equipment will be cleaned in between used scrupulously.

Q. What if my child is still in nappies?

A. Where intimate care is required, PPE will be available for staff to wear.

Q. What if my child soils themselves during the day?

A. To minimise contact, If you child soils themselves they will be directed to clean and change in to new clothes. If they are unable to do this themselves and staff will support and where intimate care is required, PPE will be available for staff to wear.

Q. Will the academy still continue online learning?

A. Yes. The home learning provision will be in place to mirror the school curriculum incase children are required to self-isolate or if local areas are required to go into lockdown because of localised community spread of the virus.

Q. Can I choose the days I send my children to school?

No, all children as required to attend school on a full time basis.

Q. Should my child wear school uniform?

A. Children will be required to wear full school uniform. Uniform will play a valuable role in contributing to the ethos of the school and setting an appropriate tone for learning. They do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods that are different from normal. Pupil non-compliance will be managed in line with usual non uniform procedures.

Q. Should my child wear PE Kit on PE day?

A. Yes. Your child should come into school wearing the appropriate PE kit. They will remain in their PE kit all day. There is no need to bring PE bags into school. P.E days remain the same and are available on the school website for your reference.

Q. What do I do If my child loses an item of school uniform?

A. Inform your class teacher immediately if an item of uniform is misplaced. The adults in the year group can then look within their year group bubble and on the playground.

We will NO LONGER be storing lost property centrally.

Therefore, we cannot stress the importance of naming every piece of school uniform that your child has and reinforcing the need for your child to take responsibility for their own belongings. We will not be able to search the whole school for missing items as this could result in mixing of year group bubbles.

Q. Will my child be bringing home reading books?

To limit transmission and the sharing of resources, we will only be sending reading books home once a week. When books are returned they will be cleaned and stored for 72 hours before returning them back on to the book shelves.

Q. Will my child be receiving homework as usual?

Yes and where possible this will be provided through Google Classroom.

Q. Will my child receive usual 1:1 provision?

Yes. All additional support required will resume as normal.

Q. Who can collect my child?

A. We encourage parents/carers to only collect and drop off children within their own households. Parents/carers will need to complete an updated 'home time' data sheet if anyone 'new' is to collect the children so we have written confirmation of who is collecting the child. If this is not done, we will not release the child until we have made contact with the primary contact on our system. Where possible, we request that only one person to drop off and arrive for collection as this will minimize adult to adult contact.

Q. Will there be a Parents Evening when the children return in March?

A. No. The children need time to settle back into school and we plan to hold a Parents Evening early in the Summer term. However, as always, if you have any questions regarding your child's learning please do not hesitate to contact the class teacher directly.

Q. What will the curriculum look like and what will my child be learning?

A. Children will be provided with a broad and balanced curriculum in line with our ethos and National Curriculum expectations. Extensive analysis of what learning the children have engaged with during the recent lockdown has allowed us to target specific areas that will be covered.