

15th July 2020

Dear Parents/Carers,

As you are aware, the Government has announced that schools should fully reopen from the start of the upcoming Autumn term. They have decided this on the basis of:

- The prevalence of coronavirus decreasing
- The new NHS test and trace system being in place
- More clarity about the measures that need to be in place to create safe environments in schools
- Time out of school being detrimental to children's development
- The low risk to children of becoming severely ill from coronavirus

This means that we are planning to open to all of our pupils as normal in September 2020. We are all really looking forward to welcoming everyone back on Monday 7th September 2020, and we've continued to work hard to make our school a safe, enjoyable environment.

In preparation, we wanted to get in touch to explain what you can expect from us and what we will expect from all our parents/ carers.

Attendance

Attendance will be mandatory in September 2020, as the Government expects all pupils to attend school. Therefore, the usual rules will apply in relation to recording attendance and following up on any absences.

If your children have been staying at home due to the current shielding guidance, the Government is due to pause this guidance on the 1st August 2020 if there's a continued decline in coronavirus transmission rates. That means they should be able to come back to school in September 2020.

However, if you've received clinical or public health advice that your child should still remain at home, please let us know and continue to follow that guidance. In such instances, please be assured that we will continue to provide them with access to online education provision via Microsoft Teams and the school's new virtual learning platform (VLE).

School Transport

Children are encouraged to walk or cycle to school each day wherever possible.

Many thanks to all our parents/ carers who, when dropping children off in the morning or collecting children at the end of the school day, in line with the 'Covid-19 School Risk Assessment', have parked their cars on Heathfield Way or in the surrounding roads and encouraged their child to walk into school. Your support with this has been invaluable to help keep our children safe and this arrangement will continue in September 2020.

If your child has a disability or an additional need that requires him/ her to be dropped off each morning on site to facilitate transition, Mrs Wallis has prepared some parking permits for parents/ carers to collect from Reception. If you feel that you need a car parking permit to facilitate drop offs and collections from school please can you email office@westmoorsmid.dorset.sch.uk

School transport e.g. bus and/ or taxi will continue to be provided and children over the age of 11 are, in line with the Government's guidelines, encouraged to wear a facemask. Further information will follow as the Department for Education will shortly be publishing new guidance to local authorities on providing dedicated school transport.

Please be assured that any pupils travelling by bus will have their start and finish times accommodated for within their year groups.

Safety measures

During the school day, contacts and mixing between people will be minimised as much as possible with a continued focus on distancing. All parents/ carers have been sent specific details of the arrangements for their child's return to school in September 2020 in a separate letter **with staggered start and finish times for different year groups as well as allocated entrances to each classroom bubble**. Staff will be on hand to guide all children to their own bubbles and for the majority of their lessons, pupils will remain in their tutor room (with their teachers moving around instead), apart from for subjects requiring specialist teaching rooms, including Science, Art and PE. In these lessons, pupils will be collected from their own classroom and will be guided by the specialist teacher to their lesson. For the first week back in September, the children will engage in transition activities as follows:

Monday 7th and Tuesday 8th September 2020

All tutor groups will have two transition days to support their return to school with a focus on activities to support their physical and mental health and well-being as they settle back into school routines.

During this time:

- Children remain in their ability set tutor groups predominantly with their year tutor
- Discuss and agree the Jigsaw Class Charter in each tutor group which will contribute to the school's charter for 2020/21
- Hand hygiene protocols and good respiratory hygiene will continue to be encouraged by promoting the 'catch it, bin it, kill it' approach
- Children will run through the logistics and safety aspects detailed in this plan as part of the week's activities
- Children will complete a variety of tutor led and planned activities as well as several curriculum lessons
- Movement of staff will be significantly reduced by keeping the tutor with their tutor group as much as possible

School uniform should be worn from September and for the first two days back at school, children will **not** need their PE kit. During this time, they will be given their timetable, which will explain when they have PE each week. **On these PE days only, children should come to school dressed in their PE kit, as the changing rooms and lockers are not in use at this time.**

Wednesday 9th- Thursday 10th September 2020

In the latter part of the week we aim to move closer to our planned timetable and provide a broad and balanced curriculum, taught by specialists in their subjects. During this time, we will adjust and adapt to situational needs but

the focus of this week will remain PSHCE focused activities, an Art project, core recovery curriculum and low stake activities to help identify gaps in curriculum knowledge to inform the planning needed to bridge gaps via the

provision of specific, targeted interventions. Further specific information on interventions needed in each year group will follow in the Autumn term.

At the heart of this phase is the minimising of student movement around the school, into different rooms and at different times. Children will be taught in their lessons, with the exception of PE and some specialist subjects (e.g. Art and Science), in the allocated tutor room. As a result, teachers will move during lesson changeovers as opposed to the children. However, for specialist subjects such as Art and Science, teachers will collect children from their tutor group class and guide them to for example, the Art Studio and Science Laboratory respectively, adhering to the one-way system in place in school. This model allows a full timetable to be taught and ensures the best provision possible for our children in school.

Each day, **children should bring their school bag with them containing essentials such as coats, hats, their own stationery (blue pen, purple pen, two pencils, ruler, rubber, sharpener and Pritt stick), reading book, a packed lunch, healthy snack, two filled water bottles and sun cream in the event of warm weather.** This will be kept under their desks in the classroom, rather than using lockers, to reduce the risk of children gathering in the locker areas.

To support learning and development, children will use self-assessment combined with teachers' use of verbal feedback during lessons daily. In addition, teachers will make sure they wash their hands and surfaces, before and after handling pupils' books, supporting the children's progress and development via the feedback and marking process.

Year Group Bubbles and Zones

The broadest principle of this phase ensures that year groups form a protective bubble. Whilst children remain in their tutor group during lessons, they will be able to mix with their year group during social times and lunch in an allocated year group zones in different areas of the schools.

The following guidance will be followed:

- No pupil should enter a room other than their allocated tutor room
- No pupil should access a toilet that has not been assigned to their bubble
- No pupil should use an entrance or exit that has not been allocated to their bubble

Breaks

Zones will be used to separate year group bubbles during break and lunch times. The outdoor space will be divided into four zones: Zone A: The Courts (Year 7); Zone B: Main Field (Year 8); Zone C Playground (Year 5); and Zone D: Grassed Area around the Chip and Pin Building.

Adequate supervision will be provided to allow both teachers and Teaching Assistants from within the bubble to take a short morning break and lunch. In addition, playtime equipment will be allocated to each year group with hard surfaces that can be cleaned following use using virucidal spray.

- Children must still use their allocated entrance and exits
- Children must still use their allocated toilets
- Washing hands using soap and water for twenty seconds or the use of hand sanitisers is necessary before eating and on return to the classrooms following break and lunch times

Lunchtimes

- After washing hands, children will eat their lunch in their tutor room
- Packed lunches ('Grab and Go' Bags), will be delivered to all children who are in receipt of Free School Meals
- At the end of lunch, tutor groups will line up in designated areas in their zones socially distanced from adults (2 metres)

Afternoon Registration

A register will be taken in tutor groups after lunch ends at 13.35, meeting the legal requirement to perform an afternoon registration.

Toilets

- Children in each year group will be allocated a designated set of toilets to use during the day
- They must wash their hands with soap for at least 20 seconds after using the toilet
- If toilets are not empty, children will be asked to wait outside- if there are other children waiting, they will be asked to make sure that they stand 2 metres away
- After using the toilets, children should return to class immediately after, making sure they do not touch any walls or other surfaces on the way, using hand gel upon entering the classroom setting
- Toilets will be cleaned throughout the day

Sharing of Equipment

- No frequently used equipment, such as pencils, rulers and pens, will be shared either between children or between staff and children
- Classroom based resources, such as books and games, can be used and shared within the bubble and these will be cleaned regularly, along with all frequently touched surfaces
- Each tutor group will have a seating plan and children will have an allocated and labelled desk to consistently use each day
- A set format of furniture will be followed in each class with each desk facing forwards
- Any equipment used during PE sessions will be cleaned meticulously after use
- Classroom surfaces will be cleaned during break and lunch times
- In line with the Government's guidelines, resources that are shared between tutor groups and bubbles such as sports, art, science and ICT equipment will be cleaned frequently and meticulously, and always between bubbles
- The ICT suite has been spread across both zones to support distancing

Moving Around the School

- Movement around the school will be kept to an absolute minimum with all children adhering to our usual one-way system
- Children should not walk in pairs or small groups
- Children should always **walk** around the corridors
- All children will be encouraged not to touch any walls, doors or other surfaces as they walk around school and when walking in the corridor they should follow the rule of walking on the right hand side
- Teachers will support children to line up, socially distanced before leading them to a designated area e.g. the outdoor zone for their year group or any other time the whole group leaves the classroom together
- Every time a child leaves the classroom, they will be asked to either thoroughly wash their hands or use anti-bacterial hand gel on return to the tutor group

Playground Guidelines

The Government's recent guidelines, on preparing children to return to school, stipulates, "Primary age children cannot be expected to remain 2 metres apart from each other". To minimise the risk of any spread of infection, children will continue to maintain social distancing where possible.

- Children will be encouraged to wash their hands thoroughly both before and after break and lunch times to minimise the risk of any spread
- Children should play sports in which social distancing is possible rather than contact, group games such as football or basketball
- Children should not play 'tag' and other games that involve contact
- Children will be encouraged to use the playground markings and/ or outdoor spaces in the zone for their year group to invent other appropriate, social distancing games

Personal Protective Equipment (PPE)

The Government has stated that in education settings staff will not require PPE beyond what they would normally need for their work. PPE will therefore be used:

- In the event of an individual child becoming ill with coronavirus symptoms while at schools and only then if a distance of 2 metres cannot be maintained
- To provide First Aid treatment in the Medical Room

Response to any infection

In line with the Government's guidelines, we will:

- Engage with the NHS Test and Trace process
- Manage confirmed cases of COVID-19 amongst the school community
- Follow Public Health England health protection team advice

If a child develops any possible symptoms of COVID-19, he/ she will be isolated from other children and his/ her parents/ carers will be contacted immediately. The Government has stated that all schools will be provided with a small number of home testing kits that they can give directly to parents/ carers collecting a child who has developed symptoms. In such cases, we ask that parents/ carers to inform us immediately of the results of a test. In the event of

a child testing positive for COVID-19, please be assured that swift action will be taken by the school and the local health protection team will be contacted.

Educational visits

In the Autumn term, outdoor spaces will be used to support delivery of the curriculum and full and thorough risk assessments will be undertaken in relation to all educational visits to ensure that they can be done safely. As part of this risk assessment, we will consider what control measures need to be used and ensure that all parents/ carers and children are aware of wider advice on visiting indoor and outdoor venues.

Extra-curricular provision- Breakfast and After School Clubs

We intend to resume our breakfast and after-school provision, from the start of the Autumn term. We know that this will help ensure that our pupils have opportunities to re-engage with their peers and with school; ensure that children can have a healthy breakfast so they are ready to focus on their lessons; provide enrichment activities; and also support working parents.

The breakfast club (08.00-08.30) is free of charge and parents/ carers will be asked to register their children each week to create a small, consistent group that will socially distance in the hall. A list of after school clubs will be sent out to all parents/ carers for children to sign up to extra-curricular provision next term. Please note that children attending a club will be part of a small, consistent group in line with the Government's guidelines, where it is not possible to maintain bubbles being used during the school day. As with physical activity during the school day, After School sports provision will involve non-contact sports only.

Pastoral support

We're aware that the lockdown has been a difficult time for many of us, including our pupils. As a school, we will be delivering the Jigsaw 'Personal Social Health and Citizens Education' (PSHCE) programme in Key Stages 2 and 3 to support children's personal, social, emotional, mental health and well-being. In addition, from September 2020, we have invested in a qualified instructor to deliver Forest Schools provision one day each week throughout the academic year. We will also deliver Emotional Literacy Support and Nurture provision to help children who are vulnerable or who have difficulty re-engaging in school. Please contact our Pastoral Lead, Mrs Beavan, to let us know if you think your children might need extra support when returning to school, such as if they feel anxious about coming back or they're experiencing bereavement. In addition, Mrs Tai, our school's SENDCo, will be leading the support for children with SEND and will work with families to support their children's transition back to school in the Autumn term.

I hope that this key information is helpful, and if you have any questions or concerns about the points set out above, please do not hesitate to phone or email me. Finally, I just wanted to share that we're extremely grateful for all the support we've received from the whole school community. Your kind emails, cards and letters have meant so much to us all and on behalf of my staff team, thank you.

I hope that you all have a lovely Summer break when it arrives and we'll continue to communicate any updates to our plans or required changes due to new or updated Government advice.

Warmest regards,

Dr Deborah Craddock

