



Returning to school on Monday 7th September 2020

How will we keep children as safe as possible whilst maintaining a sense of normality?

We are following the government guidance to ensure we: minimise the risk of transmission of coronavirus (COVID-19); establish routines for good hygiene practices; regularly clean classrooms and have clear guidelines to ensure staff and children avoid contact with anyone with symptoms.

Our plans are under-pinned by a thorough risk management plan that has been approved by the REACH2 Health and Safety Team and Trust Executives.

- Children will return to school in their normal classes and each year group will become a 'bubble'.
- Year groups will be kept apart, where possible, during the school day – this includes break and lunchtime.
- There will be no large gatherings such as assemblies.
- Children having school meals, will eat their lunch in the hall.
- Children with a packed lunch will eat in their classrooms, supervised by a lunchtime supervisor.
- We are unable to provide toast for children to purchase at break. Please send in a healthy snack from home if required.
- All children must have water bottle, clearly labelled with their name and filled with water only please.
- Children will have their own set of stationery to use in class. Please do not send any extra items in from home.
- There will be extra cleaning throughout the day and after school.
- Good hygiene routines will be reinforced regularly.
- All children must wear school uniform.
- There will be extra signage both inside and outside school to communicate and re-inforce key messages - we will continue to ensure this is as child-friendly as possible.
- Some after school clubs will take place in year groups – more details in September.
- On days where children have PE they should come to school in their PE kits (jogging bottoms and t-shirt)

Curriculum and Assessment

- We will focus on supporting children in their transition back to school and re-establishing relationships through well planned PSHE lessons
- Teachers will ensure that key learning from the previous academic year is revisited, checking that understanding is secure before moving on to new learning.
- Children in Years 2 to 6 will have a reading and maths assessment in the third week. These assessments will be analysed to further inform lesson planning and to ensure we provide targeted interventions to close any remaining gaps in learning. We will use our regular assessment formats that are familiar to the children.



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Drop off and collection of children

- There will be no “Wake-up, Shake-up” in the morning
- We have staggered the start and end times of the school day to avoid overcrowding on the school site – see attached timetable.
- If you are late to collect your child this will impact on the safety measures we have put in place. Children will have to return to the school building and can only be collected once children in other year groups have been dismissed.
- Strictly only one adult per family to drop off and pick up children please.
- If your child is in Year 6 and you wish for them to walk home alone, please notify us.
- Please maintain a 2-metre distance from school entrance doors – there will be signs to support this.
- If you wish to speak to a teacher, please call the office or email enquiry@springfieldacademy.org.uk and the teacher will call you back.
- Please maintain social distancing from other adults on the school site. Do not gather in groups and please follow the one way system and leave the site as quickly as you can.
- There will only be one parent allowed into the school reception area at a time. This may mean there is a queue. If possible, please telephone or email the office instead, only attending in person if it is absolutely necessary.

Face masks

Children should not wear face masks in school.

- Government guidance states: wearing a face covering or face mask in schools or other education settings is not recommended.
- If children do wear a face mask at school, it may cause more anxiety, not only for the whole school but also for the individual who is wearing it.
- If you choose for your child to wear a face covering on the way to school, please ensure you take it home with you or provide your child with a sealable bag to keep it in.
- Children who wear face masks should be taught how to put on and remove it safely washing/sanitising hands before and after touching the mask.
- Children who wear face masks should be taught that it is not appropriate to touch or play with the face mask while they are wearing it, as this could increase the spread of any germs.

Attendance expectations – taken from the Government guidance

In March when the coronavirus (COVID-19) outbreak was increasing, we made 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.



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Missing out on 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*

Response to any infection – taken from the Government guidance

Engagement with the NHS Test and Trace process

Schools must ensure that staff members and parents/carers understand that they will need to be ready and 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. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit*
- *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)*

Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

The government will ensure that it is as easy as possible to get a test through a wide range of routes that are locally accessible, fast and convenient. We will release more details on new testing avenues as and when they become available and will work with schools so they understand what the quickest and easiest way is to get a test. By the autumn term, 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 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.

Schools should ask parents and staff to inform them immediately of the results of a test:

- *if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.*



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- *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.*

Managing confirmed cases of coronavirus (COVID-19) amongst the school community

Schools must take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). Schools should contact the local health protection team. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.

The health protection team will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the health protection team, schools 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 means:

- *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*

The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups (see section 5 of system of control for more on grouping pupils). This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.

A template letter will be provided to schools, on the advice of the health protection team, to send to parents and staff if needed. Schools must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.

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 'stay



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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 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'*

Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

Further guidance is available on [testing and tracing for coronavirus \(COVID-19\)](#).

Containing any outbreak by following local health protection team advice

If schools have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, they may have an outbreak, and must 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. If schools are implementing controls from this list, addressing the risks they have identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, followed by their year group, then the whole school if necessary, in line with routine public health outbreak control practice.



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STAGGERED START TIMES

Year Group	Start	Entrance
Nursery	9.00 am	EYFS College Road
Reception	8.45 am	EYFS College Road
Year 1	8.40 am	Car Park
Year 2	8.50 am	Car Park
Year 3	8.40 am	Springfield Rd Gate A
Year 4	8.50 am	Springfield Rd Gate B
Year 5	8.50 am	Springfield Rd Gate A
Year 6	8.40 am	Springfield Rd Gate B

Punctuality is essential to adhering to government guidelines and the academy Risk Management Plan. Please ensure that your child arrives at the correct time for their year group.

In order to prevent year group bubbles mixing the car park is now being used for pupils entering and exiting the school. Please do not attempt to park on the car park or block the gates as this will create a hazard for children arriving or leaving.



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STAGGERED FINISH TIMES

Year Group	Finish	Collection Point
Nursery	3.00pm	EYFS College Road
Reception	3.15pm	EYFS College Road
Year 1	3.10pm	Main Playground
Year 2	3.10pm	Main Playground
Year 3	3.15pm	Main Playground
Year 4	3.10pm	Main Playground
Year 5	3.15pm	Main Playground
Year 6	3.15pm	Main Playground

Please remember only ONE adult per family should be collecting children.

There will be a one-way system for parents collecting children, please enter via the Springfield Road Gate A (main entrance) and leave via the Car Park.

PE days

Monday	Tuesday	Wednesday
Year 6	Year 4	Year 5
Year 3	Year 1	Year 2