

Welcome Back Guide September 2020

back
to
school



Current guidance

The Government guidance released on 2nd July 2020 provided us with a context for their decision to request all schools to open to all children from September and issued guidance for schools to adhere to and manage when opening. The guidance issued can be found on the government website at www.gov.uk.

The most recent guidance was published at the beginning of August.

At Laughton J&I we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us
- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education.

Keeping children and staff safe

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- a requirement that people who are ill (particularly with symptoms of Covid-19) 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

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

Prevention:

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

Our first priority at Laughton J&I is, as always, the safeguarding of everyone in our school and at the moment this particularly incorporates a health and safety remit which we are fully committed to and take very seriously.

Attendance



All children will be welcomed back to Laughton J&I from Wednesday 2nd September unless otherwise agreed and attendance at school is once again, mandatory.

We support the government here which notes:

- *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 children

Shielding advice for all adults and children paused on 1 August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of the SLT team and we will work with you to support your child the best possible way we can.

Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms:

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident, do not send them to school, contact our office team on 01909 550477 or email school@lji.jmat.org.uk.

Government advice must be followed and can be found at www.gov.uk.

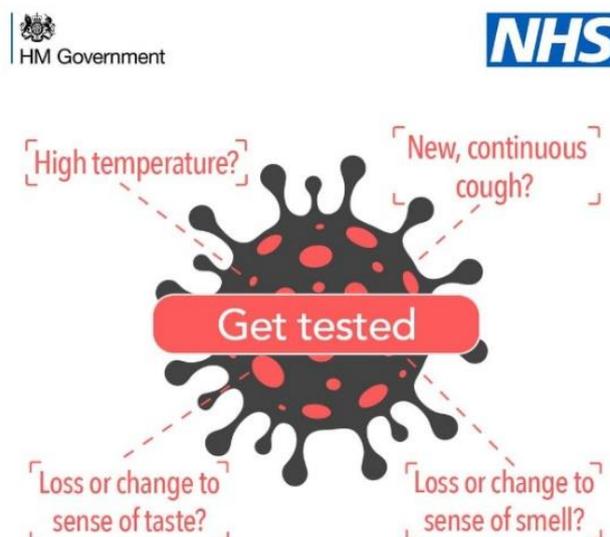
Should your child or anyone in your family becomes symptomatic, please ensure they are tested and inform school of the result. Thank you.

Drop off and Collection

Travel to and from school

Children and families should ensure they are following social distancing guidelines whilst travelling to and from school.

Remember that face coverings are required at all times on public transport (including for children, over the age of 11)



On the school site

To ease congestion, we will continue to have staggered start and finish times. It is important that we do not have parents/carers congregating at the school gates and that we limit the number of interactions across bubbles. Please maintain social distancing.

Only 1 adult should drop off and collect to help minimise the number of adults around the site if at all possible.

Parents/carers will not be allowed on the school site. Therefore, at drop off times we will ensure that there will be lots of familiar staff to welcome the children and guide them to their classrooms.



Please refer to the letters sent out before the summer for your child's drop off and collection times.

At the end of the day . . .

The children will be brought out to their adult at their allocated time.

Children will be collected from the gates where they were dropped off.

Parent/carers should not crowd around the gates and must stand on the designated markers. Please allow plenty of room for the handover. Siblings should remain with parents at all times.

While waiting for children, it is vital that parents and carers socially distance and exit the school site as quickly as possible to allow the next group of parents' space and time to collect their children.

Please ensure that you are on time for both drop off and collection so that the process can be carried out swiftly.

Please note we will review the drop off and collection arrangements regularly in September to ensure they are working effectively and we are happy with the safety precautions in place. Please be aware we will make amendments to timings if we feel it is necessary.

Arrangements in school

Class 'bubbles'

Each class will function as a bubble through the day both at learning times and less structured times. At lunchtime, the children will eat as a bubble either in the dining room or in their own classroom. This will *'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'*.

The class bubble system will be reviewed regularly to ascertain whether this is still the most appropriate and effective way of keeping all children and adults safe and enabling a rich and meaningful learning and social experience.

EYFS

Children in EYFS will be following a free flow, play based curriculum. Whole class teaching sessions will remain short and all classrooms will be well ventilated. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will come into contact with all the children in their class. Children will wash their hands often and surfaces and equipment regularly sanitised.

Learning resources

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2 resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Reading Books

Reading books can still be brought home, however on their return to school they will be placed in a box and left for 72 hours before returning to the shelves. If your child has a reading book at home, please return on the first day back in September. Book bags can be brought to school but will need to be kept with your child.



Assemblies

There will be no traditional whole school or key stage assemblies during the first part of the Autumn Term but instead these will take place in the classroom.

Enhanced cleaning regimes

Since lockdown and opening for keyworker children our school has had enhanced cleaning systems in place and has also been regularly and thoroughly cleaned. We have adjusted our cleaning rotas with our cleaning team to ensure that more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. Teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

Coats and bags

Please keep items brought into school to a minimum as much as possible. The only items needed will be lunchboxes, snack, water bottle (Not FS1 as drinks are provided), any hygiene items and a book. Bags will not be needed as PE kit won't be brought into school as yet. Children will need to come into school already dressed ready for PE. Class teachers will inform you in due course as to the day/s your child will be having PE.

The importance of fresh air

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities.

Extra Curricular Clubs/Breakfast Club

No before or after school clubs will run at the moment.

Behaviour

Our Behaviour Policy will be updated again in September 2020 but our expectations and high standards have not changed.

There is an addendum to our policy whereby, in addition to our values of Respect, Reflect, Resilience, the children must be aware of the new requirements, namely that they must:

- Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available;
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue (or our arm if not available) and throw it away (catch it, bin it, kill it), then wash hands.
- Work, eat and play in our designated group, and minimise contact with children from other groups (including in the playground, anywhere on the school site and on our way to and from school)
- Be sensible about following instructions regarding distancing and follow instructions about staying apart from one another for example not facing each other for long periods where possible (with a common sense approach taken to EYFS and younger pupils);
- Move around school as instructed by the teacher/adult and avoiding other people
- Not share any food, drinks, cups or water bottles;

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will contact parents to discuss immediately.

A risk assessment will then be completed with all parties to ensure that everyone is safe in school.

School lunches.

We will have a school offer for hot and cold lunches provided by Riverside Catering with the normal payment arrangements via School Money.

Free School Meals

Year 3, 4, 5 & 6 parents should be aware that universal free school dinners do not apply in KS2 and that payment for meals booked will be required. If you feel that you should be in receipt of free school meals, please call the office and one of our office staff can help you with this simple application online.

Eligibility for Free School Meals

Your child is eligible for Free School Meals if you get one or more of the following benefits:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The Guaranteed element of State Pension Credit
- Child Tax Credit, provided you are not also entitled to Working Tax Credit, and have an annual gross income, of no more than £16,190 (as of 2014 financial year) as assessed by Her Majesty's Revenue and Customs
- Working Tax Credit run-on - paid for four weeks after you stop qualifying for Working Tax Credit

It is important that you continue to apply for Free School Meals even if your child is in Key Stage 1 as this enables your child's school to access Pupil Premium which is an important payment for schools which enables them to get even more support for the children in school.

If your child is in Key Stage 1 and you do not apply, we will not be able to claim the appropriate Pupil Premium and will have less money to spend on supporting children in school.

We are aware that many families' situations have changed due to the COVID-19 pandemic and therefore if you could now be entitled to free school meals and the pupil premium funding please contact the school office and we will support you with this.

We have arrangements in place to ensure that during lunch time separation between 'bubbles' is maintained. Children will always have the chance to wash their hands within the classroom before eating.



Packed lunches

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own.

We continue to encourage healthy snacks and balanced lunches so please help us by encouraging your child to bring with them fruit, or alternative healthy snacks.

May we remind you that we have children in school who have a nut allergy so no nuts please.

Availability of water on site

All pupils need to have their own school water bottle (Not FS1 as drink will be supplied). Fizzy drinks and energy drinks are not appropriate for school.

Water is available in school to refill children's own water bottles if necessary.

School uniform

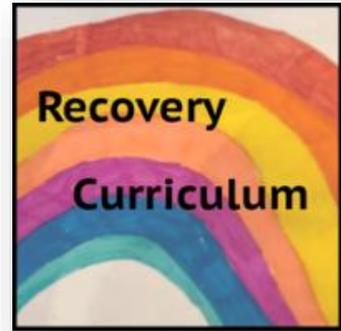
It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school.

As we are an active school, we encourage the children to come in their PE kit on PE days so that they can join in all the physical activities in practical and comfortable clothing. Your child's class teacher will inform you of these days in due course. Children will need to wear suitable trainers for PE. May I remind you that PE is a mandatory subject for all children.

Our Recovery Curriculum

Whilst we are confident that many children will be looking forward to getting back to school, meeting their friends and re-establishing their routine etc, we are also aware that this is a highly emotive time and one which will evoke a mixture of strong feelings for many children. Some children have not been on site since March and some may not have regularly committed to lessons since the Spring too. Moreover, during that time many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts.

Our learning this Autumn will focus on health and wellbeing as well as academic catch up as part of the recovery process. During the afternoon sessions the children will engage in topic work linked to British History. For more information about curriculum topics please see the Curriculum section of the school website where you will find a short video about this.



We will remain calm and measured this Autumn knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required.

Assessment

Our teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long term plans. Class teachers will use their own expertise to establish starting points for each class in the Autumn Term. However, we are aware that each child and class will be different. To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working rather than spending too long on a formal testing regime, especially when children's confidence will be low.

Rich and Meaningful Curriculum.

Although there are some restrictions in place (e.g. singing in large groups) we fully intend to implement our new curriculum from the start of the Autumn Term.

Pupils with additional needs.

Children with additional needs will be supported by the school inclusion team to ensure a smooth transition when returning to school. If you have any concerns about this please feel free to contact Mrs Wilkinson in school hours.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the Autumn Term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. At times, when it is appropriate, staff who are in close contact with individual children may wear PPE.

Communication is important to us

School office

The office remains closed to parents and carer visitors except for emergencies only. Any routine enquiries should be directed to the office team via telephone or email. They will direct your enquiry to the relevant body within school who will get back to you as soon as possible – this includes class teacher. There will be a member of staff on the gates each morning who will also be able to answer questions and relay any messages.

Parents and carers should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements. A member of staff will then arrange to meet parents with their child in the open air.

Communicating with Parents/Carers

Communication with parents is really important to us. Due to the current restrictions we would request that meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. If you would like a phone conversation or a face to face meeting please email school@lji.imat.org.uk or telephone the office 01909 550477 to support making

these arrangements. You can also contact the teachers directly using Tapestry (FS1 & FS2) or Class Dojo (KS1 & KS2) in school hours.

Please keep face to face conversations to a minimum at the school gates

Children or staff suspected of having COVID-19

In line with DfE guidance in the case of a suspected infection the school will:

- engage with the NHS Test and Trace process.
We ask that parents and staff inform the school immediately of the outcome of any test;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people confirmed to have coronavirus.
- Engage with, and follow the advice of the health protection team and definitive advice about who should or should not be sent home. In summary, Government advice states that we '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' now means:
 - 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.
- When a case is suspected in school, the child will be immediately isolated from other pupils and staff and parents/carers will be contacted to collect them. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff.
- We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice. The guidance says '*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.

If no test is undertaken then we expect children to self isolate according to the Public Health England guidance at: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

In the event of a local authority wide lockdown similar to that in place in Leicester from Saturday 4th July. The school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.

Frequently asked questions:

What do I do if I have more than one child to drop off or collect and I cannot be late for work?

If you have more than one child and you are finding it difficult to negotiate the staggered start times due to work, please contact us and you can drop off all children at the earliest drop off time of one of your children.

Similarly, for collection, you can collect at the earliest collection time.

Always collect the younger child first and alert the teacher of your older child that you may be a few minutes late so that we can hold onto your older child.

Can I come into the office with enquiries at drop off or pick up times?

Enquiries should still be made via phone or email where possible but we appreciate in emergencies, you may need to come into the office. The office window will remain closed as an infection measure.

Can Y5 and 6 walk to and from school without an adult?

Yes, as long as you are happy, school has been informed and they are aware of the new entrances, timings and expectations in a morning. Children should not arrive before their allocated start time and they cannot move freely around the site. Children will not have access to the school grounds and playground before school.

What happens in bad weather?

Unfortunately, due to the restriction we will have to keep the drop off and collection procedures the same. However, we will endeavour to get the children in and out of school as swiftly as possible.

Will my child have their temperature taken coming into school?

No. Their temperature will not be taken unless your child becomes symptomatic at school at which point we will follow procedures.

Will my child wear uniform?

Yes, full uniform with black shoes. Please ensure your child has a red sweatshirt, fleece or cardigan for colder days as no other sweatshirt/ cardigan/ hoodie will be permitted indoors. No sports wear should be worn other than on PE days.

On PE days, your child will be asked to come to school in school PE kit (including trainers) as there will be no changing on site to begin with. Dark coloured jogging bottoms will be ideal for colder days.

Can my child bring a pencil case or toys to school?

Unless alternative arrangements have been made with a member of the Senior Leadership Team or your child's class teacher, children should not bring any additional items into school other than their packed lunch, snack, water bottle and book bag.