



# WELLSPRINGS PRIMARY SCHOOL

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## Key information for school opening, September 2020 **10.08.20**

**As of September 2020, all schools are 'fully open' to all pupils. It is expected that all children should attend school daily and there will be a statutory requirement for them to attend.**

Over the past five months, the school has developed a range of approaches that have reduced risk levels, in light of the recent Covid 19 pandemic. The information below helps explain these routines, **especially to parents/carers whose children have not attended since March 2020 and those who will be joining us for the first time in September, including our new Reception children.**

We have developed plans for:

- all children returning to school full time from the start of the Autumn Term;
- health and safety expectations to match Government advice and our school risk assessment;
- adapting the curriculum to match to pupils' learning needs and providing additional support;
- focusing more time on core skills and providing support 'gaps' lost in learning;
- pastoral support for all pupils.

### Attendance

The first school day for Year 1 to 6 pupils to attend, is on **Monday 7<sup>th</sup> September**. The Foundation Stage staff have already been in touch with Reception and Nursery parents regarding their starting arrangements for the first week few weeks, as this differs slightly to the rest of the school.

We appreciate that some children (and adults) will be nervous about coming back to school, and we will do everything possible to allay their fears. For those parents/carers who have had children return to Wellsprings since the lockdown, the feedback about school has been extremely positive.

### Information on dropping off and collecting children

The children will be dropped off/collected at the same point each day. The Government have stipulated that only **one parent/carer should escort their child each day, unless the child is old/confident enough to walk independently to and from school (see guidance)**. The [start/end times](#) have been staggered to reduce the risk of contact between pupils, staff and other adults.

**We have reduced the gap between the drop off/collection times, as we feel this will be particularly helpful for parents/carers who have children in multiple year groups.**



For this timetable to work, everyone will have to adhere to the tight schedules. **Parents/carers should not wait at the collection points any earlier than is required as otherwise, we will have too many parents/carers and pupils in close proximity.**

### Timetable for dropping off and collection

Front Gate (FS/KS1)	Side Gate (Y3/4)	Rear gate (Y5/6)
8.45 Hedgehogs (end 3.05)	8.45 Hares (end 3.05)	8.45 Foxes (end 3.05)
8.50 Badgers (end 3.10)	8.50 Robins (end 3.10)	8.50 Rabbits (end 3.10)
8.50 Kingfishers (end 3.10)	8.55 Adders (end 3.15)	8.55 Otters (end 3.15)
8.55 Red Squirrels (end 3.10) **		
8.55 Grey Squirrels (end 3.10) **		
9.00 Nursery Squirrels session 1 (end 12.00) **		
12.00 Nursery Squirrels session 2 (end 3.00) **		
There will be a designated waiting area for each class, at their allotted time.		Children will be dropped off at the gate. Children can wait in the covered area.

**\*\* Foundation Stage children** will have a partial timetable for the first few weeks. The times above reflect the eventual start and end times when the children have completed their transition into their classes. This is expected to be in place fully, by the final week of September.

**Reception children** will be in on Monday 7<sup>th</sup> September for individual appointments in the Foundation setting. For the rest of **week 1**, they will attend either a morning session (9.30-12.00) or afternoon session (12.30- 3.00). In the **second week** (w/c 14.09.20) all Reception children will be in together, from 8.55 until 12.00. **Week 3** (w/c 21.09.20) will see them in from 8.55 until 1.00 (having lunch in school) until finally attending full-time by **week 4** (8.55- 3.10).

**Existing Nursery children** will start their morning sessions from **Wednesday 9<sup>th</sup> September**.

**New Nursery children** will have an initial visit on **Tuesday 8<sup>th</sup> September**. They will start a phased admission from the week beginning **Monday 14<sup>th</sup> September**, with the specific dates to be confirmed by the Nursery setting, individually with parents/carers.

By Monday 28<sup>th</sup> September (**week 4**), Nursery provision will run 5 days a week in the morning and afternoon sessions.

### Guidance for families with children across the Key Stages

If you have children in the Foundation Stage/Key Stage 1, you should access the school via the front gates, **even if you have older children in Key Stage 2**. Please arrive at school for the earliest start time of your FS/KS1 child/ren. When waiting in the designated area, please keep ALL family members together and keep socially distant from other families.

Here are a few scenarios to illustrate how timings could be managed by families:



Example 1: a parent/carer may have a child in Kingfisher Bubble and another child in Hares. The family arrive at the front gates at 8.50 for Kingfisher's start time. The older child (whose Bubble are already in class) will walk on their own to the classroom, via the entrance point ([see below](#)) \*. Registration will stay open up-to 15 minutes after each Bubble's start time.

Example 2: a parent/carer may have a child in Hedgehogs, Red Squirrels and Robins. The family arrive at 8.45, for Hedgehogs' collection time at the front gates. The older child can walk on their own to Robin's collection point (at 8.50). The parent/carer and Red Squirrels child can then wait in their designated area for collection at 8.55.

If you have **children in different areas of Key Stage 2**, the same principle applies. We advise that you drop off your youngest KS2 child and your older child walks to their own collection point/classroom. Of course, your child may be independent enough to walk to and from school without adult supervision.

**Equally at the end of the school day**, families will need to wait at the same designated area, for their older child/ren to walk down and meet them.

Over time, older children will be encouraged to walk to their collection points/classrooms independently, **but during the initial couple of weeks, staff will support these routines.** When walking independently, children will be encouraged to keep a safe distance from other children on route to their collection point/classroom.

Refer to **Appendix 1**.

## Bubble groups

**The Government has advised that there is no longer a limit on Bubble sizes.** Each Bubble will be made up of a whole class. The children will remain in these Bubbles all day, which is why the Government are referring to these classes as 'Bubbles' as they should remain 'cocooned' together and minimise contact with other groups. Wherever possible, staff are assigned to work in only one Bubble. **The Government has suggested 'Bubbles' can be extended to include all children within a designated year group.** This approach may help us reinstate Breakfast/After School clubs, although it has significant implications for our staffing arrangements and the potential increase in the costs of clubs. This is something we will consider undertaking during the Autumn term.

Adults and pupils will stay together throughout the day in their Bubble. **Toilet visits will have to be regular, and together.** Exceptions will be made for certain key pupils, who will be escorted individually or in smaller groups. **Break times and lunch times will be taken together in the Bubble group, in a designated space provided.** No Bubble will share the same designated space at the same time. Access to outdoor play equipment will be restricted to avoid cross-contamination.

To maintain social distancing guidance, floor indication is provided in communal areas. **Tables are separated and organised so that children are facing the front**, with some flexibility for our youngest children (as identified by the Government).



One way routes up the stairs (by Robins) and down the stairs (by the reception area) will help maintain distancing between Bubbles on the first floor. **While the government do not insist that the 2 metre distancing measures are required in school (for pupils), we feel where possible we should continue to reinforce this, whenever we can.**

Key information to children will be shared using child-orientated materials. For example, we have **school posters (and Government hygiene posters)**, along with a PowerPoint presentation to reinforce key daily routines for staying safe. There will be a 'virtual assembly' to all children to remind them of the school routines and video conferencing will have to be the most common practice of whole school collective events.

Bubble groups will be encouraged to access points across the school externally as much as possible. **The less we use corridor spaces, the better.**

\*Access into school for each class will be:

- **Red Squirrels Bubble**, through green fire escape door.
- **Squirrels Nursery Bubble**, via the pencil gates and through the nurse entrance.
- **Grey Squirrels Bubble**, via the pencil gates and through the covered area.
- **Key Stage 1 Bubbles**, via classroom patio doors.
- **Hares and Robins Bubbles**, via classroom patio doors.
- **Foxes Bubble**, from the front field leading to the stairs.
- **Adders Bubble**, through the KS2 entrance, opposite Hares Bubble.
- **Otters Bubble**, via the KS2 entrance into the Dining Area.
- **Rabbits, Bubble**, from the KS1 entrance into the Dining Area.

Bubbles on the first floor when accessing the front field area, may also use the main entrance.

## Hygiene

There will be key areas we will continue **clean very regularly throughout the day**, with a cleaning log record completed (e.g. notably toilets). There will be regular cleaning in classrooms throughout the day by staff. If areas are used by more than one Bubble, staff will clean these after each session.

Children will wash their hands/use hand sanitiser on entry into school, and throughout the day. **On moving around school they will wash their hands/apply gel before leaving their classroom and**



**on arriving back.** Children should apply this rule when using the toilets- hand sanitizers points are provided outside toilets and in other areas (the children will 'gel' before going into the toilets).

**To maintain hygiene standards, parents/carers are not permitted on site ([unless in the designated areas](#)) or inside the school building.**

Staff will be expected to maintain good hygiene rules in class and around school themselves, **with regular hand washing and continued social distancing (of two metres).**

The Government have advised that staff do not need to wear PPE in school unless dealing with a pupil suspected of having Coronavirus. These resources will be stored in the office area, and on request equipment is available if required. It may be appropriate for certain staff (or pupils) to wear precautionary clothing on a routine-basis, based upon their medical circumstances.

Staff in undertaking toileting routines (in the EYFS), are advised to take the precaution of wearing protective masks, gloves and/or gowns.

Obviously First Aid will still be provided, although protective clothing is advised to be worn if a safe distance cannot be maintained while administering support. **Parents/carers are asked to apply [sun cream](#) at the beginning of the school day.**

A three-day rota for resources will continue to be deployed, to minimise the spread of the virus, e.g. resources for 'Day 1', will not be used again until three days later. Classroom resources will be provided to the children (eg pencil, rulers, colouring pencils) on an individual basis, with names on. **No resources should be brought from home (e.g. pencil cases, toys) unless it is a [P.E. kit, a water bottle, lunchbox, sun cream or change of clothes \(Foundation Stage\)](#).**

We will minimise the materials sent home as much as possible, with remote homework being set. Reading books will not be sent home, instead remote access to our virtual reading scheme 'Rising Stars' will continue. **Where pupils are not in school**, remote learning resources will be provided.

**Bikes and scooters will not be stored in school- parents will have to take them home after use, if their child wishes to ride them to school.**

## Symptoms

The most common symptoms of coronavirus (COVID-19) are recent onset of any of the following:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia).

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

**Government guidance suggests that primary-aged children may be less likely to become infected with coronavirus (COVID-19) and the infection is usually mild.** There is research that



suggests rates of infection for younger children remain lower and primary schools are community environments with a lower risk of potentially spreading the virus.

We will ensure that pupils, staff and other adults do not come into the school if they have [coronavirus \(COVID-19\) symptoms](#), or have tested positive in at least the last 10 days. Anyone developing these symptoms during the school day is sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for **at least 10 days** and should [arrange to have a test](#). In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

**Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.**

If a child is awaiting collection, they will be taken to the Headteacher's office. Windows will be kept open and the room will be cleaned thoroughly after use. If they need to go to the bathroom while waiting to be collected, they will use the adjoining bathroom next to this office area. The bathroom will be cleaned thoroughly before being used by anyone else.

If a member of staff has helped someone who was taken unwell, they do not need to go home **unless they develop symptoms themselves**. They will wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Where a **child or staff member tests positive, the rest of their Bubble will be sent home and advised to self-isolate for 14 days**. Equally, they are advised to seek a test for clarification. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

## Lunches

A school meal will be provided for those children receiving Universal Entitlement (Reception and Key Stage 1) and for those in KS2 entitled to [Free School Meals](#). **This is will be a packed-lunch**. All meals will be eaten together as a Bubble- either in class or in a designated outside space. Children not provided with a school packed lunch, will obviously need to bring their own packed lunch in.

## Water bottles

**Every child needs their own named water bottle.** Water fountains will not be in use, but each class has access to drinking water to refill their water bottle.

## Pupil uniforms

Children should wear:

- School jumper;



- White shirt or polo shirt;
- Grey trousers/shorts/skirts/dresses or summer school dress;
- Long hair tied back and no jewellery/watches;
- Black shoes.

**PE Kits to be provided at the beginning of the week. Sun cream may be provided for children on particularly hot days. A change of clothes for FS children is also required. No toys from home, please.**

The school will be open on Thursday 3<sup>rd</sup> and Friday 4<sup>th</sup> September 2020 for parents/carers to purchase school uniform if required. There will be access to the rear KS2 playground where uniform will be sold in the 'covered' shelter from 9.30 – 10.30 and 2.00- 3.00 on both days. **Please contact the office for an appointment to pick up uniform from Monday 7<sup>th</sup> September onwards.**

Most of the uniform items can be bought from other providers at a relatively cheap cost (eg ASDA or Tesco's at <https://www.tesco.com/zones/ues>).

It is also worth ringing the school office about second-hand uniform, as it is often donated to school in perfectly good condition. Obviously we would much rather these went to a good home than end up being thrown away.

Please remember whichever way you sort your child's uniform, make sure you label it ALL clearly with their name on!

## Behaviour Policy

The Government has issued some very strong guidance relating to behaviour expectations for children as they return to school. We would be grateful if you could spend some time with your child talking though these and about why the Government thinks they are important. Refer to **Appendix 2**.

