



Henham and Ugley Primary and Nursery School

Plan for re-opening



Plans for reopening in Phase 2

Firstly, I would like to take this opportunity to thank all our parents and carers for the support that you have shown the school during this unprecedented and very difficult time. Our most recent challenge has been to prepare the school for the phased reopening as announced recently by the government. In order to do this, we have followed detailed guidance from both the Government and Essex County Council regarding recommended measures that must be implemented to ensure the minimisation of any risk of contamination to both pupils and staff. As ever, the safety of our children and staff remains paramount. This reopening model is a joint collaboration with staff and governors.

I appreciate that many children and parents may feel anxious about returning to school. It must be understood by all parties that the reopening of schools, as with any other social situation, still involves a small level of risk of infection with Covid-19 as this is simply due to increased contact with others, and, as such, this phased return is optional for Nursery, Reception, Year 1 and Year 6 pupils. We sincerely hope that you are reassured that we have done all that we can to minimise this risk by implementing a comprehensive series of safety measures, as outlined in this document and the supporting, FAQs and Home School Agreement.

The guidance states that:

'Parents and carers of eligible year groups, (Nursery, Reception, Year 1 and Year 6) and key workers/parents and carers of vulnerable children, are strongly encouraged to bring in their children, [but they will not face fines or other sanctions if they don't.](#)'

It also gives further details regarding children who should not attend as can be seen below:

- Children must not attend if they, or a family member they live with, have symptoms of Covid-19
- Any children who are 'extremely clinically vulnerable' should not attend school
- Children should not attend if someone in their household is 'extremely clinically vulnerable' (shielded).

Phase 2 – Opening to Nursery, Reception, Year 1 and Year 6

Providing the five key tests have been met, the government has urged schools to welcome back children in Nursery, Reception, Year 1 and Year 6 from June 1st 2020.

We have planned so that all children in these year groups can return from the week beginning 8th June, as there are still some adjustments to our premises to be made to ensure it is as safe as possible for children, staff and parents. It is to be noted, that if all procedures are not in place by the 8th June, then this re-opening will be delayed.

We have the capacity for all Nursery, Reception, Year 1 and Year 6 children to return, plus children of key workers. However, in order to adhere to the government guidance, this offer is on a part time basis. Although we have been asked by the DfE to record attendance in the normal way, we will not phone you if your child is not in school, unless you have indicated that they will be attending. A weekly register will be collected to secure your child's place. Further details of the register will follow after half term. You will not be fined for children not attending school.

Key workers and vulnerable children

We will continue to run the current provision for key workers at Henham after the proposed re-opening for the same duration, Monday – Thursdays, 8.45 – 3.15pm.

It is to be noted, that if your child is in one of the eligible year groups for return, you will need to select either the key worker provision OR the year group. After the 8th June, children cannot mix between the two groups under any circumstances.

Please contact me at head@henhamugley.essex.sch.uk if you have not previously used our key worker provision but would now like to secure a place. If you have already used our key worker provision your place will be held in phase 2. Please note that children will not be accepted into this provision unless a key worker registration form has been completed and approved. We have limited capacity and the provision will run on a first come first served basis.

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Section 1 - Our Approach to small groups and staffing

We are keen to keep the size of groups, which we will call bubbles, as small as we possibly can. Each group will be staffed by the same adults for the duration of the provision. This may not be your child's current class teacher, but the size of our school means that it will always be an adult the children know well. Both teachers and teaching assistants will be used to teach the bubbles.

The groups for each bubble will be chosen at random by the teachers. The groupings and location of the bubbles cannot be changed for the duration of this provision. This is to ensure the risk of cross contamination is minimised for all children and staff. You will be advised of the group and location for your child by the 5th June 2020.

Year 6 is the exception to this process. Mrs Carter plays a key role in ensuring the children are secondary school ready, and therefore, for Year 6 only, she will alternate between groups 1 and 2 on a weekly basis. However, the groupings and location of their base will not change.

The bubble information below is based on all children in Nursery, Reception, Year 1 and Year 6 returning to school. Additionally, we will still be able to maintain provision for children of key workers.

Your child cannot move between bubbles. If you are a key worker and require more cover than the two allocated days we are able to offer each of the selected year groups, you will have to decide whether your child attends their class year bubble or the key worker provision. Once chosen, your child will remain in their bubble for the rest of this provision. For example, your child cannot attend the class bubble for two days and the key worker provision for any additional days needed.

Day	Class/ Bubble	Location	Staff Members	Time in	Time out
Monday/Tuesday	Nursery	Nursery Room	Miss Prout/ Miss Burgering	9.00am	11.45am
Monday/ Tuesday	Reception Group 1	EYFS room	Mrs Barford/ Mrs Richardson	9.30am	2.30pm
Monday/ Tuesday	Reception Group 2	Year 2 classroom	Miss Jeremy/ Mrs Hampton	10.00am	3.00pm
Wednesday	Enhanced clean				
Thursday/ Friday	Year 1 Group 1	Creaky Cottage	Miss Branch/ Mrs deHowes	9.00am	2.30pm
Thursday/ Friday	Year 1 Group 2	Year 2 classroom	Mrs Espie/ Mrs Pratt	9.30am	3.00pm
Thursday/ Friday	Year 6 Group 1	Year 5 classroom	Mrs Holman	9.00am	2.30pm
Thursday/ Friday	Year 6 Group 2	Year 6 classroom	Mrs Carter	9.30am	3.00pm
Monday- Thursday	Key Workers	Year 3/ 4 classroom	On a daily rota basis: Mrs Parnell, Miss Clarke, Mrs Brogan, Mrs Cowell, Mrs Aves, Mrs Brennan, Miss Gilbert	8.45am	3.15pm

Lunchtime Provision

We are not currently able to open the school kitchen and therefore you will need to ensure your child brings a packed lunch in an appropriate lunch box/bag with their name on. Your child will also need their own water bottle, filled with water. Water fountains will not be in use.

Free School Meal vouchers will continue to be provided during this re-opening phase, for those eligible families. ***If you think you may now qualify for free school meals, please do get in touch and we can assist you with this.***

Children will eat outside (weather permitting), or in their classroom in the event of bad weather. They will eat with their bubble and their bubble adults. We will not use the dining hall for lunches, so that we minimise the rooms visited and travel around the school building.

Section 2 - Safe and socially distanced drop off and pick ups

Your child must be dropped to school and picked up from school by one adult each day, at your allocated timings. If it is safe to do so, please try not to bring children onto the site that are not attending school.

We ask that parents leave the surrounding area promptly, to make physical space and parking space for the next group of pupils to arrive.

Parents will queue along the path that runs from the school gate and enter the school grounds via the main school entrance (apart from year 6 who will use the year 6 class door for group 1, and the hall corridor door, for group 2).

Queueing points will be clearly marked on the ground. Parents and children will, once inside the school grounds, continue to queue along the playground until you are at the front (marked by an X) and able to deliver your child to their entrance point. The purpose of the staggered start times is to restrict the number of parents on site at any one time.

Parents will then leave via the large school gate in front of the car parking area (from the field) – we will operate a one-way system, which will be clearly marked.

This may mean waiting, in order to ensure that everyone observes the 2m social distancing guidelines.

Pick up

We will repeat this process at pick up. When a parent reaches the cross their child will be sent to them. The parent and child will then exit through the double gate (from the field), towards the car park.

Section 3- Our Protective Measures

Expectations for parents and children:

- Children will not wear items of PPE – following guidance, if a parent insists that their child wears a mask or any other item of personal protective equipment, they will not be able to attend the sessions due to the contamination risks involved.
- Children should bring only a coat, a full water bottle and their lunchbox to school. These will be stored in the child's bubble room and we as far as we possibly can, we will ensure that they are handled only by the child to whom they belong.
- Children in Reception, Years 1 and 6 should wear their school uniform, trainers are permitted.
- Children in the key worker provision will wear non-uniform. (This is so we can easily distinguish the different groups)
- Children will wash their hands on arrival at school, before and after eating, and after sneezing or coughing.
- Children and adults will clean their hands each hour using soap and water.
- Children will use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it').
- Children will visit the toilets one at a time to avoid the need to queue. They will need to ask before leaving the classroom.
- Your child is able to bring in their own pencil case should they wish, which must be kept in their bubble. For those that do not have equipment, school will provide everything they need - a labelled pen, pencil and ruler will be stored in a labelled clear bag which will stay in their classroom and be used by only them. This stationery will be cleaned each evening. Staff will clean stationery for younger children and older children will clean their own using wipes provided.
- No other equipment/ soft toys etc should be brought into school.
- On their first day back, younger children need to bring a change of clothes in a labelled bag, which will be kept in school, in case of accidents.
- Children will bring their own packed lunch, unless otherwise agreed, and this will be stored safely for them to access when lunch time arrives.
- We request that children come to school with a snack to eat at first break.
- You must advise the school immediately if a member of your household tests positively for Covid-19.
- School reading books must not be shared with anyone else or placed back in the school library or reading boxes. Teachers will collect these once completed and they will be placed in a separate box for 7 days. After 7 days, these will be wiped down and only then returned to circulation. Replacement reading books will be issued as required from a non-contaminated supply.

Expectations from school:

- Hand sanitiser, soap, water, tissues and bins with closed lids will be available in each room.
- We will ensure that help is available for children that have trouble cleaning their hands independently.
- Children will be encouraged not to touch their mouth, eyes and nose.
- We will teach younger children songs, games and rhymes to help them learn appropriate hand washing.
- We will ensure that lidded bins for tissues and other waste items are emptied regularly throughout the day.
- We will open as many windows as we can. In the event of bad weather will ensure that windows are open for at least 10mins every hour.
- We will try to do lots of our learning activities outside.
- We will prop all internal doors open with a wedge to avoid touching door handles and door surfaces.
- Contact points will be cleaned regularly using alcohol wipes.
- Children will remain 2m apart in each classroom: Tables will be rearranged to maintain 2m spacing and where possible unnecessary furniture will be removed from rooms.
- We will implement a more up front, teacher-based lesson delivery, so that children can maintain social distancing. However, we will ensure that despite this, the curriculum is fun and engaging.
- All IT equipment will be thoroughly wiped before and after use.
- All soft furnishings will be removed from rooms, including soft toys and toys that are hard to clean.
- The school building will be thoroughly cleaned in two ways each evening:
 - After the children leave, staff will clean all desks and contact surfaces with wipes and cleaning spray. They will also clean stationery and IT equipment.
 - Our cleaning staff will visit every evening.
 - On Wednesdays and Fridays, the school will have an enhanced clean.
- We will not be using outside play equipment during this time but will introduce a range of games that can be played in a socially distanced way where possible.
- Staff and children will make sure that they wash their hands before and after handling any resources that have travelled from outside of the school building.
- If a member of a bubble tests positively for COVID-19, parents of that bubble will be informed, and all members of that bubble will then self-isolate for 14 days, as detailed in the government guidance.

- Age appropriate posters will be displayed clearly throughout school as visual reminders of what to do.
- We will use tape to act as a visual queue on the floor to remind children of the 2m distancing rule.
- Children that may struggle with understanding the rules will be fully supported using social stories and our usual, supportive, methods for helping children to understand instructions.
- Teachers will collect reading books daily, they will be placed in a separate box for 7 days. After 7 days, these will be wiped down and only then returned to circulation. Replacement reading books will be issued as required from a non-contaminated supply.

Section 4 – If a child or adult becomes unwell

Expectations - if a child becomes unwell:

- If a child becomes ill with coronavirus symptoms, they will go home immediately and will need to self-isolate for 7 days. The parents of this child may request a test, if he or she is 5 years or older. [Request a Covid-19 test](#)
- If a child becomes ill with the symptoms of the coronavirus they will go home and will need to self-isolate for 7 days. The other members of the bubble will remain in school. Parent's may request a test for any child aged 5 years and over.
- We will ring parents immediately to collect their child. The other members of the bubble do not need to self-isolate unless they develop symptoms or anyone in the bubble tests positive for Covid-19. However, we will inform parents of the other children in the bubble that a child has displayed symptoms and has been sent home, to ensure that there is absolute transparency.
- If after receiving a Covid-19 test it comes back negative, once confirmation of the test is received (a screen shot is fine), the child may then return to school within the 7 days.
- If a positive Covid-19 test is received, parents of the children in the bubble will be contacted. All children and staff from the bubble will need to self-isolate for 14 days. (As well as all members of their household).
- If a child is awaiting collection, they will be moved to an area where they can be isolated, behind a closed door. We will use the Headteacher's office for this purpose. If the child finds this unsettling or we judge that the child might find this unsettling, we will stay with them observing a 2m distance where possible.
- Government guidance states that PPE and face masks are not necessary in school. However, full PPE will be available for staff in each bubble should a child display symptoms and need looking after until the parent arrives. For example, if 2m cannot be maintained – i.e. in the case of a distressed younger child that needs comfort.
- If the child needs to use a bathroom while waiting to be collected, they will use a separate bathroom if possible. The bathroom will then be cleaned and disinfected.
- If a child becomes ill for any other reason, they will go home. The 48-hour absence rule for sickness or diarrhoea still applies.
- Children will not wear PPE equipment.
- After the unwell child has left the building, we will clean all areas that they have been in contact with, using household disinfectant.

Expectations – if an adult becomes unwell:

- If a member of staff from the bubble becomes unwell or is unable to come into school for any reason, **there is no alternative provision** for the bubble and parents will be advised as soon as possible that their children cannot come in to school until the adult returns.
- If an adult becomes ill with the symptoms of the coronavirus they will go home and will need to self-isolate for 7 days. The other children in the bubble will need to go home as we cannot move other staff to lead this bubble.
- If after receiving a Covid-19 test, it comes back negative, once confirmation of the test is received, the adult may then return to school within the 7 days, along with the children from the bubble. (Providing they are not displaying symptoms).
- Any member of staff that has helped a person with symptoms, does not need to go home unless they start to display symptoms themselves.
- If a positive Covid-19 test result is communicated to the school. The entire bubble needs to self-isolate for 14 days in line with government guidance.

Section 5 - Movement within the school building

We will explain partitions and all rules for movement around the building to the children in a reassuring and age appropriate way.

Staff breaks

Staff are entitled to a break in their working day. The additional member of staff already in the bubble will cover during this break, observing social distancing measures. Therefore, for limited times, there will be one member of staff with each bubble.

Section 6 - Learning in school

The curriculum within school will naturally look different to the curriculum in ordinary times. However, we will ensure that it is fun and challenging.

We will also factor in opportunities for the following:

- opportunities for children to talk about their experiences of the past few weeks
- opportunities for one-to-one conversations with trusted adults where this may be supportive
- some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe

- pastoral activity, such as positive opportunities to renew and develop friendships and peer groups
- other enriching developmental activities
- children to rehearse key academic skills in readiness for the next academic year.

Section 7 - Our Approach to home learning during this phase

We will still provide home learning for children that remain at home. As staff are planning for activities in school, they will not have as much time to work on remote learning and calls to those pupils remaining at home, however, this offer will still be in place but may be reduced for Nursery, Reception, Year 1 and Year 6.

I want to reassure you that all children at home will have access to resources.

Section 8 - Temporary amendments to the behaviour policy

We know our children well and believe that incidents of bad behaviour will be very limited. However, we will make the following temporary amendments to the behaviour policy.

- For incidents of non-accidental spitting, we will call parents and ask for collection of their child.
For the reassurance of parents and pupils, children taking part in this activity will not be able return to school for 14 days. If this behaviour continues, parents will be asked to remove their children for the remaining duration of this provision.
- Upon indication that a child intends to touch another child to 'spread the virus' or malicious discussion of 'spreading the virus', we will call parents and ask for collection of their child.

For the reassurance of parents and pupils, children taking part in this activity will not be able return to school for 14 days. If this behaviour continues parents will be asked to remove their children for the remaining duration of this provision.

The above rules will be made clear, in a supportive fashion, to children and they will understand that this behaviour will result in collection by a parent.

Section 9 - What will children need to bring/wear?

- Children in Nursery, Reception, Year 1 and Year 2 will need to come into school in their school uniform, they can wear trainers.
- On days that PE is to take place, the children should arrive in their PE kit and will stay in these clothes for the day. The bubble leads will communicate this to parents/ children.
- Key Worker children are to wear their home clothes – not school uniform, so we can easily distinguish between the different groups.
- If the children have their own named pencil cases, they can bring these in – we will provide equipment for those children that do not have the necessary resources, and these will not be shared with anyone else.
- A packed lunch, in a labelled container.
- A snack for break time.
- A full bottle of water – please note children will not be able to access the water fountains during the day.
- Dependent on the weather – a coat, sunhat etc
- Please also apply sun cream before school.

Section 10 - Attendance

As previously stated, attendance is not compulsory, however we do need to know who will be attending each week in order to ensure staff numbers are adequate.

To assist us with this, each week you will be sent a link to a very straightforward and short survey asking three questions – your child's name, the class they attend, and whether you will be sending them to school.

I will send out full details of this after half term.

If you decide not to return your child to school from the week beginning 8th June, you may decide at a later date, that you would like them to return. This is absolutely fine, however, we will only be accepting new returners on the Monday of each week, so if you decide that you do not want them to return on 8th June, the earliest start date will be Monday 15th June. You will need to let us know by the Thursday prior to this date (4th June) if you wish them to return on 8th June. The same will apply to following weeks, we will need to know by the Thursday prior to their return on the Monday (even if your child's day in is a Thursday or Friday).