

Sytchampton Endowed Primary School

Coronavirus (COVID-19): Wider Opening from 8th
March 2021

Handbook for Parents



Last updated: 23rd February 2021

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The purpose of this handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. We are now in a position where we are able to open the school to all pupils, in line with government advice from 8th March 2021.

This handbook has been created to provide you with details of the measures that are being put in place to ensure the safety of our school community as we open more widely. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that Sytchampton Endowed Primary School has taken all the necessary precautions in preparing to welcome all of our pupils back to school.

Useful contacts

Whilst we are pleased to be welcoming our pupils back to school in September, we must take appropriate steps to minimise infection wherever possible. Therefore, we are not able, at this point, to allow visitors into school.

Therefore, if you do have any questions we will be happy to address any of your concerns or issues via telephone or email. Our school office is open from 8:30am until 5:00pm and can be contacted via email on office@sytchampton.worcs.sch.uk or via telephone on 01905 620418. Please do not attend the school office in person unless you have a prior appointment until further notice.

1. Opening the school to all pupils

In line with the government's direction, and following a robust risk assessment process, we will be opening to all pupils from **Monday 8th March 2021**.

In order to minimise crossover as far as possible at the start and end of each day, we have staggered our Drop Off and Pick Up times. Please see the table below for the relevant arrangements for your child/children.

Class	Year groups	Class Teacher and Support Staff	Drop Off Times	Pick Up Times
Brambles	Reception	Miss Gilmour Mrs Hothi Miss Dayson	08.40 - 08.50	14.50
Oak	Years 1 and 2	Miss Phillips Mrs Morris	08.40 - 08.50	14.50
Willow	Years 3 and 4	Mrs Oliver/Mrs Lawson Mrs Monzur	08.50 – 09.00	15.00
Elm	Years 5 and 6	Mr Webster	08.50 – 09.00	15.00

If you have pupils in two different hubs, then please drop off and collect these pupils at the later of the two times (ie.08.50 and 15.00).

It is really important that parents do not gather on the playground or in the car park to ensure stringent social distancing. Please also ensure that your children do not play on the school play equipment at home times.

Risk assessment

The school has conducted a thorough risk assessment to mitigate the risks of opening more widely in March, and this builds upon our experience throughout the Summer and Autumn Terms last year. Our risk assessment covers various aspects of the school premises, staff availability, infection control and social distancing protocols.

The risk assessment is a live document and will be updated regularly as required. A copy of this risk assessment is available on the school website www.sytchampton.worcs.sch.uk.

2. Attendance

The government has stated clearly that attendance at school from 8th March 2021, is once again mandatory for all pupils. The usual rules on school attendance apply once again, including:

- Parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age)
- The ability to issue sanctions, including fixed penalty notices

The only exception to these rules are those pupils who have been confirmed as 'Clinically Extremely Vulnerable,' and these pupils must continue to shield until further notice. We would ask, that if your child has been categorised as 'Clinically Extremely Vulnerable' that parents provide school with a copy of the shielding letter issued by your child's clinician or GP.

If your child does fall into the above category, the school will provide remote education in line with the school's 'Continuity of Education Policy.'

Where pupils are not able to attend school due to following clinical or public health advice related to COVID 19, these absences will not be penalised and in both events, the school will provide immediate access for these pupils to remote education.

Remote education will not be provided where parents make their own decisions to keep pupils at home and are not adhering to government or Public Health guidelines.

3. Social distancing

To reduce the risk of transmitting coronavirus in our school, social distancing measures are in place. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff are working with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

Early Years/Reception

Children will be kept in a small consistent bubble of no more than 15. This group will have one qualified Teacher and two support staff. All other control measures remain in place. We will minimise contact between groups where possible. Staff do not need to maintain a two-metre distance from pupils, nor do staff need to keep pupils at a two-metre distance from one another. Staff will aim, however, keep a two-metre distance from other staff members where possible. Staff may move between this and other bubbles to facilitate the delivery of the full educational offer but this will be kept to a minimum.

KS1 and KS2

To maximise the effectiveness of social distancing between all staff and pupils attending school, pupils are in set consistent class groups, or 'bubbles'. The school is operating with one classroom teacher in each bubble, alongside any required TAs or SEND support staff. If it becomes necessary, however, all teachers and other staff are able to operate across all the

bubbles in order to facilitate the delivery of the full school timetable. We will communicate any changes in bubble arrangements to you and your child as soon as practicable.

Within the bubble:

- Staff are not required to maintain a two-metre distance between themselves and the pupils, but they will aim to minimise close face-to-face contact, where possible.
- Staff will aim to encourage older pupils to maintain distance and not touch staff and peers, where possible, i.e. in upper KS2.
- Staff working with pupils who cannot maintain social distancing, such as young pupils, e.g. in KS1 and lower KS2, or with pupils with complex needs, are expected to deliver their duties as normal, with no distancing required.

With regard to wraparound care, schools may keep children in their class groups for the majority of classroom time, but are permitted to mix into wider groups for specialist teaching and wraparound care.

Other social distancing measures in place on the school site:

- Class sizes are at the usual amount of no more than 30 pupils
- Pupils within a bubble are not permitted to mix with members of another bubble during the school day
- Large gatherings, such as assemblies, will not take place
- Timetables are organised to ensure bubbles are kept apart and movement around the school site is kept to a minimum.
- Pupils are kept within their bubbles when moving around the school
- Each bubble has its own classrooms, learning areas and designated outdoor areas for breaktimes and PE lessons
- Desks and chairs in KS2 classrooms are front-facing wherever possible
- Frequently-used equipment, e.g. pencils, are provided so that all staff and pupils have their own – sharing frequently-used equipment is avoided
- Classroom resources, e.g. books, are shared within bubbles and are cleaned frequently or quarantined between use
- Communal resources, e.g. sports equipment, can be shared between bubbles and are thoroughly cleaned or quarantined between use
- Lunchtimes and breaktimes are staggered and vary per bubble, with time left in between uses by different bubbles for surfaces in dining areas to be cleaned.

To this end, we have arranged our 'Bubbles' into our 4 Class Groups. Each bubble will remain with their Class Teacher and Support Staff throughout the day wherever possible. Each bubble will have their own entrance and exit and toilet facilities.

The school will not be holding assemblies for the foreseeable future as the guidance states that large gatherings like this are not yet safe.

4. Hub and Bubble Access Arrangements

Hub	Bubble	Year Groups	Pupils	Hygiene	Drop Off/Pick up Arrangements	Playtime/ Lunchtime Areas
1	Brambles	Reception	15	Girls' toilets Main Building	Reception Classroom Door	Astro Turf/Outdoor play area/Field next to Portacabins
	Oak	Year 1 and 2	30	Boys' Toilets Main Building	Red Side Door	Playground and Tyres field
2	Willow	Year 3 and 4	26	Left hand toilet Portacabin	Year 3 /4 Fire Door at the far side of the portacabin	Field Next to Portacabins
	Elm	Year 5 and 6	21	Right hand toilet Portacabin	Main Portacabin Door	Playground and Tyres field

5. Start and Finish Times

Pupils' start and finish times will be staggered in order for us to adhere to social distancing guidelines as much as possible. We would ask that pupils are dropped off or picked up by only **one** accompanying adult.

Parents and carers must wear masks when dropping off and collecting children.

Please remember to maintain a minimum of 2m social distance from all other adults, including staff.

The play equipment is out of bounds at dropping off and collection times. Please supervise your children to ensure that they do not use the equipment or mix with pupils from other bubbles.

We kindly ask that parents do not enter the school building unless absolutely necessary and should only do so by prior appointment.

Parents and carers must not gather in groups on or outside of the school premises, particularly on the car park.

If you have pupils in two different Hubs, then please drop all pupils off at the later of the two times, and collect at the later of the two times to avoid waiting around on the playground.

The tables below outline pupils' start and finish times, depending on their group.

Reception and KS 1 Hub 1 (Brambles and Oak)

8.40-8.50	Arrive at school
10.30 – 10.45	Playtime
11.45-12.15	Lunch
12.15-12.45	Lunch play
14.50	Home time

KS 2 Hub 2 (Willow and Elm)

8.50-09.00	Arrive at school
10.45-11.00	Playtime
12.15-12.45	Lunch
12.45-1.15	Lunch play
3.00	Home time

Please continue to use the one-way system (please refer to our Facebook Page for a video) whereby they should enter the school through the normal gate, then walk around the outside of the playground and field back up to the double gates at the top of the field.

6. Infection controls

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we will be enforcing the rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, for example, they are very young or have difficulties with comprehension due to their needs. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

- Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, before and after eating, before and after breaktimes, after using the toilet, and after coughing or sneezing.
- Pupils will wash their hands for at least 20 seconds using soap and water or alcohol-based hand sanitiser – younger pupils or pupils with additional needs will be supervised when doing this.
- The school will enforce the 'catch it, kill it, bin it' approach to containing coughs and sneezes.

We are also carrying out regular cleaning. All classrooms have been equipped with cleaning materials and staff will clean frequently touched surfaces regularly throughout the day. A full clean of every classroom will then take place every night.

Please see our Risk Assessment for full details of all of the arrangements we have put in place.

6.1 Personal protective equipment (PPE)

The government has recommended that staff and pupils **do not need** to use PPE in school; however, staff will use PPE if a pupil shows symptoms of coronavirus and a distance of two metres cannot be maintained.

Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

Staff will also wear face coverings when using communal areas outside of the classroom. Staff have also been advised that they may use clear visors when working within the classroom. At this point in time, however, the government have made it very clear, that pupils should not be wearing face coverings in Primary Schools.

6.2 Bringing items into school

To minimise the risk of potentially transmitting infections between pupils' households and the school, we ask that pupils **do not** bring non-essential items from home into school with them.

This includes footballs and other similar items. Similarly, pupils are advised not to take items home from school, such as books and school equipment. Here's the equipment that can be brought to school:

- Essential medication and medical equipment
- Coats and other essential outdoor wear
- Packed lunches
- Spectacles and spectacle cases
- Washed PE kits

Pupils will be given a place to keep their belongings throughout the day.

6.3 Equipment In School

We will be providing pupils with their own sets of equipment for use in the classroom (pencils, pens, sharpeners, rubbers, rulers, glue sticks). Pupils will keep these pupils in their own trays and this equipment will not be shared with other pupils. If you wish to purchase a pencil case for your child to keep their equipment in then please do so. This pencil case will then remain in school.

We are now permitted to use shared equipment such as books, within our 'bubbles.' However, where they are used, staff will ensure that these are thoroughly cleaned and/or quarantined after their use. Wherever possible, we will minimise the need to share this type of equipment.

Staff have also been instructed that they may use PE equipment for the duration of a week, but that this must be cleaned thoroughly on the Thursday and returned to the PE cupboard. It will then not be used until the Monday of the following week. This will allow a full 72 hours before another bubble makes use of the equipment.

7. Procedure if a pupil becomes unwell on site

It is extremely important that all parents and pupils remain vigilant with regards to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do not send your child to school if they have any of the following symptoms:**

- **A high temperature** – this means they feel hot to touch on their chest or back
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- **A loss of, or change in, their normal sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal



It is also important that you **do not send your child to school** if somebody in your household has tested positive (within the last 10 days), or has symptoms of, coronavirus.

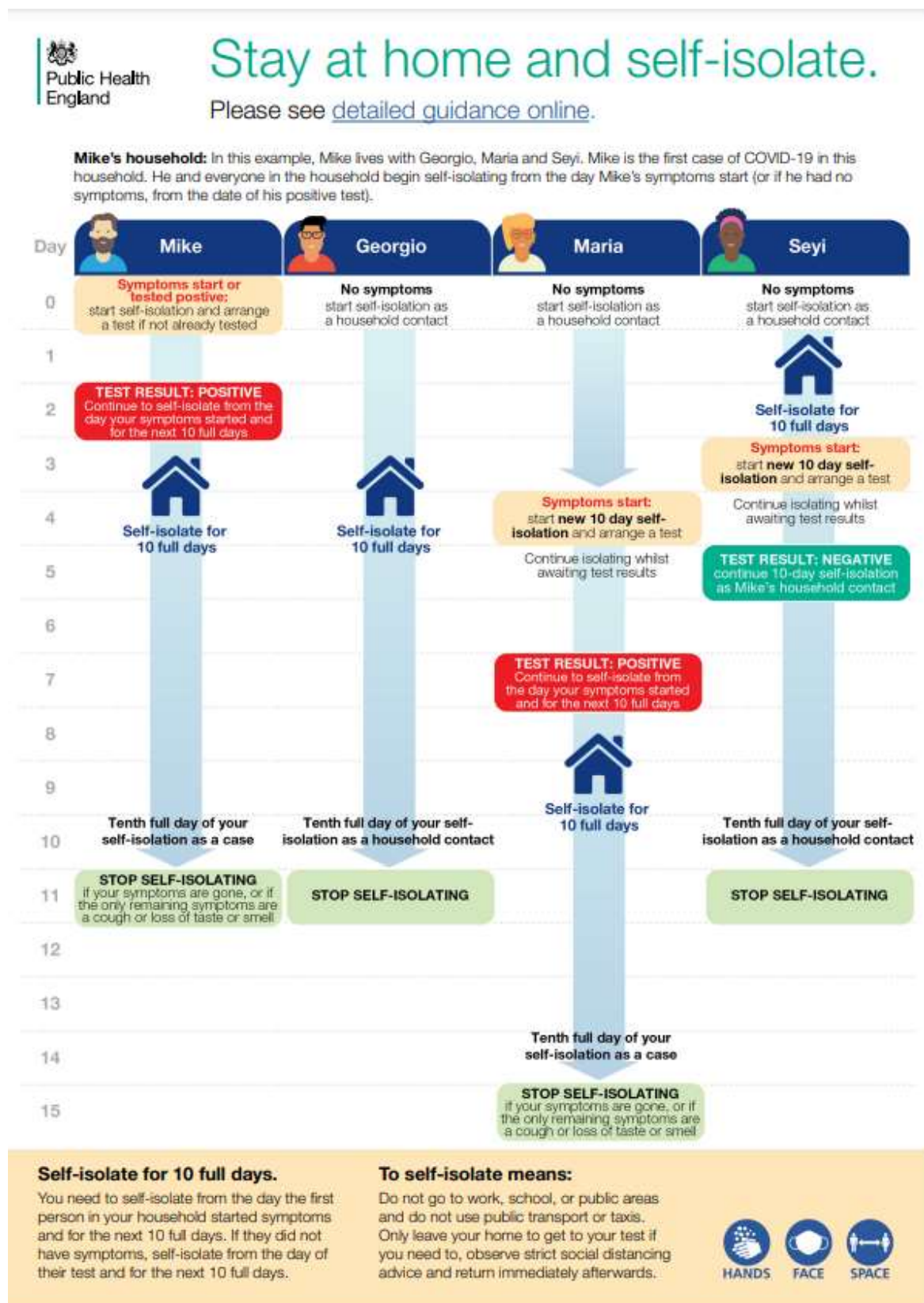
Please notify the school office via telephone as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus. You must not send your child into school if they or a member of household is displaying symptoms. You will be advised to get your child tested for coronavirus and to notify the school of the result.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection, where required.
- You will be notified that your child must be picked up as soon as possible.
- You will be encouraged to have your child tested for coronavirus.
- Areas your child has occupied will be disinfected as soon as possible.

Please ensure that you collect your child as quickly as possible and report to front office to do so. Please also ensure that you are wearing a mask when you come to collect your child.

Where there is a suspected or confirmed case of COVID 19, the school will follow the advice given by Public Health England. Please ensure that you and other members of your household isolate immediately.





If a pupil is sent home from school to self-isolate and receives a positive test result, they must self-isolate for at least 10 days after the first day they had symptoms. If they receive a negative test result, they may return to school, provided they are well and no-one else in their household is displaying coronavirus symptoms.

If a pupil or member of staff at school tests positive for coronavirus, the school will work with Public Health England to identify and send any close contacts home to self-isolate for 10 days. Close contacts include:

- Face-to-face contact including being coughed on or having a face to face conversation within 1 metre
- Been within 1 metre for 1 minute or longer without face-to-face contact
- Been within 2 metres of someone for more than 15 minutes (either as a one off contact, or added up together over one day)
- Travelled in the same vehicle or a plane

More detailed guidance can be found on these links:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/961289/Stay_at_home_Easy_Read_February_2021.pdf

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

8. Testing

To meet our duty to engage with the NHS Test and Trace process, we ask that you and your child be ready and willing to:

- Book a test if you or your child are displaying symptoms of coronavirus.
- Provide details of anyone your child has been in close contact with if they were to test positive or are contacted by NHS Test and Trace.
- Self-isolate for 10 days if your child tests positive for coronavirus.

Rapid-result testing for Staff

The government has introduced a rapid-result testing scheme for schools, designed to help identify individuals in the school community who are carrying coronavirus without displaying any symptoms. Participation in the rapid-result testing scheme is strictly voluntary, although the government strongly encourages eligible individuals to participate where possible.

Under the new scheme, staff attending the school site will be tested twice weekly as a matter of routine, using lateral flow device (LFD) test kits that provide a result in 30 minutes and do not require a laboratory to process.

Please note: the rapid-result testing scheme does not replace the need for our existing infection control measures.

Rapid Testing For Families

The government have announced recently, that families of Primary aged pupils will be able to access rapid testing using Lateral Flow Devices. They have stated that:

The following people in England will have access to regular rapid lateral flow testing made available to them as schools reopen:

- secondary school pupils
- primary and secondary school staff
- households, childcare and support bubbles of primary and secondary-age pupils
- households, childcare and support bubbles of primary and secondary staff

Primary school pupils will not be asked to test at this time.

From 1 March 2021, if you're a member of a household, childcare bubble or support bubble of staff or a pupil you can get a twice-weekly test:

- through your employer if they offer testing to employees
- at a local test site
- by collecting a home test kit from a test site
- by ordering a home test kit online

If you wish to take part in this scheme the link for more information is below:

<https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff>

9. Uniform

From 8th March 2021, we will be returning to our usual School Uniform policy. However, given the requirement to ensure that all classrooms are adequately ventilated even during cold spells of weather, if your child needs to wear additional layers for warmth, then we will be flexible around this. Please ensure that any layers you use are appropriate for school use e.g. a fleece or additional jumper. We do have some branded 'zoodies' if you would like to purchase them, which pupils can wear over the top of their usual uniform. Please speak to the school office for details about how to purchase these.

10. Catering

Hot meals will be provided for all pupils from Monday 8th March following the protocols and arrangements we had in place in the Autumn Term.

11. Transport

Pupils should walk or cycle to school if they can or be dropped off by a member of their household. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks.

12. The Curriculum

The key priorities which underpin our curriculum are:

- To provide a high quality education that promotes development and equips our pupils with the knowledge and cultural capital that they need to succeed in life
- The Curriculum is broad and ambitious. All pupils will continue to be taught a wide range of subjects

However, we are also aware of the potential impact, both academic and social/emotional of the most recent lockdown on our pupils. Consequently, we have been gathering a range of information and assessments to help us to identify gaps at both the whole school level and for individuals prior to the children's return. Information gathered includes:

- Engagement and attendance tracking of remote learning during the lockdown period
- Parent Survey
- Pupil Survey
- Online Assessments
- Teacher Assessments
- Progress monitoring

We have used this information to devise a Curriculum Recovery Strategy, which is tailored to the needs of our pupils. The strategy is available on the School Website and outlines our plans for re-engaging pupils and closing gaps.

Priority areas for KS1 and KS2 will include:

- Promoting wellbeing and mental health through creative and physical activities
- Developing independence and resilience
- Engaging pupils (in particular boys) in Writing
- Reading
- Identifying individual pupils for intervention where gaps have widened during lockdown

Priority areas for Reception Pupils will include:

- Early Reading
- Prime Areas of Learning – Communication and Language, Personal, Social and Emotional Development and Physical Development
- Identifying gaps in language, early reading, mathematics and phonic knowledge

PE lessons will continue to ensure pupils get the exercise they need; however, activities within these lessons will be strictly non-contact and only one pupil group at a time will be permitted to do the lesson.

13. Educational Trips

At this point in time, we are not permitted to arrange any educational trips or visits.

14. Wellbeing

Members of the school community have experienced overwhelming emotions during the coronavirus pandemic, and we will ensure that everyone continues to feel supported.

One of the school's key priorities in relation to wellbeing is ensuring the school community feels safe.

We continue to work with our Local Authority to discuss the wider support services that are available and to secure services for additional support and early help where possible, and consider how these might apply to pupils who were not previously affected.

Our wellbeing lead, Mrs Hothi has received training as part of the government's '[Wellbeing for Education Return programme](#)'. Mrs Hothi will thereafter disseminate the learning and practice to staff and pupils within the school.

Establishing routines

All staff are working together as a team to help pupils feel safe, understand the school's expectations and give them a sense of control.

Clear guidelines and expectations have been given to pupils for the new routines that will apply. These will be adapted as required and any adaptations will be fully communicated to all members of the school community to ensure they know exactly what is expected of them and have a sense of control.

We understand the importance of positivity during this time and will ensure pupils leave the school every day with a positive mindset. This approach will help them to feel safe and look forward to being at school.

The environment

Pupils may likely be experiencing a range of emotions, whether this is excitement or anxiety, so we will ensure they feel safe both physically and emotionally. Staff are working together to create a warm and welcoming environment which builds a sense of belonging despite the necessity of social distancing measures. Safe areas have been created where pupils can spend time if they are feeling overwhelmed.

We understand that pupils will have experienced many overwhelming emotions during the coronavirus pandemic, and some may have faced loss and trauma. We will ensure that an emotionally safe environment is fostered that nurtures and supports pupils and focusses on rebuilding and reconnecting.

Learning

To ensure pupils' needs are met and they are able to thrive and learn effectively, we have made any changes to timetables around a framework that supports pupils to grow. We have also adapted our planning and themes to inspire, excite and engage our pupils.

Teachers and support staff will be available if pupils want to talk about any aspect of their learning or emotions they are experiencing.

Communication

We understand that knowing procedures and practices are securely in place will help to alleviate anxiety and build a sense of safety and control; therefore, we will clearly communicate our plans, and any alterations to these plans that occur as the term progresses, to all stakeholders.

We ask that parents share the guidelines in this handbook with their child, and we will communicate any changes to guidelines outlined in the handbook.

Staff have been keeping in close contact with parents and carers throughout the lockdown period, and they will make sure that they continue to communicate regularly with parents to ensure we know about any other relevant information, e.g. bereavements, illnesses and family challenges. Appropriate support will then be put in place to support pupils where a need is identified.

Bereavement

Our school understands that some members of our community may have experienced loss due to coronavirus. We will ensure we have provisions in place to support these members of our school community.

Mrs Hothi and the headteacher are responsible for coordinating the school's bereavement support approach. They will meet to discuss how best to support pupils that have been affected. Where a need is identified, the following support may be discussed:

- Who pupils can go to for support both within the school and externally
- Who within the school community has been informed about the death
- Whether they would like a memorial to be set up within the school

The impact of such news on any other pupils in the school will be considered and direct contact made with them by their class teacher.

Contact will be maintained with the affected families to ensure they are receiving the support they need.

15. Home Learning Offer

Our full Remote Learning Offer is included in our 'Continuity of Education Policy,' which is available on our School Website.

The government have asked schools to put in place contingency plans for remote learning/home learning for the foreseeable future, taking into account various possible scenarios.

In all cases, however, we will endeavour to offer remote learning, where it is required, which:

- Is broad and ambitious, covering all areas of the curriculum
- Is sequenced effectively and aligned closely with in school provision
- Provides clear explanations of new content delivered through high quality curriculum resources and videos
- Makes use of high quality online and offline resources
- Enables pupils to make good progress
- Is in place immediately in the event of a local lockdown
- Allows regular interaction and feedback for pupils
- Allows teachers to track progress and adjust the pace/difficulty of what is being taught
- Provides for the needs of SEND pupils
- Avoids an over-reliance on long-term projects or internet research activities

Contingency 1 – Individual Pupils are required to remain shielded at home

For pupils who have been advised by Medical Experts to remain at home and shield, either because of their health needs or because of a local spike in cases, we will provide the following Home Learning Offer:

- **Seesaw App** – Teachers will upload classwork being used in school on a daily basis, and will feedback to the work uploaded by the pupil on a daily basis (it may be that Support Staff will assist with feedback during the day)
- **Microsoft Teams** – Each day the class teacher will timetable a remote video call via Microsoft Teams with the pupil to provide face to face support and feedback. This will take place during the school day, but the timing will be agreed with the family in advance to work around both the school and home timetables and commitments.

This offer will be agreed with parents in advance. Permissions and Acceptable Use Policies will be signed by members of the class and their parent/carers prior to using Microsoft Teams and accessing live video meetings.

Contingency 2 – Up to 2 pupils are required to self-isolate within a bubble

If up to 2 pupils within a bubble are advised to self-isolate, then, for the period of their isolation the school will provide the following offer for those two pupils:

- **Seesaw App** – Teachers will upload classwork being used in school on a daily basis, and will feedback to the work uploaded by the pupils on a daily basis (it may be that Support Staff will assist with feedback during the day)
- **Microsoft Teams** – Each day the class teacher will timetable a remote video call via Microsoft Teams with the pupil to provide face to face support and feedback. This will take place during the school day, but the timing will be agreed with the family in advance to work around both the school and home timetables and commitments.

This offer will be agreed with parents in advance. Permissions and Acceptable Use Policies will be signed by members of the class and their parent/carers prior to using Microsoft Teams and accessing live video meetings.

Contingency 3 – Whole Groups are required to self-isolate including a partial or whole school lockdown

Where an entire bubble is required to self-isolate, which is likely to be the case if more than 2 pupils are required to self-isolate, then the school will offer this Home Learning Offer. This offer will also be in place immediately if there is a partial or whole school lockdown.

- Each morning, the class teacher will conduct a live Registration Session, which will last for up to one hour. This will provide an opportunity for pupils to raise any questions or problems and for pupils to work collaboratively in break out teams where required.
- The class teacher will plan sequences of learning in Literacy and Maths and will upload one activity for these subjects to the Seesaw App each day. Where it is appropriate, the school will utilise the National Online Oak Academy or BBC Bitesize videos to support explanation and learning.
- The class teacher will plan sequences of learning in other subjects each week. One learning opportunity will be uploaded to Seesaw each day for pupils to complete. Where it is appropriate, the school will utilise the National Online Oak Academy or BBC Bitesize videos to support explanation and learning
- Teachers will set weekly Spellings (Spelling Shed), Handwriting (Letterjoin) and Times Tables (or Number Facts for younger pupils)
- Teachers will avoid setting long-term projects or internet research activities which stretch over more than two days wherever possible
- The class teacher and any support staff will provide feedback to pupils from 09.00 hours to 15.00hours each weekday, to support pupils with their learning.
- The class teacher will differentiate learning for pupils, including for those pupils with Special Needs or where pupils need additional challenge
- Feedback on Seesaw will comprise of written comments, marking, videos or verbal recordings to support pupils and move learning on
- Where the Class Teacher feels it is appropriate, they may direct the Support Staff to work with identified pupils or provide differentiated work where there are gaps in learning or pupils have additional needs

16. Online Communication Expectations

Seesaw App

The PTA have very kindly funded the use of the Seesaw App to support remote learning in our school. This is a fantastic way of sharing work with pupils and families, sending messages and maintaining strong links with the whole school community. Please ensure that you have downloaded the App and that you monitor any notifications, as we will use this to let you know of any urgent messages.

Please also understand, that this app is a way of sharing learning and establishing two way communication between our pupils and their teachers. Therefore, any communications, either by staff, pupils or parents, should **always adhere to our School Values** of kindness and respect. If parents have any issues or concerns that they need to discuss, then please ensure that these are emailed to the School Office on office@sytchampton.worcs.sch.uk where the message will be forwarded to the relevant member of staff.

Staff will only be expected to respond to any messages on Seesaw or by email during normal working hours. This does not include evenings and weekends.

Microsoft Teams

We will be using Microsoft Teams to support pupils who are unable to return to school or who are self-isolating if the remainder of the bubble is still in school.

We would ask that a parent/carer is present or nearby whilst the child is online for safeguarding reasons. Communications by all parties should remain polite and courteous at all times. Expectations for behaviour will be exactly as they are within the normal classroom. Please also ensure that any pupils using this facility are appropriately dressed.

Email

As we are not yet able to welcome visitors into school on a regular basis, we understand that much communication will be via email. We would ask that any concerns or issues should be sent to the office address office@sytchampton.worcs.sch.uk rather than directly to staff email addresses. Once again, whilst we understand that the current situation has been very stressful for many families, we would ask that parents and carers bear in mind that our staff have also been subject to considerable stress and pressures themselves over recent months. Therefore, please bear this in mind when communicating with the school, and keep communications courteous and professional.

17. Behaviour expectations

To ensure the school remains a safe place, we have made the decision to enforce additional rules with regards to social distancing and infection control. We have agreed the following additional rules and principles as part of our Whole School Behaviour Policy. Pupils are expected to follow these rules.

Behaviour principles

In light of the increased risks of returning to school during the COVID 19 Pandemic, we have added these additional sections to our Behaviour Policy:

- All pupils and parents/carers will abide strictly to the arrangements for dropping off and collecting pupils
- All pupils will follow school instructions on hygiene, such as handwashing and sanitising at all times
- All pupils will follow instructions relating to social distancing where required
- All pupils will avoid touching their mouth, nose and eyes with their hands (where practicably) and if they cough or sneeze, they will either use a tissue to 'catch it, bin it, kill it' or wash their hands immediately afterwards
- Pupils must avoid coughing or spitting at or towards any other person
- All pupils to tell an adult if they are experiencing symptoms of coronavirus
- Pupils are all to come to school with named water bottles every day and must not share these or any other equipment/foodstuffs with other pupils
- Pupils will only use toilets one at a time and must use the facilities directed by staff

Sanctions:

- If pupils refuse to follow or ignore instructions in relation to social distancing or hygiene, parents/carers will be contacted immediately and a meeting will take place with the Headteacher
- If a pupil subsequently continues to refuse or ignore instructions in relation to social distancing following this meeting, they will be excluded from the school premises
- Any pupil who threatens to cough, spit or sneeze towards another person (pupil or staff) will be excluded from school premises immediately
- Any pupil who deliberately coughs, spits or sneezes towards another person (pupil or staff) will be excluded from school premises immediately

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or experience difficulties with comprehension. The school will, therefore, consider each situation individually and work with pupils to educate them on the importance of social distancing and infection control measures and reward positive behaviour.

18. Safeguarding

Our Child Protection and Safeguarding Policy has been reviewed and updated continuously throughout the pandemic. This policy has been updated again to reflect that we are opening to more pupils. A copy of this policy is available on the school website.

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family. The designated safeguarding lead (DSL), Mrs Richards will usually be on site. If she is not available then Mrs Lawson or Mr Webster will be available to speak to anyone with any concerns.

19. SEND support

All pupils with special educational needs and disabilities (SEND), including those with education, health and care (EHC) plans, are expected to attend school alongside their peers, unless specifically directed otherwise by a letter from the NHS or a specialist doctor.

The school will consider whether any pupils with SEND will need specific support for the additional routines, e.g. increased hand washing, within school.

19.1 Providing SEND support

Staff, including teaching assistants and specialist staff, are deployed to provide pupils with the necessary support while they remain within the required bubbles. Any redeployments are not made at the expense of supporting pupils with SEND.

The Special Educational Needs Coordinator (SENCO), **Mrs Lawson**, in collaboration with other key members of staff and agencies, is responsible for coordinating the school's SEND support. Specialist staff, therapists, peripatetic teachers and other support staff are allowed to move between schools to support pupils and provide interventions as usual, whilst trying to maintain a distance from other staff.

19.2 Support for individual pupils

We are aware that pupils with SEND will have had a variety of experiences. While many pupils with additional needs may have been attending school on site for some or all of lockdown periods, others will not. There are many pupils identified as needing SEND support who will have been learning from home throughout this period. There are also those who were not on the SEND register before the coronavirus pandemic, but whose experiences during this period mean that they are now in need of additional SEND support – we recognise that many of these pupils are those with social, emotional and mental health (SEMH) needs.

Even within these groups, pupils' experiences may not be uniform. To ensure pupils receive the appropriate support, the SENCO is ensuring they have a clear understanding of the experiences of pupils during the closure period. This is done in several ways, including speaking to pupils and their parents and getting in touch with any external agencies that have been supporting pupils.

All pupils, including those with SEND, will be given catch up support to promote their progress.

19.3 Building relationships

Relationships between staff and pupils and pupils and their peers may also be impacted due to social distancing measures. We are making sure that this change in relationships is explained to pupils with SEND, whilst also understanding that these pupils may require repeat explanations.

Staff deployment will be kept as consistent as possible to help rebuild relationships. Support staff will be given time with pupils to build relationships away from learning expectations. Class teachers and TAs will also be given time with their pupils to rebuild relationships.

We are aware that pupils with SEND may have experienced feelings of rejection and fear during this time and that these feelings may be communicated physically. This behaviour will be managed in a supportive, rather than corrective, manner.

19.4 Establishing routines

The establishment of routines for pupils with SEND will be vital, bearing in mind that routines may involve staggered starts and other changes.

Routines will be made clear to all pupils with SEND and time will be needed for them to embed and understand the changes. Visual timetables will be made to support pupils' understanding of routines. We will consider whether additional breaks for movement to support self-regulation and the management of change are required.

19.5 Establishing expectations

The expectations of pupils for areas such as their behaviour and how they act around school will be different, e.g. pupils will be expected to adhere to some form of social distancing rules. We understand that it may be more challenging for pupils with SEND to meet these expectations.

We will clearly set out our expectations to all pupils and ensure pupils with SEND are provided with learning aids, e.g. picture books, to support their understanding.

19.6 Learning

Pupils will have had different learning experiences during the coronavirus pandemic – this means they will be in different places academically and teachers will need to build on where each pupil is.

Teachers and support staff are responsible for establishing the current level of learning for pupils with SEND. The SENCO is working with class teachers and support staff to develop the most appropriate methods of establishing pupils with SEND's current learning level.

Many pupils with SEND will need to revisit and re-engage with a lot of their previous learning and skills; therefore, class teachers are planning this work specifically for pupils that require it.

19.7 Sensory issues

For many pupils with SEND, a key issue is the management and regulation of sensory issues. Pupils will have to readjust to being around more people, noise and movement. We understand that during this adjustment period, pupils with SEND may express their discomfort through emotional and physical outbursts. The SENCO and other key staff will consider how this behaviour will be managed and how pupils will be supported – this will include the following measures:

- Flexibility with fidgeting and movement will be allowed (while considering social distancing measures) to support pupils to self-regulate and manage sensory overload.
- Calm and safe spaces will be allocated throughout the school where pupils can go to if they are experiencing sensory overload.
- The school's policies for the management of emotional and physical outbursts will be reviewed to ensure they are supportive of pupils while keeping staff and all pupils safe.

19.8 Annual reviews of EHC plans

In line with local advice, the school's LA has continued to conduct annual reviews of EHC plans. To ensure the school understands the needs of pupils with an EHC plan, the following actions will be taken:

- The SENCO is given extra time and support to manage any backlog of reviews, as required.
- To maintain social distancing measures, reviews are held virtually.
- Clear decisions are made about information gathering and staff will note whether information is from before or after a partial closure period.

The SENCO identifies which meetings are the highest priority, e.g. pupils needing a change in placement and those with a significant change of need, and focus on these meetings.

If you have any questions about the support your child is receiving, please get in touch with the SENCO via the school office email on office@sytchampton.worcs.sch.uk

20. Visitors on site

Visitors will only be allowed into any school buildings where it is absolutely necessary (e.g. for essential building works or to provide essential support to a pupil) – this also applies to parents. All visitors will be required to wear face coverings whilst in the school.

Parents that need to come into school will need to make an appointment first by telephoning the office or sending an email on office@sytchampton.worcs.sch.uk . Meetings will only be held with parents where **absolutely** necessary and at a safe distance.

21. Before and after-school care

The government have instructed schools to resume before and after school wrap around care where this provision is necessary to support parents to work, attend education and access medical care. Parents must only access this provision for their children where:

- the use of the provision is reasonably necessary to support them to work, seek work, undertake education or training, attend a medical appointment or address a medical need or attend a support group
- the provision is being offered as part of the school's educational activities (e.g. any catch up provision)
- the provision is as part of their child's efforts to obtain a regulated qualification or meet the entry requirements of an education institution

If your child satisfies the above criteria then the Wrap Around Care available is as follows:

Breakfast Club Offer

(Please do not send in payment – you will be invoiced)

In the Main School Hall from 8am to 8.50am, to include a choice of cereals, toast, juice, milk, yoghurts and fruit.

Cost £4.00 per day

After School Club Offer

(Please do not send in payment – you will be invoiced)

Children will register in the School Hall and will be provided with a snack and a drink.

We will be offering two options from the Autumn Term:

3.00pm to 4.15pm Cost £4.00

3.00pm to 5.30pm Cost including snack tea £9.00

Additional Sessions

Subject to availability, children can be booked into additional sessions, but PLEASE ensure that you have advised the school office of any additional sessions you require as well as the WAC staff.

Voucher Payments

We accept payments from Fideliti, Kiddivouchers, Edenred/Accor, Sodexo and Computershare. If you wish to use any other company vouchers, please let the school office know.

22. What can you do to help?

The support and understanding from our pupils' parents is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms and arrange a test
- Ensure your child washes their hands before they leave for school and after they return home
- Adhere to your child's pick-up and drop-off times
- Maintain social distancing on the school grounds
- Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted
- Communicate with school staff digitally instead of in person, e.g. via email
- Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils

Useful Links:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

<https://www.gov.uk/government/publications/coronavirus-covid-19-keeping-children-safe-online/coronavirus-covid-19-support-for-parents-and-carers-to-keep-children-safe-online>