

The Pinvin Federation



Phased Return guidance (for staff, parents and pupils)

Rationale:

This guidance document has been drawn up following consultation with staff and Governors at The Pinvin Federation. We aim to provide all staff, parents and pupils with information relating to a phased reopening, after the Covid-19 closure, so that we can all follow a consistent approach that will ensure that we manage the return safely and effectively, and at the same time meet the needs of all of the pupils. We have followed government guidance and our risk assessments also align with this guidance.

Planned start and finish times of the school day :

1. From June 1st Key worker pupils: 8.40-15.30pm (This may be earlier for those pupils who arrive by school transport)
2. From June 1st Identified vulnerable pupils: arrive between 8.40 and 8.55am for a prompt 8.55am start. Pick up 3.30pm. (Except Fridays)
3. From June 8th Reception pupils arrive between 9.30 and 9.40am for a prompt 9.40am start. Pick up 2.30pm. – From gate off playground.(except Fridays)
4. From June 15th Year 1 pupils arrive between 9.15 and 9.30am for a prompt 9.30am start. Pick up 2.45pm. From gate off playground(Except Fridays)
5. From June 15th Year 6: pupils arrive between 9.15 and 9.30am for a prompt 9.30am start. Pick up 3.00pm From main gate (Except Fridays).

NB School will close to all pupils except key worker pupils on Fridays after lunchtime. Please see collections times below:

- All vulnerable pupils and Year 6 13.00 pm
- Reception 13.00 pm
- Year 1 13.15 pm

Drop off and pick up arrangements:

1. All Reception and Year 1 pupils will enter through the First School playground main gate. Parents will not be able to enter school grounds.
2. All Year 6 pupils will enter through KS2 main gate unaccompanied. Parents will not be allowed to enter the school site.
3. All Key worker children and vulnerable Children for the First School will enter through the playground entrance at Pinvin CE First School
4. All Key worker children and vulnerable Children for the Middle School will enter through the main gate at St Nicholas CE Middle School
5. All pupils will have their temperature taken using a non-contact thermometer If your child has a raised temperature, they will not be able to attend school.
6. All pupils will enter their class base through the external fire exit doors where possible.
7. Any child who is upset and refusing to come into school will need to return home. Adults in school are no longer able to physically help a child into school.

8. Before entering the classroom all children will wash their hands for at least 20 seconds with soap and water and then dry them properly.
9. No parents can enter the school internal site.
10. Pupils of key workers will enter via the PFS gate entrance onto playground or Main Gate for SNMS and go directly to wash their hands.
11. All pupils will meet their parents at their allotted time at the relevant gates on to the respective playgrounds. No child will be allowed to leave the site unaccompanied. Parents should adhere to social distancing rules.
Parents will need to maintain 2 metres between them and the next adult as they wait to collect.
12. Senior leaders will be present on the playgrounds at the start and end of the day to ensure that all guidance is adhered to.
13. If school transport is in operation, The arrangements for Key worker and vulnerable children who currently arrive by school bus will continue with a waiting area near the main school gate. As stated, our recommendation would be you bring your child to school yourself if possible to reduce contact with other bubbles.

Clothing and equipment:

1. All pupils will wear comfortable clean clothing suitable for exercise if needed including the children attending whose parents are key workers. Trainers /pumps should be worn. A clean change of clothing is required every day as the guidelines state clothes should be washed daily.
2. Children will need to bring lunch (in a plastic box-no fabric bags) and a drinks bottle. Snacks for break must be in a plastic box or in their lunch box too. Please make sure that the children can open packets etc. independently. Year 6 their own hand sanitiser (if they wish to). No phones are to be brought into school. No bookbags or reading records will be allowed in school to reduce the risk of cross contamination.
3. Children can only bring one bag into school which must stay on the back of their chairs / under their desk.
4. Pencil cases must not be brought into school. Children will be given their equipment which must remain at their station.
5. Free school meal children, Reception and Key stage 1 pupils will be provided with a packed lunch from the school canteen.
6. As the weather can be changeable all children will need to bring a coat into school and a sunhat daily. Sun cream will need to be applied at home as we will be spending as much time as possible outside.
7. Children will not need to wear facemasks (government guidance says that this is not necessary unless school transport say this is a requirement for children). However, some members of staff may choose to wear a face mask/visor and this is their choice. Please prepare your children that this may be the case.

Classroom arrangements:

1. All children and staff will be part of a bubble consisting of 6-8 pupils according to the size of the classroom. They will not be able to mix with children from another bubble.
2. Each bubble will have a colour name to assist with planning of staggered breaktimes.
3. All pupils will have their own desk/working space to sit at. Their lunch box and drinks bottle will be kept either on or under their desk along with their coat.
4. Desks will be (as far as possible) 2 metres apart.
5. All stationery used by the children will be kept at their own desk space and provided by school (named if necessary).
6. Children will be expected to stay in their seats at all times unless asked to move by a member of staff
7. Children will be able to socialise with the other children within their bubble but not with children from other bubbles. If outside they will still be able to wave at each other!
8. Whenever queuing is needed children will be expected to remain 2metres apart.
9. Children will not be moving around school unless there is an emergency, they will remain in their class base or in their dedicated outside zone.
10. Children will not be allowed to share any personal items or resources with other children.
11. If any child becomes upset (Reception and Year 1 especially), whilst staff will try to reassure them etc, we will not be able to cuddle or comfort them physically (regrettably).

Break and lunch times:

1. Each group will have a zone marked out so that they can spend breaks in this zone.
2. Breaks will be staggered but there is no reason why one year group cannot go out at the same time so long as they stick to their zone areas.
3. Lunches will be eaten in the child's own space at their desk or when the weather permits they may have a picnic outside with their bubble group.
4. No child is to move to another group (bubble) at any time (from June 8th or 15th respectively. See explanatory letter ref keyworker children)

Cleaning, First Aid, use of toilets and handwashing:

1. School will be cleaned thoroughly every evening as normal. There will be a deep clean of all areas on a Friday afternoon. Additional cleaning will be undertaken throughout the school day by all staff.
2. Toilet areas will be cleaned once an hour.
3. Staff within each group will need to take responsibility for wiping down tables and chairs in between sessions.
4. Hand sanitiser will be provided for each classroom base.
5. Children and staff need to wash their hands properly (for 20 seconds) and regularly i.e. every time a session changes.

6. All children in Reception and Year 1 will be accompanied by an adult to the toilet- one at a time; if the toilet is occupied, the adult and child will wait until it is free maintaining a 2 metre distance; this will need to happen in the main, during class base time. Year 6 will be expected to follow these rules independently but a member of staff will regularly check all toilet areas to ensure all children abiding by the rules.
7. Reading books will not to be sent home due to the risks associated with cross contamination.
8. Children will be expected to follow the 'Catch it, Bin it, Kill it' rule and put any used tissues in the bin then wash and dry their hands or use hand sanitiser. They will be encouraged to, where possible, not touch their face, mouth or eyes.
9. Children will be expected to tell adults if they are feeling unwell.
10. Any first aid requirements will be dealt by the staff in each group. Any medication requirements will need to be administered at home. We cannot administer any medications in school e.g. Calpol, anti-biotics etc. Emergency medication for life threatening events will of course continue to be administered such as Epi – Pens, etc. The school has basic PPE equipment to deal with First Aid situations.
11. If your child or anyone within your household shows any symptoms e.g. persistent cough, high temperature or loss of smell and taste, you **must not** send your child to school and notify school immediately. If anyone develops these symptoms, you need to get tested for Covid-19 straight away. If a child in the group/bubble or a member of their household tests positive for Covid-19, the group/bubble will be closed for 14 days as everyone will need to go into isolation; children, parents, siblings, staff etc. If a child/adult displays symptoms and becomes ill in school, they will be immediately sent to Group Room 1. Staff will use full PPE if this happens. Staff will also wear some protective clothing if they are dealing with any intimate care e.g. underwear changes etc.

NB In order to manage groups of the recommended size effectively, we will need to utilise all of our teaching and non-teaching staff. We will be able to cover staff if one or two staff are off work for any reason (not including Covid-19) but if we experience the unlikely situation where large numbers of staff are off ill at any point in the summer half term, we may find ourselves in a position where we will have to close a bubble and children in that bubble will not be able to attend.

12. It is recommended that any child in the Early Years who is returning to school and prone to soiling themselves/having accidents on a regular basis wear pull ups for the time being to support staff in dealing with intimate care.
13. If parents decide to send their children back to school knowing that their child or another member of their family have underlying health conditions that would make them more vulnerable to Covid-19, they do so at their own risk. School will make all efforts to ensure that recommended guidance is followed but we cannot guarantee that no one will contract the virus and become ill.

Changes to our behaviour system - Rewards and Sanctions:

1. The reward system will remain the same. Rewards and e praise points will continue to be awarded.
2. Assemblies/Congratulations assemblies will take place via video assemblies in class.
3. Any child who bites, spits or deliberately coughs at another child will be excluded from school immediately.
4. If a child will not comply with instructions or becomes difficult to manage, they will be excluded from school with immediate effect. Previously pre-Covid-19, when a child did not follow the rules and possibly had an angry outburst or was involved in a volatile situation they would be taken to another place in school to cool down and consequences would follow. This cannot be the case within this phased return. Parents will be asked to collect their child immediately and may be asked to keep their child away from school indefinitely.
5. For minor mis-demeanours children will continue to use the traffic light system. Any child moved to red will be asked, as our Behaviour Policy states, to sit within their zone area away from other children and a member of SLT will be informed.