



FULL TIME OPENING OF SCHOOL ARRANGEMENTS FOR THE AUTUMN TERM 2020

Information for parents

Please read this document carefully

This document should be read in conjunction with:

1. Guidance for full opening – schools (published 2nd July 2020):
<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>



GENERAL PRINCIPLES

Return date for all children: 8th September 2020 (Years 1-6) and 9th September 2020 (Reception)

1. From September 2020, all children on roll at LHPA will be expected to attend school.
2. The Government guidance states “*returning to school is vital for children’s education and for their well-being. Time out of school is detrimental for children’s cognitive and academic development, particularly for disadvantaged children.*” (Guidance for full opening – schools Published 2nd July 2020)
3. For this reason parents are advised that returning to school is essential for the children and LHPA will follow up with any parents who do not send their children back to school.
4. LHPA will off roll any child who does not attend school, without good reason, for a period of 10 days following UK law relating to the compulsory attendance of children at school.
5. This document is written in 5 sections:
Section 1 – School Operations
Section 2 – Curriculum, Behaviour and Pastoral support
Section 3 – Assessment and accountability
Section 4 - Contingency planning to provide continuity of education in the event of a local outbreak
Section 5 – Risk Assessments



SECTION 1 – SCHOOL OPERATIONS

1. Children will return to school in full school uniform wearing school tracksuits on swimming and PE days.
2. Only one parent should attend school on arrival and dismissal times and adhere to social distancing in-line with Government directives until further notice.
3. Unless a child has travelled to school on public transport, they do not need a face mask.
4. Children who come to school wearing a face mask, should be asked to remove it upon entering the school. They should be instructed not to touch the front portion of the mask where it has covered their mouth and they should put the mask securely in a paper or plastic bag and then in their rucksack until needed when they go home. Children may wear visors as an alternative to a mask.
5. Upon entering school, children will have their temperatures checked and hands sanitised (after removing and storing their masks).
6. A member of the Admin Team will be at the Upper School front gate in the morning when the children arrive at school. This is so that parents can have queries answered.
7. Teachers and other members of staff are not required to wear a face mask. They may opt to wear a visor and/or mask when in close proximity to the children if they wish.
8. Extra cleaning sessions of hands, desks and chairs will continue to be an important aspect of the children's daily activities.
9. Children are permitted to use school books and other resources but all children should have their own pencil cases and water bottles.
10. Hair should be neatly tied back if long enough and not loose.
11. Visitors to the school should be minimised and only by appointment.
12. Parents should only come on school premises if they have been invited to a meeting. Parents attending school will also need to have their temperature checked, hand sanitised and complete a declaration form that they do not have any COVID19 symptoms. The forms are to be kept in the school admin office.
13. Other visitors are by appointment only and should be met at the school gate by a member of staff. These visitors will also need to have their temperature checked, hand sanitised and complete a declaration form that they do not have any COVID19 symptoms. The forms are to be kept in the school admin office.

Where possible, meetings should be held outside or in a well-ventilated room of a suitable size for the attendees involved in the meeting.

14. If a child or adult feels unwell whilst at school, staff should ask the child or adult their symptoms and check their temperature after removing them completely from the classroom environment. Parents will be contacted to ask them to pick their child up immediately (without delay) or if an adult, they should leave the premises immediately. Parents are asked to seek testing for their child and the rest of the family. The unwell adult should also seek testing for themselves. The child should be quarantined whilst awaiting pick up and the supervising member of staff should wear a mask if they are unable to keep more than 2 meters away from the unwell child.



15. In line with all UK schools, when we are notified that a child is confirmed as positive for COVID-19, we must follow the guidance provided to us by the DfE in line with Public Health England. We will not disclose the name of the child nor the class they are in and would ask that you do not call the school and try to pressurise staff into responding to such questions.
16. If your child is the pupil affected we would advise you not to take to unofficial social media (WhatsApp groups) to disclose this information. Please be assured that all necessary precautions and measures will be taken by the school to protect all stakeholders including a thorough internal track and trace exercise.
17. We completely understand that when a year group bubble is sent home it raises anxieties however we are going to have to live with this for quite some time to come and it will become part of the new normal.
18. Unnecessary calls to school at this time will only serve to delay this process so we would politely ask that you only call the school in an emergency. The letter we send will provide you with all the information you need so please do read it carefully.

A) Arrangements for both school sites

School Assemblies

1. There will be no class/parent assemblies until advised otherwise.

Shuttle and minibus service

1. Service for shuttle and minibus will resume as normal.
2. There will be no need for children to wear masks whilst on the minibus or shuttle.
3. Drivers will continue to use masks and/or visors until further notice.

Swimming lessons

1. Swimming lessons will resume as normal and all children are expected to participate in these lessons.
2. If children are in school they are expected to swim. There is no scientific data that suggests the virus is water borne.
3. Children will be shuttled from Upper School to Lower School for their swimming lessons as normal.
4. Children will not be required to wear masks during the shuttle journey as they will be in their Year Group bubble. Adults supervising and drivers may wear masks and/or visors during the journey.

After School Club, Farm visits and Trip Arrangements

1. After school specialist clubs, farm visits (Watersplash Farm Too! and the farm at Harrow Hall) and trips will resume from September 2020



2. When attending after school clubs, consideration should be given to keeping children in their year group bubbles where possible and where this is not possible children should be asked to sanitise their hands on arrival at the club and be reminded to keep contact with others at a minimum.
3. Sport equipment will be sanitised after each use and between users. Children will be kept in small, consistent groups as far as possible.
4. School trips and outings will continue as planned and as per the latest guidance. All costs will be added to the payment platform.
5. The residential trips to Carrotty Wood and France along with Watersplash Farm Too! and the farm at the Harrow will go ahead and the school will revise the plans according to guidance closer to the time.

School Meals

1. Plated hot meals will resume in September 2020. Packed lunches are not allowed.
2. There will be no salad bar initially however plans may be adapted so that children are served salad items by the catering team who will be behind a Perspex screen.
3. Children are now allowed to sit beside each other as there is no requirement for social distancing within school.
4. Children will be served water in beakers as normal.
5. Upper school children will go Harrow Hall in their classes as normal.

Communication

1. All communication will remain as normal via phone, text message, email or Laser.
2. Parents are encouraged to check the school's Laser Noticeboard frequently for current information.

B) Lower School Arrangements

Arrival and Departure times

1. Parents are not permitted to park on the school site. Parking at *Vario Press* site is currently being explored and further information will be issued to parents.
2. Arrival and departure times will be staggered in the following ways:

	Arrival Time	Arrival Entry Point	Departure Time	Departure Exit Point
Reception Group	8.45am – 9.00am	North Fire Exit door	2.50pm 2.55pm 3.00pm 3.05pm	North Fire Exit door



Year 1 Group	8.30am – 8.45am	Pedestrian playground gate	3.15pm	Pedestrian playground gate
Year 2 group	8.15am – 8.30am	Double playground gate	3.30pm	Double playground gate

Consideration notes

- Children with older siblings traveling on the shuttle bus should arrive before 8.30am
- Children with siblings set to arrive at different times should arrive together and parents should select the arrival time that suits them best

Lower School Class Organisation

- Reception, Year 1 and Year 2 will be in 'class' bubbles.
- Lower school children will eat in the school hall and sit with children in their class bubble.
- Reception year group will use their outdoor garden area and may mix with the children in the adjoining class in the year group.
- Children's trays containing all of their belongings and books should be in the tray trolley or on the floor under their desks.
- Children are permitted to use school books and other resources but all children should have their own pencil cases and water bottles.
- After school care club tables will be organised by year group where possible and the club tea will be administered as usual. If only 1 or 2 children in a specific year group are attending Superstars, the children should be placed with another year group.

C) Upper School Arrangements

Arrival and Departure times

- Parents are not permitted to park in the college car park. Parking is available at the *Langley Pavilion* from 3.30pm-4.30pm for parents.
- Arrival and departure times will be staggered in the following ways:

	Arrival Time	Arrival Entry Point	Departure Time	Departure Exit Point
Year 3 Group	8.30am -8.45am	Front gate	3.50pm	Front gate
Year 4 Group	8.30am – 8.45am	Back gate	4.00pm	Front gate
Year 5 group	8.15am – 8.30am	Front gate	3.50pm	Back gate
Year 6 group	8.15am -8.30am	Back gate	4.00pm	Back gate



Consideration notes

- a) Children with older siblings traveling on the shuttle bus should arrive before 8.30am
- b) Children with siblings set to arrive at different times should arrive together and parents should select the arrival time that suits them best

Upper School Class Organisation

- 3. Years 3 and 4 will have break 10.00am – 10.15am
Years 5 and 6 will have break 11.00am – 11.15am
- 4. All children going to lunch will be called to wash their hands and use the toilet before boarding the shuttle bus to go to the lunch hall
- 5. Children's trays containing all of their belongings and books should be in the tray trolley or on the floor under their desks.
- 6. Children are permitted to use school books and other resources but all children should have their own pencil cases and water bottles.
- 7. Upper School children will be in Year Group bubbles most of the time.
- 8. For the Autumn Term, Years 5 and 6 will become one bubble when rehearsing for the December school production. This is in-line with guidance which says that partial implementation of separation of groups is permitted and has benefits and that keeping children in class groups for the majority of the time but *"allowing mixing into wider groups for specialist teaching, wrap around care and shuttle journeys children can be grouped differently."*
- 9. After school care club tables will be organised by year group where possible and the club tea will be administered as usual. If only 1 or 2 children in a specific year group are attending Superstars, the children should be placed with another year group.
- 10. No more than 2 children in the pod at any one time.



SECTION 2 – CURRICULUM, BEHAVIOUR AND PASTORAL SUPPORT

1. The full timetable will be taught for the 2020/21 academic year and homework will be set accordingly. Parents will be notified if there are any concerns by the class teacher via the Laser messaging service or telephone.
2. LHPA will be adopting the year group bubble model so that Sport and Music can be taught as normal.
3. Upper school children will go to the park for their games lessons.
4. Reception year group games lessons in the afternoons will be taught in class bubbles. All other Lower School children will be taught Games in double class bubbles as normal.
5. Teachers and other staff can operate across different classes and year groups.
6. Social distancing rules are still to be considered but more important is to communicate to the children the need to limit social contact.

A) Teaching Music

1. The Government wants the curriculum to be broad and ambitious. All children continue to be taught a wide range of subjects at school. Children should have a normal timetable
2. Teaching Music will continue to be an important focus at LHPA
3. The Government guidance is that for older children (aged 14-18 years) there may be additional risks of infection in environments where there is singing, chanting, playing a wind or brass instruments or shouting. They have advised that for this age group (14-18 years) should be no more than 15. They have also advised of ways in which risks can be reduced such as physical distancing.
4. No such guidance applies to the younger age group however it would be sensible and prudent to put some thought into ways in which we can reduce risks when teaching Music to our children aged 4 – 11 years.

These are as follows:

- a) Children singing or playing an instrument should face forwards and preferably be in lines
- b) No child should touch another child's instrument or use it (example: blow it)
- c) Singing Lessons: Group sizes for singing should be limited to 50 at any one time.
A choir or ensemble group that is bigger than that should be taught in different sessions.
- d) Violin ensembles should take place in the school hall. Every child should have their own chair that is approximately 1 metre away from the next child. All children should be facing frontwards (in one direction) with no more than 40 children at any one time.
- e) Brass ensembles should take place in the school hall. Every child should have their own chair that is approximately 1 metre away from the next child. All children should be facing frontwards (in one direction) with no more than 30 children at any one time.
- f) Recorder Lessons, every child is to have their own labelled recorder and no one but that child should use that instrument. At the end of the lessons, each recorder should be placed in a bowl of Milton Sterilising Liquid, wiped clean and then placed in the child's rucksack.
- g) Rooms being used for teaching music lessons should be well ventilated.



B) Curriculum

1. Children will be grouped for Literacy and Numeracy lessons according to the identified needs and spaces made available for 'Catch up' groups once funding allocation has been finalised by the Government and Local Authority.
2. Appropriate spaces will be allocated to each group in each year group for Literacy and Numeracy. The content of lessons will be prepared collaboratively by the whole year group teaching team in consultation with our Director of Teaching, Learning and Curriculum, Mr Broderick.
3. Assessment in Numeracy and Literacy will continue as normal and will be used to plan work for children individually that meets their learning needs.
4. There will be a significant emphasis on well-being and behaviour upon the children's return to school in September 2020, to ensure that children continue to be motivated, confident, resilient, determined and happy.

LHPA believes that these qualities and aptitudes are essential to learning and underpin academic success.



SECTION 3 – ASSESSMENT AND ACCOUNTABILITY

1. The starting point for learning will be the Summer Term Assessment and Teacher Assessment results and knowledge of the children's age and stage of development.
2. Children will be grouped for Literacy and Numeracy lessons according to the identified needs and spaces made available for 'Catch up' groups.
3. Teachers will work towards preparing children for Summer Term 2021 Assessments in:
 - a) Phonics (possibly all of Year 1 and 2)
 - b) KS1 tests and teacher assessment
 - c) Year 4 tables check
 - d) KS2 tests and teacher assessment
4. Termly PIRA and PUMA tests will remain important indicators of pupil attainment and progress
5. Writing trackers should be completed as normal but consideration given to finding additional evidence to enable us to catch up on missed assessments from Summer Term 2020



SECTION 4 – CONTINGENCY PLANNING

1. In the event that the school needs to close again, due to a spike in the infection rates, or that a bubble needs to self-isolate because a member of the school community tests positive for the virus, LHPA will revert to delivering videoed lessons and holding virtual afternoon teaching sessions.
2. Daily risk assessments will be conducted by all members of the school community who will report any concerns to the Facilities Manager or the Heads of School (Upper and Lower).
3. This document serves as a risk assessment and aims to put in place sensible measures that keep the entire school community safe.



SECTION 5 - RISK ASSESSMENT

