



**Tilstock**<sup>†</sup>  
Part of the Marches Academy Trust 



# **Our Reconnection Plan**

*This is an addition to the information shared in July and supports all other information on the return on website.*

## **September 2020**

## **Current guidance**

The Government guidance released on 2<sup>nd</sup> July 2020 (with some updates in August) provided us with a context for their decision to request all schools to open to all children from September and issued guidance for schools to adhere to and manage when opening.

[Parent information is here:](#)

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

At Tilstock CE Primary & Nursery we have been working hard on our plans for a full reopening ensuring that we:

- **fulfil the expectations required of us**
- **ensure that the safety of everyone is paramount in all our decisions and actions**
- **continue to provide a high quality, well balanced curriculum to best support our pupils in their education.**

## **Keeping children and staff safe**

**All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:**

- **a requirement that people who are ill stay at home**
- **robust hand and respiratory hygiene**
- **enhanced cleaning arrangements**
- **active engagement with NHS Test and Trace**
- **formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable**

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

### **Prevention:**

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

### **Response to any infection:**

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice



### **Class and phase ‘bubbles’**

As shared previously we will group each class (EYFS, KS1, LKS2 and UKS2) into ‘bubbles’ which will remain consistent and **separate from other ‘bubbles’**.

During the school day they will only ever mix in their BUBBLE – If there is contact with ‘wider than the class (but remaining in the bubble)’ this will be recorded with the **date and time for future reference (in case of positive cases or lockdown needs)**. ***This will ‘make it quicker and easier in the event of a positive case to identify those who may need to self-isolate and keep that number as small as possible’.*** For their time in school the children will be in their own class bubble with their own teacher and support staff.

### **Attendance**

All children will be welcomed back to school from **Wednesday 2<sup>nd</sup> September** and **attendance is mandatory for all.**

**Children starting in Nursery and Reception have not had the opportunity to experience the usual transition days** and have not spent as much time in nursery as they usually would prior to starting school. **Therefore, Reception children are welcome to attend school for mornings only for the first week and a half of term.** So, from Monday 14th September we would expect Reception children to start attending for full days.

We support the government here which notes:

- *parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools’ responsibilities to record attendance and follow up absence;*
- *the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct.*

### **Shielding children**

Shielding advice for all adults and children paused on 1 August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of the SLT team and we will work with you to support your child the best possible way we can.

## **Before Your Child Leaves Home in The Morning**

Please check for any of the following symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident [do not send them to school](#), contact us on 01948 880 347 or email [tilstockadmin@til.mmat.org.uk](mailto:tilstockadmin@til.mmat.org.uk) as soon as possible

Government advice must be followed, it can be [found here](#).

## **Travel to and from school**

Children and families should ensure they are **following social distancing guidelines** whilst travelling to and from school. We ask that there is no meeting at the gates/stopping to talk around these areas.

## **Morning Drop Offs**

To ease congestion, we will continue to have staggered start and finish times. It is important that we do not have parents congregating at the school gates and that we limit the number of interactions across bubbles.

We would encourage only 1 parent/adult to drop off and collect to help minimise the number of adults on site.

### **Badger Class: Year 5 & Year 6 children:**

**Drop-off 8:40am**

**Pick-up 3:00pm**

Please park your car and bring your child to the **front right-hand SIDE GATE** by Talbot class where Mr Paterson will collect your child. Please do not gather at the gate.

### **Otter Class: Year 3 & 4 children:**

**Drop-off 8:45am**

**Pick-up 3:05pm.**

Please use the **Hall door** where Miss Thomas will collect your child. Please do not gather at the gate

### **Squirrel Class: Year 1 & Year 2 children:**

**Drop-off 8:50am**

**Pick-up 3:10pm**

Please park your car and bring your child to the rear **PLAYGROUND gate**, where Mr Gillespie will collect your child. Please do not gather at the gate.

### **Bumblebee Class: Reception children:**

**Drop-off between 9:00**

**Pick-up at 12:00pm before 14<sup>th</sup> September, then 3:15pm thereafter.**

Please park your car and bring your child to the **NURSERY gate**, where Mrs Finch will collect your child from you. Please do not gather at the gate.

### **Bumblebee Class: Nursery Children**

**Full days of 9:00am-3:00pm (6 hours a day or 30 hours per week)**

**Half days available: 9:00am-12:00pm (3 hours) OR 12:00pm-3:00pm (3 hours)**

At collection time, the children will be brought out to their parent/adult at their **allocated time**. Please can parents ensure they are on time to ensure a swift collection.

**\*\*Please note we will review the collection arrangements regularly in September and continually update according to the government guidelines to ensure they are working effectively, and we are happy with the safety precautions in place. Please be aware we will make amendments to timings if we feel it is necessary.**

### **Arrangements in school**

Children in EYFS will be following a free flow, play based curriculum. Whole class teaching sessions will be no longer than 15 minutes and all classrooms will be well ventilated.

It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will encounter all the children in their class and they are likely to come into contact with all the children in the year group during outside free flow and lunchtimes. Children will wash their hands often and surfaces and equipment regularly sanitised.

### **Learning resources**

For individual and very frequently used equipment, such as pencils and pens, ***staff and pupils will have their own items that are not shared.*** Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2 resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

### **Assemblies**

There will be no traditional whole school assemblies during the first part of the autumn term and these will be replaced by a Virtual Assembly, which will be watched by children in multiple classrooms on touchscreens.

### **Reading Books**

Reading books can still be brought home, however on their return to school **they will be placed in a box** and left **for 72 hours** before returning to the shelves. If your child has a reading book at home, please return on the first day back in September.

### **Enhanced cleaning regimes**

Since lockdown and opening for keyworker children our school has had enhanced cleaning systems in place and has also been regularly deep cleaned. We have adjusted our cleaning rotas with our site team to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own

classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

### **Coats and bags**

As children have their own cloakroom facilities in their individual classrooms coats and bags can be left in their normal places, however we are asking that you consider whether you need to bring in the bag and it must be a material that is wipeable. **Please keep items brought into school to a minimum as much as possible.**

Children are asked to wear PE kit on PE days to reduce the need for PE bags and changing in school. This can remain on all day.

### **The importance of fresh air**

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities.

### **Activity clubs**

Clubs will be phased in gradually over autumn term and this will be sent out as and when.

### **School office**

School offices will remain closed to personal visitors. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches) at the start of the day and if there is an instance where their child needs to be collected at a different time, they should telephone the school to make arrangements.

An office staff member will then arrange to meet parents with their child in the open air at the front of the school at main reception. All other communication should be done by telephone or e-mail as far as possible.

### **Communication**

Communication with parents is really important to us. Due to the current restrictions we would request that meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. If you would like a phone conversation or a face to face meeting please email [tilstockadmin@til.mmat.org.uk](mailto:tilstockadmin@til.mmat.org.uk) or telephone the office 01948 880 347 to support making these arrangements.

Please keep face to face conversations to a minimum at the school gates

### **Behaviour**

In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously. Our Tilstock values and ethos remain unchanged, and children are expected to aim to uphold them.

In addition to our school rules, children must be aware of the new requirements in the addendum namely that they must:

- **Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to EYFS and younger pupils and being mindful of classroom restrictions);**

- Use their own specific equipment (including resources) and not share any of these;
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in our designated group, and minimise contact with children from other groups (including in the playground, anywhere on the school site and on our way to and from school)
- Move around school as instructed by our teacher/adult and avoiding other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands
- Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available;

It is essential that the children always listen to and follow instructions and adhere to the guidelines set by the government and the school. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will ask parents to collect them immediately.

A risk assessment will then be completed to determine whether it is safe to have the child back in school. If we deem a child to be unsafe to have in school, we will work with parents to arrange provision the child can access safely.

### **School lunches.**

We have a full school offer for hot lunches again in SEPTEMBER with a new menu on our website.

***Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment for meals booked will be required. Please check on the Shropshire website to see if you meet this criteria,*** we are aware that many families' situations have changed due to the COVID-19 pandemic and therefore if you could now be entitled to free school meals and the pupil premium funding.

We have arrangements in place to ensure that during lunch time separation between 'bubbles' is maintained. Children will always have the chance to wash their hands within the classroom before eating.

### **Packed lunches**

Please ensure your child has all the cutlery they need and their meal is easy for them to manage on their own.

### **Availability of water on site**

All pupils should have their own school water bottle that is untouched by other children or staff. No water fountains are currently available at school. Water is available in school to refill children's own water bottles. Disposable plastic cups may also be available that should be thrown away after use.

**School uniform** It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school.

### **A Recovery Curriculum**

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

In September we have planned a specially designed curriculum for our children to support their adjustments. This will include daily Rest Easy and PHSE sessions to support our children with their transition into full-time school. Information on our 'Recovery Curriculum' is available on our website. We also have a fully planned remote package to revert to if needed.

### **Assessment**

Our teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long term plans. Class teachers will use their own expertise to establish starting points for each class in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence but each child and class will be different.

To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working rather than spending too long on a formal testing regime, especially when children's confidence will be low.

### **Broad and balanced curriculum.**

Although there are some restrictions in place (eg singing in large groups) we fully intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term.

### **Pupils with additional needs.**

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by the school inclusion team to ensure a smooth transition when returning to school. We have been working with our families to support children in their transition back into school. In some cases, children with additional needs may require a risk assessment to be completed.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other, and working in different parts of the school building. Staff who are in close contact with individual children may wear PPE.

## **Children or staff suspected of having COVID-19**

In line with DfE guidance in the case of a suspected infection the school will:

- engage with the NHS Test and Trace process.  
We ask that parents and staff inform the school immediately of the outcome of any test;
- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

### **'Close contact' now means:**

- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
  - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
  - travelling in a small vehicle, like a car, with an infected person.
- When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.

We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*'

If no test is undertaken then we expect children to self isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

**In the event of a local authority wide lockdown:** The school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown and remote learning will be continued as homework from September to continue this link.

### **Wrap around care**

We will be offering before and after school provision in our wrap around care in the school hall. Please contact the school office should you wish to book a place.

Wherever possible we will limit movement and try to contain the children's own bubbles with the same set of staff. However, this cannot be guaranteed and parents should be aware that children are likely to mix with a limited number of children outside their 'bubble' in Wraparound.

We have made the decision that this was justifiable given that the alternative is no provision at all for working parents. The children will sanitise their hands regularly and additional cleaning measures will be in place.

**We hope you find this update useful and please do not hesitate to contact us if you have any questions.**