

Transition Plan for Autumn 2020

Information to Parents

We are very much looking forward to welcoming all of our children back to school after the summer and we have been working hard to ensure that the school environment is as safe as it can possibly be for your child. It is extremely important that you read and follow all of the guidance in this document.

1. Class Groups

Children will be organised in class groups. They will remain in this group for the majority of the time, but may mix with children from other groups in their phase group for intervention or childcare. Phase groups will not mix with one another (shown in coloured bands below).

Group	Teaching Staff	Location	Access door
Reception	Mrs. Dye, Mrs.Tasker	Early Years Base	Classroom door
Year 1	Miss Sutton	Year 1 classroom	Classroom door
Year 2	Mrs. O'Boyle/Mrs. Dawson	Year 2 classroom	Classroom door
Year 3	Miss Rushby	Year 3 classroom	Classroom door
Year 3	Miss Brittain	Year 3 classroom	Classroom door
Year 4	Mrs. Waite	Year 4 classroom	Classroom door
Year 5	Mrs. Cawrey	Year 5 classroom	Classroom door
Year 6	Mrs. Nagorski	Year 6 classroom	Classroom door

2. The school Day

We will be operating staggered start and finish times as follows:

Group	Start Time	Finish Time
Reception	9:00	3:00
Year 1	8:55	3:05
Year 2	8:50	3:05
Year 3	8:45	3:10
Year 3	8:45	3:10
Year 4	8:40	3:15
Year 5	8:40	3:15
Year 6	8:40	3:15

3. Transition

We are very aware that children have been off school for a long time and that they have missed all of the usual transition activities we would put in place before the summer.

For that reason, we are beginning the school year for children in Years 1 to 6 with three transition days (26th- 28th August). Your child will be expected to attend school with a small group from his/her class on one of the three days. This will give the opportunity for the children and teacher to get to know one another in a smaller group situation. In addition, we will invite parents to a one to one meeting with the new classteacher during the afternoon of that day. This will give you the opportunity to meet the teacher and share any information you would like them to know at the beginning of the year. You will have been sent a short questionnaire prior to the end of term which you should bring with you to this meeting. Children in Reception will start on a part-time basis from Friday 28th August. Parents and children will be invited to a meeting with the new classteacher on either Wednesday 26th or Thursday 27th August.

4. Practical Arrangements

There will be a one way system for parents with clear signage around the pathways. Please see the attached map for more details. Please endeavour to arrive on time and do not come through the gates until your designated time. Late arrivals will need to enter through the school office – parents should remain outside and send the child in to be greeted by the member of staff in the office. Parents will not be allowed into classrooms and should drop your child off at the door and move on. Please telephone or email if you need to speak to a teacher. They will phone you at a convenient time.

Parents should distance themselves when collecting – one child at a time will be sent to the next parent in the line.

Parents should avoid congregating anywhere on the school site or at the gates.

Only one parent should bring or drop off children where possible. Parents who use a childminder should bear in mind that this will mean that your child will be mixing in more than one group.

Parents may bring siblings with them who are not attending school for pick up and drop off, only where no other arrangements are possible. Parents are responsible for ensuring that children remain with their adult at all times, follow the one way system, maintain distancing and do not enter classrooms.

We will be limiting access to the school office. If you have anything to drop off, please use the box just inside the main door for this purpose. All other enquires should be made by phone or email.

Year 5 and 6 should be dropped and picked up from the gates unless they have your permission to walk unaccompanied.

Breaktimes will be operated on a staggered basis with one learning group accessing one play space at a time. All large play equipment will be out of use.

Children will eat lunch in the dining room or outside. Reception, Year 1 and Year 2 children can be provided with a free hot lunch. Children in Years 3- 6 can order a lunch or bring their own – preferably in a disposable container please.

School uniform should be worn on our return to school. PE kit should be worn on the days when your child will be doing PE. Please also send your child with a named water bottle, with fresh water each day, but please do not send your child with unnecessary pencil cases and other equipment– we will provide everything they need.

Each learning group will have a designated toilet and handwashing stations. We will be operating a strict one child at a time policy. Hygiene rules including frequent handwashing will be followed on arrival and throughout the day.

Learning spaces will be set up with maximum space. Children will be seated facing the front of the classroom. They will not be sharing equipment or resources wherever possible.

There will be no assemblies or large gatherings in school. We are planning to introduce some virtual assemblies each week.

Initially, our learning activities will focus on transition back into school and supporting children's personal, social and emotional needs. There will be increased learning outdoors. We will be working hard on basic maths and English skills but will also be delivering the full curriculum with lots of creative and engaging learning opportunities.

Please do not send your child to school if they are unwell. Please call the School Office to inform us of the reason for your child's absence, particularly if they have coronavirus symptoms.

A child who is unwell during the school day will be sent home. Please be prepared to collect children at short notice.

We have increased the frequency of cleaning through the day.

Frequently Asked Questions

Will I be penalised if I choose to keep my child off?

School attendance will be mandatory from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to ensure 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.

Will you be offering breakfast and after school club?

We are currently investigating whether it is feasible to safely reopen Hallbrook+ in some form.

Will full social distancing be implemented?

Government advice acknowledges that primary age children cannot be expected to remain apart from each other and staff.

We will prioritise the following principles:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning
- minimising contact and mixing

It is still important to reduce contact between people as much as possible, so children, and staff where possible, will only mix within their class group for the majority of the time. Children may mix with other children from groups in their year group phase for the purposes of curriculum delivery or childcare.

Other strategies that we will be implementing to encourage safe distancing include:

- Rearranging classrooms and furniture to enable as much space as possible.
- Staggered start, finish, break and lunchtimes.
- Designated play spaces
- One way system around the school for parents and pupils.

If we decide a return is not right at this time, will home learning continue to be provided?

Unfortunately, since all children are expected to return to school at the beginning of the autumn term home learning will cease in its current form. Homework activities will be reintroduced in the autumn term. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will offer access to remote learning opportunities.

What will learning be like?

In the first days back at school our focus in every class group will be on children's emotional wellbeing. We will focus on settling children back into school and teaching them new routines, whilst ensuring that children feel safe and anxieties are addressed.

After that, there will be a focus on core skills such as phonics, reading and number. Additional time will be allocated to enable catch up in these key areas to take place. The full curriculum will be taught.

Dropping off and picking up, can parents be prevented from congregating?

We need parents to work with us and take responsibility for this one!

Start and finish times have been staggered in order to prevent as much congestion as possible.

There will be a strict one-way entry and exit system in operation.

Parents are requested to strictly adhere to the one-way system and to avoid delay at the classroom door.

Parents should not congregate at the gates and social distancing in accordance with government guidelines should be observed when waiting to collect children.

Only one parent should drop off and pick up.

Years 5 and 6 children should be dropped off and collected from the top gate unless they are able to walk to school unaccompanied.

Will handwashing be monitored?

Yes. Children will wash hands on entry and regularly through the day. They will have designated handwashing facilities. Time will be spent teaching children handwashing procedures on return to school.

How will the younger ones who are struggling to part with parents be encouraged in?

Staff will be at the classroom door to welcome in the children and will encourage any children who are uncertain as much as they can without coming into contact. It will be the parent's responsibility to encourage the child into the classroom as staff will not be able to physically take them in.

Will children who deliberately break the rules of social distancing be told they are not allowed at school?

Children will be taught our new routines during their first day back at school and will be expected to follow them. Whilst children are not expected to maintain 2m distancing in their class groups, they will be taught not to touch other people. We do not anticipate that any of our pupils would deliberately and repeatedly choose not to follow our routines. If this is the case, we would invite parents to work with us to find a solution.

Will your staff who administer first aid have enough in the way of PPE?

Each group will have a first aid kit in their classroom base for treatment of minor injuries. Any more serious injuries will be treated in the medical room where full PPE is available.

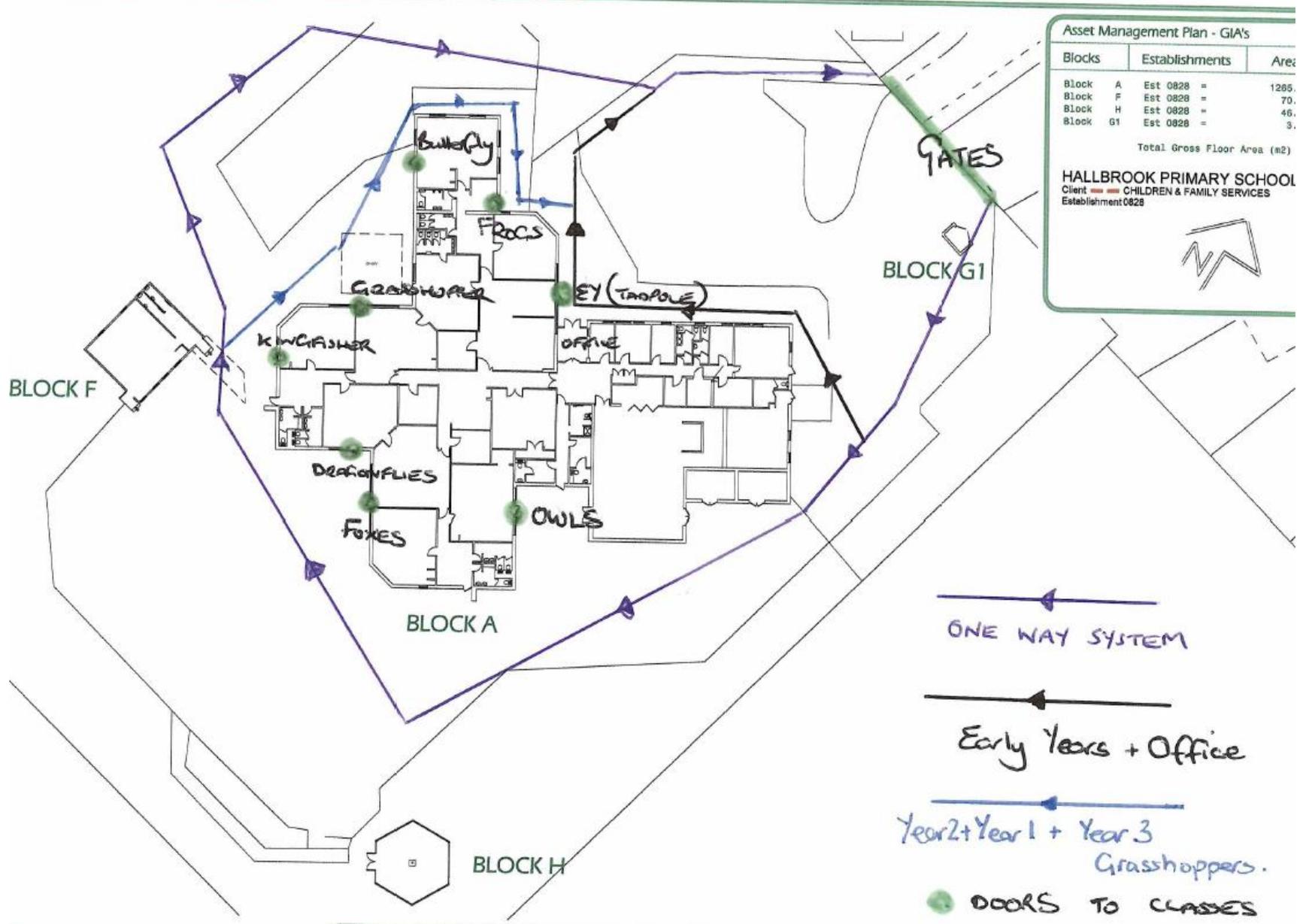
Can parents report breaches of social distancing in the community and you refuse entry if they then come to school?

Parents will be allowed into school on an appointment only basis. There will be a box for drop off of items just inside the main door. All other enquiries will need to be by phone or email wherever possible. Parents will not be able to enter classrooms. We would ask parents to consider the health and safety of our pupils, families and staff by following current social distancing guidelines wherever they are in the community.

Will the children's temperature be tested on a regular basis and should they have a high temperature or be coughing (showing symptoms) will they be sent home?

We will not be routinely taking children's temperature. Any child with any symptoms will be sent home. Parents should be prepared to collect children at short notice if they are unwell. Testing is now available for all staff and children who have Covid symptoms.

Site map showing one way system



- ONE WAY SYSTEM
- Early Years + Office
- Year 2 + Year 1 + Year 3
Grasshoppers.
- DOORS TO CLASSES