

Charlton-on-Otmoor Summer 2 Action Plan Wider-opening from Monday 1st June

Rationale:

On the 10th May the Prime Minister announced a roadmap towards recovery, including plans for the phased return of some children to school from the week commencing 1st June. The 1st June is a conditional date and the final decision whether it is safe to re-open Charlton will be made nearer the time based on scientific advice. I would like to begin by reiterating to all of you that it is almost impossible to ensure social distancing in any primary school. Especially amongst our youngest children. Below is our plan to minimise the risk to children and staff.

Please note that this plan could change depending upon revised government guidance

Monday 1st June:

The school will open on this day providing that HT is confident that the school is safe for all pupils and staff.

Morning Arrival Arrangements

A staggered drop off time for all pupils

Children with a surname between **A and M** to be dropped off at **08:30**

Children with a surname between **N and Z** to be dropped off at **08:45**

The school actively encourages only one parent to drop children off each day to avoid congestion

Children to enter school via the normal way (gate and FSU front door).

Nursery children will arrive at school at 09:00 and enter via the Percy Collett Room.

Posters have been ordered and will be displayed if these have arrived.

We will mark the ground in front of the school with appropriate social distancing guidelines using chalk or tape.

RG to be on the front playground to ensure that social distancing is being adhered every single day (assisted by a TA if available).

AM to be standing by the stairs to ensure that children adhere to regulations walking into the main building.

RG and TA to encourage children to come into school although we are aware that some children may find this difficult and, in some cases, may need to 'try again' on the following day.

Photographing changes:

Once changes have taken place, these will be emailed out to families so they are aware of initiatives put in place. This may be in place before half term however if not we will organise this within the first few days of wider opening.

Handwashing, Hygiene and Cleaning

The school has ordered lots of additional sanitizer's and dispensers. These will be in every classroom, by the main reception and outside the hall. RW to fit these on or before Monday 1st June providing they have arrived. If they have not arrived by the 1st June, children will wash hands with soap as they normally would, albeit at more regular intervals.

Pump hand sanitizers are currently at the school and are available

Nikki, the school cleaner will clean the school for three hours every day. The school will close on a Friday lunchtime between 12:30 and 13:00 to allow for additional cleaning time of resources and surfaces.

Office Enquiries:

Admissions to the office will be one at a time. There will need to be a notice informing parents that they need to ring the bell and wait to be admitted. Having lines on the playground will help support families in standing apart and not crowding around the door.

We will encourage parents to contact the school via email or phone rather than coming in person.

A 'post box' will be outside of the door for parents to drop things off.

Staffing:

Each class (group of children) is to have two adults allocated in the mornings and where possible in the afternoons. There will be times where only one adult is with the children in the afternoons.

Class	Nursery	Reception	Year 1	Key Worker Children in Years 2,3,4 and 5	Year 6
Adult 1	Sarah Ling	Zoe Wells/Amanda Clarke	Vikki Styler/Ross Griffin	Val Bending	Anna Ellam
Adult 2	Karin Caple	Sam Hatwell/Ali Walters	Claire Vickers	Kay Pike/Michelle Buckley	Anna Murphy

We have been advised by the local authority and government that staff should not swap between classes as we cannot allow cross contamination.

Physical Education:

PE will take place on a Wednesday. Staff to ensure that children are kept 2 metres apart during all activities. The risk of contamination will be low due to being on the field.

Vulnerable Children

The school in accordance with government advice actively encourages vulnerable children to be in school. Vulnerable children will be supported and a risk assessment drawn up to show how the child's needs are being met. Parents of vulnerable children to meet with the HT and/or SENCo to discuss how the child's provision during this time.

Playground Equipment:

Playground equipment will be kept separate between classes. This will be separated into class groups prior to the children arriving back on Monday 1st June.

Morning Break Duty 10:30 – 10:50

Morning break duty for each class group will be covered using the existing breaktime rota. Whoever is not on duty can have a break during this time.

Classes will be kept in separate parts of the playground/field to prevent cross contamination.

Playground equipment to be kept by each class so it does not become contaminated with another group.

The field will be coned into sections to ensure that children do not cross contaminate.

Depending on the weather, the HT will advise if children are to use the field or playground. If the field is too wet then the playground will be used but breaktime may have to be staggered as it is a smaller area.

FSU to have breaktime within the FSU as they normally would.

Nursery to have breaktime in the area behind the hall which is normally used by CAST.

Lunch Time 12:00 – 13:00

Children will all have a packed lunch instead of a hot dinner.

The school lunch company will provide lunches for the children as normal although these will be packed lunches.

Lunch will take place within classrooms.

Lunchtime will be covered by the class teacher and teaching assistant. It is up to each class group how this is arranged. If the weather is nice, classes will be able to have lunch outside on the field.

Book Bags, Stationary and PE kit

The government do not want items travelling between school and home

Children may bring book bags back to school however we ask for all accessories e.g. key rings to be removed and for the bags to be cleaned prior to arriving.

A decision about reading books and whether they will be sent home will be made in due course

Library books, reading books and work books are to come to school on Monday 1st June

Inhalers and supplies of clothes etc can be sent in separately

Wednesday is PE day and all children will come to school in their PE kit and leave in their PE kit.

The school will arrange for certain books to go home and these will need to be cleaned when brought back in

All school equipment will need to be clearly labelled and cleaned regularly to avoid cross contamination

If any additional items are required for school, parents will be informed

The school will provide individual stationary for each child

Stationary will be kept on pupil's individual tables and is not to be shared

Children in Years 2 and encouraged to bring head phones into school.

Attendance and Registration:

Francoise Towler will ask parents on Friday 22nd May if they plan to send their children to school on Monday 1st June.

Registration will take place as normal.

Parents will not be fined if they do not send their child into school however we encourage children from year groups directed by the government.

Children must not move freely around the school, this includes sending messages to the office.

External visitors to be limited during this time

Nursery Hours:

Nursery children will be working on a part timetable Monday to Friday

Children will be in school from 09:00 to 13:00 apart from on Friday when they leave at 12:30 or 12:45

We have new starters due to join the school this term, Governing Board to decide if this is the right decision in light of the current situation

Nursery children will be located in the community hall and will enter and leave via the Percy Collett room

Key Worker/vulnerable children who are in the nursery will be in FSU not the Community Hall (this is because they need to be in school until 15:00).

Key Worker Children:

Mrs Bending will look after the key worker/vulnerable children who are in years 2, 3, 4 and 5.

These children will be in the Year 3/4 classroom.

Key worker/vulnerable children in nursery will be with the Reception children in the FSU.

Key worker/vulnerable children in Reception, Year 1 and Year 6 will stay with their year group.

Classroom Organisation:

All tables will be, where possible, 2 metres apart

Carpet time will only be in used if social distancing can be adhered to.

Staff will encourage children to be based at their tables when indoors

Summer Time:

Due to the anticipated hot weather, parents will need to be reminded to send children into school with a hat and sun cream. Staff will not be able to administer sun cream due to social distancing. Teachers plan to spend more time teaching outside as this is where the virus has less chance of spreading.

Collection at the end of the school day:

Parents are asked not to arrive early to pick up your child or to wait for a sustained period of time in your car until collection time

Nursery children are to be collected from the Percy Collett room at **13:00** Monday to Thursday

Children with a surname **A to M** to be collected at **15:05** from the front playground

Children with a surname **N to Z** to be collected at **15:15** from the front playground

Friday Afternoon Closure:

The school will close to all children after lunch on Friday

Children with a surname **A to M** will be collected at **12:30** from the front playground.

Children with a surname **N to Z** will be collected at **12:45** from the front playground.

Nursery children to be collected at the times above from the Percy Collett room.

Friday afternoon will be used to deep clean the school and resources and for teachers planning time.

What will happen about those children shielding and home learning?

Teachers will not be able to sustain the high quality of home learning as they will be in school teaching.

Teachers will continue to set work for those year groups who have not been invited back to school, this will be uploaded as currently happens

In a mixed age class, children who have been invited back to school, however are shielding, will be able to access those resources set by the teacher for the other year group. For example, if a Year 1 child is not in school, they will have access to the Year 2 work.

Home Learning will be set by 20:00 the night before as is currently normal practice.

We will try to continue with our daily Google Meets for those year groups not in school, more information on this to follow.

Mrs Wells and Mrs Clarke will continue to provide a weekly overview for all families who have children in the FSU. This will cover the key concepts being taught.

Assemblies and Clubs

Whole School assemblies will be cancelled with class assemblies happening

After school clubs will not take place

Breakfast Club and CAST will not be happening

Rev Lisa will continue to deliver assemblies online during the second half of the summer term

The Curriculum during Summer 2:

Teachers plan to encourage outdoor learning to take place wherever possible

Learning to prioritise on wellbeing and mental health with an emphasis on resocialisation into new style school routines; speaking and listening, and regaining momentum in particular with early reading

Whole School Events Summer 2:

There will not be a whole school production this summer

The school still plans to hold a sports day however this depends upon government guidance

Parents will be informed about end of year reports in due course

Government guidance on better hygiene asks schools to ensure:

- Avoiding contact with anyone with symptoms
- Frequent hand cleaning and good respiratory hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing
- Parents should be encouraged to wash children's clothes every day

What we will do if we are short of staff:

The Government has prioritised children in Primary in the following order:

- 1) Key worker and vulnerable children
- 2) Nursery, 3) Reception, 4) Year 1 and then 5) Year 6

What will happen if a staff member is not in school?

The government has advised and encouraged all children to stay in a bubble and not to cross contaminate. If a member of staff cannot come into school, there may be circumstances where a different member of staff has to lead this group. If this situation happens, parents of these children will be informed as soon as is reasonably practical and can then make a decision whether to keep their child in school.

Do I have to send my child into school?

The Government is encouraging all pupils in nursery, reception, year one and year six in addition to key worker and vulnerable children to return to school.

As a school we are confident that the steps we have taken will ensure that pupils and staff are safe.

Parents may choose to delay sending their child in until they are confident with the measures put in place by the school. Parents will not be fined for non-attendance.

Home learning will be accessible although this will be in less detail as teachers will be in school teaching. If you have a child in year one or six, you will have full access the year two and five work.

Mrs Wells and Mrs Clarke will continue to provide a weekly overview for all families who have children in the FSU. This will cover the key concepts being taught.

Children in Years 2, 3, 4 and 5

We will continue to set home learning to support you during this time

We will endeavour to continue with our Google Meets although a timetable for this is to be confirmed

Timetable Commencing Monday 1st June 2020

	If at maximum capacity	Where children could be based	Hours/Days in school	Breaktime	Lunchtime Packed Lunch only 12:00 – 12:30	Lunchtime Break Duty 12:30 – 13:00	Staff to cover	Entrance/Exit Points
Nursery Children	15	Hall	09:00 – 13:00 Monday to Friday	Hall and Cast Garden	Lunch to take place in the Hall	Hall and Cast Garden	SL & KC	Percey Collett Room
Reception Class	10	FSU	08:30 – 15:15 Please see instructions above	Breaktimes in FSU	Lunch to take place in classrooms	Lunchtime in FSU	ZW 2 days AC 3 days SH 1:1 AW 1:1	FSU Entrance
Year 1	17	Year 1/2 class		10:30 – 10:50 Field if possible		On the field – divided by cones	VS 3.5 days RG 1 day and CV	Gate Entrance
Year 6	9	Year 5/6 class					AE/AM	
Key Worker Children in Years 2, 3, 4 and 5	TBC	Year 3/4 class					VB, KP and MB	
Home Learning	To be planned by the class teacher							

School to finish at lunchtime on a Friday

Break cover

	Monday	Tuesday	Wednesday	Thursday	Friday
Nursery	Nursery will have breaktime in the hall or CAST garden				
Reception	Reception to have breaktime outside of FSU				
Year 1	The rest of the school will be out on the field				
Year 6					
Key Worker Children					

Lunch Time

	Monday	Tuesday	Wednesday	Thursday	Friday
Nursery	N/A				
Reception	Lunch Cover				
Year 1	Eating Packed Lunches 12:00 – 12:30				
Year 6	12:30 – 13:00 on the field				
Key Worker					