



## **Ark Blacklands Primary School – October 2020-21(v4)**

### **Key dates:**

**Friday 4<sup>th</sup> December** – INSET day

**Friday 18<sup>th</sup> December** – End of Term

### **Our expectations**

#### **Attendance:**

It is vital for all children to be in school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing, and wider development.

Missing out on more time in the classroom puts pupils at risk of falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from September, the usual rules on school attendance will apply, including:

- parents' duty to ensure that their child attends school if 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

Full details of our attendance policy can be found on our website.

#### **Uniform:**

- Children will need to be in their full school uniform. Full uniform expectations can be found on our school website and in the Parents Handbook for 2020-21.
- Children should wear closed-toed, hard-soled, all black plain shoes with a flat sole. Footwear with flashing lights is not appropriate for school. Boots and trainers are not allowed.
- **All children are now are being asked, from October 2020, to come to school wearing their full PE kit on their allocated PE days. On these days children may wear black trainers (with velcro fastenings if possible) or bring these in to change into.**

#### **Contacting the School**

- The office will need to remain closed to parents. **Parents will not be able to access the school building without a prearranged appointment.**
- If parents have queries, they may call the school on 01424 429279 or email us [info@arkblacklandsprimary.org](mailto:info@arkblacklandsprimary.org) and we will do our best to get back to you as quickly as possible.
- Water bottles need to be paid for via ParentPay and will be delivered to children once funds have cleared.
- Should you need to come to the office, for example, to arrange for medication to be administered to your child, you may come to the main entrance and ring the bell. **Please do not enter the building.** A member of the office team will come to the door and help you with your query.
- In order to maintain bubbles, it is not possible for Office staff to visit multiple classrooms during the day. As such, whilst we will do our best, **we cannot guarantee that forgotten items bought into school by parents will be able to be delivered to your child.** We thank you for your understanding.

***Please find below our plans to ensure we meet with the new regulations surrounding all children's return to school. These changes are in line with Government recommendations and are to ensure the safety of all pupils and staff.***

***The Senior Leadership will monitor all these arrangements which are subject to a continuous risk assessment, so may change for safety reasons if necessary.***

## The School Day

We will be operating a staggered start and end to the school day to help minimise contact for parents and children entering the premises, and request that parents are prompt and adhere to social distancing measures as outlined by the Government.

### Timings:

**Year 2, 4 and 6:** 8.30am – 3.00pm

**Reception, Year 1, 3 and 5:** 8.45am -3.15pm

### Coming in at the beginning of the day

- To enhance the safety of all, we recommend that parents and carers wear a face covering when dropping off and collecting their child. Staff members may also wear a face covering at this time.
- For children in Reception through to Year 4 we will have to insist on **one adult per child** only entering the premises to minimise the number of people on site.
- We ask that Year 5 and Year 6 pupils make their own way onto the school site without an accompanying adult.
- Please enter through the usual pedestrian gate during the allocated staggered start time slot (see above) and make your way to the allocated waiting zone (see table above).
- Please note that the gates will only be open a few minutes before this time.
- From the allocated waiting zone, a Teaching Assistant will wait by the school entrances to welcome children into the classroom.
- It is not possible to allow access to the school building for any parents at the beginning or end of the school day.
- As soon as children have entered school, you must leave the site via the vehicular gate. Please remain vigilant for any traffic on Osborne Close as you leave the school site.
- Please leave the site immediately, without congregating on the playgrounds, adhering to school signage and social distancing measures as outlined by the Government.
- Year 3 and Year 6 parents: please remind your children to be respectful in the car park and not run around the cars. This is for the safety of your children and to prevent damage to the cars in the car park.

### Where to drop off and collect your child:

<b>Year Group</b>	<b>Allocated Entrances and Exits</b>
Reception	Playground zone outside Reception classrooms – please note that parents <b>must not</b> cross the marked line or enter the gated area outside the Reception classrooms.
Year 1	Children will enter the building through the KS1 entrance independently. At the end of day, children will come out onto the playground zone on the lower KS2 playground area – please note that parents <b>must not</b> cross the marked line close to the school entrance.
Year 2	Children will enter the building through the KS1 entrance independently. At the end of day, children will come out onto the playground zone on the KS1 playground area – please note that parents <b>must not</b> cross the marked line close to the school entrance.
Year 3	Area at the far end of the staff carpark – please note that parents <b>must not</b> enter the hatched area close to the wooden gate entrance. Children will enter through the ‘Wooden Gate’ independently.
Year 4	Children will enter the building through the ‘New Build’ entrance independently. At the end of day, children will come out onto the playground zone on the lower KS2 playground area – please note that parents <b>must not</b> cross the marked line close to the school entrance.
Year 5	Playground zone on the upper KS2 playground area – please note that parents <b>must not</b> cross the marked line close to the school entrance. Children will enter the building through the ‘Tower’ entrance independently.
Year 6	Coned area at the far end of the staff carpark – please note that parents <b>must not</b> enter the hatched area close to the wooden gate entrance. Children will enter through the ‘Wooden Gate’ independently and make their way to their classrooms.

### Collecting at the end of the day:

- These arrangements are very much in line with those for the start of the school day.
- To enhance the safety of all, we recommend that parents and carers wear a face covering when dropping off and collecting their child. Staff members may also wear a face covering at this time.
- Please enter through the usual pedestrian gate during the allocated staggered 'end of day' time slot and make your way to the allocated waiting zone – see details above. Staggered 'end of day' times are:
  - **3.00pm for Year 2, 4 and 6**
  - **3.15pm for Reception, Year 1, 3 and 5**
- As soon as children have been handed back to you, please leave the site immediately, without congregating on the playgrounds, adhering to school signage and social distancing measures as outlined by the Government.
- You will leave the site via the vehicular gate. Please remain vigilant for any traffic on Osborne Close as you leave the school site.
- Year 3 and Year 6 parents: please remind your children to be respectful in the car park and not run around the cars. This is for the safety of your children and to prevent damage to the cars in the car park.

### Staggered Timings and Siblings

- Where siblings have different start and finish times, it will be possible for them to start and finish school at the same time. For example, should there be a family with children in Year 1 and Year 4, both children may start school at the earlier start time of 8.30am and be collected from school promptly at 3.15pm.
- **We would ask that the child who should finish at the earlier time be collected from their class teacher first.**

### Classroom Organisation

- For most of their day, children will remain in their own 'class bubbles' with their class teacher and teaching assistant.
- To reduce the risk of transmission, pupils will be organised into 'year group bubbles' and pupils mixing between 'year group bubbles' will be avoided as far as possible. Implementing bubbles and reducing mixing are not absolute - the government guidance is clear that there may be instances where 'class bubbles' cross over, for specialist teaching for example.
- These 'class bubbles' will encounter other 'class bubbles' in their year group during playtimes and lunchtimes and, in EYFS and KS1, during the teaching of phonics. These 'year group bubbles' are necessary due to operational logistics.

### School or 'bubble' closure

- Due to the severity of Covid-19, the Academy reserves the right to shut individual 'year group bubbles' or the whole school at a day's notice.

### Hygiene in the classroom

- Children will wash or sanitise their hands frequently throughout the day to maintain high levels of hygiene.  
**Please inform us if your child has any allergies to soap or sanitiser.**
- Paper towels will be available to dry hands where hand driers are unavailable.
- Children will be taught, or given a reminder, to cough and sneeze into their elbow if unable to access a tissue quickly. Lidded bins will be provided for disposal of used tissues.
- Classrooms will be ventilated with windows and doors left open during the day.
- Additional cleaning during and after the school day will ensure toilets, door handles and surfaces are cleaned regularly.

### Classroom layout

- Some resources will be removed from classroom because they are too difficult to clean. This will include soft toys, cushions and "snug" areas.
- When children work at tables, they will be sat side-by-side and facing forward, rather than face to face or side on.

- We will remove unnecessary furniture and equipment from classrooms to enable more spacing and ensure cleaning measures can be met at the end of each day.
- Wherever possible, children will be provided with their own set of resources which they will use on a daily basis and will not be shared with others (for examples pencils, pens and whiteboards.)

### **Toilets**

- Year groups have been assigned specific toilets to use. Children will be encouraged to use the toilets during lessons, when needed, to reduce queueing at break and lunch times.
- The toilets will be checked frequently and cleaned during the day.

### **Equipment – including for play and lunch**

- Children **will not** be allowed to bring in items and equipment from home including toys, pencil cases, playing cards or fidget/comfort toys.
- Children **are** allowed to bring in: PE Kits, reading books, water bottles and sun hats in their school bag, and also coats. All items should be clearly named.
- Each 'year group bubble' will be given a set of equipment to use. This may include: a football, skipping ropes and hoops. Children will wash their hands before and after using equipment.
- The trim trails and outdoor gym will only be used when assigned to specific 'year group bubbles' on a rota basis.

### **Moving around the school**

- Moving around the school will be kept to an absolute minimum.
- When required, children will walk in-line with existing school policy of walking on the left-hand side.
- Signage will indicate walking on the left-hand side at all times.
- Staggered breaks and lunches will be used to ensure contact with other 'year group bubbles' is minimised as much as possible during transition times.

### **Lunchtime**

- Lunchtimes have been staggered to minimise contact with other groups of children and adults.
- Children will be told to wash their hands before and after lunch.
- Hot meals will resume and be provided by the kitchen at two serving areas in the upper and lower halls.
- Those children who are eligible for Free School Meals or Universal Free School Meals will be able to order a free lunch from the kitchen. Families who pay for their child's school meal will be able to do so using ParentPay. (We are unable to accept cash payments.)
- After their lunch sitting, children will go out onto their designated playground in their 'year group bubble' and have a set period of play.
- You will find that time spent outside at lunchtime has been reduced. This is so that we can accommodate all year groups as safely as possible.

### **First aid**

- If first aid is required, then your child will be seen by a qualified First Aider.
- When an adult is administering first aid, they will be required to wear appropriate PPE.
- Staff will follow our usual school procedures and ensure parents are notified and the injury is recorded.

### **Rewards and Sanctions**

- We will still have the same expectations around behaviour. Our Positive Behaviour Policy can be found on our website.
- Rewards will be given for good behaviour, work ethos and effort.
- We will attempt to give younger children as much leeway as we can as we understand they will still be rehearsing behaviour routines and expectations.

- If needed, as a consequence, the child/children will be given time for reflection which may take place during part of their lunch.

### **Breakfast and After-School Club**

- We continue to offer Breakfast and After School clubs this term.

*The DfE has stated that ideally schools should keep to the bubbles used during the school day, but recognise this **might not be possible**. It has stated that **"if it is not possible to maintain bubbles being used during the school day, then schools should use small, consistent groups."***

- In line with Government guidance, we will use **consistent groupings** for our out-of-hours provision and so these **must be booked and paid for in advance** on a half-termly basis.
- Places will be reserved for the whole half term, although you do not need to use them every day. Once places have been allocated, we will inform you how to book and pay for sessions using ParentPay. (We are unable to accept cash payments.)
- **Breakfast club will run from 8.00am** until the start of the school day and costs £2.50 per session.
- **After-school club will run from the end of the school day until 4.15pm** (first session £3.00) **or until 5.15pm** (second session £3.00).

***Please note the earlier finish time for After School Club. This is necessary to allow for enhanced cleaning of the provision in line with our risk assessment.***

We have limited spaces available and so, depending on the number of registrations of interest we receive, spaces will be allocated in line with the following criteria:

1. Child/children of keyworkers
2. Child/children where both parents are working.
3. All other children

Please contact the school office if you wish to be placed on the waiting list for a place.

### **Enrichment clubs and activities**

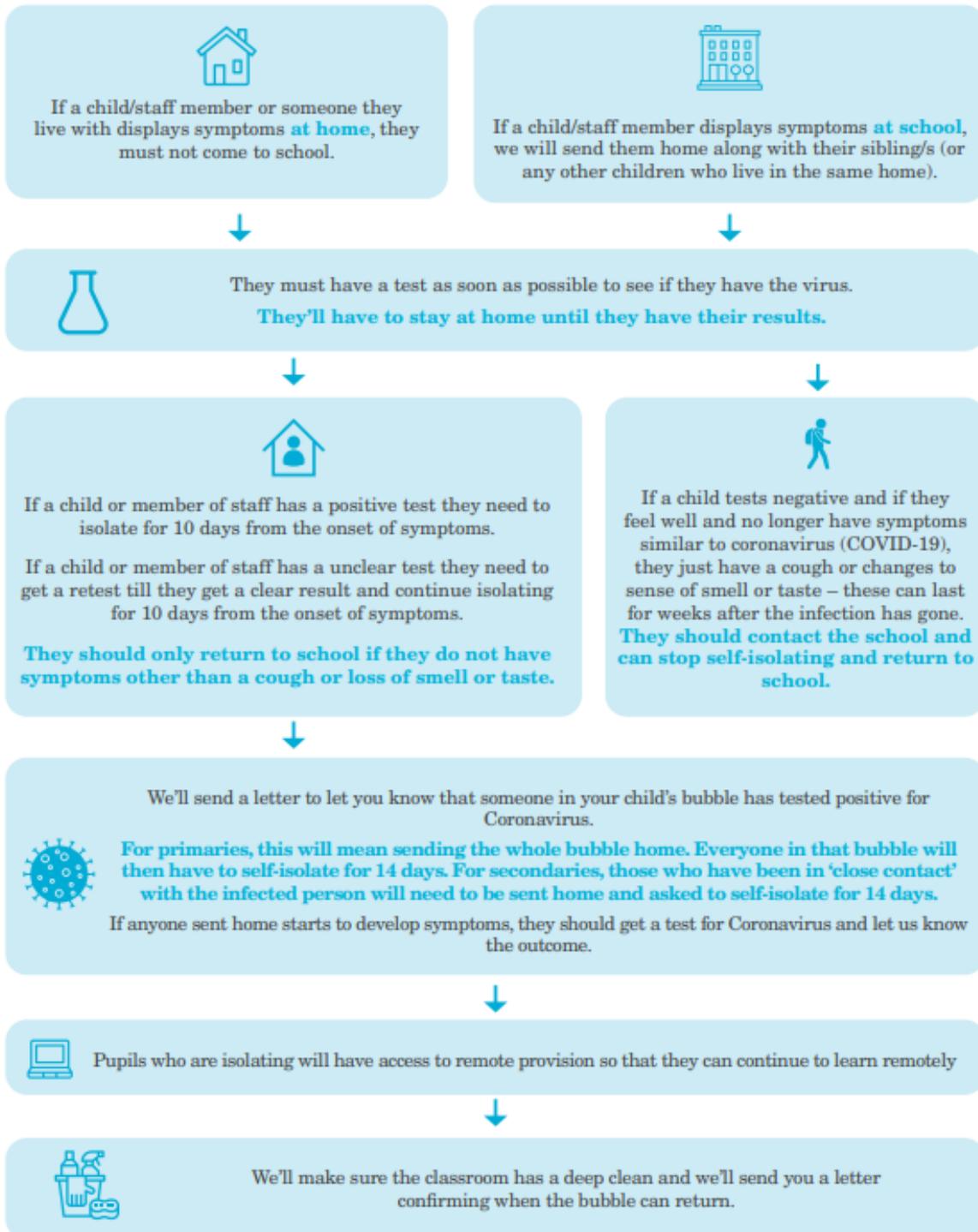
- Please note, we are only able to offer very restricted after school enrichment clubs. Year groups have been contacted directly about these, please contact the office for further information.
- We will closely review this situation and update parents when this changes.

### **Trips and Visits**

- There will be no trips or educational visits throughout the first half of the autumn term. This will remain under review.
- Teachers continue to plan ways of enriching the curriculum with visitors coming into schools. more details will be sent out in due course.

# The process:

What happens if a child or staff member shows symptoms of the Coronavirus (COVID-19).



**We hope that we have managed to address some of the questions you may have about what Blacklands will look like when we reopen to all pupils. As we have said previously, we will reflect on what works and what does not and make changes where necessary. If you have any further questions, please email the school at [info@arkblacklandsprimary.org](mailto:info@arkblacklandsprimary.org)**