

ST ANNE'S RC PRIMARY AND NURSERY SCHOOL

CLARENDON ROAD AUDENSHAW MANCHESTER M34 5QA

HEADTEACHER: MRS A DUFFY

TEL: 0161 370 8698 FAX: 0161 371 1964

E-MAIL: head@st-annes-audenshaw.tameside.sch.uk

WEBSITE: www.st-annes-audenshaw.tameside.sch.uk



Monday 15th June 2020

Dear Parents/Carers,

I hope that you all remain safe and well. We will be opening school to all children in Reception, Year 1 and Year 6 on the 22nd June. Nursery children will attend on a two-week rota (15 attending the week commencing the 22nd June, the following 15 the week commencing the 29th June and so on).

We have worked hard to minimise the risks to our children and staff as much as is possible, however ultimately there will still be a risk. Due to the increase in pupil numbers to classroom bubbles of 15, we will not be able to follow the social distancing of 2m within each classroom, but bubbles will not mix with one another.

Our updated risk assessment has been approved by the Local Authority. Flexibility must be given as changes to this plan may occur should our staffing levels in school alter or due to any other external factors beyond our control. I will inform you of any changes as early as possible, but it may change at short notice.

Once again, the information listed below is very detailed and specific and that is intentional. We wish to ensure that you, as parents and carers, are in a position to make a fully informed decision regarding whether or not to send your child to school on the 22nd June. We acknowledge that this is a very personal and individual decision. Should you choose to keep your child at home your decision will be respected, no fines will be issued and home learning will still be available.

Apart from Nursery children (who will work on a two-week rota), all children in Reception, Year 1 and Year 6 will be able to attend school from the 22nd June.

The key worker group is currently at full capacity. If you have any queries, please phone the school office.

Your child's class teacher has already informed you via Class Dojo of the group your child is in. This information is important as it informs you of the drop off/ pick up time which remain staggered (see timetable).

On Fridays, school will close at 12.15pm to give time dedicated to deep clean classrooms and for staff to take their planning and preparation time (PPA). Due to the need for all staff to be available to help with ratio, we are unable to cover PPA slots with children in school as this would mean an increase in group numbers and compromised safety

We are unable to offer wrap-around care as this would result in the mixing of 'social bubbles' which is what we want to avoid.

DROP-OFF/ PICK-UP

PROCESS	RATIONALE
<p>Parents must bring their child/children to school alone. Parents with babies or younger children that do not attend the school will be asked to use a buggy/sling or suitable reins to prevent that child from entering the school building or using play equipment.</p> <p>Separate entrances are used for class groups Start and finish times are staggered. Children must arrive at the time given, any late arrivals will not be allowed to enter school.</p> <p>The use of available entrances and exits is maximised.</p> <p>Social distancing guidelines will be reinforced at entrances and exits through signage and floor markings, including external drop-off and pick-up points. These must be adhered to.</p> <p>Entrances will be supervised by staff encouraging parents to leave children and walk away.</p> <p>Parents/ carers must not liaise directly with teachers/ TAs, all communication must be via Class Dojo or telephone.</p> <p>If Year 6 children are walking to school without an adult, they must walk alone and not with other members of their year group to avoid mixing with children who are not in their 'social bubbles'.</p> <p>Where possible, we ask parents/carers and children to walk to school.</p> <p>It is imperative that parents adhere to the times allocated, do not arrive early or linger after they have dropped off their child.</p> <p>If a parent has siblings in different year groups, they will bring all children to school at the same time and drop them off individually at their designated gate/ door.</p>	<p>In order to attempt to maintain social distancing.</p>

There will be a staggered drop off in the morning and different year groups will use different entrances. This will be as follows:

Year Group	Year Group	Start of day drop off time	End of day pick-up time	Entrance to use:
Nursery Group A	Nursery Group C	8.45-8.55am	2.30pm prompt	Key Stage Two gate to access the Early Years playground. Enter through the Nursery class door.
Nursery Group B	Nursery Group D	9.15-9.25am	3.00pm prompt	Key Stage Two gate to access the Early Years playground. Children enter through the Reception class door.
Reception Group A and C		8.45- 8.55am	2.30pm prompt	Enter through the main electric gates leading onto the staff car park to access the Key Stage One playground. Children enter through the Key Stage One Door.
Reception Group B and D		9.15-9.25am	3.00pm prompt	Enter through the main electric gates leading onto the staff car park to access the Key Stage One playground. Children enter through the Key Stage One Door.
Year 1 Group A and C		9.05-9.15am	2.50pm prompt	Enter through the gate, opposite the main school entrance. Children enter

			through the Y4 fire exit door (a member of staff will be on hand to direct you).
Year 1 Group B and D	9.25-9.35am	3.10pm prompt	Enter through the gate, opposite the main school entrance. Children enter through the ICT Suite fire exit door (a member of staff will be on hand to direct you).
Year 6 Group A and C	9.05-9.15am	2.50pm prompt	Enter through the Key Stage Two gates and Key Stage Two main entrance
Year 6 Group B and D	9.25-9.35am	3.10pm prompt	Enter through the Key Stage Two gates and Key Stage Two main entrance

On Fridays due to early closure for cleaning and planning time, pick-up times are:

Year Group 22 nd June	Year group 29 th June	Start of day drop off time	End of day pick-up time
Nursery Group A	Nursery Group C	8.45-8.55am	11.45am prompt
Nursery Group B	Nursery Group D	9.15-9.25am	12.15pm prompt
Reception Group A and C		8.45- 8.55am	11.45am prompt
Reception Group B and D		9.15-9.25am	12.15pm prompt
Year 1 Group A and C		9.05-9.15am	12.05pm prompt
Year 1 Group B and D		9.25-9.35am	12.15pm prompt
Year 6 Group A and C		9.05-9.15am	12.05pm prompt
Year 6 Group B and D		9.25-9.35am	12.15pm prompt

STAFFING AND GROUPING OF CHILDREN INTO 'BUBBLES'

PROCESS	RATIONALE
<p>The Key Worker Groups, Nursery, Reception, Year 1 and Year 6 class have been put into a 'bubble group' of a maximum of 15 children.</p> <p>Each bubble will have the same staff members (2) as far as possible and will remain in the same classrooms/ bubble base throughout the half term.</p>	<p>The DFE guidance states that no more than 15 children should be put into a group which remains together at all times and smaller groups will allow staff to attempt to maintain social distancing throughout the day and will also mean that cross-contamination will not occur.</p>
<p>The available staff have been distributed amongst each of the bubbles. Some bubbles will have a teacher, others will have a teaching assistant working under the direction of a teacher but each bubble within a year group will follow the same curriculum. These bubble groups will remain the same and staff will not move between groups.</p>	<p>We currently have teachers and other staff who remain unable to come to work.</p>
<p>Each bubble must remain in their group all day for lesson time, breaktime and lunchtime</p>	<p>To minimise the risk of cross- contamination.</p>

DAILY ROUTINE AND TIMETABLING

Although the Government guidance states that '...We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other...' it also states '...Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so...'

With the increase in bubble sizes to 15 children, social distancing within bubbles will not be possible.

PERSONAL HYGIENE/ REDUCTION OF CROSS CONTAMINATION

PROCESS	RATIONALE
Children will wear uniform but no ties or bows. It is advisable for uniforms to be washed daily where possible.	To minimise the risk of cross- contamination.
As soon as entering school, children will be sent to wash their hands one by one from their bubble.	To minimise the risk of cross- contamination.
Children will also be sent to wash hands regularly throughout the day and before going home.	To minimise the risk of cross- contamination.
Each child will be provided with a personalised set of resources and will sit at the same desk on consecutive days, not mixing resources.	To minimise the risk of cross- contamination.
School has considered what subjects can be taught safely to reduce movement around classrooms. The use of resources will be minimised to reduce the risk of contamination. Certain activities will not be taught e.g. PE team sports.	To minimise the risk of cross- contamination.
If any member of the school community displays any symptoms of COVID-19 during the school day, they will be escorted to the meeting room (isolation room). Staff will wear PPE equipment (mask, apron, goggles, glove) to care for them. Parents/ Carers will be contacted and the person will be expected to be collected from school immediately. The remainder of children and the staff members for the particular 'bubble' to which the child/ adult belongs will also be sent home and will be expected to self-isolate until the person is tested negative for COVID-19 or, in the case of a positive result, for 14 days.	Following government guidance. To minimise the risk of cross- contamination.
Specific sets of toilets will be allocated for particular 'bubbles' of children although more than one bubble will be using each set of toilets.	To minimise the risk of cross- contamination.
The school will be cleaned thoroughly each evening/ morning and this will include cleaning specific 'touch points' throughout school e.g. door handles, light switches etc. <u>The school will also be closed to all children on a Friday afternoon</u> to allow for a deeper, more thorough cleaning process to take place.	To maintain high standards of cleanliness and minimise the risk of cross-contamination.

CLASSROOM ORGANISATION

PROCESS	RATIONALE
Most children will be in a different classroom to their own.	In order to keep the groups as small as possible and thus reduce the risk of cross-contamination, they must be spread out across school.
The children will be allocated a specific desk (not 2m apart) in which they will remain whilst working in class.	In order to attempt to maintain social distancing and minimise the risk of cross- contamination.

Each child will be provided with a personalised tray containing stationery, whiteboards etc. and will be unable to bring in anything from home except a NAMED full water bottle and packed lunch which will go home every day and be washed. Water fountains will be out of use. It will be stored on/ under the child's individual desk all day.	To minimise the risk of cross- contamination.
Whilst in the classroom, children will be expected to remain at their specific individual desk throughout lesson time except when going to the toilet.	In order to attempt to maintain social distancing and keep everyone safe.
Reading books will not be sent home but will be issued, changed once weekly and kept in school.	Government guidance states that schools should 'limit the amount of shared resources that are taken home and limit exchange of take-home resources between children, young people and staff' and changing them once will allow for decontamination between use.

BREKTIMES AND LUNCHTIMES

PROCESS	RATIONALE
Breaktimes and lunchtimes will be staggered. Each bubble has their own designated areas to ensure they do not mix with others outside of their 'social bubble' group.	In order to attempt to maintain social distancing. To reduce numbers of staff using staffroom and staff toilets etc. simultaneously
Lunch will be delivered to the children's classroom by the kitchen staff for those who have school meals.	The government guidance states that lunch will be brought to the child's classroom the hall cannot be used. This will prove too difficult for hot meals. Disposable packed lunches will also minimise the risk of cross-contamination.
Non-contact games will be encouraged between bubble members and appropriate equipment has been organised and allocated to each group so sharing between groups does not happen.	In order to attempt to maintain social distancing and minimise the risk of cross- contamination whilst enabling the children to enjoy free time.
Outdoor play equipment such as bikes/scooters in EYFS, the climbing frame/ monkey bars etc. will not be used.	To minimise the risk of cross- contamination.

Home learning

We still await further guidance from the Government regarding Year 2, Year 3, Year 4 and Year 5 children. Home and remote learning is continuing for all and is calibrated to complement in-school learning. Children at home will access the same quality of learning and teaching resources as the children in school via our 'St Anne's home learning login folders'.

Thank you for all of your support throughout the past few extremely challenging weeks. If you have any questions, please contact your class teacher via Class Dojo.

Stay safe and well,

S Nally

Acting Headteacher