



**KOINONIA**  
C OF E SCHOOLS FEDERATION  
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**FEDERATION EXECUTIVE CO-HEADTEACHERS**

Mrs Claire Harrison and Mrs Victoria Wainwright

**FEDERATION BUSINESS MANAGER**

Ms Sue Eden

**FEDERATION FACILITIES MANAGER**

Mr Dapo Williams

**QUESTION AND ANSWERS REGARDING THE WIDER OPENING OF SCHOOL**

**CRITICAL WORKERS CHILDREN**

On the 2<sup>nd</sup> of June our critical workers' children will continue to be part of a hub and will be split into two groups for lower school and upper school if numbers exceed 15. If your child is in a year group that is able to resume after half term then they are able to join their own year group once provision for that year group has commenced.

**CHILDREN IN YEAR 6, YEAR 1, RECEPTION AND NURSERY**

These year groups after 2<sup>nd</sup> June will be on a phased return to school. At present we only have a start date for Year 6 on Tuesday 2<sup>nd</sup> June, this is conditional and depends on the government announcement on Thursday 28<sup>th</sup> May. Once we have monitored and reviewed our first week with Year 6 we then may be in a position to open to Year 1. We will plan for the return of our younger pupils in a manner that allows us to proceed with caution and due diligence. The earliest planned date for this is Tuesday 9<sup>th</sup> June. After settling the Year 1 pupils we will then assess how we can best accommodate our Reception and Nursery pupils. This will be more complex due to the constraints of Early Years space and the numbers of pupils in these year groups.

**THE SCHOOL DAY FOR THOSE CHILDREN ABLE TO ATTEND SCHOOL**

The following timetable will be in place for classes that are open, once they open:

	Available from:	START TIME	FINISH TIME (MONDAY- THURSDAY)	FINISH TIME (Friday)
Year 6	Tuesday 2 <sup>nd</sup> June	8:45am	3pm	1.00pm
Year 1	TBC and not before Tuesday 9 <sup>th</sup> June	9:00am	2:45pm	12.45pm
Reception	TBC and not before Tuesday 16 <sup>th</sup> June	9.15am	2:30pm	12.30pm
Nursery	TBC	TBC	TBC	TBC
Critical/ Key workers	Tuesday 2 <sup>nd</sup> June	8:30am	3:15pm	1.00pm

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It is imperative that parents arrive with their children at the correct time for drop off and pick up. This is because we have thought carefully about congestion and social distancing at the school gates. For safety reason please only bring your own child to school where possible. If you have children in several of the classes and need to drop them or collect them at different times please contact the school office so we can arrange the best time for you to drop your children off.

**EVERY FRIDAY THE SCHOOL WILL CLOSE BY 1.00pm AT THE LATEST FOR ALL CHILDREN ATTENDING**

This will allow our cleaning contractors extra time to carry out an enhanced clean at the end of the week. It also allows us to give our teachers the statutory 10% PPA (Planning, Preparation and Assessment) time they are entitled to each week.

**WHAT WILL THE TEACHING AND LEARNING ARRANGEMENTS FOR THOSE IN SCHOOL?**

Your child may not be with their usual teacher, but we will do our best to ensure that they are with a member of staff that they know. No class will have more than 15 children (called a bubble) and will be taught by a teacher supported by a teaching assistant. We will also endeavour to put children in a group with other pupils from their class. Unfortunately, your child will not be able to mix with children in other 'bubble' groups during the day.

Playgrounds will be split, and children will use them on a rota basis. Any play equipment will be cleaned regularly. Children will be discouraged from any games involving close play as much as possible.

The teachers will follow a curriculum that includes talking about how life is different now during the pandemic and will include PSHE sessions to support pupils' well-being. A range of numeracy and literacy skills will also be taught as well as work around 'topics' for the other curriculum areas. We will have outdoor PE sessions as well as outdoor breaks.

**CAN I SEND MY CHILD IN FOR ONLY PART OF THE WEEK?**

With the exception of children whose parents are critical workers this is **not** possible. Due to the logistical complications this presents we can only offer part time places to the children who will be attending our critical worker hub.

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**IF ONE OF MY CHILDREN IS RETURNING CAN I SEND THEIR SIBLING IN TOO?**

No. Unfortunately only Year 6, Year 1, Reception and Nursery pupils can return on the date set for them.

**WILL BREAKFAST AND AFTER SCHOOL CLUBS RUN?**

Due to space and staffing limitations this will not be possible at this present time.

**DROP OFF AND PICK UP PROCEDURES**

Where possible only one adult should drop their child off at school. If there are siblings who are not attending school please leave them at home if there is an adult to supervise them. If you have no other alternative but to bring other children when dropping off please supervise them to ensure they follow our drop off arrangements and do not let them mix with other children they see. All parents must follow our staff instructions regarding drop off and pick up as there should be no congestion at the gates so we can adhere to social distancing rules.

**TRAVEL TO SCHOOL**

If your child travels to school independently it is important you share with them our rules about start and finish times. Please can we ask parents to walk whenever possible to school and if you are driving to be extremely mindful of congesting areas close to where our pupils and staff enter the school. Areas immediately outside the school will be coned off and all parents who do drive will need to park a distance away from the school and then walk. We would also like to remind parents that if they are using public transport the current guidelines ask that you wear a face covering and respect the 2-metre distancing rule.

Guidance from the government regarding using public transport includes:

Walking and cycling will reduce pressure on the public transport system and the road network. Where possible, try to maintain social distancing when you walk or cycle, for example when approaching or passing other pedestrians or waiting at crossings and traffic lights. Taking a less busy route and reducing the number of changes (for example between bus and train) will help you keep your distance from others. Public Health England recommends keeping a 2 metre distance from other people, where possible. Where this is not possible you should keep the time you spend nears others as short as possible and avoid physical contact.

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Try to start or end your journey using a station or mode of transport you know to be quieter or more direct. For instance, walk the first or last mile of your journey, or alight at an earlier station, where this is possible.

If you can, wear a face covering if you need to use public transport. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not yet developed symptoms.

Be aware of the surfaces you touch. Be careful not to touch your face. Cover your mouth and nose with a tissue or your elbow when coughing or sneezing. Avoid consuming food and drink on public transport, where possible

At each of our campuses there will be a drop off and pick up routine. These arrangements will be outlined in a letter issued to the specific year groups as and when they return to school.

#### SCHOOL DINNERS FOR PUPILS THAT ARE IN SCHOOL

We are very fortunate as our large kitchen at Peninsula Campus is able to produce hot meals for all our campuses with their reduced numbers. If your child would like school dinners, they will be able to order one each day with their teacher - either as a free school meal for those families in receipt of benefits or as a paid school dinner. If you would prefer your child to have packed lunch then please provide one. They will be stored in the classroom that child is taught in and not in our communal fridges.

#### WHAT IF I DECIDE NOT TO SEND MY CHILD TO SCHOOL?

This is a family decision and current guidance indicates no parent will be penalised for keeping their child at home.

#### HOME LEARNING FOR THOSE CHILDREN NOT ATTENDING SCHOOL

The home learning provision will continue to be set for those children at home however it may be set by a different person to your child's class teacher. Staff members will be teaching different year groups due to the small numbers in each class. This means most home learning will be set by those staff who are at home shielding. The offer may look slightly different to that set before half term with an increased use in other online resources that are easily available for parents and children to use.

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## SOCIAL DISTANCING

The DfE guidance acknowledges that children of primary age will find it very difficult to adhere to Social Distancing guidelines. As much as is possible classrooms will be set up as a 'bubble' of no more than 15 children. In Year 6 children will work independently as much as possible and each child will have a named work desk. We have created stationery packs for each individual child to use so no child needs to bring anything into school.

In Nursery, Reception and in Year 1, it will not be possible to carry out Social Distancing although procedures will be put in place to try and use these practices wherever practical, e.g. tables in Year 1 will be spaced out as individual desks and children in Nursery and Reception will have spaced dots to sit on rather than a carpet area. All rugs and soft furnishings have been removed from all the classrooms we will be using.

Staff will be keeping a suitable distance from children as much as possible. If your child is distressed, hurts themselves, requires first aid or requires intervention for a specific behaviour or SEND, we cannot manage these activities at a social distance. We already have in place individual risk assessments for those children with special needs. Staff who have very close contact with children due to medical needs will be provided with PPE (personal protection equipment).

We have ordered signage to use at our entrances and within the school building to remind everyone about social distancing.

Wherever possible, learning will be taken outside to provide additional natural ventilation.

There will be a restriction on adults coming into the school building (this will be by appointment only).

*Please note: NO PARENTS WILL BE ALLOWED ON THE SCHOOL SITE. IF THEY NEED TO SPEAK TO A MEMBER OF STAFF, THEY MUST TELEPHONE OR E-MAIL THE SCHOOL OFFICE. PLEASE DO NOT TRY TO ENTER THE SCHOOL GROUNDS TO GO TO THE SCHOOL OFFICE UNLESS INVITED.*

## PERSONAL PROTECTION EQUIPMENT (PPE)

The current guidance states that it is not recommended for staff to wear PPE. For this reason children will not be allowed to wear masks into school. There is some medical evidence that shows that wearing and using a mask incorrectly can inadvertently increase the risk of transmission, it is therefore recommended in the DfE guidance that masks and gloves should not be worn in school.

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The exception to this is the use of *situational PPE* where staff may have to care for a pupil who has become unwell during the school day and are showing signs or symptoms of Covid-19, or where a child has a specific SEND that means staff may be at risk from physical actions. Situational PPE may also be used if a member of staff has to provide first aid or undertake personal hygiene routines.

### HAND WASHING

Staff will direct the children to wash their hands and wrists multiple times a day: this will include at the beginning of school, before they eat, after sneezing or touching their face (as practical) and before they leave the premises. Lessons will include how to maintain hygiene during the pandemic. We will provide tissues and lidded bins to support best hygiene practices. Anti-bacterial gel will be available at the school entrance. When children arrive in their 'bubble' classroom they will wash their hands. Cleaning spray and paper towels will in place in each classroom for wiping surfaces. Visual reminders and posters will be placed around the school as frequent reminders.

### WHAT HAPPENS IF A MEMBER OF THE CLASS OR STAFF BECOME ILL?

Children and adults will be reminded that they, or other members of their family, must self-isolate if any symptoms become evident. They will be advised that they should follow Covid-19 guidance and seek testing.

If a child shows signs or symptoms at school, they will be moved out of their 'bubble' to a room where they can be isolated. If the child is at an appropriate age where they can be supervised from behind a window, they will be monitored from behind a closed door. Where this is not possible, staff will use PPE. If the child uses the toilet facilities whilst they wait, they will be cleaned before the next use.

Where a child or member of staff test positive for the virus, parents will be contacted by the school and that 'bubble' will be sent home and advised to isolate for 14 days. Children and staff from that 'bubble' will NOT be allowed to return until those 14 days have passed. (The other household members of that bubble do not need to self-isolate unless the child or member of staff they live with subsequently develops symptoms.)

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