



Moss Bank Road, Manchester, M27 9XB

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[www.wardleyce.co.uk](http://www.wardleyce.co.uk)

20<sup>th</sup> May 2020

Dear Parents/Carers,

**Re: Summer Term Update 8.**

As you will be aware, the government has published an intention for primary schools to consider opening for certain year groups from 1st June, pending the continued stabilisation of the national situation. They will not confirm this intention until the 28th May, but have asked schools to plan and prepare for this eventuality.

Thank you to those of you who have told us in advance of your decision regarding your children returning or not. Bear in mind, this is your choice and if you do not feel it is safe to do so, the school will respect your decision and continue to supply assistance with home learning, and all normal attendance procedures are lifted for the time being.

All the guidance that we have received from national government and the local authority has stressed that individual schools should use national guidance to conduct thorough risk assessments of their capacity and physical spaces before opening. Individual schools need to create plans, organise classes and spaces, ensure they have resources and timetable activities, lunchtimes and breaks to ensure that the children return to school in as safe a way as possible for our families and staff. This will result in schools making different decisions when factoring in these matters.

Undoubtedly, you will have seen some of the media coverage on the issues that have been raised by both science experts and the teaching unions concerning this proposed partial reopening of schools. There are serious concerns over the impact it will have on causing infection transmission rates to rise, and also the ways it may put members of staff at risk. There are also concerns over staffing schools, given that we have staff who are either on the critically vulnerable or vulnerable list or live with family members who are.

I mention all this because you need to hold in mind that any plan that Wardley has to open needs to be received cautiously. It is our intention to open, as outlined below, however this plan will be subject to daily review depending on the national and local situation.



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I am sending it out now so that you have an idea of our plans – but please be mindful that these plans may be subject to change through circumstances outside of our control.

The leadership team, Governors and I have looked carefully at our school and the individualised opportunities and constraints the school building offers and devised a reopening plan that we think takes on board the key messages from current government guidance (as outlined below for you), the risk assessment of our school and structure and our duty of care to our staff. I cannot stress strongly enough that you must be aware that we may have to make changes as the next weeks and months unfold, and reserve the right to do so. As always, we will endeavour to give you as much notice as possible and also to do our very best for your children and family.

I would also like to take this opportunity to share with you my gratitude and thanks to all the staff who have been working so hard both in school and at home. This has meant that we have been able to provide our school based care, deliver a home learning package and maintain correspondence with you and the children. I am sure you will join with me in thanking them and thinking they are fantastic! We are so lucky to have them and applaud their commitment and professionalism.

Many thanks for your continued support,

Mark Foster,

Head teacher.

### **Plan for the Wider Re-opening of Wardley CE Primary**

The guiding principles for our wider re-opening are:

1. Keeping children, families and staff as safe as possible from known risk.
2. Minimising the spread of Covid-19.
3. Providing a school based education for as many children as is safely possible.
4. Continuing our support for home based education
5. Supporting the mental wellbeing of children in our school

It is in following these principles, and with the endorsement of the local authority, that we will be having a phased approach to our wider re-opening. As much as we would love to welcome back all the pupils to our school this is simply not going to be possible for us to achieve due to the government guidelines we are following.



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We have been open for vulnerable children and the children of key workers during the period of lockdown. This offer of places for vulnerable children and the children of key workers will continue right from the start of this next phase of wider school re-opening on 1<sup>st</sup> June.

Beyond that, we are taking a phased approach to our wider re-opening. Initially we will be welcoming back just one of the identified year groups – our Y6 class. We have chosen Y6 as the first year group to return as they are the oldest and the most able to conform with the changes to school routine. We are also very aware of their need for support with the forthcoming transition to secondary school.

Their return will be from Wednesday 3<sup>rd</sup> June. This will allow our school staff to have two days in school on the Monday 1<sup>st</sup> June and Tuesday 2<sup>nd</sup> June to be briefed, plan and prepare for the wider re-opening.

The next year group to come back would be our Reception class from Monday 8<sup>th</sup> June. Again, we recognise their need for support with their transition from the early years into key stage one.

The final year group we could have returning to school is our Y1 class. This could be from the week beginning 15<sup>th</sup> June, if there is capacity for it. However, this will only happen if we have the capacity to run it. If this is not the case, then Y1 will not return at this point. The situation will be reviewed on an on-going basis and if the capacity exists, then Y1 will return.

At this point we are not planning for the return of the nursery or any other classes.

As classes return, they will be organised into bubbles, in line with DfE guidance. A bubble consists of a small number of children (maximum 15) and two staff members, which stays together for the whole day. The bubbles will be kept separate from each other. Each will have its own classroom base. The daily timetables and school systems will ensure that the bubbles do not mix.

The teacher and teaching assistant that your child is with, in their bubble, may not be their normal class staff – it might be other members of the Wardley staff team, as we need to reduce class sizes to no more than 15. We understand that this might seem strange for the children, especially as they will be looking forward to being back with their class, but we must do this to follow the guidance.



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We will send out details of the staff running the bubbles for the year group at the start of the **week before they are due to return**. The dates for this will be:

Monday 25<sup>th</sup> May for Y6.

Monday 1<sup>st</sup> June for Rec.

Possibly Monday 8<sup>th</sup> June for Y1.

As we know which pupils are returning, the teachers will think carefully about who they group together into a bubble. So, please expect your child to not necessarily be with their class teacher or all of their friends.

Each week there will be the opportunity for children to return to school. Any child joining a bubble will do so from the start of a week. Registering a child to join a bubble must be done by the Wednesday of the preceding week – as shown in the table below. This is done through notifying the school office.

### Schedule for classes starting

Week commencing	Classes in school
25 <sup>th</sup> May	Monday 25 <sup>th</sup> May. Information about the staffing of the Y6 bubbles sent out to Y6 parents. Wednesday 27 <sup>th</sup> May is the deadline for requesting a place in a Y6 bubble from 3 <sup>rd</sup> June.
1 <sup>st</sup> June	Monday 1 <sup>st</sup> June. Information about the staffing of the REC bubbles sent out to REC parents. Key worker and vulnerable children bubbles in all week from 1 <sup>st</sup> June. Y6 class bubbles start back from Wednesday 3 <sup>rd</sup> June. Wednesday 3 <sup>rd</sup> June is the deadline for requesting a place in a Y6 bubble or a REC bubble in the week starting 8 <sup>th</sup> June. School reviews provision – look to see if there is capacity for a Y1 bubble from 15 <sup>th</sup> June, but reserves the right not to do so.
8 <sup>th</sup> June	Monday 8 <sup>th</sup> June. Information about the staffing of the Y1 bubbles sent out to Y1 parents (if available). Key worker and vulnerable children bubbles in all week. Y6 class bubbles in all week. REC class bubbles start back from Monday 8 <sup>th</sup> June. Wednesday 10 <sup>th</sup> June is the deadline for requesting a place in a Y6 bubble, REC bubble or Y1 bubble (if available) in the week starting 15 <sup>th</sup> June.
15 <sup>th</sup> June	Key worker and vulnerable children bubble in all week. Y6 class bubbles in all week. REC class bubbles in all week. Potential Y1 bubbles start back from Monday 15 <sup>th</sup> June. If there is no capacity at this point then the situation will be reviewed on a weekly basis through the term. Wednesday 17 <sup>th</sup> June is the deadline for requesting a place in a Y6 bubble, REC bubble or Y1 bubble (if available) in the week starting 22 <sup>nd</sup> June.
22 <sup>nd</sup> June	Pattern described above carries on.
13 <sup>th</sup> July	School closes for the summer holiday on 17 <sup>th</sup> July.



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### Changes to school week

Each week, school will close by 12.30pm on Friday for all pupils, except the key worker and vulnerable children, so that the school can have a deep clean. It will also enable the teachers to have their planning and preparation time (PPA) without the need for extra teachers to come into the building to cover the classes. They will have had lunch.

### Changes to school day that families need to know:

1. All children will eat their lunch in the classroom. Those children on packed lunches should bring a packed lunch. Those children on school dinners will receive a school packed lunch. All children must bring in a water bottle. If you are entitled to free school meals and have been using the free school meals voucher system then your children will be provided with a school packed lunch. This does not apply to universal free school meals.
2. Children do not need to wear school uniform as it would be better if they wear clothes that can be changed daily and washed when they get home.
3. There will be no Breakfast club or After School clubs.
4. We would ask that children are **collected on time**.
5. The curriculum will not be fully implemented as normal, but we will endeavour to ensure that lessons are as age appropriate, engaging and purposeful as we usually offer!

### How will the school act on the latest government guidance?

We have conducted a risk assessment, and will be making some changes to ensure that your child can return to school as safely as possible. A range of approaches and actions will be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These will include:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not come into school
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, and use of alcohol hand rub or sanitiser in classes
- ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products.
- pedal bins ordered for all classrooms.
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).





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As it is still important to reduce contact between people as much as possible, we will organise classes into small, consistent groups, and each small group will stay away from other groups as far as possible. Classes will be split into bubbles of up to 15 children, and have consistent staff as far as possible. Desks will be far apart in all classrooms.

Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.

### **What changes will there be to accommodate government guidance?**

In order to reduce transmission risk, there will be a staggered start and end to the school day. There will be designated times for each bubble, designated entrances onto the school grounds to use and a 2 metre rule to follow on all school footpaths. Obviously, please do not linger in the playgrounds at drop off and collection time.

The information about this will be sent out in the joining letter that will be sent out to all members of the class in the week before they are due to return to school. This will be:

Tuesday 27<sup>th</sup> May for Y6.

Monday 1<sup>st</sup> June for Rec.

Possibly Monday 8<sup>th</sup> June for Y1.

The children will stay with their bubble for the whole day. Bubbles will be kept separate at playtimes and lunchtimes to minimise the amount of unnecessary contact they have and observe social distancing. Once in their bubble, younger children will not be expected to strictly observe the 2 metre rule, but social distancing will be enforced as far as possible and, critically, different bubbles will not mix.

We will try to minimise movement round the building. The Reception bubbles will be based in the EYFS classrooms. The Y6 bubbles will be based in the Y6/Y5 classrooms. The key worker bubbles will be based in the Y3/Y4 classrooms. The Y1 bubbles (if they operate) will be based in the Y1/2 classrooms.

The school timetable will be a little different from usual, but we will endeavour to keep things as normal as possible. Year 6 will work on transition units to prepare them for secondary school. Where possible, bubbles will use outdoor spaces for learning.



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We will also consider how play equipment is used, ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously – particularly for Reception.

### **What should parents and carers do?**

The guidance also highlights some of the things parents and carers can do to help. The government ask that you consider how you travel to school, and reduce any unnecessary travel on public transport where possible.

We also ask that you do not enter the school building as we are trying to minimise the number of people in the building. If your child needs to be accompanied to the education or childcare setting, only one parent should attend and, if possible, do not bring siblings into the school grounds. The best way to contact the school office is via email, text message or telephone as entrance to the main office area needs to be limited.

Obviously, do not send your child to school if they or anyone in the household are displaying any symptoms of coronavirus (following the COVID-19: guidance for households with possible coronavirus infection).

You do not have to send your child to school if you need to shield your family due to vulnerabilities or if you do not feel comfortable with them coming in to contact with an increased number of people.

There will be no fines issued during this period for nonattendance. The school will continue to provide on line work.

### **Will contact tracing be in place in educational and childcare settings?**

The government is developing a new, national test and trace programme. This will bring together an app, expanded web and phone-based contact tracing, and swab testing for those with potential coronavirus symptoms. This programme will play an important role in helping to minimise the spread of coronavirus in the future. It will also include more traditional methods of contact tracing if a child, young person or parent tests positive. This could include, for example, direct discussion with parents and the school on recent contacts. The government is recruiting 18,000 contact tracers to support contact tracing and will recruit more if needed. They will play an important part in tracing the contacts of those with coronavirus, including children.



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### **What happens if someone becomes unwell at an educational or childcare setting?**

If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they will be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance.

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age of the child, and with appropriate adult supervision if required. A window will be opened for ventilation.

If it is not possible to isolate them, we will move them to an area which is at least 2 metres away from other people. If they need to go to the bathroom while waiting to be collected, they will use a separate bathroom. The bathroom will be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE will be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk.

If a member of staff has helped someone who is unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

### **What happens if there is a confirmed case of coronavirus in a setting?**

When a child or staff member develops symptoms compatible with coronavirus, they will be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and children who are attending school will have access to a test if they display symptoms of coronavirus, and will be encouraged to get tested in this scenario. Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. Where the child or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days. The other household members of that wider bubble do not need to self-isolate unless the child or staff member they live with in that group subsequently develops symptoms.





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As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise us on the most appropriate action to take. In some cases a larger number of other children may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group.

### **Will children be eligible for testing?**

All those children eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. To access testing parents will need to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

### **Will teachers and other staff be able to get tested if they have symptoms?**

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. We can book tests through an online digital portal. There is also an option for staff to book tests directly on the portal.

