



St Matthew's C.E. Primary School

Opening Plan:

Tuesday 8th September 2020



Headteacher
Miss Sonia Thompson

1. Current guidance

The Government guidance released on 2nd July 2020 provided us with a context for their decision to request all schools to open to all children from September and issued guidance for schools to adhere to and manage when opening. The guidance issued can be found in full [here](#).

At St Matthew's C.E. Primary, we have been working hard on our plans for a full opening ensuring that we:

- **fulfil the expectations required of us**
- **ensure that the safety of everyone is paramount in all our decisions and actions**
- **continue to provide a high quality, well balanced curriculum to best support our pupils in their education.**

Keeping children and staff safe

All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

Prevention:

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection:

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

2. Class and phase 'bubbles'

We will group each phase (Foundation/Key Stage One and Key Stage Two) into 'bubbles', which will remain consistent and separate from other 'bubbles'.



For the majority of their time in school, the children will be in their own class bubble with their own teacher and support staff but at playtimes and lunchtimes they will be separated into phases that will only have limited contact with other phases.

This will '*make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible*'.

3. Attendance

All children will be welcomed back to St Matthew's School from Tuesday 8th September and attendance is mandatory for all.

We support the government here which notes:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibilities to record attendance and follow up absence.*

Shielding children

Shielding advice for all adults and children were paused on 1 August. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact Mrs Blewitt, who will pass this information on the HT/DHT. We will then work with you, to support your child the best possible way we can.

4. Before Your Child Leaves Home in The Morning

Please check for any of the following symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to the sense of smell or taste

If any of these symptoms are evident, do not send them to school.

Please contact Mrs Blewitt: 0121 359 1602

Government advice must be followed; it can be found here.

5. Travel to and from school

In accordance with our current risk assessment, we encourage parents, staff and pupils to walk; use a scooter or cycle to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school.

Face coverings are required at all times on public transport (including for children, over the age of 11)

6. Morning Drop Offs

First day back – Tuesday 8th September 2020

The school day will begin at 8.45 and end at 3.15pm. All children are expected to be between 8.40am – 8.45am

On the first day, children will meet their Teaching Assistant and/or Class Teacher, at their entrance. They will be shown how to come into school and where to sanitise their hands.

To ease congestion, we will ask parents to follow the guidance from staff and observe social distancing. It is important that we do not have parents congregating at the school gates and that we limit the number of interactions across bubbles.

We would encourage only 1 parent/adult to drop off and collect to help minimise the number of adults, near the school site.

In order to preserve bubbles, parents will not be allowed on the school site and in the mornings we are encouraging a kiss and drop approach at the gate. There will be lots of familiar staff to welcome the children and guide them to their classrooms.

Morning - Drop Off Times

Year Group	8th September onwards
Reception and Year 1	8.45am Reception – Line up on the paths Year 1 – Line up alongside the bike shed
Year 2, Year 3 and Year 4	8.45am Children to come through the main gate and line up in by their classroom entrance point: Year 2 – Key Stage 1 playground Year 3 and 4 – Key Stage 2 playground
Year 5 and Year 6	8.45am Children to come in through the reception gate and go directly to their classroom

End of the day – Collection

To ensure we are minimising contact and ensuring social distancing at the end of the day parents will not be allowed on site.

The children will be brought out to their parent/adult at their allocated time. Parents are requested to line up at the child's class cone and the class will be brought out to the line. Once your child's class has been brought out and you have collected your child, please leave the line and the school site, as quickly as possible, to allow the next group of parents to line up to collect their children.

Please can parents ensure they are on time, to ensure a swift collection. This system has been working very effectively during reopening for the priority year groups, however in September there will be a greater number of pupils being collected and shorter period of time between each collection. This is to support families with siblings.

Year Group	8 th September onwards
Reception and Year 1	Rec - 3.10pm Year 1 – 3.15pm Reception – Line up on the paths Year 1 – Line up alongside the bike shed
Year 2, Year 3 and Year 4	3.15pm Year 2 – Key Stage 1 playground Year 3 and 4 – Key Stage 2 playground
Year 5 and Year 6	3.15pm To leave through the reception gate

****Please note we will review the collection arrangements regularly in September, to ensure they are working effectively and we are happy with the safety precautions in place. Please be aware, we will make amendments to timings, if we feel it is necessary.**

Reception

Reception children and their parents have been allocated days to start in September 2020. Days are staggered for the first week to ease transition to school.

6. Arrangements in school

It will not be possible, nor is it required, to enforce social distancing measures with children in Reception. This means that children will come into contact with all the children in their class and they are likely to come into contact with other children, during lunchtimes. Children will wash their hands often and surfaces and equipment will be regularly sanitised.

Learning resources

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared, within the class bubble.

In Key Stage 1 and Key Stage 2 resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

Assemblies

There will be no traditional whole school or key stage assemblies, during the first part of the autumn term and virtual assemblies will replace these.

Reading Books

Reading books can still be brought home, however on their return to school they will be placed in a box and left for 72 hours before returning to the shelves. If your child has a reading book at home, please return on the first day back, in September.

Coats and bags

As each class has their own cloakroom facilities, outside their individual classrooms, coats and bags can be brought into school and left in their normal places. Please keep items brought into school to a minimum.

The importance of fresh air

Windows and doors will be left open as much as possible to aid ventilation. Teachers may plan outdoor learning activities and therefore it is essential that all children come suitably dressed, for all weather possibilities.

Activity clubs

There will be no breakfast club or after school clubs in Autumn 1. This will resume in Autumn 2.

School office

School offices will remain closed to personal visitors, unless parents are invited in. Parents should do all they can to ensure that children have all that they need for the day (e.g. packed lunches and PE Kit), at the start of the day. If there is an instance where your child needs to be collected, at a different time, they should telephone the school to make arrangements.

All other communication should be done by telephone or e-mail as far as possible.

Communication

Communication with parents is really important to us. Due to the current restrictions, we would request that meetings with members of staff are by prior arrangement, only so that social distancing and safety precautions can be put in place. If you would like a phone conversation, or a face-to-face meeting please email: enquiry@st-matthews.bham.sch.uk or telephone the office 0121 359 1602, to support making these arrangements.

Any conversations, at the school entries and exits, should be socially distanced, where possible.

Behaviour

In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously.

Our St Matthew's mission statement, vision and values remain unchanged and children will be expected to uphold them.

Our school community must be aware of the new requirements, which are:

- Stay at least 1+ metres apart from each other wherever possible (with a common sense approach taken to younger pupils);
- Use their own specific equipment (including resources) and not share any of these;
- Not share any food, drinks, cups or water bottles;
- Work, eat and play in their designated group, and minimise contact with children from other groups (including in the playground, anywhere on the school site and on our way to and from school)

- Move around school, as instructed by our teacher/adult and avoiding other people
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash our hands
- Wash hands frequently (including whenever we are asked to), with soap and water for 20 seconds (e.g. by singing happy birthday twice) or with hand sanitiser if soap and water are not available;
- Discard masks (if worn to and from school) in a safe way.

It is essential that the children listen to and follow instructions, at all times and adhered to the guidelines set by the government and the school. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will ask parents to collect them immediately.

School lunches.

We intend to have a full school offer for hot lunches again from the 8th September.

Year 3 parents should be aware that Universal Free School dinners do not apply in KS2 and that payment for meals booked will be required.

If parents are unsure about whether they are entitled to free school meals and need to pay or not, they should contact the school office. We are aware that many families' situations have changed due to the COVID-19 pandemic and therefore if you could now be entitled to free school meals, please contact the school office and we will support you with this.

We have arrangements in place to ensure that during lunch time separation between 'bubbles' is maintained. Children will always have the chance to wash their hands before eating.

Healthy Packed lunches

Please ensure children have healthy meal and it is easy for them to manage on their own. Please remember that cold fast food, fried crisps and fizzy drinks are not allowed.

Availability of water on site

All pupils should have their own school water bottle that is untouched by other children or staff. Water fountains are currently available at school to refill children's own water bottles.

School uniform

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress for school. All children need to wear black shoes NOT trainers.

On PE days, we expect children to have their clean kit in school: black shorts, leggings or jogging bottoms, with a white t-shirt and black plimsolls/trainers.

7. Curriculum for reconnection

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

We have two Mental Health First-Aiders, Ms Adams and Miss Williams, who are available to support parents, children and teachers. If you would like to arrange a meeting with them, please contact the office.

In September, we will also be using our PSHE curriculum to support our children's mental health and well-being.

8. Contextualising the lockdown

Our school team do not feel that it is helpful to focus on what has been 'lost' during the shutdown. A young person's school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts.

Our staff will remain calm and measured in September knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children in recovering learning, where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves our language will reflect this.

Assessment

Our teachers will make adaptations establishing 'what has to be learned' rather than sticking rigidly to our usual long-term plans. Class teachers will use their own expertise to establish starting points for each class in the autumn term and will likely have to take 'a step back' in order to help children then move forward with confidence but each child and class will be different. In schools this way of assessing what should be taught next is known as 'formative assessment', that is the judgements teachers make on a day to day basis during class work which allow them to assess attainment and progress. To strengthen routines, relationships and resilience it is important that, in a measured supportive way, teachers and children get back to established ways of working rather than spending too long on a formal testing regime.

Broad and balanced curriculum

Although there are some restrictions in place, we fully intend to continue with our normal ambitious and broad curriculum, in all subjects, from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points (for all our children).

Homework

Due to the success of Google Classroom, we have made the decision to continue to use it for our homework provision. Teachers will send out further information soon. It will also mean that in the event of a local lockdown, we will be fully prepared for blended learning.

9. Pupils with additional needs.

We are aware that for some children, with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by the school Pastoral Team, Mrs Taylor will be working with our families to support SEND children in their transition back into school.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe.

10. Children or staff suspected of having COVID-19

In line with DfE guidance, in the case of a suspected infection the school will:

- engage with the NHS Test and Trace process. **We ask that parents and staff inform the school immediately of the outcome of any test.**
- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

'Close contact' now means:

- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
 - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
 - travelling in a small vehicle, like a car, with an infected person.
- When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff and older children may be offered a mask. The school will contact parents and request they collect their child from the school immediately.
 - We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says *'Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.'*

If no test is undertaken then we expect children to self isolate according to the Public Health England guidance here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Households with a confirmed case of Coronavirus should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

In the event of a local authority (Birmingham) wide lockdown similar to that in place in Leicester from Saturday 4th July. The school would revert to an enhanced version of the arrangements, which were in place during the nationwide lockdown and or partial opening. **There is little chance that Primary Schools will fully close in a local lockdown.**

11. Enhanced cleaning regimes

We now have an enhanced cleaning system in place, with much more cleaning going on during the school day, with particular attention paid to those surfaces that are frequently touched like door handles, rails and toilets. We anticipate these arrangements will stay in place until further notice.

Please visit the St Matthew's C.E. Primary School Nechells website. Next week, we will add a COVID-19 tab at the top of the page and put in any additional information to support you in returning your child safely to school. <http://www.st-matthews.bham.sch.uk/>

We have missed you all and we look forward to welcoming your children back on,

Tuesday 8th September 2020, at 8.45am