



Pevensey and Westham CE School Plan Reopening Plan (updated 11/5/21)

This plan is subject to change at any time following review or further government guidance.

Please see our overview below as a quick guide to when and where children will enter school.

Drop-off and pick-up arrangements:

Yr	Class	Drop off window	Pick up time	Location
EY	Pixies	8.40am to 8.45am	2.40pm to 2.45pm	Main drive to school office area
	Elves	8.45am to 8.50am	2.45pm to 2.50pm	Main drive to school office area
1	Paddington	8.30am to 8.35am	2.50pm to 2.55pm	Main drive to school office area
	The Emerald City	8.35am to 8.40am	2.55pm to 3.00pm	Main drive to school office area
2	Fantasia	8.40am to 8.45am	3.00pm to 3.05pm	Drop off – Church Drive Collection – Main Drive
	Wonderland	8.45am to 8.50am	3.05pm to 3.10pm	
3	100 Aker Wood	8.30am to 8.40am	2.40pm to 2.45pm	Church drive (normal entry route)
	Neverland		2.45pm to 2.50pm	Church drive (normal entry route)
4	The Black Pearl	8.40am to 8.50am	2.50pm to 2.55pm	Church drive (normal entry route)
	Middle Earth		2.55pm to 3.00pm	Church drive (normal entry route)
5	Narnia	8.50am to 8.55am	3.00pm to 3.05pm	Church drive (normal entry route)
	Hogwarts		3.05pm to 3.10pm	Church drive (normal entry route)
6	Kensuke's Kingdom	8.55am to 9.00am	3.05pm to 3.10pm	Church drive (normal entry route)
	Chocolate Factory		3.05pm to 3.10pm	Church drive (normal entry route)

Important things to remember:

- Only **one adult per family**.
- This is a busy period, so **you need to arrive at the school entrances at the correct time** to help ease congestion.
- If you are dropping off or picking up siblings in different places and have the same allocated time, please drop off or collect your youngest child first. **Please keep your children by your sides at all times.**
- While queuing, we ask that you **maintain distancing between yourselves and other households**.
- Please be considerate to other parents and our neighbours and avoid congregating on the pavements outside of school.
- Please can adults **wear masks** when coming onto site.
- **If waiting in the churchyard at St Mary's Church, please ensure your children remain respectful.**

The following plan has been developed to meet the Department for Education's 'Schools coronavirus (COVID-19) operation guidance' (updated 10/5/21). Our planning builds on the systems we have had in place following the September 2020 reopening of schools. Please read with care.

From 8th March 2021 school attendance has been mandatory again meaning the usual rules on school attendance apply. We understand some of you may feel anxious about returning which is why we have put the following measures in place to ensure the school is as safe as it can be.

Throughout the day children remain in their class bubbles with minimal interaction with children from other classes. The government has acknowledged that younger children *cannot maintain social distancing and it is acceptable for them not to distance within their group*. A class bubble will keep the number of interactions as small as possible.

There may also be some interaction between children from different class bubbles to enable specialist provision and when attending PaWS Xtra.

To support Early Years children's social development, our Reception class pupils will begin to play outside as a year group bubble during the summer term.

In order to support the measures we have put in place to protect children and staff, we ask that families ensure they continue to follow all current government rules and guidance. A link to this guidance can be found at the bottom of this plan. **This includes not mixing households indoors, even if children are in the same bubble at school.**

Children should only bring essential items to school:

School uniform (please ensure everything is named)

Reading book

Water bottle – already filled

Sensible sized bags

No toys of any kind

Packed lunch – if not ordering a school packed lunch

KS2 pupils only – a small pack of colouring pencils in a wipeable case

Children will wear PE kits to school on their PE days.

In light of both Covid restrictions as well as the need to consider the range of allergies children have in school, children should not bring in food items for other children such as to celebrate birthdays.

Arrival and Collection

If your child, or anyone in your household, has coronavirus symptoms they should not attend school. The main symptoms of coronavirus are a high temperature; a new, continuous cough or a loss or change to your sense of smell or taste.

Please support your child in being ready to quickly handover to their teacher when they arrive at the school gate.

We encourage as many people as possible to walk to school. Parents are able to park at the castle and walk – Permits to park are available from the school office, please email admin@pevenseschool.org.uk to request one and this will be sent home with your child.

Please ensure social distancing at all times and do not congregate on our site or in the surrounding roads. Parents will not be able to come onto the school playground.

The East Sussex Crossing Patrol will resume from 8th March. The team have asked for children and parents to remain 2m distant wherever possible.

By arriving within the drop-off and collection window with just one adult per family, you will support with reducing congestion and minimising contact between individuals from different class bubbles.

Communication during this time is very difficult as it will be busy. We are trying to limit our communication to the ParentMail and Dojo platforms. We will keep the Dojo message service open for the time being.

Temperature checks will not be taken in line with the guidance from Public Health England.

Siblings

If you are dropping off or picking up siblings in different places and have the same allocated time, please drop off or collect your youngest child first. In the morning, older siblings in KS2 will be able to go into classrooms at this time to read quietly.

Uniform

All pupils are required to wear full school uniform. We would encourage children to change when they get home but uniforms do not need to be cleaned any more often or using any different methods than normal. Children should wear their PE kits with trainers to school on the days they have PE. In cold weather, children should wear black jogging trousers and their school jumper.

Medication

Thank you for completing the medical information on ParentMail.

If your child requires any new medication in school, you will need to complete an administration of medicine form which can be downloaded from the school website. The form and medicine should be handed in, in a named container/plastic Ziploc bag, to the school office

If your child has asthma, please ensure that their inhaler is in school.

For pupils that have a Health Care Plan, Mrs Smith (née Mrs Walters) will have already been in contact to update these before we returned in September as per our normal school arrangements.

Handwashing

Children will continue to wash their hands more often than normal. This will be with soap and running water or hand sanitiser. Times will include when children arrive, at points throughout the day such as before and after eating and when they move around school.

Different class bubbles will not need to use different toilet blocks. After using the toilet children will be encouraged to wash their hands thoroughly and then also apply hand sanitiser when they return to class.

Respiratory hygiene

We will continue to promote the 'catch it, bin it, kill approach' which I am sure you encourage at home.

Cleaning

We will continue to have increased cleaning in operation throughout the day in high contact points including toilets.

Wet Weather

Please stick to the same drop off/collection times and locations in wet weather and ensure children are dressed appropriately for the weather.

Drop off – In wet weather, Early Years and Year 1, children will go directly into the main hall. For Year 2 to 6 children will continue to go straight into class.

Collection – Our priority at collection will always be to ensure that we hand children safely over to a parent or carer. We also have to maintain our school reopening measures. Unfortunately, we know that this may result in parents/carers waiting in wet weather.

Suntan lotion

In warmer weather, children should have sun cream applied at home as staff are not able to do this. Ideally, children will wear a 6-hour protection sun cream that does not require reapplication. If children do need to bring in sun cream to reapply before lunch, please can this be in a named bottle that can be kept in school.

Lunch and break times

Children will remain in their class bubbles throughout lunch and break times. These will be staggered and classes will be kept separate from each other.

To reduce traffic and the potential for children from different bubbles to mix, children in Key stage 2 will eat lunch in their classrooms.

We have put measures in place for pupils in Early Years and Key Stage 1 to eat in the hall. They will remain away from other class bubbles and with additional cleaning measures in place.

First Aid

For most minor first aid children will be encouraged to apply their own plasters if necessary. More serious incidents will be dealt with by our trained first aid team when the staff will wear PPE.

Behaviour

As always, we expect the highest standards of behaviour from all our pupils and this is particularly important at this time. For the safety and wellbeing of both pupils and staff, it is vital for all to follow our school rules and values. We know that working in a safe, calm and settled classroom will support those feeling anxious about returning to school.

We reviewed our behaviour policy during the autumn term and children responded well to this. [Click here for our revised behaviour policy including amendments related to Covid-19.](#)

For the safety and wellbeing of both pupils and staff, it is vital for all to follow our school rules and values.

Please remind your child before returning of the importance of following our school rules:

Be Ready, Be Respectful, Be Safe

In Classrooms

Class tables have been arranged with children sitting side by side and facing forwards. Children are provided with their own stationary in a plastic wipeable case. Children might share other resources with children in their bubble but resources will be cleaned before being used by a different class.

Some of our staff might work with different class bubbles. When this is the case, they will avoid close contact as much as possible. This includes PE lessons led by Mr Peters, RE lessons led by Mrs Corke and Forest School. Wherever possible PE lessons will take place outside.

Some support staff may work across classes but will remain within year group bubbles where possible.

Staff will be wearing masks in corridors, areas where staff may congregate.

We will not hold whole school collective worship. Instead worship will be held in classes.

Supply Teachers/Volunteers/Visitors

We aim to use in-house staff for any short term supply cover where possible. If we need longer term supply cover teachers, they will work initially alongside support staff to ensure they are clear about our routines in maintaining class bubbles.

We will limit the number of volunteers or students in the school. These will be agreed on a case-by-case basis if they can support the smooth running of the school. Any volunteers will receive Covid-19 induction before starting and will work alongside school staff to ensure clarity of routines in maintaining class bubbles.

We will also limit the number of visitors to the school during the school day where possible. Visitors coming onto site will include those providing specialist provision and support, school advisors and school governors. All visitors will be sent a Covid-19 Visitor checklist in advance of coming to the school.

Mobile phones

Only children who are walking home alone need to bring a mobile phone to school. These must be handed to the teacher at the start of the day and stored.

School Trips

In line with the government roadmap, we can resume educational day visits from 12 April.

Any educational day visits will be conducted in line with relevant coronavirus (COVID-19) secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.

Plans are in place for a short Year 6 Residential trip to Bushy Wood.

Pevensey and Westham School will undertake full and thorough risk assessments in relation to all educational visits to ensure they can be undertaken safely. As part of this risk assessment, we will need to consider what control measures need to be used and follow wider advice on visiting indoor and outdoor venues. As usual we would consider the health and safety guidance on educational visits for all trips.

Face Masks

Children do not need to wear masks in school

Staff in school may be wearing face masks especially where social distancing is difficult.

Parents are asked to wear face masks themselves when coming for drop off or collection.

Asymptomatic Testing

Staff will continue to test with Lateral Flow Devices (LFDs) twice a week at home. Staff started to use these tests in January.

Primary age pupils will not be tested with LFDs

Rapid lateral flow testing is available for households and bubbles of school pupils. [Click here](#) for information on who can be tested and how you can get a test.

Breakfast and After School Club

Breakfast and After School Club is running.

We know many of you rely on breakfast and after school club. We are keen to have the children outside as much as possible. To support with routines and help to maintain social distancing across our site, we have set drop off and collection times:

Breakfast club will run from 7.30am - 8.40am. Drop off times are either 7.30am or 8.00am

After School Club will run from 3.00pm - 5.30pm. Collection times 4.30pm, 5.00pm or 5.30pm

All parents may access wraparound and extra-curricular provision, without any restrictions on the reasons for which they may attend.

Parents and carers are being asked to limit the number of settings their children attend as far as possible, and ideally to ensure their children attend the same setting consistently. We ask that for the safety of all, if you use PaWS Xtra, you do not also use other out of school settings.

In line with government guidance, from May 17th, pupils will be organised in consistent groups which may be formed of pupils from multiple class bubbles.

If children's behaviour in breakfast or after school club becomes challenging, they may forfeit their place.

Curriculum

We will support groups with wellbeing lessons and promoting healthy lifestyles. We will also work with individuals who need further support to reconnect with the school.

It will be important for us to work with children to build on their existing knowledge. We will prioritise reading alongside fundamental skills in writing and maths. We will still teach a wide curriculum and look for opportunities to develop key skills within these subjects.

We have introduced PaWS Passports which identify key knowledge for each year group in Geography, History and Science. Teachers will be recapping these areas with pupils and parents are encouraged to support with this at home. <https://pevenseschool.org.uk/learning/homelearning/>

As we assess where children need more support, we will adapt our provision and provide guidance for parents on how you can support your child at home.

Please view our Covid Recovery Plan on the website for more information.

Test and Trace Support Payments

Eligible parents or guardians of children who have been advised to self-isolate by their education setting (even where they have not been told to self-isolate by NHS Test and Trace) can also apply for the Test and Trace Support Payment scheme if they are on a low income, unable to work from home and need to take time off work to care for a child who is self-isolating. Parents and carers do not require an NHS Test and Trace Account ID number in order to claim and schools are not required to register all children asked to self-isolate with NHS Test and Trace in the same way as staff.

The scheme is open to eligible parents and carers of children aged 15 and under, and parents of young people aged 16 to 25 with an education health and care plan. Further information on how parents and guardians can claim financial support under the Test and Trace Support Payment scheme is available.

If a child becomes unwell during the day

If your child displays coronavirus symptoms during the day, they will be discreetly moved away from the rest of their class bubble. Parents and carers will be contacted and will need to come and collect their child and any siblings immediately. You will be advised to follow the 'stay at home guidance' and book a test. The main message from this is that anyone with symptoms should get a test and needs to self-isolate for 10 days. All other household members need to self-isolate for 10 days. All children can be tested, including children under 5. Other children in the class do not need to go home unless they develop symptoms.

If they test negative, feel well and no longer have symptoms they may return to school. Siblings can also return and the rest of the family can stop self-isolating. You will be able to email the school the results of your test.

If they test positive, you MUST contact the school immediately and follow NHS Test and Trace guidance. Your child must continue to self-isolate for 10 days from the onset of symptoms. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. The rest of the household will need to isolate for 10 days even if they themselves receive a negative test result. This is because they could still develop the coronavirus within the remaining days.

In the event of a confirmed case of coronavirus (Covid-19)

If somebody attending school tests positive, we will take swift action.

We will contact our local health protection team who will carry out a rapid risk assessment to confirm who has been in close contact during the period they were infectious and will need to self-isolate.

What is meant by a contact?

A contact is a person who has been close to someone who has tested positive for COVID-19. You can be a contact anytime from 2 days before the person who tested positive developed their symptoms, and up to 10 days after, as this is when they can pass the infection on to others.

A contact can be:

- Anyone who lives in the same household as someone with COVID-19 symptoms or who has tested positive for COVID-19
- Face-to-face contact including being coughed on or having a face-to-face conversation within one metre

- Have been within one metre for one minute or longer without face-to-face contact
- Have been within 2 metres of someone for more than 15 minutes (either as a one-off contact, or added up together over one day)
- Have travelled in the same vehicle

For any confirmed cases we will follow government guidance which asks that we do not share names of people who test positive, unless essential to protect others.

Hopefully we have answered all of your questions, however we recognise all of our circumstances are different. Please let us know if you would like a telephone conversation with one of our leadership team.

Our risk assessment, to ensure pupils and staff remain safe, is published on our school website

As in September, children have now returned showing great resilience following the another period of school closures. They are used to the changes to routine in school. Most of the day is very familiar with the children learning and playing with their friends in their class.

This plan has been written by the leadership team. It reflects the government advice in the following documents:

DfE - Schools coronavirus (COVID-19) operational guidance (10/5/21)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/985138/10_May_Schools_Guidance.pdf

Stay at home guidance

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE)

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Coronavirus (COVID-19): safeguarding in schools, colleges and other providers

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

COVID-19: cleaning in non-healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

NHS test and trace: how it works

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works#people-who-develop-symptoms-of-coronavirus>

Rapid lateral flow testing for households and bubbles of school pupils and staff

https://www.gov.uk/guidance/rapid-lateral-flow-testing-for-households-and-bubbles-of-school-pupils-and-staff?utm_source=1%20March%202021%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19

Music Mark - the UK Association for Music Education Guidance

<https://www.musicmark.org.uk/wp-content/uploads/Guidance-for-Schools.pdf>