



## Pevensey and Westham CE School Plan for National Lockdown January 2021

Updated 9/1/21

**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

	Drop off window	Pick up time	Location
Early Years	8.40am to 8.45am	2.45pm to 2.50pm	Main drive to school office area
Year 1	8.35am to 8.40am	2.50pm to 2.55pm	Main drive to school office area
Year 1 & 2 Bubble	8.35am to 8.40am	2.55pm to 3.00pm	Main drive to school office area
Year 2	8.35am to 8.40am	2.55pm to 3.00pm	Drop off – Church Drive Collection – Main Drive
Year 3 Year 3 & 4 Bubble	8.40am to 8.45am	2.45pm to 2.50pm	Church drive (normal entry route)
Year 4	8.40am to 8.45am	2.50pm to 2.55pm	Church drive (normal entry route)
Year 5 Year 5 & 6 Bubble	8.45am to 8.50am	2.55pm to 3.00pm	Church drive (normal entry route)
Year 6	8.45am to 8.50am	3.00pm to 3.05pm	Church drive (normal entry route)

### Important things to remember:

- **Please arrive at the correct time and do not come early.** If you arrive early, particularly at collection, you will need to wait which will lead to increased congestion. This makes it far more challenging for everyone to **maintain 2m distancing**.
- The drop off and collection times are a 5-minute window. Parents who arrive slightly later within the window, often do not need to queue.
- If you are waiting with siblings, you must **keep your children close to you and wait in the pick-up bays**. If they mix with children from different bubbles, it negates the work we are doing as a school to keep groups separate during the day.
- **Only one adult per family.**
- Communication during these times is very difficult as it will be busy. We are trying to limit our communication to the ParentMail and Dojo platforms
- Please be considerate to other parents and our neighbours and avoid congregating on the pavements outside of school.
- Please can adults **continue to wear masks when coming onto site**. I know many parents have found this reassuring.
- To avoid queueing, siblings with a drop off at a later time can come into school at the same time as we arranged last term.
- Once you have collected you child, please leave the school site straight away.
- If waiting in the churchyard at St Mary's Church, please ensure your children remain respectful.

**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.

**The following plan has been developed to meet the government guidance following the announcement of a national lockdown on 4<sup>th</sup> January 2021. Our planning builds on the systems we have had in place since September when the school reopened for all pupils.**

From 5<sup>th</sup> January the school is closed to all but our vulnerable pupils and children of critical key workers.

**Parents and carers who are critical workers should keep their children at home if they can.**

The school has in place a robust remote learning package to ensure children are able to continue to work effectively through the curriculum at home. [Please find our Remote Learning offer here.](#)

Throughout the day children will be remaining in their class bubbles with minimal interaction with children from other groups. The government has acknowledged that younger children *cannot social distance from staff or from each other*. A class bubble will keep the number of interactions as small as possible.

In line with government guidance, please walk to school if possible.

In order to support the measures we are putting 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

**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](mailto: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 Crossing Patrol team are not currently working so please take care when crossing the roads.

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.

Please ensure you have completed the forms regarding permissions for which trusted adults can collect your child.

Year 6 pupils may walk home alone once permission has been provided via the ParentMail form. Any requests for a Year 5 pupil to walk home alone will be considered on a case by case basis and should be put in writing to Mrs Delaney.

### **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. Due to the need for increased ventilation in school, we would strongly encourage children to wear several layers underneath their 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 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 an asthma inhaler, you will need to complete an updated asthma form, available to download from the school website. The form and medicine should be handed in, in a named container/plastic Ziploc bag, to the school office.

For pupils that have a Health Care Plan, Mrs Walters will have been in contact to update these for the new academic year as per our normal school arrangements. Please update us if there are any further changes.

### **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 be directed straight into classrooms rather than queueing outside.

**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.

## **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.

## **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 over the summer and children have responded well to this on return to school. [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 in lines facing forward. Children are provided with their own stationary in a plastic wallet. Children might share other resources with children in their bubble but resources will be cleaned before being used by a different class.

Only in unavoidable circumstances will staff work across different bubbles.

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

## **Supply Teachers/Volunteers**

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.

## **Mobile phones**

Only children who are walking home alone need to bring a mobile phone to school. These will be put in a paper bag and stored in the teacher's desk.

## **Face Masks**

Government advice states that face masks are not required for school because misuse by children may inadvertently increase any risks of transmission.

Staff in school will wear face coverings in corridors, on the playground and at pick up and drop off times.

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

### **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 with a polymerase chain reaction (PCR) test. 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

### **Breakfast and After School Club**

Breakfast and After School Club is running.

We know many of you rely on breakfast and after school club. Please note that the latest Government guidance states that 'it is crucial that we ensure we are minimising the risks to the nation's health. It is for this reason that parents and carers are being encouraged 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, for PaWS Xtra, it may prove impractical to group children in the same bubbles as they are in during the school day - for example, if only one or two children are attending wraparound provision from the same school day bubble, we may need to group children with others from outside their school day bubble. Children will be kept in year group bubbles if this is the case.

There will be set times to drop off and collect in order to maintain social distancing across our site.

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

### **Curriculum**

The remote learning focus each day will be the same as that in school. That will enable pupils working at home full time or on certain days, to keep pace with those working in school.

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

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

**This year the children have shown great resilience following the initial period of school closure during the last academic year. We are developing plans to ensure all children rapidly build on their learning during this national lockdown when all pupils return to school. We will also receive the provision we offer to support pupil mental health and emotional wellbeing.**

This plan has been written by the leadership team and will be reviewed by the Governing Body. It reflects the Government advice in the following documents:

**Guidance for all schools in England - Restricting attendance during the national lockdown: schools**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/950510/School\\_national\\_restrictions\\_guidance.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/950510/School_national_restrictions_guidance.pdf)

**Actions for early years and childcare providers during coronavirus (COVID-19) outbreak**

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

**What parents and carers need to know about early years providers, schools and colleges**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/951035/210108\\_Parents\\_Guidance\\_vF.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951035/210108_Parents_Guidance_vF.pdf)

**Protective measures for holiday and after-school clubs, and other out-of-school settings during the coronavirus (COVID-19) outbreak**

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-school-clubs-and-other-out-of-school-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-school-settings-during-the-coronavirus-covid-19-outbreak>

**Face coverings in education**

<https://www.gov.uk/government/publications/face-coverings-in-education>

**What to do if a pupil is displaying symptoms of coronavirus (COVID-19)**

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/943707/Symptomatic\\_children\\_action\\_list\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf)

**Education Secretary statement to Parliament on national lockdown**

<https://www.gov.uk/government/speeches/education-secretary-statement-to-parliament-on-national-lockdown>

**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>

**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>