



*Abbey Village Primary
School*

**Return to School Plan
June 2020**

Contents:

The purpose of this handbook

Useful contacts

1. Opening the school to more pupils
2. Protecting clinically vulnerable individuals
3. Attendance
4. Social distancing
5. Infection control
6. Procedure if a pupil becomes unwell on site
7. Access to testing
8. Uniform
9. Food arrangements
10. Transport
11. The curriculum
12. Remote learning
13. Behaviour expectations
14. Safeguarding
15. SEND support
16. Wellbeing
17. Visitors on site
18. Before and after-school care
19. School trips
20. Important documents
21. What can you do to help?
22. Reporting concerns

The purpose of this handbook

Firstly, we would like to thank you for your support and understanding during the coronavirus (COVID-19) pandemic. We are now in a position where we are able to open the school to more pupils, in line with government advice.

This handbook has been created to provide you with details of the measures that are being put in place to ensure the safety of our school community as we open more widely. The handbook aims to answer your questions and bring you up-to-speed with the various changes that have been implemented. We hope that the information within this handbook will reassure you that Abbey Village Primary has taken all the necessary precautions in preparing to welcome more pupils back to school.

Useful contacts

We advise that you save these contact numbers in your phone, so they can be accessed should you need them.

Name	Role	Contact number	Email
Mrs Maher	Headteacher DSL	(01254) 830 489	head@abbeyvillage.lancs.sch.uk
Mrs Roworth	Deputy Headteacher Deputy DSL SENDCO	(01254) 830 489	mrsroworth@abbeyvillage.lancs.sch.uk
Miss Hopkins	PSHE Lead Classteacher	(01254) 830 489	misshopkins@abbeyvillage.lancs.sch.uk
Mrs Hart	Office Manager	(01254) 830 489	bursar@abbeyvillage.lancs.sch.uk
Miss Shorrock	Chair of Governors	(01254) 830 489	chair@abbeyvillage.lancs.sch.uk

We welcome any questions and will do our best to address any of your concerns. Our school office is open from 8:30am until 4:00pm and can be contacted via email on bursar@abbeyvillage.lancs.sch.uk or via telephone on (01254) 830 489. One day a week, the office is not manned- please leave a clear message on our answer machine and we will return your call.

Please do not attend the school office in person unless absolutely necessary.

Opening the school to more pupils

In line with the government's direction, and following a robust risk assessment process, we have decided to begin to welcome back pupils in Reception, Year 1 and Year 6 from Monday 22nd June 2020. The school will remain open to all valuable pupils and the children of critical workers, regardless of their year group.

If you are a critical worker that is returning to work, please contact the school office to discuss arranging on site provision for your child.

Our opening days will be Monday, Tuesday, Thursday and Friday (Reception, Year 1 and Year 6) with staggered starts and collections ranging from 8.45am through to 3.30pm.

We will be offering two days per week to the above year groups.

Critical Worker and valuable children will be offered full time access to school.

Please see the table below for the sessions that each year group will be able to be on site. Should changes occur to this schedule, we will inform you via email (followed up by a direct telephone call) as soon as possible.

Year group	Session (i.e. AM, PM or all day)
All Year Groups <i>Critical Workers & Valuable children</i> Confirmed number: 11	Bubble 1 Lower Hall Monday, Tuesday, Wednesday, Thursday, Friday maximum capacity 15
Reception	Bubble 2 Sunnyhurst Classroom Monday & Tuesday
Year 1 Confirmed number: 7	Bubble 2 Sunnyhurst Classroom Monday & Tuesday maximum capacity 15
Year 6 Confirmed number: 7	Bubble 3 Roddlesworth Classroom Thursday & Friday maximum capacity 11

Our Phase 2 return plan is based on the numbers of children whose parents/carers expressed a **firm commitment** for their child to return to school back in May 2020. Any parents/carers who have a change of mind, must inform the school at the earliest opportunity. A notice period of one week from the Phase 2 start date must be given.

Any children who are not on our Phase 2 list will not be accepted into school during the first week of opening.

Years 2, 3, 4 and 5

Pupils who are not in eligible year groups and who can be safely cared for at home must continue to learn from home until further notice. Please contact the school office as soon as possible if you have any queries regarding your child's attendance.

Risk assessment

The school has conducted a thorough risk assessment to mitigate the risks of opening more widely during the coronavirus pandemic. Our risk assessment covers various aspects of the school premises, staff availability, infection control and social distancing protocols, and fire safety.

The risk assessment is a live document and will be updated as required. A copy of this risk assessment is available on the school website.

Recovery Plan

Protecting clinically vulnerable individuals



If your child is considered clinically extremely vulnerable, needs to 'shield', or lives with somebody who is shielding, they **must not attend school at this time** even if they are in an eligible group.

If your child is eligible to return to school but is considered clinically vulnerable (but not clinically extremely vulnerable), it is advisable that you contact your child's GP to discuss whether it is safe for them to attend school.

If you decide that your child should attend school after speaking with their GP, please contact the headteacher via email address if you need to discuss any additional arrangements to keep your child safe in school.

Attendance

Attendance for pupils coming into school will be recorded as normal; however, we understand that you may choose for your child not to return to school at this time for reasons that are individual to your family. Parents and pupils will not be penalised for non-attendance. We fully acknowledge that it is your decision for your child to attend school at this time.

If, at any time, your child cannot attend school due to the necessity to self-isolate or shield from exposure to the virus, please let the school know as soon as possible on contact details.

The school will continue to notify social workers where children with a social worker do not attend school when they are expected to.

If your child does not attend when they are expected to and the school has not been notified, you will be contacted to find out why, in line with the school's safeguarding procedures. We are contacting parents to confirm that the emergency contact details we have on record are correct and to ask for any additional emergency contact numbers where they are available.

Social distancing

To reduce the risk of transmitting the coronavirus in our school, social distancing measures will be implemented. We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand social distancing principles, e.g. because of their age or needs. Staff will work with all pupils to ensure their safety and positively reinforce good social distancing behaviour.

Group arrangements

To maximise the effectiveness of social distancing with more staff and pupils attending school, we have made the decision to separate pupils into set 'bubbles' of no more than 15 children. Some bubbles at Abbey Village will have a lower highest capacity number because we cannot fit the children in and safely follow social distancing. There will be one teacher with each bubble who will be supported, if needed, by additional support assistants. Three of our support assistants are on stand-by to lead a bubble if this is deemed necessary as we progress through our re-opening plan. A qualified teacher will always oversee the work of a support assistant.

- Group sizes will be no larger than 15 pupils.
- Pupils in returning year groups will be grouped together by year group.
- Critical Worker and valuable children will remain in their mixed age bubble.
- Individuals within a group will not be permitted to mix with members of another group.
- Each group will have their own classroom or learning area and designated outdoor area for break times and PE lessons with access available throughout the day.
- The member of staff leading a given group will remain constant; however, changes may be required due to staff availability.
- Desks and chairs in classrooms will be placed two metres apart, where possible.
- Pupils will be provided with their own equipment to minimise the need for sharing.
- Pick-up and drop-off times will be determined by your child's allocated group and shared with parents/carers in advance of wider opening.
- Pupils will be kept within their groups when moving around the school including access to toilets.

We acknowledge that we will face some limitations to the practicality of these arrangements in certain circumstances and will work with all pupils to help remind them of the importance of staying within their groups. If you are concerned about any of the arrangements listed above, please contact the school as soon as possible to discuss any alternative arrangements.

Start and finish times

Pupils' start and finish times will be staggered in order for us to adhere to social distancing guidelines as much as possible. We recommend that pupils are dropped off or picked up by one accompanying adult and that siblings who are not currently attending school are left at home or in suitable care where possible.

We kindly ask that parents do not enter the school building or gather in groups on or outside of the school premises.

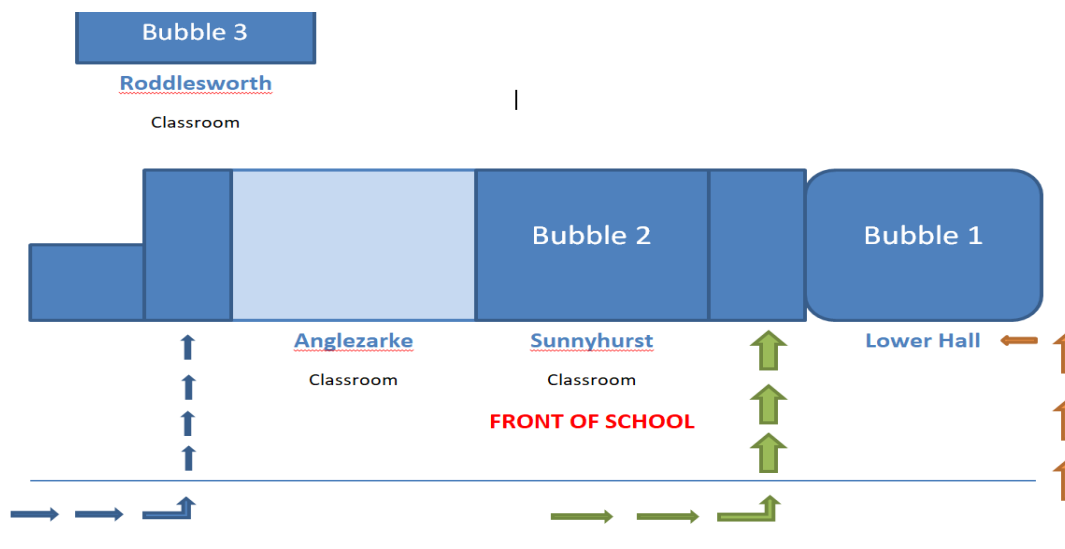
The tables below outline pupils' start and finish times, depending on their group, and where you should drop off or pick up your child, where relevant.

Pupil group	Start times	Location for entering and leaving school
Bubble 1	8.45am 9am 9.15am	Kitchen Entrance Doors
Bubble 2	8.45am 9am 9.15am	Normal Morning Entrance Doors
Bubble 3	8.45am 9am 9.15am	Office Entrance Doors

Pupil group	Finish times	Location for entering and leaving school
Bubble 1	3pm 3.15pm 3.30pm	Kitchen Entrance Doors
Bubble 2	3pm 3.15pm 3.30pm	Normal Morning Entrance Doors
Bubble 3	3pm 3.15pm 3.30pm	Office Entrance Doors

We ask that all parents/carers take note of the signs outside school and the social distancing markers.

Entering/Leaving School Diagram



There will be three entrance and exit points to school.

Parents/Carers are asked to **STAY ON THE PAVEMENT** outside the school perimeter fencing.

Children will be released when staff can see who is collecting.

Once your child is collected, you must leave immediately.

Moving around the school

Movement around the school will be restricted in most circumstances, to minimise the risk of mixing groups or of groups coming into contact with one another. When moving around the school, pupils will be expected to remain within their groups.

The following areas of the school will remain closed or subject to limited access until further notice:

Location	Status
School Office	Closed to all children and staff
School Library	Closed to all children and staff
Central Learning Hub	Only used for 1:1 Only used for staggered lunch breaks for staff
Anglezarke Classroom	Closed to all children and staff Being prepared for Phase 3 wider opening
Room of Endeavour	Closed to all children and staff Excess furniture in storage

Infection control

Combined with social distancing, strict infection control measures are an important aspect of keeping all staff and pupils safe and healthy in school. This means that we will be enforcing new rules to ensure that good hand and respiratory hygiene is consistently maintained.

We expect pupils to follow these rules; however, we understand that some pupils may be unable to fully understand infection control principles, for example, they are very young or have difficulties with comprehension due to their needs. Staff will work with all pupils to ensure their safety and positively reinforce good infection control behaviour where necessary.

Here are some of the key measures that pupils will need to follow:

- Pupils will be instructed to wash their hands at various points throughout the day, including upon entering school, before and after eating, before and after breaktimes, after using the toilet, and after coughing or sneezing.
- Pupils will wash their hands for at least 20 seconds using soap and water— younger pupils will be supervised when doing this.
- The school will enforce the ‘catch it, kill it, bin it’ approach to containing coughs and sneezes.
- Pupils who show symptoms associated with coronavirus will be sent home to self-isolate for at least 7 days.

We are also carrying out regular cleaning. Classrooms and learning areas will be cleaned during breaktimes and at the end of each day, and frequently touched surfaces will be cleaned and disinfected regularly throughout the day.

We are closing school on a Wednesday for a deep clean (am) and staff will have their PPA time in the afternoon.

Staff will also be required to follow stringent infection control measures. Full details of the infection control measures in place can be found in the Infection Control Policy.

Personal protective equipment (PPE)

The government has recommended that staff and pupils **do not need** to use PPE in school once phased reopening begins; however, staff will use PPE if a pupil shows symptoms of coronavirus and a distance of two metres cannot be maintained.

Staff will also wear PPE if they would normally wear it to carry out their role, e.g. where a child requires intimate care or is receiving first aid following an accident or injury.

Bringing items into school

To minimise the risk of potentially transmitting infections between pupils' households and the school, we ask that pupils do not bring non-essential items from home into school with them. – this includes footballs and other similar items. Similarly, pupils are advised not to take items home from school, such as books and school equipment. Here's the equipment that can be brought to school:

- Essential medication and medical equipment
- Coats and other essential outdoor wear
- Packed lunches in a disposable bag
- Glasses and glasses cases

If your child needs to bring an item to school that is not listed above, please contact us as soon as possible to discuss alternative arrangements. If a child arrives at school with any item not on the above list, they will be immediately asked to return the item to their parent/carer for safe keeping.

Procedure if a pupil becomes unwell on site

It is extremely important that all parents and pupils remain vigilant with regards to preventing, identifying and minimising the spread of coronavirus. We ask, therefore, that you **do not send your child to school if they have any of the following symptoms:**

- **A high temperature** – this means they feel hot to touch on their chest or back
- **A new, continuous cough** – this means coughing a lot for more than an hour, or three or more coughing episodes in 24 hours (if they usually have a cough, it may be worse than usual)
- **A loss of, or change in, their normal sense of smell or taste** – this means they cannot smell or taste anything, or things smell or taste different to normal



It is also important that you **do not send your child to school** if somebody in your household has tested positive for, or has symptoms of, coronavirus.



As a precaution, your child must not come into school for **14 days** after coronavirus has been identified in your household, whether confirmed or unconfirmed.

Please notify the Headteacher at head@abbeyvillage.lancs.sch.uk as soon as possible if your child, or somebody in your household, is showing symptoms of coronavirus and your child cannot come into school. You may be advised to get your child tested for coronavirus and to notify the school of the result.

If your child becomes unwell at school and shows symptoms of coronavirus, the school will take the following immediate actions:

- Your child will be asked to self-isolate in school using a designated area.
- Your child will be supervised while waiting for collection, where required.
- You will be notified that your child must be picked up as soon as possible.
- You will be encouraged to have your child tested for coronavirus.
- Areas your child has occupied will be disinfected as soon as possible.



If your child is sent home from school to self-isolate, they **must not come into school** for at least 7 days.

If an individual in your child's group tests positive for coronavirus, **the school will send the whole group home** to self-isolate for 14 days, including the teaching staff in the group. We will notify you if this is the case and ask that you pick your child up from school as soon as possible. While pupils are awaiting collection, they will remain in their classroom and be able to access one toilet.

Access to testing

All pupils, and members of their households, will be able to access a test if they are displaying symptoms of coronavirus. If your child is displaying symptoms, we would strongly advise that you access a test.

There is information about how you can access a test on the NHS website <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>.

If your child is sent home from school with symptoms and subsequently takes a test, you must inform the school of the results as soon as possible. If the test is negative, your child can return to school when they feel better. If the test is positive, your household will need to continue the self-isolation period.

Uniform

We do not expect pupils to attend school in full uniform during Phase 2 of re-opening. Pupils may wear their own clothes; however, we will still be upholding other aspects of our School Uniform Policy, such as what is expected in terms of acceptable jewellery.

All clothes worn to school should be:

- Cleaned every day.
- Machine-washable, where possible.
- Practical and appropriate for school.

Food arrangements

Arrangements will be put in place to ensure mixing between groups is avoided during lunchtime. Once we start Phase 2 of wider opening to greater numbers of children, we will only be offering a school packed lunch to those children in receipt of *Free School Meals* and Universal Free School Meals children (ALL children in Reception, Year 1 and Year 2).

All other children must bring in a packed lunch, we ask that these are brought into school in a disposable plastic bag. Uneaten food will be sent home in a clean, disposable plastic bag—we would ask that you provide the plastic bag for your child.

The school will continue to provide free school meals (FSM) vouchers for FSM for eligible pupils. If you require any further information about the provision of FSM, please contact the school office as soon as possible. If you have started to claim benefits through the period of lockdown, you may be entitled to free school meals. Please ask and we will happily assist you with an application.

Transport

Pupils should walk or cycle to school or be dropped off by a member of their household where possible. Public transport should be avoided; however, if your child needs to use public transport to get to school, they should avoid peak times and follow guidelines on social distancing and wearing protective clothing, e.g. face masks.

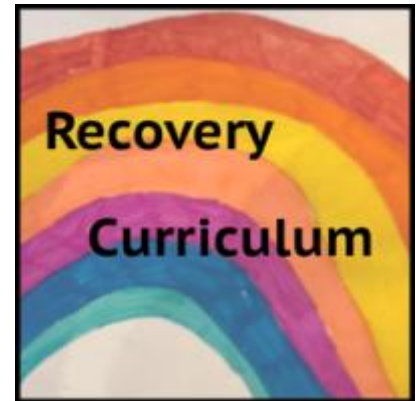
The curriculum

Our focus is to support all pupils' health and wellbeing and to help them transition back into school life successfully. At Abbey Village four members of staff have undertaken recent

training in the 'Recovery Curriculum' via online webinars with a nationally respected child psychologist and educator. On return to school, our main focus will be through a holistic recovery approach for every child. We will slowly work towards the more formal aspects of learning only when we are satisfied that our children are ready for this next step.

To provide all pupils the opportunity to excel and engage with learning, the school will ensure the following:

- Increased outdoor learning throughout the school day for every bubble.
- High quality experiences through play, therapy, compassion and relationships
- Additional support for pupils who are at risk of falling behind their peers
- Continued support for pupils with SEND
- Continued support for pupils learning remotely



P.S.H.E. will take high priority throughout the day as outlined above.

PE lessons will continue to ensure pupils get the exercise they need; however, activities within these lessons will be strictly non-contact and only one pupil group at a time will be permitted to do the lesson.

Parents who are continuing to help educate their children at home will be continually supported by the school. Further information about learning from home is available below.

Remote learning

We understand that each family's circumstances and ability to access to learning material for their children differs, which is why we are committed to doing all we can to help parents who are educating their children at home.

The school will continue to provide pupils with access to learning materials remotely (during normal term time weeks) via our online learning portal until the Government confirm full opening.

These remote learning arrangements are in place to ensure that all pupils have access to high-quality education during the school's partial closure. These arrangements will help all pupils to learn alongside their peers and prevent them struggling with lesson content when regular school activity resumes.

The government has a scheme to make sure all pupils are able to access remote learning at this time. The government will provide laptops and tablets for families and children who do

not currently have access to them through another source, such as our school. Digital devices can be requested for:

- Care leavers
- Children and young people aged 0 to 19 with a social worker

Internet access will be provided through 4G hotspot devices for any of the following people who do not currently have it:

- Care leavers
- Young people aged 11 to 19 with a social worker

We will work with parents to establish which families require this support and will communicate with our Local Authority who will apply for this support directly. You do not need to make an application for your child.

We advise all parents to make every effort to ensure that their child has access to and completes the learning materials provided. We understand that this in itself poses its own unique challenges and, therefore, encourage you to contact your child's teacher via email (during normal school opening hours), or the headteacher via head@abbeyvillage.lancs.sch.uk if you are experiencing any problems.

Behaviour expectations

To ensure the school remains a safe place, we have made the decision to enforce additional rules with regards to social distancing and infection control. Pupils are expected to follow these rules. These rules include:

- Partaking in additional hand washing.
- Maintaining a distance of two metres, where possible.
- Not lingering in corridors, stair wells and other communal places.
- Not spitting, biting, or displaying other behaviours that put others at risk.
- Putting soiled tissues in a bin.
- Queuing to use school facilities, where required.
- Keeping to their classroom seating plan.

Pupils who purposefully behave contrarily to these measures and put others at risk will be disciplined in line with our Behavioural Policy.

We understand, however, that these measures may be difficult to follow for some pupils, particularly if they are very young or experience difficulties with comprehension. The school will, therefore, consider each situation individually and work with pupils to educate them on the importance of social distancing and infection control measures and reward positive behaviour.

Safeguarding

Our Child Protection and Safeguarding Policy was updated at the beginning of the lockdown period to account for a change in provision while the school was partially closed. This policy has been updated again to reflect that we are opening to more pupils. A copy of this policy is available on the school website.

We will need to know if your child has experienced any changes regarding their welfare, health and wellbeing that we need to be aware of as they return to school. We need to know this information so we can put the appropriate support in place for your family. The designated safeguarding lead (DSL) will work to speak to all parents; however, if you need to report any changes, please contact the DSL directly.

All Phase 2 eligible parents/carers have been directed to an online questionnaire via our SchoolSpider portal to complete some well-being questions.

SEND support

The SENCO, along with other key members of staff and external agencies, will continue to coordinate support for pupils with SEND.

Support for pupils with SEND who are remaining at home will continue to be delivered as it has been during the lockdown period. The SENCO will work with parents to identify support needs for pupils with SEND that are now returning to school.

If your child has an EHC plan, we will strive to deliver the provision set out in the plan; however, there may be cases where we need to adapt the provision. If we need to do this, we will speak to you directly.

If you have any questions about the support your child is receiving, please get in touch with the SENCO.

Wellbeing

Our number one key priority, as we open the school more widely, is ensuring pupils are given the wellbeing support they need.

Pupils that attend on site provision will be able to speak to pastoral staff face-to-face to discuss how they are feeling. These staff members will be on hand to support pupils themselves or to direct them to external support that may be required.

For pupils that are remaining at home, pastoral staff will also be available to speak to pupils and parents via telephone. Parents/Carers can flag up any concerns they may have through our weekly welfare call home or alternatively email head@abbeyvillage.lancs.sch.uk at any point in the week.

If you have any concerns about your child's well-being please let us know- we will try our very best to help either with services in school or through directing you to external services.

Visitors on site

Visitors will only be allowed into any school where it is **absolutely necessary** (e.g. for essential building works or to provide essential support to a pupil) – this also applies to parents.

Parents that need to come into school will need to make an appointment first. Meetings will only be held with parents where **absolutely necessary** and at a safe distance.

Before and after-school Club

We are not able to offer this service during Phase 2 of re-opening. Ensuring our bubbles are kept apart must take priority.

Important documents

A number of school policies and procedures have been updated and created to reflect the provisions that are in place during the coronavirus pandemic, including the following:

- Return to school plan
- Risk Assessment for Reopening After Partial Closure
- Social Distancing Policy Statement
- Infection Control Policy
- Behavioural Policy
- Attendance Policy
- Bereavement Policy
- First Aid Policy
- Complaints Procedures Policy

Most of these documents can be found on the school website; however, if you cannot find what you are looking for, please contact the school office.

What can you do to help?

The support and understanding from our pupils' parents is vital when ensuring the school is a safe and happy environment. Helping your child understand the importance of infection control, good hygiene and social distancing is just one way you can help us minimise the risk of coronavirus transmission.

Here are a few additional actions you can take to help keep everyone safe:

- Remain vigilant for the symptoms of coronavirus
- Keep your child at home if they develop symptoms
- Ensure your child washes their hands before they leave for school and after they return home
- Adhere to your child's pick-up and drop-off times
- Maintain social distancing on the school grounds
- Keep pick-ups and drop-offs prompt – lingering on the school grounds without good reason is not permitted
- Communicate with school staff digitally instead of in person, e.g. via email
- Positively reinforce good social distancing and infection control behaviours and be a role model to all pupils

Reporting concerns

In line with government advice, our school is not currently handling new or existing complaints in line with our Complaints Procedures Policy. We remain, however, committed to maintaining open channels of communication with all parents.

Please raise any concerns in the first instance with a member of staff looking after your child's group – contact details for staff are included in this document. The staff member will work with you to address your concerns and can escalate any concerns to the headteacher where required.

All concerns will be recorded on our Concerns Log, which will be kept in line with our Records Management Policy.

If your concern relates to the safeguarding of a child, you should contact the Local Authority or, where appropriate, the police as soon as possible.

