



Castlefields Primary School, Castlefields, Bridgnorth, Shropshire WV16 5DQ

Phone: 01746 764072 **Email:** admin@castlefields.org.uk **Website:** www.castlefieldsprimary.co.uk

Head Teacher: Mrs J Hampson

22nd May 2020

Guidance for parents and carers about Castlefields opening to more year groups from 1st June 2020

Dear Parents/Carers

As you have seen we have been working hard to formulate a plan for opening on 1st June.

When reading the protective measures the school has put in place please bear in mind that:

- The Government is due to meet on 28th May at which point they will make a final decision on schools opening to more children and this return date could be delayed.
- The DFE have said there will be specific guidance for early years but they have still not published this and we will adjust plans as and when we get more guidance if this is applicable.

The school has made the decision, with the backing of the Trust, to close the school to the majority of children on a Friday afternoon in order to facilitate PPA time for each class teacher. This will allow them to continue providing remote learning opportunities for all children in the school community.

Further details about this are in the 7 page guidance below

Procedures and measures in place

Pre-emptive measures in place before June 1st

It is essential that all adults within the school community adhere to social distancing guidelines and maintain good hygiene routines.

- All staff have been consulted and briefed on the safety measures that have been put in place.
- Rigorous safeguarding procedures have been put in place and will be followed at all times.
- School has continued to remain open throughout this period of restricted attendance and all routine health and safety measure checks have been carried out.
- Staff have been in school prior to reopening to ensure it is ready to receive children following the guidelines from the DFE.



Staffing arrangements

The children will be split into ten hubs throughout the school, each taught by two members of staff. Due to the social distancing requirements issued by the DFE it will not be possible to change these groups.

Each class hub will maintain social distancing from other hubs; staff within these hubs will cover playtimes between themselves and a lunch time supervisor will be in charge of a hub at lunchtime.

Class hubs as follows:

- Nursery: Mrs Shilling and Ms Mackey
- Reception 1: Mrs Wills and Mrs Sherry
- Reception 2: Mrs Preece and Mrs Corfield
- Year 1 Hub 1: Miss Nicholls and Mrs Liddle
- Year 1 Hub 2: Mrs Shingler and Mrs Haworth
- Year 6 Hub 1: Mrs Lee and Mr Barlow
- Year 6 Hub 2: Mr Smith and Miss Arbuckle
- Year 6 Hub 3: Mrs Blackburn and Mrs Fairclough
- Key worker group Hub 1: Mr Marsh and Mrs Tew/Mr Pay
- Key worker group Hub 2: Mrs Black/Mr Nelson and Mrs d’Arcy

We will endeavour not to change staffing but if any member of staff were to be ill we will have no choice.

Spaces

- Nursery hub will be housed in the Wrap Around building
- Reception hub 1 will be in Nursery classroom
- Reception hub 2 will be in Reception classroom
- Year 1 hub 1 will be in Year 1 classroom
- Year 1 hub 2 will be in Year 2 classroom
- Year 6 hub 1 will be in Year 5 classroom
- Year 6 hub 2 will be in Year 6 classroom
- Year 6 hub 3 will be in the hall
- Key worker hub 1 will be in Year 3 classroom
- Key worker hub 2 will be in Year 4 classroom

We are working on a ratio of up to 10 children with 2 adults in a hub which is lower than the DFE recommendations. In the future it may be that we have to have up to 15 children in a hub.

We do not have enough staff to make two nursery hubs and therefore hours have had to be restricted.

		Drop off	Pick up
Drop off and pick up times. These will be staggered so that adults and children can stick to social distancing	Nursery	8.50 am	11.50 am
	Reception	9.00 am	2.50 pm
	Year 1	9.10 am	3.00 pm
	Year 6	9.20 am	3.10 pm
	Key workers	Any of the above	Any of the above
	Siblings **	Latest drop off time	Earliest pick up time
	Child minders **	Latest drop off time ** check with Mrs Hampson or Mrs Lee	Earliest pick up time ** check with Mrs Hampson or Mrs Lee

Due to the one-way system we are operating we cannot accommodate parents who are too early and having to wait around. Please stick to times.

Generic drop off and pick up instructions

- We are using the staff car park as the exit from school so please do not park here at drop off and pick up times.
- Unfortunately, we will have to keep the Highlands Road gate closed so that we can reduce the bottle neck in the alley way and keep to our one-way system around school.
- Please do not park on Castlefields Road. This will keep pavements clear for pedestrians to socially distance and people aren't having to walk around opening car doors. Where possible we would ask you to keep to the right-hand pavement. Walk down Castlefields on the right and taking care by the school gate walk up Castlefields on the right. This way socially distancing will be reasonably easy. Yellow lines have been painted around school for all parents to operate a one-way system. Please stick to the times above and queue up using lines if necessary.
- On Monday June 1st, when you drop your child off at their relative hub door the staff will be waiting to tell you which hub your child is in. From then on drop off and pick up will be from this door. Unfortunately, we will not be able to accommodate a change of hub for children.
- You will not be able to gather and have a chat on school premises like you have done in the past and we would ask you to drop off and pick up as quickly as possible.
- If you have anything you want to communicate to the staff, then please email or send a letter in with your child.

<p>Equipment and resources</p>	<p>School will not be the place we are all used to working in. It will have to be very clinical and resources will be very limited due to risk of cross contamination and cleaning. We have had to remove all soft toys and furnishings from classrooms.</p> <p>Children will stay at a desk in their hub and have their own resources in a tray. They will not be able to share other children’s resources.</p> <p>Children will need to bring in a packed lunch, water bottle, coat, sun hat and they will keep this at their learning station.</p> <p>In Nursery, Reception and Year 1 please send a change of clothes in with your child in case of accidents.</p> <p>We have now decided that we will provide stationery and writing equipment for each child and it will stay in their tray at their learning station.</p>
<p>Staggered break times and lunch times</p>	<p>We need to adhere to socially distancing wherever we can and so children from different hubs will not be able to play with each other. Please make sure you have talked to your child about this before sending them to school.</p>
<p>Playtime routines</p>	<p>Playground and field will be zoned off into sections to ensure each class hub remains at least 2 metres apart</p> <p>Each class hub to have supervised outdoor playtime within zoned off area</p> <p>Staff within each class hub to supervise playtime.</p> <p>Equipment will be limited and if it has been used at playtime it will be cleaned at the end of a session.</p> <p>Nursery children will have supervised outdoor playtimes within the outdoor nursery zone – the Woodland area.</p>
<p>Lunchtime routines</p>	<p>Staggered lunchtime arrangements will be in place to maintain social distancing between each class hub.</p> <p>All children will be monitored washing their hands thoroughly prior to eating.</p> <p>All children will be eating their packed lunch at their learning station and having some time outside during lunch time.</p> <p>Each Year group will be supervised by 2 lunch time supervisors, but the hubs will be socially distancing.</p>
<p>Toileting routines</p>	<p>Each class hub will have designated times during the day for toilet breaks and children will have been taught that good hygiene routines need to be followed. Both Key Stages will have a procedure in place to ensure that no more than 2 children visit the toilet at the same time.</p> <p>We will not be adhering to boys using one set of toilets and girls the other. We will be allocating a set of toilets to a hub. There are cubicles in the toilets and no more than 2 children will be allowed in at any one time.</p>

<p>Hygiene Measures</p>	<p>Staff in each hub will support children with learning and following stringent handwashing routines.</p> <p>We will not be checking children’s temperatures when they come into school but trust parents to have checked if they are concerned and not to dose a child up with Calpol and send them in.</p> <p>Children will be told to hand wash several times during the day using either the class sink, their toilets or the hand sanitizer.</p> <p>Each sink will have liquid soap in containers and paper towels.</p> <p>Each classroom has spray cleaning equipment and cloths to enable surfaces/equipment to be wiped at frequent/appropriate intervals during the school day.</p> <p>Each classroom has a substantial supply of tissues, across school the ‘Catch it, bin it, kill it’ approach will be continually promoted.</p> <p>Each hub will have its own lidded bin.</p> <p>Practical resources will be limited and cleaned if used.</p> <p>Whole school site will be cleaned thoroughly at the end of each school day using the appropriate cleaning materials following guidance from the cleaning contractors.</p>
<p>Protective measures if someone becomes ill (not showing signs/symptoms of Covid-19)</p>	<p>If a child is ill at home, they should not attend school until they have fully recovered.</p> <p>If a child is ill at school normal school routines for contact and collection apply.</p>
<p>Protective measures if someone becomes ill with signs/symptoms of Covid-19</p>	<p>Current guidance on the signs and symptoms of Covid-19 are shown on the school website.</p> <p>If a child or any member of their household shows signs of Covid-19 they must self-isolate immediately and immediately notify the school. Parents should then arrange for appropriate testing to take place and notify the school of the outcome</p> <p>If a child displays symptoms of Covid-19 whilst in school they will be immediately and sensitively removed from the hub and isolated within the designated part of the school until parents can collect them. We have designated the easy access toilet as the isolation booth. A member of staff from the hub or Mrs Hampson will stay with the child whilst maintaining 2 metres distance where at all possible. If the member of staff cannot maintain social distancing then PPE equipment will be worn. The child and family must then arrange appropriate testing as soon as possible and notify school of the outcome. If the test proves to be positive, then the hub and staff within it will self-isolate at home for the designated time.</p> <p>Further guidance on this can be found on the DFE website.</p>

	At present there is not test for under 5s so we would have to close the hub if a child under 5 showed symptoms.
General Health and Safety	A fire drill will take place towards the end of the first week to ensure fire exits and routines are known.
Remote Learning	<p>Larger numbers of teachers and teaching assistants are involved with face-to-face teaching at school so remote education provision for other year groups and those who are eligible, but not attending school at this time, will continue to be via ClassDojo. However, please be aware that due to staffing in school feedback will not be maintained at quite the same level as last half term.</p> <p>We will use existing websites and resources such as Oak National Academy and other remote education platforms to provide additional support for learning as recommended by the DFE.</p> <p>Any learning delivered in school will, where possible, be made available to children who are not able to attend via ClassDojo</p>
Communication with school	<p>We ask that you refrain from approaching members of staff in person and communicate as much as possible via email.</p> <p>Any new guidance released will be acted upon immediately.</p> <p>The school website will provide links to all guidance released by the DFE and other and actions will be communicated to parents as soon as possible.</p>
General school routines	<p>School behaviour expectations remain the same as prior to school closures.</p> <p>Children can come to school in comfortable clothes suitable for indoor and outdoor learning, with shoes suitable to do PE and Woodland school. Uniform can be worn if preferred. Children must bring a coat as we will be going outside whatever the weather.</p> <p>Children should not bring in any items including toys from home.</p> <p>All children must bring a water bottle into school and we will stagger opportunities for the children to refill these at points throughout the day.</p> <p>The school has been advised not to apply sunscreen to children so this must be applied before they come into school. Children must bring in hats during sunny weather.</p> <p>There will be no assemblies in the hall, but they will continue over ClassDojo.</p>
Friday afternoon PPA arrangements	<p>The school will close early on a Friday afternoon to allow class teachers to plan and prepare for lessons both at school and at home.</p> <p>Nursery, Reception, Year 1 and Year 6 children will be collected at the specified times each Friday.</p>

	Parents of key worker children should contact the school if childcare arrangements are required
--	---

We appreciate that these are difficult times for everyone and there will naturally be uncertainty around returning your child to school. We have done our utmost to put the appropriate systems into place and ask for your understanding and patience as we begin to work in this new manner within our school. As with any changes of this magnitude, we ask that you bear with us whilst we navigate our way through the first few days.

Please read through this documentation carefully along with the power-point that was sent via ClassDojo and can be found on the school website. Most of you have already indicated whether or not you want to send your child in to school. If you indicate that you will be supporting your child's learning from home rather than in school they will not be able to attend school for the rest of that week. This is so we can maintain consistency and allow for correct staff ratios within each class hub.

We may have to take the decision to close any hub in a short space of time, so please make sure we have your correct contact details if you have changed your phone number.

As always, if you have any questions at any time please get in touch.

Thank you for your support and stay safe.

Mrs Hampson