



Carlton Primary School Recovery Handbook September 2020

Guidance for Parents



Dear Parents/Carers,

It seemed as though this moment would never arrive, but we are now very happy that our Plan A is to welcome all of our children back to Carlton Primary School from September 2020. The government and Leeds City have produced guidance around how the full reopening of schools can happen safely and we have worked hard to ensure this is possible within our school setting. We must be clear at this stage that these are our initial plans, they will be reviewed regularly and subject to change if new guidance is published. It also relies on all in our community doing their bit to help prevent infection by following the current lockdown and distancing rules.

Children will predominantly work in their new class, however as part of our transition plan each of our phases will be working together across the 3 classes as a single larger bubble to plan learning, assess children's needs and to share resources and staff to target specific catch up interventions. This larger bubble will have play times together. This will guarantee that transitions are as seamless as possible and the needs of the children are discussed and met in a responsive manner pooling knowledge and resources.

Early Years Annie Radley	KS1 Hannah Earp	Y3/4 Rebecca Weaver	Y5/6 Emma Frost
Nursery Champion Lizzie Rose	Crimson Hannah Earp/Caroline Smillie	Sutton Rebecca Weaver/Katie Jackson	Colorado Emma Frost
Reception Royal Annie Radley Supreme Rebecca Fletcher	Cherry Joanna McEwan Ruby Charlotte Ryder	Sunrise Hannah Dobbins Monarch Mandy Walton	Livingstone Sarah Alexiou Riverside Naomi Pritchard

Curriculum

In September a confident transition has been planned to bring about feelings of security, belonging and trust for children to develop the feeling that they can cope with the demands on them. Time will be prioritised to get to know children and to engage them in building their confidence, social connections, concentration and skills. This foundation will ensure children are ready to learn, be brave and take positive risks with their learning and contributions in class.

The Early years curriculum is most relevant so will continue as normal with the foundation of the Characteristics of effective learners and the strong focus on personal social and emotional development alongside the wider areas of learning.

KS1&2. Children will have access to a broad and balanced curriculum which we have previously described as our 'Work hard – Play hard' curriculum. This will have a strong Social, emotional and positive mental health focus as well as academic rigour. The curriculum start points will be evaluated against the end of year expectations from the previous year group. English and Maths routines will start with reinforcing and strengthening skills from their previous year and assessing early on to pinpoint gaps and offer precise support. This will be integral to our planning to ensure that those who need to catch up are supported to do so. Foundation topic areas will begin on the second week as we move gradually to an increasingly normal timetable. The recent shift towards online learning and the potential for further reliance on this in the future will necessitate additional lessons in online safety as well as making sure all our pupils are confident when using our learning platform and uploading work. We will also have a strong focus on physical activity.

The transition from Reception and Y1 will be handled particularly sensitively. All KS1 children in both new Y1 and 2 will have greater access to play based opportunities. Foundation subjects and other curriculum areas will be taught through a balance of adult led and play based, independent activities both inside and outside of the classroom. Children will be set learning challenges throughout the week, linked to a topic that allows the children to work independently on tasks that they are interested in, with skilled adult interaction to move their learning on. The balance of self-directed and more formal learning will evolve over the year however we are committed to a more enquiry based active learning approach across KS1 and the whole school.

Safety and Hygiene:

This has to be the responsibility of us all. To avoid infection within our school and wider community and to reduce the likelihood of localised lockdown we all need to take great care. Returning 30 children plus staff to a classroom is on the basis that the whole school community is following the latest distancing precautions to minimise risks to children and staff. **In September School staff will be the only workforce working in a classroom size space with over 30 others – this relies on families taking great care over the summer, especially the last 2 weeks prior to returning to school.**

- Please ensure that anyone who is displaying symptoms of COVID-19 stays at home and books a test. This is our first line of defence against the virus. Follow the guidance link at the back of this document.
- Children will wash their hands on arrival and at key points during the day using the additional sanitiser stations and having extra access to the washing areas.
- They can have their own set of tissues and will be encouraged to ‘Catch it, bin it, kill it’. Please discuss this at home.



- Each phase will stay in their own zone in school and cross over will be limited.
- Children will enter their classrooms from an external door where possible.
- Where children spend time at their desks, they will be front facing and not grouped.
- Playtimes and lunchtimes will be staggered and there will be zoned areas of the playground to reduce contact.
- Cleaning routines will ensure that the school is cleaned regularly during the day especially in areas of high traffic and touching. Likewise, equipment will be kept within bubbles and where necessary cleaned or removed for 72 hours between uses.

Drop off and collection arrangements

We will be operating a one way system outside school and in the play ground which will minimise the contact between adults as they drop children off. Please ensure distancing. We will have staff out to support in the first few days and Mrs Madison will be available outside to take any last minute messages (first port of call however should be to e-mail any questions or issues to enquiries e-mail address). It is also incredibly important that you stick to the times indicated below to help us minimise the number of people accessing the school site at any one time.

Nursery and reception have their own transition plans and will enter via the car park entrance. Arriving 08.45. Collecting either 11.45 or 3.15

KS1&2 times with arrival through the small side gate, leaving by the main playground gate.

Phase bubble	Arrival	Collection
Y5&6	8.30-8.40	3.00
Y4&4	8.40-8.50	3.10
Y1&2	8.50-9.00	3.20

To help parents with more than one child in different phases please drop off and collect in the time slot of the eldest child. Eg a family with a Y2 and a Y6 child both arrive 8.30am and collect 3.00pm. We will ensure classes bring out children for the right collection slot. This might take a few days to get slick!

As requested previously, can we ask that only one adult accompanies children to school and that you socially distance around the school site. Please do not congregate outside school.

THE CUNNING BIT – to avoid issues on the pavement we have been using an anticlockwise one way system outside school walking down the opposite pavement, crossing by the school car park. There will be a coned off pathway where you can hand over children and keep walking out of the next gate. Staff will be on hand to direct and help.



Parent access to school and staff. We want to develop and maintain positive relationships with parents however meeting the face to face is tricky at the moment. We will evolve our approach as the latest guidance evolves. To start with there will be no routine access to school for parents or carers so if you need to speak to a member of staff, please telephone 01133783040 or use the enquiries@carltonprimaryschool.co.uk email address. We will come up with a plan so parents can at least say hello to new staff (probably outside) and will share that in September, we will want to follow this up with a proper settling in conversation which may need to be by video.



PLAN A - Staggered September opening

Nursery: children have their own transition plan

Reception:

Monday 7th September 2020 – Inset day – no school

Tuesday 8th September 2020 – children in for the afternoon 12:45-3:15pm

Wednesday 9th September 2020 – children in for the morning 8:45 – 11:45am (no lunch)

Thursday 10th September 2020 – children in for the morning plus lunch 8:45 – 12:45pm

Friday 11th September 2020 – children in all day

KS1&2 plan

Monday 7th Staff training day – no children

Tuesday 8th Y1&2/ Y5&6 only - to allow time to practice the arrival and home time plan with fewer children

Wednesday 9th onwards - all children including Y3&4 to fit in between

The above KS1&2 plan will require parents and children to arrive promptly and be ready to say goodbye and head off quickly to avoid a jam.

Uniform and PE Kit

As a step towards normality we want all children come to school in full uniform from September. Where possible learning and breaks will be outside. In Autumn term that could mean sun hat and cream but more likely warm, waterproof coat hat and gloves. Play time, on a rota system for all children, will be outside except in extreme conditions.

Initially in September, for days when your child does PE, we ask that they come to school in their PE kit and tracksuit. This will avoid additional bags and changing. This may be relaxed as advice changes. Physical activity is going to be incredibly important for all children on our return and it is an expectation that everyone takes part to improve physical fitness, mental positivity and build a sense of community.

Lunchtimes

Children will be able to bring their own packed lunches from home or order school lunches in a packed lunch style grab bag. More information to follow in September on the school meal offer. All classes will eat their lunch in their classroom to begin with as we assess the situation and until measures can be relaxed.

The Den

Our aim is to open the Den from Monday 28th September, working in the 4 phase bubbles before and after school with consistent children and staff. If all is well we may be able to consider bringing this forward to 21st September.

Den places – Dawn Howard has the list of families who have previously used the Den and those who have expressed an interest over recent months. If any existing families no longer need a place or want to change days please contact us. Also if any new families would like to request a place please make clear the ages, days and which sessions AM and/or PM. enquiries@carltonprimaryschool.co.uk

AM From 7.30 onwards to start of school £4.50. PM End of school to 5.45 £10.50.

This is an earlier closure by 15 minutes to give staff additional time to clean and sort areas of school.



Hopefully, there is enough information in this document to get us started in September. If you have any queries that have not been covered, please let us know. If necessary I will put out extra information or a FAQ – as long as we have the answers at that stage! The 'final' September risk assessment from Leeds has already been updated so it will likely be a long summer of updates. If things change I will be back in touch with you as soon as possible and in any case will confirm our Plan A towards the end of August.

Parents who have already brought their children back to school will hopefully report how school has been both organised and flexible, we will continue to support all of our families over this next challenging stage and will deliver the very best provision we can. Please bear with us as we try to evolve the best way to do things and communicate these plans to you; I'm sure there will be some niggles in the first couple of weeks but by working together positively, we can make sure it is a happy and calm transition for all of our children.

Kind regards,

Mr Adam Pritchard-Jenkins



COVID-19 symptoms

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Someone unwell...

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>

Arranging a test

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/>

Critical worker priority testing

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

Test and Trace

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Safe travel

<https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

Shielding

<https://www.rcpch.ac.uk/resources/covid-19-shielding-guidance-children-young-people#children-who-should-be-advised-to-shield>

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>