

# Reconnection Plan September 2020



**Jewell Academy**  
an Aspirations Academy

## **Current guidance**

On 2<sup>nd</sup> July 2020 the Government provided us with a context for their decision to request all schools to open to all children from September 2020. Guidance for schools to adhere to and

manage when opening was issued.

At Jewell Academy we have been working hard on our plans for a full reopening ensuring that:

- the expectations required of us are fulfilled
- the safety of everyone is paramount in all our decisions and actions
- a high quality, well balanced curriculum to best support our pupils in their education is provided.

### **Keeping children, staff and their families safe**

**All schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Essential measures include:**

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school, wherever possible, and minimise potential for contamination so far as is reasonably practicable

All schools have been provided with a set of actions to 'prevent' and 'respond to infection' which are summarised below:

#### **Prevention:**

- minimise contact with individuals who are unwell
- clean hands thoroughly and more often than usual
- ensure good respiratory hygiene - 'catch it, bin it, kill it'
- enhanced cleaning
- minimise contact between individuals and maintain social distancing wherever possible
- where necessary, wear appropriate personal protective equipment (PPE)

#### **Response to any infection:**

- engage with the NHS Test and Trace process
- manage confirmed cases of coronavirus (COVID-19) amongst the school community
- contain any outbreak by following local health protection team advice

### **Class and year group 'bubbles'**

We will group children in year group 'bubbles' which will remain consistent and separate from other 'bubbles'.

For the majority of their time in school, the children will be in their own class bubble with their own teacher and support staff including at playtimes and lunchtimes.

If wrap around care (Breakfast and After School Club) is required, this will be provided by Super Stars from 21<sup>st</sup> September 2020. Risk assessments have been done in conjunction with Super Stars. Children will form a second "bubble" for this care, but will, where possible, remain with children from their own year group bubbles or households.

This will 'make it quicker and easier in the event of a positive case to identify those who may need to self-isolate, and keep that number as small as possible'.

For any questions or concerns you have around wrap around care, please email Super Stars directly [office@littlestarsnursery.net](mailto:office@littlestarsnursery.net)

Please note, that we are not able to support and provide any wrap around care ourselves.

### **Attendance**

All children will be welcomed back to Jewell Academy from Monday 7<sup>th</sup> September and attendance is mandatory.

The Trust and Local Authority support the government which notes it is:

- *parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;*
- *schools' responsibility to record attendance and follow up absence;*
- *schools' are able to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct.*

### **Shielding children**

Shielding advice for all adults and children will pause on 1 August 2020. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of the Senior Leadership Team (SLT) and we will work with you to support your child the best possible way that we can.

### **Before Members of Your Household Leave Home in The Morning**



Please check for any of the following symptoms

- a high temperature
- a new, continuous cough
- a loss of, or change to their sense of smell or taste

If **any** of these symptoms are evident **do not send them to school**, contact our office open from 8.30- 10.00 am or email: [office@jewell-aspirations.org](mailto:office@jewell-aspirations.org)

Government advice must be followed, it can be [found here](#).

### **Travel to and from school**

In accordance with our current risk assessment we encourage parents, staff and pupils to walk, scooter or cycle to school if at all possible. Children and families should ensure they are following social distancing guidelines whilst travelling to and from school.

Face coverings are required at all times on public transport (including for children, over the age of 11). Further guidance can be found here:

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

Children in Year 6 are encouraged to walk to and from school independently if the parent/carer feels they are responsible enough to do so. The Year 6 team will issue permission letters by Tuesday 8<sup>th</sup> September. Until this is signed, children will not be able to walk alone. They are not to be responsible for younger siblings.

Y6 children will be discouraged from going to the local shop before and after school to avoid unnecessary gatherings. Please be aware of this yourselves also.

Please also avoid congregating on school site at pick up and drop off times. Leave site immediately and observe social distancing at all times.

## **Morning Drop Offs**

### **First day back – Monday 7<sup>th</sup> September**

Children in Years 1-6 will spend the first day with their old teacher with the exception of last year's Starfish class who will spend their time with Mrs Taylor as Miss Layfield has now left.

Please note there will be unavoidable building work outside the Year 1 classrooms for the first week of school. Year 1 will be asked to enter school through their familiar Reception entrance. Mrs Taylor will communicate to parents when the transition can be safely made to the Year 1 classrooms.

There are staggered start times from now on. These will be done by surname so that siblings can arrive together.

It is essential that you arrive on time for your allocated slot and that children are dropped swiftly and that parents and carers leave site immediately.

We ask that only 1 parent/adult drop off and collect to help minimise the number of adults on site.

### **Morning - Drop Off Times**

#### **Arrival Times and Gates to use:**

<b>Surnames A-E</b>	<b>Surnames F-J</b>	<b>Surnames K-O</b>	<b>Surnames P-T</b>	<b>Surnames U-Z</b>
8:45am - Main Gate	8:45am - Car Park Gate	8:50am - Main Gate	8:50am - Car Park Gate	8:55am Main Gate

#### **Doorways to use:**

<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
Reception entrance and classroom doors until further notice.	Classroom doors (at side of school)	Entrance by office and up the Y3 staircase by the belonging tree.

<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>
Y4 entrance by canopy on playground and up Y4 staircase	Through side door by studio and up Y6 staircase	Through side door by studio and up Y6 staircase

#### **Dismissal Times and doors/gates to use:**

<b>Year 1 @ 3pm</b>	<b>Year 2 @ 3pm</b>	<b>Year 3 @ 3:10pm</b>
Car park gate and collect from classroom	Main gate and doors by Main office (usually KS2 entrance).	Main gate and doors by Main office (usually KS2 entrance).

<b>Year 4 3:10pm</b>	<b>Year 5 @ 3:15pm</b>	<b>Year 6 @ 3:15pm</b>
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Main gate and Y4 doors by canopy on playground.	Main gate and doors by Main office (usually KS2 entrance).	Studio side door and car park gate.
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\*Preschool and Reception children will be informed by letter or phone call when their individual start dates will be, during the week beginning 7<sup>th</sup> September.

**\*\*Please note we will review the collection arrangements regularly in September to ensure they are working effectively and we are happy with the safety precautions in place. Please be aware we will make amendments to timings if we feel it is necessary.**

### **Arrangements in school**

Children in EYFS and Year One in the Autumn term will be following a free flow, play based curriculum. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will come into contact with all the children in their class and they are likely to come into contact with all the children in the year group during outside free flow and lunchtimes. Children will wash their hands often and surfaces and equipment regularly sanitised.

### **Learning resources**

For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared. Classroom based resources, such as books and games, can be used and shared within the class bubble; these will be cleaned regularly, along with all frequently touched surfaces. In KS1 and KS2 resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.

### **Assemblies**

There will be no traditional whole school or key stage assemblies during the first part of the autumn term and these will be replaced by Virtual Assemblies, which will be watched by children in their own classrooms.

We will continue to follow government guidance as to when assemblies may return to normal and whether we will be able to host gatherings such as Christmas performances. If we are unable to, we will look into alternatives such as offering virtual performances.

### **Reading Books**

Reading books can still be brought home, however on their return to school they will be placed in a box and left for 72 hours before returning to the shelves. If your child has a reading book at home, please return on the first day back in September.

### **Enhanced cleaning regimes**

Since lockdown and opening for keyworker children our school has had enhanced cleaning systems in place. We have adjusted our cleaning rotas with our site team to ensure that much more cleaning goes on during the school day – with particular attention paid to those surfaces that are frequently touched like door handles. An additional cleaner has been employed in the middle of the school day to support the site team in the cleaning of toilets etc. School staff not normally involved in these duties like teachers and support staff have also been helpful in keeping their own classrooms clean and extra materials have been provided for this purpose. We anticipate these arrangements will stay in place until further notice.

### **Coats, bags and lunchboxes**

We discourage children from bringing rucksacks to school. If absolutely necessary, please send your child to school with a Jewell Academy book bag. Coats will be needed as we move further into the autumn term.

Lunchboxes will need to be stored in the classroom from September.

### **Lunches**

Children in Reception, Year 1 and Year 2 are entitled to Universal Infant School Meals. Some children in other year groups will be entitled to Free School Meals (FSM).

Currently, the school can only offer a cold, packed lunch. It will consist of:

Sandwich

Veggie sticks or coleslaw

Cake or yogurt

Fruit

Carton of juice/water

It will be your parental choice whether you book a Universal Infant Meal, FSM (if entitled) or order and pay for a cold lunch for your child or if you would prefer to provide your child with a packed lunch yourself.

Please see the separate communication regarding this. If you are booking lunches, please ensure you have returned the information no later than 3<sup>rd</sup> September for the week ahead.

If you believe you may be entitled to FSM and the academy is not already aware, please check here: <https://www.gov.uk/apply-free-school-meals>

We encourage you to use a washable box/lunch bag and if at all possible, either avoid products such as yogurt that may go off in the heat, or provide a small lunch box freezer block that is clearly named. Please also provide any plastic cutlery that your child may need to eat their meal.

### **Availability of water on site**

All pupils must have their own, named water bottle that is untouched by other children or staff. No water fountains are currently available at school. Water is available in school to refill children's water bottles.

### **Activity clubs**

There will be no additional clubs at the start of the Autumn Term. We will advise you as soon as we are allowed to begin running these again.

### **School office**

Mrs Lowe is now our Office Manager and is supported by Mrs Mead.

The office opening hours are now 8:30am – 10am and 2pm-3:30pm. No visits to the office outside of these times.

There will be a strict 1 person/family in the office waiting area at a time.

All visits where possible should be prearranged.

The office phones are not always manned but the voicemail boxes are checked regularly throughout the day. Please do leave messages.

### **Communication**

Communication with parents is really important to us. Due to the current restrictions we would request that meetings with members of staff are by prior arrangement only so that social distancing and safety precautions can be put in place. Please keep face to face conversations to a minimum at the start and end of the school day with staff and other parents/carers.

You may also use the year group emails for communication. For example, [year2@jewell-aspirations.org](mailto:year2@jewell-aspirations.org)

Teachers will not be checking these during the working school day as they are busy teaching. It is our aim that any emails will be answered within 36 hours. More urgent communication should be phoned through to the office.

### **Behaviour**

Our existing behaviour policy remains in place.

In June 2020, a new home school agreement was formulated and shared with parents.

This has been updated further for September 2020 and is in a separate document shared with you.

You will need to print, sign and return this document no later than the 8<sup>th</sup> September 2020. Some paper copies can be made available by the teacher upon request through the year group email.

It is essential that the children listen to and follow instructions at all times and adhere to the guidelines set by the government and the school. This is required inside school and outside during breaks and lunches. Any child who is unable to do this is risking the safety of themselves, other children and staff and we will ask parents to collect them immediately.

A risk assessment will then be completed to determine whether it is safe to have the child back in school. If we deem a child to be unsafe to have in school, we will work with parents to arrange provision the child can access safely.

### **School uniform**

It is an expectation that all children will wear the approved school uniform. We expect our children to take great pride in their school and this is reflected in the way they dress.

The new Year 1 children will be allowed to wear the Reception uniform (polo shirt and jumper) until January, where they will then be expected to make the transition to the more formal uniform.

### **PE Days**

Your new teachers will inform you of the PE days for your child. Please send your child to school in PE uniform not their normal school uniform on these days. This is to avoid changing in the classrooms.

### **Collective positive mindset – contextualising the lockdown**

Our staff do not feel that it is helpful to focus on what has been 'lost' during the shutdown. A young person's school career is typically 468 weeks long and most children have been out of school for 14 weeks, which represents below 3% of their total school career. Moreover, during that time many of our children have been working hard and producing good work and have benefited from time spent with their families, exploring and experiencing different opportunities to grow, learn and achieve in different contexts.

Our staff will remain calm and measured in September knowing that whatever the situation we have the staff with the best knowledge and experience of how to teach, support and help our children in 'closing the gap' where required. We will not make our children worry unnecessarily or make them think that things are worse than they are and where issues present themselves our language will reflect our established 'growth mindset' philosophy – '*you can't do it yet*'.

### **Broad and balanced curriculum.**

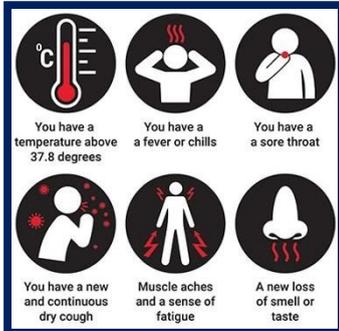
Although there are some restrictions in place (eg singing in large groups) we fully intend to continue with our normal ambitious and broad curriculum in all subjects from the start of the autumn term. We will make use of existing flexibilities to begin at appropriate starting points for all our children and this may mean that not all subjects are taught every term.

### **Pupils with additional needs.**

We are aware that for some children with additional needs, returning to school after lockdown may cause additional anxiety or stress. Children with additional needs will be supported by the school to

ensure a smooth transition when returning to school. In some cases, children with additional needs may require a risk assessment to be completed.

Staff will continue to be responsive to the needs of individual pupils and additional support will be provided where necessary. Small group or 1:1 support may take a different form in the autumn term so that adults and children remain safe, for example, sitting side by side, staff and pupils working at a greater distance from each other.



### **Children or staff suspected of having COVID-19**

In line with DfE guidance in the case of a suspected infection the school will:

- engage with the NHS Test and Trace process.

### **We ask that parents and staff inform the school immediately of the outcome of any test;**

- manage confirmed cases of coronavirus (COVID-19) amongst the school community. The school will text or e-mail parents with a notification of a confirmed infection including which 'bubble' this may affect. We will not share the names or details of people suspected of having or conformed to have coronavirus;
- contain any outbreak by following local health protection team advice. For the avoidance of doubt the new advice says that we 'must send home those people who have been in **close contact** with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.

'Close contact' now means:

- face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin);
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual;
- travelling in a small vehicle, like a car, with an infected person.
- When a case is suspected in school the child will be immediately isolated from other pupils and staff. Staff supervising these children should also try to ensure they remain two metres away while still aiming to provide the reassurance and care particularly young children will need. Enhanced PPE is available for these staff. The school will contact parents and request they collect their child from the school immediately.
- We ask that parents whose child has been identified as having a suspected case of COVID-19 should seek immediate medical advice.

The guidance says '*Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test.*'

If no test is undertaken then we expect children to self isolate according to the Public Health England guidance here:

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

**Households with a confirmed case of Coronavirus** should follow the advice laid out by Public Health England here: <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> regarding isolation and should keep their school informed about their planned date of return following isolation.

**In the event of a local authority (BCP) wide lockdown similar to that in place in Leicester** from Saturday 4<sup>th</sup> July. The school would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.

### **Final Notes**

I would like to thank you all in advance for your patience in reading this document and familiarising yourself with the new procedures.

Following our school rule of RESPECT, I would like to remind you that some members of our school community and members of their households are still considered to be clinically, or extremely clinically vulnerable. For those members of the school community, risk assessments have been undertaken and where appropriate, adaptations to their work and routines have been put in place. **It is essential** that everyone plays their part in keeping the children, my staff and their extended families SAFE by RESPECTING all of the guidelines and protocol that we have put in place and RESPECT any decisions I or members of my SLT make.

Thank you very much for your co-operation in all of this. I and my very dedicated and hard-working team cannot wait to welcome you all back!

Best wishes to you all,

A handwritten signature in black ink, appearing to read 'A. L. Waddington'.

Mrs Alex Waddington.  
Principal.