



The Aylesbury Vale Academy

COLLABORATING *for* EXCELLENCE

**ACADEMY RE-OPENING**

**SEPTEMBER 2020**

**GUIDANCE FOR**

**PRIMARY PARENTS, CARERS & CHILDREN**

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## INTRODUCTION

The Academy will open its doors again to all children in September and we are looking forward to seeing all staff and children back to school to resume face to face lessons.

This has been a challenging time for all and the Department for Education has provided extensive guidance on the 'control measures' that schools should implement before reopening. Its guidance states that:

*The prevalence of coronavirus (COVID-19) has decreased, our NHS Test and Trace system is up and running, and we are clear about the measures that need to be in place to create safer environments within schools.*

*Returning to school is vital for children's education and for their wellbeing. Time out of school is detrimental for children's cognitive and academic development, particularly for disadvantaged children. This impact can affect both current levels of learning and children's future ability to learn, and therefore we need to ensure all children can return to school sooner rather than later.*

*The risk to children themselves of becoming severely ill from coronavirus (COVID-19) is very low and there are negative health impacts of being out of school. We know that school is a vital point of contact for public health and safeguarding services that are critical to the wellbeing of children and families.*

The letter we sent to all parents on 17 July provided an outline of the measures we were taking based on this guidance. There have been some changes, so we have made additions which we hope will answer any questions you may have about your child returning in September.

The latest guidance from the Department of Education has adhered to a series of 'Essential Measures' which 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

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from children and other staff as much as possible

The following measures outlined in this booklet adhere to this guidance.

You may also find the following document from the Department from Education: [What parents and carers need to know about early years providers](#)

As always, if you have any further enquiries, please email the school on [enquiries@theacademy.me](mailto:enquiries@theacademy.me)

**Caroline Baughan**

**Primary Headteacher**

## PHASED RETURN



In order to ensure a safe return to the autumn term and get children used to the measures we have put in place, children will return on different days:

- Years 1 and 2 returning on Thursday, 03 September (see start times on p5)
- Years 3, 4, 5 and 6 returning on Friday, 04 September (see start times on p5)

## CAR PARK & TRANSPORT



In most cases, parents are able to walk their child(ren) to school or children in Years 4-6 may walk to and from school alone (if a permission note is provided). On occasion parents may have to drop or collect their children to/from school in a car. The primary car park is for staff only and we are trying to avoid groups gathering around the site. We would therefore ask that if you need to drive, you park safely in the surrounding area and leave as soon as possible.

## BIKES



Children can travel to school using bikes and padlock them in the bike shed/cover at the front of school, as before.

Children, parents and carers should follow social distancing guidelines travelling to and from school. We understand that it is tempting to meet up with friends and siblings outside of school, but we ask that everyone does this safely and follows social distancing guidelines.

## EQUIPMENT



In order to minimise the risk of transmission, we will expect children in Years 2-6 to arrive at school with some of their own equipment. Children must not share their own equipment with anyone else where possible.

It is **essential** that every pupil carry the following each day:

- An appropriate bag / book bag (KS1) – if needed
- Water bottle (children will not be permitted to drink from the water fountains, but will be able to fill up their bottles only)
- A named lunch box – that can be cleaned at home after each school day
- A waterproof coat (that can be regularly washed)
- Pencil case (named and will remain in school)
- Pencils
- Eraser
- Ruler

The following Items are also **desirable**:

- Coloured pencils
- Coloured pens
- Glue Stick
- Sharpener

We will be providing some other equipment such as board pens, hand writing pens, purple feedback pens and will add these to each of the pencil cases.

All other specialist school equipment will be cleaned thoroughly where it is shared by different groups. This will involve the cleaning team using a range of processes to keep identified equipment clean.

## UNIFORM and PE KIT

We expect all children to be in full school uniform now that all shops are open to the public. Parents who wish to purchase school uniform from Print Lab should contact them directly on Email: [info@the-print-lab.co.uk](mailto:info@the-print-lab.co.uk) / 01296488000. We ask you to do this as soon as possible as no retailer can produce badged uniform in the few days before school re-opens.

Children will not leave PE kit in school.

Teachers will let parents/carers know class PE days at the beginning of term and children will need to wear their PE kit to school on those days. They will remain in PE kit all day. This will ensure that all clothing can be washed regularly.

## ARRIVAL AT & DEPARTURE FROM SCHOOL



In order to manage safely the large number of children arriving each morning and to minimise transmission, the start and end of each day will be staggered, and children will arrive and depart through different entrances. All entrances will be clearly labelled and staff will assist in supporting children into school. The start of the day remains the same – with children arriving between 8.30am and 8.50am. We call this our soft start. Children should not arrive late to school. Children will go straight into class and parents/carers are unable to accompany them on to the playground. Staff will be present to help with this.

YEAR	ENTRANCE (Drop off point)	ARRIVAL TIME	DEPARTURE TIME	EXIT (Collection point)
R	THROUGH THE PLAYGROUND GATE	8:30 AM	2:45 PM	PLAYGROUND GATES
1	THROUGH THE PLAYGROUND GATE	8:30 AM	3:00 PM	PLAYGROUND GATES
2	THROUGH THE PLAYGROUND GATE	8:30 AM	3:00 PM	PLAYGROUND GATES
3	THROUGH THE FRONT (MAIN RECEPTION) DOOR	8:30 AM	3:10 PM	PLAYGROUND GATES
4	THROUGH THE PLAYGROUND GATE	8:30 AM	3:10 PM	PLAYGROUND GATES
5	THROUGH THE PLAYGROUND GATE	8:30 AM	3:00 PM	MAIN ENTRANCE
6	THROUGH THE FRONT (MAIN RECEPTION) DOOR	8:30 AM	3:00 PM	MAIN ENTRANCE

Children who need to be dropped off due to mobility issues, should contact the school to arrange this prior to the start of term: [enquiries@theacademy.me](mailto:enquiries@theacademy.me).

On arrival, all children will be expected to wash their hands for a minimum of 20 seconds. This will be supervised by staff. All hand washing will take place in classrooms.

## FACE MASKS



The Department for Education states that:

“Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.”

Therefore, children should not be expected to wear a face mask while in school.

- **Children should remove face coverings when they arrive at school.**
- **Children must not touch the front of their face covering when removing it.**
- **They must wash their hands immediately on arrival (as is the case for all children), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them.**

Guidance on [safe working in education, childcare and children's social care](#) provides more advice.

**There has been further guidance from the Department for Education following the announcements in the press about secondary pupils being required to wear face masks. The guidance does not apply to all schools in all parts of the country. We will notify all parents and carers by text and email about this situation as soon as possible if it applies to primary children.**

## LUNCH AND BREAK TIMES

Lunch and break times have been staggered (in line with the previous arrangements of 2019-2020) and, in some cases, relocated to different venues.



- Children will have lunch either in the Main Hall or Community Suite Hall.
- Only group bubble will use each space at any one time.
- Children will be expected to remain seated to eat their lunch.
- All children will have a 40-minute lunch break and a 20-minute playtime. KS1 children will have two playtimes each day.
- Sanitisers have been installed in all queue areas and children will be expected to sanitise before collecting food or their lunch box.

Staff will support and supervise all arrangements for break and lunch times.

## CLASSROOMS

Measures have been implemented in classrooms to ensure the safety of staff and children:



- All children will be asked to sanitise or wash their hands-on arrival at every classroom, this includes after play and lunchtimes. Staff will do this also.
- Children (in Years 2-6) will sit in a designated seat decided by the teacher which must be adhered to.
- Children will be taught in rows facing the front.
- Children should always use their own equipment. Equipment such as pens and pencils cannot be shared or 'loaned'.
- Classrooms books and larger equipment will be shared between children within their own bubble.
- Equipment used in Computing, ART and for PE will be issued and wiped down after every use.

## MOVEMENT AROUND SCHOOL

We have introduced a system in school where everyone will be expected to 'keep left'. The corridors are clearly marked to remind us all of this. This is designed to help minimise contact.



## CURRICULUM

We intend to offer a full and ambitious curriculum as before. Therefore, there will only be minor adjustments to what children learn in class as we accommodate restricted movement around the school and use of specialist equipment. Unfortunately, we are unable to offer swimming lessons until further notice.



## WRAP AROUND CARE AND EXTRA CURRICULAR ACTIVITIES

We are currently offering limited spaces for before and after school care. The sessions must be booked online. We will be operating the sessions in the year group bubbles that children will be in during the school day. The drop off and collection times are non-negotiable as we must adhere to the regulations in place.

We are not able to offer any extracurricular clubs or activities at present. This includes externally booked clubs or groups.

We will review these regularly and are hopeful that we will be able to offer more in due course.

## TOILETS

Toilets will be labelled according to which year group is able to use them and the number of children using the toilets at any one time will be minimised. Nursery, Reception and KS1 children have toilets within their classrooms.



We will ask children to do the following:

- Place the lid down on the toilet prior to flushing to minimise any potential spread of germs.
- Wash their hands after using the toilet.
- Not take any food or drink into the toilet.

## BEHAVIOUR EXPECTATIONS

We will maintain our high expectations of behaviour when we return and follow our Behaviour Policy. Below is an outline of the expectations we will share with children in both phases when they return. As you can see, these expectations are there to keep children safe and to minimise transmission as much as possible.



### Academy Expectations

A successful AVA student will always:

- 1) Arrive to school and lessons on time
- 2) Wear the correct uniform
- 3) Bring the correct equipment
- 4) Follow instructions first time
- 5) Do their best
- 6) Show respect for others

### Health and Safety

- 1) Wash your hands when you enter the building
- 2) Keep left in corridors
- 3) Keep moving in the corridors; no stopping
- 4) Take the shortest, quickest route to your destination
- 5) Hand sanitise as you enter and leave a classroom
- 6) Wipe down your area **(as appropriate, this is directed at Older Children)**

**Any behaviour which puts an individual at risk will be addressed accordingly and I know you will support us in ensuring that children behave responsibly and respectfully.**

## ATTENDANCE



Attendance systems will operate in the usual way. Registers will be taken at the start of every day and each afternoon. We will follow up on attendance in the usual way.

The guidance from the Department for Education states:

“It is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children’s education, wellbeing and wider development.

Missing out on more time in the classroom risks children falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- 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’ responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct

## FIRST AID



Parents/carers should ensure that children do not come into the school if they have coronavirus (COVID-19) symptoms, or have tested positive in at least the last 10 days.

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), their parents or carers will be contacted and they will be sent home and advised to follow ‘[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)’, which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

This only applies to those who begin their isolation on or after 30 July.

Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

If a child is awaiting collection, they will be moved to a room where they can be isolated behind a closed door, depending on the age and needs of the child, with appropriate adult supervision if required.

## RISK ASSESSMENT

A Whole Academy Risk Assessment has been written to cover all elements of the academy reopening and can be found on the school website may address further questions you may have: [RISK ASSESSMENT AUGUST 2020](#)

