

**Oldbury Park Primary  
RSA Academy  
Parent Information  
September 2020**



**Oldbury Park**  
PRIMARY RSA ACADEMY

## School is open to all pupils from September 2020

All children in Years 1 – 6 will be welcomed back to school from September 3rd 2020. (Children joining us in Reception will receive information about their starting times and dates). Additional procedures have been put in place to ensure the school is as safe as possible for pupils to return to school during the Covid-19 Pandemic. The DfE have provided guidance on how schools will manage this return and we have completed a thorough risk assessment to ensure risks are mitigated and clear protocols for all staff, pupils, visitors and parents.

The guidance now states that, attendance will again be compulsory for all school aged children.

We are using Tuesday 1<sup>st</sup> September and Wednesday 2<sup>nd</sup> September training days to ensure all staff are prepared for the children's safe return and to complete necessary training.

Each Key Stage will have a staggered start and end to the day.

<b>Group</b>	<b>Drop off</b>	<b>Pick up</b>
<b>Reception</b>	<b>9:05am – 9:15am</b>	<b>3pm</b>
<b>Key stage 1</b>	<b>8:45am – 8:55am</b>	<b>3pm</b>
<b>Years 3 and 4</b>	<b>8:55am – 9.05am</b>	<b>3:15pm</b>
<b>Years 5 and 6</b>	<b>8:45am – 8:55am</b>	<b>3:10pm</b>

Please make sure you arrive at your allotted time and that you leave promptly at the end of the day to make sure there is no congestion or congregation on or exiting the grounds.

We wish to keep times as close to normal as possible to support working parents to get to work as usual and ensure pupils do not lose any more valuable learning time. In order to do this, we rely heavily on everyone sticking to their allotted time.

It is of utmost importance that all parents are respecting social distancing when arriving and departing to ensure all pupils, staff and visitors remain as safe as possible. Please make sure you are following latest Government guidance.

## Systems for entering and exiting the school site:

There will be an accompanying video to support this prior to the end of the holiday.

All to enter the school site via the pupil entrance and onto the KS1 playground.

There is a one way system in place and all parents or carers should exit the site via the gate at the top of the playground, turn left and exit onto Oldbury Road.

Staff will be outside to meet and greet children.

Group	Entry	Exit
Reception	Enter through double white entrance doors.	Children will be brought out to parents through the same doors. Please stand in a space and the children will be sent across to you.
Beech and Holly Classes	Enter through blue picket fence gate.	Collect children from this point. Please stand in a space and the children will be sent across to you.
Maple Class	Enter through the door (up the small ramp) of the left of the KS1 hall.	Collect children from outside the red picket fence gate. Please stand in a space and the children will be sent across to you.
Year 3	Children go through the gate from the playground to the left of the red fencing and follow the footpath to the Key Stage 2 playground and in through the first door.	Children will be brought back to the KS1 playground to be picked up.
Year 4	Children go through the gate from the playground to the left of the red fencing and follow the footpath to the	Children will be brought back to the KS1 playground to be picked up.

	Key Stage 2 playground and in through the Year 4 door.	
Year 5 and 6	Children go through the gate from the playground to the left of the red fencing and follow the footpath to the Key Stage 2 playground and in through the Year 5/6 door.	Children will be brought back to the KS1 playground to be picked up. (Year 6 permissions)

### **What happens if the weather is inclement?**

In order to maintain health and safety measures, unfortunately, we cannot make any exceptions, therefore the arrangements will stay the same even if it is raining. Please check the weather forecast and to be well.

### **Can I change my drop off and pick up time?**

We are unable to change drop off and pick up times.

Wrap around care will be available as usual for those who need it.

### **What if I am late for drop off or pick up?**

Where possible, we ask that you keep to time. There may be emergencies which are unforeseen. If you are going to be late for pick up, we ask that you telephone school.

### **Can I use public transport to come to school?**

Where possible we ask that you avoid public transport but if you do have to use a bus or a taxi, the government has made face coverings compulsory on public transport. Children under the age of 11 do not need to use them.

### **Modes of Transport to and from school:**

The Government are keen for people to use different modes of transport to get to and from school. You are advised to walk or cycle where ever possible. We do have parking for bikes on site however you will need to bring a bike lock. Please ensure you and your child dismounts and walks the bike to the bike racks. Please allow extra time for your walk.

Parents are **not** permitted to park on the school car park unless they have a disabled badge.

It is extremely important that parents only arrive at their allocated times. We need to avoid any overlaps with bubbles and people congregating in groups in order to maintain good social distancing and prevent the possible spread of infection.

You will not be able to discuss personal issues or other matters with Class Teachers face to face. Any queries should be emailed to the office and a message will be sent to the teacher who will phone at the earliest opportunity:

Office queries: [office@oldburypark.worcs.sch.uk](mailto:office@oldburypark.worcs.sch.uk) 01905 424 878

Ordinarily you would be more than welcome to talk to staff but it is still important that staff are keeping to social distancing rules at this time.

### What about Oldbury Bubbles?

Government guidance suggests that pupils should be kept in consistent groups as much as possible. This can be in classes or key stages. To minimise the spread of infection and work within the constraints of the building and toilet facilities we have created Bubbles within the school whilst indoors. Children will be in different Bubbles that will be kept separate using staggered start and end times. The internal one way system inside the school, and staggering break times and lunch times, enables us to prevent Bubbles mixing. Children will have separate stationery. Outside will be zoned for the use of different Bubbles and any equipment cleaned prior to being used by another Bubble. Each Bubble is being provided with their own play equipment and children will wash their hands before and after using it. We will teach the children about keeping within their Bubbles in school and appropriate behaviour to keep them safe.

### How will the classrooms be set up?

#### **Reception Children**

For the Reception children, the classrooms will remain open plan. The classrooms will be well prepared to follow protective measures guidance. Resources will **not** be shared across

classes but some will be shared within each class. Children will **not** mix with children in other class bubbles but, within each group, we **cannot** expect children to remain socially distanced. Government advice states that children are least affected by the pandemic and that they should instead focus upon handwashing rather than distancing. It is more important that the staff are distancing from each other and the children where possible.

Children will have regular reminders about our **Behaviour Safety Rules**.

### **All other Year Groups:**

Children will be kept in consistent groups and be as far away from other groups as possible. Year 1 children and older are more mature and so can reasonably be expected to sit at a desk for short periods of time. They will have their own stationery pack provided. There will be no carpet time and assemblies will take place either outside or in Bubbles to avoid children sitting in very close proximity for long periods of time.

The children will have time outside as much as possible.

The classroom will be well prepared to follow protective measures guidance. Resources will **not** be shared across classes but some resources will be shared within each group. Children will **not** mix with children in other Bubbles. Each room in the school will have a cleaning station so furniture and equipment can be cleaned throughout the day when needed. Handwashing and hand sanitizing will also take place regularly.

Children will have regular reminders about our **Behaviour Safety Rules**.

### **What about toilets and sinks?**

There is no longer a requirement not to share toilets however, to keep cross contamination to a minimum we have allocated toilets and sinks to bubbles. These will be supervised to ensure there is no overcrowding. In addition, cleaners will be cleaning allocated areas throughout the school day to minimise the risk of contamination. All toilet areas will be cleaned at least hourly.

Children will be taught how to use the toilets safely.

### **Will the Groups be using the playground, field and Forest School Area?**

**Yes.** The Government recommend classes to be outside as much as possible as this reduces the risk of the virus spreading.

All playtimes and learning outside will be carefully timetabled to minimise bubbles mixing.

When outside, the children will be reminded of our **Behaviour Safety Rules**.

### Will the children meet for collective worship (assembly) in the hall?

Yes but there will be no large gatherings or mixing of bubbles. Teachers will lead collective worship for their bubble or senior staff will record assemblies and the children will watch in classrooms.

### Getting prepared for school.

It is important to prepare your child for their return to school. You will also need to be prepared so that you know what to expect on arrival to school.

### What do the children wear?

The children should wear their **normal full school uniform** from now on. It is no longer a requirement that uniforms have to be washed every single night, although you may wish to continue to do so.

#### They will need;

- A packed lunch with a **hard case** that can be easily cleaned (if your child is not having a school provided lunch)
- Their book bag with their book
- A sun hat (named)
- Sun cream applied at home
- Long hair tied back
- A waterproof coat (named)
- Their **own water bottle from home** which needs to go home every day for cleaning
- Inhalers or other necessary medication (please check this is still in date)
- Their PE kits in their PE Bags. (These bags can be kept in school and returned each half term.) We will be unable to share PE kits so it is essential that every child brings in their PE kit on the first day of term.

**All items MUST be labelled clearly with your child's name.**

**NO MOBILE PHONES WILL BE ALLOWED IN SCHOOL.**

## Do they need a lunch?

Our catering company, Aspens, will resume normal service although some children will be eating at slightly different times. Hot and cold lunches will be provided for Reception / Year 1 and Year 2 pupils as part of the Governments Universal Free School Meals service. Children in KS2 will have the option to purchase a meal or bring their own. Families entitled to benefit related Free School Meals should continue to apply for this and this will also benefit the children more widely than just receiving a free school lunch.

Parents may wish to provide their own packed lunch but please make sure it is healthy. Chocolate, sweets and sugary or fizzy drinks are not permitted.

Lunches will need to be ordered as usual. If you do not order a lunch, we will assume you are providing the packed lunch for your child. If you have any questions about ordering lunch please contact office@oldburypark.worcs.sch.uk

## What should I tell my child before they come back in order to help them and the school?

It is important to talk to your child before their return to school as school will look and feel different to the last time they were in.

We encourage you to talk to them about;

<b>Bubbles</b>	They will have to stay with the same group of children and won't be able to play with or learn with any other bubbles.
<b>Teachers</b>	They will have the same teachers every day as much as possible. Class teachers will be covered by the same person when not in class as far as possible.
<b>Lunchtimes/Playtimes</b>	They will have lunch and play with their Bubble. They will have the same dinner staff member every day unless unavoidable.
<b>Toilets</b>	They will need to keep distanced from others when using the toilets and sinks.
<b>Hygiene</b>	They will have to wash their hands many times a day!
<b>Behaviour Safety Rules</b>	They will have to follow rules. The Behaviour Policy is on our website. Please share this with your child and talk to them about why it is important to follow the rules.
<b>Physical Touch</b>	<i>This is probably the hardest one</i> – When they see their friends and teachers, they will not be able to hug them. At playtime, they should avoid physical touch where possible.



## Protective Measures – what are we doing differently to our normal practice?

Using the guidance provided by the Department for Education, we have adapted our setting and practice to reduce the risk of infection to our children, staff and families. **No protective measures can eliminate all risk, but we can reduce the risk with these control measures.**

### How will the school manage increased hygiene practices?

Prior to entering the school, lunch boxes and drinks bottles will be sanitized.

On entry to school all children and staff will wash their hands or use hand sanitizer for at least 20 seconds using hot/warm water and soap.

Hand washing will continue throughout the day and especially at those times when transmission is most likely;

- Entering and exiting school
- Playtimes
- Lunchtimes
- Using the toilet
- Sharing resources

Children should wash their hands before coming to school and as soon as they get home.

Signs are displayed to remind children and staff of the importance of regular hand washing.

All classrooms will have ample tissue boxes and bins. Children will be taught to sneeze into tissues and deposit the tissue in the bin after single use. The bins will be emptied hourly via our additional cleaners.

All children will be taught to cough into sleeves.

All children will be taught about appropriate physical touch/contact.

Tissues boxes will be placed on the cleaning stations in each room along with hand sanitizer, disinfectant spray and cloths.

The school will also be “fogged” prior to opening and every subsequent 30 days to ensure the school is as clean as possible. This is an industrial process which sprays disinfectant that lands on surfaces and makes it more difficult for viruses to stick to the surfaces.

In addition, three cleaners will clean toilets, sinks, all touch points like light switches and door handles throughout the day. The school will then be cleaned at the end of the day as normal.

## How will school manage accidents?

A first aider will be on duty each day.

Toilet accidents will be managed by cleaning staff who will wear PPE mask, gloves and apron.

## What happens if a child shows symptoms of COVID19?

If your child or any member of your household displays any symptoms of COVID19 before coming to school, you must not send them in and you must inform school immediately. If you are unsure whether the symptoms are COVID19, it is best to keep your child at home to monitor them and inform school of their condition.

### If a child displays symptoms during the school day these actions will be taken;

- The child will be isolated from their group and taken to a different, well-ventilated room away from other children and adults. They will be looked after by the first aider who will wear a protective face covering, gloves and apron.
- The first aider will check their symptoms.
- Someone in the office will contact the parents of the child and request they collect their child without delay
- The child will go home
- School will recommend the child is tested for COVID19. Parents can book tests through Gov.uk and will be available to children and parents – **parents have a duty to inform the school of the test results** (*please refer to the additional guidance on testing from Worcestershire Children First*)
- Any positive test results will be shared with Public Health for England who will advise school on the next steps
- All parents and staff of that Family and Bubble Group will be informed if we have a suspected case of COVID19. Public Health England will advise the school who will need to go home and stay at home – we will require all parents to collect their child from school as soon as possible if advised to do so. Children and staff needing to go home will be kept isolated from other pupils and staff.
- Because of the social distancing measures put in place, school attendance will not be affected for any other class bubbles. We will only close school if directed to do so by Public Health England.
- For any suspected/confirmed case, the classroom and resources will be deep cleaned.

All of the above also applies to members of staff displaying symptoms.

We ask that parents do not come into the school building unless absolutely necessary. We will bring your child out to you.

Parents should avoid coming into school to arrange lunches or for any other reasons from the above; all communication should be managed by email or telephone unless absolutely unavoidable. Parents will need to queue for the Office using the queuing system in place. Only one visitor will be allowed inside the office entrance at any one time. The office Telephone number is: 01905 and email: office@oldburypark.worcs.sch.uk

### **Will any other visitors be allowed in school?**

Where possible, we will keep the number of visitors to school to an absolute minimum.

We have hand sanitiser in the entrance lobby so, should visitors need to come into school, they will have to hand sanitise before entering. We will keep all necessary visitors away from the class bubbles unless they are here for curriculum purposes.

### **So are the school intending to do extra cleaning during this time?**

Yes. As already mentioned above, lots of it!

Our Site Manager will oversee all cleaning and assist the Cleaners when required.

Staff will ensure regular cleaning of resources in each Class. Resources will be managed in a careful way;

- No soft furnishings or toys in classrooms
- Only washable or wipe down resources to be used
- Books will permitted but touching and sharing will be kept to a minimum.

All outdoor play equipment will be wiped down after use by each use and will be wiped down each day by our cleaners.

### How will Bubbles move around school without mixing with other groups?

We have large outdoor spaces and so will be able to spread the children out when they are playing. There is a one way system in place for public corridors.

### Reading books?

Your child will chose a book from the reading book boxes in class. When returned your child will need to place the book in the **return box** where it will stay until the following week before going to the reading box to go out again ensuring at least 72 hours have passed before use.

## Curriculum and Learning

### What will the children be learning in school?

Children will resume as near normal a curriculum as possible. We will need to quickly assess where your child is in their learning after such a long time away from school. We are anticipating we shall need to support children's basic understanding of reading, writing and maths and fill any gaps that have emerged. We will be focussing initially heavily on this but will continue to deliver a broad curriculum whilst trying to use other curriculum areas to support the children's early reading skills in particular. We appreciate some pupils will need much support to recover and will need bespoke interventions to enable them to catch up.

Many of you have done a great job in continuing your child's education at home and we would like to celebrate this too.

We are also very aware that the time off school may have caused anxiety for some children so we have carefully planned lots of pastoral support and transition work into the first three weeks to help children settle back into school life happily.

Please do let us know, if you have not already, if your child has experienced anything particularly adverse during lockdown. Perhaps a bereavement or they have been particularly isolated. We will do our best to support your children to catch up and have all the necessary emotional support they may require.

It is crucial that you continue to support your child's education at home when back at school. Children who read every night at home are far more likely to achieve academically than those who do not. So please do continue to support this.

#### **What if my child is sent home due to an outbreak or there is a local lockdown?**

The Government is requesting that pupils should access to high quality home learning should children need to be sent home at short notice or for a period of time. We will continue to provide remote learning and will continue to support parents to have access to the resources they may require including IT. Please let us know if you do not have access to IT equipment at home if you have not already done so.

#### **My child has additional needs. How will these be catered for?**

Children with an EHCP will have an individual risk assessment to enable the school to support them and make any necessary adaptations. Pupils with additional medical needs will also be required to have individual risk assessments whilst in school. Mr Burnage will carry out these assessments in consultation with parents.

#### **Still have questions?**

We do hope this guide has answered most of your questions however if you are still unsure about something you are welcome to email the school on any of the emails provided in this this guidance. You can also call the office on 01905 424878 during term time.

We look forward to seeing you all in September 2020.