



Ashton Hayes Primary School
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Aspire to be Amazing!



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Returning to School in September 2020

Your child will be in **Owl Class** with **Miss Fray** (M,T,W) and **Mrs Howe** (Th, F)

Your **PE** day will be: **Thursday**

Your **Forest School** day will be: **Monday**

In June I sent a letter outlining the plans for class structure at Ashton Hayes if all children were to return in September. I am really happy to confirm that we will be open in September to welcome all children, from all year groups, back into school full time.

The government have issued a set of actions schools must take in order to open for all pupils in September. Listed below are the government's preventative actions.

A summary of some of the key procedures we are putting in place are bullet pointed below and over the page. This is not the complete range of preventative actions that have been included in our ongoing risk assessment, but are some of the most relevant ones when preparing for your child's return. The reasons for all our new procedures are to keep everyone safe, to minimise the risk of further infection and to comply with the government advice. If the advice changes, we will review our systems and procedures.

Government preventative actions

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.
- 2) Clean hands thoroughly, more often than usual.
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
- 5) Minimise contact between individuals and maintain social distancing wherever possible.
- 6) Where necessary, wear appropriate personal protective equipment (PPE).

Numbers 1 to 4 must be in place in all schools, all the time.

We are really pleased with the way that the children who returned in the Summer term have responded to the changes that are in place already. Many of these changes will continue into the Autumn term.

Procedures for parents at Ashton Hayes

- **Owl Class drop off** is between **8:40 and 8:50**. It is important that you stick to these times to ensure all children arrive safely. If you have older siblings, they should also be dropped at this time.
- **Please use the one-way system** to drop off your child. (map and further detail can be seen in the full 'Procedures' document attached.)
- **Children must wear uniform** on all days except Forest School days. (On PE days they must wear PE uniform)
- **The children may not bring rucksacks**. We will provide children with a clear wipe-able reading folder, which will be able to fit their books in. These will go into their trays when children arrive at school. The





contents must be kept to a minimum. Children will be allowed three reading books, and these should be wiped clean with an antibacterial wipe at home before returning to school. These will then be quarantined before being returned to the library.

- **Children can bring a water bottle separately and a snack** that will be placed in their tray on arrival.
- **Children cannot bring pencil cases. We will provide these.**
- Children must have a draw string bag with a change of clothes in. This will go on their peg, and will be used if they fall in the mud, have a toilet accident or get soaked in the rain. This does not need to be school uniform.
- PE will always be outside. The hall will not be in use for PE initially.
On PE days children must come to school wearing the school PE kit, (tracksuit bottoms, white t-shirt, school sweat shirt and a coat). Your child's PE day is listed above.
- **On Forest School days the children must come in wearing their forest school kit** including their Forest School coat. They may have a bag with waterproof trousers and wellies, which can go on a peg in the cloakroom. Again, the Forest School days are listed above.
- **Children must not bring toys** or comforters to school. Please don't allow your child to bring any toy to the school gate, as it may cause embarrassment and upset at the gate when the teacher says it cannot come into school.
- **Parents are not permitted in the school building.** If you have any questions, please contact the school office either by phone or email. (above)
- **Owl Class children need to be collected at the same pick up and drop off point at 3:00.** Again, it is essential that these times are adhered to so that class groups do not mix whilst lining up to leave. Please do not enter the one-way system before this time. Any older siblings will also be released at the earlier time with their younger brother or sister.
- **ALL children in Reception, Year 1 and Year 2 are entitled to a free school meal from our kitchen. We strongly encourage all children to take advantage of this opportunity.** If your child has specific dietary requirements, please contact Mr Gilbert to discuss. It would be helpful if children in Year 3,4,5,6 could also have a school dinner. Please encourage your child to try the new dinner menu which is to be booked in advance on Parentpay. Anyone in KS2 who does bring a packed lunch please note, it must be in a washable bag/box. It must be washed every day.
- **The government guidance states that school attendance is now mandatory again and parents may be issued sanctions from September, including fixed penalty notices in line with local authorities' codes of conduct.**

We may need to adjust any procedures and class structures as the year progresses in light of any new government guidance. We are all very much looking forward to having all the children back in September.

Wishing you all a lovely Summer.

Mr Gilbert

Please find the full Procedures Document attached below.





Procedures for Reopening in September 2020

Overarching Guidance

At Ashton Hayes Primary School, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions will be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

- 1) Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend the school.
- 2) Cleaning hands more often than usual - all members of staff and all children will wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands and wrists are covered.
- 3) Ensuring good respiratory hygiene through the promotion of the 'catch it, bin it, kill it' approach (i.e. disposing of tissues in the pedal bins).
- 4) Cleaning frequently touched surfaces using standard products, such as detergents, bleach, and anti-bacterial spray.
- 5) Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).
- 6) Where necessary, wear appropriate Personal Protective Equipment (PPE)

Staff Principles

- 1) Do not come to work if you have coronavirus symptoms or go home as soon as these develop (informing your manager) and access a test as soon as possible.
- 2) Clean your hands and wrists more often than usual - with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- 3) Use the 'catch it, bin it, kill it' approach.
- 4) Avoid touching your mouth, nose and eyes.
- 5) Clean frequently touched surfaces often using standard products, such as detergents and bleach.
- 6) Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face to face support (noting that it's understood that this is not possible at all times, which is why hygiene and hand cleaning is so important).
- 7) Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
- 8) Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it' etc. including by updating your classrooms displays with posters.
- 9) Prevent your class from sharing equipment and resources where possible (like stationery).
- 10) Keep your classroom door and windows open if possible, for air flow.
- 11) Limit the number of children from your class using the toilet at any one time.
- 12) Limit your contact with other staff members, and don't congregate in shared spaces, especially if they are small rooms.
- 13) Make sure you've read the school's updated behaviour policy and know what role in it you're being asked to take.

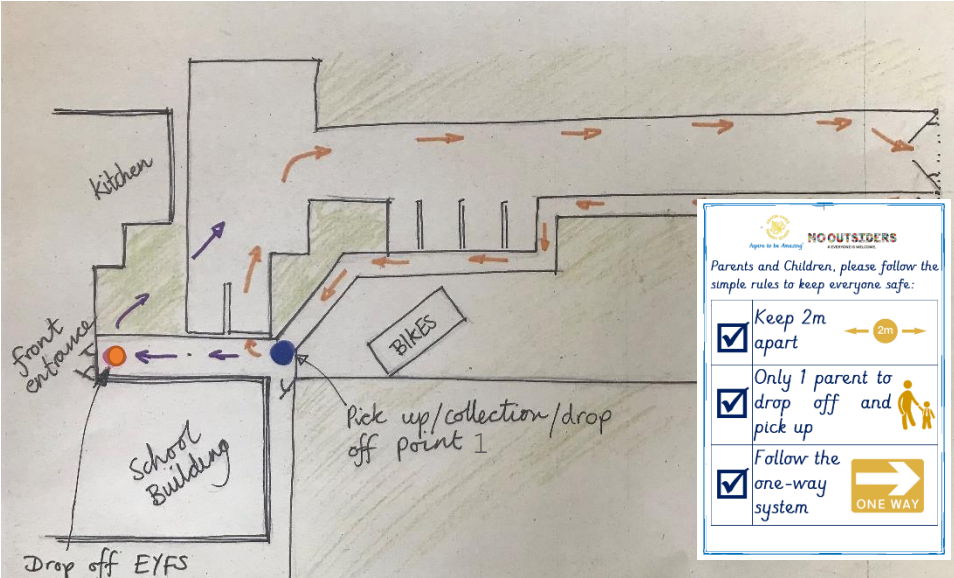
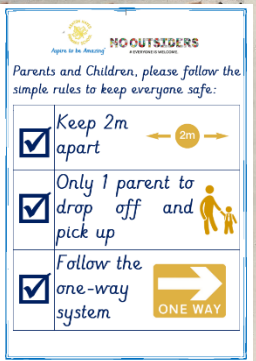
Back to School - new routines

All children in all year groups to return from 3rd September 2020. Class size limit is not stated; our largest class size will be 33 in Year 5/6 (Buzzard Class).

Attendance	
As from September, the Government has reinstated compulsory attendance as "circumstances have changed" and parents may be issued sanctions from September, including fines.	
Staff / Class Groupings	Class groupings have been organised based on groupings from 2019-20 in order to ensure continuity and consistency when children return to school.






	<p>Kestrel - Mrs Cuthbert, Ms Oats, Mrs Evans, Mrs Bacchus (alternate Fridays) Sparrowhawk - Miss Carter Owl - Miss Fray / Mrs Howe, Mrs Conery, Mrs Barlow Peregrine - Miss Davison Buzzard - Mr Morris, Mrs Holloway, Mrs Mochrie, Mrs Evans, Miss Binns <i>(Please note, some staff part-time in Buzzard)</i></p>
Office / Communication	<p>Mrs Stubbs will be on site Monday to Thursday. The Office can be contacted by email, admin@ashtonhayes.cheshire.sch.uk. School can also be contacted by phone, 01244 307408. Please note that the Office will be unmanned on Fridays initially.</p>
Procedures for returning to school.	
<p>Arrival at school:</p> <p>Drop of times -</p> <p>Kestrel + siblings 8.30am</p> <p>Sparrowhawk, Owl + siblings - 8.40am</p> <p>Peregrine, Buzzard - 8.50am</p>	<p>The children need to enter school between the specific times listed left. All pupils must enter the school using the one-way system shown in the map below. A member of staff will be at the designated drop-off point to greet you. ONLY ONE PARENT PERMITTED TO BE AT DROP-OFF. Younger siblings must remain next to parents at all times. Please only enter during your designated time-slot.</p> <p>Reception: Use the one-way system and drop off at the main office front door (pink dot on map). Handover to responsible adult. Parents exit on the one-way system.</p> <p>All other year groups: Use the one-way system and drop off to responsible adult at the gate next to Buzzard Classroom (the usual gate entrance onto the playground) - blue dot on map. Exit on the one-way system, down the drive way.</p> <p>One-way system is clearly marked and at intervals of 2 metres, similar to the queueing system at supermarkets. Mr Gilbert will be in the area supporting with the safe arrival.</p>  
What to bring	<p>Packed lunches can be brought in usual lunchboxes. Water bottles may also be brought in as usual but will need to be returned home every evening to be cleaned.</p> <p>All children may have a clear sandwich bag (airport style) with their own hand-gel, soap, hand-cream, lipbalm, sunscreen, tissues etc. in. These will be placed in children's drawers. All classes will be supplied with plentiful stock of alcohol gel, soap and tissues.</p> <p>The children do not need to bring anything else in to school apart from reading books.</p> <p>Bags, PE kits, toys, blankets, comforters etc. are not needed to be brought in.</p>



What to wear	<p>We would expect children to return to school in their usual school uniform in September. We believe that our school uniform plays a valuable role in contributing to the ethos of a school and setting an appropriate tone.</p> <p>We would obviously encourage parents and carers to clean / wash this uniform regularly but there is no requirement for uniform to be freshly laundered every day.</p> <p>On the day that your child will do PE, they will come in to school in a school PE kit (tracksuit, trainers etc.) to eliminate the need to change. This will also apply to Forest School days, with children coming in as usual in outdoor clothing.</p> <p>Children must have a drawstring bag with a change of clothes in. This will go on their peg, and will be used if they fall in the mud, have a toilet accident or get soaked in the rain. This does not need to be school uniform.</p>
Socialising (including break times and lunch times)	<p>Children must only socialise with the children in their class. Within their class they need to avoid close physical contact, like hugging and hand holding. But they can still play alongside each other and will be able to work collaboratively in class.</p> <p>Children must not cough, spit or blow raspberries towards another child or adult.</p> <p>Children must not go out of their designated space. All the children have plenty of indoor and outdoor space so this shouldn't feel too strange.</p> <p>During breaks the children may be allocated new play areas. They need to stick to their designated areas.</p>
Lunch	<p>Lunch will be eaten in the Hall, with timings staggered. School dinners can be ordered on ParentPay. There is seating for 84 children in the Hall. Timings are as follows:</p> <p>Kestrel / Buzzard: 11.50am Sparrowhawk: 12pm</p> <p>Cleaning - wipe down of tables - 12.25pm</p> <p>Owl / Peregrine: 12.30pm</p>
Moving around school	<p>Children will be supported to ensure that movement around school is safe. We have zoned off the school so that the children can have their own areas and should not come into contact with any other class of children. Children will access the toilet no more than two at any given time. Doorways to be used one at a time.</p>
Equipment	<p>Where possible the children should not share equipment. In KS1 and KS2 classrooms, the children will be provided with a set of stationery each, to be kept in their individual case, with all other resources they need and stored in their tray at the end of each day. Where this is not possible, for example with paint brushes, Lego, books etc. the children will use the class equipment and it will be cleaned regularly. In Reception, children will access equipment according to the EYFS Risks and Actions Document.</p> <p>At playtime any equipment that can be cleaned will be, for example the hanging bars will be cleaned after each use.</p>
Use of toilets	<p>Children will go to the toilet with a maximum of two in the toilet at any given time. A member of staff will initially support the supervision of younger children. All children will access the toilets via the external doors. Kestrel Class have their own toilets for during lesson time.</p>
Handwashing	<p>Children will be expected to wash their hands regularly, at strategic points during the day. Children will be observed washing their hands and there will be an expectation that this is done thoroughly following the government guidance. Hand sanitiser is available in all areas of the school.</p>

	
<p>Feeling unwell / Showing symptoms of COVID-19</p>	<p>If your child is slightly under the weather, they are experiencing any of the COVID-19 symptoms or any symptoms that would involve shedding of bodily fluids (e.g. runny noses, sneezes) please keep them at home.</p> <p>Children need to tell a staff member if they are feeling unwell. Children need to avoid touching their mouths, nose, eyes. Tissues will be readily available, and there is a 'catch it, bin it, kill it' approach. Pedal bins are in each classroom for the disposal of tissues.</p> <p>In the event of a child developing symptoms of coronavirus whilst at school, they must be collected as soon as possible. They will be moved to a room where they can be isolated behind a closed door - this is the Maple Room. An adult will stay nearby and this will be a member of staff from their class or the Headteacher / Admin if there is no other adult within the class. The room will be thoroughly cleaned once they have left the building. Appropriate PPE may be worn by staff. Staff involved in the care of the child do not need to go home unless they develop symptoms themselves or the child subsequently tests positive.</p> <p><u>For Information</u></p> <ul style="list-style-type: none"> • If a child develops symptoms compatible with coronavirus, they will be sent home and it is the parent's responsibility to ensure that the child is tested for COVID-19. The child and family members should isolate until the result of the test has come back and parents have the duty to inform the school of the result as soon as they have it. If the test returns negative, if the child feels well and no longer has symptoms of COVID-19, they may stop self-isolating and return to school. • Where the child tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days. • School will take swift action when they become aware that someone who has attended has tested positive for coronavirus (COVID-19). School will contact the local health protection team. This team will also contact the school directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school - as identified by NHS Test and Trace. • The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. The health protection team will provide definitive advice on who must be sent home.
<p>Behaviour Policy</p>	<p>The behaviour approach of Conscious Discipline remains in place. Additions to the Behaviour Policy are:</p>



- following any altered routines for arrival or departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions on who pupils can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus
- no sharing any equipment or other items including drinking bottles
- expectations about breaks or play times, children may or may not play and who to socialise with
- individual use of toilets
- clear rules about coughing or spitting at or towards any other person
- clear rules for pupils at home about conduct in relation to remote education



An updated home-school agreement must be signed by all pupils and parents before returning to school (attached).

Departure from school

Pick up -

Kestrel + siblings 2.50pm

Sparrowhawk + siblings 2.55pm

Owl + siblings 3.00pm

Peregrine + siblings 3.05pm

Buzzard- 3.10pm

ONLY ONE PARENT PERMITTED TO BE AT PICK-UP. All children will be dismissed from the gate next to Buzzard Classroom (usual entrance/exit from playground area). Children will be lined up. Siblings will line up next to each other.

Parents must be responsible for their own social distancing whilst picking up - parents should space themselves using the 2 metre markings where possible. When children are dismissed they will be handed over to their parent, in queue order. Children cannot run off and play - parents are responsible for this. As soon as children have been handed over to parents, they must exit using the one-way system straight away.

Staff cannot have a quick word with parents, and parents cannot have a quick word with staff. Please use emails for those usual 'quick words'.