



Headteacher: Mrs C Fulstow  
Elloughton Primary School  
Stockbridge Road  
Elloughton  
Brough  
East Riding of Yorkshire  
HU15 1HN  
4<sup>th</sup> March 2021

## Guidance for Full Reopening March 2021

### Guiding principles of the return

- Keeping everyone safe
- Staff using Lateral Flow Tests (LFTs) twice weekly.
- Track and Trace to ensure that if there is a positive test result for COVID-19 (pupil or member of staff) the whole school does not have to close, but to have a clear understanding of the close contacts between staff and children to enable effective isolation and ensure there is no spread of the virus in school.
- Maintaining children in “Year Group Bubbles”.
- For children to have as near normal an experience of school as possible with a full restoration of high expectations, good quality education with pace and challenge.
- Putting in all the necessary strategies to close any gaps in learning.

### Start and End of the Day

We will not be staggering start times as we were impressed with how smoothly parents and children entered and exited the premises last term.

- School will start at 8.55am for all year groups (except nursery) with classroom doors opening at 8.40am allowing 15 minutes for children to go straight into class on arrival.
- The external gates will open just before 8.40am, so please do not arrive before this time. We need to avoid lengthy queues outside school which block the pavements and pathways for pedestrians.
- There will be different entry and exit points and slightly staggered finish times to enable parents/carers to maintain social distancing on collection. Please refer to the map sent with this guidance.
- Parents/carers, whilst waiting on the site, must be stood in a socially distanced spot not mixing with other parents or children. This will be kept under review should we have any concerns arise. Parents contacted me last time when they felt uncomfortable with people not social distancing properly so please be ultra-conscious of those around you.
- Staff will be as prompt as possible at pick up and drop off times. Teachers will not be able to engage in lengthy conversation with parents/carers at these moments – please respect this and if you want to speak to a teacher please telephone or email the office.
- Parents/carers are asked to be prompt but not to arrive too early.
- Only one parent/carer per child to enter the school site.
- Secondary aged pupils should not enter with a parent, though if old enough, may be the sole carer at pick up.
- The large play equipment on the front and back playground must not be used before or after school.
- Children must stay in the care of their parent/carer and be at their side at all times.
- If a parent is late for pick up, their child will be taken to the office to wait for collection. Similarly, If a parent is late for drop off, please take your child to the office.
- The shelter in the front playground outside the Headteacher’s office will be the designated drop off and collection area for external childcare providers.
- When on the school site please wear a face covering at all times.
- At the end of the day, please can all parents leave the playground/carpark as swiftly as possible rather than waiting unnecessary to talk to others.

Telephone: (01482) 666231 Email: [admin@epsch.co.uk](mailto:admin@epsch.co.uk)  
Website: [www.elloughtonprimaryschool.co.uk](http://www.elloughtonprimaryschool.co.uk)



Year group	Start time	Finish	Entry/exit
Nursery	8:45 a.m.	3:15 p.m.	Nursery door
EYFS	8:55 a.m.	3:05 p.m.	Main gate (Front playground)
Year 1	8:55 a.m.	3.05 p.m.	Rear gate(Back playground)
Year 2	8:55 a.m.	3:10 p.m.	Main gate (Front playground)
Year 3/4	8:55 a.m.	3:10 p.m.	Car park gate (Year 3) Rear gate (Back playground) (Year 4)
Y5/6	8:55 a.m.	3:20 p.m.	Main gate (Front playground)

### Before and After School Club

We are running Before School Club (7.30 am – 8.45am) and After School Club (3.30pm – 6.00 pm Mon-Thurs 3.30-5.30pm Friday) with a maximum of 35 places which is open for nursery to Year 6 children.

- Parents must use the online booking system. We cannot accept children who have not been booked into the club in advance.
- The club will take place in the hall.
- Drop off and collection will be from the external hall door.
- In the morning, children will be taken to their bubble at 8.45am prior to school starting.
- Similarly, at the end of the day, children attending After School Club will be able to stay in their bubble until 3.30pm.

### Class Organisation

Children will be back in their normal registration/class groups as they were prior to Christmas yet in year group bubbles so they can mix at break and in lessons when appropriate.

- There will be no large gatherings of mixed-year pupils such as whole school assemblies until restrictions are lifted.
- The children will enter their classroom via the room's external door (except Mrs Woodend's class - see map).
- Cloakrooms will re-open and lockers will be in use but children will not be allowed in corridors unsupervised at any other time except to go to their designated toilets.

## **Classrooms**

It is important that as many of the normal routines as possible are restored from day one, we will restore the pace and high expectations at the same time as ensuring children feel safe and secure to be back in school.

- Social distancing is not possible within a classroom when all children are back. However, pupils will be spread out within the classroom as far as space allows. Younger children will be encouraged to use their outdoor space where possible.
- Staff are not expected to distance themselves from the children, but adults are expected to maintain at least 2m between each other.
- For older children, chairs and tables will be arranged to face the front, where possible, and there will be a fixed seating plan.
- Rooms will be kept well ventilated as much as possible.
- Lessons will return to normal. We have identified key skills/knowledge in reading, writing and maths for each year group which will be the main focus for teaching and learning in the Summer Term. (further details to follow)
- Staff will make use of the outdoor area as much as possible and any educational will just be in the local area to support the delivery of the curriculum.

## **Catch up**

- Teachers will always assess children's understanding at the start of units of work and throughout their lessons and marking. They will adapt their teaching accordingly.
- The curriculum is a spiral and therefore by following our curriculum plan any gaps in learning and understanding will be identified and acted upon.
- Any children with gaps identified will be given a range of support, whether with a teacher in the class, through TA support or via intervention delivery at varying points across the week. No child will be left behind.
- With additional funding we will be returning to running specific catch up sessions for groups of children when appropriate.

## **Resources**

- Older children (Y2 and above) will be provided with their own pencil case and pencil, crayons, rubber ruler, etc.
- Each classroom is well stocked with cleaning equipment, disinfectant sprays for resources, hand gels and wipes for surfaces like iPads and handles.
- All staff will share responsibility for the sanitising of equipment. Classroom based resources, such as books and games, can be used and shared within the bubble; these will be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between bubbles, such as sports, music, art and science equipment will be cleaned frequently and meticulously.
- Reading books will remain essential as always. Books handed in or borrowed by a child will be discreetly removed from circulation for 72 hours.

## **One to One support/Intervention**

Staff delivering intervention programmes will work across different bubbles. The pods, library and Learning Lodge will be used and thoroughly sanitised after each group, including any equipment used.

## **Assemblies**

There will be Key Stage 'Values' and 'Celebration' assemblies delivered via GoogleMeet for Year 1 – Year 6.

## **Parents' Evening**

Normally we would have a parents evening this term however as there will only be three weeks prior to Easter, the focus will be to settle the children back into school and undertake assessments. We will have a remote Parents' Evening in early April to share strengths and areas for development. Further details to follow.

## **Toilets/Hygiene**

Each year group will be assigned specific toilets for their use in a location that minimises contact with other bubbles. Strict handwashing procedures will be promoted at toilet times and on arrival at school and before each session. All rooms and central areas will be well ventilated.

## **Cleaning / sanitisation**

There will be increased frequency of cleaning and sanitisation around school throughout the day concentrating on toilets, surfaces and touch points, such as door handles and keyboards.

## **Playtimes**

Each year group will have dedicated playtimes and their own dedicated area to play at break and lunchtime.

- We expect the resumption of free fruit for EYFS/KS1 (Government Funded Scheme). Any spare fruit will be distributed to KS2.
- KS2 children may bring fruit in from home for break should they wish to do so.
- Tasty Tuckshop will resume once restrictions have been lifted.

## **Lunchtimes**

School meals will be provided (hot and sandwich meals) and we will have a sitting system in the hall for some year groups whilst other year groups will eat in their classrooms.

- Lunchtime will be slightly shorter so that lesson time is not reduced as a result of different end times for the day although we have lengthened the amount of time for play for some year groups.
- Food will be served directly to the children to avoid unnecessary movement around the hall/classroom.
- Parents should pay for school meals via SIMS Pay in the usual way. Children in the EYFS and KS1 are still entitled to a free school meal.
- Nursery will now have their lunch in the hall.
- Children may choose to bring a packed lunch. We ask that items in packed lunch boxes are kept to a minimum as children will have limited time to eat their lunch.

## **Extra-curricular clubs**

There will be no after school or lunchtime activity clubs until restrictions are lifted.

## **Uniform/Equipment from home**

Children are required to wear school uniform and come dressed in PE kit on allocated PE days. Class teachers will inform parents of the relevant day. Please ensure your child has a waterproof coat every day as we do intend to be outside as much as possible at playtime and lunchtime come rain or shine. The English weather has a tendency to be unpredictable!

- Water bottles should be brought to school, ideally with enough water to last the whole day, and taken home each day to wash. They should be clearly named.
- Children will need a pack of tissues for their personal use so the 'catch it – bin it – kill it' message can be reinforced.
- Year 5/6 children who have been given permission to have a phone at school, must hand it in to the class teacher. It must be switched off throughout the day.

## **Attendance**

The full legal expectations for attending school are restored. We understand that some parents and maybe children who have not been in school for some time may feel anxious. If a parent has a concerns about returning please contact Mrs Fulstow ([head@epsch.co.uk](mailto:head@epsch.co.uk))

We will do all we can to support you and your child. In the vast majority of cases however, just coming in and getting back to work is by far the best policy. Providing parents are working positively with us, there would be no need to declare any absence as unauthorised. However lack of engagement in the reintegration programme may be recorded as unauthorised and the Local Authority would then intervene. Naturally we hope this will not be the case.

### **Staff Absence**

Cover will be provided just as it is now. Often this is using a member of staff from within the bubble team. This remains the most effective way to ensure effective continuity of learning. On the rare occasions a supply teacher is brought in, that teacher will maintain a 2m distance from the class.

Where a member of staff has to shield or self-isolate at home, if well enough to do so, they will teach remotely with the assistance of support staff based in school. On some occasions pre-recorded lessons may be used.

### **Illness/First Aid**

We will support children who are feeling poorly or have had an accident in the normal way. Should a child be sick or have an "incident", PPE will be worn by the staff member dealing with the situation.

### **Action in the event of a suspected or confirmed case of COVID-19**

- Should a pupil or member of staff be suspected of having coronavirus in school, they will be isolated as quickly as possible and supported by a member of our admin team.
- Parents will be asked to pick up their child who will then be required to engage with local test and trace services. They will be permitted to return to school once a test with a negative result for coronavirus has been received and the pupil is feeling well. Similar arrangements will be in place for staff.
- In the event that a confirmed case were to occur in school, we will follow government and Public Health advice and contact the Local Authorities in the first instance for guidance.
- Parents need to have a contingency plan if we need to close down a Bubble at short notice. Please ensure you plan for how you will manage child care for up to 10 days.
- Should a year group be closed down, the school will switch to providing remote learning for that year group.

### **Access to the office**

The Admin team will continue to take phone calls and answer enquiries by email to avoid the need for parents to attend the office in person, unless attendance is essential.

If you have any further questions, please contact [admin@epsch.co.uk](mailto:admin@epsch.co.uk) and your email will be forwarded to the relevant member of staff.

With best wishes,



Mrs Fulstow  
Headteacher