



Our Reconnection Plan

September 2020

Current guidance

The Government guidance released on 2nd July 2020 provided us with a context for their decision to request all schools to open to all children from September and issued guidance for schools to adhere to and manage when opening. The guidance issued can be found in [full here](#).

At The Reddings Primary and Nursery School we have been working hard on our plans for a full reopening ensuring that we:

- fulfil the expectations required of us
- ensure that the safety of everyone is paramount in all our decisions and actions
- continue to provide a high quality, well balanced curriculum to best support our pupils in their education

Keeping children and staff 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

Phase and class 'bubbles'

We will group each phase (Early Years, Years 1-3 and Years 4-6) into '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 teacher and teaching assistants. At playtimes, lunchtimes and at the start / end of day the children will be in their phase bubbles. There will be times where teachers and teaching assistants will be working across the phase bubble to enable children to access a variety of learning and pastoral programmes.

Attendance

All children will be welcomed back to The Reddings Primary and Nursery School from Thursday 3rd September and attendance is mandatory.

We support the government here which notes:

- *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*

Shielding children

Shielding advice for all adults and children was paused on 1st August 2020. Where a child is unable to attend school because they are complying with clinical and/or public health advice, please contact a member of the SLT team and we will work with you to support your child the best possible way we can.

Before Your Child Leaves 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 the sense of smell or taste

If any of these symptoms are evident **do not send them to school**, contact the school 01442 406500 or email admin@reddings.herts.sch.uk.

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, use a 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, 11+)

Morning Drop Offs

First day back – Thursday 3rd September

Phase	arrival time	entrance
3 (Yr4 - 6)	8.45am	top gate (Bennetts End Road) Parents will not be accessing site. Parents to drop off at the top gate. Caretaker stationed at the gate Hand washing on entrance
2 (Yr 1-3)	8.50am	lower gate (Service Road) Parents to enter via the lower gate and exit via staff car park. Yr3 to line up along the Y3 / Yr1 classrooms Yr2 to line up by new build Yr1 to line up on playground by outdoor area Hand washing on entrance Adult stationed at the lower gate
1 (Nursery & Reception)	9.00am	lower gate (Service Road) Parents to enter via the lower gate and exit via staff car park Nursery parents to leave their child at bottom of slope Reception parents to leave their child at the gate by classroom Hand washing on entrance Adult stationed at the lower gate

Phase	departure time	Exit
3 (Years 4, 5, 6)	3.05pm	top gate (Bennetts End Road) Yr4 line up on playground for parents to collect Yr5 / Yr6 line up on the playground. Parents to collect children and exit via the top gate. Once parents have departed, children with permission to walk home (Yr 5 and Yr 6 only) to exit via top gate. Class adults to be in the line
2 (Years 1, 2, 3)	3.10pm	lower gate (Service Road) Parents to enter via the staff car park and exit via lower gate. Class adult to be on the line (class lined up in the outdoor classroom) Caretaker stationed in the car park
1 (Nursery)	12.00pm	lower gate (Service Road) Early Years adult to be stationed on the gate
1 (Reception)	3.00pm	lower gate (Service Road) Parents to enter via the staff car park and exit via lower gate. Caretaker stationed in the car park

If you have a sibling in Phases 1 and 2 (Reception, Year 1 to Year 3) walk down through the link and collect your child from their lines. Please exit swiftly via the bottom gate. The one way system through the link needs to be maintained to ensure the Health and Safety risk assessment expectations are met.

To ease congestion, we will continue to have staggered start and finish times. It is important that we do not have parents congregating at the school gates and that we limit the number of interactions across bubbles.

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

Please can parents ensure they are on time to ensure a swift collection. This system has been working very effectively during reopening for the priority year groups, however in September there will be a greater number of pupils being collected and shorter period of time between each collection. This is to support families with siblings.

****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.**

Nursery and Reception

Nursery and Foundation children and their parents have been invited for an individual appointment to meet the teacher in September 2020.

Foundation children will start school on part time hours for the first week to ease transition to school. The children will attend for a morning and have received a separate letter from the Early Years Team with their timings.

At drop off time

Reception- Please line up with your child along the Early Years fence, outside of the Reception class, keeping a social distance from the other families. Please say your goodbyes in the line as parents will not be able to accompany children into class.

Nursery parents, please line up starting at the bottom of the slope to Nursery. A member of the Nursery team will meet them there and they will say 'goodbye' to their adult at the bottom of the slope.

Where possible, please limit the number of adults accompanying a child to school or collecting them at home time to one per child.

At collection time please wait in line at the cones and your child will be brought out to you by their class teacher.

Nursery children have been allocated some settling in sessions so that they can familiarise themselves with their new environment and the Nursery team can get to know the children. Individual sessions have been scheduled for the weeks commencing the 1st and 7th September in place of the traditional home visits. Each family will have already received an individual letter with their settling sessions in the nursery setting.

Both Nursery children and those children new to Reception (since March) have also been allocated a 'stay and play' session at school to get them used to a larger number of children and give them time to get to know their teachers and new friends. Each child must be accompanied by one adult only. Where possible, please do not bring younger siblings to these sessions.

Arrangements in school

Throughout the school, children will regularly wash their hands (timetabled during the day) and surfaces and equipment will be regularly cleaned. For the majority of the day, whole class teaching sessions will be at tables and all classrooms will be well ventilated. Children in Early Years will be following the Early Years Curriculum and therefore will have child initiated learning around each classroom.

The school has purchased automatic wall fixed and portable hand sanitisers to enable hands free sanitisation throughout the day.

The advice around face coverings continues to be updated by central Government. With the exception of the dining room, children will not be accessing indoor communal areas with other bubbles. Should you wish your child to use a face covering please ensure you provide them with a named bag for them to safely store whilst in class.

Learning resources

For individual and very frequently used equipment, such as pencils and pens, pupils will have their own items that are not shared. These have been named and each child will receive a pack of resources. 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 IT, 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 (including singing) during the first part of the autumn term and these will be replaced by a Virtual Assembly, which will be watched by children in multiple classrooms on touchscreens.

We are keeping an open mind about Christmas productions but all should be aware that, even at this early stage, full-scale productions look unlikely in the autumn term.

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 and has been thoroughly cleaned during the summer break. We have revised our cleaning rotas 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.

School staff are not normally involved in these duties, however the whole school team have helpful in keeping their own classrooms clean and class / room cleaning boxes with extra materials have been provided for this purpose. These arrangements will stay in place until further notice.

Coats and bags

As children have their own cloakroom facilities in their individual classrooms coats and bags can be left in their normal places. We request that children bring the bare minimum to school and that bags should have all accessories removed.

The importance of fresh air

Windows and doors will be left open as much as possible to aid ventilation. Teachers will plan many outdoor learning activities and therefore it is essential that the children come suitably dressed for all weather possibilities. The top gate will be locked from 9.30am to ensure the site is secure.

Extra-Curricular activities

Mr O'Callaghan will be drawing up a range of 'in house' clubs led by Mr Hobbs, Mr O'Callaghan and other members of the school team. These will be restricted to phase bubbles.



School office

Mrs Keane and Mrs Patel are looking forward to assisting you at the start of the new term. There have been a few changes to the office. Only one person may enter the entrance and the glass screen will remain closed. You will be requested to use the hand sanitiser and if you are visiting the school you will sign in using the new INVENTORY sign in system.

Please ensure that your child has everything they need for the day (e.g. packed lunches etc) to reduce the requirement to visit the school office. There is a table in the entrance for you to 'drop off' any paperwork. All breakfast club bookings are now via School Gateway.

If there is an instance where a child needs to be collected at a different time, please telephone the school in advance of the collection time to enable us to make arrangements.

All other communication should be done by telephone or e-mail as far as possible

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 so that social distancing and safety precautions can be put in place. If you would like a phone conversation or a face to face meeting please email the teachers directly or telephone the school office 01442 406500 so we can facilitate your request.

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 and older children may be offered a mask. 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 wide lockdown. The school would follow the advice provided and we would revert to an enhanced version of the arrangements which were in place during the nationwide lockdown.

School lunches

The full school offer for hot lunches will be available from the 3rd September. All children in Reception, Year 1 and Year 2 are entitled to free lunches as part of the Universal Free School Meal provision.

Year 3 parents should be aware that universal free school lunches are no longer applicable in KS2 and should a lunch be required payment needs to be made in advance via School Gateway.

If parents are unsure about whether they are entitled to free school meals and need to pay or not they should contact the school office. We are aware that many families' situations have changed due to the COVID-19 pandemic and therefore if you may now be entitled to free school meals and the pupil premium funding please contact the school office and we will support you with the application process.

We have arrangements in place to ensure that during lunch time separation between 'phase bubbles' is maintained. Children will wash / sanitise their hands before eating. Sanitiser stations have been placed on both entrances to the dining room.

Packed lunches

Please ensure your child's meal is easy for them to manage independently. As previously, no glass bottles, sweets, chocolate bars / chocolate biscuits and crisps are only permitted on a Friday.

Availability of water on site

All children must have their own reusable school water bottle at school. No water fountains are currently available. Water is available in school to refill water bottles.



School uniform

All children will wear 'The Reddings' school uniform. This includes the school jumper / cardigan with the logo. We expect our children to take great pride in our school and this is reflected in the way they dress. Children will require indoor shoes (plimssoles) and it is recommended that they have a pair of trainers to be worn at break and lunch times. School shoes (of black polishable material) are to be worn to and from school.

PE

For Years 1 to Year 6 PE is being taught as a two hour weekly block. On those days children are to attend in their PE kits (including trainers and The Reddings sports hoodie or school jumper). The new PE shirt is available via our uniform supplier.

Swimming may resume in the Autumn Term, we shall keep you updated on this matter.

You will be informed of your child's PE day in a separate communication. PE will resume from Monday 7th September 2020.

Uniform Supplier

Beats is our uniform supplier. They have shops in Watford, Hitchin and Harpenden. Uniform can be viewed and ordered online

<https://beatschooluniforms.co.uk/schools/>

For any questions please contact Beats on 020 3362 2930

Breakfast Club

Breakfast club will recommence on the first day of term. All children need to be booked in via school gateway in advance of the session. Sessions are £3.00 and are paid for at the time of booking. Children need to enter the school via the top gate (Bennetts End Road). If your child is in Year 1, 2 or 3 they will have breakfast club in the dining room. Children to enter via the external dining room door at 8am.

Children in Year 4, 5 and 6 will have their breakfast club in the hall. Mr Hobbs and Mrs Lloyd (Wednesday) will be setting up the table tennis tables. Children to enter via the link door at 8am. We are unable to accommodate and last minute 'drop ins' so please ensure you have booked in advance. Any issues please contact Mrs Keane in the office: admin@reddings.herts.sch.uk or 01442 406500

After school club

The after school club will recommence at Lime Walk from Monday 7th September 2020. All information about the club and how to book is on Lime Walk's website

Behaviour

An addendum to our behaviour policy was formulated in June 2020 when the first groups of children returned to school and remains in place. In the addendum we have had to change some of our expectations around pupils' behaviour and make these clear to all. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour is taken very seriously.

Our 'Reddings' values and ethos remain unchanged, and children are expected to uphold them.

In addition to our pro-social behaviour policy and expectations we have **Be Respectful, Be Safe:**

- Use your own specific equipment (including resources)
- Food, drinks and water bottles are for personal consumption
- Work, eat and play in your designated area, to minimise contact with children from other phases (including in the playground, anywhere on the school site and on the way to and from school)
- Move around school as instructed by the adults respecting other children and adult's personal space
- Never cough, sneeze or spit towards another person; catch all coughs and sneezes in a tissue and throw it away (catch it, bin it, kill it), then wash your hands
- Wash hands frequently (including whenever asked), with soap and water for 20 seconds or use hand sanitiser if soap and water are not available

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. Should a child require collection, a risk assessment will then be completed to enable the child to return safely to school.

Curriculum for reconnection

Whilst we are confident that many children will quickly 'bounce back' after the lockdown we are aware that there will be some children returning who have experienced bereavements amongst friends or family or who have experienced anxiety or stress during this time.

In September, our first two days will be transition and reconnecting back to The Reddings. We are using the JIGSAW PSHE resources to support this reconnection

Collective positive mindset – contextualising the lockdown

We 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 some children have been out of school for 14 weeks, which represents circa 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 a staff team 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 the power of 'yet'

Assessment

Class teachers will use their own expertise to establish starting points for each child in the Autumn Term. This way of assessing is known as 'formative assessment'. The judgements teachers' make on a day to day basis during lessons will enable them to assess knowledge and skills. The school is adjusting the usual practice to enable teachers to identify individual learning needs.

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 are introducing a 'blocked' way of delivery for all subjects excluding English and Maths. The children have regularly told us that they learn better and enjoy subjects more when these subjects are taught everyday and to enable our children to thrive we are piloting this model in the Autumn Term. PE, PSHE will be taught weekly and a listening and appraising music programme has been written to ensure that children hear and experience music on a daily basis.

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 inclusion team to ensure a smooth transition when returning to school. Mrs Murphy has been in regular contact with families and as part of that will be to supporting children in their transition back into school.

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, and working in different parts of the school building. Staff who are in close contact with individual children may choose to wear PPE.