

# Framework for phased re-opening

## 28.5.20

### Class “Clusters”

The guidance states that classes should be no more than 15 pupils. Stonar Prep’s small class sizes support our ability to bring all the children back in the specified year groups for a full day rather than needing to split the classes and the school day.

We will be creating “clusters”. Each one will be based in a room that is solely for their use and will be kept apart from other clusters as per the Government’s guidance.

Children of keyworkers (not in the returning year groups) will be one cluster.

The two Year Six tutor groups will be two separate clusters.

Reception and Year One will form the other two separate clusters.

**We will be aiming to ensure that there is no mixing between clusters at any point in the school day.**

### The School Day

In order to implement our measures to keep children and staff safe, the school day will be different.

As per the guidance we will stagger the drop off and pick off times for each “cluster” to limit the number of people on the school site. The timings of the day will support us to deliver a quality educational timetable, maintain the best possible measures in terms of distancing and maintain a strict cleaning schedule.

**We are only able to offer wrap around care to the families of key workers at this time. This is due to the very clear guidance about children not mixing between class clusters wherever possible.**

We ask that you stick to the timings laid out below. You will receive guidance on what to do if you are unable to make your allocated time. We ask that you support us by doing everything you can to meet these timings. In the event you are running late at either end of the day, please ring the school office and wait for us to plan for the best way to proceed.

Please ensure only **one parent** picks up and drop off and that you **do not gather during these times**.

#### **Keyworker Children (not in Year R, Year 1 or Year 6)**

Drop off strictly between 8:30 to 8:40

Pick Up 15:00 sharp

#### **Year R/1 Group 1 Mrs Wills**

Drop off strictly between 8:45 to 8:55

Pick Up 15:10 sharp

#### **Year R/1 Group 2 Mrs Tober**

Drop off strictly between 9:05 to 9:15

Pick Up 15:20 sharp

#### **Year 6 6S Mrs Skinner**

Drop off strictly between 8:50 and 9:00

Pick up 15:15 sharp

### **Year 6 6F Mrs Fisher**

Drop off strictly between 9:05 and 9:15

Pick up 15:30 sharp

## **Drop Off and Pick Up Routine**

**Mrs Wills cluster: (Reception):** Park at the front of School and take your child towards the front of the Prep School. You will be guided to the drop off point outside the Year Four classroom.

**Mrs Tober cluster: (Year 1):** Park at the front of School and take your child to the Year 6 door. You will be guided to this door on the first couple of days.

**Year 6 (6S):** 6S will be based in the Beaufort Classrooms. Please go to the back car park (by the sports hall) and staff will guide the pupils from there. Please also collect from the same location.

**Year 6 (6F):** 6F will also be based in the Beaufort Classrooms. Please go to the back car park (by the sports hall) and staff will guide the pupils from there. Please also collect from the same location.

**Key worker children:** Park at the front of School and take your child to the Year 2 door. You will be guided to this door on the first couple of days.

Please observe social distancing as you drop off and pick up. Please do not try to come into the buildings. Staff will be present to guide and welcome the children. We would expect Year 6 pupils to be able to make their own way to their classroom, guided by staff.

## **Timetable**

The timings for children arriving and leaving school are specified above.

When in school the children will follow the online timetable as set out in the Summer@Stonar programme albeit with a later start and end time for Year Six and an earlier start for Reception and Year One.

The majority of lessons will be with their tutor with some specialists continuing to deliver their sessions through online platforms. We are aiming to run PE lessons as per the timetable.

During break time and lunchtime, the children will remain in their class clusters and have a specific zone and equipment to play in and with.

## **Hand Washing**

Handwashing remains one of the key protective measures. Children will follow a strict routine of handwashing throughout the day.

This will include washing hands immediately upon arrival.

## **Cleaning**

There will be cleaners working before, during and after school hours to ensure the thorough daily cleaning of all the spaces being used.

In addition, cleaners will be cleaning high frequency surfaces and areas throughout the day and at least every hour.

## PPE

Wearing face coverings or face masks in school has not been recommended. Staff and children are not required to wear PPE or face coverings when they return.

### The guidance states:

*“Wearing a face covering or face mask in schools or other education settings is not recommended. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.”*

There are some specific situations where staff may need to wear PPE (e.g. where a child displays symptoms and an adult needs to stay with them).

The children will be shown the PPE staff may wear in these situations. This will support their understanding and dispel any fear or worry there may be around protective equipment.

Handwashing will remain a key part of our protective measures and children will be supported to do this regularly through the day.

## Food

Children will be provided with a snack and lunch.

Lunch will be eaten in the dining hall. Class clusters will have staggered lunchtimes and each child will have their own place for lunch at an appropriate distance from their peers.

## Uniform – please note changes

We have received updated guidance that children and staff should not wear the same clothing into school on consecutive days and that clothing should be washed in between being worn into school.

In order to support this and to make it as easy as possible for parents, we are now saying that children should wear their own clothes to school.

Please ensure that clothing and footwear are appropriate for school.

On days children have PE they **must** come to school in school PE kit or appropriate sports kit of their own (including trainers).

Hair longer than shoulder length must be tied back at all times.

## Medical Care

### **Do not send your child into school if they are unwell or display any symptoms.**

The Health and Well-being Centre with the School Nurse present throughout the day in order to support with any medical needs should they arise.

Should a child present with symptoms they will be assessed by the Nurse and the appropriate action taken.

**Prompt collection of your child will be expected if you are contacted by the medical staff for the safe protection of staff & other pupils.**

As a reminder, please see below the current guidance about action to take should you or someone in your household has symptoms:

### **If you have symptoms**

If you have symptoms of coronavirus, self-isolate for 7 days.

After 7 days:

- if you do not have a high temperature, you can stop self-isolating
- if you still have a high temperature, keep self-isolating until your temperature returns to normal

You do not need to keep self-isolating if you just have a cough after 7 days. A cough can last for weeks after the infection has gone.

### **If you live with someone who has symptoms**

If you live with someone who has symptoms, self-isolate for 14 days from the day their symptoms started.

This is because it can take 14 days for symptoms to appear.

If more than 1 person at home has symptoms, self-isolate for 14 days from the day the first person started having symptoms.

- **If you get symptoms while self-isolating** – you should self-isolate for 7 days from when your symptoms started, even if it means you're self-isolating for longer than 14 days.
- **If you do not get symptoms while self-isolating** – you can stop self-isolating after 14 days.

### **Hayfever**

Please ensure that children who suffer from hayfever have taken their medication before they come to school in order to minimise sneezing and coughing.

## **What other measures are in place?**

### **Teaching spaces:**

Clusters will be spread across classrooms in the Prep and Senior School to make maximum use of the space we have available.

Class clusters will be based in their learning space for the majority of the day and be kept separate from the other clusters at all times. We will look to use our outdoor space as much as possible.

In each room, each child will have their own workspace appropriately distanced from their peers. **They will need to bring their learning pack back into school with them.**

Each room will have a set of resources that are just for that cluster and will not be shared between groups. The classrooms and the resources will be cleaned regularly.

### **Transfer of items to and from school:**

We aim to limit any movement of items to and from school.

Children will only need to bring their PE kit, learning pack and a water bottle into school. These items will stay in school in their classroom for the week. PE kit will come home at the end of each week for washing.

### **Review of classrooms – soft furnishings and toys removed**

All teaching spaces will be reviewed to ensure only essential items remain and soft furnishing will be removed. Children will only have access to plastic toys and resources, which will be cleaned daily.

## **Toilets and Changing**

Each cluster will have their own toilet block to use and there will be systems to ensure the traffic to and from these areas is limited.

Each cluster will have their own set changing room for PE.

## **One way system**

Movement around the site and inside of buildings will be controlled using one way systems or dividers to keep traffic to one side of the corridor. Doors will be propped open where possible.

Access to the building will always be from an outside door of a classroom so children do not have to walk far to their teaching space.

## **What will children need to bring into School?**

Children will not be able to share any equipment. Their learning pack will be essential. They will need to bring into school:

### **Year One/ Reception Equipment and Stationery:**

- Water bottle
- Hat
- Learning pack
- Pencils
- Colours
- Ruler
- Rubber
- Scissors
- Tissues

### **Year Six Equipment:**

- Water bottle
- Hat
- Tissues

### **Learning packs including:**

- Blue exercise book
- Orange exercise book
- All worksheets
- Whiteboard/ Whiteboard pen
- Shadow
- Protractor
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### **Year Six Stationery:**

- Writing pens
- Pencils
- Colours
- Ruler
- Rubber
- Scissors
- Dictionary
- Thesaurus