

## March 2021 - Reopening Plan Background

**We really look forward to welcoming all our children back to school on March 8th. Please read this information.**

Our plans are based on the full reopening plans that were agreed and shared in September. These are available on the website. All systems and policies remain in place, so this is just a reminder of the key information.

- **Maintaining distance** and **Hand and respiratory hygiene** remains essential parts of our daily plan
- **Face masks** are expected to be worn by all staff and visitors to the site, to respect the health and well being of those around. These must be the 3 layer type and not a snood/buff or scarf.
- **Pupils in Years 5 and 6 are asked to wear masks**, being allowed to remove when outside at breaktime and dinner times.
- **Full uniform is to be worn by ALL pupils**
- **PE kit** can be worn to and from school, on the identified PE day
  
- **Before coming back on the 8th, please ask your children what they have missed, what they want to celebrate about their own lockdown experience and achievements? We will be collating that information and looking to include much of that in our future planning.**
  
- Asymptomatic testing for all school staff is done twice weekly.
- A Risk Assessment, based on the template from LCC is updated on the website and reviewed weekly by a nominated Governor, along with the HR/Health and Safety lead.
- Cleaning protocols have been reviewed with increased cleaning throughout the day.
- All parents have signed the Covid-19 Home School Agreement. You will receive a reminder if you have not completed this yet, as this is important before returning.

### Reference documents:

[Guidance for full opening: schools 8 March 2021](#)

[School's current Risk Assessment](#)

[Updated Behaviour Policy](#)

# March 2021- Start And End Times Of The Day

**At the start of the day - Please bring your children on time and 'Drop and Go'**

Children don't need to line up at their arrival time and can walk straight through the gates. **Please DO NOT send early.**

**These systems will continue to be in place:**

No adults are allowed on site

**Do NOT come to the Front Desk unless you have an appointment.** Please email [office@allertonprimary.com](mailto:office@allertonprimary.com) or phone the office 0113 2930699 instead.

All parents are expected to wear a face mask, keeping a distance of 2m between themselves and other people.

**Any LATE children** will be let through the gate and walk to the main entrance. Y1-Y6 will be asked to do this without an adult, with parents waiting at the gate until they are in the building.

Years 5-6 will be asked to leave the school without an adult, who may wait at an agreed point outside the school. Year 4 will be encouraged to work towards this over the year.

Siblings are to arrive at the earlier drop off time and be picked up at the later pick up time. At pick up time, please wait near the coloured fencing where your youngest children will be.

Parents will inform the Office if they are picking up from the Nursery Lane gate [office@allertonprimary.com](mailto:office@allertonprimary.com) and only need to do so if there is a change from the Autumn Term.

Staff have lists of which children are expected to leave via that gate, otherwise they will leave via the main Lingfield Approach entrance.

Please see start  
and end times



8.40am	Reception, Y5 and Y6
8.45am	Nursery, Y3 and Y4
8.50am	Y1 and Y2

2.40pm	Nursery
2.50pm	Reception
3pm	Y1, Y2
3.05pm	Y3, Y4
3.10pm	Y5, Y6

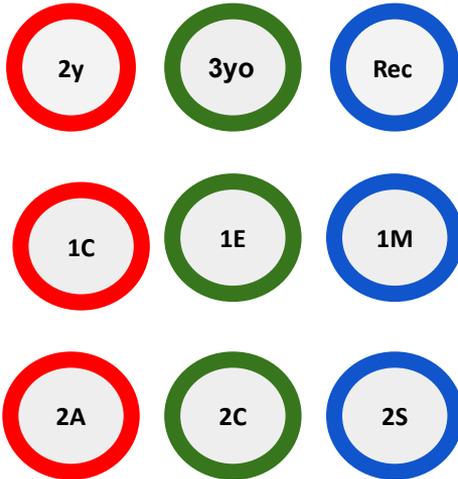
# March 2021- Overview Of Class Bubbles And Organisation

Each class is allocated **Red, Blue or Green.**

Each class is a separate bubble, with the exception of Year 5 and Reception.

Year 5 are treated as one bubble.

Reception have 2 bubbles, with Mrs Shipley's class being a separate bubble.

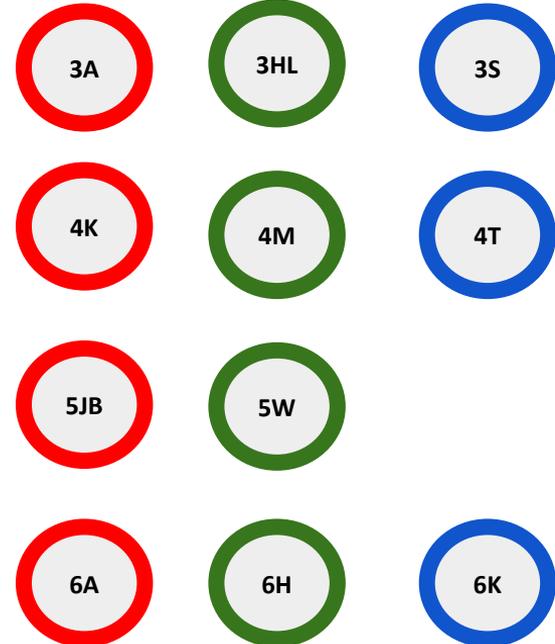


If you collect via the main school gate, please enter the playground using the 1 way system.

**Only 1 parent from each family** will be allowed in.

Remember to collect from the class colour of your youngest child.

Nursery Lane children will be sent up to the inner gate, where you will be asked to wait.



## March 2021 - What can my child bring in to school?

Our aim is to minimise the number of things being brought in to school, and contact with adults to keep potential contamination to a minimum. Please therefore ensure items are brought with your child and not dropped off later in the day.

- Named water bottle
- Named book bag
- Year 6 - named Chromebook
- Packed lunch for Year 3 to 6, if not on school dinners. This must be brought when arriving in the morning; otherwise a school dinner will be given at £2.35
- A piece of fruit can be sent to school as a snack but no health bars etc. just a simple piece of fruit which doesn't need to be in a bag or container.
- Reading books will be sent home again as per last term.
- Children will wear their outdoor PE kits on their PE days.



## What **can't** my child bring in to school?

Please DO NOT send your child in to school with:

- Any toys
- Any sweets, chocolates or cakes for birthdays
- Any bags/rucksacks other than the book bag and lunch bag.

## March 2021 - What happens if anyone has Covid symptoms or someone is ill at home?

As before, if anyone in the household has any of the following symptoms:

- Continuous cough
- Temperature
- Loss or change in sense of smell and/or taste

You should arrange for them to have a “PCR” test which can be done by phoning 119 or booking a test online [here](#). If you would struggle to get to a test centre please contact the school as we have limited number of home testing kits available.

All members of the household must self-isolate whilst waiting for the test and the test results.

**Please do not send your child to school whilst waiting for the test results.  
This was the only reason for any bubbles being collapsed last term and puts everyone at risk.**

If the test result is negative then you and your household can return to your normal activities, if it is positive then the household must self isolate for 10 days from the onset of symptoms.

If you or another member of your household becomes unwell during this isolation period then they should also book an appointment for a test and follow the advice from the NHS Test & Trace service.

## What happens if my child is sent home and asked to self-isolate?

You will receive a communication from school to confirm that your child has been in close contact with a positive case in school and is required to self-isolate. The rest of the household can continue the normal activities during this isolation period. The class teacher will be in touch with the home learning that will be allocated for your child to complete during this time and this will be shared on the same platform as during the national lockdown. If you require access to a laptop you should contact the School Office - [office@allertonceprimary.com](mailto:office@allertonceprimary.com)

If your child becomes unwell during the isolation period then you must arrange for them to have a COVID-19 test by phoning 119 or booking a test online [here](#). If you would struggle to get to a test centre please contact the school as we have limited number of home testing kits available. Please note, if your child is unwell then they are not expected to complete the home learning.

Please notify us by emailing [covid@allertonceprimary.com](mailto:covid@allertonceprimary.com) of any COVID tests that you are awaiting results for and when the result is known. This is very important so that we can continue to ensure we reduce any other risks of transmission within school.

## March 2021 - Travel to and from school

The DfE published Safer Travel guidance for passengers, which is on the Gov website.

### Public transport or taxis

- If staff, parents and pupils use buses or taxis, please inform the school office, prior to their return to school. Knowing quieter bus times will enable us to safely plan for those staff/parents/pupils to arrive and leave school.
- When entering the school site for the day, they will be expected to place that face covering in a bag and store safely at the entrance to school. This will be picked up at the end of the day, with a different face covering to be used when moving through school. These need to be washed each evening.

### Cycling and Walking to school

- Children and staff are encouraged to walk or cycle to school.
- All children are to lock their own bikes and scooters up, with the school locking the main shelter doors at the end of all drop offs.

### Car park closure times

- The car park will be closed to vehicular access at key times, to enable us to use the front gate for a one way pedestrian access system.

## March 2021- After School Clubs and Wrap Around Care (OOSC)

### After school clubs

No after school clubs will be running. This will be reviewed for the summer term.

### OOSC - wrap around offer

Our Out of School Club will return to the full 7.30am-6pm offer for all parents.

Staffing has been reviewed and groupings of children will be maintained so that we can ensure effective track and trace systems. This is in case of a positive Covid test result.

Please do contact the [office@allertonprimary.com](mailto:office@allertonprimary.com) if you wish to find out more and also check on the school website for details [www.allertonprimary.com](http://www.allertonprimary.com)

## March 2021 - Attendance

### All pupils, in all year groups, will return to school full-time from March 8th

All children of compulsory school age will be expected to attend school unless they are ill (due to COVID-19 or otherwise), have an updated personal shielding letter, or are shielding a member of their family at home. Those with specialist health professional involvement may need discussion before returning.

Systems are in place to ensure that no-one comes into the school if they have coronavirus symptoms or have tested positive in the last 7 days. Anyone developing those symptoms during the school day is sent home; key actions shared with all stakeholders to reduce the risk in school and further drive down transmission of COVID-19.

- Parents can be fined for failing to return their children to school as school attendance will be mandatory.
- Attendance percentage will be based on expected sessions in school. Start and end times will be staggered to minimise contact. Drop off and collection arrangements will be made for individual classes.
- Punctuality will be based on pupils arriving and being collected at their allocated staggered start time. Siblings will arrive together, at the earliest slot.
- Attendance will be recorded using LA directed codes and reported as per usual procedures.
- Please report absence using the Scholar Pack Parents App which can be downloaded [here](#) for Apple users and [here](#) for Android users (please email the office if you need your activation code) , emailing [office@allertonceprimary.com](mailto:office@allertonceprimary.com) or phoning school on 0113 293 0699 leaving your child's name, class and symptoms



## March 2021 - Behaviour

### **Aim: to ensure pupils behave in a manner that is conducive to the safety of all in the school community**

#### **Policies and Practices**

The behaviour policy has been updated in light of current government advice and can be found [here](#); based on our Vision and Behaviour Principles. There will be a weekly behaviour input on Mondays to make behavioural expectations explicit. Videos will be recorded to shared in classes and staff will ensure all are upheld. No assemblies will take place in the hall, due to new Covid 19 regulations and Dfe guidance.

Weekly reflection time will take place in every class on a Friday. Classes will look back over the week and identify where they have done well and where improvements could be made for the following week. This will include reflecting on the new systems and how as a class they have adhered to these new rules.

Pupils must adhere to strict systems for moving around school, playing in defined areas and our hygiene systems.

This is for the safety of the whole school community, consequently pupils failing to do so will be removed from their peers until they can be picked up by their parents.

Each parent signed our Covid home school agreement, which was agreed in September. This agreement will be sent out to parents of new children..

Disciplinary powers remain in place, including exclusion. Permanent exclusion will continue to be used as a last resort. Any disciplinary fixed term exclusion will be consistent with relevant legislation.

#### **Pastoral Support**

Our pastoral support is key to enable pupils to reintegrate back into school, after a long period of homeschooling.

The pastoral team have capacity to support pupils and families during transition back into school;

- virtual meetings will be set up to support those most in need.
- time will be made to support pupils in or out of class to manage the changes of returning to school.
- The pastoral team have been allocated to different key stages, so that the track and trace system is maintained

## A message from our Governing Body

*As members of the School's Welfare Committee, a sub committee of the main Governing Body our main job is to monitor and evaluate how the school manages areas such as attendance, behaviour, safeguarding and providing pastoral support to pupils and the staff.*

*At our most recent meeting we discussed our role as Governors and that we are in a bit of unique place, we are not staff, we are not pupils and not all of us are parents of pupils. It's from this position as caring observers that we would like to say a huge thank you to each and every one of you - to staff, to pupils and to parents and carers for the monumental effort you have made over the last eleven incredibly challenging months.*

*With a "new normal" getting nearer every day our wish is that on the 8 March Allerton CofE Primary picks up exactly where it left off and without so much as a backward glance gets back to filling our community with excellence, promise and hope.*

*Mr J Sherbourne, Mrs A Ladd, Mrs A Weir, Ms J Linsley*