

**From the 8<sup>th</sup> September 2020, please see the amended school day timetable and general information.**

### **General Operation**

- For the majority of the school day, children will be organised in class sized groups of around 30 children with Nursery children in groups of around 10. To enable the full range of subjects and to manage the practical logistics of staggered starts, breaktimes and collections children will be organised into four larger bubbles. Bubble A will have 34 Nursery and Reception children. Bubble B will have approximately 90 Year 1 / 2 children. Bubble C will have approximately 90 Year 3 / 4 children and Bubble D will have approximately 90 Year 5 / 6 children.
- Children can wear named school uniform and sensible school shoes. Children can now bring essentials such as a named water bottle, PE bags, lunch boxes, hats, coats and a small bag. Please DO NOT bring books, pencils, pencil cases or any stationery from home.
- Children in Years 3 – 6 can come to school in their PE kit, on days that they have PE.
- Opportunities for increased handwashing will be timetabled for throughout the day. Washing with soap and water for a minimum of 20 seconds, is our first priority, but with the increased number of children in September anti-bacterial gel will be available in each classroom. You may want to use a hand moisturiser at home to try to stop children's hands becoming sore. Please DO NOT send in hand gel from home.
- Tissues will be provided in school as usual and all bins in school now have lids to minimise the spread of the virus. A 'catch it, bin it, kill it' approach is very important and will be promoted.
- First aid will be administered as normal. Depending on the nature of the first aid treatment, adults administering first aid may wear PPE.
- Our usual guidance for administering medicines will apply. If you child needs to keep medicine at school e.g. inhalers and you took your child's medicine home in March, please make sure you return their medicine to school.
- Please apply sun cream before coming to school.
- It is recognised that younger children will not be able to maintain social distancing and it is acceptable for them not to distance within their bubble. However, all children will be encouraged to keep their distance within their groups.
- Staff that operate across different classes in order to facilitate the school timetable will be able to do so but will maintain social distancing.
- An enhanced cleaning schedule will be in operation, which includes more frequent cleaning of rooms, surfaces that children touch will be cleaned more frequently e.g. Toys, books, desks, chairs, light switches, door handles, sinks, toilets and handrails.

### **Drop off and pick up protocols**

- Children will arrive in school in a morning and be picked up in the afternoon at specified times. This is to minimise the number of people on the site at any one time and to minimise adult to adult contact. To avoid congestion, please keep strictly to your allotted drop off and pick up times and swiftly leave the school site. Please do not gather at the entrances, gates or doors. Parents are asked

not to enter the school building at any time. However, you can contact the school office daily via email or phone and contact your child's class teacher via Tapestry or Dojo.

- Children in Nursery and Reception (Ribblesdale and Swaledale) will start school at 8.40 and enter school through Gate 1 – the gate next to the vehicular gate and then through the EYFS gate and continue in a one way direction through the outdoor classroom and around the back of the school. Please use this protocol when picking up children in Nursery and Reception at 3.10pm.
- Children in Year 1 and 2 will start school at 8.40 and enter through Gate 2 in the middle of the hedge, follow the yellow arrows and one-way system and drop children off via the external doors of Malhamdale, Coverdale and Littondale classes at the rear of the school. When picking up children in Year 1 and 2, please pick up at 3.10pm use the above protocol and wait on the yard, maintaining social distancing and leave the site as quickly as possible.
- Children in Year 3 and 4 will start school at 8.50 and enter through Gate 2 in the middle of the hedge, follow the yellow arrows and one-way system and drop children off at the bottom of the outdoor staircase for Wharfedale, outside the grey classroom for Nidderdale class and outside the double door disabled entrance at the side of the school for Dentdale class. When picking up children in Year 3 and 4, please pick up at 3.20pm use the above protocol and wait on the yard for Wharfedale and Nidderdale and outside the disabled entrance for Dentdale class, keeping the paths clear and maintaining social distancing. Please leave the site as quickly as possible.
- Children in Year 5 and 6 will start school at 9.00 should be dropped off at Gate 2 in the middle of the hedge, they should follow the yellow arrows and one-way system and enter their classrooms via the external doors of Arkengarthdale, Wensleydale and the double doors next to Widdale (old class 8). When picking up children in Year 5 and 6, please pick up at 3.30pm use the above protocol and wait on the yard, maintaining social distancing and leave the site as quickly as possible. Children in Year 5 and 6 can walk home alone. Please contact the school office to give parental consent for your child in Year 5 or 6 to walk home alone.
- The paths and playground have been marked out with the direction of travel. Please keep your distance of 1m+ when moving around school.
- We encourage parents and pupils to walk, scoot or cycle to school where possible.
- Staff will be on duty to help during drop offs and pick-ups. At pick-ups, children will be sent out one at a time.
- All staff will be in their classrooms by 8.40am so that if you have children in different year groups you will be able to drop them off after the start time of your youngest child.
- This will continue to be our procedure for arriving and leaving school regardless of weather conditions.

### **Break times and lunch times**

- Break times will be staggered for children in Bubble A, B, C and D so that children are not moving around the school at the same time and to minimise mixing of bubbles.
- Lunchtimes will be staggered from 11.30am – 1.30pm. Children in Nursery, Reception, Year 3,4,5 and 6 will eat their lunch in the classrooms. Children in Years 1 and 2 will eat their lunch in the hall.

- There will be one hot meal and one sandwich meal choice each day.
- Children bringing packed lunches from home can now use their own packed lunch box.
- Each bubble will have outdoor play equipment that will be meticulously cleaned. Outdoor play equipment will be cleaned between groups of children.

### **In the classroom**

- Children will remain in their allocated classroom bubble for the duration of the day.
- Our curriculum will focus on ensuring children feel safe and happy in school, learning new routines and getting used to each other again. Social and emotional aspects of learning will be central and our curriculum will be responsive to the academic needs of our children, providing both support and challenge.
- Classrooms will be well ventilated, and we will be timetabling several opportunities for learning outdoors.
- There will be designated times for handwashing throughout the day.
- Children in Year 3-6 will sit at desks, seated side-by-side and facing forwards, rather than face to face wherever possible. It is recognised that younger children learn in different ways and while they will be encouraged to sit at desks for some of the time, active learning will also be encouraged.
- All children will have individual stationery packs which will not be shared.
- Classroom based resources, such as books, toys and maths equipment can be used and shared within each bubble but will be cleaned regularly, along with frequently touched surfaces.
- Resources that are shared between classes such as science and art equipment will be cleaned frequently and meticulously.
- Where possible adults will be encouraged to maintain a 2m distance from each other and older children. However, it is accepted that distancing may not be possible in primary schools.
- Staff will work side on to children as opposed to face to face wherever possible.
- Children with an EHCP who require 1:1 support will have this support.
- Our SENCo, Mrs Coates will be there for children who may need additional support through this transition back to school.
- We would encourage children **not** to bring mobile phones into school. However, children in Year 5 and 6 may bring in mobile phones if they need them for walking home alone and they will be stored securely during the day. These will be cleaned at the start and end of the day by the children.

### **WAC – Wrap Around Care**

- The Government have asked schools to resume wrap around care for all from the start of the autumn term. WAC will be available from 8am until 5.30pm for all families who require this.
- For children in Nursery and Reception, WAC will take place in our Foundation Stage area in Ribblesdale Class and the outdoor classroom. When dropping off and picking up, please enter school via Gate 1 and the EYFS gate.
- For children in Year 1 to Year 6, please drop off children using gate 2 in the middle of the hedge and follow the one-way system around school to drop off at Raydale – the Brown Classroom. For pick up, please enter Reception one person at a time. Please use the wipes available to wipe the phone after use.

- During WAC, children will be kept in their year group bubbles and encouraged to socially distance. Children will have lots of opportunities for outdoor activities.

### **COVID-19 symptoms**

- Do not send your child to school or enter the school site if they or you are displaying any signs or symptoms, which now include a high temperature, cough or loss of sense of smell or taste.
- Please book a test if you or your child are displaying symptoms. All children can now be tested.
- Please inform the school immediately if your child or anyone in your household has tested positive for COVID-19. You will be asked to follow the NHS Track and Trace procedures and be ready and willing to self-isolate in line with government guidelines.
- If you test positive, you should follow the ['stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection'](#)
- If you or your child tests negative, you can stop self-isolating and return to school.
- School will 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.
- We have a designated medical room and designated toilet set aside if any child or member of staff show signs of the virus. Staff within the bubble will attend to children and will wear PPE.