



Meeting Individual needs

Haughton School information and guidance for September 2020 (subject to change based on any national or local advice)

Social Bubbles

Bubbles and colour zones

The government has advised that children's contacts are limited to consistent bubbles as much as is possible. At Haughton our prime bubbles are the class bubbles. It is intended that children will not mix in a sustained way within school with another class bubble. This will mean that for the foreseeable future we will not be doing collective breaktimes, department events or assemblies, or running cross class groups or clubs etc. Each class will have access to their class base and most classes will also have access to an identified outside space which will be used to support physical activity, outdoor learning and also to support behaviour (e.g. if a child experiences sensory overload within the classroom).

Each class bubble is linked to one of four colour zones for breaks, lunch time and if required the sharing of essential resources. It is not however intended that children will mix for any sustained period across their colour zone within school. Staff may move within a colour zone if absolutely necessary e.g. due to staff absence, support a class may need, PPA release for a teacher etc.

Specialist rooms in school (e.g. sensory room, soft play, the hall and food technology) will be allocated on a rota basis, not all children will have access to all rooms due to the current ways of working. Advice has been given by Telford and Wrekin Health and Safety on cleaning these rooms for different class bubble use within the colour zone and this will be followed.

Resources will largely be allocated to a class bubble. If there is any rotation of resources it will usually be within a colour zone with required hygiene procedures being followed prior to being used by another class bubble. In all circumstances, guidance has been sort from our local Health and Safety Team which will be implemented.

There will be no access to swimming for at least the autumn term.

Transport to and from school

It remains the recommendation by government that wherever possible children walk to school socially distanced or are brought to school by a member of their household during this period. This is to reduce the number of contacts.

We wish to thank the many parents/carers for whom it has been possible to arrange to transport their children.

For children requiring transport unfortunately Telford and Wrekin has not been able to allocate transport linked to class bubbles, due to the location and needs of the children. We have worked with the transport team to reduce the whole school mixing of children within the geographical constraints of where each child lives, currently the largest mix is seven classes with the majority being three or five.

Times of day

In order to manage the arrivals and departures, there will be some changes to the start and end time of the school day. Please note this is subject to change if government guidance changes or if when we have trialled the arrangements they need adjusting.

The timings are as follows:

Mornings

8.40 am – 9.00 am – Parents bringing children to school

9.00 am – 9.15 am – Children arriving on transport

Afternoons

2.45 pm – 3.00 pm – Parents collecting their children (1.45 – 2.00 Friday)

3.00 pm – 3.15 pm – Transport collecting children (2.00 – 2.15 Friday)

For those parents/carers who are transporting their children and require some flexibility outside of the timings indicated please contact the school and we will do our best to accommodate this, we cannot guarantee this as it is imperative that we maintain social distancing on the school site.

Parent and Carer drop off

Please allow for longer time for drop off and pick up on the first few days as we all get to know the new system and it settles. We will also be monitoring it to make sure it works well. You are always fantastic in your support and we know that we will all work together to make this work.

If you are coming onto the car park you must remain in your vehicle until a member of staff comes to collect your child or returns them to you at the end of the school day. If you are walking onto the school site, please observe the social distancing signs along the front of the school and wait where indicated (you will see signs in the windows to the right of the school entrance).

Pupil Illness and sending home

It is really important that our school population stays well and therefore if any child is unwell for any reason they will be required to stay at home.

Children will not be allowed to be in school if they or any member of their household have any of the symptoms of Coronavirus. It is important that you inform school if your child or anybody in your household has symptoms. All households will be expected to follow the governments Test & Trace programme. If you are unsure on how to access a test then please call or email school.

All households will need to follow the isolation guidance, and this will require periods of not being in school. School can, if requested, provide support for home learning in the event of an isolation period but we recognise this

depends on how people are feeling and individual circumstances.

The most up to date guidance will be sent home when we return to school in September and we would advise you to check the government website for ongoing information.

Positive cases of Coronavirus

If any member of staff or a child receives a positive test for the virus, we will be directed by Public Health England. If a child or member of their household has a positive test we would ask parents/carers to inform us immediately (by emailing if out of hours or phoning if during the school day). We will not make a whole school announcement unless this is advised by Public Health. Those who through Test and Trace are identified as contacts will be contacted immediately and advised of the next steps to be taken.

Behaviour out of school

To increase our safety – children, parents/carers, family members and staff- our behaviour out of school is as important as it is in school. Please can we ask that all linked to our school community are clear on the government guidance and follow the measures to reduce the risk of transmission.

Dinner money and other payments

We ask for all payments to be made via Parent Pay or if necessary, by cheque as we need to restrict the handling where possible of money. If you are not yet set up as a Parent Pay user or are having difficulty with the system please contact the school for support.

Personal Protective Equipment

We will be following the advice we have been given by our local Health and Safety team and this may change over time. At the time of writing, children will see:

- The majority of staff without masks or visors
- Some staff wearing some or all of the above
- Some staff wearing some or all of the above for certain tasks in school but then removing it

If your child is wearing a mask on transport then they will be asked to remove it safely where it will be placed in a clearly labelled plastic bag and stored in their bag at the start of the day.

Hand-washing

The advice on hand-washing is that this remains an essential part of reducing the risk of transmission of COVID 19. All parents and carers are asked to ensure that their child's hands have been as thoroughly cleaned prior to leaving home on a morning.

Staff will be hand-washing regularly and will also be ensuring that as much as is possible, children are washing their hands thoroughly throughout the school day. Children will be required to wash their hands on entry to their class room, after each break time and before / after eating. School has supplies of hand-sanitiser to use, although hand-washing remains the most effective means. If you do not wish you child to use hand sanitiser then please notify school.

In our reception area there will be hand sanitiser and any essential authorised visitors will be required use this or

to wash their hands prior to entering the building.

Remote Learning and attendance

We all have the wish that all children will be in school full-time throughout the year without disruption. We know though that there may be circumstances when children will not be in school e.g. :

- Any potential local lockdown may impact on school attendance
- Outbreak within school requiring 'bubbles' on transport or classes or wider zones to have to self-isolate
- Households isolating due to Test and Trace requirements
- Isolation that is currently being required for households for some medical procedures before and after appointments.
- Cases in other schools or other reasons linked to Coronavirus that mean that numbers of staff cannot attend work. In this event, we will always look to cover but in the event of this not being possible, if staffing levels are assessed as not safe, some children will be asked not to be in.

We therefore need all parents/carers to:

- Be contactable and available at all times
- Have arrangements in place or agreements with employers that they can collect their child and have their child home for periods if necessary.
- Remain calm and supportive if their child cannot be in school. These decisions will be about following government guidance or direction or due to other health and safety implications. We will not make them lightly and only when it is not avoidable
- Contingency arrangements are going to be very important.

Children who have been clinically extremely vulnerable

In the case of children who were given shielding letters due to being classed as extremely clinically vulnerable, parents/carers will need to seek advice from medical professionals as to whether they can attend school. For the very small number who cannot, our school will work to support parents and their child's learning in a personalised way. We will assume that parents have checked with medical professionals.

Lunchtimes

All children will be eating in their classrooms, they will only access the dining hall to collect their lunch. Lunch time will be staggered starting at 11.30 to 1.30 this is to ensure that all children can collect their lunch safely and have socially distanced outside play in the allocated areas. We will be providing a hot menu for those that have school meals. As you are aware, we have moved to John Randall School providing our school lunches. The menu for the first week is attached, we will continue to work to ensure the menu meets the needs of our children. If your child has specific dietary requirements and they are going to be having a school meal, please contact school as a new form will need to be completed to ensure that the kitchen staff are fully aware of their needs.

Outside Play

As mentioned previously all children will have access to outside areas. When we first return to school our outside play areas on our side of the school site will be limited due to the work on the back of site not being completed within the allotted time over the holiday period. Our school field / hard play area will not be accessible, John Randall School have agreed for us to be able to use a sectioned off area of their school field in order for the children to have their required access to play facilities. We will continue to keep you updated with regard to this

Resources

We will have lots of great things happening in school when the children are back. We will have some resources we cannot use or things we can use but with particular cleaning guidance. We have produced guidance for the staff taking advice from local Health and Safety and Public Health.

Each child will be provided with their own items of basic equipment and this will be kept within a wipeable pencil case and stored within their own drawer when not being used.

Home to school resources

The guidance asks for the minimum things to come back and forth between school and home. Book bags, Packed lunches, snacks and home school diaries can come back and forth but where possible we would ask that toys, games etc do not.

Therapists

Where possible the work of the therapists will be undertaken remotely. Therapists who are required to be in school will work in accordance with agreed risk assessment as they may be working across class bubbles, colour zones or schools. The therapists will follow health or other relevant body guidance. It is likely if working directly with a child that they will be wearing PPE including facial PPE.

The school therapy team will be linked to class bubbles and will work with these children only, due to working with children across class bubbles they will be required to wear a visor..

Annual Reviews and meetings

We will be continuing to have meetings through on-line TEAMS meetings or shared phone calls. We hope that any other agencies that would usually attend will be able to join the meetings on-line. We are aware that a number of reviews still need completing within the first few weeks of term and will contact you to arrange a suitable time.

Cleaning

There will be enhanced cleaning throughout the day both within class bases and toileting areas.

Medication drop off or other things

Unfortunately we need to continue to have restricted access to the school site. If parents/carers need to bring medication into school or other things (e.g. equipment) then please ring school to arrange a time to do so, this will not be able to be done during the main drop off and pick up times due to the need to maintain social distancing in the main entrance / office area . We are really sorry this will be more formal than usual, but it is to ensure that things are as safe as possible. At present we also need to limit the number of face to face meetings but these can be arranged using appropriate PPE / distancing measures where required.

Access to school reception

There will only be one person or one household accessing the reception area at a time. Parents/carers and visitors are asked to call school when they arrive and remain in their car. When they are able to access this area, a member of the office staff will call and ask them to come to the reception area and open the door to access.

Social Stories

We will also be uploading a number of social stories onto the school website which you can share with you child before the start of term.

I understand that there is much information in this letter but felt it was important that you understand all of our procedures. These may be subject to change at any point and we will contact you promptly if this is the case. It is therefore important that you check your emails / your child's book bag and the school website regularly. Please be assured that despite the new measures we are determined to maintain the warm and friendly feel of Haughton School and will do our utmost to ensure the children continue to feel safe, secure and 'at home' with us.

We are really looking forward to welcoming our children back with us on Thursday 3rd September, however in the interim period if you have any questions and concerns then please do not hesitate to contact school. I know that by working together we will strive forward ensuring the very best for our children.

Kind regards

Gill Knox