



Headteacher: Yalini Carlsson-Ruban

**Deputy Headteacher: J Greenlees -Assistant Headteacher: J Constant -Designated Safeguarding Lead: L Greenlees –
Business Manager: K Robertson**

Tuesday 9th June 2020

Coronavirus (COVID-19): Conway reopening arrangements

Dear Parents and Carers,

We would like to begin by offering a huge thank you for supporting the school over recent months and for supporting your child with their home learning.

Re-opening schools: government guidance

As you will be aware, the government guidance as it currently stands, has been for Primary schools to re-open to years 6, 1, Nursery and Reception at the earliest opportunity from 1st June 2020.

Guidance also state that schools continue to operate a childcare facility for:

- Children of critical workers
- Vulnerable pupils

Having carefully considered all factors and undergone an extensive risk assessment, which has been approved by the governing body, we can confirm that at Conway –

- We will continue to support children of critical workers and our vulnerable pupils
- We are **unable** to open the school for Nursery & Reception children safely
- **We will be inviting Year 1 students back to school from the 15th June**
- **We will be inviting Year 6 pupils back to school from the 6th July**

This phased approach to reopening will enable us to prepare fully and take every measure, reasonably possible, to keep adults and our children safe as we gradually increase numbers.

Re-opening schools: preparation and arrangements

We recognise that some of you may have some concerns about your child returning to school and that for some children another change will be unsettling for them. We also understand that the past weeks will have been challenging for many families. We would like to reassure you that we have put in the best possible preparation under the circumstances, but as parents and carers you should make the decision on what is best for your child's health and wellbeing.

The details below outline the arrangements we will implement to ensure the best possible safety of all staff, pupils and parents/carers. As previously mentioned, these arrangements have been put into place following a full risk assessment process which is in line with guidance from the Department for Education. The arrangements will be kept under constant review and should there be any changes we will inform you at the earliest possible opportunity. Please note that there will be additional supplementary information sent via the school app, text and school website.

Within the risk assessment and subsequent planning, we understandably cannot plan for every possible outcome and eventuality. Therefore, we absolutely recognise that navigating certain situations will be up to the discretion and judgement of staff. We support staff to use their professional judgement – in areas not outlined in the guidance - to make sensible and measured decisions with pupil and staff safety considered at all times.

Due to Covid-19 not all our staff are available to return to work at this time. This means that if staff become ill we may not have a replacement. In these circumstances we may have to close part or all of the school. We will of course keep you informed in these circumstances

We hope that these arrangements provide you with the information you need to support your child to return to school.

Yours faithfully,

Mrs Yalini Carlsson-Ruban
Head teacher

Steve Piper
Chair of Governors



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Please note - subject to change due to ongoing government guidance

Rationale:

The aim of this document is to give a clear breakdown of the key measures that are being implemented to ensure that we can successfully and safely re-open our school for some key groups of pupils. Due to the fluidity of the pandemic, this document and the detailed measures outlined below will be under constant review. If further government guidance is published, or, after we know how the plan works in reality, certain measures may be further developed or refined.

Key aims for the school:

- 1. Support the safe re-opening of the school for key year groups (Y1 and Y6), providing them with the best education we can (under the current guidance and circumstances).**
- 2. Continue to provide our childcare facility for Key Worker/Vulnerable Families.**
- 3. Continue to provide home learning.**

The safety and welfare of the pupils, staff and wider school community is at the heart of this plan. Please see below a breakdown of the current 'Conway Risk Assessment Implementation Plan', which covers the various aspects of school life.

Phased Return

- The school will continue to be open for the Key Worker childcare facility and vulnerable children.
- We plan to re-open as follows –
 - Year 1 - Monday 15th June
 - Year 6 – Monday 6th July
- **If you would like your **Year 1** Child to return on the 15th June – Please email admin@conway.greenwich.sch.uk by Thursday 11th June with your child's full name and class**
- **If you would like your **Year 6** Child to return on the 6th July – Please email admin@conway.greenwich.sch.uk by Friday 3rd July with your child's full name and class**
- Should there be any changes/adaptations to our phased return we will endeavour to give you the as much notice as possible so you can make alternative arrangements.

Staggered Start/Finish Times:

To allow leaders to carefully manage movement on the school site, you will be given strict timings for the dropping-off and collecting your children. This is to ensure that you will be able to maintain social distancing guidance.

Drop off times Monday to Friday:

- 8:30-8:45 – Key Worker/Vulnerable
- 8:45-9:00 – Year 1
- 9:00-9:15 – Year 6

Pick up times Monday to Thursday:

- 2:30-2:45– Year 6
- 2:45-3:00 – Year 1
- 3:00-3:15 - Key Worker/Vulnerable

Pick up time Friday:

To enable our team to complete a full deep clean of the school environment and provide planning and preparation time for teaching staff we will be closing the school early on Friday afternoons. Children will be provided with lunch. Pick up times as follows:

- 12:15-12:30– Year 6
- 12:30-12:45 – Year 1
- 12:45-1:00 - Key Worker/Vulnerable

CONWAY PRIMARY SCHOOL

Gallosson Road
Plumstead SE18 1QY
Tel: 020 8854 0897

E-mail: admin@conway.greenwich.sch.uk

Website: www.conwayprimaryschool.co.uk



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Drops-offs

- Please ensure only one parent/carer drops off child/children at the main school gate at your allotted time.
- Please follow the clearly marked social distancing markers outside the school perimeter and queue in an orderly fashion.
- Please also ensure you are not congregating around the school entrance and wait behind the yellow 'please wait here floor sticker'.
- Children will be dropped off at the school gate and an adult helper will escort them to their defined wait area within the school playground.
- Parents will not be allowed on the school site
- **During this time, Year 6 children are to be accompanied to school by a parent/carer. Children will not be allowed to walk to school unaccompanied.**

Punctuality/Late Arrival

It is imperative that children arrive at school within their allocated slot. This is to ensure that there is not an excess number of people arriving at the same time, which could put others at risk.

If you are running late and are not able to make your slot, please note that you will not be permitted to enter the school site until after 9:30am. After 9:30am, you may bring your child to the main office gate and ring the buzzer, where they will be admitted. Once again parents will not be permitted to enter the school site.

Collection

- Please can you wait outside the school at your child's designated collection time. We would ask you to stay two metres apart when waiting for your child to be dismissed.
- Please can you stay behind the designated collection point marker to ensure the safety of staff and other children.
- **Year 6 children are to be collected by a parent/carer. During this time, no children will be allowed to walk home alone.**

Late Collection

It is essential that children are picked up on time; however, for unforeseen emergencies, please notify the school office on 020 8854 0897 as soon as you can and at least 1 hour before the end of the school day.

Reducing the Mixing of Pupils/Different Year Groups

As you will have seen in the government guidance, there is a strict limit of up to 15 pupils per classroom/learning area. Our aim is to create 'pods' of pupils within each year group and each pod will be assigned a classroom/learning area.

This means that it is not going to be possible for all children to be with their existing class teacher or teaching assistant, but we will try to ensure this happens where possible. To reduce the risk of transmission, we will limit interaction between pods, with the aim of staff and pupils having no contact with those in different pods.

Due to Covid-19 not all our staff are available to return to work at this time. This means that if staff become ill we may not have a replacement. In these circumstances we may have to close part or all of the school. We will of course keep you informed in these circumstances

As per government advice, it is recognised that social distancing with children will be challenging. We will strive to maintain social despite our bests efforts this may not be possible at all times.

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Office and Communication

The office will be closed (for face-to-face contact) to parents during the school day – if you wish to speak to a member of office staff this can be done via phone on 020 8854 0897 or via email admin@conway.greenwich.sch.uk

Face Coverings

Children should **not** wear gloves or face masks/coverings to school.

Shared Resources

There will be no use of the outside play equipment e.g. sand, water, climbing equipment. This equipment will be cordoned off to the pupils. There will be minimal resources/furniture in classrooms and these will be cleaned down at key points throughout the day.

Personal Belongings

Water bottles are essential – there will be no access to water from fountains within the school.

Year 6 pupils should not bring phones in to school

Pupils should only bring in these essential items: water bottle, lunch box (if required) and coat.

All stationery will be provided by the school and no other personal belongings are to be brought in e.g. pencil cases.

School Uniform/Washing Clothes

We ask that all children wear school uniform, where possible. As a reminder, it is important that clothes worn at school are washed after each day, thus reducing the risk of transmission, so we would suggest school blazers are not worn.

PE Kits

PE kits will not be needed on pupils return to school – we will keep you updated if these will be needed in the future.

Moving Around the School

It has been recognised by the government that the 2m social distancing rule in schools will not be feasible. However, we will endeavour to introduce as much distancing, as practically possible, within the restraints.

Due to the size of the school, we will introduce a timetable for movement around the building to reduce contact and enable some distancing.

All children will access and exit the school building via Door 1 and will follow the school's hygiene procedure:

- Step on disinfectant mat
- Wash hands and wrists thoroughly

Children will be escorted to the toilet in strict rotation, 3 times throughout the day, to ensure good hygiene. Any child wanting to visit the toilet within class will be limited to one at a time. Each year group pod will be assigned a toilet.

Signs and Symbols

To support pupils of varying needs and ages, we have signs and symbols clearly displayed around the school acting as prompts to ensure social distancing and handwashing expectations are followed.

Break Time/Lunch Time

To support pupils in avoiding mixing with others unnecessarily, we will ensure that we have staggered break/lunchtimes. Clear timings and locations have been allocated for each pod to ensure that they do not mix with the other pupils. Each pod will have a dedicated lunchtime supervisor who will remain within the pods during

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lunchtimes.

Pupils are able to purchase a lunch through the normal arrangements. A school lunch will be offered to pupils eligible for Free School Meals and attending school. Once attending school, the school meal voucher scheme will cease for those pupils.

All kitchen staff will follow our hygiene procedures and where appropriate PPE will be worn.

Handwashing

Pupil handwashing to take place at timely intervals throughout the day, including when entering and exiting the school, after break and lunchtimes, toileting, contact with food or transition around the relevant zones of the school.

Please note that there is sufficient supply of soaps and sanitisers across the school.

Contracting Covid -19

Any pupil or staff member displaying COVID-19 symptoms, will be isolated. Parents will be informed and will need to collect their child from the school gates at their earliest opportunity. The school will regularly liaise with parents as to the possible return of their child.

If a member of staff or pupil tests positive for COVID-19, all members of their pod (pupil and staff) are to self-isolate for 14 days along with anyone else judge by the Headteacher to have been in extended contact with the pod. All classrooms and other areas used by the individual will be deep cleaned

The use of Personal Protective Equipment (PPE)

Training has been provided to staff on how PPE should be used including the correct procedures to putting it on and removing it.–As per the government guidance, PPE will only be worn by those:

- Carrying out Intimate Care
- Direct first-aid contact
- Involved in the preparation of food
- Involved in undertaking cleaning around the school

Behaviour

To support staff in adapting to the new normal, we have refined the Behaviour Policy to ensure that staff are able to appropriately use their professional judgement in dealing with and managing behaviour. Children will be told of the refined behaviour expectations on their return to school.

Pupils with SEND

Individual support via the SENCo will be in place for pupils with SEND for transitioning back to school. This will be completed on a case-by-case basis.

Classroom Spacing

Chairs and desks will be carefully spaced where possible but given the space constraints this will not adhere to strict social distancing measures. We will however create a fit for purpose learning environment, which can, as safely as possible, protect staff and children.

Cleaning/Classrooms

We have recently undertaken a whole school deep clean and disinfection. Please note, a planned, systematic approach of increased cleaning will take place to ensure the school is cleaned thoroughly on a daily basis. The appropriate cleaning products/chemicals will be used and key 'hot spots' will be cleaned multiple times throughout the day.

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Home Learning

Please note that all year groups, including those not returning in the key year groups, will continue to receive online learning.

Symptoms of COVID -19

In line with the current NHS and government advice, you should keep your child at home if they develop COvid-19 symptoms for a period of seven days. Symptoms include a high temperature or a new, continuous cough. Where symptoms continue after seven days, or begin to worsen, you should call 111. If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information regarding symptoms and actions can be found on the NHS website (<https://www.nhs.uk/conditions/coronavirus-covid-19/>).

If you think your child may have been exposed to or has coronavirus, or if your child receives a positive test result for coronavirus, please contact the school on 0208 303 2873 at the earliest opportunity.

Anyone within the UK that displays any of the Covid-19 symptoms can now request a test at a local testing facility. Please follow the link should you require this service-

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-testet>

Supporting Children & Families

We do not underestimate how difficult the recent weeks have been for us all and we all will have been affected in some way by the coronavirus pandemic. We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning. The following support is in place for pupils once they return to school.

- Regular PSHE lessons discussing concerns and supporting pupils to learning in a new environment.
- Support for pupils who have experienced bereavement and loss

Parents may wish to seek support for themselves from the following support agencies:

- Samaritans – call free 24 hours a day on 116 123
- National Domestic Abuse Helpline – call for free and confidential advice, 24 hours a day on 0808 2000 247
- Shelter call free 0300 0536 083 - A free webchat is available at:
https://england.shelter.org.uk/get_help/webchat