

# Grampound with Creed CofE School



## COVID-19 School Return

### Autumn 2020

Start Date: Monday 7th September

Dear Parents/Carers,

The purpose of this booklet is to share the school's full opening plan, providing information on how Grampound with Creed School will open to all pupils, in all year groups, from the beginning of the Autumn Term.

This plan links specifically to the 'Guidance for full opening: schools' published by the Department for Education (DfE) on 2nd July 2020, and wording from this document is included in *blue italics* for your reference.

Before sending to parents, this booklet has been agreed and amended by school staff, Celtic Cross Education and approved by Trust Directors.

As you are aware, the government originally made the decision to keep schools open to key workers and vulnerable children only, with the aim of reducing transmission of coronavirus, whilst providing care for those who most needed it. On 1st June, this also extended to certain prioritised year groups (Nursery, Reception, Year 1, & Year 6). From the beginning of the Autumn Term, attendance at school will again become compulsory for all children in all year groups.

Before looking at school arrangements for the Autumn Term, we would like to thank our whole school community; parents, children and staff for their support and commitment during this very difficult time. This was an unpredictable period of absence for many children with little warning. We thank parents for prioritising children's emotional wellbeing and engagement in home learning platforms, especially those juggling additional work commitments, and staff for altering their working times, hours and reducing their breaks to facilitate a 'full school day' both in school and at home.

This plan condenses the DfE 'Guidance for full opening: schools' and draws on its specific implications and procedures in place for Grampound with Creed CofE School, beginning in the Autumn Term.

Although this is intended to be the final school plan, advice remains subject to change. Should this be the case, an amended document will be sent with all adaptations in red to your email address, in time for the start of the new term.

With best wishes,



**Caroline Jarrett**  
**Head of School**

## **Attendance**

From March to the end of this academic school year, it was made clear that parents would not be penalised or sanctioned for their child's non-attendance at school. This guidance is now being changed and, from September, attendance for children from Reception to Year 6 is compulsory.

*"Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the Autumn Term. This means from that point, the usual rules on school attendance will apply, including:*

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age*
- schools' responsibilities to record attendance and follow up absence*
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct."*

## **Attendance for Pupils who are Shielding**

Shielding advice for all adults and children will pause on 1st August, subject to a decline in rates of transmission.

Children who remain under the care of a specialist health professional should discuss their care before returning to school in September, and any specific medical information impacting their attendance should be emailed to:

[grampoundwithcreed.head@celticcross.education](mailto:grampoundwithcreed.head@celticcross.education)

## **Authorised Absences**

Alongside authorised absences relating to our current school policy, absences will be authorised for all public health advice recommending non-attendance at school. This medical advice could include:

- Self-isolation
- COVID-19 symptoms
- Positive test result
- Localised lockdown

Should this be the case for an individual/group of individuals/bubble, or the whole school, we will immediately switch to a personalised, or individual, class-based remote learning system, through Class Dojo. Details of this are included in the 'remote learning' section of this guide.

## **Pupils and Families who are Anxious about Returning to School**

It is understandable, and to be expected, that children and families will be anxious, nervous or reluctant about a return to school, for a variety of different reasons. If you haven't already completed our emotional health and wellbeing survey, please do so. For more information please email our office on:

[grampoundwithcreed.secretary@celticcross.education](mailto:grampoundwithcreed.secretary@celticcross.education)

This will be confidential and only shared with staff working within class bubbles to help and support children.

*"Schools should bear in mind the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this."*

## **Staff and Classroom Bubbles**

<b>Classroom</b>	<b>Teacher</b>	<b>Teaching Assistant(s)</b>	<b>Pupils</b>
Pedrean	Mrs Hayes	Miss Humpage	EYFS
Lostledan	Miss Molden and Mr Banks	Miss Evens	Y1/Y2/Y3
Kwilkyn	Miss Coffee	Miss Dalton Mrs Pryer	Y4/Y5/Y6

*"Siblings may also be in different groups. Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission."*

## **School Timings**

<b><u>Drop Off Times</u></b>			
<b>Class</b>	<b>Year Groups</b>	<b>Time</b>	<b>Location</b>
Pedrean	EYFS	8:50am	Playground Gate
Lostledan	Y1/Y2/Y3	8:40am	Playground Gate
Kwilkyn	Y4/Y5/Y6	8:40am	Front Gate to Road

*"Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school."*

<b><u>Pick Up Times</u></b>			
<b>Class</b>	<b>Year Groups</b>	<b>Time</b>	<b>Location</b>
Pedrean	EYFS	3:05pm	Playground Gate
Lostledan	Y1/Y2/Y3	2:55pm	Playground Gate
Kwilkyn	Y4/Y5/Y6	2:55pm	Front Gate to Road

*“Staggered start and finish times should not reduce the amount of overall teaching time.”*

**In order to ensure the safety of all our children, staff and families, it is vital that these times are strictly adhered to, as being too early or too late will result in the mixing of bubbles.**

**Parents are also expected to keep a social distance from each other in public spaces around the school.**

## **Siblings in Different Classes**

If you envisage a difficulty in picking up siblings, please contact the school office and we will agree a specific plan for you, to support your situation.

## **Friday Timings**

School will no longer be closed on a Friday afternoons, as PPA can now be covered by non-bubble staff, as based upon the advice below.

*“Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.”*

*“All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable.”*

## **Parent Arrangements for Drop Off and Pick Up**

*“Schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.”*

### **Pedrevan/Lostledan**

Arrival — Please enter through the main gate to the carpark and (if driving) park towards the village hall side. Please arrive at the time detailed in this booklet.

Queueing — Please be ready for drop off time and queue alongside the village hall, keeping a sensible distance from other parents and children.

Pick Up — Please try to park on the same side for pick up and wait again in a queue to receive your child(ren). Once pick up is complete, please leave quickly and do not stay too long in the carpark, in order to avoid congestion.

### **Kwilkyn**

Arrival — Please enter through the main gate to the carpark and (if driving) park towards the school side. Please arrive at the time detailed in this booklet.

Queueing — Please be ready for drop off time and queue from the front gate along the footpath next to the front of the school, keeping a sensible distance from other parents and children.

Pick Up — Please try to park on the same side for pick up and wait again in a queue to receive your child(ren). Once pick up is complete, please leave quickly and do not stay too long in the carpark, in order to avoid congestion.

*“Schools should remind parents about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.”*

## **Break Time/Lunchtime Timings**

*“Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).”*

*“Both the approaches of separating groups and maintaining distance are not ‘all-or-nothing’ options, and will still bring benefits even if implemented partially.”*

### **Break Times**

<b>Class</b>	<b>Time</b>	<b>Location</b>	<b>Members of Staff</b>
Pedrean	10:00am — 10:15am	Playground	Mrs Hayes & Miss Humpage
Lostledan	10:30am — 10:45am	Playground	Miss Molden & Miss Evens
Kwilkyn	11:00am — 11:15am	Playground	Miss Coffee & Miss

### **Lunchtimes**

*“Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).”*

<b>Class</b>	<b>Time</b>	<b>Location</b>	<b>Members of Staff</b>
Pedrean	11:30am — 11:55am 12:00pm—12:25pm	Pedrean Classroom Playground	Mrs Hayes & Miss Humpage
Lostledan	12:00pm—12:25pm 12:30pm—12:55pm	Lostledan Classroom Playground	Miss Molden & Miss Evens
Kwilkyn	12:30pm—12:55pm 1:00pm—1:25pm	Kwilkyn Classroom Playground	Miss Coffee & Miss Dalton/Mrs Pryer

## **School Lunches**

At least until Autumn Half Term, all lunches will be packed lunches eaten in classrooms. Caterlink will be back in operation, but will only be able to provide packed lunches for children until at least October Half Term. Parents should continue to book via ParentPay. Universal free school meals for children in KS1 and free school meals will continue to be provided, free of charge through booking.

Staff will deliver packed lunches to lunchtime bubble supervisors through the outside door of classrooms in time for their lunch time slot.

*“We expect that kitchens will be fully open from the start of the Autumn Term and normal legal requirements will apply about provision of food to all pupils who want it, including for those eligible for benefits-related free school meals or universal infant free school meals.”*

## **Social Distancing**

We will promote social distancing for children in Kwilkyn Class, but recognise the challenge of this from experiences from 1st June. Children will minimise contact with others by staying in their protective bubbles, where possible.

*“Within their groups, primary schools do not need to keep children 2 metres apart from each other – this has been the case throughout the outbreak.”*

*“It is still important to reduce contact between people as much as possible, so children, young people and staff where possible, should only mix in a small, consistent group and that small group should stay away from other people and groups.”*

*“Schools should aim to minimise contact between individuals and maintain social distancing where possible.”*

*“We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.”*

## **Breakfast Club**

Breakfast club will run in school (as before) from Monday to Friday, bookable through ParentPay, at a price of £3.50 a session from the time of 7:45am to the beginning of the child's classroom session. Children should come to the playground gate at their booked arrival time, to be met by wraparound staff. Please ring the bell on the gate for attention and remember that parents are not allowed on site without a prior engagement.

## **Afterschool Club**

After school club will also run as usual with the same arrangements for pick up via the playground gate only. Please ring the bell for attention.

## **Prices**

Until 3:30pm = £3.00

Until 4:00pm = £4.00

Until 6:00pm = £6.50

Children attending wraparound care will be kept, as much as possible, within their bubble groups. Groups will be kept below 15 and any food served will be done so strictly according to the latest Covid 19 Government Guidelines. If you feel that your child may use our wraparound provision in the Autumn Term, pre-bookings should continue to be placed through ParentPay. These need to be made at least 24 hours in advance.

If you require any further information regarding to our wraparound care please contact the school office.

*"Some schools may keep children in their class groups for the majority of the classroom time, but also allow mixing into wider groups for specialist teaching, wraparound care."*

*"Endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission."*

## **P.E.**

PE will continue from the beginning of the academic year within class bubbles and Mr Webb will help and support with sessions initially, for one full day per week. We hope to continue with swimming sessions in the year, but do not plan for these to take place in the Autumn Term.

*"Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls. Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided."*

## **Classroom Environments**

Small changes will be made to classrooms and, where possible, children will be seated side by side and facing forwards to front of the room.

*“Schools should make small adaptations to the classroom to support distancing where possible.”*

## **Resources**

Frequently used equipment, such as pencils and pens, when provided by the school, will not be shared with other children. There should be no equipment or toys brought into school by any child.

Children should bring one bag into school, which contains their P.E. kit, reading book and book log, water bottle and lunchbox (if not required by the school). Please see the ‘Back to School’ Guides at the end of this document for further information.

*“Equipment and resources are integral to education in schools. During the Summer Term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education.”*

*“It is still recommended that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books and stationery. Bags are allowed. Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.”*

## **School Visitors**

### **School Maintenance**

School contractors (Reef Water, CCE Maintenance Team, School Cleaner) will be permitted on the school site, preferably outside of school hours. Hand washing and social distancing will be explained prior/on arrival to the school site. The school will keep the contact information of all external visitors.

### **Parents**

Parents will not be admitted on the school premises unless there is an exceptional circumstance, where a telephone conversation/Zoom video call is not possible.

### **Collective Worship Visitors**

Occasionally, visitors will lead 'bubbled' collective worships with individual classes and Ms Jarrett's weekly collective worship and awards assembly will be played to children via video link. With current guidance in place, it will not be possible to have whole school collective worship, so class teachers will lead class collective worship each day.

### **Extra-Curricular Clubs/Activities**

Excluding wraparound care, there will not be any extra-curricular clubs until further notice. There are plans to look at the future possibility of clubs being run by staff members within bubbles and external coaches/clubs. Parents will be notified about this through the school newsletter. Music lessons from outside providers will be reviewed in September and any anticipated start date will be communicated to parents.

*"Schools should consider how to manage other visitors to the site, such as contractors, and ensure site guidance on physical distancing and hygiene is explained to visitors on or before arrival."*

*"School leaders will want to consider how to minimise the number of visitors to the school where possible."*

*"Schools are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where they are satisfied that this is safe to do so. Schools should consider carefully how such arrangements can operate within their wider protective measures."*

## **Curriculum**

Our school curriculum will be 'needs assessed' and modified at the beginning of the school year, weighted on the emotional well-being/mental health of children, with an aim to re-establish the school routine from the outset. Planning will be on the basis of the educational need of pupils, informed initially by formative assessment, with the aim to address gaps in children's knowledge as a result of schooling missed. Teaching staff will continue to teach through our school's planned bespoke curriculum with termly topics studied in depth.

*"Pupils may be experiencing a variety of emotions in response to the coronavirus (COVID-19) outbreak, such as anxiety, stress or low mood. This may particularly be the case for vulnerable children, including those with a social worker and young carers. It is important to contextualise these feelings as normal responses to an abnormal situation. Some may need support to re-adjust to school; others may have enjoyed being at home and be reluctant to return; a few may be showing signs of more severe anxiety or depression."*

*"Substantial modification to the curriculum may be needed at the start of the year, so teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021."*

*"Teach an ambitious and broad curriculum in all subjects from the start of the Autumn Term, but make use of existing flexibilities to create time to cover the most important missed content."*

## **Catch-Up Support Funding**

The school awaits further information about catch-up support funding and will use assessment, as well as knowledge of individual needs, for its distribution.

*"£650 million will be spent on ensuring all pupils have the chance to catch up and supporting schools to rise to the challenge. This one-off grant funding will be paid to all state-funded primary, secondary and special schools in the 2020 to 2021 academic year. Whilst head teachers will decide how the money is spent, the Education Endowment Foundation has published [guidance on effective interventions to support schools](#). For pupils with complex needs, we strongly encourage schools to spend this funding on catch-up support to address their individual needs. We will set out how this funding will be distributed between individual schools shortly."*

## **Localised Lockdown**

In the event of a high level localised lockdown, we will follow the remote learning alternate plan explained on the following page and will open again as a hub, offering provision for children of critical key workers and vulnerable children from Ladock, Grampound Road, Grampound with Creed and Veryan schools.

## **Remote Learning Alternate Plan**

Following the closure of the school or bubble, we will, in-line with Government requirements, provide 'immediate' remote learning resources of a high quality, based on the class learning at that point in time. These will be available through the Class Dojo learning platform that we have been using throughout the Summer Term and staff will ensure that they are available to be accessed for learning to take place on the day following 'lockdown'.

For individuals who are self-isolating, learning resources will also be available through Class Dojo, but via the personalised 'messages' section. As these will be for individuals, they may not be presented in exactly the same format as a whole class resource in order for them to be 'personalised' to the individual concerned.

The school has already ensured that all parents have access to Class Dojo or Tapestry by 'inviting' them to join via email. If any parents have lost their link or passwords, then they can be resent by the school on request. It is essential that parents respond to this invitation in order to activate their account. If anyone is unable to access Class Dojo because of technical problems or the lack of electronic equipment, they must contact the school, who will ensure that a solution is found.

If you need any assistance in accessing or using these home learning platforms, please contact school and the teachers will guide you through the process.

## School Uniform

With a change in guidance around the daily changing/washing of clothes, children should wear school uniform from the beginning of the academic year. If there are any personal circumstances that may impact the wearing of school uniform, please contact:

[grampoundwithcreed.head@celticcross.education](mailto:grampoundwithcreed.head@celticcross.education)

*“Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.”*

*“We would, however, encourage all schools to return to their usual uniform policies in the Autumn Term. Uniform can play a valuable role in contributing to the ethos of a school and setting an appropriate tone.”*

*“Schools should consider how pupil non-compliance is managed, taking a mindful and considerate approach in relation to parents who may be experiencing financial pressures.”*

**School sweatshirts or cardigans with the school logo can be purchased from Cornwall Screenprint, St Austell. They also supply our PE t-shirts with our logo and book bags. Their telephone number is 01726 68689 or email [info@cornwallscreenprint.co.uk](mailto:info@cornwallscreenprint.co.uk)**

## **Handwashing**

Staff will explicitly teach and supervise health and hygiene arrangements such as handwashing, tissue disposal and toilet flushing. Children will be made to wash their hands frequently with soap and dry them properly throughout the day, including every time they come in from outside, before and after they eat snacks or lunch and after sneezing or coughing. Help will be available for children who have trouble cleaning their hands independently. All classrooms have their own sink and toilets to use.

*“Essential measures include robust hand and respiratory hygiene .”*

## **Hygiene Management**

Each group will have their own cleaning wipes and spray that adults in the bubble can use frequently to clean surfaces that children are touching e.g. toys, books, desks, chairs, doors, sinks, light switches.

Children will be actively encouraged not to touch their mouth, eyes and noses. Children will regularly be reminded of ‘catch it, bin it, kill it’ procedures. All classroom bins have been replaced with pedal bins and these bins will be emptied regularly throughout the day.

All rooms will be well ventilated by opening windows and wherever possible, doors will be propped open to aid ventilation and limit the use of door handles. Children will not use the school corridor except for use of the toilet; they will only use their allocated room and enter and exit this via the fire escape unless there is an exceptional circumstance. At the end of each day, each room will be cleaned.

## **Symptoms Response**

Parents and carers will need to be ready to:

- Book a test for their child if they are displaying symptoms; not come to school during that period of time and self-isolate. If the test result is negative, they may return to the school and their period of self-isolation ends.

[Click here for the test booking website](#), or book by calling NHS 119. We will be provided with a small number of home testing kits that can be given directly to parents.

- Inform the school of the test results (positive or negative) immediately.

## **Child/Adult Shows Symptoms of COVID-19**

If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

Any child that develops symptoms will be taken to the isolation room. Staff members developing symptoms will be sent home. If a child/adult is symptomatic outside of school hours, they should remain at home and contact the school.

PPE will be worn by staff caring for the child while they await collection, if direct personal care is needed and a suitable distance cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, the school will call 999 if a child is seriously ill or injured or their life is at risk.

Schools will not visit the GP, pharmacy, urgent care centre or a hospital.

The child/staff member should then follow the COVID-19 'Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', available on the Government website. **[www.gov.uk](https://www.gov.uk)**

All children will have access to a test if they display symptoms of coronavirus. If they develop symptoms, they should be tested. If they test negative, they can return to their setting and their fellow household members can end their self-isolation. If they test positive, education and childcare settings should follow guidance on implementing protective measures in education and childcare settings.

When a child or adult develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for at least 10 days. Fellow household members should self-isolate for at least 14 days.

## **Child/Staff Member Tests Positive for COVID-19**

Where a child or staff member tests positive, the rest of their bubble will be sent home and advised to self-isolate for 14 days.

If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

The other household members of that wider class/group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national Test and Trace programme, if other cases are detected within the child or young person's cohort or in the wider education or childcare setting, Public Health England's local Health Protection Teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children and young people may be asked to self-isolate at home as a precautionary measure — perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left, will reduce the risk of passing the infection on to other people.



# **Pedrevan Class**

## **Back to School Guide**

### **(EYFS)**



**Return to School Date: Monday 7th September**

**(Phased entry arrangements will be communicated separately)**

#### **Where to park:**

In the village car park on the village hall side.

#### **Where to drop off and pick up your child:**

Playground Gate — lining up on the path alongside the village hall.

**Starting School: 8:50am at the Playground Gate.**

**Finishing School: 3:05pm at the Playground Gate.**

#### **What to bring:**

A bag containing: P.E. kit, reading book and book log, water bottle and lunchbox (if not provided by the school), a hat and a coat. Pupils must not bring any other items into school.

#### **What to wear:**

School Uniform (Reception only)

#### **What to remember:**

Parents are not permitted on the school site, please contact by phone or email or by ringing the doorbell.



# **Lostledan Class**

## **Back to School Guide**

### **(Y1/Y2/Y3)**



**Return to School Date: Monday 7th September**

#### **Where to park:**

In the village car park on the village hall side.

#### **Where to drop off and pick up your child:**

Playground Gate — lining up on the path alongside the village hall.

**Starting School: 8:40am at the Playground Gate.**

**Finishing School: 2:55pm at the Playground Gate.**

#### **What to bring:**

A bag containing: P.E. kit, reading book and book log, water bottle and lunchbox (if not provided by the school), a hat and a coat. Pupils must not bring any other items into school.

#### **What to wear:**

School Uniform

#### **What to remember:**

Parents are not permitted on the school site, please contact by phone or email or by ringing the doorbell.



# **Kwilkyn Class**

## **Back to School Guide**

### **(Y4/Y5/Y6)**



**Return to School Date: Monday 7th September**

#### **Where to park:**

In the village car park on the school side.

#### **Where to drop off and pick up your child:**

Front Gate to Road — lining up on the path to the front of the school.

**Starting School: 8:40am at the Front Gate to Road.**

**Finishing School: 2:55pm at the Front Gate to Road.**

#### **What to bring:**

A bag containing: P.E. kit, reading book and book log, water bottle and lunchbox (if not provided by the school), a hat and a coat. Pupils must not bring any other items into school.

#### **What to wear:**

School Uniform

#### **What to remember:**

Parents are not permitted on the school site, please contact by phone or email or by ringing the doorbell.