

# Captains Close Reintegration Parent Booklet



Dear Parents/Carers,

As you are all aware, Captains Close closed its doors to all children, apart from vulnerable and keyworker children on 20th March. Over the past few weeks, the senior leadership team have been planning to safely welcome some of our children back to school. Sadly, the circumstances in which the children will return to school will be very different from when they left school, as we must take in to account government guidance on hygiene and social distancing.

Overall, we believe that all of the children have shown great resilience during the past 10 weeks and that they have adjusted very well to a new way of living; however, we cannot underestimate the effect that this may have had on their mental health and wellbeing, which is why we feel it is important to carry on supporting their emotional wellbeing during their transition back into the classroom.

With the support of the Trust, and as a school, we are committed to not only following the government guidance closely to create a safe environment for our children, families and staff; but also create a nurturing one, too. Your child will not completely be thrust back into a 'normal' school timetable, we will be assessing and planning throughout these uncertain times, taking into consideration the pupils needs every step of the way.

We cannot and do not expect the children in EYFS, Year 1 and Year 6 to walk into our classrooms after June 1st and settle straight back into school life. For our youngest children particularly, we are expecting that it will take them some time to become comfortable with leaving their parents on the school playground and transition back into being in school. We do not want to rush this. We need the children to feel safe and happy and this is something that we cannot compromise on. We will therefore be taking the transition back to school quite slowly and reintegrating our children gradually. They will need to spend some time with the adult responsible for their bubble, understand the new systems, rules and routines; taking things one day at a time.

In this booklet, you will find all of the information that you need to know about our reintegration plan, to keep your child(ren) safe, whilst they are at Captains Close. We care deeply about all of the children and we will do everything possible to look after them when you leave them at our door. Thank you for your continued support during these very challenging times.

Best wishes,

Mrs. Bailey

## **Introduction**

This booklet aims to set out our plans to ensure that the children in Pre-School, EYFS, Year 1, Year 6 ; as well as the children of critical workers are reintegrated successfully back to Captains Close following the following

Government

Guidance:

<https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers>

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

## **What should my child wear to school?**

All children are expected to wear their school uniform during their time at school. Children can wear trainers, so that they can safely participate in physical activities. **It is expected that children will not wear the same uniform each day. We ask that children either wear new uniform each day, leaving at least 72 hours between each wear, or wash your child's uniform every night.** If you find this difficult, please speak **to the school office, as they may be able to source some spare uniform that we have in school.** Children **will not be expected** to change into their school shoes for pumps as they enter school.

We will be keeping the school buildings well-ventilated with doors and windows open. Please make sure your child has a school jumper with them. We will also be working and playing outside as much as possible, so please pack for our very unpredictable British weather. Children will need a **sun hat and sun cream** in school (please send them to school with this already applied). **Please ensure everything is clearly** labelled. All children must have a **labelled water bottle** with them. The communal water fountains have been decommissioned during the pandemic and we do not have spare cups for the children to use, therefore you may want to send your child/children with two water bottles daily.

## **Should I provide my child with PPE?**

We know that this is a very worrying time and you will want to protect your child from the virus, but we are following the government guidance that states: "Wearing a face covering or face mask in schools or other education settings is not recommended... Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission."

**We will therefore not be expecting our staff or children to wear face masks in school. Parents will be expected to remove their child's face mask, prior to entering the school grounds.**

We will be following the government guidance of:

- ⇒ Regular cleaning of settings
- ⇒ Minimising contact and mixing
- ⇒ Frequent hand cleaning and good respiratory hygiene practices

**We will be making every attempt as a school to encourage children and staff to adhere to social distancing, but we are a primary school and some children are still young. It may not always be possible to keep the children 2-metres apart at all times during the school day and we will have to accept that, despite rigorous risk assessment, careful planning and consideration, our children will not naturally distance themselves from each other or staff.**

## Phased Return

Week 1	Keyworker/Vulnerable Children	EYFS	Year 1	Year 6
Monday 1 <sup>st</sup> June 2020	✓			
Tuesday 2 <sup>nd</sup> June 2020	✓			
Wednesday 3 <sup>rd</sup> June 2020	✓			
Thursday 4 <sup>th</sup> June 2020	✓	✓		
Friday 5 <sup>th</sup> June 2020	✓	✓		
Review				
Week 2	Keyworker/Vulnerable Children	EYFS	Year 1	Year 6
Monday 8 <sup>th</sup> June 2020	✓	✓	✓	
Tuesday 9 <sup>th</sup> June 2020	✓	✓	✓	
Wednesday 10 <sup>th</sup> June 2020	✓	✓	✓	
Review				
Thursday 11 <sup>th</sup> June 2020	✓	✓	✓	✓ ?
Friday 12 <sup>th</sup> June 2020	✓	✓	✓	✓ ?

### What class will my child be in?

We will be ensuring that our children only mix in a small, consistent group (pod) and that this small group stays away from other people and pods within the school.

#### Groupings

In order to keep the children and staff as safe as possible, we have split our year groups into the following bubbles. Pupil numbers will not exceed a maximum of 15, and only where the room is big enough.



KW= Keyworker

## Who will be teaching my child?

Staff will be working in the following groups:

Key Worker Bubbles	EYFS Bubbles	Year 1 Bubbles	Year 6 Bubbles
<b>Bubble A:</b> Mrs Parker, Miss Hall and Miss Lawrence	<b>Bubble A:</b> Mrs Palmer (M,T) Mrs Llewellyn (W, TH, F) Mrs Bartram	<b>Bubble A:</b> Miss Bridges <b>Bubble B:</b> Mrs Oram	<b>Bubble A:</b> Miss Simms <b>Bubble B:</b> Mrs Caunt
<b>Bubble B:</b> Mrs Dargue, Mrs Potter and Mrs Walkley (M, W and Th)	<b>Bubble B:</b> Miss Mooney, Mr Fox		

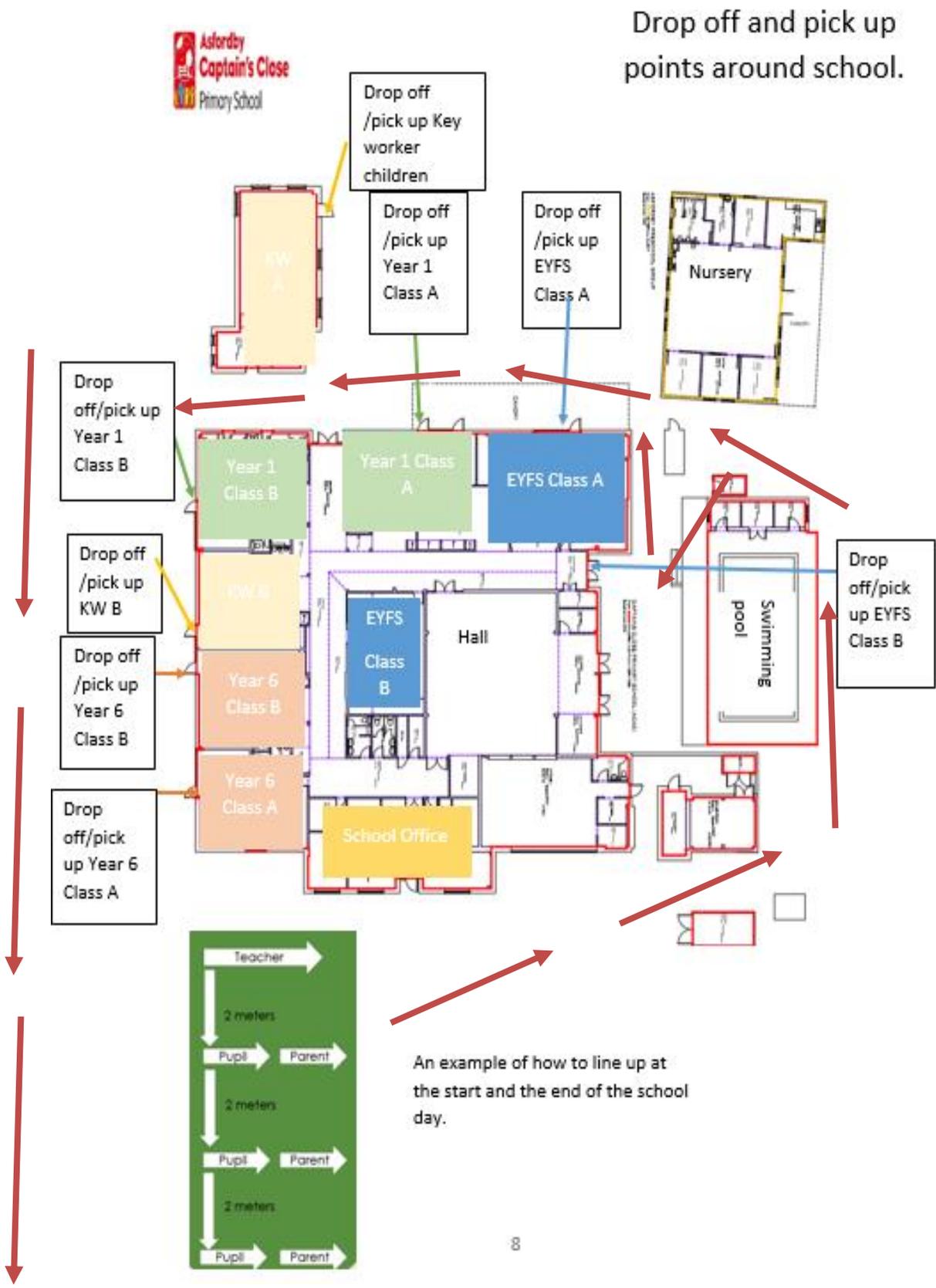
## What are the drop-off and collection arrangements?

As a school we have devised a one-way system around the school, therefore parents and children should not cross paths. **As part of this the side gate on Hazelwood Crescent will be locked.** Please enter the school grounds via the large double gates for the car park. Next, follow the path past the school office and around by the swimming pool, following the socially distanced red and white arrows to your child's allocated drop-off point (which will be signposted). An adult will be on the playground to greet your child in the morning. Upon arrival and departure, children will be asked to wash their hands. To adhere to government guidance, we kindly ask that only **one parent drops-off and collects** your child from school. **Please note the staggered start and finish times.**

**PLEASE BE PROMT:** Any lateness may cause confusion and delay; as well as increase the risk of over-crowding the playground, thus increasing the risk of spreading the infection to others. If you are late for your designated drop-off or collection time, please do not enter the school grounds and call the office to arrange a safe drop-off/pick-up of your child(ren).

	Start Time/Pick up time	Dropping off and picking up points
<b>EYFS</b>	ST-8.45am  PU-3:00pm	Bubble A – The drop of and pick up point will be signed. Children to line up on the main playground nearest to the Nursery building on the red lines 2 m apart.  Bubble B- The drop of and pick up point will be signed. Children to line by the side of the hall starting at the back of the line. On the red and white striped lines.
<b>Year 1</b>	ST- 8.50am  PU- 3:05	Bubble A – The drop of and pick up point will be signed. Children to line up on the main playground nearest to the Year 6 building on the red lines 2 m apart.  Bubble B- The drop of and pick up point will be signed. Children to line up on the side playground, at the Year 2 door on the red lines 2 m apart.
<b>Year 6</b>	ST-8:55am  PU- 3:10	Bubble A – The drop of and pick up point will be signed. Children to line up on the side playground, at the Year 5 door on the red lines 2 m apart.  Bubble B- The drop of and pick up point will be signed. Children to line up on the side playground, at the Year 4 door on the red lines 2 m apart.
<b>Key workers</b>	ST-9:00am  PU- 3:15	Bubble A – The drop of and pick up point will be signed. Children to line up on the main playground, at the Year 6 fire door on the red lines 2 m apart.  Bubble B- The drop of and pick up point will be signed. Children to line up on the side playground, at the Year 3 door on the red lines 2 m apart.

The site map below indicates where we are expecting the children to line up in the morning and where they will enter their classroom. There will be signs and markings on the floor to enable social distancing during this time.





Field zoned for playtime and lunchtime.

EYFS Class A		Year 1 Class A	Year 6 Class A
EYFS Class B		Year 1 Class A	Year 6 Class A
		Key worker children A	
Small mound	Footpath to the field	Key worker children B	
Nursery			

### **DFE Guidance Regarding 2-metre Social Distancing**

- Where possible, adults will support the children by maintaining 2-metre distance throughout the day.
- Classroom furniture will be laid out so that children can be encouraged to socially distance.
- Children will sit in the same seat throughout the day or spot on the floor.
- Classrooms will be well ventilated with doors and windows left open.
- Children will have access to their own pencil case and stationery.
- All unnecessary furniture and resources will be moved from the classrooms.
- If a pupil requires close medical or intimate care, PPE should be worn.

### **Toilets**

We will ensure that each bubble of children will use their own designated toilet and sink throughout the day (these will be clearly signposted). Children will be shown this on their first day in school and will be escorted to their allocated toilets, if required. Only one child will enter the toilet cubicle at one time.

## Equipment and Resources

Critical worker children and children in EYFS, Year 1 and Year 6 will each have their own desk and chair. They will keep all of their belongings on their desk and chair—no coat pegs will be used, except in Reception.

All children will be provided with their own pencil case and basic stationery (**please do not send your child in with a pencil case**). Equipment and resources will not be shared amongst peers or staff. The children will keep all of their books and resources on their designated desk, in a designated tray. Teachers will provide verbal feedback on any work completed.

## Movement Around School

In accordance with the government guidance: “where children can be kept in those small groups 2-metres away from each other, they should do so.” However, it is also recognised that: “brief, transitory contact, such as passing in a corridor, is low risk.” To enable our children to safely move around school, we are implementing the following:

- All non-essential movement around the school will be avoided.
- Some areas of the school will be marked with tape to indicate 2-metres.
- Where possible, children will be supervised in corridors and the main areas of the school to manage the number of children in these spaces.
- To the best of our ability, bubbles of children will not mix.
- Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles. These exits will also be the main entry point for that bubble to minimise internal movement within the school buildings.
- A fire drill will be conducted when all returning children are back in school.
- If children need to move around school, they will be expected to keep to the left hand side of the corridor.



## Break-times and Lunchtimes

Break and lunch times will be staggered, where necessary and children will play in their bubbles within the zoned areas indicated on the site maps above, around the school, including the field.

Children will wash their hands before and after lunch. The kitchen will be supplying a grab bag style lunch for those having a school meal (please note that hot meals will not be provided). When the weather is nice enough to eat outdoors, children will have a picnic style lunch, adhering to social distancing on the school field or playground.

If weather does not permit children to eat outdoors, they will eat in their bubble' classrooms. All tables will be cleaned with disinfectant before and after lunch.

Children will be responsible for their own packed lunches and tidying up their rubbish. Children who bring a packed lunch from home, will be expected to take their rubbish home with them. No other person in school will be expected to touch a child's pack up. Parents, please be mindful of whether or not your child can open up packaging independently when making up their lunch, as we would like to keep contact to a minimum.

For children in EYFS and KS1, the free fruit previously provided by the government will not be delivered to school this term. Please provide your child with a healthy snack to have a break time

**Please note that school lunches will need to be booked and paid for through Parent Pay as usual (orders must be made in advance). Eligible children will be entitled to a Free School Meal (school pack up) — please email the School Office if you have any questions about this.**

**Your child is very welcome to bring in their own packed lunch if they would prefer. Please remember that we ask parents not to send in any nut products or fizzy drinks.**

## **What will my child be doing in school?**

During the school day, the children will complete a variety of activities to help them settle back into 'school life'. It is important that we strike a balance between a 'normal' day at school and understanding that the children have been out of the routine of the school day for some weeks now and may have some gaps in their knowledge.

We will start each day with a 'Bounce Back' Session, which has been written by the Trust's EPIC team and aims at supporting the children and staff with the transition back into the classroom. The main focus will be on wellbeing and mental health. The children will resume phonics, spellings, guided reading, TTRS or Numbots; as well as extend their knowledge in a themed topic for the half term.

The children in Years 2, 3, 4 and 5 will continue to have the online learning that they have throughout the lockdown via TEAMS. Children in those year groups will continue to have their weekly phone call with their teacher.

As children in, EYFS, Year 1 and Year 6 are expected to be in school, the online learning that they had during lockdown will be limited, as the teachers will be focusing their attention on the learning that is taking place in the classroom. For those children not coming in to school, the learning online will consist of Spelling Shed, TTRS, Numbots or AI Century (Y6 only). There are additional links on the school's website under the COVID tab. Feel free to take a look.

## **Outdoor Learning and PE**

Where possible, the children will be spending a lot of time outdoors. We have been advised that this is a safer environment for the children and we are hopeful that the weather will be kind to us, so that we can make the most of this. Please ensure that your child comes to school with a hat, a water bottle (two bottles if it is especially hot) and sun cream already applied for the day (you may send more in, but your child will have to apply this themselves). As mentioned earlier, every child must have their own labelled water bottle, as the communal water fountains have been decommissioned during the Covid 19 pandemic.

Each week, your child will have a 1-hour PE lesson on the field. This lesson will be a socially distanced PE lesson, with limited or no equipment. Any equipment that is used will be appropriately cleaned between use.

## Wellbeing

The wellbeing of our children, staff and families is something that is hugely important to us as a school and ensuring that we are proactively addressing this is now more crucial than ever. Whilst we know that many of the children may be feeling very positive about returning to school, this might not be the case for all. The children have spent a lengthy period of time at home with their family and for many, they will have adjusted to this new way of learning and may feel very reluctant about coming back to school. Equally, they will be returning to a school which, in order to adhere to safety guidance, is likely to look very different to the one they



left at the end of March. We want to assure you, that whilst the environment might look a little different, Redlands will remain a warm and inviting place for all of the children. Our curriculum for the summer term will provide daily opportunities for discussions and activities centered around PSHE themes such as friendship, managing anxiety, building resilience and transition. All of these topics will be delivered in a sensitive and age-appropriate way.

To compliment this, EPIC Psychology and Wellbeing Services have developed a 6-week daily programme, 'Bounce Back' to support the staff, children and families with their transition back to school. The aim of the programme is to promote a secure base for all and it offers a range of parallel activities for both schools and families to explore. Further details for parents will be available on the school website over the coming weeks.

Positive and trusting relationships, not only between staff and children, but also between staff and parents will be crucial during this transition phase, especially for those who are feeling a heightened sense of anxiety at this time. As always, we encourage you to get in touch with us if you have any concerns at all.

## Behaviour

In line with government guidance we have updated our Behaviour Policy with annexes relating to COVID 19, these include: behaviour expectations around hand washing and social distancing, physical handling, exclusions and use of the positive reward system.

Please visit our website for additional information support during the COVID 19 pandemic.

## Remote Learning:

As mentioned above, we will continue to provide the same remote learning for Year 2, Year 3, Year 4 and Year 5, as both the parents and children will be very familiar with it now.

For EYFS, Year 1 and Year 6, it will not be possible for teachers to be in school all day and support home learning in the same way that they have.

**If access to a device is difficult, then please speak to the School Office to discuss how we can support you.**



**Contact Details:**



**01664 812630**



**office@dsatcaptainsclose.org**

**If you have any further questions, please do not hesitate to the school.**

**Stay Safe Everyone!**

