



# Gaddesden Row JMI School

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## Plan for Phased Reopening of Gaddesden Row School

**Based on risk assessments completed by the senior leadership team, we have decided to open for Y6 and children of key workers first. This decision has been based on the advice given by Hertfordshire County Council. Over the coming weeks, we will be inviting the children in Reception and Y1 to return to school. We do not have the capacity to open, due to classrooms sizes, school size and staffing, safely for years 2, 3, 4 and 5, but we look forward to hopefully seeing you all in September.**

*This school response may be subject to change according to circumstances or further information given by the government. This will be monitored and any changes made will be in the interests of safety and the school community. This will be communicated via our parent mail app, school website and phone calls to families.*

As the Board of Governors for the school, we fully acknowledge and welcome the advice and guidance from the Government, but equally, it is important to recognise that the contextual differences from school to school are varied. It can offer a framework on which to base the school's planning but no more. The decisions on how to move forward, therefore, sit firmly with the local authority, Hertfordshire County Council which is the legal entity. It will listen carefully to the views of all stakeholders and reflect on the school's ongoing rigorous planning and risk assessments. As you will appreciate, there is so much to consider and we feel it is prudent to take a cautious and measured approach that carefully builds our capacity as proposed in this letter. This has to include careful consideration of staffing available, given shielding requirements, and the availability of the supply of much needed resources to ensure the school is able to maintain hygiene standards, as set out in the guidance, for the short, medium and longer term.

## Key Dates

**Monday 1<sup>st</sup> June:** Closed.

**Tuesday 2<sup>nd</sup> June:** Y6 and key workers AM only. (See staggered starts below)

**Wednesday 3<sup>rd</sup> June:** Y6 and key workers

**Thursday 4<sup>th</sup> June:** Y6 and Key workers

**Friday 5<sup>th</sup> June:** Key workers only

**Monday 8<sup>th</sup> June:** Y6 and key workers

**Tuesday 9<sup>th</sup> June:** Y6 and key workers AM only. (See staggered starts below)

**Wednesday 10<sup>th</sup> June:** Y6 and key workers.

**Thursday 11<sup>th</sup> June:** Y6 and Key workers

**Friday 12<sup>th</sup> June:** Key workers only

From **Wednesday 17<sup>th</sup> June**, Reception and Year 1 children can be in school every Wednesday (all day 09.30-14.30) Thursday (all day 09.30-14.30) and Friday (mornings 09.30 -12.30).

The key dates for the following weeks will be shared to everyone in due course.

*Below is the plan for the phased reopening. I have attached the DfE guidance and then the school's plan to meet this so that you can see how the school has planned for this.*

*Please take time to read the information carefully as the information contains vital information about your child's welfare.*

DfE Guidance	School response/plan
Stagger drop-off and collection times – children to arrive/collected at different times.	<u>Staggered Start:</u> Year 6 - 08.45 and key worker children 09.15.
Drop-off and collection times – protocols for adult to adult contact needs to be minimal. A plan needs to be in place for meeting/collection points and timings for each group.	There will be a supervised handwashing on entry to the school. All children will use the library entrance to enter the school.  This staggered start will allow for a one-way system and social distancing to be effective. We ask that parents and carers observe these timings to reduce social contact with other groups.

	<p><u>Staggered Finish:</u></p> <p>Year 6 – 15.15 and key worker children at 14.45.</p> <p><b>The children will remain in the classrooms until we see that their parents or carers are there to collect them. This will ensure that social distancing is in place.</b></p> <p>Staggered finish on Tuesdays:</p> <p><b>Year 6 – 13.00</b> <b>Key workers 12.30.</b></p>
Only 1 parent/carer can escort a child to school, if they cannot walk to school on their own.	We request that only one parent/carer to drop off at the school gate to reduce numbers at the school gate.
Parents/Carers cannot enter site and/or gather at school gates and doors.	<p>No parents or carers will be permitted on site at any part of the day.</p> <p>The staggered starts and drop-offs will be in place and initially there will be a limited number of children in school.</p> <p>Parents and carers themselves need to ensure the 2m rule is followed when in the car park.</p>
Class sizes – no more than 15 children in any room at any time. They should be with 1 teacher and/or a TA.	Year 6 children will be in Class Mexico and spread out at 2m apart.
Same staff to work with their groups as much as possible.	Children of key workers will be in Class Brazil spread out at 2m apart.
Where possible, let the groups remain in the same classroom for the duration of the term that they are in school.	Children will form a 'protective bubble' with the same member of staff and children throughout the week. Every possible attempt will be made to keep these groups separate throughout the day. <b>Bubble 1:</b> Year 6 children. <b>Bubble 2:</b> Children of Key Workers.
Groups of children must not mix together or come into contact, and children within a group should remain 2metres apart, if they can. This is harder to enforce for EYFS	Groups of children will be taught separately and also have separate play times. See other points on staggering times for the school day.
Desks and seats need to be separated (2m distance) between them, if possible	With approximately 7 children in each classroom, children on chairs will be 2m apart in order to maintain social distancing.
Toys and equipment should not be used	Toys and equipment will be kept in

<p>by other groups and should be cleaned between groups.</p>	<p>classrooms for those groups. Every attempt will be made to ensure that all children do not need to share resources. Therefore, they will receive their own named pack with stationery to use. The children are only permitted to bring a water bottle and a lunch box.</p>
<p>Don't share stationery or resources. Shared areas and surfaces need cleaning daily, and disinfected/bleached frequently.</p>	<p><b>No bags or objects from home will be allowed on the school premises.</b></p> <p>EYFS: When this year group return, they do share so many resources and they will be using some of the same things. For example, toys and resources will be on rotation with a disinfected in-between.</p> <p>Toys that cannot be easily cleaned will be temporarily removed. Cleaners will take on extra duties and staff will do rigorous cleaning during transition times throughout the day.</p>
<p>Reduce movement around the school - groups are to stick to 1 room during the day.</p>	<p>Same classrooms. Children will have their home packed lunch or school packed lunch served by staff in their classrooms at their places – see below for staggered break and lunch times.</p> <p>The school packed lunches will be provided by Herts Catering (if required) but parents have the option to send their child in with a packed from home.</p>
<p>Stagger break &amp; lunchtimes so they groups are not mixing together/moving around the school at the same time.</p>	<p><b>Year 6 break time – 10.50-11.05</b>  <b>Key worker children in other year groups – 10.30-10.45.</b>  Children will have a staggered opportunity, keeping in their groups, to eat their lunch and play outside safely.</p>
<p>Exercise and breaks – go outside. Each group not to mix and to stagger the times.</p>	<p>We will be utilising all outdoor areas of the school in order to create play zones. 1: Field: 2: Playground.3: KS2 Garden.</p>
<p>Outdoor equipment/apparatus/play equipment/climbing frames should not be used unless school can guarantee it will be cleaned between each group and each evening too.</p>	<p>The outdoor apparatus will not be used and will be taped off. The children will be encouraged to play non-contact sports and games when outside.</p>
<p>Barrier for groups as they walk down the corridor, if possible.</p>	<p>An assessment has been completed of the pinch points in school where this could be an issue and one-way barriers have been put in place for children and adults to</p>

	follow.
Limited toilet breaks so that children don't gather at the toilets.	Every effort will be made to ensure there is only one child in the toilet at a time whenever possible. Each group to only use the toilets in between the two classrooms where they will be working. Toilets will be cleaned regularly by the senior leadership team and thoroughly cleaned by the cleaners after school.
Timetable – Choose which lessons/activities will be delivered. Plan outdoor lessons, where possible. Not the normal curriculum. Making classrooms as clear as possible.	We are aware that many children may be feeling a little out of sorts and disorientated upon their return and we have made a provision for this. Teachers will plan and deliver lessons and activities that will primarily have well-being in mind and also a focus of mental health. A range of other subjects will be covered in a creative way. As many activities as possible will take place outside. Obviously, this is dependent on the weather.  Teachers have been asked to remove excess furniture and resources from their classrooms as everything that is touched throughout the day will need to be cleaned.
Limit children/staff taking things home and then back to school.	Staff will not take work to and from school. Staff and children should only bring in essentials, such as packed lunches and water bottles, which will be cleaned on entry. <b>The children do need to bring book bags, PE kits, reading books or journals etc.</b>
If anyone has a cough/temperature/feels unwell at school, they must be sent home. They will need to self-isolate for 14 days, or until tested negative.	If needed as a sick bay, we would use Class Scotland during the first phase of opening. This class has its own toilets so would minimise the risk of contamination to the rest of the school. If this were the case, these areas would be out of bounds to all other children and staff.
If a child is waiting to be collected, they should be kept in a room on their own (or supervised depending on their age) with the door closed and a window open. If this child/adult needs to go to toilet before being collected, they should use a separate toilet and it must be thoroughly cleaned/disinfected afterwards before anyone else can use it.	A child who is awaiting pick-up from parents who has shown symptoms will be supervised by a staff member wearing PPE.

## Uniform

Children are encouraged to wear school uniform. However, we are aware that children may have outgrown their clothes during the school closure, so please check your child's uniform and what is able to be worn. Children can also wear trainers. Please ensure that all clothes are changed daily and the guidance is to wash at 60 degrees.

**If children cannot follow instructions, they may be asked to stay at home. This is to ensure the safety of children and staff are met.**

Now more than ever, it is vital that we continue to work in close partnership with our families. Therefore, we request that parents are fully committed to the school's safety policy and check each day for any symptoms and changes to temperature. Should your child be showing any symptoms of Covid-19, please contact the school so that we can support you further and ensure that they remain at home.

The DfE has clearly stated that certain criteria need to be met for schools to reopen. We are receiving new and updated guidance daily and when we are needed to report these, this will be done via the **school website** and **parent mail**.

The following link may be helpful if you would like further information.

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

**I would like to thank you for your continued support with the phased reopening of Gaddesden Row and please contact me if you have any questions or concerns.**

Kind regards,

Mr Merriman