



16th July 2020

Dear Parents and Carers,

Update - Opening September 2020

It is with great pleasure that I can share the plans for September to welcome all the children back in to Galley Hill. It has been wonderful to see everyone for the transition sessions throughout the past three days.

In line with the Department for Education's instruction, [found here](#) and further parent guidance [here](#), it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term - Wednesday 2nd September 2020.

Galley Hill's planning is underpinned by the Department for Education's advice on effective infection protection and control. The plan is based on limiting contact between individuals in schools.

Contact is to be limited in two main ways:

- By ensuring pupils remain in consistent groups ('bubbles') wherever possible, thereby minimising the number of contacts between different people across the school
- By maintaining distance between individuals wherever possible ('social distancing').

Many of the protocols and procedures that were implemented during the summer term will remain the same in the autumn term.

Below is further detail of how Galley Hill will follow the Public Health England and Department for Education's advice on effective infection protection and control:

Hygiene and Hand Washing

In March, the children were getting used to the hygiene regimes that were in school. Adults and children are to wash their hands on the following occasions: Entry to school, Before/after break times, Before lunch, After Lunch, When they change rooms, Before leaving school, Anytime that they visit the toilet or cough/sneeze in to their hands/tissue.

Additional hand sanitiser pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and the photocopying areas for increased hygiene in the school.

Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands. Children may also use moisturiser supplied from home, when and where required.

Hand hygiene protocols are to be re-visited at the start of the year when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.



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Throughout September, and going forwards, children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the lidded bins in each classroom and their hands must be cleaned afterwards.

An enhanced cleaning regime has been in place since March, when Key Worker children have been in school. More cleaning is occurring in school, as staff are 'cleaning' as they go for objects and resources that are being used by the children. Surfaces which are constantly touched, such as door handles are cleaned. School has repeatedly been deep cleaned. These protocols will all continue in September.

School Uniform

School uniform will be compulsory again. The uniform requirements can be found [here](#)

Engaging with NHS Test and Trace.

Parents, children and staff are expected to engage in the NHS Test and Trace process if required to do so. You will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.

Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response. Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.

If the test result is negative, the child can return to school assuming they would do so under normal circumstances. If the test result is positive, the child and family need to follow the 'stay at home' guidelines

Managing confirmed cases of coronavirus (Covid-19) amongst the school community.

In the first instance, school will be in contact with the North East Health Protection Team at Public Health. School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.

School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult. Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.

Galley Hill Primary School will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation.





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How school will contain any outbreak by following local health protection team advice.

I will keep in contact with our health protection team. If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.

This could result in a phase bubble lockdown, a school closure or/and a mobile testing station being established in school. Testing will focus on the affected classes, then their year groups and then the remainder of school if required.

Curriculum

Galley Hill Primary school will continue the curriculum model in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to 'catch-up'. However, we will have a period of adjustment in September ensuring that learning behaviours as well as social/emotional well being are at the centre of all the decision making, to enable all learners to reach their potential.

During this period, children will be reminded of all of their hard work during the previous year and we will 'reset' the expectations so that children know what we are expecting of them on their return to school i.e. great learning behaviours.

A tiered approach in September will focus how we approach the return to school. Tier 1 will focus on the universal messages that we need to re-establish, tier 2 will be enhanced measures of procedures already in place, and tier 3 be outline targeted support and specialist intervention.

The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents shortly after the summer holiday. There is now leeway to defer the implementation of that curriculum content until the summer term 2021.

Minimising contact and social distance wherever possible

The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. Galley Hill Primary will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.

There has been recognition from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.

The DfE guidance reads as follows:

"In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of





curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups.”

In order for school to offer a curriculum that is best-placed to support the children at Galley Hill, the bubbles will need to be in phases. The ‘bubbles’ will be:

- EYFS (Nursery and Reception)
- Year1, Year 1 / 2 and Year 2
- Year 3 and Year 4
- Year 5 and Year 6

At lunch times and breaks, children will have their own area on the playground to ensure that their ‘bubble’ keeps their integrity and their phase will be the only children using the playground at that time. This will help with any test and trace, as well as helping to identify who may need to self-isolate, in the event of a positive case, and keep that number as small as possible.

The reasons for this are as follows:

- All children will be able to be considered for support now that teaching support can work across phases.
- Flexibility in grouping children for phonics and reading are a key driver in ensuring children embed back into school life. There would not be enough resources to support a broad curriculum if we used individual class bubbles.
- We can deploy staff internally to cover PPA/management time/ staff absence within a phase bubble model.
- Staggered entry/exit times and break/lunch times can be managed more effectively in phase bubbles rather than year groups. This measure will reduce that to four start/finish times rather than nine.

Within the government guidance, it recognises that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

Measures within the classroom

Staff will encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, staff will try to distance from children and one another.

Children with additional needs will receive as much support as normal but staff will work side by side with the child.

Classrooms will be adapted to support distancing where possible. Tables will face the front and children will sit side-by-side, not facing one another nor side on, with an emphasis on this being from



Year 1 upwards. It will not be possible, nor is it required, to enforce social distancing measures with children in EYFS. This means that children will come into contact with all the children in their class and they are likely to come into contact with all the children in their phase group during sessions outside and lunchtimes. Staff will endeavour to maintain a 2 metre distance from each other, and from the children as the adults are statistically at higher risk.

Equipment in the classroom

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the bubble but will be cleaned following use.

Shared resources, like art/science equipment will be meticulously cleaned between use or rotated to allow 72 hours between use to ensure they are safe to use again.

Measures for arriving at and leaving school – Daily Schedule

The start and end time of school, as well as lunch times and breaks, will vary for each phase bubble:

| Bubble | Start time | Morning Break | Lunch times | Afternoon Break | End time |
|--|-------------------|---------------------------------------|--------------------|-------------------------------------|-----------------|
| EYFS Nursery and Reception | 8:45am | 10:15am – 10:45am (KS1 playground) | 11:45am – 12:15pm | 1:45pm – 2:10pm (KS1 playground) | 3:00pm |
| KS1 Year 1 Year 1 / 2 Year 2 | 8:55am | 10:15am – 10:45am (KS2 playground) | 12:10pm – 12:40pm | 1:45pm – 2:10pm (KS2 playground) | 3:10pm |
| LKS2 Year 3 Year 4 | 9:05am | 10:45am – 11:15am (KS1 playground) | 12:30pm – 1:00pm | 2:10pm – 2:30pm (KS1 playground) | 3:20pm |
| UKS2 Year 5 Year 6 | 9:15am | 10:45am – 11:15am (KS2 playground) | 12:50pm – 1:20pm | 2:10pm – 2:30pm (KS2 playground) | 3:30pm |

Staggering entrance/collection will ensure that the adults and children on site can distance appropriately and it will reduce the risk of children coming in to contact with children from other bubbles. The one-way system from summer term will continue for Autumn term. Signage and arrows are already in place. There will be members of staff around the one way system to help guide you to where you need to be. Closer to September, there will be a video showing where to drop children off as different doors for the children to access school will be used. Children will have to enter the building on their own and parents will remain outside until further notice.

Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds. If children cycle or scooter to school, then they are to use the storage area to lock their bike/scooter securely on the Key Stage 2 playground.



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Adults from the appropriate phase will be placed along the one way system to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents mustn't congregate at the 'drop-off' point, they must instead arrive on time and then depart.

Parents must arrive on time for entry to school, they must not arrive early or late. In the instance that parents have children in more than one year group, parents may wait with their children at the front of school, strictly following social distancing from other parents and children. Parents will be asked to drop off and leave, rather than remain on school grounds, following on from protocols that have been in place since summer term.

Again, parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to. Lines/spaces are marked on the playground at 2m distances.

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through Teams if they have queries about the day or they can call to make a phone appointment through the school office.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can still call and receive support over the phone or via email.

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at school must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

Dedicated school transport

Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. Therefore, school trips using coaches can still occur as long as the children travel in their consistent bubbles. There are no plans for trips during Autumn term at this time.

If children are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.

School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.

Physical activity in schools

PE lessons will still take place. Where possible, they will take place outside as transmission of the disease is reduced in the outdoors. Contact sports will be avoided.





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Children will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hands will be washed thoroughly after completing a PE session.

Wider public transport

We encourage parents, staff and pupils to walk, use a scooter or cycle to school if at all possible. Children should not travel to or from school with other children or with another family outside of their "bubble". Face coverings are required at all times on public transport (for children, over the age of 11)

School Trips and Events

The government continues to advise against overnight educational visits. All trips, assemblies, performances, parents' evenings and sporting events are suspended until further notice. This will be under regular review once we are back in September and all decisions will be based on Risk Assessments and current DFE and Public Health England advice. In the first part of Autumn term assemblies will take place via Microsoft Teams, streamed into the children's classrooms.

Attendance

Now the circumstances have changed, it is vital for all children to return to school to minimise, as far as possible, the longer-term impact of the pandemic on children's education, wellbeing and wider development.

School attendance will therefore be mandatory again from the beginning of the autumn term, Wednesday September 2nd 2020.

Galley Hill supports the governments advice which states:

- *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.*

Pupils who are shielding or self-isolating

If rates of infection in Redcar and Cleveland, as well as the surrounding areas rise, then some parents who have children who were once shielding due to medical advice may be advised to isolate their children again. Galley Hill Primary School will support those parents, through dialogue with the school nurse team, so that appropriate advice can be offered and leeway afforded.

Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Pupils and families who are anxious about return to school





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If parents feel that their child is anxious about the return to school we advise that you inform us so that we can call to discuss. The transition time in school will have hopefully alleviated any concerns and it was wonderful to see so many of you again.

Breakfast and Afterschool Club

This will commence on Monday 21st September. All information will be updated on the school website over the next few days [here](#). Booking is essential in Autumn term to ensure we can maintain groupings from phases not mixing with one another. If you would like to book your child in or find out more information, please e-mail wraparound@galleyhillprimary.co.uk

Catering

When the children return to school, the catering team will be back in the kitchen serving hot meals. These meals will be served in the dining hall. Year 3 parents should be aware that universal free school dinners do not apply in KS2 and that payment may be required. If parents are unsure about whether they need to pay or not they should contact their school office. An amended menu will be in place with a limited choice to begin with.

Primary School Assessments

All statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows:

- the phonics screening check
- key stage 1 tests and teacher assessment
- the year 4 multiplication tables check
- key stage 2 tests and teacher assessment
- statutory trialling

Contingency planning for outbreaks- A local outbreak

If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.

Remote education support

Galley Hill Primary School will be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.

Our immediate response will be the following:

- Children are to take home their individual stationery packs and their current exercise books
- Teachers will share lessons on Teams, for those that can not access at the time, lessons will be recorded and can be played back.





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- Teachers will then be able to meet with children that require additional support through Teams online chat or call, which is a continuation of the offer from Summer 2020.
- Children will be able to take photos of their learning and upload to their class Notebook page on Teams, so that teachers can monitor progress and offer supportive feedback if appropriate.
- Teams will be set up so all assignments will be clear and assessment and planning can meet the needs of the children at home.
- Learning will continue to follow the Long and Medium term plans for learning at Galley Hill.

Where children can not access the internet, there will be paper based versions of the sheets for the lessons that will be provided, the videos will be online and can be played through a smart phone. We will have another questionnaire to send out in September so that the school is aware of those who do not have access to the internet and/or a device to access the work being set. I am currently looking at options for how we can support those families for learning to continue.

The principles for delivery will be as follows:

- Children will receive learning opportunities for a range of subjects each day – Maths and English will be daily with the wider curriculum on offer also.
- Learning will continue to be sequenced as if the children were in school.
- Online lessons will ensure High Quality teaching is being offered.
- Work will be checked through uploads to Assignments in Teams/e-mailed to school.
- Teachers will be available on Teams so that they can further tailor the learning as a result of feedback.
- Lessons will be of the equivalent length of a normal school day, whilst most will be via Teams, some will be activities which will be independent.
- We will ensure that all children with SEND, will continue to have work that meets their needs.

I appreciate that there is a lot to take in here, hopefully it explains in as much detail as possible the plans and measures in place for a safe return for all in September. I would like to reiterate that this plan will continue to be monitored over the summer and if anything changes I will keep you up to date via Parentmail and the school website.

Thank you for all your support this year. It is greatly appreciated. We look forward to welcoming you all back, safely, in September.

Kind Regards,

Mr A McGeeney
Headteacher

