



Jennett's Park CE Primary School

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Re Jennett's Park Planning for a wider reopening from Week beginning 1st June

22.5.20

Dear Parents and Carers,

Thank you for your patience. Attached is the plan we will follow to begin to systematically open Jennett's Park more widely after half term. The sections in this document are set out below. There are a few attachments to the plan including a map, risk assessment and even a video at the end to you show some of the changes. None of the documents are aimed at children for an audience, but obviously elements should be shared to them.

Next week we will send a child version aimed at helping ease their worries. The plan was written in consultation with staff and Governor's and we have taken into account as many queries as possible. Not every suggestion can ever be taken up but each was considered. Both the Local Authority for Bracknell and our main teaching Unions have seen it and accept our systematic approach to how we are fulfilling the offer given to you.

Whilst this is a plan to get us working safely we as a school may need to delay aspects within a short timeframe. The government has set 28th May as possible date to allow us to proceed. If there is a national consensus to still remain open only to Key Workers and Vulnerable children we will abide by that. We will let you know by 6pm on Tuesday 2nd June if we are ready to start introducing year groups back in a systematic and safe fashion.

It remains parental choice to send back your child. Under government guidance no one will be fined for not returning to school. We do know though from replies many of you still wouldn't send them back to us by choice – but you have to get to work.

The sections of the appendices are as follows:

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As mentioned any of the timelines above can be subject to delay if the government conditions are not met. As mentioned in the introduction frustratingly these can come at last minute, we will communicate to you as quickly and clearly as possible if there is a change.

A huge thank you to our friends at the Community Centre for their parts in the plan for a wider reopening.

Lastly a public thank you to staff and governors who have worked tirelessly on this plan with me.

You may still have questions, if they are urgent please can you direct them to secretary@ and we will process them as and when we can for the mean time we will continue to set up and serve those children with us.

Thank you for taking the time to read this the longest letter of my professional career to date. Whatever you decide at this time – we will support you. Kind regards as always to a caring and united Rainbow Community



Liz Savage

Head teacher and the staff of Jennett's Park.

1 Outline of Plan for re-entry

We will systematically introduce each year group starting back to us. It is a full time offer allowing you to send in your child every day. We understand you may wish to educate for part of the week. Until July that is entirely acceptable to us and anyone wishing to continue to part home school will have our support. We will ask you to continue to book online and confirm by the previous evening so we are effectively staffed in our pods. Last minute changes will probably not be accommodated.

If you arrive on a morning and have not booked in you will not be able to simply leave children on site. If you have not booked in you will be asked to leave and then we will ring you later after all drop-offs have occurred to let you know if we have space.

Details for booking is with parents of Key workers and vulnerable children already. We will let each year group know in advance of starting how to book online. It is a very simple system.

Staff need time to train for the changes. We have chosen June 1st and 2nd as training days and will be closed to all. We know you will understand that preparing properly means we will have a greater chance of success. We wish to eliminate mistakes not just minimise them.

The guidance asks us to start to help children in Nursery, Reception, Year 1 and Year 6. It asks for full days and children not to be brought in a rota basis if at all possible. This is what we have aimed for. We know Year 1 classrooms will be the easiest to adapt. They are targeted first to return, then Nursery, Reception then Year 6.

Nursery

As group sizes are of 6 only we will send details to Nursery parents who have indicated that they wish to return with details of our offer to you by the 5th June so you can notify your work. This is subject to postponement if the conditions are not met.

We are extremely limited in terms of the number of Nursery children we can safely reintegrate in our first phase of return to school. Initially, the first six Nursery places will be offered in the following order of priority:

1. Children born between April and August 2016, who replied YES to the Return to School Questionnaire by 20/5/20.
2. Children born between April and August 2016, who replied DEPENDS to the Return to School Questionnaire by 20/5/20.

If we are able to open a second Nursery pod, these six places will be allocated in the following order of priority:

3. Other children born between April and August 2016, in order of youngest first.
4. Children born between January and March 2016, in order of youngest first.

The next phase will include children born between September and December 2015, and we will be in touch when we reach this point and, unfortunately, there is no guarantee of a return at all.

All transition to 'big school' work will take place separately to school attendance, so attendance at Nursery during the next seven weeks, will not have an impact on the transition activities your child is offered. Schools will be busy preparing behind the scenes, and as is usual, individual schools will be in touch separately about how transition will run this year.

Please note:

Nursery places will not be offered to anyone who responded NO to the Return to School Questionnaire, so please let us know via secretary@ if you have changed your mind.

Wider reopening plan from week beginning 1st June					
	Key workers and Vulnerable children	Year 1	Nursery	Reception	Year 6
Group sizes	12	10	6	8 to 10	12
Order of wider reopening	1st	2nd	3rd	4th	5th
1st June	Training days . No children on site to prepare, train and reduce risks				
2nd June					
3rd June	Yes				
4th June	Yes	Stonechats morning session			
5th June	Yes	Whinchats Morning session			
8th June	Yes	Both classes			
9th June	Yes	Both classes			
10th June	Yes	Both classes			
11th June	Yes	Both classes	Nursery begin to rejoin		
12th June	Yes	Both classes	Nursery offer continues		
15th June	Yes	Both classes	Nursery offer continues		
16th June	Yes	Both classes	Nursery offer continues		
17th June	Yes	Both classes	Nursery offer continues	Robins Morning session	
18th June	Yes	Both classes	Nursery offer continues	Woodpeckers morning session	
19th June	Yes	Both classes	Nursery offer continues	Both classes	Year 6 session at Community centre - more details tbc
22nd June	Yes	Both classes	Nursery offer continues	Both classes	
23rd June	Yes	Both classes	Nursery offer continues	Both classes	
24th June	Yes	Both classes	Nursery offer continues	Both classes	Sabrewings morning session
25th June	Yes	Both classes	Nursery offer continues	Both classes	Sunbirds morning session
26th June	Yes	Both classes	Nursery offer continues	Both classes	Both classes

2. Safety

Children's welfare both emotionally and physically is our highest priority. There is a long risk assessment attached. Whilst it is not written for you as parents we felt you ought to see it to allow the transparency of our decisions. Each aspect is on a different tab. There are 20 tabs outlining specific risks.

You will see a before assessment review and post action review. Most are rated as high before the actions and still remain as high afterwards despite the many individual and nuanced adjustments we will follow. This means that the likelihood may have changed but the severity not.



If someone catches this virus it has a high potential for harm. Especially for adults on site. That is why we have retained the right to not start wider reopening on the very first Thursday. If we are not ready we will delay wider reopening for the safety of all.

3. Pods

Children coming into school will work in small groups. The recommended ratio was 1 adult per 15 children. We have reviewed this at Jennett's Park and for the moment have decided the following pod sizes.

Year group	Age of children	Pod size
Nursery	3-4	6
Reception	4-5	8-10
Year 1	5-6	10
Year 2 -6	6-11	12

The map of the school shows how we have initially zoned the school to include break out zones that will be used rotationally after cleaning. They are not where children have a break. We are lucky to have large outdoors but cannot rely on that for a permanent space – Good Old British rain and drizzle strikes us when we are least expecting it and it would be unkind to add pneumonia to our list of issues. Each pod will have its own separate break out space not shown on the map.

Children will be allocated to a pod and not move between it. Key worker children will enter their year group specific pod once they are introduced as per the phased approach above.

Unfortunately, for practical reasons, we are unable to offer a choice. If there are staff shortages at any point the 'pod' may be covered by a teaching assistant under the guidance of a teacher.

No clubs of any sort will be running as children cannot mix with anyone from another pod.

As explained previously, all children will be in small groups. They may or may not be with their friends (although we will do our very best to ensure that they are with children we know they like and get on with).

Please note that we are not able to accommodate requests for your child to be with a particular teacher or with particular friends; we are also unable to let you know which group your child would be in at present, as this will only be decided once we have firmer indications on numbers.

As we are unable to share class lists with parents due to GDPR legislation, and it would be impractical for us to email/text/phone every parent to let them know which class their child has been allocated, we will let the children know when they arrive.

Please do not ring the school office to ask for your child's pod. Once in these groups, there will be no movement unless numbers significantly reduce and we can reduce the staffing levels. We will always try and ensure we have the minimum number of staff on site whilst maintaining our levels of supervision and safeguarding.

Although we will try to space the children out as much as possible within their classroom, it would be unrealistic for adults to expect children to be able to adhere to a 2-metre rule at all times.

4.Staffing

We have staffed for each pod to have a familiar face with them. Due to staff shielding or socially distancing this may not be their teacher. Regardless children will not rotate through pods.

Staff are onsite for two days in a row so they can continue to support at home with phone-calls, emails, marvellous Me and Tapestry and manage their own home situations.. Although their class teacher may not be assigned to that class for the two days that they are in, but they will experience the same two rotations of teachers. Children will know who is in and become very familiar with the adults.

5.Learning

In school we will continue to follow the themes set on a weekly basis. Each child will follow items within the learning packs sent, from BBC Bitesize, the Oak National Academy, White Rose Maths and Read Write Inc. That way if you are not sending in children you know your child will not be falling behind too far. It is interesting to see that many schools are now beginning to offer work packs to be sent home. As promised we will continue this until the summer.

Secondary schools have been contacted and we will offer our usual transition package (minus visits) plus the enhanced work our colleagues wish us to undertake. We will send more details on this once we have finalised the plan.



6.Expected behaviour

We will update our plans and risk assessment as necessary going forward so as said previously these measures are all subject to change.

However, if you choose to send your children into school, we expect our families to follow the government's rules on social distancing currently set out. Families that are unable to follow these rules, put the group of children and adult/s within your child's bubble / pod at school at an unnecessary risk

We already have a very clear behaviour policy that stems from The Rainbow Promise but leads to our Code of Conduct:

1. *We are quiet when others are talking*
2. *We follow directions right away*
3. *We let others get on with their work*
4. *We respect each other*

We have added these three new rules:

We are in this together.

We are all learning how to do this together.

We need to follow the rules given in school to keep everyone safe.

We understand this is stressful. Children who cannot follow the rules will be given help at a safe distance to understand but ultimately if they cannot do this they may be asked to not attend. This is a school-wide decision and ultimately made by me as Headteacher. Safety both emotionally and physically has to be upheld for all children and staff.

7.Entry to site

Entry is via the Main entrance. There is a one way system looping around the building leading out to the side double gates (on the Year 6 and Year 4 side of the building) .

Please respect 2m spacing from families and directional arrows.

One family will be asked to enter at a time into the 4 entry doors.



These are indicated on the map:

- **Key workers via Main entrance.**
- **Year N and R via the Nursery gate.**
- **Year 1 via the Rainbow entrance**
- **Year 6 via the end entrance by Year 5 and 6 classes.**

Parents are expected to queue with adequate spacing at each entry point until called. We would ask we ask for one parent only for collection and drop off to minimise amount of people on site.

Staff will be wearing masks if they wish. We would ask you as parents to wear masks or face coverings on site. Children do not have to but can if they wish.

When coming into school please do not stand around in groups or gather at the entrance to the buildings.

Staggered start/entry:

We will have staggered start and drop off as suggested but this is year group specific. When we ring you to discuss return we will notify you of the start and collection time. Key workers continue to drop off 8:30-8:45 and collect 3:15- 3:30. The other collection and drop off times will be within this. If you are late for drop off or collection you will need to sensibly wait until we are ready for you to collect. This may be after 3:30 to avoid to many people on site.

Please do not enter at a time other than your start time or drop off time. The main gate will have a list of people who are booked in for that day. No one will be allowed in who is not booked in.

You must very quickly drop off.

I hope that for the safety of all that parents / carers or those members of extended family will abide by our rules. Entry to the site is granted by permission of the school; if individuals cannot abide by the rules, they will be not allowed to enter for a set timeframe for the safety of all.

8. Inside the building

Parents/ Carers will not be allowed into the building for any reason aside from pre-arranged appointments. If you need to speak to a member of staff please phone the office or email secretary@. The main office is for entry by Key worker and vulnerable children, for staff or for onsite contractors.



There have been many changes to how the inside of school will look by the time children return. Our [video](#) shows the start of this. The main changes are outlined in the risk assessment.

9 Lessons & Equipment

Children will be learning in pods. This may not be in their classroom. Children should not need to bring in anything to school. Older children may bring in a few items of their own stationary in a small named clear plastic bag and to leave that in school for the duration of these new arrangements. Other than Reception and Nursery classes, the children will sit at the same desk each day and they will have a pack of equipment only they will use.

Children who are younger will be encouraged to not bring in any external toys- but we are fully aware that a 3 year old may need a comforter to settle them. Ms Allen will risk assess these individually but as a general rule of thumb for the youngest if they can bring nothing this is safer for all to manage.

We will not send any work books home but will start to begin to send home readers once we have devised a cleaning rota. Oxford Owls online continue to have all our banded readers for you to use. Please use your judgement if you feel your child has increased their reading level with you – we will obviously have a chance in due course to assess them but as a rough guide if they can fluently read 90-95% of a book with you at speed with no mistakes **and** discuss the content accurately with you then they most likely are ready for the next book band.

10. What to wear

Uniform is by nature easy to clean and can survive high temperature washes. However little bodies will have grown and it is our decision that we would rather have daily clean cloths than enforce a clothing policy. Similarly with shoes- we know you will have some very tight toes in tiny shoes.

- We expect sensible choices of clothing – preferably uniform but we understand the need for substitutes.
- Hair must be tied back. No exceptions.
- Children must be wearing practical clothes that they can exercise in in all weathers. We will be outside a lot.
- No open toes shoes. Ripped toenails and stomped feet are hard to treat at the best of times.
- We recommend a hat.
- Please bring in a coat each day to be left in school where possible.
- Obviously sun cream will have to have been applied by yourself at home. We cannot help on this.
- Clothes must be changed daily.

11. Playtime & lunches

Each pod will have an area to play. This will be zoned off. There will be staggered playtimes to minimise potential cross contamination. Playtime equipment that won't be used includes the big climbing frame/ climbing wall/ exercise equipment,

We do not intend to draw big circles around your child but just encourage them to space out there will be 2m stars on the playground for children to understand the distance of 2m from each other. Games will be encouraged to allow for maximum spacing. Each pod will have its own equipment that will be regularly cleaned.

Lunchtime will be held in the classroom. Those children entitled to UFSM (universal free school meals) and free schools meals will be offered a cold lunch. If your child wishes to bring in their own lunch that is also acceptable. Please ensure it is in a lunchbox with an icepack to keep food cool and fresh. Whilst we will open doors for air the rooms may become hotter than safe without one. We would ask that food is chosen that can be eaten by your child on their own. It will be very hard to maintain social distancing whilst opening a squeeze yoghurt for instance.

We have sent care packages for over 10 weeks. Upon wider reopening those children on Free school meals will be offered vouchers for them to use. If your child is in school you will not be entitled to a voucher. We will contact you on the timings for the changes and how we will manage this.

12.Sickness & Hygiene

- Each pod will have a first aid kit
- PPE is available to those who need to give first aid
- We will no longer be able to administer medicine including calpol to anyone

Each child and staff member will have their temperature taken on entry to the school. If it is outside of normal range your child will not be admitted that day. Whilst Covid seems not to present as a high temperature in children in the early stages, many other childhood diseases do. We would rather not cope with a breakout of chicken pox at this stage!

Any child who is sick will be brought to a bay in the library and looked after. Staff will wear full PPE to do this including aprons, face masks, gloves and shields.

You will be contacted and expected to collect your child and arrange testing through government channels. We will call all listed adults until contact is made – please ensure your phone number is up to date and available.

There will be separate toilet facilities for a child who is showing symptoms.

If anyone within your family is exhibiting symptoms, you need to self-isolate the whole family and advise the school by phoning the office.

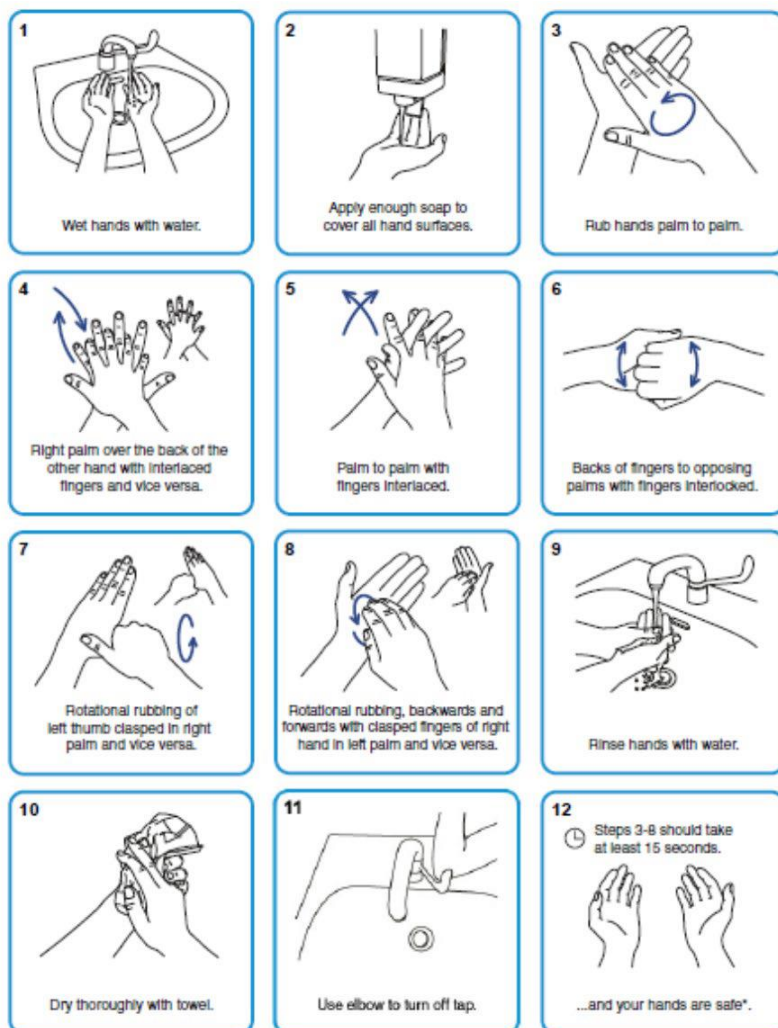
You will be expected to let us know the results of testing prior to restarting if negative or within 12 hours if positive. A communication will then be sent via Squid to the school only in the event of a positive test for Covid. This is anonymous and will only confirm that there has been a positive test and date.

For other illnesses our normal rule applies at least 48 hours home after symptoms or whatever Public Health guidance suggests.

We will ensure that all adults and children:

- frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- clean their hands on arrival at the setting, before and after eating, and after sneezing or coughing.
- are encouraged not to touch their mouth, eyes and nose.
- use a tissue or elbow to cough or sneeze and use lidded bins for tissue waste ('catch it, bin it, kill it')

Best practice washing with Soap and water



*Any skin complaints should be referred to local occupational health or GP.

Best practice washing with hand gel/ sanitiser



We will still treat bruises, bumps and scrapes but need to apply caution. Our main stance as always is to avoid as many as possible! Of course we will be gentle and continue to be caring but practicalities save lives.

13.Video

It doesn't say everything but there is a video showing you some changes located here: https://jennettpark-my.sharepoint.com/:v:/g/personal/esavage_jennettpark_bracknell-forest_sch_uk/EU6VQZnmqxdPIRh5MJDMOgABFHj-8Cmwml0iVM1HsJCOA?e=xCI10S

We will send another one once more internal changes have been set up. We will show you the route around the site in a different video for those returning.

14 What hasn't been decided?

We can't plan for Year 2/3/4/5 returning yet. We need to see how this progresses. We will see you in some form before the summer if circumstances allow.

We cannot decide leaver's arrangements for year 6 or the possibility of celebrations yet. Again something will be planned but maybe not until Autumn.

Keeping the same class teachers: In an ideal world we would restart 2020. I understand how some parents want to keep the same teachers and support staff moving on with their children. That cannot happen entirely. Some staff leave. Some staff are specialists in different year groups. Mr Page and Mrs Merrills our amazing year 6 teachers would find Nursery a challenge and secondary school are not stealing them! We will send out our reports to you as soon as possible and in that tell you new staffing arrangements. There will be time to meet new teachers we promise.

Keeping exactly the same classes: Similarly we can't promise that year groups won't have slight mixing. We will try to avoid it if possible but can't say there won't be. That is our choice as educators. Imbalances happen over time in many ways through gender, ability and age due to children most commonly through joiners or leavers to our community. We understand fully that the emotions of some children will have been greatly impacted by this. For some children a change will be helpful, others detrimental we can't just say 'no change'.

We do promise as we have in other years to: 1) let you know our thoughts as soon as possible and discuss these with you if there is a change affecting your child 2) ask your child's viewpoint 3) use our professional judgement to support and changes.

[15. What you need to do next.](#)

You may have changed your mind on sending your child to us. Either way that is fine, the government has stated no one will be fined for non-attendance. We assume this applies until the end of the summer term. If you have changed your mind email to secretary @.

If you are eligible for key worker status book your sessions online so we can support you.

Please watch Craig Tribe's latest two videos on our website under Advice for adults. <https://www.jennettspark.bracknell-forest.sch.uk/advice-for-adults/> They are specifically designed to give information to you on how to begin to successfully reintroduce your child to wider society again.

What should I do if my child lives with someone in the extremely vulnerable category?

The advice from the government is below. We would also advise you that stringent social distancing is extremely hard to achieve in schools as per the government's own guidance.

If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance, it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.

This may not be possible for very young children and older children without the capacity to adhere to the instructions on social distancing. If stringent social distancing cannot be adhered to, we do not expect those individuals to attend. They should be supported to learn or work at home.

What should I do if my child lives with someone in the vulnerable category?

The advice from the government is below.

If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.

16. What we will do next

Begin contacting each parent who has replied that their child would preferably return to us. We will have a phone conversation discussing information we need to know. Disappointingly even though there were 320 responses, that means 130 have not told us plans. If you know someone who hasn't responded, please encourage them to do so before we ring. Similarly, some parents have responded with two different viewpoints from their household - we will need you to reach a consensus yourselves before we ring. We cannot decide for you. Communication works both ways so a genuinely big thank you to everyone who has responded.

We will look into the possibilities for online gatherings to help reduce children feeling isolated. I know many have already set up play dates in Zoom, What's app and Teams. We will look into the possibility of submitting weekly work on line in addition to the booklets and email system.

We will set up each pod so correctly furnished.

We will reorganise outside and inside spaces.

We will set up each group going into a pod.