

## Upper Key Stage 2 Returning to School Document

### Term 1 September 2020

Welcome to Year 5/6. Your child is due to start at school on: **Thursday 3<sup>rd</sup> September**. We are very much looking forward to welcoming you back to school and getting used to new routines and expectations. The experience of the school day will look a bit different to what we are all used to and so we have put together some information for you to share with your child. Please can you explain the appropriate parts to your child before they return.

### USK2 staff



**Miss Addison**



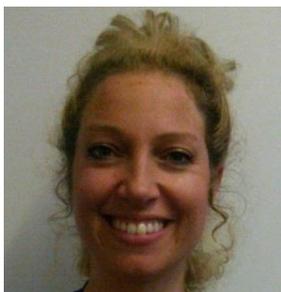
**Mrs Avery**



**Mrs Dee**



**Mrs Nash**



**Mrs Acock**



**Mrs Allbon**



**Mrs Thomson**

### Staffing

Our 5/6 team this year includes teachers and teaching assistants with a wide range of experiences and specialisms. Mrs Nash will be teaching full time in Axolotl class, Miss Addison will be teaching full time in Ocelot class and Mrs Avery and Mrs Dee will be job sharing with Mrs Avery working Mondays, Tuesdays and Wednesdays and Mrs Dee working Thursdays and Fridays in Pine Marten class.

We are pleased that Mrs Lockey, Ms Eastwood (formerly known as Mrs Lee), Mrs McSweeney, and Mrs Allbon will also be teaching in our classrooms to provide cover when we have planning time. Mrs Allbon, Mrs Acock and Mrs Thomson will be supporting all the children across the team throughout the course of the year.

## **Communication**

To minimise the threat from COVID, no parent is currently permitted to enter the school building. The school office will be open to answer phone calls and emails only and the front door to the school will remain locked. Should a parent wish to speak to their child's class teacher, a telephone appointment should be made via the school office. Telephone appointments can be arranged for after school at a convenient time for both parties. Alternatively, you can send an email to the school office, which will be forwarded on to the class teacher. A curriculum letter will be sent out to parents at the beginning of each big term outlining areas of the curriculum that the children will be covering. This will also include additional information about trips, visits and dates for the diary.

## **Dropping Off and Picking Up**

We would be grateful if only one adult enters the school grounds to drop off or pick up your children, however we understand that siblings may need to accompany that adult. Please make sure children always stay with you and do not run around or use any equipment. If your child walks to or from school by themselves, it is very important that you share these procedures for dropping off and picking up with them.

All families should walk through the school site following the one-way system. Scooters and bikes will not be permitted, and the bike shed will not be available to store any equipment. Please also note that the car park will NOT be available to parents.

We are very aware that some children will be feeling very anxious and might be reluctant to come into the classroom. Unfortunately, we are not able to support by approaching you and your child like we usually would, and we cannot allow parents into the school building. We will try our best to encourage children from a distance. If you need more time, please step away from the door to allow others to enter. If your child is still upset, it may be necessary to take them for a walk in the park or back home until they have calmed down and are feeling more confident. If this is the case, please call the office on 01491 651862 to arrange how to bring them back to their classroom outside of their usual drop off time. You could also take them to the back of the playground to calm them down.

## **Mornings**

The school day starts at **08:50**. The children should arrive promptly and go straight in to their classrooms. Ideally, Upper Key Stage children should be come onto school grounds independently - we believe that this is good practice as they are growing older.

Children from Miss Addison's class will need to access the school building via the car park gate and enter via the fire exit door. The car park will not be accessible to vehicles at this time to ensure the safety of the children.

Mrs Avery/Mrs Dee's class should enter through the fire exit that leads into the school library – this is located at the side of the school building next to the forest school area. They should access the building via the rainbow gate following the one-way system and go straight into class. The car park will not be accessible to vehicles at this time to ensure the safety of the children.

Mrs Nash's class should enter their classroom through their cloakroom area - to access this, children should walk past Mrs Avery's/Mrs Dee's classroom. The children should access the building via the rainbow gate following the one-way system and go straight into class.

Year 5/6 parents and carers are free to exit the site via the car park (unless dropping off other siblings) rather than using the one-way system.

Don't worry if you are not sure where your child's classroom door is, there will be staff to help direct you. Please note that space is also limited due to building work that is taking place on site.

Children must be in school promptly at 8.50am. If children arrive after this time, they may need to return home and the school office will need to be contacted to arrange an alternative drop off time. This is due to the staggered start times of different year groups to avoid bottle necking. Likewise, the children must not enter the school site before 8.50am for the same reason.

### **End of the Day**

Your child will be ready to leave/be collected at **3:20pm**. This will be from either the outside classroom door or at the rainbow gate nearest the traffic lights. If you are picking your child up from their classroom door, then, one again, you are free to exit through the staff car park.

If you have to wait in the playground e.g. for a different sibling, please ensure that you are at least 2m away from anyone else waiting and leave promptly, following the one-way system and exiting through the black gates to avoid potential congestion.

Again, it is very important that you are on time, as we are staggering pick up times for different year groups.

### **IF YOU HAVE CHILDREN ATTENDING SCHOOL IN MORE THAN ONE YEAR GROUP**

If you need to drop children off or pick them up at different times, as you have children in more than one year group, you are welcome to wait on the school site, but we would ask that you wait on the far edge of the playground or the field and move closer at the allocated time. Please ensure that siblings stay with you at all times.

Please note that it is now acceptable for different families to share drop off and pick-ups if this makes it easier for you – for example if you find it difficult to wait between different year group times. Equally, responsible children (in Yr5/6) are permitted to wait safely on the playground without parents (until their classroom door is opened) if you are happy for this, however they will need to socially distance from others not in their bubble.

### **DROPPING OFF OR PICKING UP AT DIFFERENT TIMES**

If you need to drop off or pick up a child at different times to those allocated to your child's year group, please contact the office on 01491 651862 to arrange this.

### **SAFETY AT SCHOOL**

**We are always following government guidelines to ensure the safety of all children and staff . We have carried out rigorous risk assessments and planning and some of these have been listed below:**

- Children will be designated to a 'bubble'. From September this will be in a year group or phase (EYFS/Y1/Y2/Y3&4/Y5&6) so Upper Key Stage 2 children will be in a Year 5/6 phase bubble which will include all three classes.
- Each classroom will be very self-contained. Children will have their own packs of basic equipment, such as pencils, maths equipment, whiteboards etc. They will be allocated a table or chair to use as their base at various times of the day and their packs will also stay at this base. Where possible, children will be forward facing when seated.
- We will make as much use of outdoor space as we can, although bubbles cannot come into contact with each other even when outdoors. **Please note that the long-awaited building work has now started, and outside space has been considerably impacted by this** – to compensate we have carefully timetabled outdoor learning/play.
- We will remove any items from classrooms that are difficult to clean or wipe down or are not needed.
- Children will have allocated toilets to use, so that where possible, bubbles do not use the same toileting facilities.
- Where possible, we will follow guidance on social distancing, however, we are aware that especially with younger children this is not always possible.

- Children and staff will wash their hands regularly and often throughout the day with soap and water.
- Each classroom will be thoroughly cleaned each day and the school will be thoroughly cleaned in all shared areas.
- Staff and children will use outside doors to get to and from their classrooms or, if necessary, to other parts of the school. There should not be any reason for children to need to access any indoor areas apart from their classrooms, the hall and toilets.
- We will not be using any cloakrooms located outside of the classroom, to reduce items from home coming into contact with children from other bubbles – children will keep any items brought to school at their allocated table or chair.
- We will let you know which days of the week your child has PE (see below) – we would ask that your child comes to school that day in their PE kit so that they do not need to get changed in school.
- Each classroom will be provided with their own cleaning material and first aid items, should they be needed.
- Windows and doors will always be kept open, where it is safe to do so.
- Please avoid sending your child into school with any unnecessary items.

### **Break times**

We promote healthy eating, so we only allow healthy snacks at break time. This can take the form of fresh fruit or vegetables - preferably no packaging.. There are food bins available at break times so the children can dispose of any cores or peelings. All children will be encouraged to use the toilet and to wash their hands before break to avoid re-entering the building. If the children absolutely must use the toilet, then they are to use their allocated class toilet once they have sought permission from an adult on duty. Children will also be asked to wash their hands when they come back in from break.

### **Lunchtimes**

For Year 5/6, lunchtime is from 12:10 – 13:10 and the children will be eating their lunch in their classroom where hand washing protocols will be adhered to. All school meals will need to be pre-ordered via parent pay as before – regardless of whether they are being paid for. New parents will be given log in details asap. The lunch provided by our caterers (The School Lunch Company) will be in a “Grab Bag” format. The menu can be found on our school website and will need to be pre-booked as stated so we know how many meals to allocate and where necessary which option is preferred.

If your child is bringing their own lunch, they MUST be able to open ALL components of it independently including yogurt tubes, crisps, pots etc. As always, this should be healthy options and no fizzy drinks or chocolate bars.

For outdoor play, children will be taken to a designated outside area for just their bubble. This will be supervised by staff at all times.

**Please note due to severe allergies we ask you NOT to send in any snacks or lunch bags that contain nuts.**

### **School Equipment & Kit**

All stationery will be provided by school. No pencil cases or other equipment from home should be brought in. Our cloakrooms will not be in use and so children should only bring their essentials into school. They will need the following items daily:

- Named water bottle
- Hat
- Sun cream (if not applying a long lasting one in the morning – children will need to be able to apply this independently)

- Packed lunch – if not ordered from school.
- Fruit snack
- Any medication as appropriate – inhalers etc

Any medication that needs to be taken during the school day should be given to the class teacher. This will be kept in the classroom. For Asthma inhalers, the date, time and number of puffs will be recorded.

All other belongings will be stored under the children's desks.

As mentioned in previous communication, children will now be expected to wear school uniform again. It is imperative that they come to school wearing comfortable and suitable shoes for running around in. No open-toed shoes please!

Parents should ensure that children have the correct school uniform as follows:

- *Black or grey trousers / shorts / pinafore / skirt*
- *A white polo top / shirt*
- *A Chelsey / maroon jumper or cardigan (no hoodies or fleeces please)*
- *Footwear is either trainers or school shoes (trainers can also act as their PE trainers)*

The children should not wear make-up, nail varnish or jewellery (except a watch and stud earrings).

## **PE**

Each class will have PE twice a week – in Year 5 and 6 this will be on a **Tuesday and Thursday**. During term 1, we will be doing Health Related Fitness and Athletics. This is to support social distancing and COVID-19 protocols.

This year, we are asking children to arrive to school **wearing their PE kit on a Tuesday and Thursday** please and they will remain in their kit for the day. Children should not bring a PE kit into school on any day.

PE kit consists of:

- *A white or house coloured t-shirt*
- *Black or navy shorts / joggers*
- *A school rugby top* (available from 'Make It Mine'). Please note, for health and safety reasons, hoodies or hooded tops are not appropriate.
- Trainers (converse and walking boots are not advisable)

As it is a legal requirement to partake in PE lessons, if a child does not arrive wearing their PE kit then they will complete the PE lesson in their school uniform.

## **Mobile phones**

If children need to bring a mobile phone to school, they will be required to turn their phone off and put it away before entering the school grounds (this includes outdoor spaces). Once the children are in the building, their phone needs to be given to their class teacher where it will be kept safe. The children can collect their phone at the end of the day and only turn it back on when they have left the school grounds. Parents should sign a permission slip which can be requested from the school office.

## **Learning**

We will be aiming to teach the full extent of the curriculum. However, the first few days or even weeks, will be spent focusing on well-being and transitioning into school life that looks and feels very different to how it usually does. However, we are aiming to have fun at every given opportunity and for the children to continue to develop social and emotional skills alongside academic ones. Our whole school topic is **All Change**. This lends itself nicely to being able to discuss how the world around us has changed recently as

well as looking back on various aspects in history. Our aim will be to gain a good understanding of where the gaps in learning are and put support in place to close those gaps as soon as possible.

## **Home Learning**

Home learning is not compulsory. However, we do provide topic-based project opportunities and any details of these will be included in the termly curriculum letters. Parents and pupils should familiarise themselves with the Home Learning page on the school website. The children also have a log in for Times Table Rock Stars which they can access at home. During the autumn term, Year 6 pupils will be provided with SATs revision books and a schedule to follow. This is not compulsory, but we do strongly recommend completing these. We would also encourage children to read for pleasure as much as possible. We allow children in Key Stage 2 (Years 3-6) to choose their own reading books. However, we will always ensure that each child has chosen a book with a suitable level of challenge. We expect all children to be reading independently or to an adult for at least 20 minutes 4 times a week.

## **BEHAVIOUR EXPECTATIONS:**

We will be following our positive behaviour policy, which the children are very familiar with. <https://cholsey.oxon.sch.uk/wp-content/uploads/2020/05/Positive-Behaviour-Policy-COVID.pdf> However, an appendix has been added to reflect the need to make behaviour choices that keep others safe. If we feel that a child is purposefully putting others at risk with the choices they are making, we may call parents to take them home to reflect and reset.

## **If a Child or Adult is Unwell:**

### **IF A CHILD BECOMES UNWELL AT HOME**

We are relying on parents to check daily if children are showing symptoms of being ill. If a child shows any symptoms of the coronavirus, they must not attend school and school must be notified immediately. This includes a fever, persistent cough, trouble breathing and loss of taste and smell. A test for coronavirus needs to be accessed as soon as possible and the outcome needs to be communicated to school. The child's bubble can operate as normal while the test results are being obtained. However, we will communicate to families if there is a possibility of a case and parents may choose to keep their child at home until the test results are confirmed.

If a child tests positive, the entire bubble the child is a member of, will need to isolate for 14 days, along with the family of the child who has tested positive. If the test results are negative, the child can return to school and their bubble as soon as they are well enough to do so. We will follow direct advice from Public Health South on this.

### **IF A STAFF MEMBER BECOMES UNWELL**

If any staff show symptoms of the coronavirus, they will remain at home and will access a test as soon as possible. We will communicate to families if there is a possibility of a case and parents may choose to keep their child at home until the test results are confirmed.

We should be able to ensure a replacement adult is available to support in the appropriate bubble in line with our risk assessments and policies. If the staff member tests positive, the entire bubble the adult is a member of, will need to isolate for 14 days. If the test results are negative, the adult can return to school and their bubble as soon as they are well enough to do so.

### **IF A CHILD OR ADULT BECOMES UNWELL AT SCHOOL**

If a child becomes unwell at school, they will be taken to a designated isolation space where they will be cared for by staff wearing appropriate PPE until a parent is able to collect them. The same procedure for testing should be followed as above. This will also be the same for any adult becoming unwell at school.

Any spaces the unwell person has accessed, will be cleaned as per protocol by staff wearing the

appropriate PPE.

#### OTHER ILLNESSES

If a child or adult has sickness or diarrhoea, the usual school policy of remaining absent until it has been 48 hours since the last bout, still applies. Unless you are certain that your child is not contagious with any illness, please keep them at home.

#### IF SOMEONE IN YOUR HOUSEHOLD SHOWS SYMPTOMS OF CORONAVIRUS

If anyone in your household develops symptoms of coronavirus, please notify school and keep your child at home until a negative test result has been obtained. If the test is positive, your child will need to remain home to isolate for 14 days and school will need informing.

Please note that we may receive notification of a positive test outside of school time and in these circumstances, we would need to email families to advise not to attend. We will ensure that any urgent emails of this nature are marked with a read receipt so we can be sure the message has been communicated.

**We are making every effort to ensure that children only mix with others in their own bubbles and where possible are staying 1m+ apart from each other. We would be very grateful for your support with this out of school too, by ensuring that children are adhering to the current social distancing guidelines and are not coming into close contact with anyone outside of your household bubble.**

We look forward to welcoming your child into Upper Key Stage 2 and hope they enjoy their final years of their primary education with us.

Regards,  
Upper Key Stage 2 team.