



Unsworth Primary School

Guidance for parents and carers for full opening
September 2020

This document is a summary for parents and carers of the actions the school will take on full opening in September 2020. It also contains information and instructions for parents and carers about the measures in place to ensure we work together to minimise the risk to our pupils and wider community of the transmission of coronavirus.

Parents and carers will be required to sign a home-school agreement in relation to the measures outlined below.

A comprehensive risk assessment and action plan for the school has been developed from the Department for Education guidance issued on 2/07/20 and updated on 07/08/20. Links to the full DFE guidance, relevant to Unsworth Primary School, can be found by following the following links:

- [Guidance for full opening of schools](#)
- [Guidance for early years and childcare providers](#)

Additional government information for parents and carers can be found here:

- <https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak#history>

School Policies and Procedures: <http://unsworth-primary.co.uk/about-us/key-information/policies/>

NHS Testing and Track and Trace: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Local Health Protection Team: <https://www.gov.uk/guidance/contacts-phe-health-protection-teams#greater-manchester-hpt>

Senior leaders have conducted a full and comprehensive risk assessment in line with Government, LA, Union and Trust guidance. The actions have been taken under the following areas:

1. **Systems of control** – actions school leaders **MUST** take to minimise the risk of transmission of coronavirus in their school. This is public health advice, endorsed by Public Health England (PHE).
2. **School operations**
3. **Curriculum, behaviour and pastoral support**
4. **Contingency planning to provide continuity of education in the case of a local outbreak**

Sections 2-4 are focused on how the Department for Education (DFE) expects schools to operate in this new context.

A full set of school documentation can be found on the school's website. The information below represents the main actions school will take alongside the actions we need parents and carers to take.

Section 1: Public Health Advice to Minimise Risks

The system of controls: PREVENTION (steps 1-6)	
1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.	
School actions	Parent and carer actions
<ul style="list-style-type: none"> • If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home. • A COVID-19 emergency procedure is in place for the steps for staff to follow if there is a suspected case of COVID-19 during the school day. • Note: Public Health England is clear that routinely taking the temperature of pupils is not recommended as this is an unreliable method for identifying coronavirus (COVID-19). 	<ul style="list-style-type: none"> • Children should not attend school if they are ill. • Parents should inform school of any possibility of a transmission e.g. that their child has symptoms and is being tested. • All parents will be required to sign a home-school agreement.
2) Clean hands thoroughly more often than usual	
School actions	Parent and carer actions
<ul style="list-style-type: none"> • Routines will be built into the school culture in order to promote handwashing with soap and water for at least 20 seconds across the school day, particularly: <ul style="list-style-type: none"> - After coming into school - After sneezing or coughing - Before and after handling or eating food - After going to the toilet • Additional wall-mounted sanitiser stations will be available in each classroom and in the hall. Outdoor sinks have been installed. • All pupils will take part in on-going health education lessons to promote the above routines and give them an understanding of their importance. 	<ul style="list-style-type: none"> • Pupils should bring their own water bottles, clearly marked with their names. They should be taught not to share their water bottles with others. New bottle-filling stations have been installed and water fountains removed. • Parents can support by teaching good handwashing routines at home to give children an understanding of their importance at school.

3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach

School actions	Parent and carer actions
<ul style="list-style-type: none">• Pupils will be explicitly taught the 'catch it, bin it, kill it' approach to respiratory hygiene in health education lessons.• Posters will be displayed in all classrooms and communal areas including some made by pupils in lessons.• Tissues and lidded bins will be provided in each room including classrooms, the hall, toilets and offices.• Natural ventilation via windows or vents should be used as far as possible and where available occupied room windows (particularly classrooms) should be open.	<ul style="list-style-type: none">• Parents can support by teaching their children the 'catch it, bin it, kill it' approach to respiratory hygiene at home.• Parents should provide their children with their own mini-pack of tissues which could be kept at their desk for their own use.

4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.

School actions	Parent and carer actions
<ul style="list-style-type: none">• The cleaning regime will be put in place in line with the PHE's <u>COVID-19: cleaning of non-healthcare settings guidance</u>• A full-time roaming cleaner will be employed across the school day in addition to the existing cleaning schedule at the beginning and end of the day by the existing team.• The roaming cleaner will have a rota of identified tasks to include enhanced cleaning to include more frequent cleaning of rooms / shared areas that are used by different groups, frequently touched surfaces being cleaned more often than normal.• Classrooms will be decluttered with only the minimum items left on work and other surfaces.• Lidded bins will be provided for all rooms.• A cleaning station supplied with standard cleaning materials will be established in each classroom area in case additional cleaning is needed.• Pupils will have their own pencil case with their own stationery. These will be wiped down daily once pupils have left.	<ul style="list-style-type: none">• Pupils will be asked to limit the amount of equipment they bring into school each day to essentials such as lunch boxes, water bottles, book bags, hats, coats, tissues and sun protection (when needed).• Pupils should not bring in other bags, pencil cases and stationery. All stationery will be provided by school.• Pupils should not bring in items from home including soft toys, footballs etc.• Only Y6 pupils who walk home alone at the end of the day should bring a mobile phone. This will be stored by the class teacher until the end of the day. This will only be allowed if the Mobile Phone agreement has been signed by the child's parent.• Pupils can take books and other shared resources home, although unnecessary sharing will be avoided. Pupils cannot bring in treats to share on birthdays.

5) Minimise contact between individuals and maintain social distancing wherever possible.

School actions	Parent and carer actions										
<ul style="list-style-type: none"> • Pupils will be organised into their age group classes in their usual classroom spaces. • All lessons will take place in the classroom apart from PE and Forest School. • Pupils will have two start times: <table border="1" data-bbox="304 467 875 544"> <tr> <td>Y3/Y4/Y5/Y6 and younger siblings</td> <td>8:50-9:00</td> </tr> <tr> <td>YR/Y1/Y2 and SLRP pupils</td> <td>9:00-9:10</td> </tr> </table> • SLRP pupils will enter school at the main entrance from the transport to be met by one of the SENCOs and guided to their classroom. • All classes will have a staggered playtime during the morning and play in their designated space. Y1 and Y2 will also have an afternoon playtime. • All classes will have a staggered lunchtime. This will include 30 minutes in the hall followed by 30 minutes outside play or 30 minutes wet play in classrooms. • Only two classes will be in the hall at any one time. Tables will be arranged at either end with a gap in the middle of the hall. • The roaming cleaner will be in the hall across the staggered lunchtimes to clean tables in between sittings. • All classes will have a staggered collection time: <table border="1" data-bbox="311 1034 999 1147"> <tr> <td>Y3/Y4/Y5/Y6 and younger siblings</td> <td>3:15-3:25</td> </tr> <tr> <td>YR/Y1/Y2</td> <td>3:30-3:40</td> </tr> <tr> <td>SLRP pupils</td> <td>3:30 if on transport</td> </tr> </table> • A senior leader will be on duty to ensure safe practices by both adults and pupils. 	Y3/Y4/Y5/Y6 and younger siblings	8:50-9:00	YR/Y1/Y2 and SLRP pupils	9:00-9:10	Y3/Y4/Y5/Y6 and younger siblings	3:15-3:25	YR/Y1/Y2	3:30-3:40	SLRP pupils	3:30 if on transport	<ul style="list-style-type: none"> • Parents should arrive at school at their designated time, walking down the right hand side of Blackley Close towards school in order to drop children off and leave immediately. Parents should drop off at the green gates and not enter the playground. • No parents should bring a car on to the car park or into Blackley Close to ensure both pupil safety and ease of movement for pedestrians. • Parking permits will only be issued to blue badge holders or in exceptional circumstances from September 2020. • No large gatherings will take place in school such as assemblies or large scale parent meetings. • Parents can make an appointment to meet with a member of staff by making an appointment via the school office. These meetings will be held in the training room (next to the nursery). • There will be no extra-curricular clubs for the first half term. • Parents will be allowed to enter the school playground at the end of the day via the pedestrian gate and should stand in the space designated for their eldest child's class. Parents should take responsibility for socially distancing from other adults. • Class teachers/teaching assistants will escort classes to a designated spot on the playground and ensure each child is collected by a parent or known adult. • Parents should leave the playground as soon as they have picked up their children via the large double green gates and stay on the right hand side of Blackley Close as they walk away from school. • Using alternate sides of the pavement for entry/exit will allow for a one way system to help social distancing.
Y3/Y4/Y5/Y6 and younger siblings	8:50-9:00										
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YR/Y1/Y2	3:30-3:40										
SLRP pupils	3:30 if on transport										

6) Where necessary, wear appropriate personal protective equipment (PPE)

School actions	Parent and carer actions
<ul style="list-style-type: none"> • The COVID-19 emergency procedure details how staff should use PPE including an apron, mask and gloves if a pupil becomes ill with coronavirus symptoms. • If a pupil has routine intimate care needs then staff should wear PPE in line with their intimate care plan. • Public Health England does not (based on current evidence) recommend the use of face coverings in schools. This evidence will be kept under review. 	<ul style="list-style-type: none"> • It may be beneficial for parents and carers to wear face coverings if they feel they may be in close contact with other adults as they enter and leave the school site.

**The system of controls: RESPONSE (steps 7-9)
STEPS WE WILL TAKE IN RESPONSE TO INFECTION**

7) Engage with the NHS Test and Trace process.

School actions	Parent and carer actions
<p>The following procedure will be in place regarding the NHS Test and Trace process:</p> <ul style="list-style-type: none"> • Those with symptoms will be asked to get tested. Tests are available for pupils, staff and their households. • Both pupils and staff can follow the links on the NHS site to request a test. • Should the test be positive: <ol style="list-style-type: none"> a. Track and Trace will contact the staff member/pupil to gather information on who they have been in contact with. The staff member/pupil should advise Track and Trace they have been in school and it is expected that Track and Trace will contact the school for details of who was within the affected teaching area. 	<ul style="list-style-type: none"> • Parents should ensure that school has three up to date contacts for their child. • To access testing parents will be advised to use the NHS 111 online coronavirus service or by calling 119. • Should the test be negative the pupils are able to return to school and the self-isolation for family members can end (for this instance). • Parents and carers should keep school fully informed of any coronavirus-related incidents which may affect the school community. • To enable the school to safeguard the health and wellbeing of pupils and staff we will ask for evidence that any test has taken place and for the outcome (negative/ positive/ inconclusive). This will enable schools to put into place appropriate plans for _____

<p>b. People identified as having been in close contact with someone who has a positive test must stay at home for 14 days, even if they do not have symptoms, to stop unknowingly spreading the virus.</p> <p>c. The other household members of the pupil/staff member are not required to self-isolate unless the pupil/staff member develops symptoms associated with coronavirus.</p> <p>d. If those in isolation develop symptoms, they can book a test at nhs.uk/coronavirus or by calling 119.</p> <ul style="list-style-type: none"> • School will inform Public Health England’s HPT of any confirmed cases who will conduct rapid investigations and advise school on the appropriate actions to take including whether closing the school is required and deep clean arrangements made to ensure the environment is safe for reopening. • Should staff be required to self-isolate, the class will operate with a known supply teacher from an agency which has been vetted by the school for its COVID-safe practices. • Should a coronavirus case be suspected, there is a separate COVID-19 emergency procedure. • Should the case be confirmed the area(s) used by the pupil/staff member will be closed for a deep clean as guided by the local Health Protection Team. • School will keep pupils and parents adequately updated about any changes to infection control procedures as necessary. 	<p>the safety of pupils, staff and visitors to school.</p> <ul style="list-style-type: none"> • Parents can contact the Department for Education coronavirus helpline if there are any questions about COVID-19 relating to education and children’s social care. The telephone number is 0800 046 8687 and is open 8am to 6pm – Monday to Friday and 10am to 4pm – Saturday and Sunday.
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8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

School actions	Parent and carer actions
<ul style="list-style-type: none"> • A COVID-19 procedure will be in place to manage suspected/ confirmed cases for dealing with symptomatic pupils. • All staff will be trained prior to the term starting to remind them of 	<ul style="list-style-type: none"> • Parents and carers should keep school fully informed of any coronavirus-related incidents which may affect the school community.

the emergency procedures already in place and any changes that have been made.

9) Contain any outbreak by following local health protection team advice.

School actions

Parent and carer actions

- If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and we will continue to work with our local health protection team who will be able to advise if additional action is required.

- Parents and carers should keep school fully informed of any coronavirus-related incidents which may affect the school community.

2: School Operations

Transport	
School actions	Parent and carer actions
<ul style="list-style-type: none"> • Pupils who are part of the Speech and Language Resourced Provision (SLRP) are provided transport by Bury Council as part of their provision. The transport team has fully risk assessed this provision and shared this with the school. • No trips using public transport or private coaches will be planned for the first half term of the autumn term 2020. This will be reviewed after that. 	<ul style="list-style-type: none"> • Parents are always encouraged to walk/cycle or drive to school rather than take public transport. • All parent permits for the car park will have to be renewed from September 2020 with a strict process in place only for blue badge holders. • Parents of children attending Unsworth Day Nursery will not be allowed to use the car park.
Attendance	
School actions	Parent and carer actions
<p>The school's Attendance Policy will be revised ahead of the new school year.</p> <p>From the 1st September the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> • Schools' responsibilities to record attendance and follow up absence. <p>All Children should now be attending school with the exception of:</p> <ul style="list-style-type: none"> • Children who are ill with illness not related to COVID19. • Pupils who are shielding or self-isolating • Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school in September. • Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will be able to immediately offer them access to remote education. 	<p>From the 1st September the usual rules on school attendance will apply, including:</p> <ul style="list-style-type: none"> • Parents' duty to secure that their child attends regularly at school where they are of compulsory school age. • Where pupils and parents are experiencing difficulties with attendance, parents should seek support from the school at the earliest opportunity. • Where parents are following clinical and/or public health advice, absence will not be penalised.

<ul style="list-style-type: none"> We will work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance. 	
Extra-curricular activities including Before and After School Club	
<p style="text-align: center;">School actions</p>	<p style="text-align: center;">Parent actions</p>
<p>1. Before and After School Club</p> <ul style="list-style-type: none"> A separate risk assessment has been undertaken to ensure the club can re-start safely for all parents who require a place from September 2020. 	<ul style="list-style-type: none"> Parents must ensure that their child is booked into the BASC. Payments must be made via Parent Pay. Parents should drop off and pick up their children from BASC at the main entrance and not enter the building.
<p>2. Sports Provision</p> <ul style="list-style-type: none"> The timetable of external sports provision will resume in November 2020. Any external coach will be expected to follow all procedures as laid out in the school's risk assessment and working practices. Contact sports will not take place. Sports fixtures with other schools will not resume until it is considered safe to do so and fully risk assessed. 	<ul style="list-style-type: none"> Pupils should come into school in sports kit on the days they have PE. This will avoid the need for storing PE kits and for children getting changed in large groups/small spaces. Parents will be informed of PE days by class teachers.

3: Curriculum, behaviour and pastoral support

Curriculum	
School actions	Parent and carer actions
<ul style="list-style-type: none"> We intend to deliver our full curriculum, no subjects or opportunities are being removed at any time. The timetable will be planned to ensure a daily PSHE offer in every class to replace whole-school assemblies and to cover planned work with an emphasis on health and pupil well-being following the COVID-19 crisis. The Speech and Language Resourced Provision will be in operation from September 2020 and will have a separate risk assessment/working practices plan. We will continue to develop remote learning as a tool to support learning for those who cannot access school but also for an emergency situation of local lockdown. 	<ul style="list-style-type: none"> If parents have any queries about their child's learning, they should make an appointment to meet their class teacher. Appointments will be arranged via the school office and will take place in the training room situated next to Unsworth Nursery.
Physical activity	
School actions	Parent and carer actions
<ul style="list-style-type: none"> Physical activity will be timetabled for each class across the week. As much as possible it will take place outside. Pupils will remain in their class groups and sports equipment should be thoroughly cleaned between each use. Contact sports should be avoided. Any equipment shared by more than one class should be cleaned before being used by another class. Pupils will come to school dressed in sports clothing on PE days. 	<ul style="list-style-type: none"> Parents should send their child into school on PE days dressed in their PE kit with suitable clothing such as joggers and a sweatshirt on top. Pupils may wear trainers or pumps on these days. <p>This measure will be reviewed over the first half term.</p>
Pupil safety, well-being and support	
School actions	Parent or carer actions
<ul style="list-style-type: none"> The Designated Safeguarding Lead (A Rhodes) and the Parent Support Advisor (S Channon) will provide support to children 	<ul style="list-style-type: none"> Parents should inform school if there are any concerns so that the school can provide appropriate support.

<p>regarding any new safeguarding and welfare concerns and the handling of referrals to children social care and other agencies where these are appropriate.</p> <ul style="list-style-type: none"> • The PSA will have a caseload of support for pupils to provide more focused pastoral support where issues are identified including the needs of particular groups who need additional help, and any newly vulnerable pupils on their return to school. • The daily PSHE lesson will be planned to take place at the start of each day and will be designed to: <ul style="list-style-type: none"> ○ support the rebuilding of friendships and social engagement ○ address and equip pupils to respond to issues linked to coronavirus (COVID-19) ○ support pupils with approaches to improving their physical and mental wellbeing ○ allow for the delivery of the PATHS programme x twice weekly 	
Behaviour	
School actions	Parent and carer actions
<ul style="list-style-type: none"> • The whole-school approach to and policy for behaviour will be reviewed prior to September and revised if necessary to include any responses needed due to the COVID crisis. • Additional staff training will take place on PAD 1 in order to focus on the potential impact of COVID, the PSHE offer and any revisions to the behaviour policy. • Additional pastoral and support services both internally and available in Bury will be signposted to staff and to parents 	<ul style="list-style-type: none"> • A home-school agreement will be produced and communicated to parents prior to September.

4: Contingency planning for outbreaks

Process		
The contingency plan in place in case of local outbreaks includes: <ul style="list-style-type: none">• Following advice from Bury Council and the Local Health Protection team.• Informing the trustees and governors of instructions received and actions to be taken.• Informing all staff via email of instructions received and the actions they should take and when.• Informing all parents and carers of the instructions and actions that will be taken and how further communications will be made.• Having a system in place to move immediately to providing remote education via Teams where a class, group or small number of pupils need to self-isolate, or where there is a local lockdown.• Making sure staff are trained in the use of Teams and provide printed resources for pupils who do not have suitable online access.		
Assessment conducted by: Christine Reynolds & Andrew Rhodes 13.07.20 (revised 18/08/20)	Job titles: Executive Head Teacher & Head Teacher	Covered by this assessment: Pupils, staff and other relevant individuals

