

**Action Plan for Wider Opening of School**  
**Coronavirus only**



## Wider Opening Actions – Lakeside Specific

From Monday 1<sup>st</sup> June 2020, schools will offer a wider provision for key Year groups. In the first initial weeks, to facilitate this in as safe and secure manner as possible, Lakeside Primary School will be open to:

- Reception,
- Year 1 pupils,
- Key Worker Children (all other year groups).
- **It will NOT be open to Nursery and Year 6 pupils due to staffing and building capacity.**

### 'Bubbles'

To ensure that we can adhere to the guidance and attempt to control the transmission of any potential infection, we shall be operating a 'Bubble' system across the school. Each Year group including Key Worker children will be grouped into different bubbles. The Year groups will be split so that each bubble is capped based on the size and space available in the specific classrooms. The bubble will consist of:

- pupils
- 1 Teacher or Higher Level Teaching assistant (HLTA)
- 1 Teaching Assistant (TA) or HLTA

The children will only interact with the members in their bubble and will not come into contact with any other pupils in school. The pupils will be grouped as follows:

Bubbles	Year Group	Class Location	Staff
Red Bubble	Reception	Nursery	Miss Collins, Hayley Meads
Lime Bubble	Reception	Reception	Mrs Murdoch/Mrs Youd, Mrs Vale
Purple Bubble	Year 1	Year 1	Miss Varden, Mrs Sollis
Blue Bubble	Year 1	Year 2	Mrs Yardley, Mrs Wileman,
Orange Bubble	Year 1	Year 6	Mrs Morgan, Mr Scott
Green Bubble	Key Worker children	Year 3	Mr Swift, Mrs Baker
Pink Bubble	Key Worker children	Year 4	Mrs Davies, Mrs Purshouse

The bubbles above are what we feel is the school capacity (full) we can safely accommodate in school while following the guidance set out from the Government. You will have noticed that there are no Nursery children or Year 6 children. The reasons these children will not be attending are:

- Physical capacity (we do not have enough classrooms to accommodate all suggested year groups)
- Staff capacity
- Priority given to the youngest statutory school age children

The intention is to welcome all groups above back over the next few weeks. Unfortunately, due to staffing capacity, this cannot take place and so we are planning on phasing the years in as and when this staffing capacity increases. This will begin with Reception children and Key Worker children from **Tuesday 2<sup>nd</sup> June 2020**. School will be open to returning staff on Monday

1<sup>st</sup> June 2020 to complete any final preparations necessary. **We shall constantly review the staffing situation and when we can invite more pupils back, we shall.**

Due to the reduction of staff, we are unable to ensure that your child will be with the class teacher they may have had prior to schools being asked to close to the majority of pupils. Because of the unprecedented circumstances we now find ourselves in, we have had to reorganise the staffing profile. However where possible, when grouping the children, we have taken into account friendship groups as a measure to safeguard the children’s mental wellbeing. This is something we are keen to support and every measure possible has and will be taken to safeguard pupil wellbeing.

Additional staff not allocated in the table above remain outside of the bubbles and will be distributed to other teams. Miss Doxford (FSW) will work from home but will be in regular contact with the safeguarding team via video call.

<b>Staff working from Home</b>	
<b>Staff</b>	
Miss Jones	Mrs Male (Weekly Rota)
Mrs Lomas	Mrs Barker (Weekly Rota)
Mrs Downes	Miss Doxford

#### Wider Staff Teams

<b>Reprographics Team/First aid (Back up)</b>	
<b>Staff</b>	<b>Location/Base</b>
Mrs Darlaston	Staffroom/Hall
Mrs Edwards	

Mrs Darlaston and Miss Edwards will be responsible for arranging resources that will be needed for teaching and learning, including photocopying. Staff will share what resources and photocopying they need with the Reprographics team who will prepare these materials.

<b>Safeguarding and Cleaning Team</b>	
<b>Staff</b>	<b>Location/Base</b>
Mr Barker	Rainbow Room
Mr Probert	HT Office
Miss Smith	

While classrooms are empty, Mr Probert, Miss Smith and Mr Barker will clean down key areas in the classroom.

<b>Home Learning Team</b>	
<b>Staff</b>	<b>Location/Base</b>
Miss Jones	Working from Home
Mrs Lomas	Working from Home

Miss Jones and Mrs Lomas will be responsible for supporting the learning that is taking place at home and responding to parental questions regarding home learning. Miss Jones will support EYFS and KS1. Mrs Lomas will support KS2.

Miss Jones will continue in her role as SENCO albeit in a remote capacity. Parents will be able to contact her via message into the main school office (01872 213990) or directly using the following email address: [YearOne@lakeside.staffs.sch.uk](mailto:YearOne@lakeside.staffs.sch.uk)

<b>Office Team</b>	
<b>Staff</b>	<b>Location/Base</b>
Mrs Barker	Office/Working from Home (Rota)
Mrs Male	Office/Working from Home (Rota)

Due to the size of the school office, Mrs Barker and Mrs Male cannot maintain a 2m distance. As a result, they will be working a weekly rota with one member of the office team in and the other working from home.

<b>Lunchtime Supervisor Team</b>	
<b>Staff</b>	<b>Location/Base</b>
Mrs Mortimer	Red Bubble
Mrs Vale	Lime Bubble
Mrs Weston	Purple Bubble
Mrs Andrews	Blue Bubble
Mrs Brittle	Orange Bubble
Mrs Baker	Green Bubble
Mrs Hoye	Pink Bubble

### **Start of the day Procedure (Mon – Fri)**

To try and accommodate children entering the school safely, we will be staggering the start of the day. From the Monday 1<sup>st</sup> June 2020, pupils start times will be as follows:

#### **8:30am**

- Reception children

#### **8:45am**

- Year 1 children (Not in initial phased opening)

#### **9:00am**

- Key Worker children

Below is a list of instructions we are asking families to follow in order to safely get the children into school:

- We shall be operating a one way system on to and out of the school premises. All pupils will need to come to school via the Main school Gate (staff car park).

- We are then asking that families use the path closest to the school field and walk up the drive to drop their children off.
- Once at the top of the drive, parents/carers and pupils will be greeted at the Red Gates by either Mr Probert and/or Miss Smith. Children will then leave their parents/carers at the gate and enter school via the ICT suite door.
- Children must be brought to school by one adult. We recognise that for some parents/carers they may need to bring siblings with them in order to drop their children in to school. This is not a problem at all we would just ask that you adhere to current social distancing rules and keep 2m apart from other families.
- 2 metre distancing will be marked on the path up to the school to aid social distancing.
- Once parents/carers have dropped their children off at school, we ask that they leave the school premises by walking back down the drive towards the main gate on the opposite side to the path (next to where the staff have parked their cars). The gates for cars will be closed at 8:20am in order to safeguard pedestrians when they are on the school site.
- **All other gates on to the school premises will remain closed and will not be in use.**
- We have given a 15minute window (see above) to allow parents/carers to drop their children off at school. In order to get the pupils in to school in an orderly fashion, we would appreciate that parents/carers help by arriving promptly at school at their allocated time. If there is a need to line up, we have marked out two metre spots in line with social distancing guidelines for parents/carers to safely wait to enter school.
- We also appreciate that parents/carers may have more than one child attending school in different age groups. If this is the case, we are asking that you bring older children at the same time as the youngest child is expected in school. For example:
  - **A parent/carer has children that are in Reception and Year 5. The Year 5 pupil is coming to school due to being a child of a Key Worker. Please bring the Reception pupil at 8:30am. From here they will move to their individual bubbles.**
  - **Children of Key Worker Parents in returning year groups will be placed in the those year group specific bubbles. They will not be in a Key worker bubble with a sibling.**
- **Pupils will NOT have to wear school uniform. We are asking that pupils attend school in their own clothes which are different each day. Staff will be following the same policy.**

### **End of the Day Times (Mon, Tues, Thurs, Fri)**

To try and accommodate children exiting the school safely, we will be staggering the end of the day collection times. From Tuesday 2<sup>nd</sup> June 2020, pupils end of the day times will be as follows:

<b>Time</b>	<b>Bubble</b>	<b>Year Group</b>
<b>2:30pm</b>	Red Bubble	Reception children
<b>2:40pm</b>	Lime Bubble	Reception children
<b>2:50pm</b>	Purple Bubble	Year 1 children
<b>3:00pm</b>	Blue Bubble	Year 1 children
<b>3:10pm</b>	Orange Bubble	Year 1 children
<b>3:20pm</b>	Green Bubble	Key Worker children
<b>3:30pm</b>	Pink Bubble	Key Worker children

### **End of the Day Times (Wed)**

<b>Time</b>	<b>Bubble</b>	<b>Year Group</b>
<b>12:00pm</b>	Red Bubble	Reception children
<b>12:10pm</b>	Lime Bubble	Reception children
<b>12:20pm</b>	Purple Bubble	Year 1 children
<b>12:30pm</b>	Blue Bubble	Year 1 children
<b>12:40pm</b>	Orange Bubble	Year 1 children
<b>12:50pm</b>	Green Bubble	Key Worker children
<b>1:00pm</b>	Pink Bubble	Key Worker children

## End of Day Procedures

Below is a list of instructions we are asking families to follow in order to safely get the children out of school:

- We shall be releasing the children from the ICT suite door and area outside of the ICT suite door at the end of the day.
- Each bubble will come to this area at their allotted time where they will be released to their parent/carer one by one. Again we ask that only one parent arrive at school to collect their child.
- We are asking that parents/carers follow the same one way guidelines explained above when dropping the children at school. Parents are to use the path closest to the field when coming to school to collect their children.
- Once they have collected their child/ren, we again ask that parents/carers leave the school premises by walking back down the drive towards the main gate on the opposite side to the path (next to where the staff have parked their cars).
- Mr Probert and/or Miss Smith will again be on the Red Gate to help dismiss the children and again we ask that you follow the social distancing measures that will be put in place and detailed above.
- We have allocated a 10minute window (see above) to allow parents/carers to collect their children from school. In order to get the pupils dismissed in an orderly fashion, we would appreciate that parents/carers help by arriving promptly at school at their allocated time. If there is a need to line up, we have marked out two metre spots in line with social distancing guidelines for parents/carers to safely wait to enter school.
- **On a Wednesday afternoon, school will close from 12:00pm to facilitate teacher PPA and a thorough clean of the whole school site.**
- Like the morning, we shall also endeavour to release siblings at the same time. Again the oldest pupil will go home at the same time as the youngest pupil for example:
  - **A parent/carer has children that are in Reception (Red Bubble) and Year 5. The Year 5 pupil is at school due to being a child of a Key Worker. This means the Year 5 pupil will go home at 2:30pm/12:00pm respectively.**

## Communication

Communication between home and school during any time is crucial. At Lakeside we run an 'Open Door Policy' and invite parents to interact with all staff. Unfortunately, this will not be the case when we open more widely. Although Mr Probert and/or Miss Smith will be on the gate in the morning and at the end of the day, they will not be available to discuss issues as they would have done in the past. If you wish to discuss matters further or have any concerns, we ask that you phone into school or email where they will be happy to discuss matters further. Please continue to use the school contact details:

Tel: 01827 213990

Email: [office@lakeside.staffs.sch.uk](mailto:office@lakeside.staffs.sch.uk)

If you wish to contact a teacher direct, we are asking that you continue to use the email addresses that were set up for home learning:

<b>Email Address</b>	<b>Staff Monitoring</b>
Reception@lakeside.staffs.sch.uk	Miss Jones
YearOne@lakeside.staffs.sch.uk	
YearTwo@lakeside.staffs.sch.uk	
YearThree@lakeside.staffs.sch.uk	Mrs Lomas
YearFour@lakeside.staffs.sch.uk	
YearFive@lakeside.staffs.sch.uk	
Yearsix@lakeside.staffs.sch.uk	

These will be monitored by Miss Jones and Mrs Lomas who will be happy to respond to any queries and offer advice where they can. Miss Jones will be monitoring EYFS and KS1; Mrs Lomas KS2.

If you need to speak to anyone in the school office, we are allowing only one person into the Reception entrance area at any one time. Mrs Barker and Mrs Male will communicate through the hatch but we ask that you observe the 2m boxed area in front of the hatch when speaking to the office staff. This is again to comply with social distancing guidance.

### **Observing Good Hygiene Practice**

One of our measures to safeguard the pupils is to ensure frequent hand cleaning as well as observe good hygiene practices. This will mean the children will have to wash their hands at different points throughout the day. This will include:

- On entry into school in the morning,
- Before break times
- After break times,
- Before lunch times,
- After lunch times,
- Before leaving school at the end of the day,
- After each time they go to the toilet,
- Any time staff deem it appropriate.
- Posters will be displayed in the classroom at each sink modelling the steps to wash their hands correctly.

During the school day, children will be constantly reminded of the need to observe good respiratory hygiene (coughing into their elbow). If they cough/sneeze into their hands they will be asked to wash their hands immediately after.

Additionally, periodically throughout the day, the staff cleaning team (see above) will be responsible for cleaning down work stations, door handles, toilets and any other necessary surfaces.

School will be thoroughly cleaned before the start of each school day.

An additional measure taken to ensure good hygiene is that each week, **the school will close on a Wednesday afternoon from 12:00pm**. This will be so cleaners can have additional time to complete a deep clean of the school site. Another reason for the closure is to allow for teachers to access their planning and preparation time (PPA). Under normal circumstances, this is usually covered by different members of the staff. In order to maintain the integrity of the 'Bubbles' this cannot take place as is usual so in order to facilitate the teacher PPA time, we shall close on Wednesday afternoon.

### Lunch time and Break times

Like the start and end of the day, to ensure bubbles do not interact with each other, these will be staggered. We are fortunate at Lakeside to have two playgrounds as well as a sizeable school field. These will be utilised to make sure that pupils can access outside learning.

Break times will work as follows:

- TAs to take children out at break time with a walkie-talkie.
- Children will be able to have a snack at break time but this will need to be provided from home. Children will follow good hygiene practices before eating their snack on the playground.
- Teachers will remain in the classroom to wipe down tables, work surfaces, doors and handles.
- TAs to take their personal break time either before or after the children's break duty. Staff breaks to be taken in the hall, quad or staff room to ensure social distancing guidelines are met.

Bubble	Year Group	Time	Where
Red Bubble	Reception	10:00 – 10:15	KS1 playground
Lime Bubble	Reception	10:20 – 10:35	KS1 playground
Purple Bubble	Year 1	10:00 – 10:15	KS2 playground
Blue Bubble	Year 1	10:45 – 11:00	KS2 playground
Orange Bubble	Year 1	10:20 – 10:35	KS1 playground
Green Bubble	Key Worker children	11:05 – 11:20	KS2 playground
Pink Bubble	Key Worker children	11:05 – 11:20	KS1 playground

Lunch times will work as follows:

- Lunchtime for each bubble will last for 45minutes.
- Times will be staggered.
- Children will eat their lunch in the classrooms.
- **NO hot lunches will be provided** – a lunchbox option from the school kitchen will be available for all Reception and KS1 children that wish to have one.

- Key worker children who are in Year 2 will be able to access a free lunch box option from the school kitchen under the Universal Free School Meal scheme (all Reception – Year 2 Pupils).
- Children in school who qualify as Free School Meal pupils will also be able to access a lunch box from the school kitchen.
- If you wish to provide your child with a lunch box from home please feel free to do so.
- Children who want a sandwich from the school kitchen will choose which option of sandwich they want during morning registration. These will then be made by Heidi (School cook) and these will be collected by the Bubble's TA/Teacher from the kitchen before lunchtime.
- Playground time will be timetabled (see below).

<b>Red Bubble (Rec)</b>			
<b>Time</b>	<b>Lunchtime routine</b>	<b>Location</b>	<b>Staff supervision</b>
11:30am	Lunchtime*	Nursery Classroom	Lunch time Supervisor (BW)
12:00pm	Outside Play	KS1 Playground	Miss Collins, Mrs Meads
12:15pm	Return to class	Nursery Classroom	Lunch time Supervisor (BW)

*\*T/TA to collect lunch from the Hall – Not children*

<b>Lime Bubble (Rec)</b>			
<b>Time</b>	<b>Lunchtime routine</b>	<b>Location</b>	<b>Staff supervision</b>
11:30am	Outside Play	KS1 Playground	Mrs Murdoch/Mrs Youd, Mrs Vale,
11:45pm	Lunchtime*	Reception Classroom	Lunch time Supervisor (DV)
12:15pm	End of lunchtime	Reception Classroom	Lunch time Supervisor (DV)

*\*T/TA to collect lunch from the Hall – Not children*

<b>Purple Bubble (Year 1)</b>			
<b>Time</b>	<b>Lunchtime routine</b>	<b>Location</b>	<b>Staff supervision</b>
12:00pm	Lunchtime*	Year 1 Classroom	Lunch time Supervisor (JM)
12:30pm	Outside Play	KS1 Playground	Miss Varden, Mrs Solis
12:45pm	Return to class	Year 1 Classroom	Lunch time Supervisor (JM)

*\*T/TA to collect lunch from the Hall – Not children*

<b>Blue Bubble (Year 1)</b>			
<b>Time</b>	<b>Lunchtime routine</b>	<b>Location</b>	<b>Staff supervision</b>
12:00pm	Outside Play	KS2 Playground	Mrs Yardley, Mrs Wileman,
12:15pm	Lunchtime*	Year 2 Classroom	Lunch time Supervisor (HA)
12:45pm	End of lunchtime	Year 2 Classroom	Lunch time Supervisor (HA)

*\*T/TA to collect lunch from the Hall – Not children*

<b>Orange Bubble (Year 1)</b>			
<b>Time</b>	<b>Lunchtime routine</b>	<b>Location</b>	<b>Staff supervision</b>
12:30pm	Lunchtime*	Year 6 Classroom	Lunch time Supervisor (SBr)
1:00pm	Outside Play	KS2 Playground	Mrs Morgan, Mr Scott
1:15pm	Return to class	Year 6 Classroom	Lunch time Supervisor (SBr)

*\*T/TA to collect lunch from the Hall – Not children*

<b>Green Bubble (Key Worker)</b>			
<b>Time</b>	<b>Lunchtime routine</b>	<b>Location</b>	<b>Staff supervision</b>
12:30pm	Outside Play	KS2 Playground	Mr Swift/Mrs Baker
12:45pm	Lunchtime*	Year 3 Classroom	Lunch time Supervisor (SBa)
1:15pm	End of lunchtime	Year 3 Classroom	Lunch time Supervisor (SBa)

*\*T/TA to collect lunch from the Hall – Not children*

<b>Pink Bubble (Key Worker)</b>			
<b>Time</b>	<b>Lunchtime routine</b>	<b>Location</b>	<b>Staff supervision</b>
12:45pm	Lunchtime*	Year 4 Classroom	Lunch time Supervisor (MY)
1:15pm	Outside Play	KS1 Playground	Mrs Davies, Mrs Purshouse
1:30pm	Return to class	Year 4 Classroom	Lunch time Supervisor (MY)

*\*T/TA to collect lunch from the Hall – Not children*

- On a Wednesday, lunchtime will be staggered in 10minute intervals but will only last for 30minuts. Once the lunch period has finished, the children will go home. Lunchtime supervision will be facilitated by Lunchtime Supervisors. TAs will be responsible for collecting sandwiches from the kitchen for their allotted bubble prior to their lunchtime. Please see table below:

Bubble	Lunchtime	Home time.
Red	11:30 – 12:00	12:00 - 12:10
Lime	11:40 – 12:10	12:10 – 12:20
Purple	11:50 – 12:20	12:20 – 12:30
Blue	12:00 – 12:30	12:30 – 12:40
Orange	12:10 – 12:40	12:40 – 12:50
Green	12:20 – 12:50	12:50 – 1:00
Pink	12:30 – 1:00	1:00 – 1:10

- There will not be an outside play session on Wednesday lunchtime. Lunchtime supervisors will need to come to school and once ready for their shift, go immediately to their allocated classroom following the routes for their bubbles highlighted in Appendix A (school floor plan). For detailed times of when this is, see above.
- Before entering the classroom, Lunchtime Supervisors to wear the necessary PPE and take a walkie-talkie into the room. Once the 30minute lunch period is over, supervisors to seal bin bags, leave the classroom, remove any PPE and dispose of waste in the outside bins. Walkie-Talkie will be used to communicate between supervisors and the school Senior Leadership Team.
- Staff Lunch breaks will be taken in the hall, outside in the quad or in the staff room. At all times, staff should observe 2m social distancing guidelines are met.
- DV to take lunch break after lunchtime supervisor duty has finished.

## FSM

- As schools open more widely and kitchens reopen, Reception children and all of KS1 children will qualify for Universal Free School Meals; school will provide these children with a lunch.
- Key Worker children who are in Year 2 will also qualify for Universal Free School Meals so school will provide them with a lunch.
- If a child does not qualify for Free School Meals or are **NOT** in Reception, Year 1 or Year 2 they need to bring a packed lunch to school.
- If you wish, you can still purchase a lunch from the kitchen but this will still only be a cold meal (sandwich) option.
- Children who return to school and have qualified for FSM vouchers through Edenred during 'lockdown' will no longer receive these vouchers as lunch will be provided in school for their children.

- Children who do not return to school when wider opening occurs will continue to receive their vouchers. If there are families where one child returns to school and the other remains at home, the family will receive vouchers for the child that remains at home.

### **Classroom layout**

Government guidelines now state that ***'Where settings can keep children and young people in those small groups 2m away from each other, they should do so'***. It also goes on to state ***'In mainstream schools and college settings the basic principle is that classes should be halved'***. At Lakeside, we have sufficient enough space accommodate 15 pupils in the Nursery and Reception classrooms and 10 in all other classrooms.

In order to facilitate the pupils in the classroom, work stations have been set out so that one pupil will be sat at their own desk. Walk ways around classrooms have been planned to separate staff and pupils.

Normally, pupils would use the cloakroom to hang their coats and bags when they are in school. Due to the size of these spaces this cannot take place. Therefore, pupils will keep their coat, bag and belongings with them under their desks.

Classroom layouts are very different to what pupils and staff will have experienced prior to schools closing to the majority of pupils. New distancing measures have taken the priority when designing the new layouts. As a result of this, some children will not be taught in the same classroom or even have the same teacher as before.

We have paid particular attention to ensuring that when moving around school, bubbles will not interact with each other to maintain their integrity. To ensure this, we have created specific 'Bubble Routes' and staggered start and end times when pupils need to move around the school site.

### **Toilets**

Toilets and cloakroom areas are located inside the classrooms. When pupils need the toilet, they will be allowed to go one at a time. This will be to maintain social distancing. As an additional measure, pupils will be escorted by staff members within their bubble to the toilet. They will wait outside the toilet to ensure children observe social distancing and good hand hygiene when they come out of using the toilet. Toilets will be cleaned down periodically through the day to maintain good hygiene.

## First Aid/Intimate Care

- Each bubble will include a member of staff who is first aid trained.
- Each bubble will have access to a classroom first aid kit.
- PPE will be provided to all staff when administering first aid. This will be housed in each individual classroom. Once used the PPE must be disposed of in a secure lidded bin/container.
- PPE will be provided when delivering intimate care. This will be housed in each individual classroom. Once used the PPE must be disposed of in a secure lidded bin/container.

## COVID-19 Symptoms

- If a child becomes symptomatic, they will be removed and isolated in the Mobile. If a pupil needs to access the toilet while being symptomatic, they can do so while in the mobile. That toilet will then need to be cleaned once the pupil has left the school site.
- The child's parents will be called and the child will go home.
- Once the child has been isolated, the bubble will be removed from the classroom where the room shall be thoroughly cleaned. Cleaning staff will wear PPE before entering the room to clean down.
- Parents of that bubble will be informed if a child has gone home with symptoms of COVID-19. That bubble including staff and pupils will stay away from school until test results have been confirmed. If a negative test result is confirmed, the bubble will return to school on the next working day.
- **If a suspected case of COVID-19 is confirmed, that bubble, including all pupils and staff will need to isolate for 14 days and will not be allowed back in school.**
- Pupils or staff should **NOT** attend school if:
  - They are showing symptoms of COVID-19.
    - High Temperature (37.8 degrees or higher)
    - Develop a new and persistent cough
    - Experience a loss of taste or smell
  - Children/Staff are living with anyone considered 'extremely vulnerable' (see guidance: [clinically extremely vulnerable due to pre-existing medical conditions](#))
  - Following guidance released on Tuesday 19<sup>th</sup> May 2020, any child 5 years or over who becomes symptomatic will be able to access test. Please access the NHS website to arrange a test here: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/ask-for-a-test-to-check-if-you-have-coronavirus/>

***No one with the above symptoms should attend Lakeside for any reason. If you experience these symptoms you are advised to stay at home for seven day.***

## Resources

In order to maintain the integrity of the bubbles, we are keeping resources in the classroom to a minimum. School will provide the essentials for pupils which will include:

- 1 book
- 1 whiteboard & pen
- 1 glue stick
- 1 ruler
- 1 pair of scissors
- 1 set of pencil crayons or felt tips

All stationery will remain in school for the sole use of that individual pupil.

All learning completed by each pupil will remain in their own individual trays which will be located on their desks.

Additional resources and paper that is required for a specific learning task once used will be bagged up and disposed of once no longer required.

In the Reception and Nursery classrooms, any toys/resources that have been used will be cleaned at the end of the day in preparation for the following days learning. Good hand hygiene practice will be regularly observed throughout all classrooms.

## Attendance

During this initial phase of wider opening, we are asking families of **Reception and Children of Key workers (including Nursery)** to return to school. Registers will be taken as usual for these year groups.

We appreciate that for some families the decision to return to school will cause some anxiety and may raise some questions. The Government have made it clear in their guidance that ***'Parents will not be fined for non-attendance at this time'***.

We ask that parents in the year groups stated (**Reception and Key Workers initially**) inform the school of their intention to send their children back to school office no later than **Wednesday 27<sup>th</sup> May 2020**. Please inform the school via email: [office@lakeside.staffs.sch.uk](mailto:office@lakeside.staffs.sch.uk) or alternatively by phone: **01827 213990**. Please leave a message if no one answers stating:

- your child's full name,
- their year group
- and/or if they are a key worker pupil.

If we do not hear from parents we shall assume that your child is not returning on **Tuesday 2<sup>nd</sup> June 2020** and will not allocate your child into a particular 'Bubble'. **We will let parents know by text message on Friday 29<sup>th</sup> May which Bubble their child is in.**

## Curriculum

The curriculum for those pupils returning to school will be very different from that the children were experiencing before schools closed to the majority of pupils. However, we shall make every reasonable endeavour to deliver the learning and development required as far as feasibly possible in the current circumstances.

Our first priority will always be to consider the pupils' mental health and wellbeing during these times. We pride ourselves at Lakeside on how well our staff nurture the children and this will not have changed. Making sure those children returning settle back into a new school routine with as little distress as possible will be paramount to what we do in the initial few weeks.

We also believe that it is important to us to not only provide the best possible provision for those children in school but also those that will continue to learn remotely. To make sure that those who are not in school do not feel 'detached' from those who have returned, both home learners and school learners will receive the same learning. The 'Home Learning Grids' that parents are accessing remotely will continue to be posted on the school website. Teachers in school will use these to deliver their lessons to pupils.

In school, mornings will consist of English and Mathematics. The afternoons will be based around thematic learning completing activities connected to the whole school weekly topic. We feel that this is a way we can continue to be connected as a school family even though some of our classmates will be in school and others will be learning from home. We will continue to share learning activities and experiences on our Twitter and invite parents to do so too.

# Appendix A

