

### **Summary of our plans for September**

These plans are intended to be in place until at least October half term, when we may review some or all elements of our provision, or until we are advised differently by the Government. These are our plans at the moment, but they are subject to change.

- Full classes return for full days, including usual provision of cooked lunches in school
- Classes kept separate from each other
- Staggered start and end times, though siblings can arrive and leave together
- Staggered breaks and lunchtimes to minimise contact between classes
- No whole school or mixed class events, including no breakfast club and no after school club provision
- Classes taught and supervised by two consistent staff members as far as possible
- Re-introduction of specialist teaching, with children's contact with other staff members limited to outside or at a distance as far as possible
- All pupils will be expected to attend as usual

### **General principles**

Throughout our planning for September at Christ Church, we have followed these general principles and we will continue to follow these if we make any changes:

- Follow Government guidance as closely as we can, in order to keep children and staff as safe as possible, while making adjustments to put this national guidance into practice in our particular school.
- Make the return to school in September a positive and happy experience for children and staff.
- Prioritise the well-being and learning needs of children, alongside the well-being and needs of staff and parents.
- Pay particular attention to the well-being and learning needs of children who were unable to return to school in the summer term.
- Limit close contact of children and staff to as small a group as possible and practical (one class)
- Set up routines and systems which are as close to normal provision in school as we can, including providing as broad a curriculum as we can. Our plans for September should be easily adaptable to revert both to our reduced half day/half class provision and to our normal pre-March provision.
- Have in place a contingency plan for home learning should school closure (for a class or the whole school) be necessary again; learn from our experience this year to prepare and put in place this contingency plan.
- Use this experience as an opportunity to pause and reflect on what our 'normal' provision in school looks like; learn from the past four months to make positive changes in our school.
- Share information about our plans as openly as possible with staff, parents, governors and, where appropriate, with children, listen to feedback and make changes to our plans if and when further guidance is issued, sharing changes with relevant groups.

### **Relevant Government guidance**

Government guidance is being updated regularly and may be updated again before September. Please check you are referring to the most recent documents or versions:

Full guidance document for schools:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak>

Information for parents:

<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>

### Keeping children and staff in consistent, separate class groups

As one of several protective measures, all schools are being asked to ‘properly consider’ ways they can minimise contact between individuals. At Christ Church, much of our usual daily routine and many of our usual events are based on classes working, playing and being together (e.g. several classes eating lunch together in the hall or playing together in the playgrounds, daily whole-school assemblies, whole school projects). Although infection figures are currently very low locally, this situation may change, so, rather than returning to our usual routines with classes mixing together, we have made the decision to make adaptations to our usual routines to try our best to keep all classes separate from each other wherever we can. We will continue to do this until at least October half term, or until Government guidance tells us to do something different.

Government guidance for September suggests that schools can safely expand the summer term group (or ‘bubble’) size of 15 children to a whole class in primary schools. **We will therefore endeavour to keep each class separate from all others, working with only two consistent adults.** (Any other adults who have contact with the class will do so from a distance or outside.)

Keeping classes separate has two benefits at this point:

1. If a child or adult is ill, the risk of spreading infection to others is hopefully limited to those in their class only.
2. If there is a confirmed case of COVID-19, it is likely that only the other children and adults within that class group will need to self-isolate to minimise the spread of infection, allowing other classes in the school to continue to operate. (We would, of course, follow local health protection team advice about advising groups or individuals to self-isolate in this circumstance.)

### Minimising the spread of infection

The Government guidance sets out the following ‘system of controls’ to reduce risks and create a safer environment. There are six ‘prevention’ actions which are set out below.

Numbers 1 to 4 must be in place in all schools all the time. Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances. Number 6 applies in specific circumstances.

Prevention actions	How will we implement this at Christ Church in September?
<b>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 childcare settings, schools or colleges</b>	<b>If your child or anyone in your household has symptoms of COVID-19, your child must not come to school.</b> Symptoms are: a high temperature, a new continuous cough or a loss or change to your sense of taste or smell.  If a child (or adult) becomes unwell at school we will follow the guidance to isolate that person and send them home as soon as possible. There will be regular reminders of this in communications and signage for parents and staff.
<b>2. Clean hands thoroughly more often than usual</b>	Supervised handwashing with soap and water <ul style="list-style-type: none"><li>- as children enter the classroom in the morning</li><li>- as children come in from breaks or learning outside</li><li>- before children leave the classroom to go home</li></ul> and unsupervised hand washing as usual after going to the toilet. We will promote and teach how to wash hands properly with all classes in September and at regular intervals afterwards. Regular hand washing for all staff.
<b>3. Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</b>	We will promote the ‘catch it, bin it, kill it’ approach with all classes in September and at regular intervals afterwards. Provision of tissues and regularly-emptied lidded bins in all classrooms.

<p><b>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products, such as detergents and bleach</b></p>	<p>Cleaning by our contracted cleaners at the end of each day will continue to enhanced standards, including cleaning of all frequently touched surfaces.</p> <p>Mid-morning and mid-afternoon cleaning regime will continue, carried out by school staff, to clean frequently-touched surfaces, including door handles, stair bannisters, staff room, office areas and surfaces in child and adult toilets. Cleaning carried out using standard cleaning products and disposable cloths</p> <p>Cleaning of tables and chairs/benches between use by different classes (e.g. lunch hall tables and chairs, outside tables)</p>
<p><b>5. Minimise contact between individuals and maintain social distancing wherever possible</b></p>	<p>See also the section above 'keeping children in consistent, separate class groups'</p> <p><b>No mixing/contact between children in different classes</b></p> <ul style="list-style-type: none"> <li>- classes to stay in own classrooms as much as possible</li> <li>- no whole school or mixed-class activities</li> <li>- staggered break times with no mixing between classes (junior playground divided to allow use by two classes at once, infant playground used by one class at a time)</li> <li>- staggered lunch times with no mixing between classes (two classes maximum to use the hall to eat, at different ends)</li> <li>- staggered start and end of the day to minimise congestion and contact of children and parents</li> <li>- designated toilets for use by each class</li> </ul> <p><b>Minimise children's contact with staff members</b></p> <ul style="list-style-type: none"> <li>- classes taught and supervised by two consistent staff members for the majority of each day; where additional supervision or contact is needed with other staff members (e.g. short periods of lunch time, teacher PPA cover or to cover the full curriculum) this will be carried out at a distance or outside as much as possible</li> </ul> <p><b>Minimise contact between staff members</b></p> <ul style="list-style-type: none"> <li>- routines in place to minimise use of staff room and other staff areas, including ongoing use of a second, temporary 'staff room' in the library</li> <li>- limit staff face-to-face meetings to those that are essential and these to be carried out outside or using social distancing</li> </ul> <p><b>Minimise staff contact with parents or visitors to the school</b></p> <ul style="list-style-type: none"> <li>- encourage ongoing parent use of email/telephone to communicate with staff; no face to face access with school office staff</li> <li>- limit face-to-face parent meetings with staff members to those that are absolutely necessary and observe social distancing</li> <li>- limit visitors to the school to those who are absolutely necessary (essential therapy or support for children, essential maintenance); visitors to wash hands on arrival and observe social distancing</li> </ul> <p><b>Contact between children within a class</b></p> <p>Where it is appropriate, particularly for older classes, we will put in place some of the Government's suggested actions to minimise contact within groups, for example facing children towards the front rather than towards each other or seating children side by side.</p> <p>We will not, however, be able to separate all children within the classroom – children will still continue to work on the same table as others (and adults)</p>

	and sit on the carpet together, especially in younger year groups. Children will be able to play normally in a group in the playground with any other child in their class.
<b>6. Where necessary, wear appropriate personal protective equipment (PPE).</b>	This only applies in specific circumstances when a child or staff member develops symptoms at school and cannot be cared from at a distance of 2m or where a child requires specific intimate care. We have a supply of appropriate PPE in school should these specific circumstances occur.

There are also three actions to be taken by schools in response to any infection which must be followed in every case where they are relevant:

7. Engage with the NHS Test and Trace process
8. Manage confirmed cases of coronavirus (COVI-19) amongst the school community
9. Contain any local outbreak by following local health protection team advice

The Government guidance contains detail of actions that the school will take should there be a suspected or confirmed case within the school community, including supporting parents or staff members to access testing, identifying and advising all close contacts to self-isolate and engaging with NHS Test and Trace and the local health protection team.

### **Staffing**

For all classes, there will be two consistent adults who will carry out the vast majority of the teaching and supervision of the class. These are our September staffing plans at present.

- Reception: Miss Innes (class teacher) and Miss Mardon (teaching assistant)
- Year 1: Miss Dalton (class teacher) and Miss Jess (teaching assistant)
- Year 2: Mr Polidano (class teacher) and Miss Hoque (trainee teacher)
- Year 3: Mr Taylor (class teacher) and Miss Foster (teaching assistant)
- Year 4: Miss Brenta (class teacher) and Miss Morris (teaching assistant)
- Year 5: Mrs Pagnello (class teacher) and Mrs Maguire (teaching assistant)
- Year 6: Miss Parsons (class teacher) with outside breaks covered by Mr Dunbar

Mr Spadaccini (PE), Ms James (music), Ms Miller (computing) and M. Chelaru (French Y2-6) may teach any class, as usual, to provide our full breadth of curriculum and specialist teaching, but they will do so outside where possible or at a distance. Another member of usual class staff will be present with all younger classes to provide any closer support that is needed.

Supervision in the hall for short periods for lunches or outside for break time after lunch will be carried out by Mr Dunbar, Mrs Forsdyke or other familiar members of staff but this will also be at a distance, without any close contact.

### **Cover for teacher absence or staff training**

If a teacher is absent because of illness (non-COVID-19 related) or training, another member of teaching staff or a Bigfoot drama facilitator will lead the class, without any close contact. The class's second staff member, usually their teaching assistant, will also be present to provide any close support that is needed.

### **Lunches, fruit and water**

*Information about the detail of cooked lunches is subject to final confirmation by our catering provider, Caterlink, and completion of their own risk assessments. These are our intentions at present.*

We will resume the provision of school lunches cooked on site for all classes and we will resume usual charges for Y3-6 school meals. As always, families are very welcome to send in a packed lunch instead. If any families are intending that their child swaps between their usual choice of packed lunch or school meals in September, please let us know now.

We will also resume provision of our morning fruit snack for all classes. There is no need for parents to send any snacks. Children will be provided with a new Christ Church water bottle as usual in September which they can use throughout the day. If parents want to send their children in with their own named water bottle instead, they can.

### **Beginning and end of the day**

We will continue with a staggered start and end to the day to minimise contact between children in different classes and congestion in our playgrounds. However, we have learnt from our experience of the staggered starts and finishes this term and have refined our plans for September.

- Classes will start at either 8.40 or 8.50 promptly. Classes will end at either 3.10 or 3.20 promptly. Gates will be opened at these times only.
- Where a family has two children whose classes start at different times, both siblings should come into school at 8.40 and the child whose class does not start until 8.50 will be supervised in their classroom until their school day starts.
- Similarly, at the end of the day where there are siblings whose school day ends at different times, we will look after both until 3.20 and dismiss both siblings together. This should both help parents and avoid the congregation of parents and siblings waiting at the gates between start and end times.
- **Please could parents still help us by being on time for dropping off and picking up their children.**
- We will encourage parents not to congregate outside the school gates or in the playgrounds.
- The start of the day will continue as now with children coming straight into classrooms – no lining up in the playground.
- The end of the day will continue as now with classes dismissed straight from classrooms to parents waiting at a distance in the playgrounds.
- If your child is absent for any reason, please continue to let the school office know by email so that we do not wait for your child to arrive or chase you up.
- The passageway between the playgrounds will still be closed and access will still only be through either the infant or junior gate for specific classes. We understand that some parents may need to pick up from both playgrounds and will need a couple of minutes to quickly make their way between them round Christ Church Passage.

### **Timings for different classes**

Reception	8.40am – 3.10pm (after the usual half day induction period)
Year 1	8.50am – 3.20pm
Year 2	8.40am – 3.10pm
Year 3	8.40am – 3.10pm
Year 4	8.50am – 3.20pm
Year 5	8.50am – 3.20pm
Year 6	8.40am – 3.10pm

N.B. Specific information and timings about Reception half days at the beginning of term will be sent to Reception parents separately.

### **Bringing things to and from school**

- We will resume the use of our cloakrooms for all classes from September.
- Children should have a PE kit in school every day as usual.
- Children should bring books bags or school bags back and forth each day when they are needed. However, please limit what your child brings to school to what is absolutely necessary and send a small bag which fits what they need, rather than a bigger, emptier bag. Teachers will send information in September about which days bags etc need to be in school.
- Y5/6 mobile phones will continue to be stored centrally in the classrooms, rather than the school office. As always, school does not take responsibility for these.

### **Communication with teachers and other school staff**

We will continue to limit face-to-face contact or meetings between parents and staff members to that which is absolutely essential, including limiting contact with teachers at the beginning and end of the school days.

Parents should continue to communicate with the school by email wherever possible and will still not be allowed to enter or walk through the school building.

The class email addresses will be closed at the end of the summer term and all communication should be through the [admin@cchurchnw3.camden.sch.uk](mailto:admin@cchurchnw3.camden.sch.uk) email address.

All staff members (including teachers) will communicate with parents by telephone or email if necessary.

### Reviewing our usual school events and provision

We have reviewed our usual busy calendar of events in the Autumn term to identify those events or elements of our provision which can take place, those which we will need to adapt and those which unfortunately cannot take place at the moment. We will keep this under review as the situation changes but all in the school community should still be aware that unfortunately this is still not 'business as usual'.

Events or provision which can take place with adaptations	Events which unfortunately cannot take place
<p><b>Parent information meetings</b> – e.g. new Reception parent meeting and Y4-6 parents secondary transfer meeting. We may be able to hold these meetings with adults attending staying at a distance from each other or we may send out written information. Please look out for information in September.</p> <p><b>Parents evenings</b> – we plan to hold these conversations by telephone. Reception individual parent meetings in September will also take place by telephone.</p> <p><b>Class trips</b> – we are investigating education trips run by the Heath Education Service if possible for the Autumn term. No trips using public transport. Our use of parent helpers will need to be reviewed.</p> <p><b>Assemblies</b> - while we cannot all gather in one place for assemblies, we are looking at ways we can record or share weekly assemblies for the whole school and assemblies led by class teachers in classrooms can still take place</p> <p><b>Reception trips to the Heath</b> – we would like to run these trips if we possibly can but need to consider the use of parent helpers first. We may need to delay starting these trips until later in the Autumn term or Spring term.</p> <p><b>Use of the Heath for sports</b> - we intend to build back towards use of the Heath for PE and sports for KS2, keeping children within their classes only and away from members of the public as usual. There will be no sporting events with other schools.</p> <p><b>Arts Project</b> - we still intend to run an arts project in the Autumn term with classes working separately. It seems unlikely that we will be able to hold a whole school sharing event or exhibition of some kind, though.</p> <p><b>Reception/Year 6 partners</b> – we still want to set up these partnerships next term. Although we can't hold the usual weekly sessions where they meet and play together, we will set up for partners to introduce themselves with drawings, letters or virtually instead.</p>	<p><b>Class assemblies</b> – these will not take place in the Autumn term (we may work towards classes recording a presentation of some kind to share with their parents and the rest of the school)</p> <p><b>School journey for Y6 in October</b>– we are looking at alternative dates later in the year</p> <p><b>School choir</b> – we cannot hold mixed class choir rehearsals or performances at present</p> <p><b>Parent workshops</b> – we will reschedule these for later in the year and/or send additional information to parents about our curriculum and how to support at home when necessary</p> <p><b>After school clubs and breakfast club</b> – our clubs all involve children from different classes mixing. Although the Government guidance says that schools can work towards reintroducing these sorts of activities, there seems little point in making considerable effort to keep children in different classes separate from each other during the school day to mix them together in extra-curricular activities. We know the lack of wrap around childcare will be difficult for some parents, but we hope the full school day provision is at least a step in the right direction. We will review this element of our provision for after October half term.</p> <p>It seems unlikely that the Kidsoosa afterschool club usually held at New End School will accept children from Christ Church in September and the plans for Hampstead Community Centre afterschool provision are also not clear at the moment. Parents who use these after school clubs should contact them directly.</p>

<p><b>‘Try something new’ week</b> – we have moved our usual Autumn term ‘try something new’ week to the spring term when hopefully we will be able to invite our usual range of workshops and visitors into school.</p> <p><b>PSHE week</b> – we plan to hold our usual Autumn term PSHE week focusing on Positive Relationships and Diversity in the second half of term. The teaching and activities for this week will be taught by class teachers, without mixing classes together.</p> <p><b>Workshops or visitors in school, including Bigfoot drama workshops</b> – any provision by outside visitors will be limited for the Autumn term. We have moved our scheduled KS2 Young Shakespeare visit to later in the year. Where outside providers can deliver their workshop from a distance, we will consider this. See below for information about drama cover for teacher absence.</p>	<p><b>Swimming</b> – we are reviewing how, whether and when our swimming lessons for Year 3 can resume, as well as our usual travel to swimming on the public bus.</p> <p><b>Whole class recorder lessons</b> – these cannot take place at the moment</p> <p><b>Christmas events</b> We will review our many Christmas events nearer the time but it seems unlikely, for example, that we will be able to hold a mixed-class nativity play, a Christmas service or a Friends Christmas Fair in December.</p>
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There are plenty of other usual class or school events which we will think about and adapt where we can over the summer holiday and through the Autumn term and we will keep parents and children informed about any changes as the term progresses.

### **Contingency plans for further periods of school closure**

Schools have been asked to put in place contingency plans for any further periods of school closure, either for specific classes or the whole school. Schools are expected to ‘consider how to continue to improve the quality of their existing offer and have a strong contingency plan in place for remote education provision by the end of September’.

As a staff team, we are very proud of the way we have continued to provide a broad home learning experience for all children and the way that the children and parents in our school community supported this. Staff members will spend time over the summer and in September reflecting on how we could improve and build on this. We are well aware of how fast we have all had to learn in this area and that what works well for one child and one family is not always what works best for everyone. We are in the process of asking children for their feedback about their experience of learning at home and if parents have specific feedback that they have not already given us about what worked well for you and your child with our home learning and suggestions for improvements, then please let us know by the end of the summer term.

### **Catching up**

There are very few areas of our curriculum which were not covered through our set home learning activities. Where specific areas could not be covered information about this has been passed on to new class teachers.

We will carry out a detailed baseline assessment of all children in September, as usual, (to build on assessments which have been carried out with children who have returned to school in the summer term) to identify any gaps in learning or areas for catch-up support. Our assessments so far show us that, in general, children have continued to make very good progress at home, thanks to impressive support from parents, but that there are some specific areas of learning to support next year. We will address any gaps through a combination of targeted support in class or small group or individual intervention programmes. We will share more information about this with parents in September.