

## Codsall Middle School – September 2020 reopening plan

Please be aware that this detail is subject to change as further guidance is released

Question / Theme	Parent Notes
What are the start / end times of the new school day?	<ul style="list-style-type: none"> <li>• There will be staggered start and finish times.</li> <li>• <b>KS2 pupils</b> will arrive at 8.35. They will be dismissed at 3pm.</li> <li>• <b>KS3 pupils</b> will arrive at 8.50am. They will be dismissed at 3.15.</li> </ul> <p><b>On the first day, all pupils are to go directly to the back playground. Staff will be available to direct new pupils</b></p>
What are the arrangements for drop off / pick up?	<ul style="list-style-type: none"> <li>• No parent cars are allowed on the school car park unless specific arrangements have been made eg collecting an ill child.</li> <li>• Parents are requested not to accompany children past the school gates. If new starters are distressed please bring them as far as the main playground gate whilst observing social distancing with other children and staff. We will ensure colleagues are available to welcome and reassure any pupil who is upset.</li> <li>• School will end at 3pm for KS2 and 3.15pm for KS3</li> <li>• Pupils must leave the site promptly to enable the enhanced cleaning procedures to take place.</li> <li>• Pupils attending after school homework club should go to and remain in the library. Pupils should have homework to complete. <b>We politely request that parents do not use homework club unless it is absolutely necessary.</b></li> <li>• <b>We will not be able to operate this facility in separate year group bubbles, although pupils will only sit with peers from their own year group.</b></li> </ul>
How will socially distancing & safety measures be implemented, in classrooms, around school and outside?	<ul style="list-style-type: none"> <li>• We will expect all pupils and staff to maintain social distancing as far as possible. Our school buildings and the very nature of children’s behaviour will not allow us to enforce 2m distance at all times.</li> <li>• The staggered start and finish times, and the staggered break and lunch times, will help to keep pupils and staff apart as much as possible.</li> </ul>

	<ul style="list-style-type: none"> <li>• Where furniture is not fixed or specialist equipment is not needed, pupil desks will face the front. Desks will be positioned to allow adults in the room (who should be trying to maintain social distancing) as much space to move about as possible.</li> <li>• Each year group will have a designated entry point for start/end of the day. We will share this information with pupils on the first day.</li> <li>• We operate a one way system and where classrooms have external doors these will be used to allow pupils to travel around the outside of the main building, reducing the numbers on corridors.</li> <li>• Each year group will be allocated a toilet block to use, signs inside promote hand washing and shutting the lid before flushing. Pupils should wash hands whenever they use the toilet. Signage promotes this and staff will offer regular reminders.</li> <li>• Our pupils are old enough to take on this responsibility and we would ask you to reinforce this at home in preparation for returning to school.</li> <li>• Staff will sanitise pupil hands as they enter and re-enter the classroom.</li> <li>• Guidance allows pupils to bring any equipment they need with them to school in their bag. They must bring a reading book and full pencil case to school on day one. Pupils should leave any equipment that is not needed at home in their locker.</li> <li>• They should bring their lunch box and water bottle as appropriate and take them home at the end of the day.</li> <li>• <b>Pupils must bring a coat to school as needed. They will be outside at break and lunchtimes in their allocated year group area, even in very inclement weather.</b> (We will allocate “emergency” rooms for the most severe conditions, but I do not expect these to be used.)</li> <li>• Pupils will also be using outside doors to move between lessons as necessary.</li> <li>• Both break time and lunchtimes will be staggered so that no more than half the pupils in school are outside at any one time.</li> <li>• All classrooms and toilets will be cleaned during lunchtimes.</li> <li>• We will be operating year group bubbles and delivering the full range of curriculum activities. Pupils will move every lesson to their specialist teacher, upon arrival teachers will meet them at the door with sanitiser.</li> </ul>
What will the curriculum look like?	<ul style="list-style-type: none"> <li>• A broad and balanced curriculum will be delivered by specialist subject staff to all pupils.</li> </ul>

	<ul style="list-style-type: none"> <li>• Subject specific risk assessments will be implemented in practical subjects eg DT, Art, Science, Music and PE.</li> <li>• Homework will be set on Go4schools.</li> <li>• Catch up programmes and interventions will be actioned following assessment of pupils' learning.</li> </ul>
What will the curriculum be for any pupil who is not returning?	<ul style="list-style-type: none"> <li>• If pupils are off sick, or self –isolating, for more than 2 days, appropriate work will be provided.</li> </ul>
What extra-curricular provision will be provided?	<ul style="list-style-type: none"> <li>• A timetable of clubs offered by teaching staff will be published once it is available. Covid secure standards may limit availability.</li> <li>• Pupils can arrive early to attend breakfast club, if this helps parents, but it must be between 8 - 8.05am. They will sit on year group tables. There will be no food on sale.</li> <li>• Pupils cannot enter breakfast club after 8.05 am.</li> <li>• The main playground gates will not be opened until 8.30am.</li> <li>• Homework club will run in the library until 4.30pm Monday – Thursday and until 4pm on Friday. This will be a mixture of the 4 year groups. <b>We will not be able to have different venues for different bubbles although we will separate year groups within the library as much as possible. Parents MUST ensure their child is collected promptly. The purpose of this club is for children to work or read and should not be used as a facility to provide after school care.</b></li> </ul>
How should I communicate with school?	<ul style="list-style-type: none"> <li>• Reception will be open between 8.00 – 3.30pm. Please communicate via email in the first instance to <a href="mailto:office@codsall-middle.staffs.sch.uk">office@codsall-middle.staffs.sch.uk</a></li> <li>• The main door will not be open. Parents will not be allowed to enter the reception areas unless this has been previously agreed, for example a sick child is being collected.</li> <li>• Forgotten items (with the exception of packed lunch) should not be brought in to school.</li> </ul>
<p>What should I do if my child is sick?</p> <p>Please read and adhere to all aspects of this guidance. This is for the protection of our whole school</p>	<ul style="list-style-type: none"> <li>• If your child is sick please follow normally procedures and communicate this with school, this is for all illness including Covid19.</li> <li>• Pupils displaying any of the published Covid19 symptoms should be kept at home until a test is conducted.</li> </ul>

<p>community, and the families of our pupils and staff.</p>	<ul style="list-style-type: none"> <li>• Please ensure you follow the Government stay at home guidance if your child or family member display symptoms of Covid-19. <a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></li> <li>• If staff have any concerns regarding symptoms being displayed by your child in school they will be isolated and you will be contacted to immediately collect them from school.</li> <li>• Codsall Middle School expect all staff and families to comply fully with the NHS Track and Trace service.</li> </ul>
<p>What is the school provision for food / drinks?</p>	<ul style="list-style-type: none"> <li>• All pupils will need to bring in their own snacks for break, the canteen will not be providing this service.</li> <li>• A hot food service will be available from the canteen at lunchtime, although the choice will be more limited than normal. Menus will be published on the website in advance.</li> <li>• All pupils will make a choice between a hot school meal or bringing their own packed lunch.</li> <li>• Free school meals will resume as normal,</li> <li>• Pupils should bring a clean water bottle daily, they can refill these if necessary using the water fountains.</li> </ul>
<p>Do pupils wear school uniform?</p>	<ul style="list-style-type: none"> <li>• Children are to attend in full school uniform.</li> <li>• The guidance now allows pupils to wear school uniform from September.</li> <li>• <b>ALL uniform and PE kit must be named as we will be unable to store lost property.</b> Any un-named items will be disposed of on a weekly basis to reduce the spread of infection.</li> </ul>
<p>Can my child bring a mobile phone?</p>	<ul style="list-style-type: none"> <li>• We actively discourage mobile phones from being brought in to school. Collection and storage of phones during this time will be very problematic. No child needs a phone once they are in school.</li> <li>• <b>Could I ask that wherever possible you do not send your child to school with a phone?</b></li> </ul>
<p>If my child has to take medication during the day how will this be administered?</p>	<ul style="list-style-type: none"> <li>• Many pupils already keep and administer their own inhalers, hay fever medication etc.</li> <li>• We are currently awaiting further guidance on how to safely administer other medication that is essential for your child to take during the day, and will communicate this guidance when we receive it.</li> </ul>

Will Staffordshire school transport be operational?

- School Transport is the responsibility of the Staffordshire Transport service. They have not issued any new guidance as yet. They do intend to provide the normal coach and taxi service. We do, as always expect high standards of behaviour and compliance from our pupils on both school and public transport.