



Tudor Grange Samworth Academy

**Primary
Pupil Reintegration
Handbook
August 2020**

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Introduction

This document aims to set out Samworth's plans to ensure the full reopening of the school and that children are reintegrated back to school as safely as possible using the following Government Guidance:

Details on the Full Reopening of Schools

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

Guidance for Schools

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

Planning Guide for Early Years and Childcare Settings

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Information for Parents and Carers

<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/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

Cleaning of non Healthcare settings

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>



A Message from Mrs Collins

Dear Parents/Carers,

I do hope you are all having a terrific summer.

At the end of the Summer Term, it was wonderful to see so many children back in school and to celebrate the amazing achievements of the children who had so successfully been learning at home. I really felt proud of our whole community.

Currently, we are eagerly preparing for all the children (except new starters in Reception who have a specific induction process) to come back to school at the end of August. The Government has made it clear that all primary school children must return to full time education. I know that, after such a long break, many parents and children will be anxious about this and I hope that the information in this booklet will help you to see how the school has put into place a detailed Risk Assessment, reviewed our curriculum to ensure it is relevant and worked to ensure that we are able to support all learners as they return to school with a wide variety of different experiences. Those children who were able to return to school in the summer term settled in amazingly quickly and demonstrated real resilience.

We can't wait to meet all our new intake of children in Reception. They have already had online transition with their new teachers including some super stories and videos. As many of these children have not been in educational provision for a long time, we have extended their entry period to school and hope this will give them all chance to feel secure in their new learning environment.

It will be fantastic to have all the children back. Overall, I think our children have shown great resilience and adjusted very well to a new way of living. One of our key tasks when the children return will be to assess their learning and mental well-being. We will do this through a range of fun games and tasks.

We are committed to following the government guidance closely to create a safe environment for our children, families and staff. If you are unsure about any of the information, please do email our school office. We will reply to any correspondence before the children return to school.

We care deeply about your child and we will do everything possible to look after them when you leave them at our door. We have very much appreciated your ideas and suggestions in this challenging time. Thank you for your continued support.

Mrs Collins



Tudor Grange Samworth Academy

If your child, or someone in your household, shows any of the symptoms of Coronavirus they MUST NOT come into school.

The symptoms are:

- **A high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **A new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **A loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

What should I do if my child or other family member is displaying symptoms of Covid 19?

DO NOT SEND YOUR CHILD TO SCHOOL – Inform the school of the reason for absence via email office@samworth.tgacademy.org.uk or telephone **0116 278 0232**.

Book a test for all family members and self-isolate until results are returned. Please inform the School Office of the test results as soon as you receive them.



Uniform: Nursery & Reception



Please label all items with your child's name



White polo shirt

TGSA green jumper
with white shield*

Grey trousers or skirt

Dark plain socks

Smart black shoes



- No jewellery
- No earrings
- No extreme hairstyles – boys' hair no shorter than a number 2
- No large hair bows for girls

*These items, as well as the Academy PE kit, can only be purchased from the Academy's approved local stockist:



Schoolwear Solutions
64 London Road, Oadby, Leicester, LE2 5DH
T: 0116 2160665
E: oadby@newplansolutions.co.uk
<https://www.schoolwearsolutions.com/>



Uniform: Nursery & Reception



Please label all items with your child's name



PE kit



Primary book bag*



**Acceptable
Styles of
Footwear**



Summer dress

Girls may wear a green gingham checked dress throughout the Summer months



**Unacceptable
Styles of
Footwear**





Uniform: Year 1 to 6 Pupils



Please label all items with your child's name



White cotton shirt

TGSA blazer with white shield*

TGSA tie*

Grey v-neck jumper*

Grey trousers or skirt

Dark plain socks

Smart black shoes



- No jewellery
- No earrings
- No extreme hairstyles – boys' hair no shorter than a number 2
- No large hair bows for girls

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Uniform: Year 1 to 6 Pupils



Please label all items with your child's name



PE kit



Primary book bag*



**Acceptable
Styles of
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Summer dress

Girls may wear a green gingham checked dress throughout the Summer months



**Unacceptable
Styles of
Footwear**





Clothing

What should my child wear to school?

All children must wear school uniform:

- School Blazer
- White shirt and tie
- Dark grey trousers, knee length tailored shorts or skirt or a green checked dress
- Grey or white socks or grey tights
- Black polishable school shoes (not trainers)
- A suitable coat

Children will need to wear their PE kit all day on their allocated PE days. For outdoor PE, they can wear black jogging bottoms and school jumper if the weather is cold/ rainy. PE will begin the week commencing Tuesday 1st September:

PE Days

Monday	Tuesday	Wednesday	Thursday
Year 3	Year 6	Year 1	Year 2
		Year 5	Year 4

In order to stop the spread of Coronavirus it is expected that children's clothes will be regularly cleaned.

We will be keeping the school building well-ventilated with doors and windows open. Please make sure your child has a school blazer at all times. We can only return named clothing to your child, please check the name is still readable after washing.

We will also be working and playing outside as much as possible. Children will need a clearly labelled **sun hat** in school. Please send children to school with sun protection already applied. Please send clearly labelled sun protection into school for your child to apply throughout the day if needed.

All children must have a full, **labelled water bottle** with them every day as classrooms do not have cups.

PPE

Should I provide my child with PPE?

We know that this is a very worrying time and you will want to protect your child from the virus but we are following the government guidance that states: "Wearing a face covering or face mask in schools or other education settings is not recommended... Face coverings (or any form of medical mask where instructed to be used for specific clinical reasons) should not be worn in any circumstance by those who may not be able to handle them as directed (for example, young children, or those with special educational needs or disabilities) as it may inadvertently increase the risk of transmission."

We will therefore not be expecting our staff or children to wear face masks in school.

We will be following the government guidance of:

- ⇒ regular cleaning of settings
- ⇒ minimising contact and mixing
- ⇒ frequent hand cleaning and good respiratory hygiene practices



We will be making every attempt as a school to encourage children and staff to adhere to social distancing, but we are a primary school and some of our children are still very young. Our classrooms have been set out to distance children as much as possible. We have to accept that, despite rigorous risk assessment, careful planning and consideration, our children will not always distance themselves from each other or the staff.

Reading Books

Reading is vital! We will make sure that all children have the opportunity to practice their reading at home as often as possible. On return from home reading books will be quarantined. Thank you for encouraging your child to read every day. A love of reading is one of the greatest gifts you can give your child.

Class Organisation

What is a Bubble? Each class will be an independent unit to help stop the spread of Coronavirus more widely. These independent units are known as **Bubbles**. Each Bubble will have an assigned Classroom called a Bubble Home.

Each bubble and their class teacher will also be part of a **Super Bubble** which will consist of the two classes in the child's year group, sports staff and lunchtime supervisors. Contact between class groups will be minimized in indoor settings.

Classroom Organisation

What measures will be taken in the classroom?

The site map below indicates where children's classrooms will be. We will ensure groups of children use the same designated toilets.

- The classrooms are set up to ensure that, as much as possible, the children will maintain social distancing within their designated bubble. They will not mix with children from any other Super Bubble throughout the day. Children will be working in the classroom and outside with movement around the school restricted to key staff.
- Where possible, adults will support the children by maintaining social distance. Social distancing will be taught and expected between children and their classmates.
- Classroom furniture will be laid out so that children all sit at forward facing desks
- Classrooms will be well ventilated.
- Children will sit in the same seat throughout the day.
- Children will be provided with their own pencil case, folder and stationery.
- Children will not be able to bring in any learning materials or equipment from home.
- Classroom-based resources such as books and equipment can be used and shared within a group. These will be cleaned regularly.
- Resources such as sports, art and science equipment will be rotated so they can be unused for a period of 48 hours (72 hours for plastics) between use by different groups

First Aid

Each classroom has a first aid kit for minor injuries, cuts and grazes. Where possible, we will ask children to carry out their own first aid (under supervision) e.g. washing and cleaning graze, applying a plaster.

For more serious injuries, we will follow our normal first aid procedures and we have first aiders on-site at all times. They will wear PPE when administering first aid.



Drop-off and Collection Arrangements:

What are the drop-off and collection arrangements?

To maintain social distancing and avoid any mixing of groups we are staggering the start and end times of the school day. It is essential that we keep the different groups of children isolated from each other throughout the whole day. This includes drop off and pick up. Access to the school will be through specific gates identified on the maps below.

- Please bring your child to school at their allocated drop off time. In order to maintain social distancing, it is essential that your child arrives in their time slot. Please help us by being prompt.
- Only one adult should come to school with their child.
- Where practical we are operating a one way system. Please use the pavement and maintain a 2m gap when entering or exiting the school via the gates.
- Please allow others to access school safely by not congregating at the entrances.
- EYFS, Year 1, 2 and 3 parents will be asked to enter gate and walk to the top car park gate where their child will be collected by a member of staff. Parents are asked to leave the school via the car park gate as soon as possible.
- Year 4, 5 and 6 can arrive and leave on their own with parental permission using the bike gate to enter and exit the site.
- Households should avoid meeting up on the way to or from school and children should only walk their own parent. Mixing of groups will compromise the bubbles we are creating in school.
- Staff will be at the gate to welcome children. Please do not stop or gather with others.
- Upon arrival and departure, children will be asked to wash their hands or use a hand sanitiser. Additional hand sanitiser points have been installed.

	Start Time	
Early Start and Nursery	8.30am morning group, 12pm afternoon group	Arrive with one adult only. Wait 2m apart if necessary, to enter.
Reception	8.40am	
Year 1 and Year 2	8.45am	
Year 3 and Year 4	8.50am	
Year 5 and Year 6	8.55am	

	Finish Time	
Early Start and Nursery	11.10am morning group, 2.40pm afternoon	Collection by 1 adult only. Children brought to exit gate. Parents to socially distance at pick up points
Reception	2.40pm	
Year 1 and Year 2	2.50pm	
Year 3 and Year 4	3pm	
Year 5 and Year 6	3.05pm	

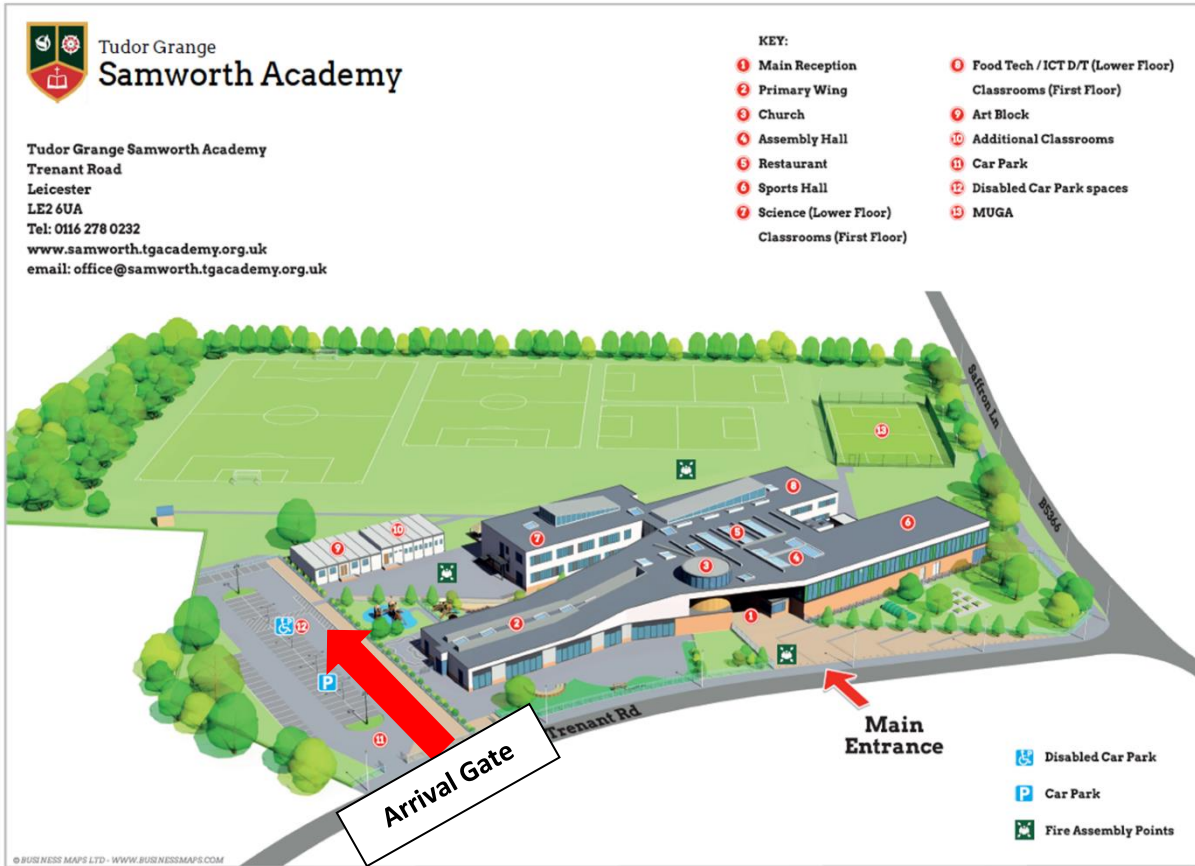
(Please arrive at the earliest time for arrival and collection if you have children in multiple year groups)

For some children, separation from their parent at the school gate may be difficult. Sadly, if this is the case, we cannot invite you into the building, but we will contact you later in the morning to let you know that your child has settled.

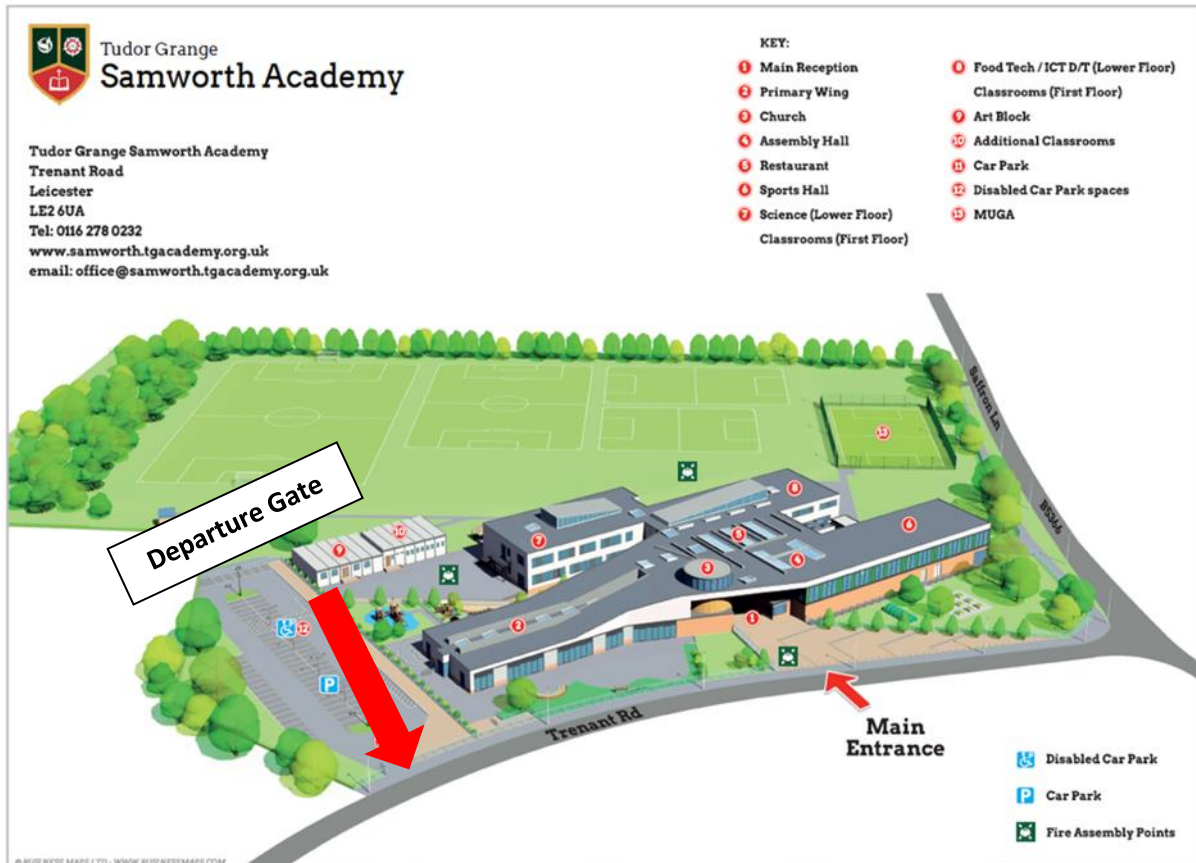
The site maps below indicate where the children should be dropped off and collected. There will be signs and markings on the floor to enable social distancing during this time.



Site entry and Drop off Points: (Please note: 1 parent per child)



Collection and Exit Points: (Please note: 1 parent per child)





Movement Around School

In accordance with the government guidance “where children can be kept in small groups 2 metres away from each other, they should do so.” However, it is also recognised that “brief, transitory contact, such as passing in a corridor, is low risk.” To enable our children to safely move around school, we are implementing the following:

- All non-essential movement around the school will be avoided.
- All classes will use external doors where available
- Some areas of the school will be marked with the appropriate signage.
- Where possible, children will be supervised in corridors and the main areas of the school to manage the number of children in these spaces.
- Where possible (in accordance with fire regulations), doors will be propped open to reduce contact with door handles.
- A fire drill will be conducted when all children are back in school.

What will my child be doing in school?

- During the first few days, the children will complete a variety of activities to help them settle back into ‘school life’. We will also be assessing all children so that we can plan effective learning for each child as soon as possible.
- We are very conscious that the children have missed significant teaching time and that everybody has had different experiences. We will have a focus on mental health and well-being to begin with.
- We will be modifying our curriculum substantially at the start of the academic year but aim to return to our normal curriculum for all pupils by Spring term 2021.
- We will be assessing pupils' starting points and addressing gaps in their knowledge and skills and using this to inform changes to our curriculum.
- We will make effective use of regular formative assessment.
- We may suspend some subjects for some pupils in exceptional circumstances, so long as it is in their best interests. If this is the case, we will inform parents.

When children first return to school we will prioritise;

- For children in Reception, we will focus on the prime areas of learning, including communication and language; personal, social and emotional development (PSED); and physical development.
- We will assess and address gaps in language, early reading and maths, particularly ensuring children’s acquisition of phonic knowledge and vocabulary.
- For pupils in KS1 and KS2, we will prioritise identifying gaps and re-establishing good progress in the 'essentials' (phonics and reading, increasing vocabulary, writing and maths).
- We will identify opportunities across the curriculum so they read widely developing their knowledge and vocabulary.
- We will keep the curriculum broad, so that the majority of pupils are taught a full range of subjects over the year (e.g. sciences, humanities, the arts, PE, RE).

The Department for Education is planning on the basis that statutory primary assessments will take place in summer 2021, although it has delayed the introduction of the new reception baseline assessment until September 2021.

- We will be teaching our school curriculum as soon as possible. The children will be given feedback and guidance on their work.
- Homework will be set to link in with class learning.



Wellbeing

Whilst the wellbeing of our children, staff and families is always hugely important to us, ensuring that we are proactively addressing this is now more crucial than ever. Whilst many of children may be feeling very positive about returning to school, this might not be the case for all. The children have spent a lengthy period of time at home with their family and some may feel very reluctant about coming back to school. Equally, they will be returning to a school which, in order to adhere to safety guidance, will look different. We want to assure you, that whilst the environment might look a little different, Samworth will remain a warm and inviting place for children. Our curriculum will provide opportunities for discussions and activities centered around PSHE themes such as friendship, managing anxiety, building resilience and transition. All of these topics will be delivered in a sensitive and age-appropriate way.



- To compliment this, EPIC Psychology and Wellbeing Services have developed a 6 week daily programme, 'Bounce Back to School', to support the staff, children and families with their transition back to school. The aim of the programme is to promote a secure base for all and it offers a range of parallel activities for both schools and families to explore. Further details for parents will be available on the school website over the coming weeks.
- Positive and trusting relationships, not only between staff and children, but also between staff and parents will be crucial during this transition phase, especially for those who are feeling a heightened sense of anxiety. As always, we encourage you to get in touch with us if you have any concerns at all.
- We will hold whole school virtual assemblies on Mondays and Fridays.
- Please visit our website for additional wellbeing support. We have signposted lots of excellent resources.





Break Times and Lunchtimes

Break-times

Break and lunch times will be staggered and children will play in their Super Bubbles within a zoned area of the school grounds. We are very lucky to have a lot of outdoor space to allow the children to have plenty of room to play, have fun and relax.

- Children will all wash their hands before and after break and lunch.
- The EYFS and Key Stage 1 school fruit programme has now been reinstated. This means that all EYFS and Key Stage 1 children will be provided with free fruit and should not bring any other snacks into school. Key Stage 2 children are welcome to bring in a healthy snack. Suggestions include fresh or dried fruit, vegetable sticks, rice cakes or crackers.
- Children will eat in their group bubble. All tables will be cleaned with disinfectant before and after lunch.
- Children will be able to choose from a menu every day. In order to minimize risk of contamination, we strongly encourage all children to order a school lunch. All children who are in EYFS, Year 1 and Year 2 should take advantage of the universal free school meals they are eligible to have. For children in KS2, the cost of a school dinner is £2.30. Please preorder food via Parent Pay a week in advance.

Weekly Lunch Menu

		Autumn Menu 2020				
		Monday	Tuesday	Wednesday	Thursday	Friday
Week One	Option 1	Traditional Beef Bolognese	Beef Burger with Wedges	Roast Turkey served with Crispy Roast Potatoes & Gravy	Chicken Tikka	MSC Breaded Fish with Chips
	Option 2	Soya Bolognese with Spaghetti	Quorn Burger with Wedges	Mac "n" Cheese	Lentil & Sweet Potato Curry with 50/50 Rice	Vegetable Pasty with Chips
	Vegetables	Cauliflower Broccoli	Rainbow Slaw Mixed Salad	Carrot & Cucumber Sticks	Sweetcorn Baked Tomatoes	Baked Beans Peas
	Dessert	Chocolate and Mandarin Brownie	Lemon Drizzle Cake	Fresh Fruit & Yoghurt Station	Chocolate & Orange Cake with Choc Sauce	Vanilla Shortbread
Or a choice of Yoghurt & Fresh Fruit available daily						
Week Two	Option 1	BBQ Chicken with Noodles	Chicken Shawarma Khobez Bread Hummus	Roast Beef Crispy Roast Potatoes Gravy	Chicken Fajitas with 50/50 Rice	Crispy Battered Jumbo Fish Fingers
	Option 2	Black Bean Vegi Noodles	Falafel Shawarma Hummus	Vegan Mexican Roll	Mughlai Chickpea & Lentil Dhal	Quorn Sausage
	Vegetables	Sweetcorn Broccoli	Peas Carrot & Beetroot Slaw	Carrots Green Beans	Summer Roasted Vegetables	Baked Beans Peas
	Dessert	Chocolate & Beetroot Brownie	Iced Sponge	Fresh Fruit & Yoghurt Station	Apple Sponge & Custard	Spanish Cookie
Or a choice of Yoghurt & Fresh Fruit available daily						
Week Three	Option 1	Traditional Sausage & Mash Onion Gravy	Mild Beef Chilli	Roast Chicken Crispy Roast Potatoes & Gravy	Italian Beef Lasagne	MSC Fish in Batter with Chips
	Option 2	Quorn Sausage & Mash Onion Gravy	Vegetable & Feta Fajita Spiced Burrito	Smoked Cauliflower Cheese	Veg Lasagne	Veggie Burger
	Vegetables	Sweetcorn Peas	Tomato & Onion Slaw Carrot Sticks	Carrot Cabbage	Broccoli Sweetcorn	Baked Beans Peas
	Dessert	Eves Pudding	Marble Cake & Custard	Fresh Fruit & Yoghurt Station	Sticky Toffee Pudding	Chocolate Sponge
Or a choice of Yoghurt & Fresh Fruit available daily						

Added Plant Power

Vegan

Wholemeal

Available Daily:

- Freshly cooked jacket potatoes with a choice of fillings (where advertised)
- Bread freshly baked on site daily
- Daily salad selection

ALLERGY INFORMATION: If your child has an allergy or intolerance please ask a member of the catering team for information. If your child has a school lunch and has a food allergy or intolerance you will be asked to complete a form to ensure we have the necessary information to cater for your child. We use a large variety of ingredients in the preparation of our meals and due to the nature of our kitchens it is not possible to completely remove the risk of cross contamination.



Contacting the School

How do I contact the school?

Unfortunately, we will not be able to receive visitors without appointments.

- Please do not come to the office at all unless you have a pre booked appointment.
- Office staff will be in school and available to answer any questions by telephone or email
- If your child forgets something, we will do our best to help them until the next day
- Parents should return any forms or documentation via e-mail or Forms to the school office.
- We may arrange online meetings where appropriate.



Contact Details:

	office@samworth.tgacademy.org.uk
	0116 2780232



Coronavirus FAQs

Will you be encouraging social distancing on site?

Yes – children will be taught about social distancing and this will be reinforced throughout the day. We will limit the number of visitors to the site by not having the office open and allowing a maximum of 1 adult per child into the site.

We will also be initiating a one way system around the school site.

Will you observe social distancing in classrooms?

Government Guidance on 2m social distancing is relaxed for classrooms and the school aims to offer the maximum possible distance between children whilst in the classroom. Classrooms will be organised so that children all sit forward facing (except EYFS)

Will you take children's temperatures?

We won't take temperatures of all children routinely as the Government guidance is clear and states this is unnecessary as it is not a reliable indicator of COVID 19. However we might still take a temperature if we think that the child is unwell.

What are the main symptoms of coronavirus?

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste – this means you've noticed that you cannot smell or taste anything, or things smell or taste different to normal

What should I do if my child or other family member is displaying symptoms of Covid 19?

DO NOT SEND YOUR CHILD TO SCHOOL – Inform the school via email or telephone of their reason for absence

Book a test for all family members and self-isolate until results are returned

Please inform the School Office of the test results as soon as you receive them

What will happen if a child is displaying symptoms at school?

The child will be removed from the 'bubble' and put into isolation. Parents will be called and the child collected. Parents should collect their child from school as quickly as possible. A test should then be booked and the results reported to the school. The child and their family should self-isolate until the results are returned. It is now possible to have their child tested for COVID-19 - if proved negative they may return to school if well enough.

What if a child in a Bubble has a positive test?

Where the child or staff member tests positive for Coronavirus, the rest of their class or group within their education setting will be sent home and advised to self-isolate. The local health protection team will be contacted to carry out a rapid risk assessment. They will ensure that any pupils or staff who had close contact with the person when they were infectious are asked to self-isolate for 14 days from when they were last in close contact. Classrooms, offices and other rooms used by the member of staff or pupil with a confirmed case of Covid-19, will be closed off for enhanced cleaning.



School FAQ's

Some questions we have been asked:

Will my child need a facemask?

The guidance is very clear that children should not be wearing facemasks in school. Indeed, the science suggests that incorrectly used masks can raise the risk of the virus being transmitted. Please do not send your child to school with a mask.

What cleaning is being carried out?

The school has been deep cleaned over the last few weeks and most rooms have been unused. We will be cleaning tables, door handles, toilets, light switches and taps regularly throughout the day. The school will be following additional government guidance on cleaning.

Will resources be cleaned?

All resources used by the children will be cleaned before and after use. Children will have their own pencil case with their own personal equipment.

Do I have to send my child to school?

Yes. School attendance will be mandatory in autumn and the usual rules on attendance will apply. This includes our responsibility to record attendance and follow up on absence.

What do I do if I want to talk to someone in school?

Please do not come into the school without an appointment. If you would like to speak to Mrs Collins or a member of staff, please either phone or email the school office. Wherever possible, we will hold meetings remotely. If this is not possible, we may invite you in but this will need to be under social distancing rules.

Will there be any before and after school care provision?

Breakfast and afterschool Club will be operating its full hours but with a limited capacity. Bookings need to be made online via ParentPay at least 24 hours before. This provision is only available to EYFS, Year 1, 2 and 3 pupils this term.

Will Extra Curricular Clubs be running?

Sadly, due to the complexities of mixing groups and social distancing we are unable to offer any extra curricular clubs at least in the Autumn Term. This will be reviewed as guidance changes and we will inform parents as soon as we are able to offer this provision.