



# Phoenix Community Primary School

## The New Normal: What Will September 2020 Look Like?

Version 1.3

From September, we will be able to welcome all our children back to Phoenix Community Primary School, as well as introducing 30 new children to our community.

The over-riding principle of safe provision of education is to balance the size of the groups in which the children are taught whilst maintaining an effective educational provision. For the vast majority of the day, children will be maintained in their class groups. However, there may be occasions where they are in the same area as children from their year group or phase. In these cases, there will always be additional precautions taken, e.g. separated playground, separated equipment for specific classes & only maintain a social distance of 2m between each group.

We will be maintaining our high expectations around children's conduct and behaviour as we feel that stability and security is best for our children at this time. These expectations will also apply to school uniform and PE kit as these help to establish the children's mindset and sense of community and belonging.

The following protocols detail how, as a school, we will be working. Please note that this is a working document as is subject to change. The latest version can be found on the school website and details of tracked changes will also be listed.

There are a number of main priorities that we will be working with parents and pupils with over the coming months:

1. **Emotional Well-Being:** assessing and supporting the emotional well-being with focused lessons & individual support where necessary.
2. **Assessment of Learning:** early assessment of the learning loss of pupils and identification of the gaps to fill.
3. **Recovery Curriculum:** Delivering a curriculum to fill the gap of learning lost and get back on track
4. **Remote Learning Contingency Plan:** School will train pupils and support parents in the use of the main software and apps that will be used in the event of a full or partial localised lockdown. It is vital we work together to ensure that work can be continued successfully in the future.
5. **Access Barriers to Technology:** We are looking at innovative solutions that could support families with insufficient/inadequate computer/tablet provision, including a donation and reconditioning scheme.

At Phoenix Community Primary School, we pride ourselves on being a community school where every child matters and parents and carers are welcomed into the school and recognised as crucial to their child's success and happiness. It is a real privilege working with the children, staff, families and community and we are committed to giving pupils the very best start in life and providing opportunities and experiences that makes their time at school fun, rewarding and successful.

*Responsibility ~ Courage ~ Collaboration ~ Reflectiveness ~ Independence ~ Resilience*

## Contents

Attendance and Punctuality .....	3
Beginning and End of Day .....	3
Behaviour .....	4
Breakfast Club .....	4
Catch-Up Support .....	4
Celebration Assembly Time .....	4
Classroom Practice.....	5
Computer Room Use.....	5
Curriculum.....	5
Educational Visits .....	5
Extra-Curricular Clubs .....	6
Face Masks/Coverings .....	6
Home-Learning .....	6
Infection Prevention .....	6
Minimising Contact with Unwell Individuals .....	6
Main symptoms .....	7
Is my child too ill for school? .....	7
Personal Hygiene .....	7
Enhanced Cleaning Schedule .....	7
Social Distancing .....	8
Staff Training .....	8
Infection Response .....	8
Active Engagement with the NHS Track & Trace system .....	8
Access to Testing.....	8
Managing Confirmed Cases within the School Community .....	8
Outbreaks.....	9
Library .....	9
Lunchtime Arrangements .....	9
Marking & Feedback.....	10
Meet the Teacher .....	10
Music.....	10
Parental Consultations.....	10
Parents in School .....	11
PE .....	11

Playtime Arrangements .....	11
PPA Cover.....	12
Primary Assessment.....	12
Pupil Equipment.....	12
Reading Records .....	12
Safeguarding .....	12
Specialist Interventions.....	13
Staff Meetings.....	13
Volunteers.....	13
Visitors to the School .....	13
Uniform .....	13
Version History.....	14

## Attendance and Punctuality

Children arriving after 8:55am will have to enter via the school office and will be marked as late (L). Children arriving after 9.15am will be marked as absent (U). These changes are a temporary amendment to the school’s Attendance Policy and will be reviewed termly.

The government has indicated that it will seek to impose fines on parents who do not send their children to school. It is our belief that almost all parents will welcome the fact that their child is back in school and be reassured by the preventative measures that the school has taken. Where parental anxiety remains, the school will seek to work with the parent to introduce the child back to full-time education. Fines will only be used as a last resort where all other avenues have been exhausted.

## Beginning and End of Day

### Drop-off

A ‘soft-start’ to the school day will be established with parents able to drop children off between 8.35am and 8:55am. Parents will drop their children off at the side gate (normally used for Year R to 4) and then leave the site to avoid congestion and increased risk of infection. Pupils will walk around the one-way system to their classroom. Mr Johnson & Miss Town and other staff will supervise and deal with any enquiries. Strict social distance must be maintained.

### Pick-up

All classes will now be picked up from the main playground at the end of the day.

- Gates will open at 3:10pm and children should be out in their class lines by 3:15pm.
- There will be a one way system in operation for parents, who will need to come in the side gate (by the bike shed) and walk up to the playground on the steps by the Trim Trail.
- Parents unable to use steps, for instance with a pushchair, can use the ramp to come up to the playground.
- There will be an area clearly signed for parents to gather (please respect social distancing)
- Each class will line up behind a cone. The pupil at the front of the line will be dismissed when they identify their collecting adult (pointing and waving) to the teacher.
- If there is no one there, they will stand to the side, making a second line. Pupils should only be dismissed one by one (we don't want to lose a child) - so only when they get to the front, please be patient.

- Parents and children will then leave by the gates to the large playground (near where the minibus normally is). Please then leave the site so there is no larger gatherings. Markings remain on the route spaced 2 metres apart and we ask all parents to respect these.
- Please remember the new law relating to gatherings of 6 which apply as soon as you are outside the school gates and in the local parks etc.

Children will place their coats on their pegs upon entering the class and should have a named water bottle which will be placed on their desk.

### Behaviour

The behaviour expectations will be reminded and reinforced upon return to school. Our behaviour policy has been amended so that any pupil receiving a red card for persistent breaching of school rules or more serious incidents (such as physical actions) will no longer be removed to complete work in another class. Instead they will be spend time with a member of SLT (usually headteacher or deputy headteacher).

Where a child's behaviour places the safety of other members of the community (for example with breaking bubble arrangements) the headteacher may ask the child to remain at home until a specific risk assessment has been completed for the child.

We will also be developing better communication with parents about their child's behaviour at school, particularly when they are receiving yellow and red cards. It is really important for us to work in partnership with parents to improve behaviour but also specifically for parents to have more information that could indicate that their child is struggling with the emotional impact of Covid or other issues. We will send out more information to parents about this during term 1.

### Breakfast Club

Breakfast club will return to the original time, running from 7:45am.

Children should be dropped-off by the school office and pupils will on entering the building wash their hands and use anti-bacterial gel, before entering the hall. Due to children from separate bubbles being present, they will be allocated tables for their year group which they must remain at until outside play starts (also separated). Activities will be provided for pupils on each table that will only be used by that group.

### Catch-Up Support

The school is still awaiting further guidance on this but this includes the National Tutoring Programme which we expect to be allocated towards children eligible for Pupil Premium funding.

We expect to be arranging lots of additional support, including for our Pupil Premium funded pupils, to narrow the education gap and we will be asking for parental support in this, especially where additional help for pupils is arranged at the start and end of the day.

### Celebration Assembly Time

Assemblies are still an important part of school life to celebrate pupil achievements and for Social and Emotional learning as a whole school. This is usually:

Monday: Celebration Assembly

Tuesday: Personal, Social, Health and Economic (PSHE) Assembly

Friday: Singing Assembly (not initially due to safety guidance) – replaced with a reading assembly initially

These will continue with a mix of virtual assemblies and teacher delivered assemblies in individual classes.

## Classroom Practice

Wherever possible from Year 1 upwards, children will be on tables facing the front rather than group tables to support Government recommendations “. . . seating pupils side by side and facing forwards, rather than face to face or side on”.

Nursery and Reception will continue to share a larger range of resources but these will be washed/sanitised regularly to support hygiene.

Children with low-levels of engagement, who may require additional support, will be seated closer to the front of the classroom.

Each child will have their own stationery which will be kept on their desk in order to limit the amount of movement around the classroom. School will provide this and where a child brings their own additional pencil case into school, this must remain in school, on their desk until the end of term (not be taken home). You will need to provide your child with a named water bottle to remain in class.

Staff will minimise the amount of time they spend face-to-face with a child.

## Computer Room Use

Where possible, block teaching of Computing comprises the main use of the computer room, lessening any cross-contamination. Children should not share keyboards or mice and all peripherals should be cleaned after use **or** isolated for 72 hours. Suitable wipes are provided for this purpose

## Curriculum

The school will continue to teach a broad and balanced curriculum but within this there will an emphasis on core skills which children may struggle with. As always, curriculum planning will be informed by informal teacher assessment of where the children are and addressing gaps in knowledge and skills, making regular use of light-touch formative assessment.

In the Early Years, there will be a focus on gaps in language, early reading and mathematics, particularly ensuring children’s acquisition of phonic knowledge and extending their vocabulary.

In Key Stage 1 and 2, the school will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.

The curriculum focus on personal, social and emotional well-being will be heightened with additional time spent on developing pupils social and emotional understanding and ability to regulate themselves (emotional intelligence)

This curriculum will be a focus on monitoring over the course of the academic year and will also be monitored by the governing body.

## Educational Visits

Children may still go on school trips on the school minibuses although there will be a number of additional requirements:

- The risk assessment will need to review the precautions that the venue has taken to be ‘COVID secure’ in addition to normal checks
- If the children are from the same class, all seats on the minibus may be used;
  - Children within an adjacent year group (e.g. Year 3 & Year 4) may share a minibus but the minibus should not run at greater than 50% capacity to enable distancing
  - Children from different year groups (unless family members) may not utilise the same minibus.

- Minibuses will need to be thoroughly cleaned between each use (or left unused for 72 hours).

In line with government guidance, overnight trips will not take place. The Year 6 residential trip has been rearranged to June 2021.

### Extra-Curricular Clubs

For the duration of the Autumn Term, any extra-curricular clubs will only be able to be attended by children from one other adjacent year group (if outside) or same class (if inside). These are yet to be arranged.

All equipment should be cleaned or isolated following its use by children and therefore it would not be appropriate to use any equipment which is being utilised during the school day.

All areas should be cleaned prior to and after any extra-curricular activity.

### Face Masks/Coverings

Public Health England does not recommend the use of face covering in schools as they believe that they are not required as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission as well as creating barriers to effective communication and thus education.

As a school however, we recognise that for some pupils and staff, face coverings may be necessary to increase confidence, for their personal safety, particularly in situations where they have extremely clinically vulnerable relatives at home or are clinically vulnerable themselves. We therefore will take a reasonable approach to all requests to wear face coverings.

We ask that you confirm that you have read the [guidance](#) (see section 'How to Wear a Face Covering') and have gone through these key points with your child. Children should not wear them during physical activity such as PE or with physical exercise at playtime as the breathing restriction could potentially be dangerous.

In addition, any parent coming into the school building for an appointment will be asked to wear a mask (unless in one of the exempt groups and by prior arrangement). If the meeting can take place in a well ventilated and distanced room then the staff member may say face coverings can be removed. Visitors to the site will also be required to wear masks unless working outside.

Follow this link to learn [how to make a cloth face covering](#). For those with an age, health or disability reason for not wearing a face covering you can access [face covering exemption templates](#) to make a badge or message on your mobile phone.

### Home-Learning

The school will not be setting extra home-learning in order to address the gaps in children's education. Our policy remains that daily reading and frequent practice of key knowledge and skills are the best way to support learning and these will be detailed in the termly class newsletter that will come home.

As we go through the Term 1, the weekly home-learning will begin to be set on our digital school app 'SeeSaw'. This will allow for a wide range of responses (written, verbal, video, picture etc) and can be accessed easily on any device including mobile phones. However, widening use is crucial to ensure that both parents and pupils can use this confidently as part of the contingency in case we need to revert again to **remote learning**.

### Infection Prevention

#### Minimising Contact with Unwell Individuals

No children, staff or parents who are displaying symptoms (or has a member of their household displaying symptoms) should attend school.

If anyone within the school begins to display symptoms, they will be sent home and advised to self-isolate for **ten days** and arrange to have a test as soon as possible. Other members of the household should self-isolate for **fourteen days**.

If a child displays symptoms then they will wait in the group room or medical room, 2m away from a supervising adult with the exterior door open to provide adequate ventilation. If this child needs to use the toilet, they will use the toilet adjacent to staffroom which will then be cleaned before being used by anyone else. If the supervising adult cannot maintain a distance of 2m, then PPE should be worn. PPE will also be worn if child is symptomatic and supervising adult is taking their temperature.

Main symptoms - (from NHS '[Check if you or your child has coronavirus symptoms](#)')

If you have any of the main symptoms of coronavirus (COVID-19), get a test as soon as possible. Stay at home until you get the result.

The main symptoms of coronavirus 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

Most people with coronavirus have at least 1 of these symptoms.

See below for infection response measures.

Is my child too ill for school?

Many parents have been concerned about what to do with their child in relation to other illnesses at the current time. The guidance we are following carefully is very clear that apart from the Covid specific symptoms above, the usual child illness guidance applies. For defined illnesses such as vomiting and diarrhoea, the policy remains the same (48 hours from the last symptoms before a return to school). However, it is fine to send your child to school with a minor cough or cold. If they have a fever, keep them off until the fever disappears (a fever is likely to include a temperature and therefore mean a Covid test or isolation is required). The NHS guidance can be found [here](#)

Personal Hygiene

All children enter the classroom, they will be asked to wash their hands; soap provided for this purpose. Handwashing should also be routine throughout the day, especially upon entering a new environment, i.e. after playtimes.

Reinforce the '*catch it, bin it, kill it*' message – tissues provided in every classroom. All classes to teach specific hygiene lessons on return and regularly after this, reinforced by whole school virtual assemblies.

Enhanced Cleaning Schedule

All hard surfaces in classrooms to be cleaned twice daily at lunchtime and at the end of the day. Classroom based staff to do this.

Toilets to have a more frequent cleaning schedule (mid-morning, after lunch, end of day)

## Social Distancing

Whilst children will be allocated within certain 'bubbles', they will still be encouraged to maintain social distancing where at all possible. This includes games on the playground that reduce contact even within the class bubble.

## Staff Training

Newly appointed staff to complete online course in Infection Control (already completed by existing staff).

## Infection Response

### Active Engagement with the NHS Track & Trace system

Anyone who displays symptoms should be tested and these can be booked online via the NHS website (below) or the **NHS 119** phone number.

<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>

Essential workers have priority access to testing and these can be booked via the link below:

<https://www.gov.uk/apply-coronavirus-test-essential-workers>

Schools have also been told they will be given a small number of home testing kits to distribute as needed.

School should be **informed immediately** once results have been received.

- If the test is negative and the person no longer displays symptoms, then they can return to school. Other members of their household can also stop self-isolating.
- If the test is positive, they should follow the stay and home guidance and continue to self-isolate for **ten** days from the onset of symptoms. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.

## Access to Testing

Many parents have been struggling to get access to local testing for symptomatic children. Please try:

- The [online system](#) again, as some parents have eventually succeeded getting a local test. Some reporting that around 8pm is a good time.
- Call 119 to see if a test appointment can be obtained over the phone
- Speak to school if these are not successful as we have access to a small number of emergency postal test kits.

Please make sure that you only access a test for someone with symptoms. There have been reports of many people with symptoms accessing tests for reassurance. This is affecting the ability of genuine symptomatic people from getting a test which is essential for good control of the virus but also helping working parents get back to work

## Managing Confirmed Cases within the School Community

Once the school is aware that a member of the community is being tested for COVID-19, we will contact parents in the class bubble to make them aware. The school will advise that attendance at school continues unless any other symptoms are displayed.

**Important!** With us taking a cautious approach when managing potential symptomatic children or adults and with winter approaching (with normal winter illnesses) we expect that there will be regular notifications. This is not intended to raise anxiety but to allow parents to be vigilant for symptoms as early detection is our best protection as a community.

*Responsibility ~ Courage ~ Collaboration ~ Reflectiveness ~ Independence ~ Resilience*



If the school is made aware that someone has tested positive for COVID-19, we will contact the local health protection team who will work with the school to guide them through the actions they need to take. Based on the advice from the health protection team, school will send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:

- direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)
- proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual
- travelling in a small vehicle, like a car, with an infected person.

The school will maintain attendance records of pupils and staff within each group.

The school will not identify the name or details of anyone diagnosed with COVID-19 unless essential to protect others.

### Outbreaks

If the school has two or more cases within a 14-day period, we will work with the local health protection team who will advise if additional action is required.

In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or key stage but this will only be considered on the advice of health protection teams.

In consultation with the local Director of Public Health, where an outbreak in a school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person’s class, followed by their key stage, then the whole school if necessary, in line with routine public health outbreak control practice.

### Library

In order to ensure that children are still able to borrow books from the library, each year group will be allocated a day on which they can use the library to return and borrow books.

- No more than 10 children at any one time;
- Children should be accompanied by an adult;
- Children should wash and/or anti-bac their hands before entering the library;
- Returned books should be placed in a return box and these will be ‘quarantined’ for 72 hours before returned to the shelf by the librarian;
- Class teachers may also have a selection of ‘recommended reads’ in class for children to borrow;

<b>Week 1</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Year Group:	Year 1	/	Year 2	/	Year 5
<b>Week 2</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Year Group:	Year 3	/	Year 4	/	Year 6

*\* Please note that this is simply an example schedule and not indicative of what day each class will be allocated.*

### Lunchtime Arrangements

Children will have their school lunches at the following times:

	<b>Year R</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>	<b>Year 6</b>

11:45	Lunch						
11:50		Lunch					
11:55			Lunch				
12:00							
12:05							
12:10							
12:15				Lunch			
12:20					Lunch		
12:25							
12:30							
12:35							
12:40							
12:45						Lunch	Lunch

In dry weather, children will be permitted to eat their packed lunches on the school field. If the weather is poor, lunches should be eaten in the hall, with allocated seating for class bubbles. All surfaces should be cleaned prior to eating.

Two areas for the disposal of cutlery will be utilised and supervised by staff in order to minimise the amount of walking around children are required to do.

The earlier lunchtime will mean that Year R children will need a snack in the afternoon. In the eventuality that the School Fruit & Veg Scheme is not restarted, the school will purchase fruit for the children.

### Marking & Feedback

Teachers will not be permitted to take children’s books home and therefore any marking should take place at school. As a school we recognise that ‘feedback’ (i.e. discussing learning) has a greater education benefit to children than ‘marking’ (i.e. physical written marks/comments) and therefore there will be a greater emphasis on this as well as digital work and feedback using the SeeSaw app.

### Meet the Teacher

These short meetings will take place in Week 2 or 3 of the Autumn Term and will be held virtually to outline the work taking place in class over the coming term. Dates will be publicised in the first week of term and meetings will be recorded for those unable to attend.

### Music

Music lessons will continue although, where at all possible, these will take place outside or in smaller groups. Children will play on their own, allocated instrument.

Use of wind instruments and singing is possible in groups of up to 15, subject to sufficient space and ventilation indoors. Groups of up to 30 are permissible outside or in the school hall where children are spaced apart. Lessons and rehearsal times should be limited to no more than 40 minutes.

Mouth-blown instruments should not be shared and mouth pieces are already sterilised between each lesson.

Full school choir will not take place pending further research and guidance.

### Parental Consultations

Given that the vast majority of children have been out of school for a significant amount of time, parental consultations will focus on how pupils have settled back into school and learning and targets to address any gaps. These will take place at the end of September/beginning of October. Consultation are currently scheduled to be virtual however

should guidance and our risk assessments change, face-to-face consultations will be considered either now or for future parental consultations.

### Parents in School

As a school we pride ourselves on our relationship and open communication with parents however, in light of the COVID-19 outbreak, we will need to make some changes.

In the first instance, there will be no whole-school gatherings of parents. This will primarily impact upon events such as Learning Exhibitions, Class Assemblies & music events. Instead we will consider smaller events where parents from individual classes are invited in to see work/learning when risks and virus transmission in the general community are reduced and guidance allows.

Parents should not enter the school building unless invited and they are also asked to email messages into the school if at all possible rather than congregating at the school office. Envelopes and sanitised pencils will be available outside the entrance to pay for breakfast club, school dinners and other events (posted in the blue post box).

Meetings with parents must take place in specified spaces such as Headteacher/Deputy Headteacher office or empty classroom.

### PE

Children should attend school in their PE kit on allocated PE days. We would ask that children wear their school sweatshirt with dark/grey, plain tracksuit bottoms/leggings with trainers.

PE lessons will take place outdoors where at all possible.

Equipment used in PE lessons should be cleaned between each group or left unused and out-of-reach for a period of 48 hours (72 hours for plastics).

PE Timetabled Days	
<b>Wednesday:</b>	Year 5 & Year 6
<b>Friday:</b>	Year R; Year 1; Year 2; Year 3 & Year 4

### Playtime Arrangements

Year groups will remain 'distanced' on the playground and allocated a section of the playground.

Children will be asked to remain outside during playtime and should only enter the school with permission from an adult.

#### Example playtime schedule

	Year R	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>10.10</b>	Rolling Break	Rolling Break	Break				
<b>10.30</b>				Break	Break		
<b>10.50</b>						Break	Break

*\* Please note that this is simply an example schedule and not indicative of what time each class will be allocated.*

If the event of 'wet-play' children will remain in their classrooms.

## PPA Cover

The school is planning for PPA time to be scheduled at times when pupils are undertaking supervised activity with other teachers, specialist teachers or support staff, for example:

- Music/ICT/PE lessons with specialist staff (remaining distanced from the pupil group)
- Sessions with class-based support staff

## Primary Assessment

The government have announced that all primary assessments will take place in the 2020/21 academic year. This includes:

- The Phonics Screening Check
- Key Stage 1 Tests and Teacher Assessment
- The Year 4 Multiplication Tables Check
- Key Stage 2 Tests and Teacher Assessment

The government have proposed that for 2020/21 only, schools will administer a past version of the Phonics Screening Check to Year 2 pupils during the second half of the autumn 2020 term (as they missed the Year 1 Phonics Screening Test). Children who reach the expected standard (the "pass threshold") will not be required to complete any more assessments; children who don't reach the expected standard will take the Screening Check in June 2021.

## Pupil Equipment

Children do not need to bring much into school and should ideally bring in a book bag or soft PE bag which can then be folded up and placed in their tray. Backpacks are not recommended. They will need a named water bottle which must remain in school (this will also be used at lunchtime).

In order to avoid cross-contamination, children will be provided a named stationary pack by the school which will only be used by the child and will be left out for cleaning at the end of the day. If children bring in any other stationary items from home, then this must be in a pencil case and will remain in school for the duration of the term.

## Reading Records

All children will be given a 'day' on which they can change their books, we ask that book bags and reading records are only brought in on this day. All staff should wash their hands prior to, and after, handling children's books.

We will also be investigating how we can change the reading record to be electronic/virtual and will communicate with parents any changes to this.

## Safeguarding

### Safeguarding Team Meetings

Meetings will continue to take place bi-weekly and more often where necessary. Safeguarding is always a priority and we regularly discuss comments that children make with parents as part of normal robust school safeguarding procedures.

Our newly appointed Family Liaison Officer (FLO), Mrs Bebell, will regularly be on the gate at the start and end of school and parents will have the opportunity to meet and talk with her when relevant. Much of this role is providing support and advice to parents in a wide variety of areas. Although new to the role, she is not new to the school and also has wide experience in support services. Please ask if you need support or advice.

Phoenix continue to be part of 'Operation Encompass' in partnership with Kent Police which informs the safeguarding team where the Police have attended or been informed of a potential domestic abuse incident that a child may have been exposed to. We know the huge impact domestic abuse has on children and this allows us to better support our pupils and families and have an open conversation with parents and offer support where relevant.

### Staff Training

The staff training day at the beginning of Term 1 will include the regular update training on Child Protection and Safeguarding led by the Designated Safeguarding Lead. This session will also include issues that are more relevant in light of coronavirus and lockdown.

In addition, there will also be training on how to spot signs of anxiety, grief and trauma as these are all issues that are likely to be more prevalent among children as a result of the COVID-19 pandemic.

Many of the staff training sessions are likely to be held remotely or with strict distancing in place.

### Specialist Interventions

Where 1:1 or small group work is provided by a member of staff who is not assigned to a class:

- Staff will wash their hands prior to, and after, working with any child;
- The identified intervention space is identified and all surfaces are cleaned before and after any work takes place;
- Any equipment required is set up prior to the start of the session;
- Staff member will go to the child's classroom and stand at the entrance to collect the child;
- Intervention groups will consist of a maximum of 4 children will not consist of children outside of the bubble,
- The intervention is provided at a distance;
- After the intervention is finished, the staff member cleans the surfaces and any equipment that will be used by different children.

### Staff Meetings

#### Team Meetings

These will take place in a sufficiently sized room to ensure that staff from different 'bubbles' are able to maintain social distancing or held virtually.

#### Whole School Meetings

Where these are necessary, they will be held virtually using Zoom or Microsoft Teams.

### Volunteers

Volunteers are still able to work within the school although they will be restricted to working within one bubble.

### Visitors to the School

These will be extremely limited and only where they have a direct operational/educational impact.

### Uniform

From September, full uniform must be worn on all days except PE days (where PE kit should be worn to school).

Wearing school uniform gives children a sense of pride and identity and is an important part of the school experience. The uniform should be **labelled with child's name** and is:

- Blue school jumper or cardigan

- White shirt or polo shirt
- Black/Grey trousers, shorts or skirt
- Blue checked summer dress
- Black school shoes

## Version History

Version	Date	Changes made
1.0	18/08/2020	Distributed to parents.
1.1	26/08/2020	<ul style="list-style-type: none"> <li>• Updated section on wearing of <a href="#">Face Masks</a> in school (pupils and staff), guidance for how to wear correctly.</li> <li>• Short section on <a href="#">uniform</a> added</li> </ul>
1.2	27/08/2020	<ul style="list-style-type: none"> <li>• Update to <a href="#">Classroom Practice</a> section with more detail about setting out of tables facing forward where possible.</li> </ul>
1.3	11/09/2020	<ul style="list-style-type: none"> <li>• Update to the new <a href="#">pick-up</a> procedures in the playground at 3:15pm</li> <li>• <a href="#">Access to Test</a> section added to detail emergency test kits for parents not able to access local test facilities</li> <li>• Clarification of what constitutes Covid <a href="#">symptoms</a> including the amount of coughing and also what is classed as a temperature.</li> <li>• New section <a href="#">'is my child too ill for school'</a> clarifying guidance around non Covid symptomatic illnesses</li> </ul>
		•
		•