



Federation Headteacher Miss J Concannon
<http://www.knaphillfederationofschools.org.uk/>

Monday 2nd November 2020

KFOS Safety Measures - Parent Guidance and Information

Updates added in Blue (November 2020)

Please note that the documents linked have also been highlighted.

Please ensure you read all relevant and updated guidance before your child returns to school tomorrow.

Dear Parents/Guardians,

We hope you have all had a restful half-term holiday and we are looking forward to welcoming all children back to school **tomorrow, Tuesday 3rd November**. We have referred to the latest Government guidance, recommendations from Teaching Unions and the Local Authority to update our Safety Measures and procedures as detailed below. Please can we kindly ask you to read through these Safety Measures and any additional links before your child returns to school tomorrow. Following the Government announcement on Saturday, if we have any further adaptations to make to our Safety Measures we will send these out to you as soon as possible.

All of the steps outlined in this document are aimed at minimising the possibility of the spread of COVID-19. Our ongoing priority is to continue to ensure that the Federation is as safe as possible for a full re-opening and that we have adapted our school environments to reduce as far as possible the risk of infection to everyone who comes into our buildings.

As part of our preparation, we have updated our Federation Safety Measures based on the current Government guidance ([DfE Guidance on the full opening of schools in the Autumn Term](#)) which will be reviewed each time it is updated, or as we need to make changes within our schools. The DfE have also produced information for Parents and Guardians [DfE Information for Parents and Guardians](#).

We have completed a number of actions which will support reduced risk of transmission and spread of infection.

These include:

- Senior Leaders have completed a Federation Risk Assessment and created Federation Safety Measures.
- All staff will receive guidance on our Federation Safety Measures and safeguarding procedures to support the operational running of the school day.
- We have new staggered drop off and collection procedures.
- We will implement a strict System of Controls in which we will:
 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 school.
 2. Ensure everyone cleans their hands thoroughly and more often than usual.
 3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
 4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach.
 5. Minimise contact between individuals and maintain social distancing wherever possible.
 6. Provide staff with personal protective equipment (PPE) to wear, when necessary,
 7. Engage fully with the NHS Test and Trace process.
 8. Manage any confirmed cases of coronavirus (COVID-19) amongst the school community.
 9. Contain any outbreak by following local health protection team advice.

Will school attendance be compulsory in September?

The usual rules on school attendance [have applied since](#) September 2020:

- It will be a parent's or guardian's duty to ensure that their child attends regularly at school where the child is a registered pupil and they are of compulsory school age.
- Schools have responsibilities to record attendance and follow up absences.
- In line with Local Authorities' codes of conduct, schools will be able to issue sanctions, including fixed penalty notices when necessary.
- If your child is absent through illness, including COVID-19 please ring the absence line as normal and leave a message on the first day of absence and every subsequent day thereafter.
- We recognise a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus.
- Please see below our new staggered drop off and collection times.

Knaphill Lower School

Year Group Bubble	Drop Off Time/Window	Collection Time	Location
Nursery	No Change		Nursery Gates
Reception	8.35 am	2.50 pm	Reception Doors
Year 1	8.40 am – 8.50 am	2.55 pm	Year 1 Doors
Year 2	8.45 am – 8.55 am	3.00 pm	Year 2 Doors

Knaphill School

Year Group Bubble	Drop Off Time	Collection Time	Location
Year 3	8.40 am	3.00 pm	KS Gates
Year 4	8.45 am	3.05 pm	KS Gates
Year 5	8.50 am	3.10 pm	KS Gates
Year 6	8.55 am	3.15 pm	KS Gates

What are the Federation drop off and collection procedures?

- Please endeavour to arrive at school at your child's allocated drop off or collection time. Please do not to arrive any earlier as this leads to crowding at the gates and causes additional congestion.
- All parents and guardians are kindly asked to refrain from gathering together near school gates (KS) or outside of the Year Group Entrances (KLS) in order to maintain social distancing.
- **Please wear a facemask on the school site (mandatory, unless medically exempt)**, whilst walking in between the school sites and whilst waiting outside the school gates.
- When dropping off or collecting your child, please maintain a 2m distance from other parents and leave the site/area promptly.
- Please ensure your children remain by your side at all times. This is to prevent mixing of Class/Year Group Bubbles.
- Please do not stand any longer than necessary outside the school gates, but move away as quickly as you can.
- **At Knaphill Lower School** –In Reception, Class Teachers will come out to welcome the children into school. In Years 1 and 2, one Class Teacher will be on the door to welcome the children and children may start to go into school during any point in the window of time outlined above.
- **At Knaphill School** – A member of the Senior Leadership Team will come out to the school gate to welcome children into school. Each class will be called in separately and will be asked to make their own way into the school building and to their classes.

- Only one parent/family household member (or childminder if **no other** alternative is available) will be permitted to walk their child to school to drop off or pick up.
- If you have two children, on different school sites that start at the same allocated start time, please drop off the youngest sibling first, and then drop off the older sibling. Class Teachers will have a list of the families that this may impact.
- At the start of your child's day please ensure you only come to school at the allocated time and be as punctual as you can as late children **will not be able to enter school via the school office**. Likewise, at the end of the day children must be collected promptly to ensure that social distancing can be observed.
- Please do not allow any child, or younger siblings to play in or on any of the equipment in the playgrounds when bringing your child to school or collecting them at the end of the school day.
- Children in Year 5 and 6 only are able to walk to and from school unaccompanied if we have received written permission.
- Use of public transport by pupils, particularly in peak times, should be kept to an absolute minimum. Families using public transport should refer to the [safer travel guidance for passengers](#). If this applies to you and your family please contact the school office to inform us.

If you have more than one child and they are in different Key Stages, you may have to wait in between dropping off your children. We ask that you do so whilst maintaining a safe distance from others.

What will the School Day be like?

- We are endeavouring for the school day to be as 'normal' as possible for the children and the children have learnt and adapted to the new safety measures brilliantly.
- In Nursery, Reception and Year 1, children have been organised into 'Year Group Bubbles' to support the teaching of the curriculum.
- Children in Years 2 – 6 are in 'Class Bubbles' and 'Year Group Bubbles' for break and lunchtimes. Classrooms in these Year Groups are arranged with forward facing desks.
- There is no expectation of the children within a 'Class Bubble' to socially distance and, therefore, they may play and work in close proximity of each other.
- Staff in the EYFS and Year 1 are not required to socially distance from the children, but are required to socially distance from each other.
- Staff are encouraged to keep a 2 metre distance from children and other adults and work for no longer than 15 minutes with an individual or groups at a closer proximity.
- All staff will be able to operate across different classes and year groups in order to facilitate the delivery of the school timetable, and staff will therefore be able to cross 'Bubbles' in order to provide pastoral care, specialist teaching, interventions and/or SEND support in line with statutory requirements.
- Unnecessary items and resources, including soft furnishings have been removed from classrooms.
- Fixed playground equipment will be out of use for at least the first half term.

What will lunchtimes be like for children?

- Lunch and Break times are staggered and children eat snacks/lunches in their 'Class/Year Group Bubbles' in the School Hall or Dining Halls and outside when the weather allows.
- School dinners continue to be provided by Twelve15 across the Federation and they are able to provide hot school lunches for those who choose it.
- At **Knaphill Lower School**, we have revised the school timetable, so that children can continue to eat their lunches in the school hall. Children will enter the school hall in their classes and will sit with children only from their class. Only one year group will be present in the school hall at any one time and tables have been set up into class zones.
- At **Knaphill School**, we have revised the school timetable, so that children can continue to eat their lunches either in the dining hall (hot lunches) or the school hall (packed lunches). Only one year group will be

present in the dining hall or school hall at any one time and tables have been set up into class zones, so that children sit only with their class.

- The school offices have sent out information regarding lunch meal options.

What will the children be learning?

- A key focus on the children's return to school has been supporting their emotional and social well-being. This has provided us with the opportunity to re-establish our class identities, friendships and sense of school and Federation community, ensuring the children all feel happy, safe, cared for and ready to learn.
- We will continue to support and equip the children to respond to issues linked to coronavirus and support them with approaches to improving their physical and mental wellbeing.
- We will teach an ambitious and broad curriculum from the start of the Autumn Term, but will make use of existing flexibilities to create time to cover the most important missed content and prioritise within subjects, the most important components for progression.
- For children in the Nursery, teaching and learning will focus on the prime areas of learning including: Communication and Language, Personal, Social and Emotional Development, and Physical Development.
- For children in Reception, teaching will focus on language development, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.
- In Key Stages 1 and 2, we will promote good progress in phonics and reading, increase exposure to vocabulary, writing and mathematics ensuring we identify opportunities across the curriculum for children to read widely and further develop and embed skills and knowledge.
- All learning will be differentiated and will be planned on the basis of the educational needs of all children. It will be tailored to meet the children's abilities in class. We will continue to motivate and encourage the children through 'Meet It, Beat It, Smash It' activities and challenge extensions.
- We have continued to develop our Remote Learning education offer by introducing Google Classroom to children in September. Google Classroom will be integrated into our school curriculum planning as teachers will ensure that planning and lesson content can be accessed by children both in the classroom and at home. This will enable children in school and those remaining at home to continue with their education and cover the same content as their peers, if they are required to self-isolate or in the case of a local restrictions.
- In collaboration with, and as part of the Goldsworth Trust, we have developed our Home Learning Contingency Plan.
- Physical education, sport and physical activity will be taught whilst following our Federation Safety Measures. Children will be taught in Class Bubbles and each Class Bubble will have their own set of equipment. If this needs to move between bubbles it will be thoroughly cleaned between each use by the Sport Teachers and Coaches. Contact sports will not be taught.
- Outdoor sports and activities will be prioritised where possible, and large indoor spaces will be used to ensure social distancing between children is maintained whilst exercising. Scrupulous attention to cleaning and hygiene will be adhered to in between use. This is particularly important in a sports setting because of the way in which people breathe during exercise.
- We will work with staff, children and parents to ensure that our KFOS Behaviour Policy and our STAR Behaviour expectations are clearly understood, consistently supported and take into account the individual needs of all children. Children will be reminded of our positive praise and reward systems, including Marvellous Me.
- In the second half of the Autumn Term, homework will be set for children in Years 2- 6, on Google Classroom. The EYFS (Nursery, Reception) and Year 1 will continue to use Tapestry to engage children and their families in learning activities.

Do children have to wear uniform?

- Children are required to wear full school uniform when they are at school. Uniform can play a valuable role in contributing to the ethos of our school and setting an appropriate tone for learning.

- Uniforms do not need to be cleaned any more often than usual and can be cleaned using your normal cleaning methods and products.
- Children can bring in a raincoat or jacket which will be kept on their pegs or in lockers.
- Children in Years R – 6 will be asked to come into school on the days that they have PE wearing their PE kits. They will remain in their PE kits for the rest of the day. In colder weather, please ensure your child wears uniform dark green joggers and a school sweatshirt for warmth.
- [As we are ensuring that all classrooms are ventilated, you may wish to provide your child with an additional jumper/cardigan to keep in school. Please be assured that we have the heating on and will ensure comfort levels are maintained particularly in occupied spaces.](#)

What can the children bring into school?

- It is still recommended that children limit the amount of equipment they bring into school each day, to essentials such as hats, coats, lunch boxes, books, stationery (for KS2) and for older children mobile phones.
- Children will be permitted to bring a Lunch Box into school as well as their named KLS Book Bag in KS1 and a School Bag (Rucksack) in KS2.
- We will provide Nursery, Reception and Year 1 children with the resources they need on a daily basis and these will be cleaned frequently in between use.
- Children in Year 2 will be provided with the individual resources that they need. These resources will not be shared and will remain at school. Please note that pencil cases will not be necessary for this Year Group.
- Please can KS2 (Years 3, 4, 5 and 6) children bring in a pencil case with general stationery inside which will remain in school. These will not be shared and will be for the children's independent use only.
- Children will be expected to help in keeping their environment and their own equipment clean and sanitised.
- Children must bring in their own named water bottle, which when required, staff will refill using gloves.
- Please note: Children will not be able to bring in items or toys for 'show and tell'.
- Reading Books can be brought home and returned to school and changed. They will be quarantined for 72 hours or sanitised in between use, following Government guidance on the cleaning of resources and equipment.
- KS2 children may bring in a small travel sized hand sanitiser to keep at school.

Will there still be after School Clubs/Koosa Kids?

- Koosa Kids will be open and will offer before and after school provision from September, this will need to be booked through them in the usual way.
- We have discussed with KOOSA their operational procedures and Risk Assessment and have worked with them to ensure that children are taken to/and collected from their classes at the new staggered start and finish times.
- We will not be running any internal (teacher led before or after school clubs) or external (before or after school clubs) [for the remainder of the Autumn Term. \(Including Early Starter Club at KS\)](#)
- There will be no swimming, [or school trips for at least the Autumn Term.](#)
- We will not be hosting any class assemblies or inviting parents/guardians into school for at least the [Autumn Term.](#)

Can I speak to a Member of Staff or the School Office?

- Parents/Guardians are not permitted into the school building unless a pre-arranged appointment has been made. If you need to make an appointment, please contact the School Offices via e-mail or telephone.
- You can speak to your child's Class Teacher by sending an e-mail in to the School Office or by sending an e-mail to the Year Group e-mail address. Please note that teachers may not be able to check their e-mails during the school day, but they will endeavour to try and get back to you as soon as they can.
- Please do not approach teachers or members of staff at the school gates or entrances.

Can I use a Holiday Club/ Summer Camp for my child over the Summer Holidays?

- Yes, however we would advise you to limit the number of different wraparound providers you access, as far as possible. If you use childcare providers or out of school activities for your children, please seek assurance that the providers are carefully considering their own protective measures, and only use those that can demonstrate this to you. As with physical activity during the school day, contact sports should not take place.

Are there any additional measures that the Federation are employing to help prevent transmission?

- All possible social distancing measures have been put in place, however, we cannot guarantee that social distancing will happen at all times. We will of course do our best to support social distancing, especially with any adults in school.
- ‘Sanitation Stations’ have been set up in the school entrances and in the school halls.
- All classrooms have a sufficient stock of tissues, hand towels, liquid soap and hand sanitiser.
- All pupils in school have had our Safety Measures explained to them by their Class Teachers in an age appropriate way.
- Everyone will clean their hands on arrival, before and after eating, after sneezing or coughing and at the end of the day.
- Frequent handwashing has been timetabled across the school day for children in their ‘Class Bubbles’ – all children will be expected to adhere to our handwashing procedures, regardless of whether they choose to also bring hand sanitiser to school.
- Lidded bins are in each classroom and these are emptied twice a day.
- Children and staff will be reminded and encouraged to not touch their nose, mouth or eyes.
- Posters are displayed throughout the school to remind everyone to wash their hands regularly for 20 seconds and more often than usual.
- Staff will supervise younger children washing their hands.
- Water fountains across the Federation are out of use.
- Shared resources (boxed equipment that will be used) are cleaned daily.
- Playgrounds and outdoor spaces will be zoned to promote ‘Class Bubbles’ not mixing.
- Surfaces that children and staff members touch regularly, such as resources, desks, chairs, doors, sinks, toilets and light switches are cleaned more regularly than normal.
- Windows and doors of enclosed spaces will be open for ventilation where possible. If opened or closed by staff they will make sure that these touch points are cleaned afterwards.
- Contracted cleaning staff will carry out thorough daily cleaning.
- Class Bubbles in the EYFS and KS1 will have specific toilets and sinks allocated for them to use throughout the school day.
- Year Group Bubbles in KS2 will have Year Group toilets and sinks allocated for them to use throughout the school day.
- The number of children entering the toilets at any one time will be monitored.

Engagement in the Test and Trace Process

- We strongly encourage all Parents/Guardians to download the [NHS COVID - 19 APP](#)
- We strongly advise that all Parents/Guardians fully engage with the Test and Trace process and share this with the Federation.
- Parents/Guardians understand that they will need to be ready and willing to:
 - Book a test if their child is displaying symptoms. Children **must not** come into the school if they have symptoms, and their child/children will be sent home to self-isolate if they develop symptoms in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their Parents/Guardians if using a home testing kit. The main symptoms of coronavirus are: **high temperature** – this means you feel hot to touch on your chest or back (you

do not need to measure your temperature) **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) **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

- Parents/Guardians will need to provide us with details of anyone their child has been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
- Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet.
- We will ask Parents/Guardians to inform us immediately of the results of a test.

Negative Test Result

- If a child tests negative, and they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best for them to avoid contact with other children until they are better. Other members of their household can stop self-isolating.

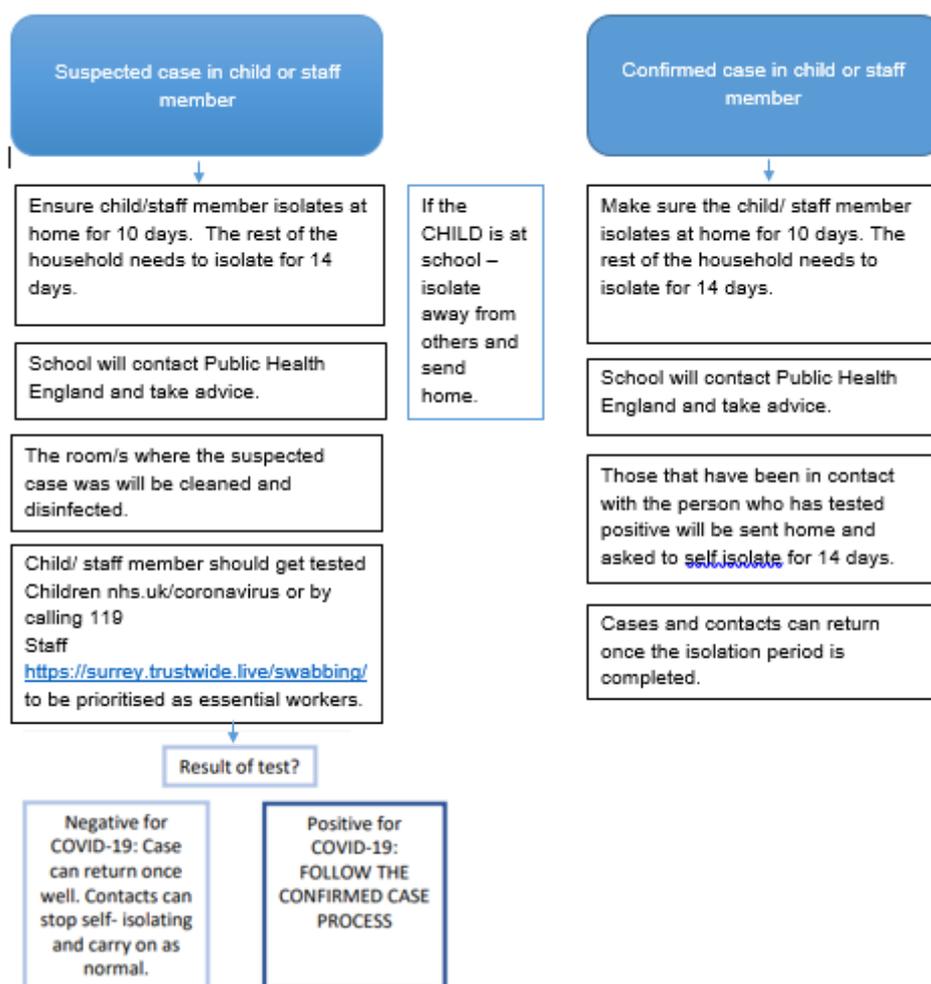
Positive Test Result

- We will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19) and will contact the dedicated advice service introduced by Public Health England (PHE) and delivered by the NHS. This can be reached by calling the DfE Helpline, on 0800 046 8687 and selecting option 1 for the advice on the action for schools to take in response to a positive case.
- This PHE local health team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- The advice service will carry out a rapid risk assessment to confirm who has been in close contact with the staff member/child during the period that they were infectious, and ensure they are asked to self-isolate.
- The advice service (or PHE local health protection team if escalated) will work with schools in this situation to guide them through the actions they need to take. Based on the advice from the Health Protection Team, we 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 advice service (or PHE local health protection team if escalated) will provide definitive advice to us on who must be sent home. To support them in doing so, we will keep a record of children and staff in each group, and any close contact that takes places between children and staff in different groups.
- We will receive a template letter, on the advice of the Health Protection Team, to send to parents and staff if needed. We **will not** share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- Household members of those contacts who are sent home **do not need** to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day

isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:

- if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
- if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'

Please refer to diagram below:



What will happen if my child becomes ill at school?

- We will inform you if your child becomes unwell during the day and is displaying any potential symptoms. We will ask you to collect your child as soon as possible.
- We have a designated room in each school where your child can wait until they are collected. We will ensure that they are comfortable and have access to a toilet, which will remain out of use to everyone else.
- Staff will be provided with PPE if they have to come into direct contact with an individual that has a suspected case of COVID - 19.
- If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and we will work with our local Health Protection Team who will be able to advise us if additional action is required.
- 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 staff member or child

who has tested positive. Testing will first focus on the staff member's/child's class, followed by their Year Group, then the whole school if necessary, in line with routine public health outbreak control practice.

In the event of a local outbreak, Public Health England and the Health Protection Team or Local Authority may advise a school or number of schools to close temporarily to help control transmission. We will have a contingency plan for this eventuality, but please note that this may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other children.

Thank you all for your continuing understanding and support.

Many kind regards,

Miss J. Concannon
Federation Headteacher