



Working hard to achieve our best

Full School Opening Operational Plan

March 2021

SECTION 3

Other aspects of school operations

This document provides information for parents, staff and governors for the full opening of Houghton Primary School from 8th March 2021 following the closure of the school in January 2021 under national lockdown.

The operational plan has been constructed in accordance with government guidance in the following publications:

[Schools coronavirus \(COVID-19\) Operational Guidance](#) (DfE: February 2021)

It is also written in line with our risk assessment processes and measures which are published in the school's C-19 Risk Management Plan.

The Risk Management Plan and this Operational Plan are reviewed and updated in accordance with changes in government guidance, Local Authority guidance and local risk assessment and re-published at least monthly.

5th March 2021

Reviewed 14th May 2021 ahead of national Step 3 (17th May 2021)

ATTENDANCE

The government have made school attendance mandatory again from 8th March 2021.

The usual rules relating to school attendance will resume.

Absence will be coded according to government system, using X if a child is self-isolating or quarantining because of C-19.

We will continue to complete and submit the daily attendance returns to the DfE for as long as we are required to.

Absence will not be penalised if:

- A child has to continue to shield at home under the direction of their health care professionals. We would expect to see the child's 'shielding letter' as confirmation of this.
- A child is self-isolating because they have symptoms or have tested positive, or if they have had close contact with anyone who has.
- There is a 'bubble' closure in school due to a case of coronavirus and all children and staff within that bubble have to isolate.
- There is a localised 'lockdown' and schools have to close.
- If a child has another illness and are too ill to be in school or there is another statutory reason for not attending.

We ask that parents contact us if they have any concerns about their child attending school. We will work with families on an individualised basis, focusing on how we can support a child's return to school.

All children who are not at school because they are self-isolating but well (e.g. asymptomatic or isolating due to another family member having C-19) will access online learning via Google Classroom.

The school will keep in touch with the parents/carers of all families by;

- School office 'keeping in touch' phone calls on first day and every second or third day.
- Class teacher setting remote learning and keeping in daily contact via Google Classroom.
- Inclusion Worker contact by phone and/or door step visits as necessary to provide pastoral support for child/family.

If a child has a social worker we will work together with them to agree the best way to maintain contact and support.

The school has a supply of chrome books which can be loaned to children for remote learning if necessary.

We currently do not have any children who are Clinically Extremely Vulnerable (CEV) on roll. If any child is confirmed as CEV we will liaise with parents, including asking for a copy of the shielding letter, and follow the same protocol as above.

SCHOOL ORGANISATION

Staffing the bubbles

Whilst the government have stated that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable, we will continue to manage to organise the staffing at Houghton Primary School so that teaching and learning staff will work in small teams with one class only, with the exception of the school Inclusion Worker and SENDCo as follows:

Year Group	Classroom	Teaching and Learning Staff	Lunchtime Supervision Staff
Reception Class	Robins	Mrs Lauren Ferrett (M,T,W) Mrs Emily Mead (Th,F) Mrs Angela Race Mrs Diane Macey	Mrs Diane Macey Mrs Lorraine Cave
Year 1	Wrens	Mrs Anne Taylor Miss Jasmin Furness Mrs Tracey Hillman	Mrs Tracey Hillman
Year 2	Kingfishers	Mrs Sian Grant Miss Samantha Marshall Mrs Kelly-Ann Roberts Mrs Rae Smith	Mrs Rae Smith
Year 3	Owls	Mrs Amanda Read (M,T,W) Mrs Julie Davison (Th,F) Mrs Jill Richardson (M,T,W) Mrs Stacey Williams (W,Th,F)	Mrs Cherry Gravil
Year 4	Kestrels	Mrs Amy MacLennan Mrs Cindy Blem-Larsen Mr John Johnson Mrs Lynda White	Mrs Cindy Blem-Larsen Mr John Johnson
Year 5	Eagles	Mrs Tina Culpin Mrs Alex Lemons Mrs Alison Anderson	Mrs Alex Lemons (2 days) Mrs Alison Anderson (2 days) Mrs Claire David (W)
Year 6	Hawks	Mrs Frances Smith Mrs Michele Leivers Mrs Nikki Sharpe	Mrs Michele Leivers (M,W,F) Mrs Nikki Sharpe (T,Th)

The Inclusion Worker, Nikki Sharpe, and SENDCo, Laura Thatcher, are able to work one-to-one with children in a neutral space outside their classrooms at 2m+ distance. Their time working one-to-one in this way will be limited to 15 minutes per session. They will wear face coverings, work in a neutral, well-ventilated space and follow good practice relating to personal hygiene. Nikki and Laura will not go into classrooms when children are working in them unless they are an allocated member of one class staff team. They will both maintain 2m+ from other adults.

The government guidance states that supply teachers, peripatetic teachers and/or other temporary staff can move between schools. At Houghton Primary School we have two people who work weekly/fortnightly in our school, but work in other schools through the week – our IT technician, Mark Denny, (half day, fortnightly) and the Hunts Schools Sports Partnership (HSSP) teacher, Claire David (weekly).

Mark Denny will not work within classrooms if the children are in them. He will wear a face covering and maintain 2m+ social distance at all times with all adults and children whilst on the school premises.

Claire David will teach PE and sport to 3 classes across the school on her one day a week, however, she will teach from the side effectively working outside with each class bubble, wear a face covering and maintain 2m+ social distance from the children and the class adult team who will be working with the class. **Other members of staff can work across bubbles if they follow the same guidance.**

School Run

We sent the following information out to parents ahead of reopening on 8th March 2021. This guidance remains in place ahead of national Step 3 which the country moves to on 17th May 2021.

- We resumed the 'soft staggered' start to the school day and a short staggered pick up arrangement which worked well in the Autumn term.
- We politely request that all adults bringing children to school and picking them up at the end of the day wear face coverings in Green Lane, Chapel Lane and on the school field.
- We politely request that only one parent/carer does the school run per family to reduce the number of people walking in the area of the school at these times overall.
- We ask all parents/carer to do their best to avoid getting within 2m (6.5 feet) of others when walking to and from the school.
- Unfortunately, parents/carers are unable to come onto the school site without an appointment.
- If children come to school with another child's parents/carers we ask that this is consistent and preferably in the same class bubble. We would need to follow up on any arrangements like these if we have to 'track and trace' because of a positive case of coronavirus.
- Where parents decide to let their child walk to/from school on their own they should email the school office to give permission for their child to do so.
- We will not let children go home with any other parent, carer or adult unless we have the parent's permission. Parents should email the school office before 2.45pm to let us know if any pick up arrangements have changed.

Drop Off

- Parents/carers can drop their children off at any time between 8.40am and 9.00am at either Chapel Lane or Green Lane playground gates. Please wear a face covering.
- A member of staff will be on the gate to welcome the children.
- The children will come straight into school and to their classroom where they will be met by a member of staff who works in their class bubble.
- The gates are locked at 9.00am. Late arrivals should come to the school office via the office gate in Green Lane.

Pick up

- Arrangements will be the same as in the Autumn term.
- Parents/carers nominate whether to pick their children up from Chapel Lane, waiting in the wide space near the chapel, or from the school field. Please write a note to the teacher stating which place your child will be collected from (Chapel Lane OR school field) for them to bring in on Monday morning. We ask that you keep to this place every day so staff know where to bring your child. If it needs to change, please email the school office before 2.45pm.
- Parents wait for their child at social distance of at least 2m (6.5 feet) from other families. Please wear a face covering.
- The classroom staff bring the children to either Chapel Lane or to the school field. They will send the children to their parent/carer as soon as they see them.
- This arrangement is slightly staggered as follows:

Time	Classes
3.00pm	Robins
3.10pm	Wrens and Kingfishers
3.15pm	Owls and Kestrels
3.20pm	Eagles and Hawks

- Once parents/carers have their child at the end of the day we request that they keep them together with them on the journey home.
- If parents/carers are late to pick up their child, their child will be brought to the school office area. If you are running late – please telephone the school office.

Staffing for gates:

Drop off

- Rae Smith and John Johnson will continue to man the gates in the morning, opening them at 8.40am. Georgina Young will support whenever possible.
- TAs who need to support individuals in walking into school will also be on the gate in the morning.
- The gates will be locked at 9am.

Pick up

- Bubble staff will take the children to either Chapel Lane gate or to the field at the designated time.
- They will keep class bubble apart.
- If parents do not arrive within the time slot, children will be taken to the school office.

Parking

We have sent the following information out to all parents/carers:

- We request that families who live in the villages of Houghton and Wyton follow the government directive to walk or cycle (or scooter) whenever possible, but recognise that many parents drop children off at school on their way to work.
- Bicycles and scooters can be left in one of 3 cycle shelters we have on site (one in the Chapel Lane entrance, 2 in the Green Lane entrance). Please provide a lock.
- Families who live outside the villages or who have no alternatives but to drive can park as follows:

Drop-off/Collection Point	Parking
Chapel Lane	Houghton Mill Car Park. This will be free of charge to school parents/carers. Parking permits have been emailed to all parents.
	Car Park in St Ives Road (near the Houghton village junction with the A1123). Parking is free.
Green Lane	On-street parking in Huntingdon Road BEYOND the Three Jolly Butchers Pub. Access the school grounds via the pub car park – using the gate to the school field and walking across the field to Green Lane. We ask parents/carers not to park in residential streets off Huntingdon Road. Parents/carers should not park in the pub car park unless they have a child attending Houghton and Wyton Pre-School who have an arrangement with the pub for their parents/carers to do so.

- In order not to create 'hot spots' and to reduce impact on our local village community, parents should not park in residential streets off Huntingdon or St Ives Roads, on the village 'green' by the Clock Tower in Houghton or in Mill Street, Chapel Lane or Green Lane.
- Parents/carers should not park in the pub car parks unless they have a child attending Houghton and Wyton Pre-School and/or have permission from the landlord to do so.
- If any parent/carer is physically unable to walk from the suggested parking areas, please contact the school to discuss alternative arrangements.

Uniform

We have sent the following information out to all parents:

- We will be spending a lot of time outdoors and active across the curriculum. PE will be an important part of our curriculum and we will continue the Daily Mile for all classes.
- Children will not be changing for PE or sport or other outdoor activities during the day and therefore we ask that they wear practical shorts, tracksuit bottoms or sports leggings in plain black or navy blue.
- Children should wear trainers rather than school shoes for the same reasons.
- The government have advised schools that children may need to wear extra layers when the weather is cold in order that we can continue to keep the school well-ventilated with windows and doors open.
- We have therefore revised the school uniform for 2020-2021 as follows:
 - Red sweatshirt, jumper or cardigan
 - A fleece top to wear over sweatshirts/jumpers/cardigans in cold weather – preferably in red.
 - White or red polo shirt
 - Plain black or navy sports shorts, tracksuit bottoms or sports leggings
 - Trainers (Velcro fastenings if your child is unable to tie their own shoe laces)
- If parents wish their child to wear 'summer uniform' e.g. red gingham dresses, skirts or similar – this is fine. They will not change out of these for PE.
- Fleece, sweatshirts, polo shirts etc., and other items with the school logo on them can be purchased directly from the supplier via this link: [Houghton Primary School Uniform](#)
- We also request that all children bring to school a pair of wellies and thick socks which they can put on in order to access the school field and other grass areas even when it is wet. Please make sure that wellies are a good size to enable thick socks to be worn with them. The thick socks can be stored inside the wellies. Please put your child's name inside both wellies.

We will not be keeping a central store of 'lost property' in the school – all items will be kept in each classroom area if we know who it belongs to. Please put your child's name in everything! Please use indelible ink on labels inside clothing, trainers, wellies etc. Please check that your child's name is still readable after every few washes. We will dispose of any items which are unnamed as we have nowhere to store lost property on site.

Measures within the classroom

At Houghton Primary School we are keeping to government guidance as follows;

- Adults working in each class bubble must endeavour to maintain 2m distance from each other and try to keep this distance from children wherever possible. If they are unable to, they **must** avoid close face to face contact and minimise time spent within 1m of anyone. Where they have to, they will work side by side rather than face to face with children. This will include giving first aid and administering medication if necessary.
- Individualised risk assessments have been put in place for children who have complex needs and/or who need 'close contact care' to enable their educational and care support to be provided as normal whilst reducing the risks for the child and adult as much as possible.

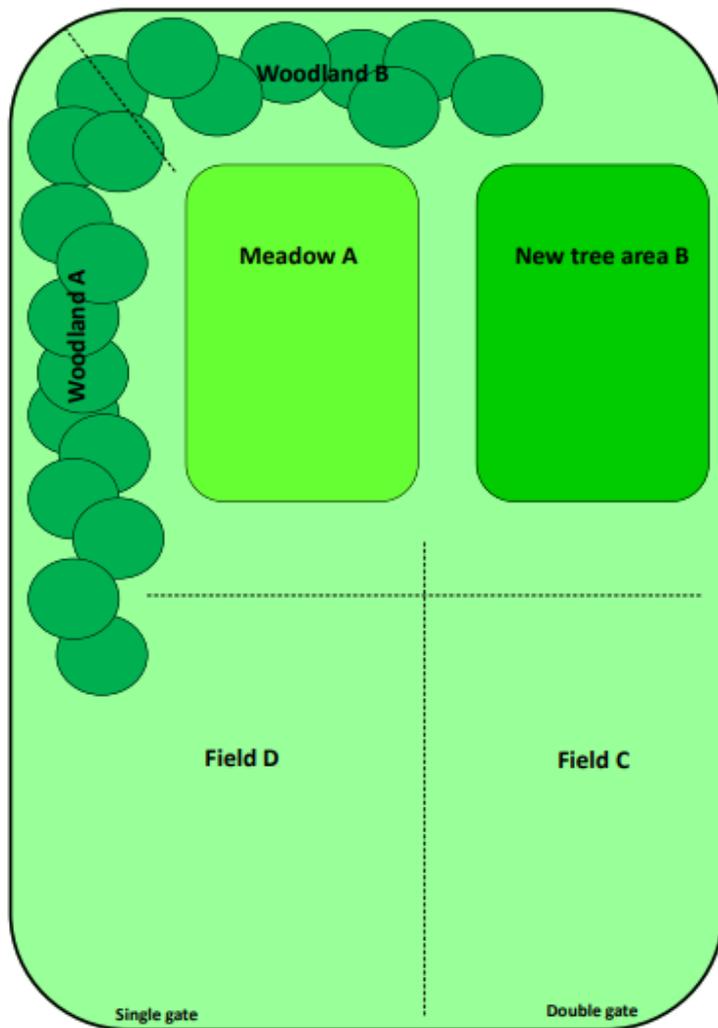
- Staff will continue to support children to understand how and why they must maintain distance and not touch staff and their peers where possible. We know and accept that this may not be possible for the youngest children and some children with complex needs.
- Staff will support distancing where possible by the physical arrangement of furniture and resources in classrooms and other spaces.
- In KS2 children will sit side by side and facing forwards at their desks, rather than face to face. Children in Reception and KS1 are not at a desk for long and will be able to work and learn in groups.
- Unnecessary furniture will be kept out of classrooms increasing available space for children and adults to be able to move about the classroom and access the sink, toilets and outside door with distancing in mind.
- Key Stage 2 classes have access a 'zones' within the Atrium space for their class. Individuals and small groups can work in this space with adult supervision and following the measures for seating arrangements, working with children etc., as above.
- Children in Reception and Year 1 and 2 can work in the corridor areas outside their classroom, keeping a distance between other classes. Other staff should avoid using this corridor space during the day and find alternative routes. We have moved shared resources such as the laminator and photocopier into the hall or atrium in order to reduce the need to use this corridor. Staff who work in KS2 can use the disabled toilet facilities which are in the atrium space.
- Staff will reduce the use of shared resources, keeping as many resources as possible within rooms for sole use by children within the bubble. Where resources have to be shared between bubbles they will be either cleaned frequently and meticulously **or** placed in quarantine (unused and out of reach) for 48 hours (72 hours for plastics). This includes PE equipment and resources.
- Staff have set up 'class libraries' so that reading books are kept within a class bubble. In order to keep as much space as possible free inside classrooms, class libraries have been set up outside the physical classroom, within the 'zone' allocated to the class. Access to these libraries is by one or two children at a time.
- We have informed parents/carers that the government recommend that pupils limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, hand cream and any other essential personal items including medication. Bags are allowed.
- Shared cloakroom spaces are not being used to store bags etc. as the space is too small to accommodate up to 60 children. We keep bags, coats, wellies etc., outside the classroom in order to ensure that space inside classrooms is not compromised by lots of bags. Pegs have been placed under the covered areas outside of classrooms for this purpose. Tarpaulin covers have been provided to keep coats and bags dry if it rains.
- The school provides individual and frequently used equipment, such as pens, pencils, erasers, rulers etc. for each child. Children should not to bring pencil cases or stationery from home.
- The government state that children and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development. At Houghton Primary School children are able to take their reading books home. When the books come back into school they are placed into 'quarantine boxes' within each class library for at least 48 hours before being put back into circulation.
- Teachers avoid taking pupil books home if possible, marking at school as necessary. Where equipment needs to be used at home and in school (e.g. laptops), staff clean it as thoroughly as possible between each move. They continue to ensure that they have sole use of their equipment at home.

- Outdoor playground equipment will be more frequently cleaned, or where this is not possible it will be used by one bubble at a time and quarantined for at least 48 hours if other bubbles are to use it.

Measures Elsewhere

At Houghton Primary School we are keeping to the government and LA guidance as follows;

- Class groups are kept apart throughout the day. There are no gatherings between groups, such as assemblies, with more than one group.
- Outdoor assemblies were resumed after Easter.
- Movement in and around the school has been minimised so that groups do not cross paths. Classes operate within their allocated physical space. Other 'zones' are timetabled to enable sole access e.g. the school field.
- Children will not play or mix together with children from other class bubbles.
- Teachers arrange their own class playtimes throughout the day, up to 30 minutes a day. The children are supervised by a member of the class adult team during these playtimes. If using a shared outdoor space, teachers coordinate with other teachers to ensure that the class have sole use for the playtime session.
- Outside play spaces have been zoned and put on a rota to enable one bubble to play together, separated by 2m from other bubbles. The zones have 2 classes on the rota and therefore staff agree the times during the day that their class will be using that space.
- All classes have an outdoor covered space outside their room which they will have sole use of and can access at any time. This has been separated from other class bubbles with wooden barriers which house the pegs for children to hang their coats and bags and to store their wellies.
- The tree house and 'adventure play equipment' will be used by one class at a time according to a rota. Staff must ensure that children sanitise their hands before and after use.
- The field is zoned into 4 areas:



A—Woodland on left hand side and meadow
 B— Woodland at far end plus newly planted (enclosed) area
 For areas A and B the trees form a natural barrier
 C—Right hand side of field (in front of double gates)
 D—Left hand side of field (in front of single gate)

The field is used at lunchtimes and throughout the day as follows:

		Monday	Tuesday	Wednesday	Thursday	Friday
Robins	Zone	A	D	C	B	A
Wrens and Kingfishers	Zone	B	A	D	C	B
Kestrels and Owls	Zone	C	B	A	D	C
Eagles and Hawks	Zone	D	C	B	A	D

This timetable is an example and may change. The actual rota will be displayed in classrooms and in staffroom areas.

- Where there is more than one class, they keep strictly within their zone.
- When taking children to the field, staff must avoid crossing any play area which is being used by another class.

- There is a rota for the other play spaces in school:

Play Area and Tree House Rota

Week beginning:	Tree House, grass mound area and adventure play equipment	Key Stage 1 Playground	Back Playground
8 th March	Hawks/Eagles	Kingfishers/Wrens	Owls/Kestrels
15 th March	Owls/Kestrels	Hawks/Eagles	Kingfishers/Wrens
22 nd March	Robins*/Kingfishers/Wrens	Owls/Kestrels	Hawks/Eagles
29 th March/5 th April	EASTER		
12 th April	Hawks/Eagles	Kingfishers/Wrens	Owls/Kestrels
19 th April	Owls/Kestrels	Hawks/Eagles	Kingfishers/Wrens
26 th April	Robins*/Kingfishers/Wrens	Owls/Kestrels	Hawks/Eagles
3 rd May	Hawks/Eagles	Kingfishers/Wrens	Owls/Kestrels
10 th May	Owls/Kestrels	Hawks/Eagles	Kingfishers/Wrens
17 th May	Robins*/Kingfishers/Wrens	Owls/Kestrels	Hawks/Eagles
24 th May	Hawks/Eagles	Kingfishers/Wrens	Owls/Kestrels
31 st May	Half Term		
7 th June	Owls/Kestrels	Hawks/Eagles	Kingfishers/Wrens
14 th June	Robins*/Kingfishers/Wrens	Owls/Kestrels	Hawks/Eagles
21 st June	Hawks/Eagles	Kingfishers/Wrens	Owls/Kestrels
28 th June	Owls/Kestrels	Hawks/Eagles	Kingfishers/Wrens
5 th July	Robins*/Kingfishers/Wrens	Owls/Kestrels	Hawks/Eagles
12 th July	Hawks/Eagles	Kingfishers/Wrens	Owls/Kestrels
19 th July	Owls/Kestrels	Hawks/Eagles	Kingfishers/Wrens

*Robins will use the play space outside their classroom. They will also use the treehouse/grass mound area during the week that Kingfishers and Wrens are on rota to use this space. Robins will use the space outside of the KS1 playtimes.

- When using the treehouse and adventure equipment the following precautions must be taken before use:
- Staff should wipe down all plastic and metal surfaces on the equipment before use e.g. monkey bars, using disinfectant/detergent.
- Children must wash their hands or use hand sanitiser before they can play on the treehouse and/or adventure equipment.
- At the end of the play session children must wash their hands/use hand sanitiser.
- Staff will take breaks, including time to eat their lunch. Staff must not physically come together with staff who work in other bubbles. Separate spaces for each class bubble are available in the hall and each bubble has its own kettle and tea/coffee. Staff within bubbles should also try to keep 2m apart. Bubbles will share 2 fridges in the hall and 1 in the staff kitchen. Staff must sanitise their hands before and after use and wipe down any shared resources.
- Prents and other visitors should not come on to the school site without an appointment. We will offer remote meetings or phone calls. If people need to meet on site it will be outside of school hours and take place outside or in a well ventilated space. In this case, visitors must wear face masks and social distancing will be adhered to.
- External specialists are now working in schools e.g. Speech Therapists, Occupational Therapists, etc. They will do so in accordance with all safety measures in place in the school.

Our school kitchen has remained open since the school took it over at the beginning of July 2020. It is operating a full menu for all pupils and food continues to meet the standards for school food in England.

This includes full provision for those who are eligible for;

- Benefits-related free school meals (FSM)
- Universal infant free school meals (UFSM) for all children in Reception, Year 1 and Year 2

If children who are eligible for FSM are isolating at home and learning at home during term time we will provide school meals to them in the form of high quality food parcels from our school kitchen.

Our school kitchen follows C-19 [safety guidance](#) and was recently awarded 5 stars again for hygiene from Huntingdon District Council.

The following information has been provided for parents/carers:

- A full catering service is in place, with hot meals cooked on site every day during term time.
- A menu is available on the school website. We will endeavour to provide what is on this menu as long as we are able to get the food supplies. We guarantee that children will be offered a choice of two main courses, one of which is a vegetarian option, and a dessert. Linzi will also cook pasta and her special homemade tomato/vegetable sauce every day from Monday 8th March. The menu will be reviewed for the summer term.
- Children will continue to 'book' their lunch option at registration time in the morning – choosing their preferred main course from the menu.
- Children in Reception and Key Stage 1 are eligible for free school meals within the government's Universal Infant Free School Meals programme.
- Meals for children in Key Stage 2 cost £2.50 per day and are payable in advance.
- Sadly, we are unable to welcome parents/carers into school for lunch until further notice.
- The government have continued the free Fruit and Vegetables scheme for school for all children in Reception and Key Stage 1, providing fresh fruit and vegetables for children to eat during 'snack' time.
- If parents provide snacks for their children (in any class) they should be 'healthy'. No crisps, sweets, chocolate or sweet biscuits please. Keep these treats for home. Thank you.
- The government milk scheme for children has continued, free for children under the age of 5. Children over 5 can also have milk if their parents pay. Please see information on this link: <https://www.coolmilk.com/parents/>

Logistics for serving lunch

Robin's class will eat in the hall. All other classes will eat in their classrooms and/or outdoor space.

All meals will be collected by the children from the kitchen service hatch in the hall.

Children will not be called to collect their meals from the serving hatch until the last class has cleared the hall completely with the exception of Robins who will sit in a cordoned off zone in the hall.

There will be a one way system in the hall for collection of meals.

Waste stations will be placed outside each classroom for children to stack their plates and trays etc.

Approximate timings:

Class	Lunchtime	Approx. Serving Time	Lunchtime Supervisors
Robins	11.45am – 12.45pm	11.45am	Diane Macey Lorraine Cave
Wrens	12.00pm – 1.00pm	12.00pm	Tracey Hillman (Jasmin Furness – first 15-20 minutes)
Kingfishers	12.15pm – 1.15pm	12.15pm	Rae Smith (Kelly Roberts – first 15-20 mins M, T, W, Th)
Owls	12.30pm – 1.30pm	12.30pm	Cherry Gravid Jill Richards/Stacey Williams - on call
Kestrels	12.40pm – 1.40pm	12.40pm	Cindy Blem-Larsen John Johnson
Eagles	12.45pm – 1.45pm	12.50pm	Alex Lemons/Alison Anderson/Claire David
Hawks	12.45pm – 1.45pm	1.00pm	Mrs Michele Leivers (M,W,F) Mrs Nikki Sharpe (T,Th)

Remote Education

Attendance is mandatory for all pupils of compulsory school age from 8th March 2021. As such the remote learning which was in place during Lockdown will cease and the school will revert to its [Remote Learning Plan](#) for children who are unable to attend due to self-isolation or because they are CEV.

If a whole class bubble is required to self-isolate due to C-19 the teacher will also be working from home and will provide the same [remote learning package](#) as was available during lockdown if they are well enough to do so. If a teacher is unwell the teaching of the class will be undertaken by either a Teaching Assistant with support from the SLT or a supply teacher. This will include remote teaching if necessary.

We will continue to follow the same protocols in place for [safe remote learning](#) which were in place during lockdown.

Children with SEND who are not able to be in school will continue to access individualised packages of learning provided for them by their teachers and the SENDCo in liaison with their parents.

Fire Safety and other safety

Fire Safety

We will revert to the fire safety emergency plan which was in place in the Autumn term. A fire drill will be held before the Easter holiday and again in the summer term.

The fire alarms will continue to be maintained and tested.

All fire doors need to be operational even in the case of higher ventilation.

Other safety checks

Other safety checks, including of the water system, have not stopped during lockdown and will continue.

Educational Visits

The government have advised against all educational visits at this time. They have told schools that this advice will be kept under review.

This includes local walks and visits as well as trips further afield. All classes must keep on site during the school day until further notice.

School Uniform

We have provided this information for parents/carers about uniform:

We will be spending a lot of time outdoors and active across the curriculum. PE will be an important part of our curriculum and we will continue the Daily Mile for all classes.

- Children will not be changing for PE or sport or other outdoor activities during the day and therefore we ask that they wear practical shorts, tracksuit bottoms or sports leggings in plain black or navy blue.
- Children should wear trainers rather than school shoes for the same reasons.
- The government have advised schools that children may need to wear extra layers when the weather is cold in order that we can continue to keep the school well-ventilated with windows and doors open.
- We have therefore revised the school uniform for 2020-2021 as follows:
 - Red sweatshirt, jumper or cardigan
 - A fleece top to wear over sweatshirts/jumpers/cardigans in cold weather – preferably in red.
 - White or red polo shirt
 - Plain black or navy sports shorts, tracksuit bottoms or sports leggings
 - Trainers (Velcro fastenings if your child is unable to tie their own shoe laces)
 - If parents wish their child to wear ‘summer uniform’ e.g. red gingham dresses, skorts or similar – this is fine. The children will not change out of these for PE.
- Fleeces, Sweatshirts, polo shirts etc., and other items with the school logo on them can be purchased directly from the supplier via this link: [Houghton Primary School Uniform](#)
- We also request that all children bring to school a pair of wellies and thick socks which they can put on in order to access the school field and other grass areas even when it is wet. Please make sure that wellies are a good size to enable thick socks to be worn with them. The thick socks can be stored inside the wellies. Please put your child’s name inside both wellies.
- We will not be keeping a central store of ‘lost property’ in the school – all items will be kept in each classroom area if we know who it belongs to. Please put your child’s name in everything! Please use indelible ink on labels inside clothing, trainers, wellies etc. Please check that your child’s name is still readable after every few washes. We will dispose of any items which are unnamed as we have nowhere to store lost property on sit

We have a small number of children who have diagnosed sensory needs who may wear other clothing than the uniform list we have provided. This is in agreement with their parents.

The government continue to advise that uniform does not need to be washed more frequently or on a hotter wash.

Wraparound Provision

From Easter 2021, wraparound provision for children in Years 1 - 6 is provided by MultiActive. This includes a range of after school clubs which run 3.15pm – 4.30pm followed by childcare until 6pm daily during term time. MultiActive will also provide holiday childcare provision. Their provision will be extended to Reception age children as soon as possible.

MultiActive are Ofsted registered. They will run the facility in accordance with government guidance for safe practice during the pandemic, including keeping groups small and consistent and keeping children in the same bubbles they are in during the school day as far as possible.

MultiActive provide a daily attendance register to the school to support contact tracing if necessary.

Behaviour, discipline and wellbeing

The impact of lockdown may have had an impact on the behaviour and wellbeing of our children.

We will continue to consistently apply our [behaviour policy](#) which uses a Golden Rules approach. Teachers and support staff will spend time focusing on our approach with the children from 8th March and will apply it consistently.

The wellbeing of our children is our highest priority and will underpin everything over the coming weeks and this year. We will take a robust approach which combines;

- Good pastoral support
- A broad and balanced curriculum which ensures access to physical activity, the arts and PSHE
- Activities to develop resilience, persistence, independence, confidence and self-esteem
- High expectations, boundaries and stability within school to support children in feeling safe and cared for
- Celebrations, positivity and community whenever possible

Where necessary, we will work with children and their parents to provide and/or signpost or refer them for additional support from the mental health and wellbeing services available at this time.

Safeguarding

Our safeguarding and child protection policy and practices will continue in line with local and national guidance.

Our designated safeguarding leads (DSL) are;

Georgina Young (Headteacher)

Nikki Sharpe (Inclusion Worker)

Tina Culpin (KS2 leader)

Curriculum and Catch up support

Information about our curriculum for the summer term 2021 and next academic year will be published separately.

Our school [‘catch up support’ plan](#) has been published on the school website. This plan is under review in accordance with our assessment findings once the children return fully from 8th March 2021. It will be re-published at the beginning of the summer term.

Assessment

Statutory assessments for Key Stage 1 and 2 and key teacher assessments scheduled for Summer 2021, including the SATS, have been cancelled by the government this year.

We will be using age standardised NFER tests in reading and maths to support our assessment of our children and support our teaching of them over the summer term. We will use Big Write assessment materials to assess and plan for writing.

STAFFING

All staff must follow the system of controls laid out in Sections 1 and 2 of the Operational Plan and the Risk Management Plan to minimise the risks of transmission.

All staff will be briefed on the measures we have put in place to reduce risks and have the opportunity to discuss concerns.

Staff who are Clinically Extremely Vulnerable (CEV)

We currently do not have any staff in this category. If this changes, we will work with CEV staff to ensure that they are supported in accordance with government advice.

Those living with someone who is CEV can still attend school where home-working is not possible. They will need to ensure that they keep to and maintain good prevention practice at school and at home.

CEV adults have been prioritised for vaccination in Phase 1. They are currently advised to continue to shield even after they have been vaccinated. This may change over time.

Staff who are Clinically Vulnerable (CV)

CV staff can continue to work in school. They must follow the system of controls in place to minimise the risks of transmission.

Those living with someone who is CV can still attend school. They will need to ensure that they keep to and maintain good prevention practice at school and at home.

Pregnancy

We will follow the [specific guidance for pregnant employees](#) because they are considered by the NHS to be CV. If they have any underlying health conditions they may be considered CEV.

We will undertake individualised risk assessments for these staff which will help to identify any additional action that needs to be taken to mitigate risks. This risk assessment process will continue if the employee comes back to work in the first 6 months after birth and/or if they are breastfeeding. The process will consider if adapting duties and/or facilitating home working may be appropriate to mitigate risks.

Staff who may otherwise be at higher risk from C-19

Most staff who may be at higher risk from C-19 should now have been included in the CEV group and will have received a letter from the NHS.

For others who feel that they may be at increased risk, where it is not possible for them to work at home, they can attend school as long as they keep to the system of controls and measures in place. We will work with anyone in this category to ensure that they are supported.

There is [further information available on who is at higher risk from C-19](#)

Supporting Staff

We have a duty of care to all our staff, including their mental health.

We will explain the measures we are putting in place to all staff, including any changes. We will keep them informed if further changes have to be made over time.

We understand that some staff may feel anxious about working in school during the pandemic. We will work together with them, listen and discuss and try to support them as far as possible. We will signpost staff to further support if necessary including the free helpline and targeted support for mental health and wellbeing available from [Education Support](#).

Staff Deployment

Staff returned to their original contracted posts and hours in school when the school reopened on 8th March 2021. This may need to be reviewed if circumstances change in school over the coming months.

We have excellent practice in place in terms of workload and reduction of unnecessary burdens on roles/individuals. This will continue over the coming months.

Supply staff, temporary staff and peripatetic staff

We will use supply teachers if necessary.

We will continue to work with the sports coach from Hunts Schools Sports Partnership who works at Houghton Primary School one day a week. She will teach from the 'outside of the bubble'.

Our computer technician will continue with his fortnightly visits, working in accordance with our safety measures.

After Easter we will review the use of staff who work in other settings with a view to opening up our doors to peripatetic teachers in line with government guidance.

Anyone working in our school who is not a regular member of staff will be briefed on the system of controls and the safety arrangements in place in the school.

Recruitment

We will continue to recruit members of staff as necessary. We will adopt a flexible approach with alternative options to face-to-face interviews offered where possible.

We will seek further information, support and advice on implementing interviews remotely as necessary. This will include

sending advice to candidates.

If we interview face-to-face we will share our control measures in advance and make sure they are understood ahead of any visits and/or interviews.

We will continue to follow our policies and practices in relation to safer recruitment.

Performance Management and Appraisal

We will continue to follow the [school teachers' pay and conditions](#) document. All pay progression will continue to be linked to performance management.

This year our performance management and appraisal arrangements have been adapted to take into account the current circumstances. Teachers will not be penalised during the process or subsequent pay decisions because of the government decision to restrict pupil attendance to school during lockdown.

Performance management and appraisal for support staff will be resumed in the summer term.

Staff Leave

The majority of staff are contracted to work during term time and staff leave policies remain in place.

If staff travel abroad during staff holidays they need to be mindful that they may need to quarantine for 2 weeks on their return and build this into their plans.