

Donnington Wood CE Junior School

Leonard Close, Donnington, Telford, TF2 8BH Tel: 01952 386660

Headteacher: Mr. R. Fox

Deputy Head: Mr. J. Rawson

Assistant Head: Miss. F. Hupperdine

School Business Manager: Mrs. C. Bailey



"The ones who plant and the ones who water work together as a team with the same purpose." 1 Corinthians 3:8

My Day

Dear parents and carers,

The purpose of this plan is to outline what the revised school day will look like, the expectations we have of you and your child, and the curriculum we will be teaching.

It is important your child attend school for their allocated week from Monday. If they do not attend on the Monday, they cannot come on Tuesday. This is due to the fact that we are training all pupils on the new plans and routines. If you change your mind about attending, please let us know.

Please be aware that school is going to be a different place, and it is important you and your child realise this. We are creating the safest school environment we can, but we cannot guarantee that your child will not be at risk from the virus; nobody can, or could guarantee this. However, the actions we are taking will **minimize** risks to your child.

It is essential that you read this document and discuss it with your child. To minimize the risk enough to open our school, we must all be aware of the new routines and rules. Failure to comply will result in a child's place being taken away, as we cannot and will not risk any pupils or families in our community.

We will share the new risk assessment on Friday.

We also need to state that this is not a guaranteed place for your child and it can change based on government advice or on our own risk assessment. We may also need to close or change a group place at short notice depending on adult availability, introduction of additional pupils in other year groups, or for confirmed COVID cases. We will keep you updated as to any changes.

As a parent/carer, I will ensure that:

- My child arrives on time. I agree that my child will not be allowed into school if they are late, as the team will focus on another group.
- My child wears different clothes each day, clothes that are suitable for PE and games.
- I will send my child in with a clean, filled water bottle every day. I will send in sun lotion or a hat if necessary. They will not come to school with a big bag.
- I will send in a packed lunch if required. If school dinners are required I will send money in a sealed, named envelope.
- My child will go to bed on time and be ready for the day.
- I will not congregate with other adults outside of school and will not enter the school site.
- As a family, we will abide by social distancing rules out of school. The school bubble will keep my child's group safe from cross contamination, but it relies on all of us not breaking the government rules.



- I WILL CHECK MY CHILD'S TEMPERATURE AND SYMPTOMS EACH MORNING and not send them in if symptoms show. I agree to school using a hand-held thermometer to check my child's temperature each day.
- I agree to school closing to my child's group if any child in the group is sent home with suspected symptoms until a test has been completed.
- If required, I will get my child tested and report the result to school.
- I will collect my child from school immediately on request by school. This may be due to illness or my child's failure to comply with the school's revised behaviour plan and safety guidelines.
- I will collect my child at the required time at the end of the school day.
- I have supplied the school office with my current contact details.

My day

All pupils must:-

- Ensure they keep to good bedtime and wake up early enough to be ready for school.
- Have their temperature checked before coming to school.
- Wear clothes suitable for the school day.
- Arrive at school on time

On arriving at school at your allotted time, you will:-

- Line up on the markings outside the gate.
- Mr Bailey, Mr Rawson and Mr Fox will welcome you in one at a time.
- You will then line up outside your classroom on the tarmac or the field- we will help you.
- You will drop any dinner money in the box at the entrance- it needs to be named in an envelope.

Entering your classroom:-

- Enter one at a time
- Have your temperature checked by a first aider (they will be wearing a visor)
- Put your coat (if needed), lunch box (if needed), and full water bottle on your table.
- You will then be supervised to wash your hands.
- You will then sit down at your designated desk and begin work while the rest of your group enters.

Your Bubble group

You will stay with your Bubble group in your designated classroom. These groups or 'bubbles' will remain fixed for the week.

Your school day

- You will be with one of the adults from your teaching team. These will rotate over the week, with the adult staying 2m away. On occasion, other adults may need to work within your group, but this will be limited.
- You will need to stay at your desk in your classroom whilst you are working inside.
- You will spend some of your day outside, learning and completing safe PE lessons and games. You can bring in sun lotion or a hat for going outside.
- At playtime you will have a special section of the playground or field to use, and will be supervised by one of your adults.
- You will need to remain **socially distant** during this time, and we have devised games we can play following these rules. We will not be using any shared equipment.
- If it is wet play, we will remain in the classroom but will go out when it stops.

At lunch time *(If eating School dinners):*

- After washing your hands, you will leave your classroom via the fire doors and walk around the school to the hall, following our one way system.
- In the hall, our kitchen team will have your tray and cutlery ready just for you. They will provide you with your meal, and you will then return to class along the corridor to eat your food back in class.
- When you have finished eating you will return the tray following the same one-way system.
- You can then go out to the field, with one of your adults.
- Mr Bailey will clean all desks regularly.

At lunch time *(if eating packed lunch)*

- You will vacate your desk while it is cleaned, before and after eating.
- You will eat at your desk in class.
- You will take all rubbish home with you.

On your desk

- We will provide tissues and hand sanitizer throughout the classroom (ideally one per table), but you will also be expected to wash your hands many times during the day.
- You will have all of your equipment, including an iPad and reading book, in your **own tray**. (photos will be on website as of Wednesday/and some videos)
- You will not need to leave your desk for any reason whilst working, unless needing the toilet.

Toilets

- Toilet visits will need to be carefully supervised to ensure only one person at a time. Adults will discuss this with you in class.

Cleaning

- Mr Bailey will clean the school twice whilst you are at school, including toilets and desks, and any touch points.
- We will leave classroom windows and doors open to minimize contamination.
- We will do a longer clean each night.
- We will **close on Friday** to allow for a full deep clean of the whole school building.

End of day

- After washing hands, you will put your tray on the floor, and be invited to leave school, one at a time.
- Those walking home on their own will be sent first. Those being collected at the gates will be sent down once parents are seen.
- You must walk home **on your own** or at a social distance from others. You must not wait and walk with other children or families.

If you are ill during the day

- First of all, **YOU MUST TELL US!** This is really important.
- You will be sat away from your group outside your classroom on a chair (if not raining) or in the Spiritual Garden, or Hall.
- A first aider in gloves, a mask and visor will attend to you and keep you safe.
- Your parent/carer will be called for and you might need to go for a test if you have symptoms of the virus.
- **Your class will also go home, to keep you all safe.**
- Anywhere you have been will be cleaned again. There is no shame or worry in this; it is what we are doing for everyone. Your safety is the most important thing in the world.

- Once you have the result of your test, everyone can come back. We will not single you out or blame anyone; you will be welcomed as always.

Online learning

- We are now using **SeeSaw**. This is a great way your child can work from home and share their work with teachers and other classmates. We will train all pupils up this week.
- Our **website** will continue to provide home learning resources and activities for all pupils based at home (with links to **SeeSaw**).

Fire drill and lockdown

- We will practise these important drills during the week. For fire safety, we will line up on the school field and for lockdown, children will quickly return to their classrooms.

Virtual tours and photos of school

We will put photos and videos on the website to show new pupils key features and people in our school.

Our Bubble groups

There will be no contact between the two Bubble groups (staff or children) to minimize contact and transmission.

We will video conference between classes and use online assemblies for both groups.

Behaviour policy

See appendix 1

We will text you your designated adult and group start time the week before.

PLAN OF DAY AND TIMES

WB 6th July-10th July New Year 4 and 5

Year 4 In Top Corridors	DSL: Mr Rawson		SEND: Mrs Davies First Aider: Mrs Worthington	
Old Year 3	30		3P	
Group	1	2	3	4
Class Base	4B	5G	5C	4DW
Lead Adult	Miss Barden	Mrs Morgan	Mrs Davies	Miss Loureda and Mrs Rutherford
<i>Size of group(max)</i>	15	15	15	15
<i>Arrival</i>	8:30	8:35	8:40	8:45
<i>Break time</i>	10.15-10.30	10.15-10.30	10.30-10.45	10.30-10.45
<i>Playground</i>	Bottom Yard	Top Yard	Bottom Yard	Top Yard
<i>Dinner time</i>	12.00	12.05	12.10	12.15
<i>Depart</i>	1:30	1:35	1:40	1:45

Year 5 Bottom Corridor	DSL: Mr Fox		First Aider: Miss Owen	
Year 4 old	4DW		4B	

Group	5	6	7	8
Class Base	6P	6D	3P	3O
Lead Adult	Miss Ganderton and Mr Mitchell	Miss Brennan	Mr Cadle	Mr Vince and Miss Sutton
Size of group(max)	15	15	15	15
Arrive	8:55	9:00	9:05	9:10
Break time	10.15-10.30	10.15-10.30	10.30-10.45	10.30-10.45
Field	Field Zone 1	Field Zone 2	Field Zone 3	Field Zone 4
Dinner time	12.20	12.25	12.30	12.35
Depart	1:55	2:00	2:05	2:10

WB 13th July New Year 3 and 6

Year 6 In Top Corridors	DSL: Mr Fox		First Aider: Miss Owen	
Old Year 5	5G		5C	
Group	1	2	3	4
Class Base	5G	5C	4DW	4B
Lead Adult	Mrs Poyner	Mrs Minor	Mr Wilkinson	Mrs Dymond
Size of group(max)	15	15	15	15
Arrival	8:30	8:35	8:40	8:45
Break time	10.15-10.30	10.15-10.30	10.30-10.45	10.30-10.45
Playground	Bottom Yard	Top Yard	Bottom Yard	Top Yard
Dinner time	12.00	12.05	12.10	12.15
Depart	1:30	1:35	1:40	1:45

Year 3 Bottom Corridor	SL: Mr Rawson				First Aider: Mrs Worthington			
Year 2 old	Class 1				Class 2			
Group	1 Mon 3Tues		2 Mon 4 Tues		1 Mon 3Tues		2 Mon 4 Tues	
Teacher	Miss Percival/ Miss Price				Miss O'Shea/ Mrs Brennan			
Class base	3P				3O			
<i>Size of group(max)</i>	<i>7 Mon +7 Tues</i>		<i>7 Mon + 7 Tues</i>		<i>7 Mon +7 Tues</i>		<i>7 Mon + 7 Tues</i>	
MON -TUES	9.00		12.00		9.30		12.30	
<i>Arrive</i>								
<i>Depart</i>	11.00		2.00		11.30		2.30	
WED -THURS	3P		6P		3O		6D	
WED -THURS	1	2	3	4	1	2	3	4
<i>Arrive</i>	9.00				9.30			
<i>Depart</i>	12.00				12.30			

Vulnerable group and Key Workers

You must let us know by July 1st 2pm if you need a place for the last two weeks.

FSM vouchers

If your child comes for the week they will not receive their voucher for this week, as they will get dinner. On the last day we will send them home with a food parcel.

Finally, a massive thank you to all of you for your support and understanding at this difficult time. I have loved speaking to you all and sharing our plans, and I greatly appreciate the positive feedback so many have given. I feel that we really are a team. There is nothing more I want than to welcome you all back, and I can't wait to see you.

**Thank you,
Mr Fox**

Behaviour Policy Addendum for Donnington Wood Junior
In effect as of 1st June 2020

Whilst the aims, principles and ethos of the current behaviour policy still apply, when children return to school on 8th June, staff and children will need to adhere to the guidance, procedures and rules set out in this addendum. The aim of this addendum is to ensure the health and safety of all stakeholders during the outbreak of COVID-19. It will be under continual review and will be adapted and redistributed as often as required.

We will always act in friendship, display perseverance and inspire hope in compliance with our school ethos.

Behaviour principles

Staff should support children to:

- follow the altered routines for arrival and departure at school
- follow instructions provided on hygiene, such as handwashing and sanitising
- follow instructions on who pupils can socialise with at school
- Ensure that on you adhere to social distancing rules outside of school.
- move around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- understand the expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching their mouth, nose and eyes with hands
- tell an adult if they are experiencing symptoms of coronavirus
- understand rules about sharing any equipment or other items including drinking bottles
- understand the amended expectations about breaks or play times, including where children may or may not play
- understand the expectations regarding using the toilets
- understand the rules about coughing or spitting at or towards any other person
- understand the rules for conduct in relation to remote education
- know that there will be rewards and sanction system where appropriate

Teaching staff should:

- proactively teach new rules to staff, pupils and parents and help them to understand the importance of the new rules
- regularly and rigorously reinforce behaviour throughout every day
- praise and reward children who are following the new rules using the agreed methods in the existing behaviour policy
- consistently impose the agreed sanctions when rules are broken, as well as positively reinforcing well-executed rules through encouragement and rewards
- be aware that all sanctions given in relation to the breaking of these rules should be discussed with a member of SLT. Sanctions should be proportionate, and the needs of individual pupils should be considered
- ensure that any sanctions given should seek to educate children so that they may modify their behaviour
- make reasonable adjustments for students with more challenging behaviour. It may be necessary to work with the SENCO to identify any reasonable adjustments that need to be made and to complete a risk assessment for individual children.
- Use the child-friendly version of the new rules with children. These are outlined below.

New School Rules – Child-Friendly

Whilst the School Rules still apply, we also have a new set of rules that you will be expected to follow. These rules are extremely important and must always be followed. If you follow the new rules, you will be safe and may receive rewards. If you choose not to follow the new rules, appropriate consequences will be put in place by your teacher.

The rules are:

- *You must arrive and leave school at the times agreed with your teacher.*
- *You must wash your hands when your teacher asks you to.*
- *You must wash your hands in the way you have been shown by your teacher.*
- *You must stay in the group that you have been allocated, and you must follow the new playtime rules.*
- *You must stay within the area discussed during break and playtimes and stay out of areas that are out of bounds to you.*
- *You must follow the one-way system around school.*
- *You should protect others from getting sick. If you sneeze or cough, you should use a tissue and dispose of the tissue straight away and wash your hands. 'Catch it, bin it, kill it!' Do not use your hands. Do not touch your face.*
- *You must tell an adult if you have a new continuous cough or a high temperature.*
- *You must only use the equipment that has been allocated to you. You must not share equipment, drink bottles or food.*
- *You must use the toilet allocated to you. You must ask before going to the toilet so that adult can ensure it is safe for you to do so. You must wash your hands with soap after going to the toilet.*
- *You must not cough or spit towards any other person.*
- *You must follow the rules for learning from home if you are using the internet.*

Consequences and rewards

As our school behaviour policy outlines, our behaviour plan is based on **rewarding positive behaviour** and discouraging inappropriate behaviour through a planned rewards and consequences structure.

The plan is structured to help adults to deal with any inappropriate behaviour in a calm, consistent way that minimises the impact on the other pupils, maintains the health and safety of the group and reduces the loss of teaching and learning time to an absolute minimum.

Appropriate behaviour of following our new procedures and rules should be **recognised** and all staff will endeavour to acknowledge pupils who are displaying the new expected behaviours. This recognition will promote and **reinforce** the positive ethos and values of the school. Positive praise will be given regularly and is the most effective form of behaviour feedback.

Rewards – when pupils display exemplary behaviour they will still be rewarded in a number of appropriate ways:

- For behaviours that follow our school values pupils will be awarded **Bubble points** and record these themselves on their whiteboard. Teachers will also record Bubble points awarded that will accumulate for **Bubble prizes**.
- **Phone calls home** to inform parents of how pleased with a child's behaviour, effort and attitude.
- As well as individual rewards, children can earn '**Bubble Spots**' for their group. This reinforces the school ethos of 'TEAM – Together Everyone Achieves More'. Bubble Spots will be recorded on a Bubble chart and a full Bubble will earn a group extra time/play outside during the week.
- **Golden time** (and loss of) will not be used at this time as a reward or sanction.

Steps to managing unacceptable behaviour

It is vital that all adults follow the Behaviour Plan consistently and therefore the following steps **MUST** be applied.

- **Informal reminders**
Before children move onto a formal behaviour plan, it is sensible and necessary to give them an informal reminder of the expected behaviour. This can be through non-verbal cues or redirection strategies. These are given to provide them with an opportunity to quickly stop behaving inappropriately, maintain safety and prevent disruption to the lesson. This is usually all that is needed, but if the inappropriate behaviour continues the Behaviour Plan **MUST** be followed using the following steps:-
- **Formal Verbal Warning** - It is important to use this term so that children know they are now on step one of the Revised Behaviour Plan. This caution should be recorded and time given to allow for a response.
- **5-minute timer** - A timer clearly visible on the teacher's desk, is turned over and their behaviour monitored for 5 minutes. At the end of this time, if the pupil has responded, the timer is stopped and the pupil continues with their activity. If possible, a child may need to have time sat outside of the fire door to calm down but only where social distancing can be maintained. At break times/lunchtimes, the child should be directed to a calming place safely away from other pupils for 5 minutes. The duty staff are responsible for monitoring and timing this 'isolation'.
- **Reparation Conversations** – any pupils that get to this stage will be expected to have a brief conversation (5 mins max) to remind the pupil of the seriousness of the current situation and address their behaviour that led to the sanctions. This will take place at the end of the lesson/activity. (see Appendix)
- **Sending home** – If after the verbal warning and timer, or if dealing with a serious incident then a message will be relayed via TEAMS to the office for a phone-call to be made home. Parents will be asked to collect their child immediately from school.

As a school, we recognise that behaviour management is the responsibility of **everyone** in the school (TEAM) and this behaviour policy is to be regularly discussed and reviewed by all. If you have any concerns about behaviour or actions taken please discuss with SLT, we pride ourselves on being able to find a solution.

We strongly believe that a **POSITIVE** approach is far more effective than a Negative one and work hard to avoid negative comments and use **PRAISE** as often as possible to raise children's self-esteem and encourage positive behaviour throughout our school.