



## Emmanuel CE Middle School

Howe Lane, Verwood, Dorset, BH31 6JF  
office@emmanuel.dorset.sch.uk www.emmanuel.dorset.sch.uk  
Tel: 01202 828100 Fax: 01202 828104  
Executive Headteacher: Mr Ron Jenkinson, M.Ed  
Headteacher: Mr Rob Christopher, BSc (Hons) PGCE  
Deputy Headteacher: Mr Alister Barker, BSc (Hons) PGCE

2nd June 2020

### IMPORTANT - Parent/Carer Information Guide

**Phased re-opening of school for children in Year 6, Key Workers' children and those with an EHCP or a social worker from week beginning 8th June 2020**

Dear Parents/Carers,

Thank you for your ongoing support during these uncertain times. Your feedback and positivity have been well received by all staff at EMS.

This is quite a long document, but please spend the next few days going through it in your household to make this transition smooth and, most crucially, your child feel confident about their return. If you have questions about the guidance or uncertainty about health and safety, please contact the office by email and we will respond within 24 hours. I would respectfully ask that this does not cover who is in which group. We have worked hard on building 'Bubbles' and there is room for change if required but it is not a priority above health and safety at this time.

You will be aware we have remained open throughout this time supporting key workers and other pupils such as those with an EHCP or a social worker. Before Easter we had on average 9 pupils, after Easter this increased to 15 and by May half term, we had up to 25 pupils each day. Yesterday marked another shift with the easing of restrictions. This week we will host approximately 40 pupils per day and by next Monday we will have 110 pupils on campus. Clearly, there has to be a shift in approach. A considerable amount of work has been completed to make sure these arrangements are as safe and suitable as they can be. Our full risk assessment and reopening plan has also been reviewed by Wimborne Academy Trust's Executive Team, Trust Board and external Health and Safety advisors.

I am confident that our careful planning ensures that we are well placed to open as safely as possible, whilst meeting Government guidelines. I hope that you will feel reassured by the steps outlined below ahead of sending your child back to school from Monday 8th June.

### Learning

As we prepare for a phased re-opening of our school, we have worked very hard to ensure that those pupils who will continue to work from home will receive high quality learning material. Mr Barker, subject leaders and staff who are working from home will continue to support all our pupils. In addition to this we are working in collaboration with the three other middle schools in the Trust.

The timetable has a slight change with Maths and English being set on each school day.

Allenbourn Middle School Colehill First School Emmanuel Middle School Hayeswood First School Hillside First School Lockyer's Middle School Merley First School Queen Elizabeth's School St John's First School St Michael's Middle School Verwood First School Witchampton First School



**WIMBORNE**  
Academy Trust

Wimborne Academy Trust, a company limited by guarantee registered in England and Wales with company number 09362004. Registered office address:  
% Allenbourn Middle School, East Borough, Wimborne Minster, Dorset BH21 1PL. Wimborne Academy Trust is an exempt charity



### Class Organisation and the School Day

As you are aware, we have reduced groups to a maximum size of fifteen in accordance with Government guidance provided to schools. Most of our classrooms will fit 12 pupils whilst adhering to the two-meter rule. All children have been placed in a Bubble. Children and staff will remain in these Bubbles at all times, including break and lunchtime. They will never mix with pupils or staff from other Bubbles. You will note that children have also been allocated an arrival and departure time to and from school. It is imperative they do not miss these times. Pupils will be met at the gate and guided to their 'pod' area on the field. The 'pod' is a large space made exclusively for the group and will be used for break, lunch, PE and any fire drills.

Initially each Bubble will have the equivalent of two full time staff members. Please note that we will not be able to maintain this provision if pupil numbers increase. The table below identifies staffing for each Bubble along with rooms and arrival / departure times. Pupils should only use entry/exit points listed when directed by a member of staff:

Group:	Room:	Staff:	Start / End time:	Entry/Exit Point
Key Worker 1	R10	Mrs Weir, Mrs Stocks, Mrs Johannesen and Mrs Richardson	8.10am / 3pm	Sports Hall
Key Worker 2	R12	Mr Brenton, Mrs Thompson and Mrs Hassell	8.10am / 3pm	Sports Hall
Key Worker 3	R18	Miss Howe and Mr Brennan	8.10am / 3pm	Sports Hall
Key Worker 4	ICT 1	Mr Foord and Mrs Whiteman	8.10am / 3pm	Sports Hall
Key Worker 5	R1	Miss Stinson and Mrs Howieson	8.20am / 3.10pm	Year 5
Key Worker 6	R3	Mrs Prestage, Mrs Parker, Mrs Almond and Mrs Stevens	8.20am / 3.10pm	Year 5
Key Worker 7	R5	Mrs Anderson and Mrs Whittingham	8.20am / 3.10pm	Year 6
Yr 6 Class 1	R16	Mr Humphries and Mrs Holloway	8.40am / 2.20pm	Sci/Year 8
Yr 6 Class 2	R7	Mr Cotton and Mrs Childs	8.50am / 2.30pm	Year 6
Yr 6 Class 3	R13	Mrs Stewart, Mrs Williams and Mrs Middleton	8.40am / 2.20pm	Sci/Year 8

*Please note that changes to this provision may occur at any time.*

Below is an example timetable for pupils working in school

Time:	Task:
Arrive: 10 min slot	Register - hand wash - prepare workstation
Session 1: 50 mins	English
Session 2: 50 mins	Maths
Break: 20 mins	Field - allocated Pod
Session 3: 50 mins	Foundation subject
Session 4: 50 mins	Foundation subject / Class read / Worship
Lunch: 50 mins	Eat in classroom and Pod
Session 5: 50 mins	PE / Games / Leisure
Depart: 10 min slot	Clear workstation



In our experience from delivering key worker provision, children benefit from the structure of a normal school day. Whilst we will adapt our curriculum to offer outdoor time and well-being activities, children will be undertaking as normal a school day as possible. We plan to also be flexible in our approach to support the children as they return.

### **Important Notes regarding Bubble Group organisation and the school day**

- a. Any parents/carers now wishing to send their child back to school will only be able to do so after e-mailing the school office, [office@emmanuel.dorset.sch.uk](mailto:office@emmanuel.dorset.sch.uk) who will make arrangements with a senior member of staff. New pupils returning will only be able to return on a Monday. **Any new pupils requesting a return now cannot return until Monday 15<sup>th</sup> June.** Requests to return on a Monday must be made by midday on the previous Wednesday. Any parents who have already notified us (by completing the online form provided last month) that their child will be returning to school on Monday 8<sup>th</sup> June will receive a separate ParentMail message informing them of their child's group. Keyworker/vulnerable families have already been informed of their groups and we would ask those parents to continue to complete the ParentMail Register for attendance.
- b. **Siblings must be in Bubbles together** and we are unable to accommodate any other arrangements.
- c. **Children will not change clothes on site at any time.** It is our preference that pupils wear their PE kit as much as possible. Full school uniform is the other option with trainers.
- d. Individual desks will be provided for pupils along with basic equipment: pen, pencil, rubber, ruler and book. On a Friday, pupils may bring in colouring pencils for art.
- e. Keyworker group pupils to bring headphones to be used for Hegarty maths.
- f. A fire drill will be completed on Monday 8<sup>th</sup> June.
- g. Regular hand washing sessions form a key part of our daily timetable.

### **Behaviour and expectations of your child**

It is imperative that pupils returning to school maintain the same high standards of behaviour and conduct that we would always expect from them. We will ensure a well-supported return for pupils driven by our school's values and ethos. However, any pupils who are unable to follow the rules to keep themselves and others safe, will not be able to remain in school and parents/carers would be expected to collect their child immediately.

**Important Action:** A copy of our COVID-19 school closure arrangements for Behaviour can be found at the end of this guide and must be read alongside your child. It is also available on the school website.

### **Arriving for School each day**

It is essential that children arrive and leave school in a timely fashion in line with the timings provided above to ensure that we maintain the integrity of our Bubbles at all times. Parents/carers are responsible for ensuring that their child does not mix with



pupils from other Bubbles, or adults, on their journey to and from school. Parents are not to enter the school site unless it is an emergency and they have been asked to do so by a member of the Senior Leadership Team. We ask that no more than one adult per family is involved in pick-up.

### **Attendance**

Normal attendance procedures will resume for all pupils in school from Monday 8th June 2020. If we are expecting your child in school and they will not be attending, please ensure that you contact the school absence line as soon as possible to notify us of your child's absence from school providing full and clear reasons for this absence.

### **Uniform**

As stated before and above, it is our preference that pupils wear their full school PE kit as we will spend as much time outside and active as possible. It is fine for pupils to wear their school uniform with trainers.

### **Lunch Arrangements**

All children will require a daily packed lunch. These will be eaten in the classroom at children's allocated desks. The lunch box will be stored under the pupils' chairs. Families who are entitled to receive free school meals will continue to receive vouchers under the Government's scheme.

### **Bags**

There is limited space in classrooms and most items will be provided by the school. Pupils will not have access to pegs and cubby holes for storage, therefore, only a small bag is required that can be placed under their chair.

### **Water Bottle and Sun Cream**

Please continue to send your child into school with a water bottle. This will be placed on their allocated desk. We ask parents to apply an all-day sun cream before arrival to school. This is especially important as we hope to use outside spaces wherever possible. If you wish to send in additional sun cream then you may, but we ask that it is clearly labelled with your child's name. This will stay on their school desk next to their water bottle. Children need to be able to independently apply this. It is also a good idea to provide a sun hat that can be worn when outside.

### **Equipment**

All children will be provided with their own clear wallet and workbook complete with useful equipment such as pens, pencils, rubber, ruler and white board markers. This removes the need to share these tactile resources. These items will remain in school on your child's desk at all times. Please do not send children into school with any other items (other than colouring pencils on a Friday).

### **Toilets**

Each Bubble will have an allocated set of toilets to use. Cleaning staff will be keeping these clean constantly throughout the day.

### **Teacher Communication**

Please avoid all face to face communication with staff and instead share communications through the school office using the [office@emmanuel.dorset.sch.uk](mailto:office@emmanuel.dorset.sch.uk) e-mail address or by calling the school telephone number that will be manned from 8:30am to 3:20pm daily.



### Site Appearance

When children arrive on 8th June, the site will look the same as normal but with some modifications to keep everyone safe. Appropriate signage has been put in place and furniture around the school and in all teaching areas, has been reduced significantly.

### Travel and Car Park

Where possible please cycle, walk or scoot to school. If you drive, please park and walk in where possible. There is no access to the school car park. Social distancing must remain a priority so please park appropriately.

### Drop Off and Pick Up

It is vitally important that parents/carers support us by making pick up and drop off as safe as possible. Start and end times have been staggered to help keep Bubbles isolated. By doing this it helps keep each Bubble as safe as possible. It is therefore vital that parents follow our guidance and do not socialise with families outside of their Bubble during drop off and pick up times.

- a. Unless it is unavoidable due to exceptional circumstances, **children should be dropped off and picked up by just one adult** without siblings.
- b. Please do not congregate on or near the school site for longer than 5 minutes before the designated school start time for your child.
- c. **Children MUST go straight to their Pod area when they arrive at school each day when directed to do so by a member of staff. They should arrive no more than 5 minutes before their day begins and will be met at their Pod by their Bubble teacher. They will then enter the school via their entry point.**
- d. The Senior Leadership Team will be present on the school gate and supported by colleagues but at a safe distance. Please respect our safety by staying at least 2m from staff at all times.
- e. When dropping off there will be clear markers on the path, using the right side of the campus only. Children must use these to help them remain 2m apart from others at all times.
- f. **At the end of the day staff will accompany children to their allotted exit point and parents are asked to remain behind the drop off markings and outside of the school gates.**
- g. **Punctuality is key in ensuring that the start and end of each school day works as planned.**
- h. If your child travels to and from school on their own, they will be expected to wait outside the gate with the parents and children at their allotted time. At the end of the day they will be walked to their exit point by their teacher and allowed to leave from there.
- i. Should any parent/carer deliberately not follow this guidance, placing others at risk, then consideration will be given to whether it is appropriate for their child to attend school at this time.



### **Late Arrivals**

It is essential that children arrive on time and within the given arrival time each day. If they are late, they will have to wait until other groups have completed their arrival slot. Our office remains closed to all visitors. Please do not bring late arrivals into our front office.

### **Early Pick Up**

If you need to collect a child earlier than their allocated collection time, then please contact our office team well in advance (01202 828100) to organise this. Access is not available via our front office as this will be closed, therefore early pickups are logistically difficult and should be avoided where possible.

### **School Office**

The school office is closed to public access. Please make phone or email your primary method of communicating with the office team. Any items delivered to school must be left outside of the school reception entrance to be collected by a staff member.

### **PPE**

As per Government guidance, staff and children should not wear PPE to school. Our first aid staff will have the appropriate equipment required available to them. Please do not send your child into school with a mask or other PPE items without first discussing this with a member of the Senior Leadership Team.

If your child requires medical attention, we will do all we can to maintain social distancing. There may be occasions where this is difficult. In such cases we will use our professional judgement, including the use of PPE if we feel this is necessary, and seek guidance if required.

### **Possible Coronavirus Diagnosis in School**

Should your child present possible symptoms of Coronavirus, a first aid trained member of staff will take them to our designated medical rooms. This member of staff will put on a pair of gloves, apron, a face mask and visor. We will take care to make sure this happens in a careful, kind and compassionate way. Should we have concerns that this child has symptoms we will call you and ask for immediate timely collection. We have an isolation room in place if required. Parents will need to book a test immediately and notify school of the outcome as a matter of urgency. These rooms will be cleaned as per guidance before another child uses this space.

If a child in your Bubble develops symptoms and is sent home, Government advice is the rest of the class remain in school until a positive result is confirmed. Should this be the case then the children and staff in the Bubble will be asked to remain home, request testing and self-isolate for 14 days.

### **Medicines**

If your child normally has medicine in school and this was taken home in March, then please return this in a clear and labelled plastic bag to the class teacher on the first day back. We can only accept medicines for children where we already have a medical care plan and parental consent in place, for example Epipens. If your child has an asthma inhaler this should be carried by them in school.



I am incredibly proud of how our school community has worked together in recent months. By continuing to work together we can ensure that our children receive the best possible support when in school or working from home. Now, as we move into this new phase of gradual reopening, this community support for our school values will stand us in good stead.

I expect our staff to take responsible steps to protect their Bubbles and themselves at all times following Government guidelines. I also fully expect parents and carers to support the arrangements outlined above as we continue a phased re-opening of our school in a safe and appropriate way.

As ever, I am very grateful to you all for your support at this time.

Best wishes,

Mr R Christopher  
Headteacher





## COVID-19 school closure arrangements for Behaviour

Emmanuel Middle School  
Howe Lane  
Verwood  
BH31 6JF

EMMANUEL MIDDLE SCHOOL:  
Policy owner: Emmanuel Middle School  
Date: 20.05.2020  
Date shared with staff: 29/5/2020

### **Context**

From 20th March 2020 parents were asked to keep their children at home, wherever possible, and for schools to remain open only for those children of workers critical to the COVID-19 response - who absolutely need to attend.

Schools and all childcare providers were asked to provide care for a limited number of children - children who are vulnerable, and children whose parents are critical to the COVID-19 response and cannot be safely cared for at home. From 1st June 2020, schools are asked to prepare for the wider reopening of the school, initially to those children in years R, 1, 6 and to prepare for some face to face contact for years 10 and 12.

This addendum of the Emmanuel Middle school behaviour policy should be read in conjunction with the school's risk assessment and health and safety policy and contains details of our individual safeguarding arrangements in the following areas:

Although the trust behaviour and exclusion policies still stand, there are some more specific requirements relating to Covid 19. This is an addendum to the existing policy and remains in place until such times as it is safe to lift it.

We understand that this is an especially challenging time and support will be on offer to all pupils if required. However, all pupils and staff have the right to a safe and calm environment and so all pupils will be required to conform strictly to any measures which the school deem as important in minimising risk associated with Covid 19. These include:

- adhering to any altered routines for arrival and departure
- following school instructions on hygiene, such as handwashing and sanitising
- following instructions to ensure distancing, including at social times
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- an expectation that a child will tell an adult if they are experiencing symptoms of coronavirus
- rules about sharing any equipment or other items including drinking bottles
- amended expectations about breaks times, including where children may or may not play
- use of toilets





We will prioritise the safety of pupils and staff at all times. Any behaviour which is unsafe or puts others at risk will be dealt with seriously. Any dangerous behaviour will result in a fixed term exclusion.

Serious breaches of the school's behaviour policy such as dangerous behaviour which is unsafe or puts others at risk are likely to result in an exclusion.