

EDWARD PEAKE MIDDLE SCHOOL

REOPENING GUIDE FOR PUPILS

JUNE 2020

*"I will instruct you and teach you in the way you should go; I will
counsel you with my loving eye on you"*

Psalm 32.8

Live Love Learn

Welcome back to school! Some of you have not been here for a long time and some of you have been coming to school throughout lockdown. However, now that there are more of you, we have had to make changes to the way in which we operate in order to keep everyone safe. It might feel a bit strange at first but this is our 'new normal'. You have done a fantastic job so far in adapting to these strange times.

The main difference that you will find is that we have had to split you into much smaller groups and you will be looked after by a team of 3 adults, who will be the same adults all of the time. You will be based in a classroom most of the time, other than when you go outside for lunch time, break time or a sporting activity. Your little group will not be mixing with other groups at all, you will become a self-contained community or family.

Everything that you need to know is in this booklet but if you have any questions, ask them straight away as communication is the best way to keep each other safe.

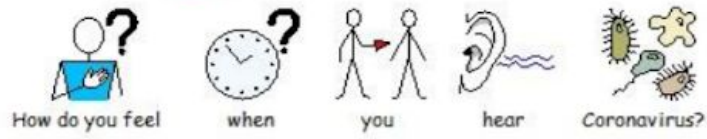


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Introduction

<p>HELLO!</p> <p>I am a VIRUS,</p> <p>just like the Flu and Common cold</p>	<p>My name is Coronavirus</p> <p>I love to travel...</p>
<p>and jump from hand to hand</p>	<p>Have you heard of me?</p>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>YES</p> </div> <div style="text-align: center;"> <p>NO</p> </div> </div> <div style="text-align: center; margin-top: 20px;"> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <p>How do you feel</p> <p>when</p> <p>you</p> <p>hear</p> <p>Coronavirus?</p> </div>	



Calm



Confused



worried



Curious



ok



Sad



When



I



come to



Visit,



I



bring...








Difficulties breathing






Fever






Cough







 But I don't stay with people for long

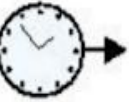

 and almost everyone gets better

 Don't you worry!

 The adults who take care of you

 Will keep you safe.





 And you can help...

Section 1: What if someone gets the virus in school?

What if someone gets the virus in school?



7
days

The adult or child with symptoms must self-isolate for 7 days and arrange to be tested



14
days

The people who live with that person must also self-isolate for 14 days.



14
days

If anyone attending school tests positive, their WHOLE CLASS GROUP must self-isolate for 14 days.

Section 2: Communication

Whether you are joining us back in school or are continuing to learn at home, we want to keep you updated with all the latest information that we need you to know.

We will do this in the following ways so make sure you ask your parent/carer to check their emails and the following platforms for school news on a regular basis (it is also worth checking that they have given school their up to date email address and phone number);



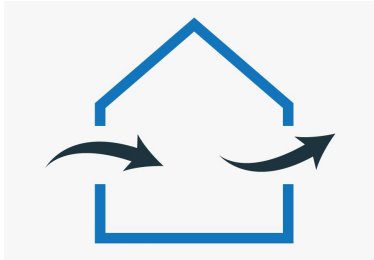
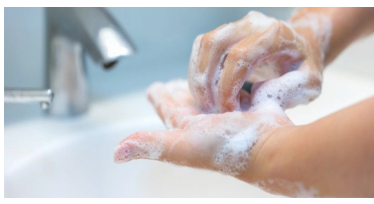
- Bulletin/Newsletter
- School website
- Letters
- School comms email
- Twitter








If you are based in school and have any questions or queries, feel free to ask your group teacher. Otherwise, please ask your parent/carer to email the school office with their query. The office can then forward this email to the correct person based on which staff are working in and out of school on any given day. Remember, if you have a question about





your home learning, you can message your teacher via the comment function on google classroom.




Section 3: Protection for all





The safety and wellbeing of all members of our community remains our highest priority.



<p>Building work</p> 	<p>You might not be able to go into some classrooms due to the building work. Follow instructions from all members of staff.</p>
<p>Cleaning</p> 	<p>Surfaces and equipment will be cleaned regularly. Extra bins will be around the school site. You will be expected to use tissues and hand sanitiser.</p>
<p>Ventilation</p> 	<p>Windows and doors will be open to ensure groups have lots of fresh air.</p>
<p>Handwashing</p> 	<p>All children: frequently wash their hands with soap and water for 20 seconds and dry thoroughly. Review the guidance on hand washing.</p>

<p>Touch</p> 	<p>Pupils are encouraged not to touch their mouth, eyes and nose.</p> <p>Hand sanitiser stations will be set up for staff and pupils entering the building and in classrooms.</p>
<div data-bbox="339 566 1246 969" style="border: 2px solid red; padding: 10px; text-align: center;">     CATCH IT. BIN IT. KILL IT. </div>	
<p>Outside spaces</p> 	<p>For exercise, break and lunch only. For outdoor education only. No outdoor equipment to be used. The PE department will provide guidance on non-contact games. The field will be fenced off into different areas. Groups should remain in this area during their allocated slot.</p>
<p>Parents/carers</p> 	<p>Parents/carers will be required to book telephone appointments with staff.</p> <p>No parent/carers vehicles will be permitted on the school site or front drive. The school will actively promote walking/cycling in line with government recommendations.</p> <p>Parents should not gather in the waiting area or on the public footpath immediately outside the main gates.</p>

<p>Transport</p> 	<p>Parents and pupils should, wherever possible walk or cycle between home and school, or travel by private car.</p>
<p>Front office</p>	<p>Only come to the front office if you arrive late for school.</p>
<p>Personal Protection Equipment</p> 	<p>Masks are not needed in school. Parents/carers might ask you to wear a mask when visiting shops or going on public transport.</p> <p>First aid staff will wear a mask when they provide treatment. Please don't be worried about this. They will still be very friendly and kind.</p>
<p>Lunchtimes and break times</p> 	<p>Lunchtimes will be shorter when you return to school. You will eat in the classroom with a member of staff. No food can be shared with friends. You must bring a water bottle and labelled lunch bag/box. You will still be able to go outside for a short period of time. The climbing frames and wall will be out of bounds. No equipment will be out for space. The PE department will give you lots of ideas for non contact games! You might not be with your friends at lunch and break times. Lunch and break will be at different times. Remember we are doing this to keep you safe.</p>
<p>Toilets</p> 	<p>Toilets will be able to be used by pupils one at a time (one in one out). You will use hand sanitiser before and after.</p> <p>Make sure you flush with the toilet lid down!</p> <p>You will be allocated a specific toilet block.</p> <p>New build toilets Group 3 Rm 27, Group 4 Rm 28, Group 5 Rm 29</p> <p>Year 6 toilets Group 1 Rm 15, Group 2 Rm 16, Group 10 Rm 26</p>

	<p>Year 5 toilets Group 6 Rm 1, Group 7 Rm 2, Group 8 Rm 3, Group 9 Rm 4</p>
<p>Staircases and entry/exit points</p> 	<p>Pupils will then use different entry points and staircases to reach their classrooms.</p> <p>New build staircase Group 3 Rm 27, Group 4 Rm 28, Group 5 Rm 29 Exit/entry point next to the main office</p> <p>Year 5 and 6 staircase Group 1 Rm 15, Group 2 Rm 16 <i>*Group 10 Rm 26 does not require a staircase</i> Exit/entry point via the pupil entrance</p> <p>No staircase required Group 6 Rm 1, Group 7 Rm 2, Group 8 Rm 3, Group 9 Rm 4 Exit/entry point via the pupil entrance</p>
<p>Assemblies</p> 	<p>Assemblies will be delivered electronically.</p> <p>Opportunities for collective worship with your group.</p> <p>No whole school assemblies or collective worship in the megahall due to social distancing.</p>
<p>Signs and floor markings</p> 	<p>Signs showing the different routes around the building.</p> <p>Social distancing posters will be displayed in key areas.</p> <p>Floor markings or signs are used, where necessary, to indicate any two-metre spacing, e.g. where queues are likely to form.</p>

<p>Equipment</p> 	<p>No pencil cases, folders or other equipment will be allowed into the classroom.</p> <p>You will be given a labelled ziplock wallet. Zip lock wallets will be placed in the classrooms before you arrive..</p> <p>Each zip lock wallet will contain a pencil, pen and ruler.</p> <p>The zip lock wallets will be wiped down by the cleaning team each day.</p>
<p>Mobile phones</p> 	<p>Mobile phones will be collected by the teacher in each room.</p> <p>You will drop your mobile phones into a zip lock bag.</p> <p>Mobile phones must be turned off as you enter the waiting zone.</p> <p>You will collect your mobile phones from the zip lock bag at the end of the day.</p>
<p>Classrooms</p> 	<p>Desks and chairs will be arranged 2m apart.</p> <p>Removal of soft furnishings like cushions and blankets.</p> <p>Windows will be open to get as much fresh air as possible.</p> <p>You will not be able to visit other classrooms.</p>
<p>First aid</p> 	<p>You will still be given first aid treatment for injuries or illnesses.</p> <p>Teachers will explain the new procedure on your first day.</p> <p>The first aid will be still very friendly and kind to you.</p>

<p>Fire safety</p> 	<p>Fire drills are still happening before you arrive on the school site. Fire exits will be used as normal.</p> <p>The fire muster point will remain on the playground due to spacing restrictions around the site. Your group will be given a fire line number.</p> <p>Social distancing may not be followed during the evacuation process. The priority is to get you out of the building of people in a given timeframe.</p>
	<p>Seven bells will be called in the event of lockdown/intruder concern.</p> <p>All pupils and staff should take cover underneath a desk to ensure safety.</p> <p>Doors should be closed and locked if possible.</p> <p>Social distancing will not be adhered to in the event of a lockdown/intruder concern.</p>

Section 4: The school day

To ensure the safety of pupils and staff, it is not possible to have everyone arrive, have break, lunch and leave at the same time. There will be some staggering of the school day as shown below:

Arrival at school

8.30am	2 groups
8.40am	2 groups
8.50am	2 groups
9.00am	2 groups
9.10am	2 groups

Breaktimes

Staggered and using the same procedure for entering the building.

Staff will begin to send children to the bathroom one at a time 15 minutes before the break slot. This will prevent a crowd during the 15 minutes. They will then spend the full 15 mins outside.

10.00am	2 groups
10.15am	2 groups
10.30am	2 groups
10.45am	2 groups
11.00am	2 groups

Lunchtimes

Staggered and using the same procedure for entering the building.

Staff will begin to send children to the bathroom one at a time 15 minutes before the lunch slot. This will prevent a crowd during the physical activity phase. They would then spend the full 15 minutes outside.

11.30am-12.00pm Eating phase 11.30am-11.45am Physical activity phase 11.45am-12.00pm	2 groups
12.00pm-12.30pm Eating phase 12.00pm-12.15pm Physical activity phase 12.15pm-12.30pm	2 groups
12.30pm-1.00pm Eating phase 12.30pm-12.45pm Physical activity phase 12.45pm-1.00pm	3 groups
1.00pm-1.30pm Eating phase 1.00pm-1.15pm Physical activity phase 1.15pm-1.30pm	3 groups

Leaving school

2.50pm	2 groups
3.00pm	2 groups
3.10pm	2 groups
3.20pm	2 groups
3.30pm	2 groups

Section 5: Safeguarding

If you have any concerns about the safety or wellbeing of yourself or another member of our community you can ask to speak to our Designated Safeguarding Lead - Miss Butchard; or one of our Deputy Designated Safeguarding Leads - Mrs Jeffs, Mrs Rowley or Miss Linington.



Section 6: Behaviour

Our Behaviour and Attitude to Learning in response to Covid-19

This is a strange time and the school you return to will not resemble Edward Peake before lockdown. We must put in place a wide range of processes so that everyone within our community is kept safe.

"Do to others as you would have them do to you" (Matthew 7:12)

The safety of all of our community matters and is valued, we have an even higher expectation of how you conduct yourselves during this time.

Everything we do is in the best interests of individual pupils and the school community in terms of safety, wellbeing and expectation.

On your first day you will be taught the new expectations in terms of conduct in school and how we must all work together to keep us all safe. You have a key role in all of this. Below you will find the consequence and rewards staircases for Edward Peake up until Summer 2020. As government guidance is released we will review our procedures always with our community safety as our first priority.

Safe Caring Learning

Behaviour and Attitude to Learning - The school policy will be followed as it stands with the following amendments:

Social distancing - Where possible the 2m social distancing expectation will be kept to in all circumstances.

Physical Contact - Is not acceptable within school and pupils will maintain the 'bubbles' and will not share any equipment unless it has been sufficiently cleaned. Breaks and lunchtimes will be staggered with each reduced group having specified outdoor 'pods' and will continue to observe the social distancing expectation, supervised by a member of staff.

Movement around school - Pupils will observe the expectations of social distancing wherever possible and will move around school following the one way systems where signposted, the staggered breaks and lunchtimes and the markers around school to indicate distancing and direction.

Pupils are not to gather in groups but always observe the 2m distancing expectation.

Where any pupil puts themselves or others safety at risk they may be required to remain at home.

Toilets and hygiene - Toilets will be able to be used by pupils one at a time (one in, one out) with supervision from outside by a member of staff. Hand sanitisers will be stationed outside for use on entry and exit of toilets. Frequent hand washing, and use of hand sanitisers is the new norm.

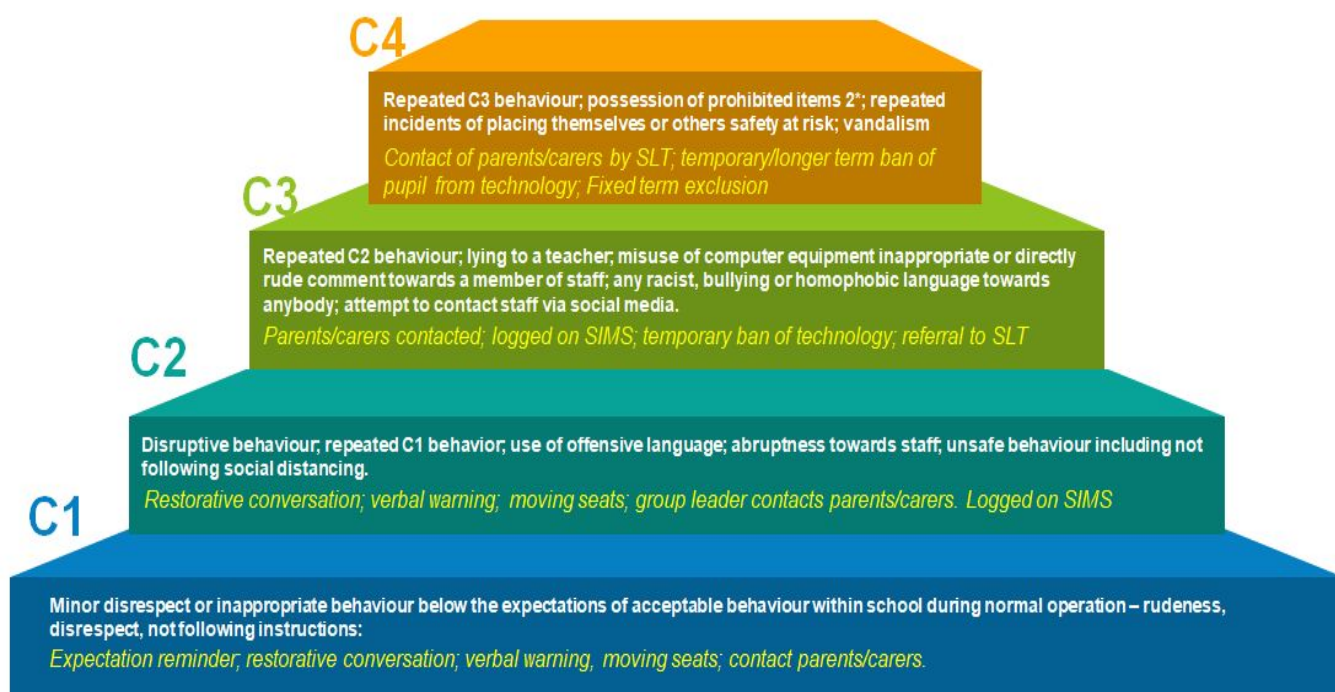
Spitting or coughing - Deliberately spitting or coughing at or towards any member of our community is unacceptable, the safety of our community is important.



CONSEQUENCE STAIRCASE



*Restorative practice underpins each section.
Values based discussions underpins each section.*



***Prohibited items 1 – blu-tak, energy or canned drink, pressurised liquid container e.g. deodorant spray**

***Prohibited items 2 - tobacco, cigarette papers, lighter/matches, illegal drug related items, alcohol, fireworks, offensive weapons, pornography, stolen items.**

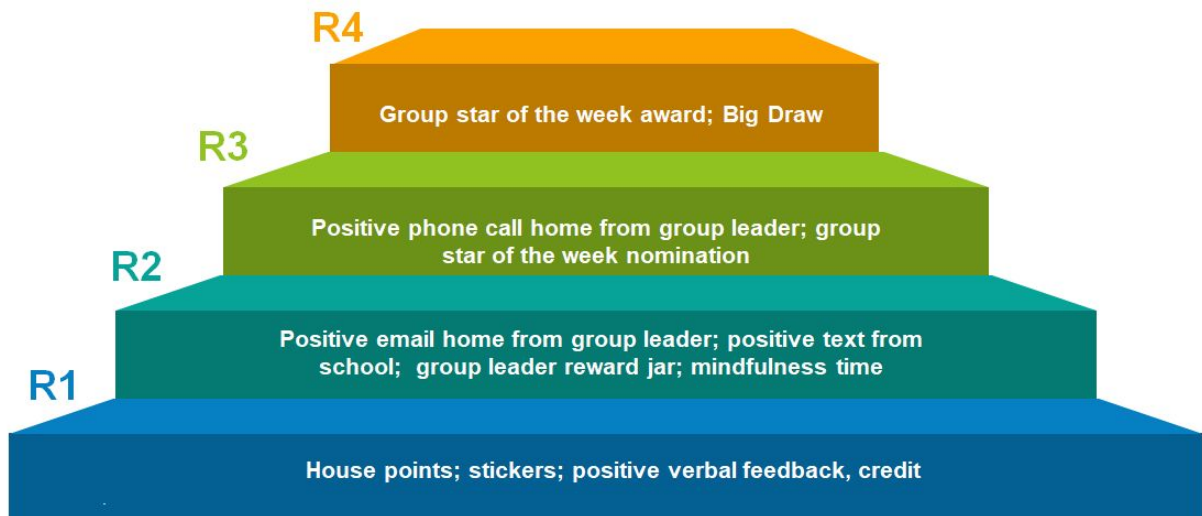


REWARDS STAIRCASE



Restorative practice underpins each section.

Values based discussions underpins each section.



Both staircases will be adapted as we learn to live and work together with the 'new normal' in full discussion with our Edward Peake community.

Section 7: Pastoral support

It is very important to us that you feel supported during this tricky time. The HIVE and inclusion team will provide lots of opportunities for support and advice when you return to school.



The HIVE team will be relocating to the three new classrooms above the main hall. This area will replace the HIVE for the remainder of the summer term.

HIVE team

Mrs Horwood, Mrs Pearce, Mr Dunne, Mrs Diston and Mrs Cox

Any support provided will be given observing the social distancing expectations.

What happens if something goes wrong?

<u>Type of incident</u>	<u>What could happen?</u>	<u>Who will deal with the situation?</u>
Low level/amber incident (C1-C3)	<p>Advice from my teacher regarding my behaviour.</p> <p>I might have to stop using some of the ICT equipment.</p> <p>Restorative conversation with my teacher and pastoral support.</p> <p>Socially distanced walk to reflect on my behaviour.</p>	Class teacher, teaching assistant or member of pastoral staff
Red level incident (C4 on the staircase)	<p>Discussion with SLT</p> <p>I might not be allowed in one of the sessions.</p> <p>Fixed term exclusion</p>	<p>Pastoral support</p> <p>SLT</p>

Section 8

HOME LEARNING

We hope you have found the home learning activities provided by your teachers to be useful, challenging and enjoyable. Thank you for doing your best and completing these tasks whilst you have been at home.

Remember, that the best way to be productive at home is to try and work out a routine that works for you and your household. You might need to discuss with people at home how you will share resources and devices, or you might like to arrange doing some daily activities together (such as the Joe Wicks PE workout; setting aside some time to read a favourite book or even a family Maths Sheriff times table battle for ½ hour once a week).

Whatever routine you and your family decide on, review it once a week to make sure it works for everyone involved and remember, that going for walks, bike rides, getting crafty, doing some DIY or drawing a picture are all important for you mental health and wellbeing too, so try and fit at least some of these activities into your week whenever you can.

Even though at Edward Peake we are beginning to open our doors to more pupils, please don't worry that work will stop being provided to those of you that are continuing to learn from home at this time.

Your teachers will carry on setting work on your google classroom for you to complete throughout the week. You may, however, notice a few slight changes. Your teachers will be spending a lot more time teaching pupils face to face in the classroom at school; this will mean that if you message them on Google Classroom or send them your completed work, they won't be able to get back to you straight away like they have been over the last couple of months.

Please be patient; if you are stuck, try to re-read your work or use strategies that you might use in school to help e.g. use a dictionary, underline the key parts of the question or ask someone if they are able to help you. If these strategies still leave you stuck, message your teacher telling them your problem (you could even screenshot the part of the task you don't understand), then move on to another question or piece of home learning. Once your teacher has responded to your message, go back and try again.



If you are struggling to access Google Classroom or to complete your work using the google drive, we have saved a help document on the 'General Letters' page of our school website. If this still doesn't solve your issue, please either email your form teacher or ask your parent/carer to contact the school office.

If you would like some extra tasks and resources to have a go at whilst working at home, we have shared some via our newsletters and listed some below;

- Reading for pleasure (Improving your reading skills helps increase your attainment levels across a whole range of subjects)
- Maths Whizz - <https://www.whizz.com/login/>
- Oak National Academy - <https://www.thenational.academy/online-classroom>
- BBC Bitesize Daily Online Lessons - <https://www.bbc.co.uk/bitesize/dailylessons>

Section 9: Curriculum and teaching sessions

During the first week in school we will focus on inducting you into how school will work from now on as well as focusing on your mental health and wellbeing. They will be time to talk and share your thoughts and feelings. We will also have a number of creative activities and tasks which will allow you to focus on things separate from academic learning.

We will be covering a range of subjects and topics in class making use of activities set by your usual class teacher via Google classroom.

Most of your work will be completed using IT equipment and your teacher will provide feedback on this work. If you complete any work on paper your teacher may provide you with verbal feedback or you may mark the work yourself.

There will be a particular focus on English, Maths and Science to support these key skills. Other subjects will be covered although you may not have them as often as you would do usually. You will be encouraged to work as independently as possible but the adults in the room will be able to help you if you need them to.

Please make sure you bring a reading book with you as you will be asked to complete some independent reading and we cannot allow you to borrow books at the moment.

Section 10: Key information

Removal of items from school

Staff and pupils should aim to limit the items taken to and from school. Books and folders used by children should not be removed from the school site.

Clothing

Staff will not be wearing suits, ties and dresses. Casual clothing will be worn when staff are in school during this period. Pupils will not be wearing uniforms during this period. Your clothing should be suitable for school and allow you to take part in physical activity. You may not wear no football shirts, jewellery or make up and long hair must be tied back.

Items to bring to school

- Labelled packed lunch
- Named water bottle
- Bag to carry these items in
- Labelled prescription medication, inhalers or epi pens if required.
- A reading book

Food

Pupils must bring their own food in a sealed and labelled bag or box. Items should not be shared with other members of the community. The shared use of snacks, drinks and other refreshments is not allowed. No celebration cakes or sweets will be permitted in school during this time.

Walking/cycling/using a scooter

Mr Duffy has very kindly produced a guide to walking and cycling to school. Pupils can store bicycles and scooters safely at school. The school is following government advice regarding public transport and cars.

Section 11: Wellbeing and support



What can help your mental health and wellbeing?

- All pupils are members of the EPMS Wellbeing google classroom.

Class code: 4jpsrz6

Here you will find many activities and websites that have been sought out to help support your wellbeing.

- You will have received emails reminding you of the email facility we have set up;

worried@edwardpeake.beds.sch.uk

This is being looked after by Mrs Jeffs; Miss Butchard; Mrs Rowley; Mrs Pearce; Mrs Horwood and Miss Diston only. They will respond to your email as soon as possible.

- Bedfordshire Health Visiting and School Nursing Service provide a confidential texting service offering advice and support ChatHealth Text: 07507 331450.
- If you are at school speak to a member of staff, observing social distancing about your concerns. Talking is good.



- **Kooth** is a web based confidential support service available to young people. Kooth provides a safe and secure means of accessing mental health and wellbeing support designed specifically for young people.

Kooth offers young people the opportunity to have a text-based conversation with a qualified counsellor. Counsellors are available from 12noon to 10pm on weekdays and 6pm to 10 pm at weekends, every day of the year on a drop-in basis. Young people can access regular booked online counselling sessions as needed. Outside counselling hours' young people can message our team and get support by the next day.

To find out more visit www.kooth.com where young people can register and others can find out more about the service.

You can also view a short video about the service at: <https://vimeo.com/318731977/a9f32c87de>.

5 steps to wellbeing:

- **Connect** – connect with the people around you: your family, friends, teachers and neighbours. Spend time developing these relationships.
 - **Be active** – you don't have to go to the gym. Take a walk, go cycling or play a game of football. Find an activity that you enjoy and make it a part of your life.
 - **Keep learning** – learning new skills can give you a sense of achievement and a new confidence. So why not sign up for that cooking course, start learning to play a musical instrument, or figure out how to fix your bike? Find out more in
 - **Give to others** – even the smallest act can count, whether it's a smile, a thank you or a kind word. Larger acts, such as volunteering at your local community centre, can improve your mental wellbeing and help you build new social networks.
 - **Be mindful** – be more aware of the present moment, including your thoughts and feelings, your body and the world around you. Some people call this awareness "mindfulness". It can positively change the way you feel about life and how you approach challenges.
-
- Ensure that you are managing your time and balancing school work with personal time- time spent on yourself, whether that be reading, going for a walk, facetime/zoom a friend/s, physical exercise; time with family; eating well; sleeping well.
 - Whilst we are reliant on technology more than ever at this time, try to give yourself a break from screens, particularly in the hour before bedtime.
 - Appreciate the time we have in work to see and chat to people but remember to be mindful of the anxieties of others too by observing the new protocols put in place to support our community and keep us all safe.

Appendix 1: Useful websites and resources

<https://www.gov.uk/coronavirus>

<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>

<https://www.gov.uk/government/publications/guidance-to-educational-settingsabout-covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/common-questions/>

Department for Education Coronavirus helpline

The Department for Education has a new helpline to answer questions about COVID19 related to education. Staff, parents and young people can contact the helpline as

follows:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

Wellbeing sites and resources:

<https://www.childline.org.uk/get-support/1-2-1-counsellor-chat/>

<https://www.studentminds.org.uk/coronavirus.html>

<https://mailchi.mp/successatschool/looking-after-your-mental-health-during-lockdown>

<https://www.mind.org.uk/information-support/for-children-and-young-people/coronavirus/coronaviruses-and-your-wellbeing/>

5 steps to wellbeing:

<https://www.nhs.uk/Conditions/stress-anxiety-depression/Pages/improve-mental-wellbeing.aspx>:

If you give them a try, you may feel happier, more positive and able to get the most from life.

<https://www.annafreud.org/coronavirus-support/support-for-young-people/>

<https://www.childline.org.uk/info-advice/your-feelings/mental-health/taking-care-of-yourself/>

<https://www.childline.org.uk/get-support/message-boards/>

<https://www.childline.org.uk/info-advice/friends-relationships-sex/friends/helping-friend/>

<https://www.childline.org.uk/info-advice/your-feelings/anxiety-stress-panic/managing-your-anxiety/>

Online Learning Websites to supplement your google classroom

- Oak National Academy - <https://www.thenational.academy/online-classroom>
- BBC Bitesize Daily Online Lessons - <https://www.bbc.co.uk/bitesize/dailylessons>
- Audio books Online - <https://stories.audible.com/start-listen>
- Classroom secrets home learning packs - <https://classroomsecrets.co.uk/free-home-learning-packs/>
- Elevenses - World of David Walliams - <https://www.worldofdavidwalliams.com/elevenses/>
- English Mastery - <https://www.englishmastery.org/>
- Literacy Shed - <https://www.literacyshedplus.com/browse/free-resources>
- Poetry by heart - <https://www.poetrybyheart.org.uk/>
- Childrens Poetry Archive - <https://childrens.poetryarchive.org/>
- Maths Mastery - <https://www.mathematicsmastery.org/free-resources>
- Bowland Maths - <https://www.bowlandmaths.org.uk/>
- Nrich Maths - <https://nrich.maths.org/solvingtogether>
- White Rose Maths Home Learning - <https://whiterosemaths.com/homelearning/>
- STEM Learning - <https://www.stem.org.uk/>
- Fitness Blender - <https://www.fitnessblender.com/>