

Primary School Reopening Plan
GUIDANCE DOCUMENT

St. Anne's (Stanley) Primary School



School Reopening Plan

Statement

So long as the coronavirus rate (r) remains below 1 and the NHS test-and-trace is in place, the Government are looking at moving to the next phase and reopening schools to all pupils in September 2020.

A Statement from the Department of Education states.

The Government announced on the 2nd July 2020 that in September 2020, all Primary schools in England will be able to welcome back children in every year group (Foundation through to Year 6)

The plan is for primary children, who are currently being taught in 'protective bubbles' (of a maximum of 15) to fully reopen to **all** children and young people. Social distancing has been the key stumbling block to getting all children back in to school, however this will now be lifted and therefore we are no longer dependent on social distancing. The aim now is to reduce the number of transmission points by minimising contact.

The transmission rate has gradually decreased and the aim is that by September 2020 it will be safe for all children and young people to return to education and childcare. As a result, the Government is asking schools and childcare providers to plan on this basis.

The information within this document has been collated from several Government and Public Health publications www.gov.uk/coronavirus.

If you require any further information or wish us to attend your school to discuss any issues you may have, please do not hesitate to contact us on 0800 6128162

We are all in this together, Stay Safe

The purpose of this document

This document is designed to allow St. Anne (Stanley) Primary School with the planning, managing and implementing, of the next of the Government's plans, to reopen schools in September 2020 safely.

Schooling bracket.	
Childcare and Nursery Setting:	Phase 2: To begin welcoming back all children
	Phase 3: To provide a place for all children in September 2020
Primary School:	Phase 2: Nursery, Reception, Year 1 and Year 6 children
	Phase 3: To provide a place for all Year Group children in September 2020
How we will achieve this:	
Resources. ALL ACTIONS COMPLETED APPENDIX 4 – CONFIDENTIAL	<ol style="list-style-type: none"> 1. The Return to Work pre-questionnaire has been completed by all staff. 2. Up on receipt of the pre-questionnaire the Head Teacher and SLT will ascertain which staff are able to return to work in September 2020 and in what capacity. 3. Staff previously been required to shield as per government advice have met with the headteacher to discuss how the school can support their safe return. 4. Staff with underlying health conditions who have been instructed to remain shielding or classed as being at a very high risk of severe illness from coronavirus should continue to work from home. 5. Staff with underlying health conditions who have been classed as being at high risk of severe illness have been advised to work from home if they can. Staff who cannot work from home should take extra care in meeting with the current guidelines. Extra protective measures may need to be put in place by the school. Pregnant Staff may come back to work so long as an Expectant Mothers Risk Assessment is carried out and appropriate mitigation is in place prior to returning.
Child, Pupils, eligibility All actions completed – <ul style="list-style-type: none"> • Compliance rep. Gillian Marshall assisted with capacity 	All children eligible to return in September will be told to do so. <ol style="list-style-type: none"> 1. Communication with the child's parent/carer will be made to inform them it is a requirement for their child to return to school as of 3rd September 2020. (unless there are exceptional circumstances) 2. Numbers of pupils per year group will be collated by ascertaining current pupils registered at school (for the term commencing September 2020).

<ul style="list-style-type: none"> • Letters sent to all parents to inform of arrangements for return. • Letters with arrangements sent to children returning to school. • Staff rota organised • POD register organised. 	<ol style="list-style-type: none"> 3. Classrooms will return to normal capacity and will be referenced as class bubble POD's. (Place of Duty) 4. Pupils will remain in their Bubble POD for the foreseeable future. This is to minimise the number of other people they will come into contact with. Children will be taught in the same POD with the same teachers, teaching assistants and PPA cover and will remain within that POD for the duration of the school day ensuring contact with other POD's is minimised. 5. Where a pupil is unable to attend school because they are clinically vulnerable or are following public health advice, remote education will be offered
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<p>Classroom / PODS</p>	<p>We have identified bringing back Nursery, Reception, Years 1 to Year 6 will require 15 individual PODS based on our two form entry. The school will stagger start and finish times (see attached appendix 1). We will avoid pupils moving from one POD to another and ensure where possible pupils do not need to move through another POD to get to the toilet. Movement along corridors will therefore be very limited to staff except for when children will be taught within the Computing suite or hall. We will monitor cleaning times throughout lunch to determine feasibility of lunch being taken in the Dining Hall for all pupils. Staff will where possible maintain social distancing with other staff and pupils. When staff are unable to social distance then visors will be worn. Staff members will be encouraged to wear face masks when outside of their own bubble.</p> <p>Nursery Class: (POD BUBBLE 1 – NR) Staff members will meet with children at the entrance of the Nursery each morning at 8:40 am and return the pupil to the parents at 11:40 am. The staff will meet the children for the afternoon Nursery at the entrance at 12:00 and return the pupils to the parents at 3:00 p.m. Children who attend Nursery all day will remain in the Nursery to have their lunch. Nursery children have access to their own toilets.</p> <p>Reception classes will have their own entrance - using the gates directly in front of each class.</p> <p>POD BUBBLE 2 – RM Staff members will meet the children at 8:45 each morning and return the children at 3:00 p.m.</p> <p>POD BUBBLE 3 – RJ Staff members will meet the children at 8:50 each morning and return the children at 3:05 p.m.</p> <p>Reception Classes -POD Bubbles 2 & 3 will use the Infant toilets – the children will not use the one way system in place due to the age of the children. Staggered toilet times will be in place to avoid contact with other bubbles of children. Lunch will be provided in each bubble POD which will be cleaned and disinfected after each use. The same staff members where possible will teach in each class for the foreseeable future.</p>
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Year 1 classes will have their own entrance – the side door in the side yard. Entrance to this door will be via the back yard gates.

POD BUBBLE 4 – Y1S Staff members will meet with children at the side entrance door each morning at 8:45 am and return the children to the parents at 3:00 pm.

POD BUBBLE 5 – Y1M Staff members will meet with children at the side entrance door each morning at 8:50 am and return the children to the parents at 3:05 pm

Year 1 Classes will use the infant toilets and will not pass in to any other Bubble PODS to reduce unnecessary movement around the building. Lunch will be provided in in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. Both Year 1 classes will have lunch in the hall but will remain socially distanced from one another. Staggered entrance and exit times will be in place. The same staff members will teach in each class where possible for the foreseeable future.

Year 2: will have their own entrance – the back door in the side yard. Entrance to this door will be via the back yard gates.

POD BUBBLE 6 – Y2KB Staff members will meet with children at the entrance of the POD each morning at 9:00 am and return the pupil to the parents at 3:15 p.m.

POD BUBBLE 7 – Y2SB Staff members will meet with children at the entrance of the POD each morning at 8:55 am and return the pupil to the parents at 3:10 p.m.

Year 2 Classes will use the infant toilets and will not pass in to any other Bubble PODS to reduce unnecessary movement around the building. Lunch will be provided in in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. Both Year 2 classes will have lunch in the hall but will remain socially distanced from one another. Staggered entrance and exit times will be in place The same staff members will teach in each class where possible for the foreseeable future

Year 3: will have use the front entrance – via the front gates.

POD BUBBLE 8 – Y3SW Staff members will meet with children at the front entrance door each morning at 9:00 am and return the pupil to the parents at 3:15 p.m.

POD BUBBLE 9 – Y3LB Staff members will meet with children at the front entrance door each morning at 8:55 am and return the pupil to the parents at 3:10 p.m.

Year 3 Classes will use the Junior toilets and will not pass in to any other Bubble PODS to reduce unnecessary movement around the building. Children having hot lunch will be provided for in in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in each class where possible for the foreseeable future. Children having a packed lunch will eat this within their classroom which will be cleaned after use.

Year 4: will have use the front entrance – via the front gates.

POD BUBBLE 10 – Y4K Staff members will meet with children at the front entrance door each morning at 9:10 am and return the pupil to the parents at 3:25 p.m.

POD BUBBLE 11 – Y4H Staff members will meet with children at the front entrance door each morning at 9:05 am and return the pupil to the parents at 3:20 p.m.

Year 4 Classes will use the Junior toilets and will not pass in to any other Bubble PODS to reduce unnecessary movement around the building. Lunch will be provided in in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. Both Year 4 classes will have lunch in the hall but will remain socially distanced from one another. Staggered entrance and exit times will be in place The same staff members will teach in each class where possible for the foreseeable future

Year 5: Both Year 5 classes will use the back entrance into school (via back gates)

POD BUBBLE 12 – Y5H Staff members will meet with children at the front entrance door each morning at 9:05 am and return the pupil to the parents at 3:20 p.m.

POD BUBBLE 13 – Y5P Staff members will meet with children at the front entrance door each morning at 9:10 am and return the pupil to the parents at 3:25 p.m.

Year 5 Classes will use the Junior toilets and will not pass in to any other Bubble PODS to reduce unnecessary movement around the building. Lunch will be provided in in the classrooms. The Classrooms will be cleaned and disinfected after each use. The same staff members will teach in each class where possible for the foreseeable future

	<p>Year 6: Y6N will have use the front entrance – via the front gates, Y6C will use the back entrance (via back gates)</p> <p>POD BUBBLE 14 – Y6N Staff members will meet with children at the front entrance door each morning at 9:15 am and return the pupil to the parents at 3:30 p.m.</p> <p>POD BUBBLE 15 – Y6C Staff members will meet with children at the front entrance door each morning at 9:15 am and return the pupil to the parents at 3:30 p.m.</p> <p>Year 6 Classes will use the toilets on the roof and will not pass in to any other Bubble PODS to reduce unnecessary movement around the building. Lunch will be provided in in the classrooms. The Classrooms will be cleaned and disinfected after each use. The same staff members will teach in each class where possible for the foreseeable future</p>
Do the Maths	<p>Using all the information we have collated so far together with the maximum pupil numbers a plan has been put together of where each POD will be located in the school.</p> <p>As of September 2020, based on the staffing levels and building survey findings it will be possible to maintain a maximum of 15 PODS across school. This allows for a maximum of 30 pupils in each Bubble POD to attend. Based on the current guidance received, assessment of risk and lifting of social distancing restrictions, detailed consideration has been given to the manageability of this on site (incorporating entry and exit points for staff and pupils, segregation of staff, minimising contact, maximising resources and developing increased cleaning regimes throughout the school day). PODS have been established – carefully only when safe to do so.</p>
Classroom/learning area layout	<ul style="list-style-type: none"> • In order to maximise the space available, non- essential training materials etc. should be removed and stored safely away. • Removal of unnecessary furniture will allow for greater social distancing between staff and pupils. • Reduced clutter to reduce the risk of contamination and to aid easier cleaning of all surfaces. • Windows and doors in each classroom to remain open to ensure adequate ventilation.

- Teaching space marked out within classroom to allow staff to socially distance where possible – **When social distancing cannot be maintained then staff will wear visors.**
- Years 1-6 each child will be provided with a designated chair and desk space forward facing only.
- Children will each be allocated equipment for their sole use.
- IPADS will be cleaned after each use with cleaning supplies provided in POD's i.e. sanitising wipes etc
- Books and games etc can be shared between a POD however they will be cleaned more regularly.
- Equipment should remain in the POD. If removed from the POD it will be deep cleaned.
- Breaks will be staggered at different times and where possible taken in different areas. **Year groups will have the same break times but outdoor space will be within separate areas and entrances and exits staggered to ensure that classes remain socially distanced.**
- Children will remain in their POD and not visit other PODS. Staff will also remain in their POD and not visit other PODS unless it is essential to do so. **Staff covering PPA will ensure that distancing is maintained or will wear a visor to reduce the risk of possible infection.**
- A means of communicating between each POD and the school office will be through adults only.
- Essential learning resources may be taken home but will be cleaned before and after leaving the POD.
- All classrooms are self-sufficient and do not require the need to enter another area for equipment etc.
- Ipads may be shared between year groups but will be timetabled for this and will be cleaned thoroughly before use.
- **Windows will be left open throughout the day**
- **Inside doors will remain open throughout the school – in the event of a fire automatic doors will close, other doors will be shut by staff member in area – SLT to check.**
- **Shared corridor space used by each class during different times**

Nursery & Reception Classes

- For items that are able to be washed – then the use of the washing machine will be utilised at the end of each school day. For plastic materials the dishwasher located in the Nursery kitchen can also be utilised.
- EYFS (Nursery) stage children may benefit from being in small consistent groups as they may not have the ability to socially distance.
- Teaching space marked out within classroom to allow staff to socially distance where possible when children are seated on the carpet area

	<ul style="list-style-type: none"> • All outdoor equipment will be cleaned after use. <p>Physical Education: Where possible this will take place outside for individual PODS. In the event of this not being possible the Main Hall will be used with a deep clean after each use.</p> <ul style="list-style-type: none"> • Equipment will also be cleaned after each use. • For timetabled PE the children will come into school dressed in their school PE KIT.
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	<ul style="list-style-type: none"> • The School will maintain normal EYFS ratios, exceptions can be made to the qualification that the staff hold in order to be counted in the ratio. However, we will use reasonable endeavours to ensure that at least half of the staff hold at least a full and relevant Level 2 qualification. • At least one member of staff must hold at least a full and relevant Level 3 qualification • Although small consistent groups are not required we will look to separate groups into smaller numbers where possible. <p>Paediatric First Aid (PFA)</p> <ul style="list-style-type: none"> • The requirements for at least one person who has a full paediatric first aid (PFA) certificate to be on the premises at all times when children are present remains in place where the children are below 24 months will be met. • The vast majority of support staff have first aid certificates including paediatric first aid. Training has been arranged for new members of the support staff team. • Establishments with children aged 2yrs to 5yrs within a setting must use their “best endeavours” to ensure one person with a full PFA certificate is on site when children are present will be met. • If the school is unable to secure a member of staff with a full PFA we will carry out a risk assessment and ensure that someone with a current First Aid at Work or Emergency Paediatric First Aid certification is on site at all times.
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If St. Anne’s (Stanley) Primary cannot achieve these PODS at any time, we will discuss options with our local authority or trust. This might be because we do not have enough available teachers or staff to supervise the groups. Solutions might involve agency staff as this has been deemed to meet with current guidance.

How we implemented the protective measures

Risk Assessments	<ul style="list-style-type: none"> • COVID School Reopening Risk Assessment • Teaching and Teaching Assistant Staff (COVID) RA • Site Manager/Caretaker (COVID) RA • Cleaning Staff (COVID) RA
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- Office and Receptionist RA
- Vulnerable Staff Member RA
- All Contractor COVID RA's

Organising our PODS

Refreshing the school timetable

- We will decide which lessons or activities will be delivered.
- The school curriculum for the Year 2020-2021 will be adjusted to incorporate any missed learning opportunities in the core area.
- The catch up in reading, writing, mathematics and science will be a priority.
- The school will arrange for enhancement opportunities for any missed learning of foundation subjects.
- Teachers will continue to plan in the manner that was undertaken prior to the lockdown period whilst adhering to current guidance.
- We are aware of the importance of pastoral support for pupils and have planned in daily opportunities for children to talk about how they are feeling to enable staff to intervene where necessary.
- We will consider which lessons or classroom activities could take place outdoors. All PODS will have their own allocated outdoor space as the site easily allows for this. It will be at the discretion of the teacher to manage the use of this time but a good proportion of learning could be outside if possible. Use of outdoor equipment should follow the same principles set out for individual and POD use with regular cleaning in place after each POD use.
- We will use the timetable and selection of classroom or other learning environment to reduce movement around the school.
- The layout of the school building allows for segregation between PODS. The use of individual classroom entrance and exit points in the building supports segregation. In the event of PODS needing to share entrance and exit points this will be managed through good communication, staggering with timetables when required and enhanced cleaning.
- Assemblies will not take place, collective worship can take place within each bubble POD on a daily basis.
- Break times (including lunch) will be staggered, so that all children are not moving around the school at the same time
- Lunch will be taken in either classroom spaces or in the Dining Hall. The areas on site will be timetabled and space designated to each POD. Lunchtimes will be staggered between PODS (EYFS, Y1, Y2, Y3, Y4, Y5 and Y6). If the Dining Hall is used instead of the POD all tables, chairs and equipment will be disinfected after use.
- We will stagger drop-off and collection times – see appendix 2.
- Onsite provision will run from 8:00 am – 6:00 pm for Foundation – Year 6 PODS **-at present only for working parents.**
- Nursery provision will run from 8:45 am- 3:00.pm
- Y1-Y6 Provision will run between 8: 40 am-3:.30 pm

- Parents' drop-off and pick-up protocols will minimise adult to adult contact.
- **Parents are requested to wear a face mask on entry to the school grounds.**
- **Only one parent is asked to meet their child/children.**
- We have 6 entrance and exit points onto site that will allow PODS to be segregated on arrival and leaving. Nursery and Reception PODS will use individual gates outside classroom doors. Y1 PODS will use the back gate and side door entrance, Years 2, 5 and 6C will use the back yard entrance, Years 3, 4 & Y6N will use the front gates. This will be mirrored for collection.
- Parents will drop children at the designated areas (Years 2-6 – parents to remain behind portable barriers) and the children will go straight to their POD. Pick up protocols will be in place that parents will enter school through assigned entrances and will exit in the same way.
- **The headteacher and deputy headteacher or a member of the senior leadership team and/or Site Manager will be outside to support this daily in each yard.**
- We have considered how children and staff arrive at the school / childcare setting, and how to reduce any unnecessary travel on coaches, buses or public transport where possible. We will ask parents and staff to avoid public transport if possible and drive, walk or cycle to the school.
- We have ensured via communication; parents are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.
- We will continue to advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off. If they do not have access to washing facilities advise them to use hand sanitiser. **Signage is in place in school to provide reminders. Staff from each bubble are responsible for ensuring frequent handwashing regimes throughout the school day.**
- The School does not provide transport to children and we will not be using transport for the foreseeable future unless a risk assessment is previously completed.
- Pupils and staff must wash their hands immediately on arrival and dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them.
- **Staff and children must ensure that they wash their hands prior to and after taking off a mask.**

When open:

- The Head Teacher will have non-teaching responsibility and will assume responsibility for the safe running of the school. The Head Teacher will be based in the Head Teachers Office. A culture of vigilance around the safety of staff and pupils will be modelled, monitored, and implemented at all times. All staff will review and evaluate the effectiveness of our systems in place daily. Our risk assessment will be fluid throughout.

- A member of SLT, A designated safeguarding officer, appropriate first aiders AND fire marshals will be on site at all times. If any staffing issues arise, we will contact the Trust / LA along with Compliance Education for further support and guidance.
- Children will be allocated PODS and will remain within these PODS throughout the day
- Staff will remain consistent within the POD and 2 staff members will be available in each POD throughout the day as far as staffing allows.
- Seating plans will be completed with desks and chairs labelled. Children will remain in the same place on daily basis as far as possible. Seating will be set up to allow for minimal contact between staff and pupils.
- PODS will remain in the same outdoor and classroom space allocated.

Communicating

Communicating our plans to staff

Arranged for training days in September.

- St. Anne's (Stanley) Primary **has** delivered the PowerPoint Presentation to all staff before fully opening and explain/provide plans to manage the situation safely. All staff will have further individual conversations with SLT during the week commencing 2nd September to discuss any further issues. Documentation is shared throughout, and an agreed period of consultation will be in place during week commencing 2nd September.
- Staff will be requested to sign to indicate they have read and understood the documents provided when required and based on any updates.
- If any staff or students feel anxious regarding returning to school appropriate communication will take place to ensure they understand the robust procedures that will be in place to safeguard their welfare.
- LEA, Compliance Health & Safety & Gov. Guidance shared with staff via email
- Email shared with staff about procedures in place for opening – inviting questions – all questions answered.

Plans for Visitors, Parents/carers and Young People

All Actions Completed

- A poster stating that all visitors, children, parents, contractors displaying any symptoms of coronavirus are not allowed on school grounds is in place. Reminders will be provided by staff on gate duty.
- Appropriate signage and barrier support in place.
- Only essential work and meetings will take place on site.
- All Parents, visitors and Contractors will not be allowed on site without a pre-arranged appointment.
- Parents are requested to speak with a member of staff on duty on the yard (from a safe distance) or preferable ring or email the school office. They should not enter the school building.
- The school has two metre queueing points in place on the school hard.
- The school site will be locked throughout the day. Any additional access will need to be approved by the Head Teacher
- Where visits can happen outside of school hours, they should.

	<ul style="list-style-type: none"> • A record should be kept of all visitors to the school. • The school has its own track and trace system in place. • Parents are asked to restrict the number of people accompanying the child to school to one adult and this will be communicated in literature to parents. • Parents and young people will be allocated a drop off and collection gate and time. Individual information will be provided to parents based on the POD their child is part of. This will be updated as required. Parents will be asked to refrain from gatherings of large groups outside with other parents. • Letters and phone calls to parents to ensure full understanding of measures in place has been sent to all parents during the last week of term. Further letters were distributed the week beginning 2nd September. Systems will be trialled in principle. SLT will make further adjustments as necessary. We feel confident and secure in the system we have put in place.
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Cleaning, Hygiene and Protection

Documentation	<ul style="list-style-type: none"> • Cleaning Staff Risk Assessments • COVID School DOCS • PPE Guide and How to Put on and Remove it • MSDS and COSHH Risk Assessments for the cleaning products used. • Barrington's cleaning contractors risk assessment
<p>Hand washing facilities</p> <p>All posters/facilities in place. Regular replacement of materials – with daily checks in place.</p>	<ul style="list-style-type: none"> • Handwashing and hygiene routines are key. Regular handwashing will be timetabled for each class promoting the 'Catch it, Bin it, Kill it' Posters with these messages will be displayed across the school. School pedal bins are in place in all classrooms and communal areas. • Hand sanitiser stations and loose bottles will be available at key points where hand washing is limited. All Toilets have hand washing facilities with soap and water available. • Each classroom has a designated handwashing station with all facilities available. • Each POD will be allocated designated toilets – it is not possible to allocate different toilets to each bubble POD - POD's cleaning regimes will be further enhanced. A member of staff has been appointed to ensure adequate cleaning throughout the day. • Staff and children will frequently wash their hands with soap and water for 20 seconds and dry them thoroughly with a paper towel. Staff and children are required to wash their hands on every entry to their classroom. Sinks are allocated to pupils in each bubble to reduce cross contamination. POD staff will supervise as far as possible to ensure good practise. • Hands must be washed on arrival at the school, before and after eating, after using the toilet and after sneezing or coughing. Handwashing is timetabled into the daily timetable If a child uses the toilet, they will be required to wash their hands.

	<ul style="list-style-type: none"> • Staff and children will be encouraged not to touch their mouth, eyes or nose. • “Catch it, bin it, kill it” is encouraged We will actively teach hygiene through our curriculum. The first lesson on the first day that children return will be dedicated to this. We ask our parents to teach this at home and send out resources via the school website to support it. Pedal lidded bins are available within each Bubble POD. • Help is available to all children and young people who have trouble washing their hands. EYFS/KS1 POD staff will monitor children and support if necessary. We will actively teach, through songs, circles times and model hand washing. • Where general hand washing facilities are not available hand sanitiser is provided. NOTE: overuse of hand sanitiser can lead to skin irritation and/or blistering. Therefore, it should only be used in areas where hand washing facilities cannot be provided. Hand washing and hand sanitiser is available to all staff. • Extra cleaning in place throughout the school day – which includes: regular cleaning of resources, wiping down of surfaces, wiping down of equipment (such as ipads) after use. • Staff are responsible for cleaning toilets prior to and after use.
<p>Toilets</p> <p>Arrangements in place – with appropriate cleaning throughout the day – additional cleaning hours in place.</p>	<ul style="list-style-type: none"> • Nursery children use the toilets within their own room. • Reception, Year one and Year 2 pods will use the boys and girls toilets at the back of the school.(Infants toilets) • Years, 3, 4 & 5 will use boys and girls toilets at the Junior entrance. • Year 6 children will use the toilets on the roof top playground. • Handwashing station is located within all toilet areas. • Additional cleaning is in place in all toilet areas throughout the day to reduce the risk of contamination. • The number of children going to the toilet at any one time will be monitored and managed. <ul style="list-style-type: none"> • Regular toilet breaks are encouraged and should occur directly before children go outside at any point. • Staff toilets – located at each end of the building – spray/wipes in all toilets. Staff are asked the toilet seat after use.
<p>Adjustments to the ways we deal with young people to prevent face-to-face contact.</p> <p>Staff are aware fully aware of necessary procedures.</p> <p>Meetings with staff who have previously had to shield have taken place – all</p>	<ul style="list-style-type: none"> • The virus affects the respiratory system so, we need to minimise our direct face-to-face contact with others. • Children in Years 1-6 will sit forward facing. • When changing nappies/pad or dealing with cuts and grazes it will be good practise to have the child side on to yourself. • Where possible stand behind children when picking them up or directing them back to their desk. Teachers do not need to bend down to children’s height to provide feedback to children. When administering first aid or dealing with toileting accidents staff have been asked to stand to the side and avoid face to face conversations. PPE will be provided for both situations if required.

requests have been fully supported.

- From the 1st August staff who received a letter advising them to shield can now return to work as long as they maintain social distancing. **The headteacher has met with all staff to discuss how we can support these members in their safe return to work. Additional PPE is available to all staff. This applies to pregnant members of staff.**
- The majority of positions in school would not be able to support working from home – staff have been consulted about their needs and any requests have been fully supported.
- Visors/masks available for staff in school. **Staff are encouraged to wear masks along the corridors.**

Reducing the risk of children mixing with other children outside their own PODS.

To prevent the risk of an outbreak we are attempting to formulate a mini “household” within school “POD” (Place of Duty)

Staggered start, collection, lunch and play times arranged – see appendix Nos. 1-3.

- Where possible a POD will enter directly into their classroom. If this is not possible groups will be led into school on a staggered basis by their POD staff.
Collection points will follow a one-way system as much as possible.
 - We have introduced a one-way circulation to keep groups apart as they move through the building. Groups will not be moving through the building at the same times.
 - Staggered breaks are in place to ensure that corridors or circulation routes used have a limited number of pupils using them at any one time.
 - Staggered lunch breaks when using Dining Hall - children and young people will clean their hands in the POD beforehand and enter in the POD group. Groups will be kept apart as much as possible and tables/chairs/equipment will be cleaned between each group. If such measures are found to not be possible, children will be brought their lunch in their POD.
Children will only eat lunch in either their allocated POD or space in the Dining Hall.
 - Lunches taken within individual PODs - Lunches will be delivered to the entrance of each POD by an allocated member of the lunch time staff.
 - Children that bring their own packed lunch will store it safely within their POD.
 - For children eating within their Bubble POD. A member of the lunch time staff will share the menu with children the day before their lunch to enable children to choose their meal for the following day. Lunches will be brought to the classroom.
All areas will be thoroughly cleaned prior to teaching.
- Wet break- children will remain in their POD with POD staff in supervision. A film or other source of broadcast will be available for children to watch from their own individual seats.
- We will ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at

	<p>any one time. Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked with meaningful symbols, and social stories to support them in understanding how to follow rules).</p> <ul style="list-style-type: none"> • Children with EHCP 1:1 support/behaviour needs who are in attendance will have individual risk assessments completed if required. <p>PEEPS will be considered and reviewed on an individual basis if required.</p>
<p>Outside Space</p> <p>Timetables in place – see appendix Nos. 1-3</p>	<ul style="list-style-type: none"> • Staggering lunch breaks - children and young people will wash their hands before using outside space and after using the outside space. • Children will have staggered lunch breaks and only be permitted to play in their outdoor POD space. These spaces are strategically placed maximising the available space around the school, so PODs of children do not mix with each other. • Toilet breaks will be completed prior to any outside activity • Noting that some children and young people will need additional support to follow these measures (for example, routes round school marked with meaningful symbols, and social stories to support them in understanding how to follow rules) • Enhanced cleaning should be applied to external equipment. • All outdoor equipment will be cleaned after use.
<p>For shared rooms example hall</p>	<ul style="list-style-type: none"> • Use of halls, dining areas and internal and external sports facilities for lunch and exercise will be for individual PODS with a deep clean afterwards. • We have staggered the use of staff rooms and offices to limit occupancy. Staff have allocated spaces for breaks and lunch time. This will be staggered in line with the individual POD. • Use of extra rooms next to Year 6 will be available for staff to use during lunch/break times.
<p>Reducing the use of shared resources</p>	<ul style="list-style-type: none"> • Where possible staff and children should NOT share resources. • All children will have their own set of resources that will be kept in a tray, on their table, overnight. • Teachers will put as much as they can onto PowerPoints that can be shared from the front of the class and avoid photocopying. • All resources should remain in school to prevent cross contamination. • We will limit the amount of equipment pupils bring into school each day, to essentials such as water bottles, lunch boxes, hats, coats and books. • Bags are also allowed to be brought into school but should remain within their POD. • Pupils can take personal belongings and reading books home but unnecessary sharing of other resources will be avoided and cleaning of equipment will be undertaken regularly. • Books can now be marked although this should always be followed by good hygiene procedures.

	<ul style="list-style-type: none"> • Homework to be online where possible. • Practical lessons can go ahead. However, all equipment and each classroom must be cleaned thoroughly before they are used by children from another POD. • Each POD will have its own PE and play equipment or a deep clean will be provided. • Children will need to bring their own water bottle into school. This will be communicated with parents clearly. • All surfaces that staff and children touch throughout the day. Example: backs of chairs, door handles, sinks, toilet, bannisters will be cleaned regularly throughout the day. • Cleaning products will be available for staff in every classroom, should they wish to clean surfaces such as the back of chairs, door handles, sinks etc. before they use them. There will be extra cleaning in place throughout the day.
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Adjustments to Transport where necessary

<p>Letter sent to parents to advise of transport to school during summer term. – Reminders will be in place.</p>	<ul style="list-style-type: none"> • We will be encouraging parents and children and young people to walk or cycle to school where possible. • The school will not be using the mini-bus to pick up pupils each morning as previously due to the risk of mixing children from bubbles. • Schools, parents and young people will be encouraged to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required • We will make sure our school transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • We will make sure our school transport providers, as far as possible following hygiene rules. • We will work with transport providers to ensure where possible pupils are grouped in their PODs. • Disposal points on entry to school for discarded face masks.
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Testing

<p>Staff, pupils are eligible for testing</p>	<p>Staff and pupils in all schools will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or school, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.</p> <ul style="list-style-type: none"> • Staff and parents are instructed to keep the school up to speed on their or their child’s illness and condition. • Depending on the result of the test Public Health England may need to be informed. • All staff should download the NHS tracing app and familiarise themselves with the procedural arrangements for the test and trace process. The school will engage with the NHS Test and Trace process.
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	<ul style="list-style-type: none"> Public Health England may instruct that all staff and children who have been in close contact with the infected individual self-isolate for 14 days. So, each setting needs to prepare for this. Communication letters, work packs to support the children who now need to self-isolate, Deep Cleaning of the POD and all communal areas will be provided. It will be communicated to staff, parents and carers that they will need to book a test if they are symptomatic or a small number of testing kits may be available for the school to supply. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. School will ask parents and staff to inform them immediately of the results of any test: if they tests negative, feel well and no longer have symptoms they can return to school.
Systems for isolating children that display symptoms	<p>An Isolation room has been identified to all staff. – Deputy’s office and Accessibility toilet. PPE equipment will be used if staff have to support the child.</p> <ul style="list-style-type: none"> The staff member will try socially distance when dealing with a child displaying symptoms. The door will be closed and ventilation available through opening of all windows. Parents will be contacted immediately and told to come and collect their child. Parents will be encouraged to get a test carried out for their child and to inform school immediately upon receiving results. School will continue to check with parents following a child being sent home. If a case is confirmed, the POD the child belonged to will all go into self- isolation for a period of 14 days (or as stated in the government guidelines).
Intimate care and first aid	PPE will be provided for all first aid and intimate care if the situation requires. Staff will receive information for use of PPE correctly
Break time and lunch times for staff	Staff will get a morning break (15mins) covered by each other within the POD. Staff will also have fifty minute break during lunch time outdoor slot, covered by lunch time staff and or same POD staff.
Teachers travel	Teachers will be encouraged to travel on their own by car. If this is not possible, staff will be encouraged to walk or cycle to school. For any staff who cannot do either of the above, we will recommend that staff use a taxi service before public transport. If public transport is the only option for staff, we will ensure staff are clear on the government guidelines regarding safe use of public transport in response to COVID 19. We will survey all staff to ensure we are aware of any staff members using public transport.
Training for staff before opening	Training will be provided for all staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them. We are also factoring in time to ensure staff are familiar with revised physical arrangements before opening to more significant numbers of

	<p>pupils.</p> <p>Training will include: in school and remote staff meetings; comprehensive staff information documents, with time given for staff to analyse and ask questions or individual socially distanced meetings. Staff previously unable to attend have been invited to meet with headteacher to discuss any concerns, worries. A considerable number of staff came in during their holiday time to help support with return to school. Suggestions from staff have been prioritised.</p>
Staff working in close proximity to children	<p>Children that require additional support due to SEN needs will be individually risk assessed</p> <p>Staff working closely to children to approach them from the side and avoid front facing conversation.</p>
Staff wellbeing/Staff workload	<p>Workload and wellbeing of staff will be central to the decision making process of any changes to arrangements. SLT wellbeing and workload will also be considered.</p> <p>Safeguarding calls will be completed by SLT whenever required.</p>
<p>Fire arrangements (HT)</p> <p>Fire Drills and times arranged.</p>	<p>Fire evacuation procedures are maintained from the POD bases- Drills will be in place to support children who may be in a POD different to their usual space. Staff must use evacuation guide for the POD they are working in.</p> <p>POD Staff members have been asked to familiarise the children with the evacuation process and assembly point.</p> <p>In the case of a fire alarm, doors should be closed on route out of the school. Staff should not enter further into the school to close doors.</p>
Behaviour annex (HT)	The behaviour policy has been updated
Attendance	The attendance policy and procedures has been updated and is in line with government guidance
Teaching outside year group	<p>Support will be provided for staff who are working within a POD outside of their Bubble POD. Senior leaders will offer support and guidance as required. Teachers will be given ample time to plan in advance, alongside other members of staff. Staff working remotely will also provide planning support. Planning support will be provided by Maths, English and Curriculum lead regarding coverage. Daily check ins with SLT will ensure staff are well supported in other year groups.</p>
Ventilation	<p>All teaching spaces have windows. POD staff will be directed to keep all windows and doors open throughout the day.</p> <p>Any unventilated spaces used across school as a last resort will be by staff on an individual basis only.</p> <p>Air conditioning serving direct rooms – ICT suite remain in operation.</p>
Communication	<p>Morning briefings will not be held for the time being – google calendar and emails will be used to inform staff of weekly and day to day events/important information.</p> <ul style="list-style-type: none"> • One member of staff in each bubble are asked to keep their mobile phone on them at all times in case of emergency – to call either SLT or the school office. • The phone is not to be used during teaching time for any other purpose.

	<ul style="list-style-type: none"> • The school phone will not be shared unless cleaned between use. • The school tannoy system will be used to communicate any important information. <p>Communication to parents sent via email/text/school website. (*School information pack will be sent out initially).</p>

School Procedures

- ** Areas across the school to be kept clutter free to aid full cleaning of surfaces.
- ** All surfaces in classrooms (including window sills, tables and chairs) and walk ways will require sanitising each day.
- ** Extra cleaning in place throughout the day of toilets, handrails and areas of frequent use.

Children

Bring own water bottle

To come into school dressed in school P.E. kit on allocated day

Packed Lunches kept in classroom

School Pencil cases and equipment provided for all children to be kept in school

Breakfast and Afterschool Club – commencing Monday 7th September

- **Children will remain within their class/year bubble**
- **All monies will need to be paid prior to attendance . Training to support contactless payment has been arranged.** The school anticipates that contactless payment will be in place by November.
- **All measures in place throughout the school day will be in place.**

Appendix 1 Full School Reopening - September 2020 – School Day

Following the latest Government guidelines staggered start/finish times and entry points for each class bubble have been carefully planned so that pupils and parents for each class arrive and depart from school five minutes apart.

Year Group & Class	Entry & Exit Point for Pupil/Parent	School Entrance	Start Time	Finish Time	Toilet Area	Allocated Playground (Morning Break)
Morning Nursery	Front Gate	Nursery Entrance	8:40 am	11:40 am	Nursery	Nursery Yard
Afternoon Nursery	Front Gate	Nursery Entrance	12:00 pm	3:00 pm	Nursery	Nursery Yard
Reception RM	Front Gate	Reception Classroom	8:45 am	2:55 pm	Infant	Reception Designated Area
Reception RJ	Front Gate	Reception Classroom	8:50 am	3:05 pm	Infant	Reception Designated Area
Year One Y1S	Back Gate	Side Yard Entrance	8:45 am	3:00 pm	Infant	Side Yard Designated Area
Year One Y1B	Back Gate	Side Yard Entrance	8:50 am	3:05 pm	Infant	Side Yard Designated Area
Year Two Y2SB	Back Gate	Infant Entrance	8:55 am	3:10 pm	Infant	Back Yard Designated Area
Year Two Y2KB	Back Gate	Infant Entrance	9:00 am	3:15 pm	Infant	Back Yard Designated Area
Year Three Y3L	Front Gate	Junior Entrance	8:55 am	3:10 pm	Junior	Side Yard Designated Area
Year Three Y3SW	Front Gate	Junior Entrance	9:00 am	3:15 pm	Junior	Side Yard Designated Area
Year Four Y4H	Front Gate	Junior Entrance	9:05 am	3:20 pm	Junior	Back Yard Designated Area
Year Four Y4K	Front Gate	Junior Entrance	9:10 am	3:25 pm	Junior	Back Yard Designated Area
Year Five Y5H	Back Gate	Infant Entrance	9:05 am	3:20 pm	Junior	Front Yard Designated Area
Year Five Y5P	Back Gate	Infant Entrance	9:10 am	3:25 pm	Junior	Front Yard Designated Area
Year Six Y6C	Back Gate	Infant Entrance	9:15 am	3:30 pm	Roof	Roof Top Designated Area
Year Six Y6N	Front Gate	Junior Entrance	9:15 am	3:30 pm	Roof	Roof Top Designated Area

Appendix 2 Allocated Morning Playtimes

Morning playtimes will be supervised by a member of staff from the class bubble. This will be on a rota between the Class Teacher and Teaching Assistant. Mr. Lucas and Miss Quinn will provide some playtime supervision for those year groups sharing a Teaching Assistant.

Year Group	Allocated Playtime	Allocated Playground
Morning Nursery	Continuous Provision	Nursery Yard
Afternoon Nursery	Continuous Provision	Nursery Yard
Reception	Continuous Provision	Reception Designated Area
Year One	09:55 am -10:10 am	Side Yard Designated Area
Year Two	10:15 am - 10:30 am	Back Yard Designated Area
Year Three	10:35 am - 10.50 am	Side Yard Designated Area
Year Four	10:40 am - 10:55 am	Back Yard Designated Area
Year Five	10:45 am - 11:00 am	Front Yard Designated Area
Year Six	10:45 am - 11:00 am	Roof Top Designated Area

Appendix 3 Lunchtime Provision

Year Group	Lunchtime Table Sitting	Lunchtime Supervisor	Allocated Lunch Playground	Allocated Lunchtime	Lunchtime Supervisor Timetable	TA Lunch Allocation
Morning Nursery	Classroom 11:30 am	[REDACTED]	Nursery Yard	11:30 pm - 12:00 pm		[REDACTED] 12:00 - 12:30
Afternoon Nursery	Classroom 11:30 am		Nursery Yard	11:30 pm - 12:00 pm		[REDACTED] 11:30 - 12:00
Reception	Classroom 11:30 am	[REDACTED]	Reception Yard	11:15 am - 12:15 pm	11:05 am - 12:25 pm	[REDACTED] 12:15 - 12:45
Year One	Hall 11:20 am	[REDACTED]	Side Yard Designated Area	11:20 am - 12:20 pm	11:10 am - 12:30 pm	
Year Two	Hall 11:50 am	[REDACTED]	Back Yard Designated Area	11:45 am - 12:45 pm	11:35 am - 12:55 pm	
Year Three	Hall 12:20 pm	[REDACTED]	Side Yard Designated Area	12:15 pm – 1:05 pm	12:05 am - 1:15 pm	[REDACTED] 12:55 - 1:25
Year Four	Hall 12:45 pm	[REDACTED]	Front Yard Designated Area	12:20 pm - 1:10 pm	12:10 am - 1:20 pm	[REDACTED] 1:00 - 1:30
Year Five	Classroom 12:25 pm	[REDACTED]	Front Yard Designated Area	12:25 pm - 1:15 pm	12:15 pm - 1:15 pm	[REDACTED] 1:05 - 1:35
Year Six	Classroom 12:15 pm	[REDACTED]	Roof Top Designated Area	12:15 pm - 1:05 pm	12:05 pm - 1:15 pm	

Y5 & Y6 pupil wishing to access school meals or entitled to FSM will receive hot/cold grab bags in the classroom. The kitchen staff will share the menu with these children the day before, so that they are able to choose the meal they would prefer.

*Front Yard and Reception Yard empty of pupils while Afternoon Nursery pupils arrive.

*Y4 in Front Playground from 12:20pm to 12:40pm then proceed to Hall to be seated at 12:45

*Y5 have lunch in their classroom from 12:25pm to 12:50pm then proceed to Front Playground

Allocated time in the hall

- Year 1 - 11:20
- Year 2 - 11:50
- Year 3 - 12:20 (Hot lunches only/packed lunches in classroom)
- Year 4 - 12:45

Heather additional LSA in hall to assist with cleaning between bubbles.