



Covid-19

Returning to School in September Plan

East Bridgford St Peter's CE Academy

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1. Background

The Department for Education published their guidance for schools to return in September 2020 on the 2nd July 2020.

The plan also takes note of guidance from various places including:

- Department for Education
- Planning Guide for Primary Schools NEU
- Sage reports
- Independent Sage reports
- Safe Working Practices guidance (DFE)
- Full Opening of Schools Guidance (DFE)

2. Rationale for the Plan

The following planning and guidance document is designed to identify the key aspects of a Covid-ready school return so staff and parents understand and can implement effective systems to increase safety and ensure effective delivery of the school curriculum and learning. It will also outline key aspects including dealing with outbreaks and blended/remote/home learning.

2a) Three Strands

Throughout this document there are 3 main strands;

- Prevention of infection
- Response to any infection
- Operational plan for continuation of provision

In Summary

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including regular cleaning of frequently touched surfaces,

using standard products such as detergents and bleach

5) Minimise contact between individuals and maintain social distancing wherever possible (2 metres)

6) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection

7) Engage with the NHS Test and Trace process

8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community

9) Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant

Further detailed advice about each section of this can be found in:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools> updated 7th August 2020

Operational plan for continuation or provision

To ensure effective provision of learning

2b) Safety and well-being for pupils

At **St Peter's** we have a very strong ethos of understanding and support of the emotional wellbeing of pupils and with this in mind, these additional principles will need to drive the design of our wider opening plan:

- Ensure that returning children feel emotionally and physically safe at school through the use of our positive implementation of new requirements; use of positive language **"Remember your take care space, so we can take care of ourselves and each other..."**
- Ensure only essential minimal changes take place in classrooms and wider school areas including class layouts, resources and markings.
- Ensure enough time and resources are given to the social and emotional aspects of

the curriculum and allow children to express themselves in a safe environment.

- Ensure a mechanism is in place to offer effective 1:1 pastoral support if needed.
- Ensure those not attending due to shielding or illness have similar opportunities where possible through access to remote or supported learning.

2c) Safety and well-being of staff

- Ensure clear mechanisms and opportunities for staff to discuss the situation and raise suggestions or concerns.
e.g. SAS (schools advisory service), SLT, Governors, Rev Ruth Colby.
- Ensure effective risk assessments are completed and ensure staff are comfortable / understand the measures in place.
*e.g. latest Risk assessment available on TEAMS, *this document, shared letters/updates from Aspire MAT.*
- Ensure clear expectations and systems are in place to support social distancing (where possible) and keeping themselves and each other safe.
e.g. Green room available as a larger staff room
- Clear plans to ensure staff, including SLT have adequate rest and breaks for teaching / supervisory roles and workload is assessed and manageable, taking into account changes to delivery and content of the curriculum.
- Ensure visitors are fully briefed and comply with arrangements.

2d) Overall safety and well-being

- Completions of thorough risk assessments. see latest version cc Governors uploaded to Governorhub, Aspire CEO, staff via TEAMS,
- Effective written plans for expectations of pupils, parents and staff.
- A plan that is discussed and contributed to by staff, particularly those who will be delivering in school provision.
- Support from the governing body.
- Sign off for the risk assessment and plan by **Aspire MAT/Governors**

3. Bubbles

Each class will become a 'BUBBLE'. The class bubble will have some time with certain other class bubbles e.g. Preschool & Reception, KS1, LKS2 & UKS2 in relation to playtime and lunch break. See later for details.

Each bubble will:

- Stay as a group throughout the day and not mix with any other Key Stage bubbles (where possible).
- Have the same adult(s) where possible and where this is not the case, ensure staff social distance and have good hygiene
- Lunch staff will be assigned for supervision of bubbles and will remain socially distanced as far as possible.

4. Protective Measures & Arrangements

4a) Expectations of Parents and Staff

- Pupils should not attend school if they are feeling unwell with symptoms of coronavirus (loss of taste/smell, new persistent dry cough or high temperature of 37.8 or over). They should seek a test straight away while self-isolating for 7 days and only stop self-isolating if the test comes back negative.
- Pupils should not attend school if a member of their household has symptoms of coronavirus. They should self-isolate for 14 days.
- Parents expected to collect any pupil who is unwell when notified by the school.
- Parents will be reminded to update their emergency contacts (at least 3 contacts).
- Parents should continue to monitor the health of their child, such as checking their temperature, although recognise that this is a limited measure.
- Staff, similarly, should not attend work if they or a member of their household are feeling unwell with symptoms of Coronavirus. Staff should follow the usual absence procedures.
- Staff are able to be tested for Coronavirus and must do so immediately if they develop symptoms. Details of how to get tested can be found on the [government website](#).
- In hot weather, parents must ensure children come into school with a hat, water bottle and sun-cream has been applied, as needed
- Pupils should wear school uniform but there will be a transition time during the first few weeks if uniform is not quite as it should be
- **On PE days**, children should come in wearing their school jumper or cardigan (Year 6 hoodie) over their appropriate PE kit: t-shirt (no football/team shirts), black leggings, shorts or jogging bottoms and trainers. Children will NOT be getting changed for PE in school at this time. We will review after Christmas or when appropriate.
- Although not a requirement, you may like to ensure that children are in fully cleaned clothes each day and clothes worn in school are taken off as soon as returning home

and placed straight into the wash.

- Footwear should be a closed shoe / trainers for PE days

4b) General Hygiene

- Hand hygiene is very important and should be carried out regularly including the start of the day, after any outdoor play, before and after lunch.
- Children should also primarily wash their hands or use sanitiser if they cough or sneeze in class or have used shared equipment and of course after using the toilet.
- Children will sanitise their hands as they enter their classroom. There will be a member of staff on the entrance into school.
- Children and staff will be permitted to bring their own hand sanitiser into school but this is not to be shared. Extra hand sanitizer and handwashing soap has been ordered for use throughout the school.
- Staff should revisit hand hygiene regularly with pupils including a demonstration or by using age appropriate materials.
- Lidded bins will be positioned away from children and staff in each classroom.
- Classrooms will have hand sanitiser but ideally soap and water should be used for class-based hand washing for those classes with sinks. Alternatively use the toilet sinks. Hand sanitiser could be used for occasional use after coughing and sneezing etc.
- Classrooms will also have a supply of tissues and paper towels.
- Posters will be displayed / created to remind children about how to wash their hands using the 20 second rule.
- Bins will be emptied as part of the cleaning schedule during the day and at the end of the day.
- Sanitiser stations will be in place around the school mainly for adults and occasional pupil use where permitted. If eating in the classroom - soap and water are best from the classroom sink.
- Gloves are **not** recommended to be worn all the time, as they provide a false sense of safety and are difficult to take off without contamination. However, where a member of staff is treating a pupil or dealing with intimate care, it is recommended gloves and usual PPE is worn and then disposed of safely afterwards.
- Ensure children flush the toilet after use and properly clean hands afterwards. Staff should avoid being in the toilet areas and frequently remind children of a being safe distance away from each other if queuing, taking turns, remembering their take care space, flushing and wash hands properly.

4c) Staff Hand washing – specific guidance.

- Staff hand washing / sanitising should take place at the following points as a minimum:
 - Before leaving for work
 - On arrival at work
 - At regular intervals
 - Before and after eating, touching face
 - After sneezing,
- Hand washing prior to and after close contact with child, use soap and warm water ideally and to be effective needs to be facilitated by:
- Staff should have clothes that are bare to the elbows to facilitate better hygiene
- The following measures are recommended for staff care to reduce the risk to them and others:
 - Removal of all hand and wrist jewellery (Single metal ring bands are acceptable)
 - Clean short fingernails and no artificial nails or nail products
 - All cuts or abrasions should be covered with waterproof dressing

4d) Cleaning

- Cleaning routines will follow the Government guidance. Steve (Site Manager) & Teresa will liaise with the SLT to agree any additional cleaning required.
- All classrooms will be cleaned daily.
- Cleaning will take place at the usual times plus additional cleaning of key touch points and toilets during the day.
- Classrooms will have a 'kit' which will include: anti-bacterial spray, hand sanitiser and tissues
- Doors should be left open unless kept closed for safety or security.
- Lights should be used minimally (left on/off at teacher discretion) and pupils told not to use the switches.
- Toilets will be cleaned throughout the day, paying attention to taps, handles and toilet seats.
- Classrooms will be equipped with cleaning fluid and cloths to wipe surfaces when needed. Staff should wash their hands thoroughly after doing any cleaning.
- Staff are advised not to remain in the room when they are being cleaned at the start or end of the day.

- Any resources and play equipment (Early Years) used by children should be washed periodically with soap and warm water or put into quarantine as per government recommendations.
- Steve and Teresa will focus on 'additional cleaning' with a focus on areas such as door handles, emptying bins and cleaning surfaces and toilets.
- Staff toilets will also have anti-bac toilet spray to enable staff to clean the toilet before using should they choose.

4e) Classrooms

- Desks should be spaced out as much as possible within the room and arranged facing the front so children are not facing each other; this will be checked by a member of the SLT as part of the risk assessment
- Children should have a set position/table to sit at and children should not move between tables or groups, wherever possible.
- In Years 1 upwards each child should have a box/container/tray on/under their desk for their equipment (pens, pencils, glue stick, ruler, rubber etc). Children should provide their own minimal equipment/pencil case to bring in and which remains in school. School can also provide equipment for children.
- Coats should be hung on the backs of chairs as they enter classrooms.
- Cloakrooms may be used at the teacher's discretion but not advised for large groups of children to be in at any one time.
- Lunch bags should stay in the classroom, not the lunch trolley.
- In Preschool and Reception, aim to have coats on outside pegs if possible and have a designated area for lunch boxes.
- In every classroom, a returns box for reading books should be set up so that box can be left for 72 hours before being touched and returned to the shelves.
- Teaching will take place in the classroom space or outdoor spaces. Before moving to a new space hands must be washed by everyone.
- **Laptops and iPads** – if being used should stay within the classroom bubble and should not be shared between children or between bubbles unless they have been wiped down properly. *2 trolleys of x15 laptops in each are available. Plus a number of ipads are available. ICT timetable should be in place.*
- **Each laptop trolley can be wheeled to KS2 classrooms (rota required) for ICT lessons.** EYFS/KS1 children may use the ICT/library for ICT lessons (entering and exiting via the external fire door). Room/surfaces will be required to be cleaned before/after use.
- Windows should be open for ventilation as much as possible.

- External doors should remain closed for security and should be held open by an adult or wedged open when being used. Doors should not be held open by each child to pass to the next person.
- The classroom door may be left open to avoid touching of handles and enable increased ventilation.
- Children should not use the interactive board.
- Consider sitting children who have additional vulnerabilities in places where there is less movement of children and better ventilation *e.g. children who require the toilet more frequently to sit nearer the classroom door, more anxious children to sit nearer the fire exit door*

4f) Distancing and adult to child contact

- It will be difficult to fully distance staff from pupils especially the younger they are.
- Do not sit face to face – try to be away from direct contact with faces.
- Staff should practise holding their own hands in a clasp to minimise touching things including their own face.
- Staff should be mindful of other staff in class and around the school, maintaining distancing, where possible.
- There will be reduced and coordinated movement within school, achieved through staggered playtimes and careful timetabling of central areas. Therefore, there is no need for a one-way system as enforcing it could increase the times children and staff are in the corridors. However, staff and children are encouraged to continue with a 'stay left approach'.
- Children should be limited in using the main corridors or other shared spaces as much as possible; shortest exit routes should be used – e.g. classroom fire exit
- The number of pupils inside the toilets must be limited. Staff should be mindful not to send more than one child to the toilet at the same time. The only exception to this is for handwashing times and if supervised, the number allowed in is equal to the number of sinks but avoid crowding.
- Staff should avoid 'walking around the room' unless necessary.
- Staff should encourage children to self-mark if the learning activity facilitates this style of feedback *see feedback/marking policy*

4g) Specific Year Group guidance

- Classrooms:
 - ALL BUBBLES:

- Classroom zones set up so there is a clear 'protected' space for staff in the classroom. Floor tape can be used on the floor or furniture used.
- Preschool and Reception:
 - Children have free flow access to equipment while teacher remains at least 2 metres away/side by side/social distance, whenever possible; access to outdoors for large proportion of the session; consider clearly marked carpet spaces for children.
 - Cleaning or rotation arrangements for equipment where possible
- Year 1 upwards:
 - Children to have individual desk areas with all equipment needed on/under there. They should remain in their spaces as much possible.
 - Movement should be limited

4h) Outdoor Spaces

- Using the outdoors is encouraged although staff should be mindful of sun exposure. Parents will be encouraged to be aware of this too and provide appropriate protection (hat and cream etc.)
- The field / *paddock will need to be timetabled. Toilet before going up to the field/paddock. *paddock is being offered by The Warings family (enter via gate near skate ramp/park)
- Playgrounds will be split into two sections (2m no man's land) to ensure EYFS and KS bubbles are not mixing (see playground rota); There will be a rota to enable the different bubbles to have access to both parts of the playground over the weeks.
- Children will need to be shown how to play games while attempting to keep a social distance, while staff will understand that this will be tricky for some children to achieve. In these cases, staff should ensure they are keeping a good supervisory distance away and maintaining the child to adult social distancing.
- Equipment and PE equipment MUST NOT be shared between bubbles unless it has either been quarantined for at least 72 hours or cleaned.

4i) Staff shared equipment and spaces

Staff room

- Staggered breaks/lunches
- Green room used as a larger staff room
- original staffroom can be used with limited persons
- Green room is recommended for eating to support social distancing (common sense approach)

- Staff can eat in their bubble room space should they wish
- All staff to wash hands before entering staff rooms, before eating, after eating, and on leaving the room

Photocopy and other shared resources (phone etc.)

- Wash hands before and after use; sanitiser and anti-bac wipes will be available by key shared devices
- Devices cleaned during the day, as per cleaning rota

Movement around site

- Keep 2m distance from all others / personal social distancing
- Avoid touching rails and handles if you can
- Wash hands / sanitise before and after movement around the building

4j) Reducing touch points and transmission

- Be aware of what you are touching, especially in shared spaces; wash your hands regularly
- Key doors will be propped open to avoid the need to touch handles
- Security doors should be kept closed, including all external doors and office doors
- please don't just enter the office to collect items, remember this is a work space for others
- Fire doors should be kept closed but may be pegged open but which **must be** shut in the event of an evacuation: **evacuation point is still the Field**, evacuating either via the Kneeton Road left hand gate or the alley way St Peter's gate.

4k) Children's toilets – frequent handwashing reminders, 20 second rule.

Preschool and Reception

- From September we are unable to effectively leave 2 minutes between children's use but where possible avoid lots of children going to the toilet at the same time.
- Staff should avoid going into toilet pods and if staff need to go in, they should consider putting on a disposable face covering.

KS1:

- From September we are unable to effectively leave 2 minutes between children's use but where possible avoid lots of children going to the toilet at the same time.
- Staff should avoid going into toilet pods and if staff need to go in, they should consider putting on a disposable face covering.

LKS2 & UKS2:

- Both LKS2 and UKS2 will use the same toilets.
- From September we are unable to effectively leave 2 minutes between children's use but where possible avoid lots of children going to the toilet at the same time.

Toilet at break and lunch

- Children should be encouraged to use the toilet before break and lunch – in a staggered way. Children, as usual, will be allowed to use the toilet during lesson time. This will require monitoring children's length of time spent in the toilet for both frequency and time to wash hands.
- If they need to use the toilet during outside time, break or lunch they should only use the following:
 - Preschool & Reception – use their own 'old building' toilets
 - Year 1 and 2 – use their own KS1 toilets
 - LKS2 and UKS2 – use KS2 toilets ONLY – access into school will require supervision. Reminders to children, once out on the playground KS2 toilets should not be used, but if they have to go of course this is allowed.

5) Organisation of the Day

5a) Start and End of Day

- Staggered start and end times will be in place as follows:
- **Start of the day**

Gates open at 8.30am

8.30am-8.35am – Preschool and UKS2 (Yr 5 & 6).

8.35am-8.40am – LKS2 (Yr 3 & 4)

8.40am-8.45am – Reception and KS1 (Yr 1 & 2)

Gates closed at 8.50am

- School bus to arrive between 8.30am and 8.50am
- Siblings, arrive at the earliest time
- School club, children will be released from 8.30am (note new earlier start time of 7.30am)
- **Please ONLY use the main Kneeton Road double gates as entry to school** (see *photograph*).

If you are accompanying your child to the school gate you will need to walk through the playground keeping to the path and out through the top single blue St Peter's gate saying goodbye to your child on the way. This one-way system is to prevent congregation on the playground and congestion at the school gate.



- **End of the day**

Gates open at 3.15pm

3.15pm-3.20pm – UKS2 (Yr 5 & 6).

3.20pm-3.25pm – LKS2 (Yr 3 & 4)

3.25pm-3.30pm – Preschool, Reception and KS1 (Yr 1 & 2)

- **Please use the main Kneeton Road double gates to collect your child from school.** You will need to walk through the playground where your child will be waiting for you. Keep to the path and your child will join you. Please exit the school through the top St Peter's gate. This one-way system is to prevent congregation on the playground and congestion at the school gate.
- Yellow spot markings on the ground will help parents and children maintain 2m distance when walking along school path.
- Only one parent should come with a child to school to minimise the number of adults on site.
- Parents will not be allowed to wait on site in the morning; they will be encouraged to either drop off promptly or continue on the ONE WAY SYSTEM.
- Leadership Team plus additional staff will be out in the mornings and afterschool where possible to monitor social distancing and to welcome the children
- Children to wait on the playground to be picked up / those walking home, teacher should be aware who these children are
- Late pick up children:
 - remain on playground
- Breakfast and After school club will resume from September and will need to social distance as much as practically possible (in age related bubbles, as per in school) – further details to follow

5b) Arrival procedures:

- **Preschool & Reception:** Parents and children will walk through the playground and drop children off at the Preschool / Reception side doors; adults **will not** be allowed into the building and must re-join the one way system to exit the school. Children will sanitise their hands as they enter the old building.
- **Year 1 – Year 6:** Children will enter the main playground, in their specified window of time, and will sanitise their hands as they enter into class.
- **Year 1 and 2** will walk straight to their classes through the KS1 entrance gate
- **Year 3 to 6** will come in through the Kneeton road gates, walk along the pathway, then enter school through the main entrance / over time external classroom doors may be used once in a routine.

5c) Pick up procedures

- **ALL children will be in the playground to be picked up from the walk-through-one-way-path at specified window of time. Children should be in the playground ready before their pick up time. LKS2 children will need to get to the playground via the KS1 corridor. Each KS bubble will have a designated space on the playground for pick-up.**

5d) Drop off lates:

- Parents informed about the importance of arriving on time to drop off / collect
- After the gates are locked in a morning (before 9am) parents will need to bring children around to the main entrance but should not come into the building. A member of the office staff will usher the child in. The child will sanitise their hands and be escorted / sent to their classroom.

5e) Pick up lates:

- Children will remain in the playground waiting area and parents will need to pick up from there.
- If a parent is 10 minutes or more late, staff should alert the main office and phone calls will be made. Children remain outside or be taken back to their classroom / supervised on the grass adjacent to the push button blue gate, while waiting for parents. If the weather is inclement the child may wait inside school, outside the office

6) Break and Lunch

6a) Lunchtime: timings and play zones



EYFS & KS1 = 11.50am - 1pm. Lunch between 11.50am-12.25pm. Clubs 12.25pm-1pm

Key Stage 2 = 12noon - 1.10pm. Clubs between 12noon-12.35pm. Lunch 12.35pm-1.10pm

***school dinners to alternate every 2 weeks for LKS2 and UKS2**

Playground 1 = is the walking area/hopscotch

Playground 2 = netball court

	EYFS Preschool & Reception	Key Stage 1 Year 1 & 2	Lower Key Stage 2 Year 3 & 4	Upper Key Stage 2 Year 5 & 6
11.50am	School dinner hall	School dinner hall	—	—
12 noon			Playground 2 (or clubs)	Playground 1 (or clubs)
12.25pm	Out to play via KS1 corridor	Out to play via KS1 corridor via playground path	Enter hall / class via main office entrance NOT KS1 corridor	Enter hall / class via main office entrance NOT KS1 corridor
12.35pm	Preschool area & Playground 1 (or clubs)	Playground 2 (or clubs)	School dinner hall	Classrooms packed lunch Supervisor required in classrooms
1pm	End of lunch, return to classroom	End of lunch, return to classroom	Playground 2	Playground 1
1.10pm	—	—	End of lunch, return to classroom	End of lunch, return to classroom

6b) Lunchtime: arrangements

- LKS2 and UKS2 Lunch will be on a rota basis, every 2 weeks for school dinners in the hall / packed lunch in classrooms. Enabling EYFS and KS1 to have hot school dinners in the hall daily
- Support staff will be needed for supervision indoors
- Children should wash hands before eating
- The dining hall will be split into two zones to keep EYFS and KS1 year groups apart
- Adapted menus will be available each week, including no salad bar until further guidance
- Hot dinners and sandwiches will be served in the hall (see KS2 rota above)
- Lunchtime Supervisors will remain socially distanced

- Any low-level behaviour incidents will either be dealt with by the lunchtime staff then passed to class teacher as usual or a teacher/SLT may be called to deal with a situation if required
- Packed lunches should be placed in class in the morning, not hall trolley
- Each year group will sit and have their lunch, scrape plates and then sit back down
- see timetable above for logistics and timings

Catering/kitchen staff

Catering/kitchen staff should probably wear PPE when serving food as it's a more prolonged and closer activity. Regular hygiene / handwashing is essential as is personal social distancing in the kitchen and hall.

- Toilets when outside:
 - Need to go before or after dinner.
 - During lunchtime, EYFS, KS1 and *KS2 children use own toilets (*requires supervision)
- Toilet if in the hall:
 - Preschool/Reception children to be escorted to the old building to use the toilets
 - KS1 use KS1 toilets
 - KS2 use KS2 toilets
 - Regular cleaning will take place
- Wet dinner
 - Lunchtime supervisors to have classes

6c) Break time: timings

	Break	Playground
Preschool	10.15-10.30am	1
Reception	10.15-10.30am	1
Year 1	10.15-10.30am	2
Year 2	10.15-10.30am	2
	5 min gap	
Year 3	10:35-10.50am	2
Year 4	10:35-10.50am	2
Year 5	10:35-10.50am	1
Year 6	10:35-10.50am	1

6d) Break time: arrangements

- The same playground zones will be used as dinner time
- Breaks will be staggered timings, as above
- Teachers to take their class onto the playground and must be aware of other year groups and keep their distance / take turns
- Handwashing must take place before and after break
- When the end of break bell goes (**10.30am & 10.50am**), children filter in as before, one playground at a time
- First Aid: Every teacher has basic first aid kit (includes gloves and mask); child to self-administer wherever possible; more serious first aid needed – send child for help
- Toilets: Children need to go before or after break. Staff to consider how to effectively manage this over the course of the lesson preceding a break/dinner
- School fruit will be delivered to class before break time
- Wet Break - Children stay in classrooms supervised by teacher/TA
- Afternoon (flexi) break; LKS2 and UKS2 may have a short comfort break, if required, immediately outside their classroom fire exit. Preschool and Reception / Key Stage 1 may use the playgrounds in the afternoon if required (same designated playground)

6e) Playground Equipment

- Playground rota for equipment. cleaning required

7) Wrap around care and after school clubs

7a) Out of School Club (term time)

- Advance Booking only – Rattle N Roll payment platform is used all year round
- Children can arrive from **7.30am** (*new start time*)
- Children to sanitise using the dispenser / wash hands frequently
- Age-related bubbles will be formed, as in school
- Social distancing as much as possible
- Clear records of attendance for track and trace purposes
- Children sent to classrooms from 8.30am, one bubble at a time, not all together
- Bubbles must be kept apart as far as is reasonable using inside and outside space well and clearly defined

7b) Before and after school clubs / activities

- These will not take place initially (first few weeks) then build up to re-implementing clubs starting with certain outdoor clubs first

- Clear records of attendance will be in place for track and trace purposes when they do start

7c) Children's general movement around school – monitors etc

- Ideally children should not be moving around school unsupervised and should be escorted at all times.
- Certain children may continue to perform jobs e.g. take things to another class from the same bubble / office but they must have received clear guidance and instructions including:
 - Going directly to the location of the job
 - Distancing / giving way to other children and adults
 - Washing hands before and after deliveries

8) PPE (Personal Protective Equipment)

8a) PPE VIDEO and guidance – putting on and removing PPE in suggested order



FOR TRAINING, PLEASE WATCH (3 min):

<https://www.youtube.com/watch?v=vs9ZMSghbck>

- Guidance from the Government states that most staff in schools will not need PPE.
- If staff wish to wear their own mask, then that is a personal choice.
- Full PPE is available for welfare matters, such as looking after an unwell child, or first aid. **PPE is located in the hall in our black PPE box**
- We have a supply of masks, gloves and aprons for intimate care and welfare issues, including dealing with first aid where the child cannot administer it themselves.
- If a parent requires their child to wear a mask, then they should contact the school office to discuss this. Staff should not assist with the mask or handle it in any way.

- No specific clothing is required to be worn and some staff may choose to wear clean clothes each day.
- The staff dress code is as normal, relaxed but should remain smart.
- The following are available to use for general protection and are optional for staff
 - Disposable aprons
 - Disposable gloves
 - Fluid resistant face mask
- If dealing with a child for close care the above SHOULD be worn as a minimum
- If dealing with a child who is symptomatic the above MUST be worn with the addition of a full-face shield

8b) Donning and Removing PPE

Donning PPE order

1. Apron
2. Mask
3. Eye Protection
4. Gloves

Removing PPE order

1. Gloves
2. Apron
3. Eye Protection
4. Mask
5. Wash Hands

8c) Disposal of PPE

- General PPE waste to be double bagged and placed in your general lidded bin in your room.
- Symptomatic PPE waste to be double bagged and placed in the bin in the car park, **yellow** plastic bags to be used.
- Staff reusable masks must not be left on any shared surfaces and should be taken home daily and when not in use should be stored in a bag (e.g. zip lock sandwich bag)

9) Office & Communications

9a) Office area guidance

- The office will be open to essential visitors only, with parents encouraged to communicate via email or telephone.
- The office window will remain closed and **don't just enter the office as staff are working in their protective space.**
- An additional office is set up in the Aspire room.
- 2m distancing will be adhered to for those waiting to be seen.
- Deliveries throughout the day will be met at the gate to avoid face to face contact.
- Parents will continue to be encouraged to communicate using teacher temporary email or await a phone call when the teacher is able to return a call.
- Parent Weekly & Newsletters will continue for parents.
- No children or staff should enter the admin office, other than those staff designated to work in there.
- Requests should be made from the hatch or doorway

9b) PPA Room

- Room (101) is available. Timetable may be required.

10) Welfare / uniform and behaviour

- There will be at least one member of the senior leadership / pastoral / first aid team present each day to deal with sickness, injuries and those pupils feeling unwell; these will follow guidance in using PPE. Please contact the main office or leadership office if someone is needed.
- Where possible all minor injuries should be dealt with within the bubbles and children should be encouraged to self-administer where possible e.g. plaster.
Don't just send a child to the office without checking what the matter is first.
- PPE will be available for any member of staff who requires it to assist with a pupil in close proximity, including personal care.
- Any supported changing of a child's clothes should be done with PPE, changing the child from the side in a ventilated room. Hands and wrists should be thoroughly cleaned afterwards.
- Children will wear full uniform and staff in smart/casual dress
- Uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal.

- We will update the behaviour policy to include guidelines for movement within school and new hygiene rules.
- It may be that adverse experiences and/or lack of routines of regular attendance and classroom discipline may contribute to disengagement with education upon return to school, resulting in increased incidence of poor behaviour. It is vital that our behaviour policy is strictly adhered to by all staff.
- Newly introduced House points / House Teams is aimed at children and adults working together positively for high expectations of behaviour and attitude.
- Take Care (hand) Values must be reminded, modelled and referred to constantly

11) Evacuation procedures

- **The FIELD is still the evacuation point**
- Use both Kneeton Road left hand large gate and turn immediately right and walk up the alleyway to the FIELD. Also with St Peter's gate are our 2 points of EXIT to the FIELD
- Keep social distancing whenever possible
- Exit through external doors, if being kept open the external doors must be closed on evacuation
- Children to line up spaced apart from any other bubble and spaced out as much as possible within their own class
- All other procedures the same

12. Staffing

12a) Safeguarding

- There will be a member of the Safeguarding Team on site. Staff with concerns should contact the onsite DSL for advice in the first instance. Staff should log any safeguarding or pastoral concerns using the **blue sheet** as usual.
- Safeguarding procedures remain the same but be aware due to the increased time children spent at home there may be more initial disclosures.

12b) Critically Extremely Vulnerable Staff or Household

- All staff, including those who were shielding are expected to return to school in September.

- Occupational health advice is that the risk assessments and control measures in place for everyone are adequate for all staff, but those staff who have a higher risk of complications should ensure they take extra care of their own hygiene and social distancing.
- Referrals to occupational health may be used; help for staff who may require additional reassurance or consideration in specific individual cases. E.g. medical, BAME, age
- Evidence so far from the pandemic identifies that people from a Black Asian Minority Ethnic (BAME) background are being adversely affected by the disease.
- Those from BAME background should consider themselves as higher risk and therefore be rigorous in their hygiene and social distancing practices
- School will continue to take advice from the local authority and the Government on the above.

12c) Staff Absence

- Absence should continue to be reported to Richard/Allison/Office as early as possible each morning.
- Absence procedures resume for all other absences.
- Any staff required to self-isolate and who are well enough to do so, will continue to provide learning for their class and will be deemed as remote learning. If they are ill while self-isolating, staff must contact the office and the absence will be recorded as sickness.

12d) Meetings and Communications

- Staff Meetings may be replaced with virtual meetings via Teams as and when needed. A schedule will be in place, but staff should assume they will be required fortnightly on **Wednesdays, 3.30pm- 5pm**. see overview of staff CPD/meetings
- CPD opportunities will be assessed depending on how the return to school is going.
- It may be necessary to have briefings initially until things settle (8am) via Teams (details will be on the main whiteboard by the office if this is needed on any day)
- Staff are encouraged to share any suggestions or concerns with the leadership team so we can consider any changes to the arrangements.

13. Pupil Attendance

Attendance expectations

- School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support.

- School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-covid and any absence will be followed up.
- Where appropriate, we will engage with families with non-attending pupils (in line with government advice)
- We will continue with our 'request for withdrawal from school-based learning' form reminding of the importance and benefits of having a good attendance

Pupils who are shielding or self-isolating

- If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. We will support those parents through dialogue so that appropriate advice can be offered and leeway afforded.
- Where children can't attend school as parents are following clinical and/or public health advice, absence will not be penalised.

Pupils and families who are anxious about return to school

- If parents of pupils with significant risk factors are concerned, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a Zoom meeting.

A letter to parents outlining the final plan will be sent to all parents before the autumn term

This will outline:

- What the provision will look like including timings, break and lunches, drop off and pick up arrangements, and before and after school care.
- Parents expectations
- What to do regarding absence and sickness
- Reminder of the key symptoms

13a) Which children should not attend school?

- Children who are extremely clinically vulnerable should discuss this with school
- Children who live with someone who is extremely clinically vulnerable are expected to return to school, but may wish to contact school to discuss this.
- Any child who is feeling unwell with symptoms of Coronavirus should not attend school and should self-isolate for 7 days.

- Any child who lives with someone who has symptoms of Coronavirus should not attend school and self-isolate for 14 days.

13b) Reporting Absence

- *Registers will remain open for 10 minutes after the last arrival time on the plan (**9am registers to close**); between the office and teachers, lates will be recorded using the code on the Scholarpack register.*

14. Curriculum and Classroom

Risk: Emotional distress of the children

- The key principles that underpin our advice on curriculum planning are:
- Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.
- The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects.
- Blended / Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.
- Teaching time should be prioritised to address significant gaps in pupils' knowledge with the aim of returning to the school's normal curriculum content by no later than summer term 2021 – *Government guidance*. **As a school, our aspiration is to be returning to the school's normal curriculum before the end of summer term 2021.**
- For children in Preschool, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development.
- For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring so they read widely, and developing their knowledge and vocabulary.
- The curriculum should remain broad, so that the majority of pupils are taught a full children's acquisition of phonic knowledge and extending their vocabulary.
- For Preschool and Reception, consider how all groups of children can be given equal opportunities for outdoor learning.
- For pupils in key stages 1 and 2, school leaders are expected to, after a period of wellbeing and reflection, prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum range of subjects.

14a) Adapted provision / Pupil wellbeing and support

As a result of the pandemic, the children are likely to return with a range of additional needs that will need to be considered through a sensitive and adaptive provision. This will include:

- An increase in physical and outdoor activity.
- Increased PSHE, mental health and well-being activities.
- Reducing the length of some lessons.
- Increased opportunities within lessons for the following: Talk, play, social activities, class worship, mindfulness discussions and reflection.
- Each day consider a visual timetable to help give children a sense of structure and routine.
- Support the rebuilding of friendships and social engagement.
- Address and equip pupils to respond to issues linked to the coronavirus.
- Support pupils with approaches to improving their physical and mental wellbeing.
- Support resilience, mental health and wellbeing, including over anxiety, bereavement and sleep issues.

14b) Blended / Remote learning

We must continue to prepare and plan for a second closure / lockdown either of the whole school or of certain classes.

We also need to ensure effective provision is in place for those children who may need to self-isolate. Key consideration should include:

- Does the child have access to technology?
- Are we able to send home paper versions of lessons?
- Could aspects of the introductions be recorded / streamed?

During the autumn term, we will ensure full blended / home learning procedures are in place and additional preparations made.

14c) Assemblies- themes in place for 2020-2021

- Monday, Tuesday, Wednesday** Whole School assemblies will continue to take place possibly over TEAMS, possibly in the afternoon.
- Thursday** will be a class-based assembly run by teachers themselves until singing assembly resumes
- Friday** achievement assemblies will take place over TEAMS

-From September we will explore opportunities for some hall-based assemblies if appropriate but with individual classes/bubbles.

14d) Feedback to Pupils

- Children will continue to need reassurance and feedback from their teachers. However, this needs to be balanced with reducing the risk of staff touching books.
- Teachers should increase self-marking, and should limit close proximity feedback.
- Books should not be taken home.
- Books can be marked after a lesson but staff should wash hands before and after.

14e) Physical activity and Singing

- All physical or whole class singing activities must only be done outdoors and with additional social distancing as transmission distances increase with these types of activities. NO sharing of instruments.
- Large groups such as choirs and ensembles or school assemblies should not take place at this time until government advice changes.
- Children should come to school in PE kit on their PE days.

14f) Support for Vulnerable Pupils

- Some children may need additional preparation for coming back to school.
- Individual videos / or a phone call from teachers welcoming them back or a social story preparing them to come back may be used.
- Parents will be advised to start talking and preparing their children to transition back to school, even walking up to the gate they will be coming in through.
- The SEND team will discuss with parents about what provision can be reasonably provided in line with EHCPs. Schools need to use 'reasonable endeavours / adjustments' to discharge the outcomes in the EHCP.
- We will consider different approaches of support for all vulnerable groups.
- Staff should alert the SLT/Emma to any emerging pastoral needs.
- Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual.
- Where support staff capacity is available, we may consider using this to support catch-up provision or targeted interventions.
- Teaching assistants may also be deployed to lead groups or cover lessons, keeping within bubbles is desirable.

14g) Pupil Assessment and Reporting

- EYFS baseline has been cancelled for September 2020.
- An amended assessment and reporting strategy for the year will be in place.
- Currently, all other statutory assessments (EYFS profile, Phonics check, KS1 SATs, Y4 tables check, Y6 SATs) are all due to take place.

It is vital to assess children as the majority will not have been in school for nearly 6 months. We are balancing the need to assess without adding to children's worry. Assessments will not be carried straight away but after a considered amount of time.

- **Maths**
 - White Rose end of block assessments (use previous years as a baseline at the start of the block and current year at end)
- **English**
 - **Reading:** Summer Term test from previous year
 - **Writing:** School based Teacher Assessment
 - **Phonics** assessments to explore individual phonic gaps
- **Parents involvement**
 - Results/learning shared at Parents' evening
 - Core practice of learning at home

14h) General classroom guidance including use of resources

- Ensure good ventilation; keep windows open
- Consider outdoor learning and activities where possible
- **Preschool and Reception**
 - Reduce / split resources into daily set up boxes
 - At the end of the day quarantine shared equipment, wash / wipe down equipment
 - Maximise outside learning and play
 - Sand and water can be used but replenished regularly
 - Support social distancing by removing multiple chairs from around tables (1-2 chairs max per area)
 - Encourage children to be outdoors or separate
 - Social distance spots on carpets for group time
- **Year 1 upwards:**
 - Tables facing forwards, in rows where possible

- Teacher Zoned area using tape
- Maximise outdoor learning across all subjects where possible
- Children have the same seat and own equipment

Other malleable equipment (such as playdough) can be used but needs to be regularly changed or quarantined for at least 72 hours.

14i) Curriculum restrictions

- **Inside**
 - No physical activity
 - No whole class singing
 - Minimise movement around room
- **Outside**
 - Physical activity lessons (including singing)
 - Increase distance between children wherever possible by adapting games / provision
 - Minimise sharing of resources e.g. have own ball or ensure good hygiene after play
 - Wipe down equipment after use or put into quarantine for at least 72hrs

14j) Use of External curriculum providers / Adults in Multiple Bubbles

- Sports coaches and Rattle N Roll and individual music services will continue to be the only external providers used.
- They will be briefed regarding expectations.
- Music services will set up in the Library/cabin for Music lessons.
- Children / staff will wipe down equipment after each use.
- visitors / enrichment days will be considered on a case by case basis working in collaboration to maintain safety.
- Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. They should ensure they minimise contact and maintain as much distance as possible from other staff.
- Volunteers may be used to support the work of the school, as would usually be the case.
- A record of all visitors must be kept for track and trace purposes.
- Interventions can take place according to usual timetabling.

- These activities should take place in allocated areas – dependant on number of groups - Identified children only should take part in these activities and not mix with children from another bubble.
- Positioning next to children, avoiding physical contact and thorough cleaning of areas prior and post use as well and hand hygiene measures are essential.

15. Dealing with suspected or confirmed cases of Coronavirus

This guidance applies if an adult presents as unwell and is subsequently tested as positive.

https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested?utm_source=af7f6763-6a0f-46bf-924e-453d6eaf71a1&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>

<https://www.nhs.uk/ask-for-a-coronavirus-test>

Cases of COVID-19 should be reported to the East Midlands Health Protection Team - Dr Fu-Meng Khaw, Centre Director, PHE East Midlands, Seaton House , City Link, Nottingham , NG2 4LA Telephone: 0344 225 4524 in Public Health England using the online reporting system available here. For out of hours advice 01384 679 031.

15a) Suspected case of coronavirus within school

- If a child becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home, then a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Full PPE kit is available in the hall / large black PPE box, clearly labelled. Basic PPE kits will be available in each class and additional material centrally stored.
- Any child displaying symptoms will need to be taken outside or cabin, as this has been identified as the waiting space or holding room for anyone with symptoms, while waiting to be collected.

- Anyone with symptoms will need to be tested and proof of testing will be expected to be seen by the school to ensure that prompt action has been taken; the result of this test will need to be given to school as soon as it is known.
- Parents will NOT be informed that someone from the class / bubble is being tested after showing symptoms. Parents will ONLY be informed if a test comes back positive.
- Staff will be alerted and should continue to social distance and maintain high levels of hygiene.
- While waiting for results, a deep clean of the classroom will take place before the next day.
- Deep clean of core areas will take place.
- Core reminders of hygiene for those remaining in school on return.

15b) Confirmed case of coronavirus within school

- If a child or adult tests positive for Coronavirus they should self-isolate for at least 7 days and their household should also self-isolate for 14 days. All pupils in the class and those who they have been in close contact with should also self-isolate for 14 days. Any wider isolation or closure will be discussed with Public Health England
- If the member of staff in the class bubble where a child has tested positive, has had contact with other children or staff, it is not necessary for those children or staff to self-isolate unless the member of staff themselves tests positive. It is recommended that the member of staff is tested wherever possible. We will look at each case by case basis and may result in closing to certain classes/year groups, advice will be taken before closing any aspect of school.
- As part of the Government's new track and trace program, the local health investigation team may carry out an assessment at the school if there is an outbreak across the setting. **They will advise on future action, including school closure.**
- Deep clean of core areas will take place.
- Core reminders of hygiene for those remaining in school on return.

16. Day to day issues summary

16a) First aid

- Where possible, pass first aid items to child to do themselves e.g wipe and plaster

- Staff member should don PPE from PPE box if they feel comfortable to deal with the issue following the basic training guidance
- If staff member does not feel comfortable dealing with the issue, then they phone the office to ask for help
- Usual first aid reporting should take place
- Lunchtime supervisors will deal with the child and call for assistance where a second opinion is needed.

16b) Managing Social Distancing of children

- Classrooms:
 - ALL BUBBLES: Classroom zones set up so there is a clear 'protected' space for staff in the bubble room
 - Preschool and Reception: Children have free flow access to equipment while teacher remains socially distanced whenever possible; access to outdoors for large proportion of the session; clearly marked carpet spaces.
- Year 1 upwards: Children to have individual desk areas with all equipment needed on there. They should remain in their spaces as much as possible while indoors.
- Break and lunch
 - Two play areas on playground / paddock may be available
 - Staggered Breaks and Dinner

Children will be taught a range of social distancing outdoor games.

17. Risk Assessment and Review

We have developed and evolved a comprehensive risk assessment which will be kept under review based on any new guidance and experience. The key indicator on the risk assessment is the residual risk for each aspect following the implementation of the control measures.

If you feel there are some additional measures which would make you feel safer in school, please share with a member of the leadership team.

This plan will be reviewed regularly, and changes made to meet the current guidance and situation and staff will be informed of any changes.

Each version of this document will be dated.

18. Governance

- Governors will approve the Return to School plan and any subsequent revisions.

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- Governors will monitor the implementation and adherence to the plan with a light-touch approach.
 - Governors will only visit the school for specific issues that can only be dealt with by an on-site visit and then by prior arrangement with the school. When on-site, governors will adhere to all the conditions of hygiene, social distancing and movement laid out in this plan.
 - Governors, if on-site, will avoid being in areas with significant numbers of children and staff unless essential for the purpose of the visit.
 - Governors will fill in the visitor book if on-site to facilitate any subsequently required track and trace.
 - The Chair of Governors will have frequent, ie: possibly weekly on-site or off-site briefings with the Head Teacher to discuss and resolve any issues.
 - Any complaints or other issues requiring contact with teachers and/or parents will be held either off-site or on-site outside school hours.

Richard Tomlinson - Head Teacher
Allison Gibbens – Deputy Head Teacher
Peter Golightly – Chair of Governors

Version 1.1 17th July 2020
Version 1.2 10th August 2020
Version 1.3 14th August 2020