COVID-19: Full opening of Stoneydelph Primary School plan

September 2020 (Updated November 2020)

KEY CONSIDERATIONS:

Staff need to be aware that these guidelines are from the DfE guidance and that they reflect the way school will need to operate in the long term with half termly reviews. They are also in line with Union and Health and Safety guidelines.

	Considerations and actions
A. Key COVID-19 considerations	• Draft operation plan for full opening and risk assessment shared with PH and staff 13/07/20. Additions and amendments made in the light of consultation. Discuss and finalise in Zoom / socially distanced meeting on 16.07.20. Revisited on training day 01.09.20. • Minimise contact with individuals (staff or pupils) who are unwell by ensuring those who have COVID-19 symptoms or if they live with someone with symptoms, do not attend school. • Ensure everyone understands the importance of cleaning hands thoroughly, more often than usual for staff and pupils. Reteach and remind pupils how to wash hands, frequent opportunities to wash hands, frequent use of sanitiser. • Ensure everyone understands the importance of good respiratory hygiene by promoting 'catch it, bin it, kill it' – availability of tissues and teach / frequently remind pupils. • Enhanced cleaning, including frequently touched surfaces. Cleaning materials readily available. Additional lunchtime clean of toilets and door handles plus clear surfaces to enable thorough after school cleaning. • 2m social distancing for staff. • Phase bubbles – Daycare / Nursery/Reception classes; Year 1 / 2; Year 3 / 4; Year 5 / 6 to support social distancing and avoid mixing. • PPE for nappy changing / emergencies – disposed of in lidded bin. • Limited staff crossing bubbles – 2m distancing. • Removal of furniture to maximise space in classrooms. • No parents on site – limited visitors by agreement only. • Staff to have gate keys to support arrival and exit – unlock / lock after use. • Engagement with Test and Trace – tests can be booked online through 'NHS testing for Coronavirus', by phone NHS 119, or through a kit issued to school. All staff must engage with the service and supply contacts if they become unwell with symptoms.
B. Breakfast & after-school arrangements	**Breakfast Club:** • Breakfast club in Key Stage 2 hall. • Pupils collected by Breakfast Club staff at set arrival times 7.40 and 8.15 at Crowden Road pedestrian gate (by vehicle access) – allow 5 minute collection window – children line up on 2m distanced spots along the path. Staff to unlock and lock gate after use. Parents are not to come onto the school site. • Staff sign in pupils in view of parent.

	• School mobile phone number available to parents for emergency late drop-off. • Breakfast for pupils arriving at 7.40 / no breakfast for pupils arriving at 8.15am. • Use of hand sanitiser by pupils as enter by entrance door next to the kitchen. • Oblong tables with box of activities for each bubble (YR / Y1&2 / Y3&4 / Y5&6) - 4 pairs of tables (side by side) distanced around KS2 hall. • Staff to wipe over activities as putting out with disinfectant. • Breakfast prepared in the kitchen and served to pupils one table at a time. Staff to wear disposable apron and gloves. Plates and cups collected from the table and washed up in the kitchen. Staff to wash hands and sanitise before preparation. • Children use toilets in corridor (towards Office) – staff to ensure pupil handwashing and use of sanitiser after use. • Coats on the back of the chair and bag under the table. • Staff to ensure kitchen left clean and tidy. • Children arriving at 8.15am do not receive breakfast. • Staff can approach to briefly support pupils but are NOT to sit at tables with the pupils. • Pupils tidy up tables, staff support wiping over activities where appropriate, put activities into the storage boxes, storage boxes put onto shelves in the hall. • Swap activities / games round on Monday morning before children in. • TA from each phase bubble to collect pupils from their phase – wash hands and use sanitiser before leave to join class on playground. • Breakfast Club staff to clean and disinfect tables / chairs and put tables and chairs away. **<u>After-school Club:</u>** • **Cleaners to clean KS2 hall floor first on their arrival.** Buffing by arrangement between staff when children outside for extended activity. • After-school club will be based in Key Stage 2 hall. • TAs to bring children from their classrooms to the hall – wash hands and use sanitiser before coming. • Site Technician to set up hall upon arrival – 4 pairs of tables (sx2 side by side) spread around hall – socially distanced for children from each bubble. • After-school club staff set up box of toys and activities for each phase table – wipe over with disinfectant as set up tables and as put away at end of the session. Change selection around each Monday. • Pupils have snack – no meals – prepared, served to the individual child at the table and plate / cup collected and washed up by staff in the kitchen afterwards. Staff to wear disposable apron and gloves for snack preparation. • Staff ensure kitchen is left clean and tidy. • Coats on back of chairs and bag under the table.

	• Pupils can use the Upper KS2 playground for outdoor play but stay in phase bubble groups spread out over the playground. Wipe over any equipment with disinfectant before and after use. • Pupils use the toilets in the corridor towards the school office – staff to ensure pupils wash their hands and use sanitiser. • Pupils to support staff putting away toys / activities – staff to wipe over activities with disinfectant as putting away. • Two collection times – 4.55 to 5pm and 5.55 to 6pm. School mobile phone number available to parents for emergency collection. • Pupils use hand sanitiser as leave by front door by school office. • Member of staff to take children to the gate at the appropriate time and sign children out in view of parent. Unlock and re-lock gate after use. Parents are not to come onto the school site.
C. Pupil entry to and exit from school	• Staff time management crucial. • Parents encouraged to arrive at the correct time window – not early or late – gates remain locked until appropriate time. • Staff to lock gate as soon as their pupils have left. Next class to unlock for their pupils and relock gate as all pupils have left. • Families with multiple gates / start and end times have individual arrival plan created for them. • No parents on site - leave pupils at the gate* • No extended interaction with parents / carers at gate – encourage parents to contact via email or phone with the office which can then be passed on to the class teacher. Parents and staff to wear face covering when meeting and greeting pupils at the gate at start and end of the school day where social distancing is not always possible. Any member of staff who is medically exempt from wearing a face covering should discuss this with the headteacher. • Timetabled staggered arrival and leaving times using all four gates as follows – TAs stationed at gates to monitor entry and support exit: ➢ 8.40 to 8.45am Year 3 / 4 pupils arrive at KS2 Fossdale gate or Crowden Road pedestrian gate by vehicle gate. Pupils are directed to line up in classes on Year 3/4 playground with their class teacher. Class teachers take pupils inside – pupils use hand sanitiser station before going into the classroom through the Y3/4 classroom fire exit doors. Pupils leave from the same gate at 3.15pm ➢ 8.50 to 8.55am Year 5 / 6 pupils arrive at KS2 Fossdale gate or Crowden Road pedestrian gate by vehicle gate. Pupils are directed to line up in classes on Year 5/6 playground with their class teacher. Class teachers take pupils inside – pupils use hand sanitiser station before going into the classroom through the Y5/6 classroom fire exit doors and KS2 bottom of the steps door. Pupils leave from the same gate at 3.20pm ➢ 8.40 to 8.50am Year 1 / 2 pupils arrive at KS1 Fossdale gate or Crowden Road pedestrian gate Pupils directed to line up by their teacher on the KS1 playground Pupils entering from Crowden Road supported to walk round to playground by TAs.

Class teachers take pupils inside through Year 1 / 2 fire doors – pupils use hand sanitiser before entry.
Pupils leave from the same gate at 3.05pm

- 8.55 to 9.05am Reception pupils arrive at Fossdale KS1 gate.
  Thurs / Fri (week 1) and week 2: Group 1 8.55 to 9.05am / Group 2 12.30 to 12.40pm *parents bring children onto the KS1 playground, socially distanced, to line up with the class teacher week 1 and 2 only.
  Pupils delivered to parents at the Fossdale KS1 gate Thurs /Fri (week 1) and week 2 leave: Group 1 11.30am / Group 2 3pm.
  Week 3 (Mon to Thurs) onwards children leave parents at the gate, arrival Group 1 8.55 to 9.05am / Group 2 11.30 to 11.40am.
  Fossdale KS1 gate week 3 (Mon to Thurs) Group 1 1pm / Group 2 3pm.
  Friday 18th Sept all children leave parents at the gate, arrival 8.55 to 9.05am and leave at 3pm.

- 8.50 to 9.00am Nursery and Daycare AM parents met at the Crowden Road pedestrian gate and let in to bring their children to Nursery playground gate and hand over to Nursery / Daycare staff, * socially distance along path (using dots on ground to support). Parents then leave by the same gate. Build up over 3 weeks to collect from the gate when arrive. Children leave at 10.50am and build up over 3 weeks to leave at 11.50m – staff take children to the Crowden Road pedestrian gate and give children out to parents at the gate.
- 12.00 to 12.10pm Nursery / Daycare PM parents met at the Crowden Road pedestrian gate and let in to bring their children to Nursery playground gate and hand over to Nursery staff, * socially distance along path (using dots on ground to support). Parents then leave by the same gate. Children leave at 2.00pm. Build up over 3 weeks to collect from gate when arrive at 12.00pm and leave at 3.00pm – staff take children to the Crowden Road pedestrian gate and give children out to parents at the gate.
- Children use hand sanitiser when they arrive and leave (station in Nursery playground).
- End of morning session Nursery use room 1 to allow cleaning of room 2 and change of activities.
- Start of afternoon session Nursery use room 2 to allow cleaning of room 1 and change of activities.
- End of morning session and start of afternoon session use carpet area to allow for cleaning of room and change of activities.

- Nursery / Daycare / Reception pupils to use knotted rope to support distancing for walking to and from, when appropriate, the gate.
- Posters up on gate encouraging parents to adhere to social distancing outside school; to remind parents of symptoms and what to do in the event of symptoms; how to keep in contact with school.
- Pupil and staff hand sanitising on entry and exit to buildings – sensor pumps situated around outside of the buildings by doors.
- Parents / pupils that are late for arrival at school to go to Crowden Road Pedestrian Gate (next to vehicle gate), phone the school office (or use intercom), wait for member of staff to come to collect their child.
- Parents that are late for collecting their child to go to Crowden Road Pedestrian Gate (next to vehicle gate), phone the school office, wait for a member of staff to bring their child to the gate.

	• If a child is not collected, staff will need to take wait at the gate with the pupil for 5 minutes, then take the pupil back to their classroom and wait for a message from the office that the parent is there. If the child is not collected by 3.40, the child is placed in afterschool club at the appropriate phase table. • If a child comes to school in a face covering / mask – child supervised to take it off safely and child places in their school bag. Older pupils may choose to wear a face covering in light of the increased infection rate. (2.11.20)
D. Additional considerations for entry and exit from school	• **Staff time management crucial**. • Use of pump-action hand sanitiser outside before going into the building. • Handwashing and sanitiser when leaving the building. • Where large sibling groups with limited time for parents to access gates at opposite sides of the school (eg: siblings arriving and departing from Fossdale and Crowden Road gates, specific arrangements to be made for staff to collect and deliver children to one agreed gate and time). • Parents and staff to wear face covering when face to face with parents at the gate to prevent transmission of virus. Social distancing not always possible in this area when dismissing and collecting pupils from parent. Crowden Road gates are particularly busy and social distancing more challenging in this area. (recommended in the DFE guidance (4.11.20) • Ensure delivery to correct parent – encourage parents to stand well back from the gate, forming an orderly queue – send child to parent next in line – collection sheet with passwords renewed and agreed with parents. • Parents encouraged not to arrive early / late and not to remain at the gate when they have delivered / collected their child. • Letter emailed to parents at end of summer term and start of autumn term, notice on the website plus regular text messages to parents before start and end of school to remind social distancing. • Children going home alone (Y6) reminded of social distancing – still escorted to the gate. • Staff to open gate as their class groups arrive / leave and lock the gate after them.
E. Staff entry and exit from school	• All staff should hand wash and sanitise on entry and exit from the school, also frequently during the school day. • Pedestrian gates to remain locked at all times – all staff to have a gate-key to use for collection and delivery of pupils. • Staff and peripatetic staff to ensure they are on site before 8.40pm to ensure no vehicle movement when children are arriving at school. Staff should take care and pay attention to Breakfast Club children if arriving at the same time (7.40am / 8.15am) • Vehicles should not be moving around in the car park (between 2.55 and 3.30) when children are leaving. If staff need to leave during this period, they should park their car outside the school. • During the staggered start and finish times for Daycare and Nursery, staff should be mindful to keep children safe if they are using their car in the carpark when the children are moving to and from the Crowden Pedestrian gate. • Restrictions on staff arrival and departure time are lifted – however, staff need to be mindful of clear table and surface policy to allow for effective cleaning after school every day.

	• Staff to wear face covering (mask or visor) when moving around the building out of phase bubbles, in communal areas or between buildings as courtesy to other staff and to prevent spread of the virus. Staff do not need to wear face covering in their own phase bubbles or on the playground. This is stated in the updated guidance 4th November; *'In situations where social distancing between adults in settings is not possible (for example when moving around in corridors and communal areas), settings have the discretion to recommend the use of face coverings for adults on site, for both staff and visitors.*' Any member of staff who is medically exempt from wearing a face covering should discuss this with the headteacher.
F. Classrooms	• Tables in lines facing the IWB. (Y2-6) • Site staff to ensure ample soap, sanitiser, blue roll, tissues available in classroom every evening – check by staff first thing in the morning and alert Site Supervisor if more is required. • Tissues are easily available to pupils in the classrooms and teach / remind / poster reminders re 'Catch it, Bin it, Kill it! Wash hands and sanitise' to support good respiratory hygiene. • Clear definition within classrooms of: lidded, bagged bins for personal waste (tissues, PPE, etc), general waste and recycling (no blue roll in the recycling bin). • Storage cupboards and units out of classrooms – only essential furniture to remain in the classroom. • Clear surfaces to continue – need to be strict on this to support effective cleaning. • No soft furnishings – cushions, bean-bags, cuddly toys anywhere in school. • Allowance for walkways to the toilet. • 2m mark on floor to allow for the space for teacher including access the IWB. • Consider space for 1:1 provision – BG / FH. • Staff can move between lines to look and support with children's work and live mark – over the shoulder rather than face to face. • Use of other live marking techniques, verbal learning share and supported self-marking continue to be utilised wherever possible. • DfE guidance <u>does allow</u> for the collection of books in to be marked. • No visitors in school unless booked / confirmed through the school office (eg: social workers so meeting room management can be organised). • During winter months, classrooms to be ventilated with a small open window in communal area or spare classroom. External doors can be opened during breaktime and 15 minutes of lunchtime to refresh the air which limits the spread of the airborne virus. Doors are to be closed during lessons. Staff must ensure a comfortable working temperature for pupils. • Coats in cloakroom. • PE bags in cloakroom – taken home at the end of each half term for washing. • Pupils to still be encouraged to bring the minimum into school – no pencil cases. • Lunchbox (if required) on trolley. • Each child has own stationary equipment (kept in a plastic bag wallet). Pencil crayons set between x2 pupils. Pupils take stationary pack with them if going to another classroom for a lesson.

	• Pupils group for phonics and maths. • Curriculum exercise books to be used (as normal) and stored in the tall narrow shelving unit (standing upright) to support space management. • Photocopy sheets to be kept to a minimum – photocopiers to be cleaned using disinfectant before and after use by all staff – use will be monitored by Head teacher. Pupils are not to be sent to machines collect copying. • Glue sticks and scissors to be cleaned before and after use and remain within classrooms. • Management of toilet use by pupils is still important as should not be groups of children using at once, should be within their phase area only and all staff to teach, remind and put routines in place to ensure pupils have good hand hygiene after toilet use. • Minimum movement around school – use 2m markers in corridor / outside paths to support. • PE lessons outside unless weather is wet. Sports Coach (Dean Withers) to remain outside and class bought to him. Staff to continue to team teach with him. Coach to ensure equipment cleaned between groups. • No visitors to the classroom and staff must still respect classroom bubble areas within and out of phases. Face coverings should be worn when entering classrooms from another bubble. • Use of ICT – equipment (including Now-Press-Play earphones) must be cleaned thoroughly with disinfectant before and after use. • Music lessons in music room – timetables have been created. Pupils to be well spaced out and at least 2m back from Mr Mansfield. Movement to and from the music room to follow the one way system. If instruments are used, they must be disinfected before and after use. • We have restricted staff deployment to within phases as far as is possible and this must be respected – management of situations where staff need to cross phase bubbles is identified below.
G. Staff and staffing	• Responsibility of staff members to follow good hand hygiene (frequent washing and sanitising; good respiratory hygiene (catch it, bin it, kill it and hand-wash / sanitise); social distancing guidance (still 2m where possible or 1m+), wear appropriate face coverings and **act as appropriate role models for pupils/parents/community**. • Space allows for some staff members to use the staffroom at break / lunchtime while following social distancing rules – additional areas for staff to use include: Cookery room (**no use of equipment** other than hot water boiler), spare classrooms in KS2 building. Staff to clean surfaces before and after use. Staff are not to use small break out rooms (library / quiet rooms) as these will be teaching spaces for teaching interventions during the afternoons. • Mugs / travel cups should be washed up and put away by the member of staff using them – not left in classes or communal areas for the cleaners to take to the kitchen. • Wipes and cleaning materials will be available for personal cleaning of potential transmission points eg: hot water leaver / taps/ microwave buttons & handle / fridge door handles. • Staff reminded to wash up and put away their mugs, plates, cutlery, etc to avoid any potential cross contamination. • Posters to remind staff of precautions and expectations in staff room / staff toilets / shared areas – including procedures about what to do if they show symptoms, anyone within their household shows symptoms, tack and trace, if anyone in their classroom shows symptoms.

	• If staff are using the photocopiers, they must use the cleaning materials to disinfect touchpoints before and after use. Staff to avoid using Y3/4 Photocopier when children are present in that area. • Where staff have to teach across phases on occasions (current timetables identify this is only on x4 occasions), they can deliver their lesson in one of the school halls to extend distancing; by Zoom or Teams with a TA supporting in the classroom or must stay within the 2m area marked at the front of the classroom, not moving between pupils. • Staff PPA – timetabled. • Leadership time – timetabled. • A significantly low number of staff members have reported symptoms of COVID – despite possible symptoms no positive tests during the period. School may see some staff absence - especially with the extended release from lock-down, their family members returning to work / communities. Cover to be in-house wherever possible – use of HLTAs, combining classes within phases. Extended absence will need supply staff consideration • Promote staff use of 'Track and Trace' with details of accessing testing – Gov / NHS details. • Well-being of staff: Staff invited to share their worries and concerns by email or have 1:1 meetings (socially distanced or using Teams/Zoom / messenger) with the Headteacher so that problems can be overcome. • Headteacher and SLT to monitor staff well-being and workload to ensure it is achievable. Review half termly. • Use of CAT ready reckoner to support management of staff attendance / absence. • Staff who live with those who are 'extremely vulnerable' or 'clinically vulnerable' can attend the workplace (DFE guidance 4.11.20). Staff who live with someone at increased risk from COVID-19 can attend work (DfE guidance). Staff who are at increased risk from COVID-19 should have a discussion regarding their concerns and the measures in place at school with the Headteacher and discuss if any additional measures where appropriate. • Ensure parents are aware of ways to contact school via the school office by phone or email. Staff to support this by not engaging in full conversations at the gate – offer to call after school if longer conversation required – other staff/ pupils will need to use the gate. • Whole school will have access to Dojo – can be used for sharing class messages, sharing successes and brief exchanges after school during directed time but there is no obligation to use this outside this time and parents should not be responded to during the school day whilst you are teaching. Please ensure HT / SLT /office staff are kept informed as appropriate. • Site staff to ensure stocks of soap, sanitiser, blue roll, toilet paper, tissues are topped up before the end of the morning shift (11am) and at the end of each day in all rooms around school.

	• Peripatetic staff (Steve Mansfield – Music; Connor Millington – IT Technician; Dean Withers – Sports Coach), supply staff and visiting professionals (Teacher of the Deaf, Social Workers, Malachi Family Support, SEND Advisor, Educational Psychologist) to ensure fully understand and comply with school risk assessments, operational guidance and social distancing including the use of face coverings.
H. Office	• Staff to NOT send pupils to the Office for any reason apart from illness or a pre-arranged task, accompanied by a member of staff from the phase with KS1 pupils. (Y6 pupils bringing mobile phones into school must be managed within the Year 6 classroom or bought to office/ returned by TA). • Glass windows to be kept closed. • Staff are not to enter the school office unless absolutely necessary / invited in by office staff. • Notice on the gates for parents requesting enquiries by email and notices on internal doors to offices to support management of social distancing for staff. • Class teachers to use SIMS to register pupils and e mail dinner register to TC in the office – these must be completed by 9.15 at the very latest. Nursery / Daycare register to be emailed to the office AM and PM. • All communication between parents and class teachers to be through office email and then forwarded on – parents will be reminded regularly of this by email from the office and staff must be consistent in reinforcing this. With Dojo being introduced across the school, staff may find parents messaging using this, please ensure HT / SLT /office are kept informed as appropriate and do not respond to messages during the school day / evenings / weekends / holidays – the appropriate time for response is: during directed time before and after school. • Messages between staff and the office must continue to be by email as much as possible. • All visitors to school to be directed by office staff to guidance and expectations of hand washing, sanitising, good respiratory hygiene and 2m social distancing when entering, during visit and leaving. • Contractors on site must report to the office first and sign in. They will need to arrive after 8am – if before, the Site Supervisor will need to be available at the school office to let them in as gates will be closed. They must register with the office the areas they are working in and have minimal contact. They must adhere to the school expectations of hand washing / sanitising, good respiratory hygiene and 2m social distancing. • Office has a contacts list readily available of staff and pupils with parental contact numbers of phase bubbles. • Office will maintain readily available contact details of all visitors in school with details of where in school they have been and who they have socially distanced met with.
I. In the event of a pupil /	• Parents to be reminded of current NHS symptoms of COVID-19, how to book a test and how to use / respond to 'Track and Trace' (emailed of guidance current at the time on 01.09.2020).

member of staff demonstrating symptoms	• If a parent calls in with a pupil / themselves / other family member showing symptoms – advise pupil should not attend school, person with symptoms to get a test and school should be informed of the outcome as quickly as possible. Attention should be drawn to Government advice and a link emailed / text to them (https://www.gov.uk/publications/covid-19-stay-at-home-guidance). A work pack can be sent home to the pupil and class teacher alerted so that learning can directed on Dojo (MyMaths / TT Rockstars / EPIC). • If a member of staff calls in to the Headteacher with symptoms or a member of their family has symptoms they should self-isolate and get a test immediately, informing school of the outcome. NHS 119 • In either instance above, if the test of someone in the household is positive, the pupil / member of staff should self-isolate for 14 days. • If a pupil becomes unwell during the school day, displaying potential symptoms, a member of staff, wearing PPE should accompany the child to the medical room by the school office, ensuring the window is open and the door is kept closed. Office staff should call the parents immediately. When the pupil is collected, office staff to give out leaflet with details of guidance and testing. Remind parent to keep school informed. Siblings should also be collected. Supplies of PPE to remain easily accessible, available in the wet areas between pairs of classrooms. • Table where child was working and medical room to be thoroughly using disinfectant by member of staff wearing PPE. Anyone that has been in contact with the pupil must wash their hands thoroughly for 20 seconds with soap and running water and use hand sanitiser. • Staff must be prepared to engage with NHS Test and Trace. If they are contacted due to being in extended, close contact with another individual who has tested positive, they must follow the NHS advice and inform school, forwarding the confirmation email to school. Staff must keep school informed on their health during the isolation period. • School will also be contacted by Trace and Trace if a member of the school community has contacted by them. • School will have contacts lists readily available in the school office, of staff and pupils with contact numbers of phase bubbles. • Office will have readily available contact details of all visitors in school with details of where in school they have been and who they have socially distanced met with. **In the event of a confirmed case in school:** • School must contact the Local Public Health Protection Team, work with them through their risk assessments and follow their guidance. • Have ready the school staffing and contact lists showing staff & pupil bubbles with their contact details. • PHE will provide the template letter to issue to parents and staff. • Learning packs and online learning via Dojo will be issued to pupils in isolation.

	PHE West Midlands North Health Protection Team, Stonefield House, St Georges Hospital Corporation Street, Stafford, ST16 3SR Phone: 0344 225 3560 option 2 DFE Covid helpline 0800 0468687 option 1 or 2 URN number 145834 Information needed – Date of first symptoms, date of test, last date attended school, list of pupils/staff in close contact during infectious period.
J. Cleaning	• All surfaced in the classroom areas to be kept clear for cleaning every evening (Chartwells). • If you are working in the classroom when cleaners are cleaning, please be mindful to allow then to clean all surfaces. • Stationary pack to be placed on chair or in pupil drawer for table cleaning every night. • Table to be cleaned (wipes or spray and disposable paper towel) before lunch and after lunch. • Toilets, door handles and photocopiers cleaned at lunchtime (Chartwells). • Re-teach all children to wash their hands and reinforce regularly. Handwashing and sanitising for children and staff regularly: on entry / whenever go to the toilet / mid-morning / before lunch / after lunch / mid-afternoon / before go outside / when return in from outside / before going home / whenever cough or sneeze following putting tissue in the bin. • If the medical / isolation room has been used (see medical needs below) the room should be washed down with hot soapy water and disinfectant by staff / cleaners (Chartwell) wearing PPE. (Additional furniture remains removed from the room to ease cleaning).
K. Medical needs	• General first aid will be administered in situ, with the child doing the work where possible, putting on plaster, cold compress etc. • If staff intervention required gloves, apron and mask to be worn. • Stocks of masks, gloves and aprons to be available in each wet area per pair of classrooms. • First aid books completed in classrooms. • Children should not be picked up to comfort without PPE. • Tissues available on each child's desk if necessary with extra tissues easily available – if a child sneezes / coughs insist on the 'Catch it, bin it, kill it' in the tissue followed by hand wash. • Signs in each wet area to remind staff what to do in the event of a pupil showing symptoms and PPE easily available for use. • Paediatric First Aiders are on site. • All staff to have completed the Educare First Aid at Work online course.
L.	• Uniform is expected.

Uniform and weather arrangements	• Coats hung up in cloakroom. • Full PE kit is expected – children will get changed for outdoor PE. • Pupils should bring a water bottle in with them – these can be refilled at drinking water tap in the wet area sinks – **not** at the water coolers.
M. Break and Lunchtimes	• Break time as normal with staff rota – Year R on own playground; Year 1 / 2 on own playground; Year 3 / 4 on own playground and Year 5/6 on own playground. • Pupils bring their own healthy snack – no break time sales. • Remind children to wash hands and sanitise as going out and sanitise when returning to the classroom. • Early years to have a set snack time rather than free-flow – ensure all children wash hands before and after. • Lunchtime supervisor rota – each phase to always have same supervisors – supporting in the hall / classroom and on playground. No supervisory staff to remain in the hall throughout – stay with the phase. Reception: Mary / EY staff Year 1/2: Lara / Laura / Kerry Year 3/4: Joanne / Sheena /Sarah Year 5/6: Dagmara / Jade /Tracey • Face coverings to be worn in communal areas but not class bubble or playground unless staff choose to do so. Any staff member who is medically exempt should see the headteacher. • Hall layout with tables for Year R and Year 1 /2 at far end of the hall. • Cutlery to be placed on the tray by kitchen staff. • Reception wash their hands and go to dining hall at 12 for lunch (review time at half term). • Lunchtime supervisors to return trays as finish (review at half term) but pupils stay in seats until all finished – 12.30 line up and leave the hall, go up to the Year R playground – round the outside and across the Year 1 / 2 playground. • Lunchtime supervisors to clean tables. • Lunchtime supervisors to check tables have been cleaned – if not do so. • Year 1 /2 out to play at 12.15 until 12.35. Go in and wash hands and walk down to the hall. Take care not to pass Year R on the steps. • Year 1 /2 collect their lunch or bring their sandwiches and sit at the tables to eat their lunch. Pupils return their trays as they finish but then return to the seats. Line up and return to their playground together when they have all finished.

	• Lunchtime staff to clean the classroom tables. • 12.15 Pupils to wash and sanitise their hands before eating- sandwiches first. • 12.20 Year 3 / 4 school dinners go to the hall, queue up and collect their lunch – accompanied by one of the supervisors – take their lunch back to the classroom to eat – classes to eat in adjoining classrooms to support supervision. • Lunchtime staff to ensure Year 3 / 4 pupils are quiet and away from the Reception pupils as they collect their lunch. • Wash hands and tables cleaned as finished. Pupils wait in seats until all finished before going outside to play on year 3 / 4 playground. School lunch trays to be stacked in the wet area – collected by kitchen staff. • Lunchtime staff to clean the classroom tables. • Pupils to wash and sanitise their hands before eating (dinners first). • 12.15 Year 5 / 6 school dinners go to the hall, queue up and collect their lunch – accompanied by one of the supervisors – take their lunch back to the classroom to eat – classes to eat in adjoining classrooms to support supervision. • Lunchtime staff to ensure Year 5 / 6 pupils are quiet and away from the Reception pupils as they collect their lunch. • Wash hands and tables cleaned as finished. Pupils wait in seats until all finished before going outside to play on year 5 / 6 playground. School lunch trays to be stacked in the wet area – collected by kitchen staff. • Lunchtime ends at 1pm (as pre-lockdown).
N. Pupil attendance	• Expectation is for all pupils to return to school. • Normal routines and procedures apply. • Registers close at 9.15am • DfE guidance to be followed for pupil absent if parents refusing to allow their children to attend. • Claire Bevan and where necessary Head Teacher to work with families anxious about school attendance to discuss their concern and reassure around measures in place to reduce the risk in school. • Pupils who are on the shielding patient list are able to return (as are those whose parents are on the shielding patient list) – if they are called to re-isolate / shield for a limited period during a local disease rate rise, they may have a temporary absence. Support with home learning activities for parents through Dojo. • Paper pack of learning (from study books in office) to be copied and sent home if a child / group of children have to go into self-isolation – if showing symptoms and waiting for a test or a member of their family has symptoms and has to have a test. • Use of Dojo (across the school) to set further home learning during any periods of isolation and / or local lockdown.
O. Behaviour and wellbeing	• We will need to be clear with pupils, and parents, about behaviour expectations straight away – especially need for social distancing and cleanliness. Needs to be regularly reminded and reinforced. • DfE guidance followed regarding expectations of the Behaviour Policy during this period. • Consistency in expectations from all staff with all pupils is crucial.

	• Use of emotion coaching techniques is essential to support pupil mental health at this time. • For the many: Visual timetables Reinforcing good behaviour habits and classroom expectations / rules (children will be out of practice / new expectations), Rewards – careful consideration and shared agreement of use of Dojo for all staff to ensure consistency • In specific instances, individual calming activities box may be helpful for an individual. • Individual risk assessments and behaviour plans to be used if and where necessary. • CB to support pupils identified as demonstrating anxiety or in need emotional support on a socially distanced 1:1 basis and small lunchtime group (by class or phase with CB minimum 2m distanced). • PM phase based Nurture groups (CB / KON) to be considered when needs of pupils have been assessed and management of groups risk assessed during Autumn 1.
P. Safeguarding	• Normal procedures (DSLs/yellow forms and My Concern from January 2021 etc). • There are several children who have witnessed domestic abuse during the lockdown. JW / CB will share relevant info with necessary staff. • CB to support these children as a priority – liaise with Social / Malachi Worker. Offer outside safe environment for children to talk about experiences with trusted adults if they wish. • Online abuse and bullying will have been at an increased risk during the time at home – there have been instances between pupils at school that have been dealt with by school. Must give time over to reinforce good practice online and telling an adult if they think this has happened to them. Discuss Peer on peer abuse. • Have been instances of bullying out in the community involving older ex- pupils and current pupils – ensure this is addressed in school and older pupils' schools - strategies to support pupils out in the community are shared in class. • Re-cap for all staff re safeguarding training - how to respond to disclosures.
Q. SEN	• There are 2 children with 1:1 provision. KD to contact these parents to discuss the setup of the provision. 2m distance. 1:1 support staff to consider and prepare techniques to support those individual pupils. • TAs timetabled to support within phases – same rules as with teachers – distanced when forward facing and no more that 15 minutes with a child / pair of children over shoulder. • Differentiation as normal to allow access to curriculum and resources from within the classroom which is then kept for individual use by the child or cleaned before and after use if used centrally. • KD to monitor and provide ideas for further support to staff for SEND pupils.
R. Catch-up provision and	• Initial identification list of pupils made, identifying vulnerable pupils, FSM/PP, SEND, limited engagement during lock-down. • Pupil baseline diagnostic assessment during Wk 2 (beg: 07.09.20) RWI phonics / AR Star reading assessment; PUMA maths assessment; Cornerstones grammar assessment; independent piece of writing.

targeted intervention (EP and SLT directed)	• Diagnostic assessments used to identify JBARE pupils (cross referenced with initial identification list) to target first for interventions. • Assess : plan : do : review and measure impact model. • Make use of Numicon / Maths Mastery intervention materials; RWI / Phonics Tracker / Quick Read / Fresh start intervention materials; Word Shark & Number Shark. • Identify existing staff (TAs and teachers) to run small group (up to 6) and 1:1 interventions in and out of contracted hours (breakfast clubs / after school clubs) x3 sessions per week for targeted pupils. • Focus on pre and post learning linked to current learning in the classroom. • FSM / PP pupils also to be targeted for 1:1 National Tuition Programme. • Provision mapping software to be used to track and monitor impact of catch-up provision.
S. Curriculum	• The curriculum remains ambitious, broad and balanced, covering all subject areas as planned. Prioritisation of key learning within subjects rather than removal of subjects. All subjects to contribute to filling in gaps within core learning. • The 'Recovery Curriculum' has been delivered during Autumn Term. • Pupils will mix within their phases to support the effective teaching of phonics (Year R and KS1) and maths (Y3 / 4) • Diagnostic assessments each half term are used to identify gaps in knowledge and starting points to support planning. • Homework to be set via Dojo, using MyMaths / TT Rockstars / EPIC and remote tasks that do not need to come back into school as far as possible. Reading books can be sent home – collect in using a box and then leave for an appropriate time before putting back onto the shelves for another pupil to choose. • Specialist music teaching will resume with class lessons in the music room: well ventilated with a window open and external door open during warmer weather; teacher over 2m from pupils; pupils sit in a row next to each other; instruments cleaned with disinfectant between groups. • PE to be outside in the Autumn Term (parents will be advised to ensure children have a track-suit and separate trainers). • Staff to allow for flexibility within the weekly timetable to allow for the weather to enable weekly lessons and half termly PE focus days. No swimming during the Autumn Term. • Staff to be aware that statutory assessments will return in Summer 2021 (EYFS Profile / Phonics screening / KS1 tests and teacher assessments / Y4 multiplication tables check / KS2 tests and teacher assessments). • In the event of a child / class / phase needing to isolate or a local outbreak lockdown results in a school closure, paper packs of learning to be sent home in the first instance, followed by remote learning via Dojo (including making use of MyMaths, TTRockstars and EPIC). Office 360 and E Schools learning platform will also be available for remote learning once set up by Concero. Remote learning will need to continue to follow the in-school curriculum learning sequence using high quality learning materials; include interactive opportunities for assessment and feedback; include provision for pupils without online access and include daily contact with teachers. (Staff to read DfE guidance relating to remote learning to ensure the provision they provide adheres to the expected standards).

T. Early Years	• **All of the above guidance applies to Early Years Foundation Stage: Daycare, Nursery and Reception classes.** • Focus on the prime areas of learning: communication and language; personal, social & emotional development; physical development. • Reception to baseline assess and plan to address gaps in language, early reading and early maths, with a particular focus on extending phonic knowledge and vocabulary. • Teach and constantly reinforce good hand hygiene and good respiratory hygiene. • Daycare, Nursery and Reception to ensure equal opportunities for outdoor learning. • Early Years to follow the EYFS disapplication guidance. • Although Daycare and Nursery are counted as one bubble and arrive / leave together, within the setting there should be minimal mixing of the groups both inside and outside. • Staff should maintain the 2m distancing between themselves. • Daycare and Nursery should offer as great a flexibility as possible to parents but priority should be given to critical worker parents. • Staff who are or live with someone who is at increased risk of COVID-19 are able to attend work and should discuss measures with the school leadership if required (as above). • Parents need to be encouraged to allow their children to attend (as above) • Pupils who are on the shielding patient list are able to return (as are those whose parents are on the shielding patient list) – if they are called to re-isolate / shield for a limited period during a local disease rate rise, they may have a temporary absence. Support with home learning activities for parents through Dojo. • Infection control measures as above for main school. • Use toys and activities that can be easily cleaned – disinfectant wiped frequently during sessions and sterilise at end of session. No soft toys, cushions, beanbags, etc. • Snack time should be at a set time rather than free-flow – children need to wash their hands thoroughly before and after snacktime. • Cleaning measures: as above for main school. Staff to support setting with regular disinfectant cleaning of frequently touched surfaces, eg tables, activities, handles in setting. • Spots on carpet to support distanced sitting / spots for social distancing outside on path. • Rota for outdoor playground use – clean equipment between use. • Supervised / supported frequent hand-washing and use of hand sanitiser – will need to be taught and reminded regularly. • Respiratory hygiene will need to be taught – use of tissues – 'catch it, bin it, kill it' – use of lidded bin – to be taught and reminded regularly. • Staff to wear visors / masks and PPE for nappy changing and all other intimate / close care and if a child showing symptoms – to take to medical room by Office. Procedures as above. • Member of staff at Crowden Road pedestrian gate to let parents in and out at start / end times of reduced timetable for first 3 weeks. Parent queue up 2m socially distanced on path and staff take pupils at Nursery playground gate. Staff take children to Crowden Road pedestrian gate at end of session. After 3 weeks, staff collect children from Crowden Road pedestrian gate.

	• Rope with 2m knots for moving children to main gate and from main gate to after 3 week introduction. • Only essential professionals (eg: social workers, SALT, etc) by arrangement with the school office – agree to measures and maintain social distancing and use of face covering. • Response to infection and management of confirmed cases – as whole school. If child with symptoms – PPE and take to the medical room. Wash hands, use sanitiser and disinfect all surfaces. • No progress checks for 2 year olds until further notice. • Safeguarding and Child Protection Policy same arrangements. • If staff shortage due to illness or isolation, keep staff arrangements as consistent as possible – can be flexible with staffing ratios in exceptional circumstances as long as care, safety and security of children is maintained. • If extended absence can use staff from within school or supply – look for week long consistency rather than day to day changes to limit contact (keep record). • Paediatric first aid – modified and extension of 3 months to September 30th 2020. Requalification as soon as possible. (If no one on site has qualification, written risk assessment – not required at school as qualified staff available). • Watch for children requiring support with behaviour, mood, mental health and well-being. Some children may have experienced bereavement or witnessed domestic violence or substance abuse – worsening social, emotional and mental health. • Change: Voluntary EYFS reforms 2020 – 21, statutory roll-out now 2021-22. • Change: statutory baseline postponed to 2021-22 but option of 'early adopter' Autumn 2 2020-21. • Government funding to continue for 2, 3 and 4 year olds. Some parents may have missed application for funding dates – should be supported and encouraged to apply / re-apply for funding including 30 hour funding as soon as possible.
Miscellaneous: • Assemblies in phase groups only – pupils sanitise hands on entry and exit to the hall - EP rota. • Staff meetings – socially distanced in KS1 hall. • No PTA events / social events / visits / curriculum visitors. • No choir (to avoid mixing of phases) / Young Voices. • After school sports clubs with Dean – outside, 2m distancing maintained, pupils from x1 phase (from the phase he is working with at the time). • No extra-curricular clubs to take place during national lockdown in November 2020. • Any other after school clubs to be from the phase the member of staff is working with and a risk assessment to be completed. • Risk assessment to be reviewed and updated half termly.	