

St Paul's C of E Primary School

School Closure and the Phased Wider Re-opening Policy

Introduction

St Paul's C of E Primary School is currently open to a priority group of children and young people, children of critical workers and vulnerable children. The phased reopening of St Paul's C of E Primary School for all other children will be undertaken with due regard to the latest scientific and Government advice available to us at the time.

This advice is likely to change as the process of re-opening schools progresses, and this policy will be amended in light of such changes as soon as it is reasonably practicable to do so. This document outlines **phase 1 of the strategy for St Paul's C of E Primary School**, which **applies only to more key worker children in the first instance**.

The Government and its scientific advisers have determined that it **might** be safe to reopen schools for the following year groups from June 1st 2020: Reception, Year 1 and Year 6. This is **subject to set criteria having been met in the recovery strategy**. The government have now said that it is safe to open for these year groups.

Maintaining the safety of our pupils and staff will be paramount at all times and the organisation, restrictions and procedures will be subject to regularly reviewed risk assessment. Our phased re-opening plan is bespoke in response to our staffing levels, space and resources.

Wider Reopening of St Paul's C of E Primary School

Key Worker Groups

We have decided to open for three key worker groups in order to keep the numbers low and to allow staff and children the chance to work safely in much smaller groups. The families who contacted us regarding a place will be sent information out about start times and which entrance to use shortly.

Please note that if you haven't already contacted us, you can not bring your child to school on the 1st June. We need sufficient time to organise and plan places for children safely.

Please note that school will be closed for May Half Term for a deep clean.

Class Reception

As you are aware the government announced Class Reception pupils could return to school from the 1st of June at the earliest. We have decided that if the government confirms the wider reopening of schools we may be able to take Class Reception pupils back on the 8th of June on a rota basis. This will be based on the capacity and availability in school following the return of more key worker pupils and we will let you know if this is able to go ahead by Wednesday the 3rd of June. This provision will not be available for a full term and will most likely be for three to four weeks. We will confirm an end date to this provision as soon as possible.

The rota basis will be in two groups. For those who contacted us and wanted a place, we will contact you individually to confirm your child's place and days set on the rota along with start times, finish times and which entrance to use. Please note that we are unable to swap places at any time, we are not allowed to mix children in groups and therefore there is no availability for swapping places. Google classroom activities will be available for your child's year group when they are not in school.

Please note that we have not confirmed a start date with you, you can not bring your child to school on the 8th June. We need sufficient time to organise and plan places for children safely.

Class Reception Wider Reopening Timetable - Possible Start 8th June		
Group A	Wednesday	Group B
Monday and Tuesday	School will be deep cleaned and staff will have PPA time on Wednesday PM.	Thursday and Friday

Year 1

If we are able to take another year group, following government guidance we will then take Y1 on the same rota basis. At the moment we are looking at taking Y1 from the 22nd June; however this is yet to be confirmed as we need to ensure that staffing is available and in our building we are able to accommodate social distancing for this year group alongside children of key workers and Class Reception. This provision will be confirmed with you individually and therefore please do not turn up at school without confirming with us. Just as above you will not be able to swap groups.

Google classroom activities will continue to be available for your child's year group when they are not in school.

Class 1 Wider Reopening Timetable - Possible Start 22nd June		
Group A	Wednesday	Group B
Monday and Tuesday	School will be deep cleaned and staff will have PPA time on Wednesday PM.	Thursday and Friday

Year 6

Although Year 6 are identified as one of the year groups to return to school, to return we again need to confirm staff availability and the practicality of our building to ensure children and staff safety with the year groups already in school. We are planning for Y6 to return at the end of the academic year and if we are able, we will confirm a date with you for the Year 6 children. This may also be on a rota basis.

Places at School

As I have stated above it is not possible for you to turn up on any of the dates above and expect a place. We will need at least two weeks notice from the 1st of June if you later decide you do want a place for your child. Although we will do our best and plan appropriately, we may not be able to allocate your child a place.

St Paul's Wider Reopening Possible Timetable	
Year Group	Possible Return
Key Worker	1st June 2020
Class Reception	8th June 2020 (End date TBC)
Class 1	22nd June 2020
Year 6	1 st July 2020

Should the conditions be right for schools to reopen on this basis, the following protocols will be adopted at St Paul's:

Health and Safety Check

A comprehensive health and safety check of the building will be undertaken prior to opening. All staff will be briefed on any changes to procedures in the event of an emergency and those required to manage risk on re-opening. Briefings and reviews of protocols will be undertaken on an ongoing basis as required in the first instance and at least weekly. It is expected that parents will share the policy and expectations with the children before returning to school and teachers will revisit all systems and procedures. New rules and routines will be proactively taught once in school.

A fire drill will be practised with each cohort returning to the school. Staff and children will congregate on the playground but at a distance. This will be reviewed as numbers increase.

Start and Finish Times

- To minimise footfall onto the school site, only 1 parent/carer in a family should bring their child/ren to school and collect them from school. It can be a different parent at the beginning of the day to the end of the day but, in Phase 1, parents should not come to the school site together.
- All parents should maintain at least 2m separation between themselves and everyone else, apart from their own children, queuing to get onto site.
- No parent will be allowed to enter the school building at drop off or collection time.
- All parents and children should enter via the entrance they have had confirmed and should space at 2m to when queueing to enter school.
- Parents should avoid remaining on the grounds when they have dropped their child off at school i.e. Do not stand on the playground.
- The same process will be employed at collection times and children will be handed to the parent via the confirmed entrance in turn.
- Travel by foot is encouraged where possible, bikes and scooters should not be stored on site as not all children will come to school via the usual entrance.
- For Y6 Pupils who may be able to return, unless parents can be confident that their child is able to socially distance successfully, children should be supervised coming to and from school.

- The timings of the school day will be staggered to reduce the numbers of adults and children coming through the grounds and then into the small cloakroom spaces. For example, an earlier start time of 8.45am would finish at 3.00pm and 9.00am – 3.15pm.
- To avoid multiple collection times for families with more than one child at the school, parents/carers are asked to collect all children within the same family at the collection time for the youngest child.
- All parents should depart the school site as quickly as possible having dropped off / collected.

Infection control

The school will take all reasonable, preventative measures in order to minimise the spread of infection. As per the advice from the government, the following actions for infection control remain in place.

- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances
- Before leaving home (this is something you and your child must do)
- On arrival at school
- After using the toilet
- Before and after breaks and outdoor activities
- Before eating any food, including snacks
- Before leaving school
- Where hand washing is not an option, alcoholic hand sanitizer will be available. Children can bring in their own hand sanitizer, where parents wish for this, but it should be labelled and will not be shared with others.
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away or in the crook of the elbow: 'catch it, bin it, kill it'.
- Ensuring frequently touched objects and surfaces are cleaned and disinfected more regularly than usual.
- Resources that cannot be wiped clean will not be used.
- Outdoor equipment will not be used by all and the adventure playground/nature area will be out of bounds. Playground boxes will be made for each group.
- All doors, with the exception on fire doors, will be wedged open to ensure touch is limited.
- Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible.
- Telling all staff to stay at home for seven days if they develop symptoms.
- As per the current NHS guidance and government advice, you should keep your child at home for a period of 7 days if they develop coronavirus symptoms. Symptoms include a high temperature, a persistent cough, loss of taste/touch as well as sickness and diarrhoea. Where symptoms continue after 7 days, or begin to worsen, you should call 111
- If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information can be found on the NHS website <https://111.nhs.uk/covid-19/>
- On finding symptoms, staff and children are able to source a Covid 19 test to confirm a diagnosis.
- Children should not provide their own, limited personalised resources to avoid cross-contamination. Mobile phones should not be brought to school by children as we do not have safe storage facilities whilst minimising infection risk.

- Parents should continue to encourage good infection control measures, such as thorough hand washing at home and keep your child informed about how to stop the spread of infection.

Wearing Face Coverings

The guidance received from the Department for Education does not mandate the wearing of face coverings by pupils or staff. The guidance goes further and says that the wearing of face coverings by very young children is specifically not recommended as these pupils are too young to be relied upon to wear the covering properly, not to touch the covering while wearing it and not to remove it unnecessarily. However, it will remain a parental and pupil choice to wear or not to wear a face covering while at school. Should parents want their child to wear a face covering then the following will apply:

- Pupils must bring at least one of their own, closely fitting, fabric face coverings to school
- These coverings must be taken home each night and washed in hot water with detergent
- Should staff observe incorrect use of a face covering or otherwise become concerned that the wearing of a face covering is increasing the risk to a pupil then parents will be advised accordingly.

If parents are going to send their children into school wearing a face covering, we would advise trialling this out at home first to ensure your child is aware of the correct procedures for wearing one and is happy to do so for the length of the school day.

All face coverings must be named.

Staff will be given the choice as to whether to wear a face mask. Personal protective equipment will be provided by school for use as required.

Class and Group Size

Guidance from the Department for Education has advised that where the physical layout of a setting does not allow small groups of children to be kept at a safe distance apart, practitioners should exercise judgement in ensuring the highest standards of safety are maintained. It is, therefore, necessary for St Paul's C of E Primary School to introduce a temporary cap on numbers to ensure that safety is prioritised. Class sizes will be a maximum 10 pupils i.e. half a normal class size at a time on a rota basis with the exception of Class 6 who will be in the hall and therefore we can support 15 children in this group. Further advice will also be followed in terms of keeping the same children with the same member staff as much as possible to minimise the number of contacts both staff and pupils have in any one day.

A 'designated 'bubble' will be identified containing no more than 10 children and 2 members of staff – preferably a teacher and a teaching assistant. This will remain the only contact for this group and the group will not change. The exception of this is for Class 6 who will be in the hall and therefore we can support 15 children in this group with a much larger space.

In some cases, the class may be led by two teaching assistants where staffing constraints (i.e. shielding/illness/showing symptoms) restrict the number of teachers available or it is not in the best interests of the children to be taught by an unknown adult. For this reason, it cannot be guaranteed that children will be taught by their own class teacher.

We are unable to accommodate friendship groups in this complex planning process.

Staff breaks will be managed between the two members of staff although the space available for such breaks will be limited to avoid cross contamination.

Movement around the school site and room use

It makes the practice of social distancing harder to enforce when pupils and staff are moving between classes. For that reason, we will suspend our usual practice of movement around the school site as much as possible during Phase 1. Therefore:

- Cloakrooms will not be in used unless for EYFS and KS1 children and **children should bring only their coat** which will be stored in their identified space.
- An individual set of basic equipment will be provided by school for use in the classroom **as pencil cases should not be brought into school.**
- Classes will be based in a single teaching room as much as possible.
- There will be no specialist teaching such as music or PE or use of the library.
- There will be no gatherings of pupils for assemblies or lunches.
- Teaching will be simple and at a safe distance which means that there will be no collaborative work or activities which mean moving around the classroom.
- Outside space will be used as much as possible whilst maintaining a 2m distance from one another.

Example classroom layout:

Staff members moving around the school site should keep themselves at least 2 metres apart at all times. Only 2 people are permitted to use the staff room at any one time. In corridors, the person to see another individual first should wait in a space where it is safe to pass at a distance. It is not anticipated that there will be a need for children to move around school or through the corridors, apart from visiting the toilet and going to/from the playground.

Staff toilets should only be used by one person at any one time. Cleaning equipment will be provided which should be used before and after using the facilities.

The Hub where possible will be out of bounds. Use of any shared equipment i.e. photocopier, hot water tap, fridge door, microwave is subject to wiping with cleaning products immediately afterwards. Such use should be minimal and avoided where possible.

Social Distancing

The Department for Education has recognised that, unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff. In deciding to bring more children back to early years and schools, they have taken this into account.

St Paul's will be adhering to their further guidance which includes the following hierarchy of measures to be implemented in Early Years and Primary School settings:

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good hygiene practices – this will be monitored by an adult
- regular cleaning of settings
- and minimising contact and mixing

We will do everything we can to maintain a safe social distance of 2m between pupils and pupils, and pupils and staff as much of the time as possible when outside of the classroom. It must be understood by parents however, that the school cannot guarantee that a 2m separation will always be maintained. Clearly social distancing is very difficult with young children and children at play, but it will be a principle we will follow as much as possible.

As recommended by the Department for Education, desks will be spaced as far apart as possible within classrooms and will be named for use. We can only guarantee, however, given our very small classrooms, that children will be distanced at a minimum of 1.2 metres.

Children should ensure that they sit at the same place on the same table and leave their equipment there. Only the personal equipment provided should be used and pupils should not touch that of others. Books will be for personal use and children should leave their book open for marking by the teacher. No reading books or other shared materials will be used unless they are disposable i.e. photocopies.

Classrooms will be well ventilated and outdoor education will be utilised as much as possible as will our outdoor space for staggered break and lunch times. Only two children will be permitted to use the toilets at any one time. Movement around the school site will be carried out at a 2m separation between individuals where possible.

During outdoor playtime, pupils will be encouraged to play maintaining the 2m separation. No shared equipment will be available and the nature area/adventure playground will be closed. Each 'bubble' will have a box of playground toys that will be wiped down by staff daily.

Hygiene

Enhanced cleaning of the whole of the school site has taken place and will also be enhanced by a deep clean whilst the school is closed over the May half term. Those areas that are to be populated by pupils and staff during Phase 1 of the reopening process will be cleaned regularly through the course of the school day and again at the end of the school day. Toys / surfaces that are regularly being touched will also be cleaned regularly throughout the day. Cleaning products will be available in each classroom to ensure that this can take place in addition to this.

Pupils will be encouraged to wash their hands regularly throughout the school day. Time and adult support/supervision will be dedicated to this important process. Pupils will be encouraged to follow healthy respiratory practices when sneezing or coughing i.e. using a tissue ('catch it, bin it, kill it') or an elbow crook to cough or sneeze.

Health Checks

Parents are encouraged to check their child's temperature is in the normal range before leaving the house to come to school. Where there is a concern about a child's temperature throughout the course of the day, it will be taken using a strip thermometer. Should a pupil exhibit a higher than normal temperature, parents will be asked to take them home and they will be kept isolated in a small and well ventilated room until their collection. Staff use of PPE in this instance is essential.

Should a pupil become ill during the course of the day, they will be taken to the Hub which will be turned into an isolation area for the foreseeable future. Parents will be contacted and told the nature of the illness. Parents will be expected to make arrangements to collect their child from school immediately or as soon as practicably possible. All other routine first aid will be administered as required and PPE should be worn by the member of staff.

Testing for COVID-19

From June 1st, any pupil or staff member attending school who begins to exhibit any symptoms of COVID-19, including a loss of taste or smell, is eligible for a diagnostic test and details of how to obtain this test can be found [here](#).

Should a pupil require a test, this must be arranged as soon as possible and the pupil should remain isolated at home along with the other members of their household until the result of the test is known. That result must be communicated to school as soon as it is known.

If the test is returned as negative, the pupil may return to school and the family can end their self-isolation. If the test is returned as positive, then the whole household should continue to self-isolate for 14 days from the onset of symptoms and the pupil should not return to school until completely recovered or 7 days, whichever is the longer period.

Should a pupil return a positive test, then the remainder of their year group will be advised and required to remain at home in self-isolation for a period of 14 days. Home learning for that group will

be made available via Google Classroom. Members of their family do not need to self-isolate unless the pupil in their household begins to show symptoms. If this happens then that pupil will require a test and the above procedure repeated in that household.

Where staff are affected by illness it may mean that it is not possible to keep certain year groups open. This will form part of our regular risk assessment to ensure that pupils can be safely supervised.

Staffing and Space Implications

Guidance re shielding members of staff who are clinically extremely vulnerable or vulnerable will be followed to ensure that our staff team remains protected where there are underlying medical issues. This has an impact on the staff team available in different areas of school. Appropriate ratios will be adhered to and this will be subject to risk assessment. Change to this policy may be as a result of other staff becoming unwell and our commitment to health and safety remains.

A designated safeguarding lead will be available at all times either on site or via a phone.

The majority of staff are first aid trained and a suitable first aider will be available.

To open school gradually by year group whilst still maintaining small numbers in any one classroom requires a large amount of space and staff. We have identified a structure which we believe will serve to ensure as many children as possible can return to school, from the identified year groups. To solve this issue, we intend to run a rota system.

Each class from the year group will be split into two groups of 10: group A and group B. Group A will be in school on a Monday and Tuesday. Group B will attend on a Thursday and Friday. On a Wednesday the school will be closed for a full deep clean. The two groups will never meet. Year 6 will be offered 3 full days with a maximum of 15 children in the group.

The teacher or teaching assistant will then be able to deliver teaching over the two days and will also present the continued learning for the remaining three days of the week at home, providing resources as necessary.

As we open the school more widely, larger numbers of staff will be needed to provide face-to-face teaching at school and delivering both types of learning poses a significant challenge. Wednesday each week will allow for such work as well as giving teachers their PPA time and so avoiding the need for other adults to teach the group.

In School and Remote Learning Content during wider opening

St Paul's will continue to offer quality remote education opportunities or programmes. However, in order to meet the needs of all our community at this time, the **content for all children**, both in school and those working remotely, will look very similar to the offer throughout the closure period to date.

The learning content will be provided online each day. Those who learn from home will still be able to access the online materials and will continue to liaise with a member of staff but this may not be their teacher. We do not want to disadvantage children whose parents choose for them to remain at home. We fully respect this decision.

In school, the manner in which teachers can support children in their learning will be from a distance and a level of independence will be expected from the children.

We recognise that school will look and feel entirely different to the norm and that the learning needs of the children will vary. Our focus for the children in school initially will be on helping children to come to terms with this version of school life and we will focus on personal, social and emotional wellbeing along with the new rules and routines.

Food and Drink

School meals will be provided in the form of a 'grab bag' which will be delivered to the classroom. Where possible, pupils will eat outside, spaced at two metres. The bag's contents will then be disposed of before re-entering school. Where it is not possible for your child to have a school lunch then a packed lunch should be provided in a disposable container.

Water bottles should be brought to school clearly named each day, which will be kept for individual re-use until the end of the day. Bottles can be refilled in classrooms.

Please note: a number of pupils at St Paul's suffer from life threatening nut allergies and therefore we are a nut-free site. In order to keep these pupils safe, all food brought into school in must 100% be nut-free.

Attendance

Attendance in this last term will be agreed in advance so that parents can share any concerns they might have about their child returning to school. Any concerns can be addressed so that parents are fully informed and able to make a decision about whether they feel confident to have their child in school at this time.

Non-attenders will not be penalised and fines will not be issued in this period.

For those who wish to send their children to school, it is vital that we know in advance who the children are so that we can plan accordingly.

This commitment to return your child to school is made on the basis of having read and understood this policy and the procedures in place and by doing so you are satisfied in the proposed level of care and risk management provided.

Any parent wishing to send their child to school at a later date should contact the office via email.

You should not send your child to school until you have had confirmation that the place has been agreed.

SEND and children with Additional Needs

For pupils with education health and care (EHC) plans, or those with SEN support, it may not be possible to provide the full range of provision set out in the plan, and it may be necessary to make different arrangements if some of the support services or trained staff are not available in their usual form from the start of June. If this is the case, we will work closely with parents to confirm what provision can reasonably be provided.

Social and Emotional Wellbeing

It may be that some children exhibit symptoms of stress and anxiety following such a long period of absence from school and due to pandemic in general. It is expected that children will need time and support to understand and manage their emotional response and to share their worries and fears.

The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, school staff will need to consider how to support:

safeguarding disclosures once they are back in schools

Some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities.

All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. Staff will do everything they can, with the support of ELSA and a planned programme of specific materials in conjunction with parents, which may include:

- opportunities for children to talk about their experiences of the past few weeks
- opportunities for one-to-one conversations with trusted adults where this may be supportive
- some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe
- pastoral activity, such as positive opportunities to renew and develop friendships and peer groups

The different experiences all pupils will have had at home will naturally play a large part in how easily they re-adapt to attending school and its routines. We will aim to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand, and identifying and taking time to address explicitly individual concerns or problems on the other.

Any safeguarding issues brought to light will be addressed using the school's safeguarding policy.

Alongside this, we will consider the mental health and wellbeing of staff and the need to implement flexible working practices in a way that promotes good work-life balance for teachers and leaders.

Uniform

Children will be expected to wear school uniform as normal and this extends to those in Key workers' children groups. We appreciate that this may not be well fitting after such a time away from school. We would not expect parents to be purchasing new uniform at this point in the year.

A clean set of uniform should be worn each day and should be washed immediately on returning home.

Visitors

No visitors will be allowed on to the site at any time with the exception of deliveries and essential maintenance which will be arranged by pre-appointment.

Parents should not enter the school building unless they are collecting a child unexpectedly. The school office will be staffed and operating via email and phone only. Only in a case of emergency should parents go to the office in person.

Assessment of Risk and Review

The school's approach is one of caution and will be implemented slowly and steadily to ensure that we do our utmost to keep children and staff safe. We believe that it is a plan robust enough to ensure that we can maintain the provision whilst adding further numbers of children into school. It must be remembered that we cannot reasonably ensure that children will be kept 2m apart but that other measures are in place to minimise and reduce the potential spread of infection as per government guidance.

Emergency Closure

The school's provision will be subject to regular and detailed health and safety review. Were there to be significant safety concerns, the school would use the usual emergency closure procedures.

This policy will be regularly reviewed and updated as the response to the pandemic changes.