

St Paul's C of E Primary School

St Paul's

C of E Primary School



A place to belong

**Covid – 19
September
Return to School**

August 2020

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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
- 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 home learning.

2a) Three Strands

Throughout this document there is 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 and 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-coronavirusoutbreak/guidance-for-full-opening-schools>

Operational plan for continuation or provision:

To ensure effective provision of learning

2b) Safety and well-being for pupils

At St Paul'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 "We can't do that at the moment but let's see what we can do..."
- Ensure only essential minimal changes take place in classrooms and wider school areas including class layouts, resources, 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.
- Ensure effective risk assessments are completed and ensure staff are comfortable / understand the measures in place.
- Ensure clear expectations and systems are in place to support social distancing (where possible) and keeping themselves and each other safe.
- Clear plans to ensure staff 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.
- 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 for the approach by the governing body.
- Sign off for the risk assessment and plan by local authority.

3. Bubbles

Each Key Stage will become a 'BUBBLE'. The class bubble may need to have some time with the other year group bubble in relation to playtime and break. See later for details.

Bubbles are as follows

EYFS

Year 1/Year 2 – KS1

Year 3/Year 4 – LKS2

Year 5/Year 6 – UKS2

Each bubble will:

- Stay as a group throughout the day and not mix with any other 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 to a class and year group for supervision and will remain with them from collection, to dinner, to play.

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). 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.
- 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 if they develop symptoms. Details of how to get tested can be found on the government website.
- Parents must ensure children come into school with a hat, water bottle and suncream 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 P.E. days, children should come in wearing their school jumper or cardigan, black or grey leggings or black or grey jogging bottoms, their PE t-shirt and trainers. Children will NOT be getting changed for PE. PE will be outdoors wherever possible so please ensure your child has a waterproof raincoat and a change of shoes if needed.
- 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 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 and staff will sanitise their hands as soon as they enter school in their classroom.
- Children and staff will be permitted to bring their own hand sanitiser into school as long as it is at least 70% Ethanol and labelled with their name.
- Staff should revisit hand hygiene regularly with pupils including a demonstration or by using age appropriate materials.
- Bins will be positioned away from children and staff in each room and will have lids.
- Classrooms will have hand sanitiser but ideally soap and water should be used for class-based hand washing. 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 to remind children about how to wash their hands.
- 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 all communal areas mainly for adults and occasional pupil use where permitted. The exception being where the dining halls are used; children should use the outside sinks if their hands are 'dirty' and use the hand sanitiser on the way to the hall before eating if their hands appear clean. 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.

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 and after sneezing
- Hand washing prior to and after close contact with child

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)
- All cuts or abrasions should be covered with waterproof dressing

4d) Cleaning

Cleaning routines will follow the Government guidance and Nicky (Cleaner) will liaise with the contractor to agree any additional cleaning required.

- All classrooms will be cleaned daily to a higher specification.
- 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, blue roll, hand sanitiser and tissues
- Doors should be left open unless kept closed for safety or security.
- Lights should be left on and pupils told not to use the switches.
- Toilets will be cleaned throughout the day especially after breaks and lunch, paying attention to taps, handles and doors.
- Staff should wash their hands thoroughly after doing any cleaning.

- Any resources and play equipment used by children should be washed periodically with soap and warm water or put into quarantine for at least 72 hours.
- Staff toilet also has anti-bac toilet spray dispensers fitted to enable staff to clean the toilet before using.

4e) Classrooms

- Desks should be spaced out as much as possible within the room.
- Children should have a set position/table to sit at and children should not move between tables or groups, wherever possible.
- Children have been asked to bring in a clear plastic pencil case for their desk for their equipment (pens, pencils, glue stick, ruler, rubber etc)
- Coats should be hung on a cloakroom peg as they enter.
- Lunch bags should be placed on the class shelf by a teaching assistant
- 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.
- Chromebooks or 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.
- Windows should be open for ventilation as much as possible.
- Ground floor 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 should be 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

4f) Distancing and adult to child contact

It will be difficult to fully distance staff from pupils especially the younger they are.

- Where possible 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 external doors (ground floor)
- The number of pupils inside the toilets must be limited. Staff should be mindful not to send children unaccompanied to the toilet at the same time.
- Children should use sinks in classrooms where possible.
- Staff should avoid 'walking around the room' unless necessary.
- Staff should encourage children to self-mark / feedback learning.

4g) Specific Year Group guidance

Classrooms: ALL BUBBLES:

▪ Classroom zones set up so there is a clear 'protected' space for staff in the bubble room. Masking tape can be used on the floor or furniture used.

Reception: Children have free flow access to equipment while teacher remains at least 2 metres away, whenever possible; access to outdoors for large proportion of the session; clearly marked carpet spaces for children. Cleaning or rotation arrangements for equipment where possible.

Year 1 to Year 6: ▪ Children to have individual desk areas with all equipment needed on there. They should remain in their spaces as much possible. Movement should be limited and cleaning or rotation arrangements for equipment where possible.

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, will be able to be timetabled for all groups. The playgrounds will be split into two sections to ensure bubbles are not mixing. Each group will have a box of equipment such as tennis / basket balls / footballs. Children will need to be shown how to play 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 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 – see timetable.
- Maximum of 3 in staffroom at one time, maintaining social distance.
- Additional rooms identified (library/ Hub/ SLT office – see risk assessment for total numbers) for eating to support social distancing.
- Staff can eat in their bubble room space if they want to.
- All staff to wash hands before entering staff room, before eating, after eating, and on leaving the room.

Photocopy and other shared resources (phone etc.)

- Wash hands before and after use; sanitiser or anti-bac wipes will be available by key shared devices.

Movement around site

- Keep 1/2m distance from all others – some corridors are not 2m wide
- 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
- Fire doors should be kept closed apart from the following which have been risk assessed to be pegged open but which must be shut in the event of an evacuation: Year 4 can be held open to reduce touch points

4k) Children's toilets

Reception

- Staff should avoid going into toilet pods and if staff need to go in, they should put on a disposable face covering and wear gloves if needed.

Year 1 to Year 6

- 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.
- Children should be encouraged to use the toilet at their allotted time during the day to avoid multiple groups or children being in the same corridor at one time. Adults should wipe down the toilet doors, taps etc after each group use.

Lunch/Break

- If children need to use the toilet during outside time, break or lunch an adult should supervise them.
- Reception children should be taken to their own classroom toilets.

5) Organisation of the Day

5a) Start and End of Day

- Staggered start and end times will be in place as follows:

		Arrival	Finish
	EYFS	8.45am Arrive Reception outdoor area	3pm Depart via Reception outdoor area
	Year 1/2	Y1 8.45am Y2 8.55am Arrive via playground	3.00pm 3.10pm Depart via playground
	Year 3/4	Y3 9.00am Y4 9.10am Arrive via front door	Y3 3.15pm Y4 3.25pm Depart via Front Door

Year 5/6	Y5 9.10am Y6 9.00am Arrive via Playground - Up Y5 Stairs	3.15pm 3.25pm Depart via Playground come down Y5 stairs
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- 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 drop off promptly and leave as soon as possible.
- All staff will be out in the mornings and afterschool where possible to monitor social distancing and to welcome the children
- Breakfast and After school club will resume from September and will need to social distance as much as practically possible – further details to follow

5d) Dropping off late:

- Parents informed about the importance of arriving on time to drop off / collect
- Staff will be outside on duty for the drop of duration and will bring in any initial lates
- After the gates are locked parents will need wait at the normal entrance (playground gate) and children will be brought in together at 9.30am.
- This late will be registered as unauthorised.
- No parents should enter the building.
- A member of staff will usher the child in.
- The child will sanitise their hands and be escorted / sent to their classroom.
- As all staff will be supporting with the arrival and pick up the office may not be manned and parents are therefore encouraged to leave a message or email if needed.

5e) Picking up late:

- Children will remain in class / 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 where possible or be taken back to their classes, while we wait for parents.

6) Break and Lunch

6a) Timings

		Toilet	Morning Playtime	Toilet	Lunch	Toilet	Afternoon Playtime /Break
	EYFS	Use own toilets	9.10-9.25	Use own toilets	11.45 in Hall Playground- 11.15-11.40 leave via slope	Use own toilets	EYFS Outdoor Area
	Year 1/2	Y1	9.45-10.00	Y1	12.15 in classrooms	Y1	2.00-2.15
		9.30		11.00	½ Playground	1.50	½ Playground
		Y2		Y2	11.50-12.15	Y2	
		9.40		11.15		2.15	
	Year 3/4	Y 3	10.15-10.40	Y3	12.00 in classrooms	Y3	N/A
		10.00		11.30	½ Playground	2.30	
		Y4	(Use half the playground leave via stairs)	Y4	12.20-12.45	Y4	
		10.10		11.45		2.40	
	Year 5/6	Y5	10.45-11.10	Y5	12.30 in classrooms	Y5	N/A
		10.30		12.00	½ Playground	2.50	
		Y6	(Use half the playground leave via slope)	Y6	12.50 - 1.15	Y6	
10.40			12.15		3.00		

6b) Lunchtime: arrangements

- Lunch will be on a rota basis (see rota)
- Children will eat in their classrooms apart from Reception who will eat in the hall

- Children should wash hands before eating by using classroom sinks where possible
- The playground will be split into two zones to keep year groups apart
- Reduced menus will be available each week in order for grab bags to be taken to classrooms
- Lunchtime Supervisors will remain with their bubbles wherever possible.
- Behaviour incidents will either be dealt with outside by the lunchtime staff unless serious and then this will be taken to SLT or the Acting Headteacher.
- Packed lunches should be placed in the usual storage in the morning; phased teaching assistants should take this down to the halls at some point after break and collect them at some point in the afternoon.
- Lunch time supervisors will bring in their class outside and stay with their year group
- Toilets when outside: Children should go before or after dinner. During lunchtime, children should be supervised to the toilets.
- Staff supervising children should wipe down and clean classrooms after eating, including emptying the bin.
- Wet dinner: Lunchtime supervisors to have class inside.

6e) Playground Equipment

- Usual equipment may be limited.
- Each class will have a box full of resources that will not be shared with another group.
- The communal trim trails, climbing frames, climbing wall, trim trail and climbing frame will be closed as cannot be cleaned as easily.

8) PPE (Personal Protective Equipment)

8a) PPE VIDEO and guidance

ALL STAFF MUST WATCH: <https://www.youtube.com/watch?v=vs9ZMSghbck>

- Guidance from the Government states that most staff 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, nappy changing or first aid and those who will be responsible for this will have PPE available.
- 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 should remain smart.

The following are available to use for general protection and are optional for staff –

- Disposable aprons
- Disposable gloves

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 in sick bags and placed in your general lidded bin in your room.
- Symptomatic PPE waste to be double bagged and placed in the yellow clinical waste bin in the car park.
- 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 and automatic glass door will remain closed to protect staff within the office.
- 2m distancing will be adhered to by staff and visitors.
- A Covid 19 visitor poster is available in the waiting area.
- A drop off box on the school playground will be available to avoid face to face contact and will be emptied each day.
- Parents may wish to speak to staff in the morning and after school, but they should email or call where possible.
- Fortnightly weekly parent update 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 or via classroom phones.

10) Welfare

- There will be at least one member of the senior leadership / first aid team present each day to deal with sickness, injuries and those pupils feeling unwell.
- 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.
- 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.

11) Evacuation procedures

Evacuation procedures will have to continue as normal.

- Keep social distancing whenever possible.
- Exit through usual exits on to the playground.
- Children to line up 2m apart from any other bubble and spaced out as much as possible within their own class.

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. Further advice should then be sought from the Lead DSL.
- Staff should use CPOMS to log any safeguarding or pastoral concerns.
- 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. Where work can be completed at home, this will continue to be available.
- 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. The risk assessment has been updated to recognise these changes.
- Referrals to occupational health have been offered to all staff; this is an offer to all staff and may help where members of staff 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 on the above.

12c) Staff Absence

- Absence should continue to be reported to Stuart from 6.30am and by 7:00am each morning via a phone call.
- 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 / live lessons for their class and will be deemed as remote learning. If there are ill while self-isolating, staff must contact the office and the absence will be recorded as sickness.

12d) Meetings and Communications

- Staff Meetings are to take place in Class 3 (biggest classroom) with staff 2m apart or these meetings may take place via a virtual meetings as and when needed. A schedule will be in place, but staff should assume they will be required weekly on Wednesdays, 3.30pm-4.30pm.
- CPD opportunities will be assessed depending on how the return to school is going.

- Weekly Bulletin will be emailed out each Wednesday/Friday to ensure key information is shared; staff must read this.
- It may be necessary to have daily briefings initially until things settle (8.40am) via Zoom/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

A letter to parents outlining the final plan will be sent to all parents by the end of August.

This will outline:

- What the provision will look like including timings, break and lunches and drop off and pick up arrangements.
- 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; staff will now record lates themselves using the code L on the register.

14. Curriculum and Classroom

14a) Adapted provision

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:

- A different timetable due to toilet/handwashing timetabled into the school day.
- An increase in physical and outdoor activity.
- Increased PSHE, mental health and well-being activities.

Example timetables have been produced to aid staff in the preparation of this.

- Each day there should be a visual timetable displayed in each classroom to help give children a sense of structure and routine.

14b) Blended 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 paper versions of lessons?
- Could aspects of the introductions be recorded / streamed?
- Can the child access via Google Meet in for the whole lesson (muted classroom when)?

By the end of September, we will ensure a full blended / home learning policy and procedures are in place and additional preparations made.

14c) Worship

Monday Whole School Worship will continue to take place weekly over Google Meet as well as Friday's Star Assembly.

St Paul's Church are looking into the possibility of Tuesday's worship being shared over Google Meet.

Worship will continue for the rest of the week in class run by the staff within the phase; staff may wish to discuss doing this as a phase group over Google Meet.

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 lots of 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.
- Staff may wish to consider how books could be left for 72hrs before marking to avoid multi-touch areas.

14e) Physical Activity

- Children should come to school in PE kit on their PE days.
- Children will still receive two PE lessons a week.

14f) Support for Vulnerable Pupils

Many children will need additional preparation for coming back to school.

- Staff All About Me's have already been sent out to support children with their change in teacher. On the Google Classroom over summer transition and mental health resources have been made available.
- Parents have been advised to start talking and preparing their children to transition back to school.
- The SEND team will discuss with parents about what provision can be reasonably provided in line with EHCPs. Schools need to use 'reasonable endeavours' to discharge the outcomes in the EHCP.
- We will consider approaches to 'catch up' and support for all vulnerable groups.
- Staff should alert the pastoral team via CPOMs to any emerging pastoral needs.

- Emma Crockatt, our ELSA lead, has more time available to support children across school.

14g) Pupil Assessment and Reporting

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.

The following plan is in place for September over a 3-week period from 14th September:

Teacher assessment through usual activities focusing on the core skills of maths, reading and writing.

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

14h) General classroom guidance including use of resources

- Ensure good ventilation; keep windows open.
- Consider outdoor learning and activities where possible

14j) Use of External curriculum providers

- External curriculum providers will be allowed back in school.
- The Music Team and Jake Rose, our PE specialist, will be returning.
- All external providers will be briefed regarding expectations.
- Children / staff will wipe down equipment after each use.

15. Dealing with suspected or confirmed cases of Coronavirus

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 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 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 Hub.

Basic PPE kits will be available in each class and additional material centrally stored. Any PPE equipment used must be disposed of immediately after use and replacements put in the box.

Any child displaying symptoms will need to be taken to the Hub, as this has been identified as the 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 year group is being tested as this may only be precautionary, but this decision will be made on a case by case basis. 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 closure to certain classes/year groups.

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.

Deep clean of core areas will take place and 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 class PPE box if they feel comfortable to deal with the issue.

Usual first aid reporting should take place - Lunchtime supervisors will deal with minor injuries in their own year group bubbles and call for assistance where a second opinion is needed.

16b) Managing Social Distancing of children

Classrooms: Classroom zones set up so there is a clear 'protected' space for staff in the bubble room.

Reception: Children have free flow access to equipment while teacher remains at least 2 metres away, whenever possible; access to outdoors for large proportion of the session; clearly marked carpet spaces.

Year 1 to Year 6 : Children to have individual desk areas with all equipment needed on there. They should remain in their spaces as much as possible while indoors.

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

17. Risk Assessment and Review

We have developed 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.

Written by

Christie Waite

Acting Headteacher

Version 1: 12th August 2020