

Coronavirus Full Reopening

Our New Routines



Civitas Academy



The Process

- ▶ A risk assessment was completed to determine feasibility & control measures. The measures in the risk assessment are explained in this presentation.
- ▶ This risk assessment has been revised accordingly in line with the latest Government advice.
- ▶ Government guidance has been read and implemented.
- ▶ This was completed by the leadership team supported by the staff and Chair of Governors.
- ▶ Risk assessments and capacity analysis were reviewed by the REAch2 Executives & Trustees. The Executive & Trustees decided whether each school in REAch2 Multi Academy Trust was safe to open and to what extent.



Civitas Academy

The Decision

- ▶ The school will reopen to all pupils on Monday March 8th 2021.



Civitas Academy



General Protocols

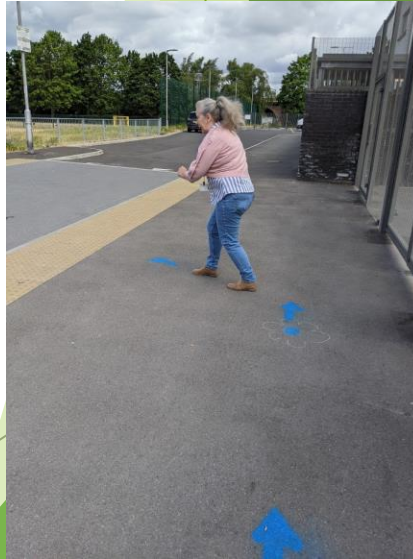
- ▶ We are welcoming all pupils back full time
- ▶ The school will be set up to support social distancing as much as possible
- ▶ Pupils are in groups of 40-60 called a 'year group bubble'
- ▶ Each bubble has an allocated room, resources and toilet
- ▶ Groups remain separate throughout the school day
- ▶ Groups may pass each other in a corridor, maintaining distance, but not spend time together.
- ▶ Pupils must wear school uniform to school unless it is a PE day



Drop off

This is our busiest time of day and it is important that we maintain social distancing !

- ▶ Every year group bubble has a time slot for drop off.
- ▶ Entry via the gate
- ▶ Only one adult to accompany children to school
- ▶ Each family should wait on a dot on Hodsoll Road only moving forward when the family in front does so
- ▶ One parent/carer only dropping off.
- ▶ No parents to enter school building.
- ▶ Please follow the one-way system indicated by arrows and as outlined by cones.
- ▶ Please keep moving within the one way system once on the playground, to avoid congestion.
- ▶ Pupils will walk to their bubble where they will be greeted by their teacher. They will enter the classroom immediately - they do not need to line up outside.
- ▶ Years 2, 3 and 4 will use the outside stairs to walk up to the top deck and enter their classroom through the external doors. Year 5 will enter the school from the double doors on the playground nearest the office and walk through the school to their classroom. An adult will supervise.
- ▶ Maintain social distancing. There are to be **no gatherings**.
- ▶ Pupils wash hands on entry.
- ▶ No waiting around outside the gates or on site.
- ▶ Smile, laugh and be generous and kind.



Pick up

This is our busiest time of day and it is important that we maintain social distancing !

- ▶ Every year group bubble has a time slot for pick up
- ▶ Exit via the gate
- ▶ Only one adult to collect children from school
- ▶ Each family should wait on a dot on Hodsoll Road only moving forward when the family in front does so
- ▶ One parent/carer only picking up.
- ▶ Please follow the one-way system indicated by arrows and keep moving to avoid congestion.
- ▶ Be mindful of 2 metre social distancing by not overtaking or 'cutting' across the playground.
- ▶ Maintain social distancing. There are to be **no gatherings**.
- ▶ Please ensure you are wearing your face covering correctly covering your nose and mouth (unless you are exempt).
- ▶ No waiting around outside the gates or on site.
- ▶ Children will wait in their allocated area in the playground to be dismissed by the adult working with that group at the end of the day.
- ▶ Parents of siblings/childminders are encouraged to arrive at the cross over point of timings. If you are late for your collection time, respectfully join the end of the queue.
- ▶ School procedures for collection will still apply; please inform the office if another adult is collecting your child.
- ▶ Smile, laugh and be generous and kind.



Drop Off and Pick up Timetable

Class	Drop off	Location	Pick up	Location
Year R	8:55-9:10am	Hodsoll Rd	3:15- 3.20pm	Hodsoll Rd
Year 1	8:55-9:10am	Hodsoll Rd	3:15- 3.20pm	Hodsoll Rd
Year 2	8:55-9:10 am	Hodsoll Rd	3:15- 3.20pm	Hodsoll Rd
Year 3	8:40-8:55 am	Hodsoll Rd	3:00- 3:10pm	Hodsoll Rd
Year 4	8:40-8:55 am	Hodsoll Rd	3:00-3:10pm	Hodsoll Rd
Year 5	8:40-8:55 am	Hodsoll Rd	3:00-3:10pm	Hodsoll Rd
Sensory room	Bespoke arrangements	As agreed by SENCo	Bespoke arrangements	As agreed by SENCo

Collecting Siblings: If collecting siblings from different year groups, please arrive at the crossover time. If you need to wait, please wait in the holding area which is in front of the gated staff car park. Please maintain social distancing.



Civitas Academy



Attendance

- ▶ Attendance will be mandatory from Monday 8th March 2021 and normal policy expectations in operation.
- ▶ We have put in measures to keep children safe and are looking forward to welcoming all pupils back.

Curriculum

- ▶ We will continue with our ambitious and broad curriculum in all subjects but make use of existing flexibilities to create time to cover the most important missed content.
- ▶ Our priority will be the core learning and children's wellbeing.
- ▶ We will consider the educational needs of all pupils.
- ▶ We will continue to develop remote education so that it is integrated into school curriculum planning should bubbles need to close.
- ▶ Leaders will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics).
- ▶ Our curriculum will remain broad, so that most pupils are taught a full range of subjects over the year.





Civitas Academy

The Classrooms

- ▶ Classrooms will be set up in rows with gaps between each table. There will be two children sat at each table.
- ▶ All desks/seats will be facing forwards to minimise contact with others and support social distancing where possible
- ▶ All unused furniture has been removed to create as much space as possible.
- ▶ Pupils have their own allocated stationery in Year 1-6 which is stored in individual named packs and their own books and resources stored in a tray underneath the table.
- ▶ Children will put their coats on their pegs. They should avoid bringing large bags to school wherever possible. Lunch boxes will be stored in the classrooms.
- ▶ A named water bottle should be bought in daily.





EYFS and Year 1

- ▶ Children will have resources that can be shared across their year group bubble.
- ▶ The children will be encouraged to wash these shared resources in soapy buckets after they have finished using them.
- ▶ Toys will be cleaned regularly with Milton
- ▶ Children in Early Years and Year One will not be expected to sit at a desk all day
- ▶ Year one children will have a tray/area where they can keep their own resources.

Sensory Room

- ▶ Children will have resources that can be shared in their bubble
- ▶ Toys will be cleaned regularly with Milton
- ▶ Children in the Sensory room will not be expected to sit at a desk all day
- ▶ They will have a tray/area where they can keep their own resources
- ▶ The sensory room is ventilated and outdoor opportunities are offered.

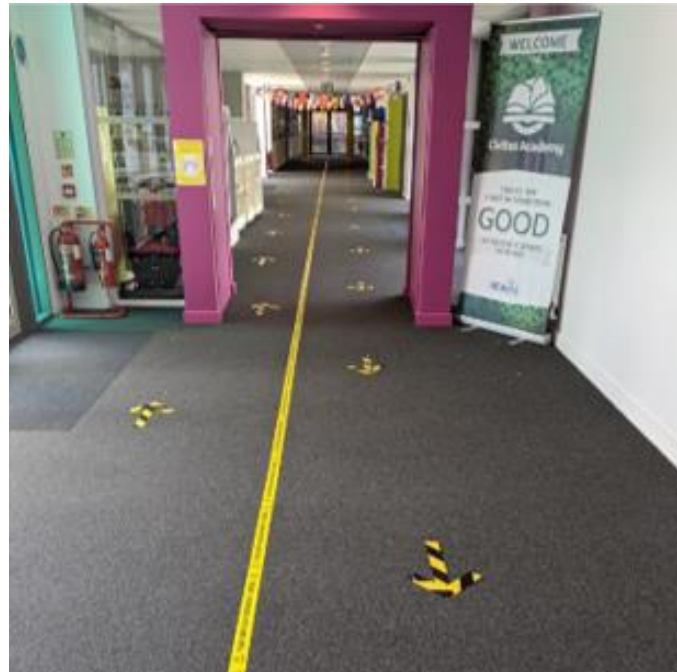




Civitas Academy

The School Building

- Movement around the building is reduced.
- Information posters are displayed around the school
- One-way systems are in place.
- Corridors will be clearly demarcated to indicate sides and direction.
- Everyone walks on the left and passing in corridors is limited.
- Windows are open for ventilation.



Year Group	PE Day
Reception	Wednesday
Year 1	Tuesday
Year 2	Thursday
Year 3	Wednesday
Year 4	Friday
Year 5	Monday

PE Timetable

- Children should come into school wearing PE kit on their PE day
- This is to decrease the risk of transmission from clothing
- Long jogging bottoms can be worn as well as our school jumper.



Civitas Academy

The Playground



Each bubble will have a dedicated time on the playground.



Breaks and Lunch



- ▶ Breaks and lunches are staggered for all groups.
- ▶ Each bubble will stay on the allocated playground and use specific equipment.
- ▶ Pupils must bring their own named water bottle
- ▶ Pupils will play within their bubbles.
- ▶ All children will eat in the hall with their own bubbles.
- ▶ School dinners must be pre-ordered on Tucasi
- ▶ No contact games on the playground.



Hygiene and Cleaning

- ▶ Everyone sanitises hands on entry to the building.
- ▶ Pupils wash hands thoroughly on entry to the classroom.
- ▶ Hands are washed at specific times throughout the day.
- ▶ Bins for tissues and wipes are provided throughout the school
- ▶ Good respiratory hygiene - use of tissues
- ▶ Each group has an allocated toilet or cubicle.
- ▶ A staff member is tasked with cleaning toilets, handles, doors and surfaces throughout the day.
- ▶ The school is cleaned and disinfected at the end of each day.
- ▶ Cleaning and kitchen staff wear appropriate PPE.



Evacuation

Pupils will evacuate the building in an orderly way, maintaining social distancing where it is safe to do so.

If there is an imminent risk, social distancing will not be maintained.

Pupils will line up in their groups at the evacuation point, maintaining social distancing from each other and other groups.

Groups will have the opportunity to practise this.



Civitas Academy



First Aid

- ▶ If your child requires first aid staff will continue to implement our standard first aid procedures.
- ▶ Staff will wear appropriate PPE where required. However, if there is an imminent risk staff will prioritise the application of first aid.
- ▶ Staff will note down PPE used on the first aid form.
- ▶ Where necessary staff will not be able to socially distance themselves to apply first aid.
- ▶ All qualified first aiders are highlighted on posters throughout the school.



Civitas Academy



Face Coverings

- ▶ "Public Health England does not (based on current evidence) recommend the use of face coverings for pupils in primary schools. This evidence will be kept under review."



Suspected Covid- 19 Cases

- ▶ The individual will be isolated immediately in an allocated room.
- ▶ Staff will wear full PPE.
- ▶ The pupil will be sent home and directed to book a test immediately.
- ▶ They will be required to isolate for 10 days or until the test results are returned. The family, including any siblings, will be required to isolate for 10 days (unless a negative test is received).
- ▶ Parents of children in the year group bubble will be informed of a positive test result. All members of the year group bubble will be required to isolate for 10 days. Remote learning opportunities will be provided.
- ▶ Any household isolating must inform the school.



Engaging with Test and Trace

- Everyone in school who displays symptoms must book at test by following this link:
<https://www.gov.uk/guidance/contacts-ph-regions-and-local-centres>
- If your test is positive you must provide details of anyone you have been in close contact with through the test and trace service.
- Self-isolate if they have been in close contact with someone who develops Coronavirus symptoms or where there is a positive test.
- Parents/carers should inform schools the results of all tests.



Civitas Academy

Managing Confirmed Covid-19 Cases

- ▶ We will take swift action in the case of a positive case of Coronavirus and contact the local health protection team.
<https://www.gov.uk/guidance/contacts-phe-regions-and-local-centres> This team will also contact schools directly should they become aware of a positive case linked to the school.
- ▶ Log any positive Coronavirus cases on Parago and immediately inform your DDoE.
- ▶ Work with the local health protection team
- ▶ Leaders will maintain a record of pupils and staff in each group and any close contact that takes place between children and staff in different groups.
- ▶ Household members of those contacts sent home do not need to self-isolate themselves unless the child/adult who is self-isolating subsequently develops symptoms.



Civitas Academy

Containing an Outbreak

- If our setting has 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Coronavirus is suspected, we may have an outbreak.
- We must continue to work with their local health protection team who will be able to advise if additional action is required.



Civitas Academy

Staff Testing

- Staff who have chosen to do so are tested twice a week using the Lateral Flow Tests



Shielded Pupils

- ▶ The advice for pupils who have been confirmed as clinically extremely vulnerable (CEV) is to shield and stay at home until further notice. They are advised not to attend school while shielding advice applies nationally.
- ▶ A copy of the shielding letter sent to CEV children to confirm that they are advised not to attend school will be requested by the school.

Behaviour

This is a very challenging time for everyone, especially the children in our care. We have therefore adapted our behaviour policy to support pupils.

Ready	Respectful	Safe
<ul style="list-style-type: none">• Arrive within our time slot and go directly to our entrance door.• Wear our school uniform or P.E. kit where possible (wash clothes regularly).• Bring a named water bottle to school every day.	<ul style="list-style-type: none">• Respect the distance and space between others, including staff.• Talk politely and respectfully to all.	<ul style="list-style-type: none">• Stay within our allocated space in the classroom.• Stay within our outdoor area/zone.• When arriving and leaving, walk on the pathways following social distancing guidelines.

Our Recognition

Staff will verbally recognise pupils following the new rules and guidance. For pupils who go 'above and beyond', staff will send an email of recognition to parents/carers so that this can also be celebrated at home.

Issue	Progressive Steps	Follow up
Accidentally breaching social distancing outside of bubble.	Step 1: Redirection and reminder	Catch up on work missed
Deliberately breaching social distancing outside of bubble.	Step 2: Caution	Catch up on work missed during free time
Deliberately breaching social distancing outside of bubble. more than once in a session. Commenting that someone has 'coronavirus'	Step 3: Time out within the bubble (indoor or outdoor), with choice to opt back in.	Reflect and repair during free time Catch up on missed work during free time
Repeatedly deliberately breaching social distancing outside of bubble. (despite instruction otherwise) or repeatedly being unkind to someone	Step 4: Time out with SLT Step 4 would be repeated inappropriate learner attitude and a lack of willingness to choose to take opportunities offered to opt back in at previous steps.	Reflect and repair during free time Catch up on missed work during free time Parents/carers informed by telephone
Breaching social distancing outside of bubble with intent to threaten or intimidate other pupils (eg, 'pushing a child and saying 'you've got coronavirus').	Immediate escalation to Step 4 Time out or internal exclusion with SLT	Reflect and repair during free time Catch up on missed work during free time Parents/carers informed by telephone Internal or fixed term exclusion may be considered by the Executive Headteacher
Breaching social distancing outside of bubble and physically harming another pupil or repeatedly verbally abusing another pupil	Immediate escalation to Step 5 Internal with SLT or external exclusion.	Parents/carers informed by telephone Consideration if the exclusion will be: Internal - supervised by SLT Fixed term exclusion - at home



Civitas Academy

What Parents/Carers Must do



Continue to be patient, understanding, supportive and considerate.



Inform the office if your child is absent



Inform the office if you or any members of your household are isolating.



Remain socially distant, but still your usual good humoured and happy selves!



Stick to time slots for drop off and pick up.



Follow the government guidance: socially distance at all times, including weekends.



Civitas Academy

What Pupils Must do



Follow the new rules and guidance.



Continue to try their best.



Talk kindly and play with each other.



Smile and enjoy being together again!

- ▶ We will spend a significant amount of time on supporting children through PSHE and wellbeing activities - leading and learning to thrive.
- ▶ We will be kind and supportive to one another
- ▶ We will put health and safety first
- ▶ We will offer support to families that reach out to us

KINDNESS
begins with
ME

Support and Wellbeing

We recognise the need to focus on pupils' emotional wellbeing as well as their return to learning.