



Coppull St John's Primary School

Covid-19

Returning to School September Plan

1st September 2020

Contents

1. Background

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

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

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

2. Rationale for the Plan

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

- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including regular cleaning of frequently touched surfaces, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible (2 metres)
- 6) where necessary, wear appropriate personal protective equipment (PPE)

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

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

Number 6 applies in specific circumstances.

Response to any infection

- 7) engage with the NHS Test and Trace process
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

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

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

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

Operational plan for continuation or provision

To ensure effective provision of learning

2b) Safety and well-being for pupils

At Coppull St John'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- including personal risk assessments where needed- 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 class will become a 'BUBBLE'

Each bubble will:

- Stay as a group throughout the day and not mix with any other bubbles (where possible).
- Have the same adults – teacher; teaching assistant & welfare staff where possible and when this is not the case, ensure staff social distance and have good hygiene

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 sun-cream has been applied, as needed
- Pupils should wear school uniform but there will be a transition time during the first few weeks if uniform is not available due to the delayed reopening of uniform providers
- On P.E. days, children should come in wearing their school jumper or cardigan, black leggings or jogging bottoms and their white P.E. t-shirt.
- 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 in line with the uniform policy -a closed black shoe / trainers for PE days. PE pumps may be brought in to school and left in the cloakroom.
- Hair cuts and styles should also be in line with school policy

4b) General Hygiene

- Hand washing is very important and should be carried out regularly including at the start of the day on arrival into school, mid morning; after any outdoor play, before and after lunch.

- Children should also wash their hands if they cough or sneeze in class or have used shared equipment and of course after using the toilet.
- Staff will sanitise their hands as they enter school.
- Children and staff will be permitted to bring their own hand sanitiser into school as long as it is at least 70% Ethanol.
- 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 all 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.
- 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
 - After sneezing,
- Hand washing prior to and after close contact with child, use soap and warm water ideally

4d) Cleaning

- Cleaning routines will follow the Government guidance and Mrs Abram 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: a bucket; anti-bacterial spray; Dettol; cloths; hand sanitiser and tissues
- Doors should be left open unless kept closed for safety or security
- Windows should remain open during the day.
- 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 toilet seats.
- Classrooms will be equipped with cleaning fluid and cloths to wipe surfaces when needed. Staff should wash their hands thoroughly after doing any cleaning.
- Any resources and play equipment (Early Years) used by children should be washed periodically with soap and warm water or put into quarantine for at least 72 hours.
- Additional cleaning hours has been contracted to focus on 'additional cleaning' with a focus on areas such as door handles, emptying bins and cleaning surfaces and toilets.
- Staff toilets will also have anti-bac toilet spray dispensers to enable staff to clean the toilet before using.

4e) Classrooms

- Desks should be spaced out as much as possible within the room and arranged facing the front so children are not facing each other; this will be checked by the head teacher as part of the risk assessment
- Children should have a set position/table to sit at and children should not move between tables or groups, wherever possible.
- In Years 1 upwards each child should have a box/container / case on 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 in the class box
- 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.**
- iPads – are used between bubbles and need to be wiped down properly after each use. (avoiding wetting too much)
- Windows should be open for ventilation as much as possible.
- 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.
- 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
- The number of pupils inside the toilets must be limited. Staff should be mindful not to send more than one child to the toilet at the same time. The only exception to this is for handwashing times and if supervised, the number allowed in is equal to the number of sinks but avoid crowding.
- Staff should avoid 'walking around the room' unless necessary.
- Staff should encourage children to self-mark / feedback learning

4g) *Specific Year Group guidance*

- Classrooms:
 - o ALL BUBBLES:
 - Classroom zones set up so there is a clear 'protected' space for staff in the bubble room.
 - o Class 1 and 2:
 - 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
 - o Class 3 and 4:

- 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

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 split into quadrants and can be used – when dry- throughout the day
- Playgrounds will be split into sections to ensure bubbles are not mixing (see playground rota); There will be a rota to enable the different bubbles to have access to different parts of the playground / field over the weeks.
- Equipment can be used by the individual bubbles with access to this. 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 will 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 are in place
- Maximum of 4 in Multi-use at one time, maintaining social distance
- Additional rooms identified (library/ empty classrooms) for eating to support social distancing (common sense approach)
- Staff can eat in their bubble room space
- 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
- Devices cleaned during the day, as per cleaning rota

Movement around site

- Keep 2m distance from all others

- 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:
 - Class 4 can be held open to reduce touch points
 - Fire exit door in staff room to allow air flow

4k) Children's toilet

- 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.
- Deep cleaning at the end of each day including taps and handles

Toilet at break and lunch

- Children should be encouraged to use the toilet before break and lunch – in a staggered way linked to break times
- Children grouped within their 'bubble' to use toilet and for handwashing

5) Organisation of the Day

5a) Start and End of Day

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

CLASS	Arrival time	Enter	Pickup time*	Pickup place
CLASS 1	8.55am	Through the black gates and then through children's entrance	3.20pm	Socially distanced spot on the playground

CLASS 2	8.50 am	Through the black gates and then through children's entrance	3.15pm	Socially distanced spot on the playground
CLASS 3	8.45am	Through the black gates and up the steps into the Hall	3.10pm	Socially distanced spot on the playground
CLASS 4	8.40am	Through the brown door and the front of school	3.05pm	From the brown door at the front of school

- Removable markings on the ground will help parents and children maintain 2m distance when lining up for school.
- 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
- Head Teacher plus additional staff will be out in the mornings and afterschool where possible to monitor social distancing and to welcome
- Late pick up children need to remain in class but making Mrs Bond aware. Parents to collect from the brown door.
- Breakfast and After school club will resume from September and will need to social distance as much as practically possible. School hall will be used for this. If there is an afterschool extracurricular club, the ASC will be in class 4 until the club has finished.

5b) Arrival procedures:

- Children will wash their hands as they enter their classroom.

5c) Pick up procedures

- **CLASS 1-** parents to collect from a social distanced spot on the playground. Children led out of school through the children's exit and each child passed onto parent by member of staff.

- **CLASS 2-** parents to collect from a social distanced spot on the playground. Children led out of school and each child passed onto parent by member of staff.
- **CLASS 3-** parents to collect from a social distanced spot on the playground. Children led out of school
- **CLASS 4-** parents to collect from the brown door at the front of school, maintaining social distance
- All children should wash their hands before leaving.

5d) Drop off lates:

- Parents informed about the importance of arriving on time to drop off / collect
- Staff will be outside on duty for the drop of duration.
- Parents have been advised to be punctual as children nor parents can enter school through the school office after the scheduled arrival time. Where an exception is made the child will need to enter through the brown door at the front of school. The child will sanitise hands on arrival in school.

5e) Pick up lates:

- Children will remain in class
- Collection from the brown door at the front of school
- If a parent is 10 minutes or more late, staff should alert the main office and phone calls will be made.

6) Break and Lunch

6a) Break time and Lunchtime: timings and play zones

	Lunchtime supervisors	Wk 1 play zone	Wk 2 play zone	Wk 3 play zone	Wk 4 play zone	Break time	Entry/ Exit	Lunch time	Lunch Time Play	Entry/ Exit
CLASS 1	Mrs Price	1	4	3	2	10:25-10:40	Children's door	12:00-12:30	12:30-1:00	Children's door
CLASS 2	Mrs Chamberlain	2	1	4	3	10:30-10:45	Children's door	12:00-12:30	12:30-1:00	Children's door
CLASS 3	Mrs Cooke	3	2	1	4	10:50-11:05	Hall door	12:30-1:00	12:00-12:30	Children's door
CLASS 4	Mrs Lean	4	3	2	1	10:20-10:35	Hall door	12:30-1:00	12:00-12:30	Children's door

6b) Lunchtime: arrangements

- Lunch will be on a rota basis (see rota)
- Children should wash hands before eating
- Class 1 will eat in the hall
- Hot dinners will be served
- Lunchtime Supervisors will remain with their bubbles wherever possible
- Pastoral sessions will take place in the nurture room run by support staff
- Behaviour incidents will either be addressed by the member of staff on duty
- Positive behaviour management systems regularly used- stickers/ gold tickets
- Packed lunches should be placed in class storage box in the morning
- Teacher to go out at the end of dinner into the zone that their children are in; children line up in the area they are in. Teacher leads class in.
- Toilets when outside:
 - Need to go before or after dinner.
 - Regular cleaning will take place
- Wet dinner
 - Lunchtime supervisors to remain with their class
 - Ensure there is a 'wet play' box of activities available. No ipads/ screens to be used
- The same play zone will be used as dinner time
- Breaks will be on a rota basis
- One play zone will be in place for each year group. These will rotate each week.

- One member of staff per class will be on duty in their play zone - **staff to rota this themselves**
- Teachers to take their class onto the playground and must be aware of other year groups and keep their distance / take turns.
- Handwashing must take place before and after break.
- Teacher to go out at the end of break into the play zone that their class are at; children line up in the play zone area they are in. Teacher leads class in.
- First Aid: Every teacher has basic first aid kit (includes gloves and mask); child to self-administer wherever possible; more serious first aid needed – send child for help.
- Toilets: Children need to go before or after break.
- Wet Break:
 - Children stay in classrooms
 - Ensure 'wet play' box has range of activities- no ipads/ screens to be used

6c) *Playground Equipment*

- Playground rota for times and play zones
- Equipment assigned to a bubble in a box labelled.
- The tyre park; trim trail; outside classrooms; story corner and quiet garden can be used and key touch points from these will be cleaned daily.

6d) *snack*

Fruit will be available for all KS 1 children. KS 2 children may bring in a 'healthy snack' no chocolate/ no cake / no crisps

7) **Breakfast and After school clubs**

7a) *Breakfast Club*

- Bookings must be made a week in advance – parents have been notified of this
- Children can arrive from 7.45am via the brown door at the front of school
- Children to sanitise using the dispenser by the entrance
- The hall will be zoned into EYFS/KS1 and KS2 to enable some separation.
- Social distancing as much as possible
- Clear records of attendance for track and trace purposes
- Children will wash hands before entering class

7b) *After school club*

- Children to be sent to the main hall
- Children from class 1 to be collected by ASC leaders

- Children will sanitise using the dispenser by hall doors on their way in
- The hall will be zoned into EYFS/KS1 and KS2 to enable some separation.
- Clear records of attendance for track and trace purposes
- Parents to wait outside school and will collect from the brown door- a doorbell is available for those collecting children from the club
- Staff to sign children out – not parents.
- Children to wash hands before leaving

7c) After school clubs

- These will not take place initially
- Clear records of attendance will be in place for track and trace purposes when they do start

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

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

8) PPE (Personal Protective Equipment)

8a) PPE VIDEO and guidance

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 receive training on effective use of PPE
- 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
 - Fluid resistant face mask
- If dealing with a child for close care the above SHOULD be worn as a minimum
- If dealing with a child who is symptomatic the above MUST be worn with the addition of a full-face shield
- Posters with how to don and remove PPE will be in each classroom

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 the blue 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.
- 2m distancing will be adhered to for those waiting to be seen.
- Parents may wish to speak to staff in the morning and after school, but they should wait until pupils are all dismissed and this should be at a 2m distance. Parents will continue to be encouraged to communicate using letter or email.
- Weekly parent update letters 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 to Mrs Bond from the doorway.

9b) PPA Room

- There are now 2 cleared rooms upstairs for staff to use for PPA. One room has computer and printer available. Laptops may be used in the second room where there is a desk and chair. Any resources used should be returned by an adult and stored away in its correct place. No items should be left on sills/ ledges/ floors
- All equipment used should be wiped over using the antibacterial wipes provided.

10) Welfare

- Where possible all minor injuries should be dealt with within the bubbles and children should be encouraged to self-administer where possible e.g. water; paper towel and / or 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.
- First aid staff are available in both key stages

11) Evacuation procedures

- Keep social distancing whenever possible

- Exit through external doors as identify on evacuation map
- 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. Remember to REPORT verbally and RECORD on CPOMS
- Safeguarding procedures remain the same.

12b) Critically Extremely Vulnerable Staff or Household

- All staff are expected to return to school in September.
- Occupational health advice is that the risk assessments and control measures in place for everyone are adequate for all staff, but those staff who have a higher risk of complications should ensure they take extra care of their own hygiene and social distancing. The risk assessment has been updated to recognise these changes.
- 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 be reported to Mrs Abram from 6.30am and by 7:00am each morning.
- Absence procedures resume for all other absences.
- Any staff required to self-isolate and who are well enough to do so, will continue to provide learning for their class and will be deemed as remote learning. If they are ill while self-isolating, staff must contact the office and the absence will be recorded as sickness.

12d) Meetings and Communications

- Staff Meetings will continue on Wednesday's 3.30pm- 4.30pm. All staff are invited to these meetings. Social distancing will continue to be observed.
- Governors meetings will continue for the short term as virtual meetings via Zoom.
- CPD opportunities will be assessed depending on how the return to school is going.
- Staff briefing notes will continue to be emailed at the start of each week
- Staff are encouraged to share any suggestions or concerns so we can consider any changes to the arrangements.

13. Pupil Attendance

A letter to parents outlining the final plan was sent to all parents at the end of the summer term. A reminder will be sent at the start of the Autumn term.

This will outline:

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

13a) Which children should not attend school?

- Children who are extremely clinically vulnerable should discuss this with school
- Children who live with someone who is extremely clinically vulnerable are expected to return to school, but may wish to contact school to discuss this.
- Any child who is feeling unwell with symptoms of Coronavirus should not attend school and should self-isolate for 7 days.
- Any child who lives with someone who has symptoms of Coronavirus should not attend school and self-isolate for 14 days.

13b) Reporting Absence

Registers will now be completed using SIMS. Please familiarise yourself with the system. If a child is absent during registration then please mark with an N otherwise mark the attendance for each child with /

Mrs Bond will add the correct code once we know why a child is absent.

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 reduced expectation of national curriculum content requirements
- An increase in physical and outdoor activity
- Increased PSHE, mental health and well-being activities
- Reducing the length of lessons
- Increased opportunities within lessons for the following:-
 - Talk
 - Group work
 - Play/social activities
 - Reflection

Timetables do need to reflect this change and balance of provision using the agreed key to indicate the 5 ways to wellbeing: *Connect; Be Active; Take Notice; Keep Learning; and To Give.*

- 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?
- Can the lesson be live streamed?

14c) *Worship and Assemblies*

- There should be a daily act of worship for all children. The worship will be planned and ensure children are given the opportunity to reflect, to hear scripture and to pray. Listening to singing may also be encouraged.
- Monday whole school worship will be take place using zoom and be led by Mrs Abram
- Friday celebration assembly will continue but in classes with class staff awarding one star of the week; one special mention; handwriting awards; and any reading awards.
- Worship on Tuesday and Wednesday can be led by a member of staff within the class using the 'Off the Shelf' resources and 'Picture This'. Mrs Abram will lead worship in a class each Thursday morning on a rota.

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.

14e) *Physical activity and Singing*

- All physical or singing activities must only be done outdoors and with additional social distancing as transmission distances increase with these types of activities.
- Children should come to school in PE kit on their PE days.

14f) *Support for Vulnerable Pupils*

- Many children will need additional preparation for coming back to school. Additional individual videos from teachers/TAs welcoming them back or a social story preparing them to come back may be used.
- Parents will be advised to start talking and preparing their children to transition back to school, even walking up to the gate they will be coming in through.
- 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 group

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 (week 3)

- **Maths**
 - Year 1 and Year 2: Number Fact Fluency assessment
 - Year 2 to year 6: White Rose end of block assessments (use previous years as a baseline at the start of the block and current year at end)
- **English**
 - **Reading:** Summer Term test from previous year (Year 2- Year 6); Year 1 teacher assessment or reading level. Gather Reading age data. Year 1-6
 - **Writing:** Year 1 – Year 6 - Assess through first English 'catch-up' unit
 - **Phonics** assessments to explore individual phonic gaps
- **Parents involvement**
 - Results shared at Parents' evening (14th October 2020)
 - Core practice of learning at home
- EYFS baseline has been cancelled for September 2020.
- 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
- **Class 1 and 2:**
 - Reduce / split resources into daily set up boxes
 - At the end of the day quarantine shared equipment (5-day rotation of equipment) OR wash / wipe down equipment
 - Maximise outside learning and play
 - Sand and water can be used but replenished regularly
 - Encourage children to be outdoors
 - Socially distanced spots on carpet
- **Class 3 and 4:**
 - Tables facing forwards, in rows where possible
 - Teacher and support staff area
 - Maximise outdoor learning across all subjects where possible

- Children have the same seat and own equipment

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

14j) Curriculum restrictions

- **Inside**

- No physical activity
- No singing
- Minimise movement around room

- **Outside**

- Physical activity lessons (including singing)
 - Increase distance between children wherever possible by adapting games / provision
 - Minimise sharing of resources e.g. have own ball or ensure good hygiene after play
 - Wipe down equipment after use or put into quarantine for at least 72hrs

14j) Use of External curriculum providers

- Debbie Jones; Lancashire Music service, Lesley Bolton; booster teaching and Julie Bradshaw 'gap' teaching -are external teachers working part time in school.
 - They will be fully informed and updated regarding expectations
- The hall is timetabled each Wednesday for use by Sale Sharks- where possible this will take place outdoors
- Jonathan Wadsworth Music peripatetic will set up in the Nurture room for guitar and ukulele teaching
- Andrea Burton from the Lancashire SEND team will work in the nurture room supporting children with EHCP
- Staff will wipe down equipment after each use with antibacterial wipes provided.

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 fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the

supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Full PPE kit is available upstairs outside the store room. Basic PPE kits will be available in each class and additional material centrally stored

- Any child displaying symptoms will need to be taken to the office, 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 and staff 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 where a child has tested positive, has had contact with other children or staff, it is not necessary for those children or staff to self-isolate unless the member of staff themselves tests positive. It is recommended that the member of staff is tested wherever possible. We will look at each case by case basis and may result in closing to certain classes/year groups
- 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
- 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 following the basic training guidance
- If staff member does not feel comfortable dealing with the issue, then they speak to another member of staff
- 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:
 - o ALL BUBBLES: Classroom zones set up so there is a clear 'protected' space for staff in the bubble room
 - o Class 1 and 2: 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.
 - o Class 3 and 4: Children to have individual desk areas with all equipment needed on there. They should remain in their spaces as much as possible while indoors.
- Break and lunch
 - o Play zone areas on playground / field for each year group
 - o Staggered Breaks and Dinner
 - o Children will be taught a range of social distancing outdoor games.

17. Risk Assessment and Review

We have developed a comprehensive risk assessment in line with LCC recommendations and Lancashire public health advise 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 the head teacher.

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.

Mrs S.C.Abram

Head Teacher

16th August 2020