



Plan for the full re-opening of Endeavour Academy September 2020

- Children in all year groups are expected to return to full-time education at the start of the Autumn term onwards. This is September 2nd for pupils at Endeavour Academy.
- **Full school uniform, including black school shoes** and appropriate sweatshirt/cardigan must be worn. **Trainers are not permitted** in place of school shoes. Repeated breaches of uniform regulations without arrangement with the Headteacher will result in loss of break-times.
- Children are asked to **bring only their coat, a labelled water bottle and their packed lunch to school**. All other equipment will be provided.

Focus	Actions																																								
Entry/ Exit to school	<i>How we will manage the entry and exit of pupils, parents and staff?</i>																																								
Nursery-Y6 pupils	<ul style="list-style-type: none"> • Entry through main gate and exit through side gate in KS2 playground (car park exit) • Staggered entry/exit time by year group enabling minimum contact before entering/when exiting class 'bubbles': <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Year Gp</th> <th>Drop/collect</th> <th>Time in</th> <th>Time out</th> </tr> </thead> <tbody> <tr> <td>Nursery</td> <td>Nursery Gate</td> <td>8.30am</td> <td>11.30am</td> </tr> <tr> <td>Reception</td> <td>Reception Gate</td> <td>8.40am</td> <td>3.00pm</td> </tr> <tr> <td>Year 1</td> <td>KS1 gate</td> <td>8.40am</td> <td>3.00pm</td> </tr> <tr> <td>Year 2</td> <td>KS2 door</td> <td>8.40am</td> <td>3.00pm</td> </tr> <tr> <td>Year 3</td> <td>KS2 door</td> <td>8.50am</td> <td>3.10pm</td> </tr> <tr> <td>Year 4</td> <td>KS1 gate</td> <td>8.50am</td> <td>3.10pm</td> </tr> <tr> <td>Year 5</td> <td>KS1 gate</td> <td>9.00am</td> <td>3.20pm</td> </tr> <tr> <td>Year 6</td> <td>KS2 door</td> <td>9.00am</td> <td>3.20pm</td> </tr> <tr> <td>Special arrangement</td> <td>KS1 door (drop) KS2 door (collect)</td> <td>9.10am</td> <td>2.55pm</td> </tr> </tbody> </table>	Year Gp	Drop/collect	Time in	Time out	Nursery	Nursery Gate	8.30am	11.30am	Reception	Reception Gate	8.40am	3.00pm	Year 1	KS1 gate	8.40am	3.00pm	Year 2	KS2 door	8.40am	3.00pm	Year 3	KS2 door	8.50am	3.10pm	Year 4	KS1 gate	8.50am	3.10pm	Year 5	KS1 gate	9.00am	3.20pm	Year 6	KS2 door	9.00am	3.20pm	Special arrangement	KS1 door (drop) KS2 door (collect)	9.10am	2.55pm
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	<ul style="list-style-type: none"> • Where there are siblings in different year groups, to prevent groups having to wait/gather on the school grounds, all members of the same family will enter and leave school at the times designated for the <u>youngest sibling</u>. Teachers will have flexible arrangements in place from 8.40am in order to facilitate children arriving into classrooms. • Only one parent per household permitted to drop/pick up children. • Parents are currently not permitted entry to the school building unless by prior arrangement by telephone. • Alcohol hand sanitiser at all entrances for use by all children and staff on entry to building.
Movement around school/ breaktimes	<i>How we will minimise contact and manage unstructured times such as playtime, including social distancing?</i>
	<ul style="list-style-type: none"> • One-way system marked out in school across both floors. All classes exit building via KS1 doors and re-enter via KS2 doors. • Signage and floor markings reminding children/adults to space • Zoned areas of playgrounds for each class bubble to maintain distancing and avoid mixing of larger groups: <ul style="list-style-type: none"> ○ Zone 1: Football pitch ○ Zone 2: Spider Web ○ Zone 3: Rolling beam ○ Zone 4: KS1 playground • Timetabled slots (break-times and lunchtimes) for each 'class' outside to ensure 'bubbles' remain isolated from each other throughout day: • Classes to use allocated toilet facilities 10 minutes prior to break-time. On occasion of wet dinner, children to access toilet facilities during 'time outside' slot to prevent unplanned contact with other bubbles. • All bubbles to access zoned areas by exiting through KS1 door and moving round to allocated zone. All classes to re-enter by KS2 door and follow one-way system back to class. Middays to return classes to classroom. • Staff (or pupils if age appropriate) to lead play activities to encourage social distancing (ideas provided by PECO/ Lead Midday Supervisor). Children not wanting to join in to be spaced around zone and reminded of need to separate. • Children and staff will make use of handwashing and sanitising equipment before and after any movement around school.
Provision of school meals	<i>How we will manage the safe provision of meals at dinnertime?</i>
Pupils	<ul style="list-style-type: none"> • Lunchtimes and co-ordinated toileting timetables in place for all bubbles to minimise mixing throughout day. • Children will bring packed lunch from home (which will be stored in classroom) or receive a school lunch of their choice (menus available on website) to be eaten in classroom. • Kitchen staff to deliver lunches and drinks to classrooms just prior to designated 'eat' times. • Handwashing regimes to be followed. • Classes to access same playground area as per morning play and enter/exit school in same way.

	<ul style="list-style-type: none"> • Middays (or pupils if age appropriate) to lead play activities to encourage social distancing (ideas/training provided by Lead Midday Supervisor).
Managing hygiene	<i>How we will manage hygiene across the school including our practices and the spaces we use eg toilets. Can we start to prepare resources and methods of cleaning?</i>
General:	<ul style="list-style-type: none"> • Any child/member of staff displaying any of the following symptoms should alert SLT without delay and will be sent home immediately to self-isolate and take a COVID test: <ul style="list-style-type: none"> ○ a high temperature – <i>this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</i> ○ a new, continuous cough – <i>this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</i> ○ a loss or change to your sense of smell or taste – <i>this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</i> • Pupil isolated in blue room with doors closed and windows open and staff monitoring through neighbouring red or yellow room. Room to be cleaned (PPE to be worn) when pupil collected. Room not to be used until cleaned. • All staff will follow the COVID19: cleaning of non- healthcare settings guidance. • Alcohol based hand sanitiser stands at all entry points to school (office area and hall, KS1 & KS2 doors) and in classrooms. • Doors to be propped open where safe to do so to minimise touching and windows open for ventilation. • Intense cleaning to take place on the daily used classrooms/ toilets areas at the end of the day. All areas to be thoroughly disinfected, and doors/ledges/banisters etc to be sanitised. Steam cleaning to be completed on rolling timetable.
Toilets	<ul style="list-style-type: none"> • Allocated toilets for each bubble with allocated times for use. (Reception and Nursery have managed use of toilet in class). • Taps/sinks/surfaces/door handles will be cleaned throughout the day as part of enhanced cleaning schedule.
Equipment	<ul style="list-style-type: none"> • Pupils to be provided with own stationery, and allocated desks in classrooms to prevent unnecessary sharing. • School equipment if/when used will be cleaned after use or not used for minimum of 72 hours. • Children (KS1&2) to be able to select books from recommended reads. These to be taken out of circulation for recommended times before re-issuing to others. • I-pads to be wiped down at allocation and collection times when they are touched by more than one person.
Surfaces	<ul style="list-style-type: none"> • Anti-bacterial disinfectant spray and cloths available in each classroom to be used by adults for cleaning of surfaces children are touching throughout the day according to timetable. • Enhanced cleaning schedule in place enabling cleaning of communal areas (bannisters, corridor, door plates etc) throughout the school day.
Handwashing	<ul style="list-style-type: none"> • Handwashing regimes established and signage throughout reminding of need for regular handwashing. • Staff and children to wash hands upon exiting the classroom; when returning from outside activities; after using the toilet and prior to eating using songs (e.g. happy birthday x2) to guide washing time.

	<ul style="list-style-type: none"> All classrooms equipped with sinks (with hot water), soap, paper towels, alcohol-based hand sanitiser and disposable tissues.
Managing health and safety	<i>Are our health and safety practices still fit for purpose eg fire assembly points, signing in to school?</i>
	<ul style="list-style-type: none"> 'Return to school' risk assessment completed and verified by Trustees. Fire assembly points checked and are still fit for purpose, but lines will be more widely spaced to encourage social distancing. In the event of an alarm, the one-way system will not be used as the priority needs to be the speedy and safe evacuation of pupils and staff. Established fire routes will remain. COVID-secure guidance for visitors/contractors while on site displayed on entry to building (directed to read by office staff before entry permitted). First aiders available in school at all times and PPE (wipeable safety glasses and single use aprons, gloves and masks) provided as required. Parents made aware of first aid via phone call from school office since first-aid slips cannot be shared currently.
Organisation of class size/ membership of classes	<i>How we will determine who can/ should attend, design timetables and cater for different groups of pupils including the children of key workers and siblings?</i>
	<ul style="list-style-type: none"> Children's bubbles will be their classes. Alternative bubbles include breakfast club bubbles and after school club bubbles (when operational). Children will have designated seats and working areas. For Y1 and above children will sit forward facing or seating will be arranged to discourage close face to face working. Children will line up/enter/exit classrooms in order of rows to minimise mixing. Children will have own stationery resources so that social distancing guidelines can be adhered to. Children will be reminded of social distancing requirements at all times (e.g. when lining up or moving round school encouraged to use floor markings and not to be within touching distance of person in front). Children and staff will wash hands and sanitise regularly. Identified staff are able to work across bubbles in order to enable operation of school e.g. provision of first aid or staff planning time.
Management of learning spaces	<i>How will we organise environments to ensure the safety of pupils and staff? What do we need to consider re resources eg personal sets of equipment?</i>
KS1&2	<ul style="list-style-type: none"> Classrooms arranged into rows and any unnecessary furniture removed. Each child to have allocated desk and seat. For Y1 and above children will sit forward facing or seating will be arranged to discourage close face to face working. Each child to have their own workbooks and resources including basics set (i.e. pencil and pen, ruler, sharpener, rubber, coloured pencils) in re-sealable plastic wallet. l-pad per desk (Reading plus access) wiped at start/end of day.
EYFS	<ul style="list-style-type: none"> Seating will be arranged in line with social distancing guidelines either at tables or using dots on the carpet area.

	<ul style="list-style-type: none"> • Shared resources (e.g. trikes) will be cleaned between uses or taken out of circulation for 72 hours where this is not possible. • Planning will be for independent and parallel play wherever possible. • Children encouraged not to put items in their mouths and not to have any physical contact with others, eg, holding hands. • Shared areas/resources to be wiped between uses where practicable. Difficult to clean resources will not be used or used with single groups in turn and taken out of use for a minimum of 72 hours between uses. • Regular adult supervised handwashing times and use of sanitiser timetabled throughout day
Organisation of staffing	<i>How we will organise staff to manage our provision, ensuring the safety of pupils and staff inc first aid?</i>
	<ul style="list-style-type: none"> • School open as per 'normal' operation and all staff are in school and allocated to classes. • First aid, safeguarding, and staff time (e.g. PPA or NQT) compliant • Any staff shielding or self-isolating (but not unwell) will take responsibility for the home learning offer (as required) and will also support the pastoral team in keeping in touch with those pupils not attending school. • Timetables in place for full operation e.g. staff roles during drop off and pick up; break times; toileting use; cleaning etc.
The provision of home learning alongside learning in school	<i>How we will support teachers to manage the provision of home learning whilst delivering teaching in school?</i>
	<ul style="list-style-type: none"> • Packs will be made available through Teams, Purple Mash, e-mail or by collection by prior arrangement from school. In event of bubble closure, packs will be available on website also. • Full engagement with home learning is expected if children are unable to attend school. • Pastoral team to take over contact of individual pupils not attending. Responsibility of class teacher in event of bubble closure. • DfE approved resources will be used alongside school resources as appropriate.
The provision of homework/ reading books	<i>How will we manage the provision of homework and reading books whilst promoting safe practices?</i>
	<ul style="list-style-type: none"> • Continue use of Microsoft Teams to access and submit homework. • Reading will be completed in school at safe distance by TA allocated to class and books taken out of circulation for recommended time when changed. • Reading books will be sent home and reading further supported through Reading Plus (for Y3+) and the 'Endeavour Reads' scheme. • Home work to be set and submitted via online platform practices developed during lockdown (e.g. teams, purple mash, reading plus, times tables rock stars) • Request for any outstanding reading books to be returned to school when children return in September.

Establishing a curriculum	<i>What will the primary focus of our curriculum be? How will we organise our offer?</i>
	<ul style="list-style-type: none"> • Curriculum will consist of full curriculum offer supported by catch-up programme in English and maths for all year groups. • Pupils in Y1-6 will undergo baseline assessments to identify gaps and starting points for learning in September. • Morning learning will continue to focus on Maths and English with the wider curriculum offer commencing each afternoon.
Reviewing the way we teach	<i>Is there anything we need to adapt in our approaches to teaching?</i>
	<ul style="list-style-type: none"> • Fidelity to quality school documentation (e.g. progression docs, phonics calendar, unit plans) and agreed practices (English, maths, phonics) to enable timely and speedy catch up. • Wash hands before and after marking exercise books • All work to be planned for distancing rules in place and enough equipment etc sourced. • Parallel learning in favour of group tasks to ensure SD rules and safe practices followed.
Managing illness	<i>How we will manage new cases of Covid 19, promote hygienic practices and gate-keep pupils returning from isolation?</i>
	<ul style="list-style-type: none"> • Requirement that pupils and staff who are ill stay at home • Robust hand and respiratory hygiene practices in place for staff and pupils supported by signage as reminders throughout academy. • Enhanced cleaning arrangements established, particularly throughout the school day. • Active engagement with test and trace and PHE health protection team. • Reducing contacts between those in school by: <ul style="list-style-type: none"> ○ Grouping children together in class bubbles ○ Avoiding contacts between bubbles ○ Arranging classrooms in forward facing arrangements where possible or arrangements that reduce the amount of time they are in face to face contact. ○ Staff maintaining distance from pupils and other staff as much as possible. • Application of Trust flowchart when dealing with staff/pupils who become unwell.
Working with pupils with EHCPs/ vulnerable pupils	<i>How we will support vulnerable pupils and pupils with EHCPs in school/ at home including liaison with external agencies?</i>
	<ul style="list-style-type: none"> • Adults to be allocated to pupils supported by EHCP to support learning and with hygiene and social distancing requirements. • Full EHCP offer to be in place. • Support for identified pupils with changes to routine etc. through social stories • Specialist staff will be able to attend site to support pupils with SEND as appropriate (guidance for visitors to be followed).

Other considerations	
Breakfast club	<ul style="list-style-type: none"> • Available from start of term. Parents to book in advance to give idea for numbers. • Pupils to be grouped by key stage and taken to classes as per arrival time to minimise contact outside of bubbles. • Activities to be planned for age group and resources not shared. • Resources used to be washed/taken out of isolation before next group use.
After school clubs	<ul style="list-style-type: none"> • Staff run after school clubs will not be running at the start of the Autumn term.
A list of measures to promote social distancing	<ul style="list-style-type: none"> • Clear poster campaign on windows around school promoting social distancing to families and staff. • Class bubbles operating in isolation of others at all times throughout school day • Modelling of procedures and expectations by staff including giving practical 'not within touching distance' measure of SD for pupils. • Classroom layout of front facing desks; individual and not shared resources; parallel learning as opposed to collaborative tasks. • Staggered drop-off and collection times and zones. School to align times for families with more than one child attending. • Parents of younger children to settle children before leaving as physical contact/intervention by staff will not be possible. • Timetabled use of playground and toilet facilities to prevent free movement around school. • No assemblies in school hall. Class bubble assemblies only. • Only one parent per household to drop off/pick up. • One-way system marked and in operation inside school building and around school grounds. • Expectation of parents to adhere to SD guidelines outside of school. • Pupils will eat in their allocated classroom to prevent mass gatherings in the hall. • Parents will be unable to be permitted into the school building, including the office area, under any circumstances unless by prior arrangement with the Headteacher. Communication should be via telephone or email contact. • Use of PPE by staff providing intimate care or close contact for medical reasons. • Adaptation of behaviour policy to remove Time out C sanctions will be in action in order to minimise contact between bubbles. Policy available to parents on the school website.