



Flowery Field Primary School

Preparing for full re-opening September 2020

As you consider your actions, please maintain a focus on the MUSTs set out by the Trust:

To enable social distancing within the school grounds and at our entry and exit points, Flowery Field will divide into 3 'schools within a school' - School A, School B and School C. Each 'school' will contain one class per year group from Reception to year 6.

The timings for each 'school' are:-

ENTRY: School A 8.40am / School B 8.55am / School C 9.10am

EXIT: School A 2:40pm / School B 2:55pm / School C 3:10pm

Inevitably, families will have siblings across the different 'schools'. To prevent groups having to wait on the yards, all members of the same family will enter and leave school at the times designated for the youngest sibling. **Teachers will need to have flexible arrangements in place from 8.40am in order to facilitate children arriving into classrooms – similarly at the end of the day, from 2.40pm.**

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
Entry/ Exit to school	<i>How we will manage the entry and exit of pupils, parents and staff</i>		
Year 5 and 6 6 x 30 children Entry point y5/6 door	<ul style="list-style-type: none"> Parents will be reminded by staff of social distancing requirements at the designated entrances to school. Parents must not enter the school grounds unless pre-arranged by telephone call. Pupils to be dropped at gate. Children will enter site through 4 entrances. They will enter the building through the y5/6 door – Staff presence on yard, staircase and corridor to support SD. On arrival, children will be required to apply alcohol based hand gel. Staggered entry times to reduce potential contact: <p>ENTRY: School A 8.40am / School B 8.55am / School C 9.10am</p> <p>EXIT: School A 2:40pm / School B 2:55pm / School C 3:10pm</p>	SLT - outside to guide the children and parents. Teachers and TAs in class.	SLT to review daily and update as required through daily briefings.

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
Staff	<ul style="list-style-type: none"> Staff will enter the building using the sign in system, located at the main entrance. Staff will adhere to staff social distancing protocol on entry and exit. Staff will wash hands on arrival at the building and before departing. 		
Year 3 and 4 6 x 30 Children Staff	<ul style="list-style-type: none"> Parents will be reminded by staff of social distancing requirements at the designated entrances to school Parents not to enter the building. They will enter the building through the Bird Cage walk door (y3) and central SC door (y4) - Staff presence on yard, staircase and corridor to support SD. Staggered entry times to reduce potential contact. <p>ENTRY: School A 8.40am / School B 8.55am / School C 9.10am</p> <p>EXIT: School A 2:40pm / School B 2:55pm / School C 3:10pm</p> <ul style="list-style-type: none"> Staff will enter the building using the sign in system, located at the main entrance. Staff will adhere to staff social distancing protocol on entry and exit. Staff will wash hands on arrival at the building and before departing. 	SLT - outside to guide the children and parents. Teachers and TAs in class.	SLT to review daily and update as required through daily briefings.
Year 2, 1 and Reception 9 x 30 children Staff	<ul style="list-style-type: none"> Parents will be reminded by staff of social distancing requirements at the designated entrances to school Parents not to enter the building. Parents not allowed under canopies. They will enter the building through their designated classroom door. This will minimise contact. Staggered entry times to reduce potential contact. <p>ENTRY: School A 8.40am / School B 8.55am / School C 9.10am</p> <p>EXIT: School A 2:40pm / School B 2:55pm / School C 3:10pm</p> <ul style="list-style-type: none"> Staff will enter the building using the sign in system, located at the main entrance. Staff will adhere to staff social distancing protocol on entry and exit. Staff will wash hands on arrival at the building and before departing. 	SLT - outside to guide the children and parents. Teachers and TAs in class.	SLT to review daily and update as required through daily briefings.

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
<p>Nursery 2x 26 children</p> <p>Staff</p>	<ul style="list-style-type: none"> Parents will be reminded by staff of social distancing requirements at the designated entrances to school. Parents not to enter the building but handover at classroom door. Staff not to intervene with distressed children. Parents to settle them before handing over. If this is not possible nursery cannot accommodate your child. They will enter the building through their designated classroom door. This will minimise contact. Staggered entry/exit times to reduce potential contact. ENTRY: 8:40am EXIT: 11:40am for 15 hour children EXIT : 3.10PM for 30 hour children Staff will enter the building using the sign in system, located at the main entrance. Staff will adhere to staff social distancing protocol on entry and exit. Staff will wash hands on arrival at the building and before departing. 	<p>SLT - outside to guide the children and parents.</p> <p>Teachers and TAs in class.</p>	<p>SLT to review daily and update as required through daily briefings.</p>
<p>Movement around school/ break times</p>	<p><i>How we will minimise contact and manage unstructured times such as playtime, including social distancing</i></p>		
<p>Year 6 and 5 and 1 9 x 30 children</p>	<p>Use the farm side field and yard within designated zones. 10:00 – 10:15 3 Groups – School A y1, School A y5, School A y6 10:20 – 10:35 3 Groups – School B y1, School B y5, School B y6 10:40 – 10:55 3 Groups – School C y1, School C y5, School C y6</p> <ul style="list-style-type: none"> One-way system using y5/6 staircase to ensure children do not pass and social distancing is maintained. Children to access toilet 10 minutes prior to break time Staff to encourage social distancing as much as possible during break time. Handwashing and sanitising will take place before and after any movement around school. Fruit will be provided and spaced out for collection by children after breaktime. 	<p>Class teachers and TAs</p>	<p>SLT to monitor all procedures and adapt where necessary. Staff to be updated through daily briefing.</p>
<p>Year 2/ 3 / 4</p>	<p>Use the climbing frame playground and field within designated zones. 10:00 – 10:15 3 Groups – School A y2, School A y3, School A y4</p>	<p>Class teachers and TAs</p>	<p>SLT to monitor all procedures and adapt where necessary.</p>

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
9 x 30 children	10:20 – 10:35 3 Groups – School B y2, School B y3, School B y4 10:40 – 10:55 3 Groups – School C y2, School C y3, School C y4 <ul style="list-style-type: none"> One-way system using Bird Cage Walk staircase (Y3) and Central SC (Y4) to ensure children do not pass and social distancing is maintained. Children to access toilet 10 minutes prior to break time Staff to encourage social distancing as much as possible during break time. Handwashing and sanitising will take place before and after any movement around school. 		Staff to be updated through daily briefing.
Year 1 - see above	Year 1 will use the farm playground within designated zones.	Class teachers and TAs	
Reception 3 x 30 children	<ul style="list-style-type: none"> Children rotate using the EYFS outdoor area (farm playground) Areas thoroughly cleaned after each group. Staff to encourage social distancing as much as possible. Handwashing and sanitising will take place before and after any movement around EYFS Unit. Children to have allocated outdoor resources for each group and included in cleaning regime. 	Class teachers and TAs	SLT to monitor all procedures and adapt where necessary. Staff to be updated through daily briefing.
Nursery 2 x 26 children	<ul style="list-style-type: none"> Children rotate using the Nursery outdoor area. Areas thoroughly cleaned after each group. Staff to encourage social distancing as much as possible. Handwashing and sanitising will take place before and after any movement around EYFS Unit. Children to have allocated outdoor resources for each group and included in cleaning regime. Erect physical barrier to prevent groups mixing. 	Class teachers and TAs	SLT to monitor all procedures and adapt where necessary. Staff to be updated through daily briefing.
Provision of school meals	<i>How we will manage the safe provision of meals at dinnertime</i>		
All year groups School A 11.30am-12.10pm School B 12.10pm -12.50pm School C 12.50pm -1.30pm	<ul style="list-style-type: none"> All children will eat lunch within their designated classroom or outdoor zone if weather allows. Children will eat with their teacher at a time that is age appropriate and with regard to outside break time. 	Class teachers and TAs MSA	SLT to continue to monitor all procedures and adapt where necessary. Staff to be updated through daily briefing.

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
Staff	<ul style="list-style-type: none"> Children will bring packed lunch from home. Children accessing lunch from school will receive grab bag provision or hot option that delivered by site staff. Children access the same playground as morning break using same staircases or doors Children access toilet 10 minutes prior to going outside at lunchtime. <p>Staff will have lunch while their children are monitored by SLT and MSAs.</p>		Daily review to happen in first week – liaise with teachers, TAs and MSAs.
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>		
Years 6 5 4 and 3 12 x 30 children	<ul style="list-style-type: none"> All staff will follow the COVID19: cleaning of non- healthcare settings guidance. All children will use alcohol based hand gel on arrival. <p>Toilets -</p> <ul style="list-style-type: none"> There are toilet cubicles at the end of the corridor. Usage will be managed by staff - staggered use only. Taps/sinks/surfaces/door handles will be cleaned regularly as part of our cleaning schedule. <p>Hand Washing -</p> <ul style="list-style-type: none"> All children will be encouraged to wash hands for 20 seconds using suggested songs as a guide. They will then be encouraged to dry them thoroughly. All rooms have access to alcohol based hand gel at entry/exit to classroom. All rooms have sinks, soap dispensers and paper towels. Children will be told to wash their hands after sneezing, coughing, before and after eating and after using the toilet. <p>Surfaces -</p> <ul style="list-style-type: none"> Surfaces that are touched by children will be wiped down regularly by additional adult, allocated to year group. All rooms have anti-bacterial spray and blue roll. <p>Any children displaying signs of illness, including coughs and colds will be sent home from school</p>	Class teachers and TAs	<p>SLT to continue to monitor all procedures and adapt where necessary.</p> <p>Staff to be updated through daily briefing.</p>

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
<p>Years 2 1 Reception and Nursery</p> <p>9 x 30 children 2 x 26 children</p>	<ul style="list-style-type: none"> All staff will follow the COVID19: cleaning of non- healthcare settings guidance. All children will use alcohol based hand gel on arrival. <p>Toilets -</p> <ul style="list-style-type: none"> There are toilet cubicles in EYFS/Y1 Usage will be managed by staff - staggered use only. Taps/sinks/surfaces/door handles will be cleaned regularly as part of our cleaning schedule. <p>Hand Washing</p> <ul style="list-style-type: none"> All children will be encouraged to wash hands for 20 seconds using suggested songs as a guide. They will then be encouraged to dry them thoroughly. All rooms have access to alcohol based hand gel at entry/exit to classroom. All rooms have sinks, soap dispensers and paper towels. Children will be told to wash their hands after sneezing, coughing, before and after eating and after using the toilet. <p>Surfaces -</p> <ul style="list-style-type: none"> Surfaces that are touched by children will be wiped down regularly by additional adult, allocated to year group. All rooms have anti-bacterial spray and blue roll. Regular cleaning schedule will ensure toys are cleaned during lunch period and at the end of the school day. <p>Any children displaying signs of illness, including coughs and colds will be sent home from school</p>	<p>Class teachers and TAs</p>	<p>SLT to continue to monitor all procedures and adapt where necessary.</p> <p>Staff to be updated through daily briefing.</p>
<p>Managing health and safety</p>	<p><i>Are our health and safety practices still fit for purpose eg fire assembly points, signing in to school.</i></p>		
	<ul style="list-style-type: none"> All DFE and PHE alerts are set up on SLT devices so that any guidance is received immediately and adhered to. 	<p>P, VP & AHT</p>	<p>This will be reviewed in SLT meeting weekly.</p>
<p>Organisation of class size/ membership of classes</p>	<p><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></p>		

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
All classes Y1-6– as school PAN	<ul style="list-style-type: none"> Children will have designated seats and working areas. Children will have a zip lock wallet containing all resources so that social distancing guidelines can be adhered to. Children will be reminded of social distancing requirements at all times. Each class will adhere to social distancing spacing wherever possible. Children will wash hands and sanitise regularly. <p>Children with EHCP – Funding: Children to have a Key Adult to support learning, social distancing and hygiene guidelines.</p>	Class teachers and TAs	<p>SLT to continue to monitor all procedures and adapt where necessary.</p> <p>Staff to be updated through daily briefing.</p>
EYFS class sizes as PAN	<ul style="list-style-type: none"> Children will have a zip lock wallet OR tray containing all resources so that social distancing guidelines can be adhered to. Children will access continuous provision within their allocated area and under the canopy directly outside to prevent groups of children mixing, Children will be reminded of social distancing requirements at all times. Each class will adhere to social distancing spacing wherever possible. An outside timetable will be in place to allow the EYFS groups to move safely around whilst adhering where possible to the social distancing guidelines. <p>Children with EHCP – Funding:</p> <ul style="list-style-type: none"> Key adult will be placed with these children to support learning, social distancing and hygiene guidelines. 	Class teachers and TAs	<p>SLT to continue to monitor all procedures and adapt where necessary.</p> <p>Staff to be updated through daily briefing.</p>
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>		
Years 2- 6	<ul style="list-style-type: none"> Tables and chairs spaced out to adhere with social distancing guidelines. All children have zip lock wallets which include all necessary equipment. Children have own resources/books. Children have designated desk and seat. 	Class teachers and TAs	<p>SLT to continue to monitor all procedures and adapt where necessary.</p> <p>Staff to be updated through daily briefing</p>

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
EYFS and year 1	<ul style="list-style-type: none"> Seating arranged in line with social distancing guidelines – both at tables and on the carpet area. All classes to have their own allocated resources which are wiped down regularly. Independent and parallel play will be encouraged and planning of activities will reflect this. Children encouraged not to put items in their mouths Children not to have any physical contact with others, eg, holding hands. 	Class teachers and TAs	SLT to continue to monitor all procedures and adapt where necessary. Staff to be updated through daily briefing.
Organisation of staffing	<i>How we will organise staff to manage our provision, ensuring the safety of staff and pupils inc first aid?</i>		
	<ul style="list-style-type: none"> All teachers and TA's are working in school. Staff Self-isolating will provide support to children unable to access our onsite provision due to medical reasons and will maintain contact with those children absent from school. First aid and safeguarding covered as in 'normal' operation. SLT and Pastoral team to stay in contact with any children not in school and to ensure home learning is in place. 		SLT to continue to monitor all procedures and adapt where necessary. Staff to update through weekly briefing.
Reassuring staff and parents	<i>How will we support the wellbeing of staff and reassure them and parents that we will minimise risk?</i>		
Information sharing	<ul style="list-style-type: none"> Protocols for partial return will be shared with parents in due course via Parentmail, Twitter, Facebook and the School Website. Communication between school and parents/carers will continue to be weekly. Communication will be clear and reassuring in tone. Direct messaging between school and parents/carers will continue so that questions can be answered in a timely manner. Staff emails and face / face conversations to ensure clarity and welfare 	All staff	SLT to continue to monitor all procedures and adapt where necessary. Staff to be updated through weekly briefing.
Sign posting to organisations that provide support	<ul style="list-style-type: none"> Organisations which offer support have been shared with staff and parents/carers. School pastoral team will continue to engage with parents/carers, children weekly. 	Pastoral team/SLT	SLT to continue to monitor all procedures and adapt where necessary.

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
	<ul style="list-style-type: none"> SLT will continue to check in with colleagues daily in school and if self-isolating, through Microsoft Teams. 		Staff to be updated through daily briefing.
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"> HL offer continued in present format to support children unable to attend school. 	SLT and class teachers	All staff to monitor and review weekly – any issues reported to SLT/Welfare Team.
The provision of homework/ reading books	<i>How will we manage the provision of homework and reading books whilst promoting safe practices?</i>		
Home learning packs	<ul style="list-style-type: none"> If self-isolating -Weekly/daily instructions shared with parents/carers via website and learning packs available for collection from school for those children who cannot access online resources. Packs delivered to families with difficulty in collecting from school. Practices developed during 'lockdown' to be deployed to homework tasks. 	Class teachers and TA's	SLT to monitor all procedures and adapt where necessary.
Reading books	<ul style="list-style-type: none"> Children will have the opportunity to read with their allocated adult in school. Children allocated a reading book weekly to provide additional practice. Resources that return from homes, placed in designated collection unit for 72 hours. 	Class teachers and TA's	SLT to monitor all procedures and adapt where necessary.
Establishing a curriculum	<i>What will the primary focus of our curriculum be? How will we organise our offer?</i>		
All children	<ul style="list-style-type: none"> Transition text used across school to support those children who have remained at home since March. Full timetable will resume from September. Focus on reinforcing our culture of high expectations, especially in the area of writing with a renewed focus on AFL techniques. We will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics) Statutory assessments planned for summer 2020 carried out in September to provide a baseline and identify where support is needed. 	Class teachers and TAs	SLT to discuss with UKS2 staff weekly and review.

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
	<ul style="list-style-type: none"> Additional support put into place for children with significant gaps before school. 		
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"> Focus on reinforcing our culture of high expectations, especially in the area of writing with a renewed focus on AFL techniques. Full implementation of the National Curriculum, ensuring progression in our agreed threshold concepts. 		SLT to discuss with all staff and weekly debrief.
Managing illness	<i>How we will manage new cases of Covid 19, promote hygienic practices and gatekeep pupils returning from isolation</i>		
	<ul style="list-style-type: none"> We will follow all advice outlined in documents from both ELT and HMG. Hard copies of this documentation will be kept in SLT office for quick access. Staff timetable allows for flexibility so that illness can be covered. 	Alvin Fell Claire Silk	Reacting to illness will be as it occurs and we will strive to collate the best most relevant advice.
Provision of PPA time	<i>How we will ensure that staff receive their entitlement to PPA?</i>		
	<ul style="list-style-type: none"> PPA built into the weekly timetable with year group teams, facilitated by sports staff. 	SLT	SLT to monitor workload and wellbeing with teachers
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>		
Not attending school	<ul style="list-style-type: none"> Continue with agreed plans created at the beginning of lock down for those children who are not attending school. Meetings with outside agencies are still taking place and advice acted upon. Pastoral team remain in contact with these families and support offered for teaching and learning. 	Pastoral team, LAC coordinator and DSL	DSL to monitor all procedures and adapt where necessary.
In school	EHCP provision as stated in document.	Class teachers and TAs	SLT to monitor all procedures and adapt where necessary.
Communication	<i>How do we ensure effective lines of communication with parents and members of staff?</i>		
Parents	Entry and exit points will be clearly labelled and expected protocols shared with parents/carers prior to reopening. Communication with parents/carers will continue using regular updates from head teacher	SLT Class teachers	SLT to monitor all procedures and adapt where necessary.

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
Staff	<p>Communication between parents/carers and class teachers and TAs will continue as needed.</p> <p>Important messages will be on social media and the school website.</p> <p>Communication between staff and SLT will continue to be daily and by email/TEAMS.</p> <p>Communication between year group teams happens daily to ensure that there is consistency with home learning and support.</p> <p>Any delicate matters/messages will be given by telephone/TEAMS chat or when member of staff is in the building.</p>	Staff and SLT jointly	
Other considerations			
A list of measures to promote social distancing	<p>All measures outlined in document - 'Covid-19: implementing protective measures in education and childcare settings' pages 4, 6, 8 and 9.</p> <p>Including -</p> <ul style="list-style-type: none"> • Modelling of social distancing measures by staff at all times. • Regular handwashing and sanitising in all classrooms. • Supported handwashing in Nursery, Reception and Y1. • Moving furniture in classrooms to maximise social distancing. • Ensuring all staff know procedures – brief at the start of each team’s weekly rota time. • Staggered entry and exit times with clearly labelled entry and exit points. • No parents/carers to enter the building – reception area only where they can use hand sanitizer provided. • Staggered playtimes and lunchtimes. • Lunches taken in classrooms or dedicated outside spaces • Children made aware of safe distance and what this looks like. • Teachers to plan activities which ensure independent work where possible as opposed to collaborative work. • Parents informed about need to send children into school in ‘settled’ manner- staff unable to provide physical comfort or intervene to ‘praise reluctant children off parents’ 	Alvin Fell and then all staff to faithfully follow plans and guidance	All staff at all times!