

Keelby Primary Academy



Preparing for full re-opening in September 2020

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
Entry/ Exit to school	How we will manage the entry and exit of pupils, parents and staff?		
	Staff- As normal via staffroom entrance. Staff usually arrive at various times. So no need to re arrange timings. All staff must hand sanitise on entry to the school building.	All staff	Regular staff discussion to monitor
	Pupils- Staggered start and finish times according to which room the children are working in FS – FS children to be brought into the foundation stage playground from 8.45- 9am and collect at 3:10pm from FS playground. Y1 –Y1 children to arrive at the KS1 cloakroom door at 8:50- 9am and be collected at 3:15 from the same door. Y2- Y2 children to arrive at the classroom fire exit door at 8:50-9am and be collected from the hall door at 3:15 Y3- Y3 children to enter via classroom fire exit door at 8:45-8:55 and leave the same way at 3:20	SLT to over see	Regular monitoring particularly if numbers increase

	<p>Y4- Y4 children to enter via classroom fire exit door at 8:45-8:55 and leave the same way at 3:20</p> <p>Y5- Y5 enter via the classroom fire exit at 9-9:10 and leave at 3:25</p> <p>Y6 - Y6 enter via classroom fire exit at 9-9:10 and leave at 3:25</p> <p>We will not be able to have parents coming into school with the children and will be asked to say good-bye to their children promptly at the designated drop off points.</p> <p>On entry children will hang coats on their chair in the classroom (packed lunches on their desk); they will be sent to wash hands and use the lockers as directed by the teachers.</p>		
	<p>Pupils arriving late will need to enter via the school office if all other children are in. They will need to sanitise and follow the same procedure as other children. All children will be expected to be in school by 9am for the register.</p>	Office staff	On-going via discussion with office staff. If too many are late we will instigate a cut-off time.
	<p>Parents. If they need to speak with a member of staff, they will need to ring the office to make a telephone appointment or contact via Class Dojo and email. In exceptional circumstances (e.g. collecting a child that is ill) they will be allowed into the building. They must sanitise as they enter. When collecting children parents will be asked to queue using social distancing and children will be sent out to them. Face to face contact by appointment only.</p>	All staff	On-going monitoring using feedback from staff and parents
Movement around school/ breaktimes	How we will minimise contact and manage unstructured times such as playtime, including social distancing		
	<p>Break times -we will ensure that children only go out in their classroom groups (groups of 30 stay together and not mix with other pupils including in shared areas and on the playground) to minimise contact</p>	Teachers	Ongoing monitoring and reviewed during daily briefing to ensure system works

	<p>with other children. Breaks will be covered by T/TA working with bubbles.</p> <ul style="list-style-type: none"> • Children to enter and exit their own classroom via their classroom fire door only during permitted break times. • FS to use their playground • Playground and field to be zoned off into 4 sections to ensure each group stay within their classroom group. • Timings staggered: FS/Y1/Y2 10:15-10:30 and 2:15-2:30 KS2 10:45-11:00 <p>No afternoon break in KS2 but teachers may take classes out for a five minute break at their discretion</p>		
	<p>Lunchtimes will also be staggered, with different year groups using different areas to eat. FS/KS1- 11:45-12:45 KS2- 12:15-1:15</p> <p>Children eating school lunches will go to the hall and sit in an allocated area for their class. Lunchtime staff will bring their pre-ordered food to them. FS/KS1 will be in the hall between 11:45 and 12:15 and KS2 school lunches will be in the hall between 12:20 and 12:50. The lunch staff will wash down tables and chairs between sittings. Once any child has finished their lunch they must return to their own classroom ready to go outside. Children eating packed lunches will stay in their own classroom to eat. The class teachers will stay with the children for the first 30 mins of lunchtime. At 12:15 for FS/KS1 and 12:45 for KS2 the TAs will return from their lunch to take each class outside for play in their allocated zones. Teachers will have their half an hour lunch break. There will be one member of lunch staff on first aid duty each lunchtime. Lunchtime supervisors will start at 11:30 and finish at 1pm</p>	SLT/midday staff	Ongoing monitoring and reviewed during daily briefing to ensure system works

	<p>Wet lunchtimes – each group will use their own class base for indoor activities. TAs will be released early so they get their hour lunch break. (KS1 11:15-12:15) (KS2 11:45-12:45) Please see plans for hall and playground zones</p>		
	<p>Movement around school will be limited as all resources will be classroom based. Most of children’s personal items will be kept in a tray under their desk. There will be stationary made available on each desk that only that child will use. Water bottle on desk. Use of the locker area in KS2 will be staggered as per start and finish times, teachers to arrange these.</p>	All staff	Ongoing monitoring and reviewed during daily briefing to ensure system works
	<p>A one way system will be put in place for entering the staffroom and to access the photocopier (out the front door and into the fire door). Everyone will keep to the left as they move around the school building.</p>	All staff	Ongoing monitoring and reviewed during daily briefing to ensure system works
	<p>Staffroom - Second staff room to be created in the meeting room to allow staff to socially distance over breaks if needed- only 4 maximum in the rooms at any one time</p>	All staff	On-going review by staff discussion
Provision of school meals	How we will manage the safe provision of meals at dinnertime?		
	<ul style="list-style-type: none"> • Food on site can be brought in from home – for both staff and pupils. • Full school lunch offer will be available via the usual pre order system. • Children will be allocated a lunchtime seat and go directly there as they enter the hall. 	<p>Midday staff teams</p> <p>Mellors Government</p>	On-going in line with advice given

	<ul style="list-style-type: none"> • The lunchtime staff will manage serving of lunches to each group and the children will not need to move around the hall at all. • The lunch staff will serve the children with either water or milk to drink children will not share a jug and serve themselves. • Once finished they will put their hand up the plates will be collected by staff and they will return to their classroom. 		
Managing hygiene	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?		
	<p>Handwashing/Use of hand sanitiser will be a regular feature across the school day. Staggered start and finish times will help reduce the numbers needing to be in the toilets at the beginning and ends of the day.</p> <p>As a minimum, all children will:</p> <ul style="list-style-type: none"> · sanitise hands they arrive at school · Go to toilet and wash hands before going out to play · As they come in from play- (hand sanitiser used on entry to classrooms) · Go to the toilet and wash hands before they go to lunch · As they come in from lunch- (hand sanitiser used on entry to classrooms) · Sanitise, before they go home · Always wash hands if they go to the toilet. 	All staff	Daily feedback in briefing to review any new gov guidance or parent's concerns.
	<p>Toilets FS – to use FS toilets only. Monitored by staff. Y1 to use Y1/2 toilets. Boys toilets for Y1 and Girls toilets for Y2. Use of toilets in KS2 to be policed by extra member of staff assigned to each classroom to ensure that the year groups don't mix.</p>	All staff	On-going review of practice-

	Only one member of staff to use staff toilets at any one time. Engage slider be fitted to the door to prevent a second person from entering.		
	Cleaning is already done at the start and end of the day. We will ensure additional cleaning is in place across the middle of the day to wipe down desks, wipe door handles, switches and clean each set of toilets that are being used. Responsibility for midday cleaning lies with the member of staff assigned to the group using that room. Button of the water fountain to be sprayed once an hour by the members of staff monitoring the toilets.	Caretaker/cleaning staff	Ensure enough spray bottles with cleaning solution are available around school.
	Use of equipment- Children to have their own iPad on their own desk all day. Any laptops used need to be sprayed and cleaned before and after use. Office staff to have own work stations and stick to using their own equipment and phones. Wipes to be purchased so members of office staff can self-manage their own work station. Foundation Stage will have equipment timetable allowing washing and leaving for set time periods. Soft furnishings and other unused equipment to be removed from classrooms and stored away.	All staff	Caretaker to monitor use of cleaning sprays provided to staff and ensure it is being used- sign off when cleaning has happened
Managing health and safety	Are our health and safety practices still fit for purpose eg fire assembly points, signing in to school?		
	Parents are only allowed on site for pre arrange face to face meetings and will be encouraged to email or contact staff via class dojo in the first instance.	Office staff	Regular correspondence to parents via normal channels
	Visitors- Office staff to sign in visitors from their side of the hatch. Visitors to wear stickers that can then be easily disposed.	Office staff	Ongoing government guidance and review of social distancing rules

	Fire assembly points are fit for purpose but children will now line up 1m apart using markings on the playground.	caretaker/SLT	Ongoing government guidance and review of social distancing rules
	PPE will be available for the administration of intimate care first aid and for cleaners.	Caretaker/First Aiders	Ongoing government guidance and review of social distancing rules
Organisation of class size/ membership of classes	How we will determine who should attend, design timetables and cater for different groups of pupils?		
	All Children must attend school from September. Each class will form a self contained bubble. FS will remain in FS area except for PE and accessing hot lunches in the hall. Each class bubble will have an allocated area to play outside and an allocated member of lunchtime staff .	SLT	
	Teaching Staff will primarily work with designated year groups. Some adults may work with more than one year group bubble to cover as needed.	SLT	Ongoing monitoring of staffing ratios
Management of learning spaces	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?		
	Layout of classrooms- <ul style="list-style-type: none"> • Will continue to allow for as much social distancing as possible. • Limited group work. • FS children will keep in their own environment indoors and outdoors 	Teaching Staff	SLT to monitor social distancing in practice in each room and adjust if needed

	<ul style="list-style-type: none"> • Every child in Years 1-6 will have one allocated place to work • Every child from Y 1-6 will have their own pack of resources • Every child from Y1-6 will have a tray under their desk for any personal belongings to be kept at hand- lunch, water bottle.. • Shared learning resources will be available and cleaned after use. <p>Prior to full opening staff will experiment with room layout to achieve maximum distancing, re organise classroom space and scale back resources.</p>		
	<p>Individual equipment to provided in the classroom. None to be brought from home. Personal water bottle to be kept on the table. Coat (if needed) to be kept under the table. Children to have their own learning space and stationary for their use only. Stationary packets ordered to keep all of a child’s stationary together.</p> <p>Packs will contain:</p> <ul style="list-style-type: none"> • Pencil • Pen • Ruler • Eraser • Sharpener • Pencil crayons • Glue-stick • Scissors <p>Exercise books that are being used are to be stored in the child’s tray under their desk. Inhalers to be kept on desks. Children to have full PE kit in school in the cloakrooms/lockers. Only other item to be kept in cloakroom/locker is a coat when needed.</p>	<p>SLT and Teachers</p> <p>Office staff have ordered extra equipment</p> <p>T/TAs to organise packs prior to 1st June</p>	<p>Daily by all staff in classrooms</p>

Organisation of staffing	How we will organise staff to manage our provision, ensuring the safety of staff and pupils inc first aid?		
	Staff Placement: FS (30)– LT + DC full time/JBr am and PPA cover Y1 – (23) TW + JBe full time inc PPA Y2 - LH + JK am/JBr pm intervention and PPA cover Y3 – SP + GE Sports coach PPA/ RD SEN time Y4 – RB + JBa Sports coach PPA, 1:1 support DH Y5 – JS + RD Sports coach PPA Y6 – SC + SH Sports coach PPA/ SH man time	SLT	
	First Aid will be managed at allocated first aid point in the hall. First aid trained staff will be assigned to this role and provided with appropriate / recommended PPE. KS1 playtime First aider is Julie Briggs KS2 playtime first aider is Juliet Barnes	SLT/caretaker	Monitor use of PPE, re order when needed
Reassuring staff and parents	How will we support the wellbeing of staff and reassure them and parents that we will minimise risk?		
	Prior to September: Staff will be informed of all arrangements and timetabling. This action plan and Risk assessment will be shared with them during September training days. Morning briefings to take place in the hall. Parents will be informed of the key elements of organisation and plans for safeguarding children; entry/exit expectations, arrangements for breaks and lunchtimes, individual resources, social distancing in and around school... On-going reassurance will be provided: To staff through regular updates and meetings. Any queries and concerns will be responded to	Principal	On-going through consultation with and feedback from staff. On-going through consultation with and feedback from parents

	and addressed as soon as is practically possible. Maintain regular contact with parents via dojo, newsletters.		
The provision of homework/ reading books	How will we manage the provision of homework and reading books whilst promoting safe practices?		
	Continue to use Class Dojo to set homework for children where possible (See updated homework policy)	Teachers	Is this being completed now the children are back in school?
	<ul style="list-style-type: none"> Continue to use online reading scheme books as directed by class teachers, TAs monitoring use of this and encouraging individuals via class Dojo Home reading books will be gradually re-introduced, cleaned on return into school and before shared use. 	Teachers/TAs	Is the online scheme working in KS1? Do we need to re-allocate reading books for home use and leave for 72 hours on their return to school before they can be used again?
Establishing a curriculum	What will the primary focus of our curriculum be? How will we organise our offer?	SLT, Class teachers and TAs	
	First two weeks <ul style="list-style-type: none"> Will be establishing a new norm in school. Time to rebuild relationships in the classroom, address children's anxieties about being back in school, reinforcing hygiene regime- regular hand washing, not putting things in mouths, not touching each other and faces, social distancing rules and routines of the day. First two weeks learning will be focused around a whole school unit of work from CLPE based on the book 'Here we Are- note for living on planet earth' by Oliver Jeffers 	SLT/Teachers	Daily conversation with teachers about the way children are presenting in school, addressing any issues/concerns as they arise. Adapt curriculum offer to meet children's emerging needs

	<ul style="list-style-type: none"> Teachers will be assessing what the children can do against previous end of year group expectations and teaching to the gaps. <p>When children are comfortable in school we will re-establish the curriculum with core skills being taught in maths and English every morning. During the afternoons there will be opportunity to recall knowledge and practice skills in other subjects using the curriculum content that has been taught this year. Again assessing what they know against what they should know- re teach key knowledge and skills that have been lost.</p>		
Reviewing the way we teach	Is there anything we need to adapt in our approaches to teaching?	SLT/Teachers	
	<p>Classroom teaching will be teacher directed with children working individually on pieces of work, less collaboration will be possible due to social distancing. Sharing of children’s work will be done via the visualiser. Children will record own work in own exercise books or on sheets.</p>	Teachers	Ongoing review of best classroom practice via weekly staff meeting
	<p>PE will need to be taught maintaining some social distancing. No contact sports to be taught at this time. PE will be outside whenever possible. In full PE Kit.</p>	Teachers	Ongoing review of best classroom practice via weekly staff meeting
Managing illness	How we will manage new cases of Covid 19, promote hygienic practices and gate keep pupils returning from isolation		
	<p>Trust Guidance- Follow the flow chart developed by the central team. - see Covid 19 file</p>	Principal	Government and trust guidelines will dictate reviewed practices

	If a child falls ill with symptoms they should be immediately isolated and parents / carers contacted. The child should avoid touching anything whilst awaiting collection by their parent / carer. Once they have been removed and then sent home, all surfaces touched should be cleaned. <i>See risk assessment</i>	All Staff	Government guidelines will dictate reviewed practices
	If a child is returning following isolation we must ensure a minimum of two weeks out of school – and one week after a member of the household showed symptoms.	SLT	Government guidelines will dictate reviewed practices
Working with pupils with EHCPs/ vulnerable pupils	How we will support vulnerable pupils and pupils with EHCPs in school/ catch up programme?	SP, AC, JB	
	See SEND information report updated on website. <ul style="list-style-type: none"> • Children with EHCP will be supported to maintain their individual learning plans • Mrs Barnes to continue to provide ELSA support to vulnerable children in school. • Annual reviews will continue either virtually or distanced in school. • Their will be catch up provision for children with the largest gaps in learning and SEND and PUP children will take priority 	Sendco Principal ELSA DSL	
Communication	How do we ensure effective lines of communication with parents and members of staff?		
	Staff daily briefing in the hall at 8:30, weekly staff meetings socially distanced in school with all teaching staff.	SLT	On going review and monitor

	<p>Parents continued updates to parents via class dojo for all classes. Regular emails to parents from Principal/trust providing updates on life in school and any changes to guidelines or practice as they occur.</p>	Teachers	On going review and monitor in line with latest government instruction
Other considerations			
	<p>Assemblies</p> <ul style="list-style-type: none"> • Mon- KS1 assembly 2:30 via Teams- AC KS2 assembly 2:15 via teams- AC • Tues- Class assembly • Wednesday- School Council Assembly KS2 only 2:15- via teams • Thurs- Classroom assemblies – Family group content • Friday- Award assembly FS/KS1 2:30- AC via teams KS2 2:15- AC via teams 	SLT	Reviewed half termly
A list of measures to continue promote social distancing			
	<p>Parents- only one parent to bring any child to school, staggered entry and exit times will minimise amount of parents coming to school at any one time, designated collection points for different groups of children to ensure maximum space for socially distancing, no parents allowed in the building unless for a pre arrange face to face meeting or to collect a sick child.</p>		

	<p>Staff-</p> <ul style="list-style-type: none"> • A second staff room set up in the meeting room available • A second toilet to be used on a one in one out basis, • A one way system marked out in school around the office, photocopier room and into staff room • Staff meetings and briefings to be held in the hall 		
	<p>Children-</p> <ul style="list-style-type: none"> • classroom layout changed to maximise space between desks • only two children per table, facing forwards • own equipment provided in wallet, • own water bottle kept on desk, • Cloakrooms and lockers only used for coats and PE bags • zoned areas for breaks and lunchtime separation • play equipment in each zone • staggered entrance and exit times and places • children to remain in their 'class group bubble' at all times not mixing groups • children working with the same adults to reduce contact with others. 		

Start and End of Day arrangements

Year Group	Entry and Exit point	Timings	Staffing
Foundation Stage	FS playground door	Arrive 8:45-9:00am Leave 3:10pm	Teachers/TAs to be at entry point to welcome pupils and ensure swift drop off by parent.
Yr1	KS1 Cloakroom door	Arrive 8:50-9:00am Leave 3:15pm	
Yr2	Yr2 Fire exit door	Arrive 8:50-9:00am Leave 3:15pm	
Yr3	Yr3 Fire Exit door	Arrive 8:45-8:55am Leave 3:20pm	
Yr4	Yr4 Fire Exit door	Arrive 8:45-8:55am Leave 3:20pm	
Yr5	Yr5 Fire Exit door	Arrive 9:00-9:10am Leave 3:25pm	
Yr6	Yr6 Fire Exit door	Arrive 9:00-9:10am Leave 3:25pm	

Playtimes

Year Group	Area to Play	Timing	Staffing
Foundation Stage	FS Outdoor area	10:15-10:30 and 2:15-2:30	Teachers/TAs will stay with the bubbles for breaks and cover each other for own breaks KS1 First Aider at Breaks- Julie Briggs KS2 First Aider at Breaks- Juliet Barnes
Yr1	Playground Zone 1	10:15-10:30 and 2:15-2:30	
Yr2	Playground Zone 2	10:15-10:30 and 2:15-2:30	
Yr3	Playground Zone 1	10:45- 11:00	
Yr 4	Playground Zone 2	10:45-11:00	
Yr5	Playground Zone 3	10:45-11:00	
Yr 6	Playground Zone 4	10:45- 11:00	

Lunchtimes

Year Group	Area to Eat packed lunch	Area to eat school lunch	Area to Play	Timing
Foundation Stage	Classroom with Teacher	Hall zone 1- Mrs Steel	FS Outdoor area with TA	11:45-12:15 eating 12:15-12:45 play
Yr1	Classroom with teacher	Hall zone 2- Mrs Chapman	Playground Zone 1 with TA	11:45-12:15 eating 12:15-12:45 play
Yr2	Classroom with teacher	Hall zone 3- Mrs O	Playground Zone 2 with TA	11:45-12:15 eating 12:15-12:45 play
Yr3	Classroom with teacher	Hall zone 1- Mrs Steel	Playground Zone 1 with TA	12:15-12:45 eating 12:45-1:15 play
Yr 4	Classroom with teacher	Hall zone 2- Mrs Chapman	Playground Zone 2 with TA	12:15-12:45 eating 12:45-1:15 play
Yr5	Classroom with teacher	Hall zone 3- Mrs O	Playground Zone 3 with TA	12:15-12:45 eating 12:45-1:15 play
Yr 6	Classroom with teacher	Hall zone 4- Mrs Dannett/Mrs Proctor	Playground Zone 4 with TA	12:15-12:45 eating 12:45-1:15 play

TAs will have their lunch hour before their lunch duty- eg 11-45-12:45 in KS2

Teachers will have half an hour lunch break from 12:15-12:45 in KS1 and 12:45-1:15 in KS2