

KWPS Covid-19 Outbreak Management Plan

Introduction

In order to prepare for the return of the all children in September 2021, we have prepared this outbreak management plan alongside Governors and staff in case school need to place in additional measures based on ongoing risk assessments and government/PHE/DfE guidance in regard to Covid-19.

This plan sits alongside the existing risk assessments in place and should also be read alongside any updated Government, PHE, and DfE guidance.

In order to keep continuity and structure to school life if the need to adapt school arrangements is required, the plan is designed to run similarly to how school operated between March 2020 and July 2021. We hope this will allow everyone to feel confident and familiar in our systems should we need to implement them and also ensure that we can adapt school within a clear structure in the future if needed. This plan is only in place **should** it be needed. At the start of our management plan we would like to highlight 2 key points.

- 1. School has been running successfully through the entire pandemic; leading remote learning during two school closures, ensuring provision for children of critical workers, reopening to identified pupils in summer 2020 and then reopening to the whole school in September 2021. Staff in school are now experienced in running systems and procedures to ensure education continues during restrictions due to Covid-19. In the event of any future government measures, school is confident, experienced and prepared to meet the needs of all children.**
- 2. We are happy to discuss concerns or issues not raised within our planning should you have them. Whilst we understand every aspect of how school will be organised and are confident in our procedures, we understand that you may have a question for an area that is not published. As part of this management plan that I am releasing, I ask any concerns to be emailed in so I can respond and clarify any issues.**

In the event of a Covid-19 outbreak we may be asked to implement further control measures to support reduction in the virus spreading. In this case, we would continue to run school with the measures outlined in this section. As with every aspect of school this would be reviewed in light of government/NHS/DfE guidance.

Summary of Key protective measures to be implemented

(under regular review)

1. Staggered drop of times, Zoned drop off areas, no parents allowed into school and one way systems in places for entering and leaving school site to ensure organisation and provide social distancing for key flashpoints in the day.
2. Social distancing drop offs identified and shared
3. No parents or unplanned visitors allowed into school – any queries to be dealt with at drop off with a distance of 2 metre but encouraged via telephone.
4. Strict handwashing/sanitising procedures upon entry to school and key points.
 - i. Entry to school
 - ii. Before break and snack
 - iii. After break one
 - iv. Before lunch
 - v. After lunch
 - vi. Before break
 - vii. After break three
 - viii. Before going home
5. All children kept in their allocated classes and play zones to ensure less contact between people in school.
6. Classrooms laid out in rows with. Children allocated their own work space and sat next to another child facing the front. These work spaces will be decided at the discretion of the class teacher and where possible will remain the same.
7. All occupied rooms well ventilated
8. Children all allocated with their own resources and work space.
9. Work spaces and key classroom surfaces cleaned regularly throughout day.
10. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.
11. Deep cleaning planned during school breaks and before wider reopening.
12. All children informed of health and safety, school rules and refresh of rules. In particular continued keeping of safe spaces when possible.
13. All children briefed on the **catch it, kill it, bin it** strategy regularly.
14. Tissues available for each child.
15. Bins for each class to have lids on.
16. Unnecessary resources such as soft toys packed away.
17. Play equipment outside to not be used.
18. Play equipment indoors and shared resources used to be cleaned daily.

19. All classrooms have own cleaning equipment allocated to them.
20. First aiders to look after their own class – all classes have a first aider and first aid kit
21. Cleaning staff to be briefed on cleaning procedures and wear gloves for cleaning.
22. Fire drill practised with social distancing measures
23. Clear procedures following government guidance as identified in section 5 should anyone become unwell, show symptoms or is diagnosed. School emergency plan in place.
24. No books and equipment to be sent home or brought into school initially. This will remain under review

Wrap around provision and school lunches

As a school we understand the importance of breakfast and afterschool club as wrap around provision. Where possible, B&A Club would continue to provide this service in school and would liaise with parents regarding how this will run.

School lunches will continue to be provided for children but lunchtimes would be staggered as outlined in the plan.

In the case of outbreak in a particular class(es)

The class(es) in question will operate as bubble and access school separately to other classes to avoid any mixing. The class will enter school after all other groups at 9.00am and will leave at 3.25pm parents of children in this class are asked not to arrive before these times. Pick up and drop off areas are mentioned in the section below. The school day will be structured to ensure that the class(es) does not come into contact with the main school community and that all shared areas are cleaned after the outbreak class has finished using them. They will take lunch after the main pupil population.

In the case of a whole school outbreak - Class organisation

We will revert back to whole class groups staying in one bubble. Whilst each class will consist of the same children, staff can move between classes to support them in different ways. However, the re-organised school day will ensure that mixing between groups of children is limited to their own classes only. Each year group will operate within a specific area. Classes may be organised in rows with less furniture around the room except for Reception and areas of Y1 where a different lay out to allow for continuous provision is organised. Children in years 2-6 may only sit side by side and face the front.

Classrooms will be re-organised to ensure the maximum space for all children to be seated safely.

Playtimes and lunchtimes will be staggered to minimise opportunities for contact between pupils outside of their bubble. We will also endeavour to keep the bubbles separate during after-school club. However, this cannot be guaranteed, and the Government guidance recognises that bubbles may not be able to remain in place during wrap around care.

Staggered start – Keeping Safe at Drop off and Collection Times

To keep bubbles separate, minimise congestion in the morning and reduce risk of transmission we will continue with the same staggered start and collection times as before.

If your child is in Year 1, 3, 5 or Reception please ensure that you arrive promptly at 8.45am.

If your child is in Year 6, 4 and 2 and has no other siblings in school – please do not arrive in the school vicinity until 8.50am.

Class	Drop off Time	Entry Gate /Playground	Entry Door	Collection time
Reception	At 8.45am	Infant gate into the infant playground	Green area into Reception classroom	At 3.15pm
Year 1	At 8.45am	Double gate into the activity playground	Hall door (B&A Club exit)	At 3.15pm
Year 2	8.50am-8.55am	Infant Gate into the Infant playground	Infant doors	3.20 – 3.25pm
Year 3	At 8.45am	Junior gate into the Junior Playground	Junior doors	At 3.15pm
Year 4	8.50am-8.55am	Junior gate into the Junior playground	Junior doors	3.20 – 3.25pm
Year 5	At 8.45am	Double gates into the front of school	Y4 fire exit	At 3.15pm
Year 6	8.50am-8.55am	Double gate into the activity playground	Hall door (B&A Club exit)	3.20 – 3.25pm

It is important that families and parents related to management of an outbreak do not mix at drop off or collection time. 1 in 3 carriers of the virus do not show any symptoms so you can't know if the person you are talking to has COVID-19.

- Please could you ensure that you enter and exit through the designated gate for your child's year group.
- We ask that parents should leave the school vicinity as soon as they have dropped off or collected their child. We are asked to remind parents not to congregate or stand and chat once you have dropped your child off.
- Whilst waiting for your child please do not congregate around the gate areas or over the ends of the alley.
- Children or parents should not enter the playground earlier than the designated drop off or collection time.
- Pupils/parents in the playground should remain socially distanced at all times.
- Please note **only one adult** may accompany a child into the playground and we ask that parents of Y5/6 remain outside the playground.
- Any parents entering the playground should be wearing a mask.
- The class teacher will be there to meet your child and the children will be asked one at a time to sanitise their hands and come into school.
- Please ensure that you maintain social distance from other parents and staff at all times.

Unfortunately during an outbreak it is also important that we minimise contact face to face contact with staff. Therefore, we are unable to operate our usual system of passing on messages at the entrance doors as staff have to remain socially distant from parents.

However, you can message the class teacher via class dojo or email the office bursar@kirkhamwesham.lancs.sch.uk if you have a query or concern.

At home time R- Y4 parents may come into the playground to wait (socially distanced) for their child, again please don't arrive before your designated time.

Children and staff are encouraged not to use public transport during an outbreak for travelling to school. Anybody who does use public transport should refer to <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>.

As stated in Government guidance, parents are requested not to enter the school unless absolutely necessary and this should be by appointment only.

School Uniform and What Your Child Should Bring to School

The children should wear full school uniform and should bring a coat.

Your child will need to bring a **filled, named water bottle** each day. We will provide new lids to any children with a school water bottle. They may also bring a packed lunch if not on school dinners and a healthy snack. The infants will receive the free Government fruit daily and milk.

Please could you also send in your child's PE kit. As PE sessions, where possible, need to take place outside you may wish to put a pair of old leggings or tracksuit bottoms into the PE kit too. This PE kit will remain in school.

During an outbreak children should not bring anything else into school this includes school bags (except Reception as the bag fits in their tray), stationery or mobile phones.

If your child is walking to school and finding it difficult to carry their water bottle and packed lunch they can put it in a plastic or cloth bag providing they can fold it up and put it in their coat pocket or tray.

Masks/Face coverings

During an outbreak masks may be required following any guidance. Some staff may also wear masks in the classroom especially when they are working on a one to one basis with a pupil or close to another member of staff.

The Government still advise that primary aged children do not wear face coverings. This is partly due to the fact that to be effective masks have to be handled carefully - any touching of the front of the mask can result in transmission of the virus.

If children travel to school wearing a re-usable mask, they should bring a small sealable plastic bag to keep their mask in which should be stowed in their tray until home time.

Pupils will be reminded not to touch the front of their mask when removing it on arrival at school and will sanitise their hands before and after removing their mask

Pupils wearing a disposable mask will be given a plastic bag to dispose of them and this bag should be placed in a lidded bin as they enter the classroom.

We are happy to work with families on an individual basis re masks in school to ensure pupils maintain good attendance at school.

Promoting Hand Hygiene and Respiratory Hygiene

Your child will wash their hands on a regular basis including on entry to school, before and after eating and after sneezing or blowing their nose. Each classroom has access to a sink as we have purchased additional portable sinks.

We will regularly revise how to wash hands thoroughly and will continue to give regular reminders. You may wish to share this video with your child.

<https://www.youtube.com/watch?v=S9VjeIWLnEg>

There is also hand sanitiser available in every classroom. The children will be required to use the hand sanitiser before and after play and before and after PE. Children who have an allergy to hand sanitiser will be asked to wash their hands at these times instead.

Children will be taught health and safety measures especially the 'catch it, bin it, kill it' message for sneezes. Tissues will be readily available in every classroom and there is a lidded bin for tissues. All children will wash their hands after sneezing.

Bins will be emptied at least twice a day.

Children will be reminded to avoid touching their faces

Resources

During an outbreak all children have their own pack of essential stationery including pencils, glue sticks, sharpeners, rubbers, colouring pencils etc to minimise the sharing of resources.

Any resources that do need to be shared will be wiped down with disinfectant or placed in Milton overnight.

Where possible we will avoid sharing resources across a bubble. If they have to be shared they will be wiped down thoroughly or 72 hours will be left between use.

All classrooms have cleaning equipment for staff to clean frequently touched surfaces and resources as required during the day.

Lunch

The full school dinner menu will be available – these should be chosen by midnight on the Tuesday of the week before whether they are free or paid for. (Please contact the office on 01772 682866 – if you wish your child to have dinners and you have missed this deadline).

The children will sit in the hall for lunch in their year group bubble. In line with Government Guidance and the tables disinfected between sittings. Reception will eat in the classroom to ensure we can clean between bubbles eating the hall over the dinner period

Homework

Homework will be set via class dojo.

Before and After School Club

Before and After School Club will be running as we recognise that we have parents who need this facility to enable them to return to work. We will endeavour to keep the children within their bubbles however, this will be dependent on the number booked in. Therefore, we ask that you only book your child in if you need to use B&A Club for childcare. Bookings should be made as usual via Parent Pay.

Please drop off and collect your child from the usual door at the far side of the hall. However, we do need to ask you to remain outside and socially distant from other parents.

In the morning, please queue with your child on the red footprints. A member of staff will then ask a child at a time to sanitise their hands and come into hall.

Dealing with illness

Please remember the Government's main strategy for preventing the transmission of COVID-19 in schools is by ensuring pupils and staff with symptoms do not attend school.

- If you or your child or anyone in your family is unwell, do not bring them into school, inform the school as soon as possible and arrange a Covid-19 test immediately.
- If you discover you have come into contact with someone who has been diagnosed with Covid-19, you and your family need to follow the latest guidance
- If your child becomes ill during the day, they will be isolated in a separate Isolation Bubble supervised by a staff member whilst you are contacted. You must come and collect them immediately. Please ensure that we have an up to date contact number for you.
- If there are apparent COVID-19 symptoms you will be required to take your child for a test <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested-and-to-self-isolate-until-you-receive-a-negative-result>,
- If the pupil's test is positive, they should remain at home for 10 days and the remainder of the household should follow the current isolation guidance.

It is essential that during any outbreak you agree to follow the above guidelines especially in relation to illness. If you suspect that your child or any family member has possible COVID symptoms you must not bring them into school.

Risk Control and Procedures

Whilst not exhaustive, below are the key control measures that apply from previous government guidance and current school control measures. Many of these have been in place since the start of the pandemic. These measures would be reviewed and refreshed depending on Government guidance.

Key Government advice on control measure	Key school control measures
Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges.	Advice sent to parents and whole school community on self-isolation in case of symptoms. Children are to be sent home if they have symptoms and follow Government procedures for this – outlined in section 6.
Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.	All children wash hands on entry to school and at key points during the day including break times and lunch times. School supplied with adequate supply of soap and hand sanitiser. Hygiene rules discussed with children regularly and poster evident around school.
Ensuring good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.	Tissues available and all children briefed on procedures of blowing noses. Lidded bins in each area to dispose of in. Children briefed on importance of behaviour and school rules revisited with them. School rules have been refreshed to reflect COVID – 19 and are discussed with all children daily and evident around school.
Cleaning frequently touched surfaces often using standard products, such as detergents and bleach.	Each classroom to have its own cleaning material. All surfaces cleaned at the end of each day, at the start of the day and during the day. Cleaning procedures monitored at start and end of day and a daily evaluation of cleaning by Headteacher. Additional school closure to be used to deep clean and prepare site.
Minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times).	Each class is allocated its own learning zone which will remain in place for that class. Playtimes staggered with only one group going into an allocated area. See timetable.
Refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety	Daily health and safety check done with These are done before start of school each day to check all aspects outlined in the plan. School risk assessments reviewed regularly and adapted upon review and to reflect any occurring incidents,

Key Government advice on control measure	Key school control measures
compliance checks have been undertaken before opening.	Each group to use a separate entrance and stay with allocated Zone. No need for child movement around school due to self-contained Zones for each bubble.
Organise small class groups, as described in the 'class or group sizes' section above.	Children normal class sizes and don't mix with the wider school.
Organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible.	Unnecessary furniture removed if it restricts space and tables laid out in rows with maximum distance between them. Each child allocated their own table and resources.
<p>Refresh the timetable:</p> <p>decide how lessons or activities will be delivered</p> <p>Consider which lessons or classroom activities could take place outdoors</p>	<p>Curriculum across school will continue as normal with morning subjects predominantly being:</p> <ul style="list-style-type: none"> English – Reading, Writing, Grammar, phonics Maths <p>Wider curriculum areas will be taught across school in the afternoons.</p> <p>Wider review of shared resources to ensure cleaning of shared resource can take place.</p>
Use the timetable and selection of classrooms or other learning environment to reduce movement around the school or building.	<p>Each Class will have their own zone only requiring to leave their zone for a play time and lunch.</p> <p>Lunch will be staggered and lunch hall will be cleaned before a new group comes in.</p>
Stagger assembly groups.	Children will only have assemblies and worship in their own class.
Stagger break times (including lunch), so that all children are not moving around the school at the same time.	Play times and lunches staggered – as outlined in timetable section.
Stagger drop-off and collection times.	Each group allocated a separate drop off and collection time as outlined in class organisation in section 2 and timetables in section 3.
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.	Different drop off points and times as noted in section 1. Parent guidance in place (see section 8)
Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	<p>Classes: Children in classes of their own year group and do not cross into other groups.</p> <p>Toilets: Classes will be allocated a toilet and toilets will be cleaned regular through the day. Only one child at a time will be allowed into the toilet areas.</p>
Consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.	All play equipment off bounds. Any play equipment such as balls that are used at breaks will be cleaned after use and after break times and kept for use within a bubble.
Remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible and decided by the class teacher.
Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)	Classroom to be organised and stripped down to bare minimum furniture and resources as much as possible as decided by the class teacher.
Consider how children and young people arrive at the education or childcare setting, and reduce any	Children all walk or are dropped off by parents in car. Staggered drop off and collection times.

Key Government advice on control measure	Key school control measures
unnecessary travel on coaches, buses or public transport where possible.	Marked Zones for collection and pick up as articulated in timetable. All families encouraged to walk when possible
Visitors to school restricted	Please see our school visitor policy

Emergency procedures

Key emergency procedures are important and below are some details of key considerations which are important to be aware of.

Issue	Action	Further action/consequence
Child/staff member becomes ill with symptoms or is diagnosed	Follow government guidance. <i>Child/staff member is isolated within school in intervention room.</i> <i>The government has identified that children/staff showing symptoms will be eligible for a test.</i>	Potential for all of class to close down and participants asked to self-isolate. Potential need to close school.
Fire	Fire drill held for new class organisation and social distancing measure	Fire drills in the first week
Accident on site	First aider with each class at all times. Paediatric First aider available for EYFS at all times.	Daily review of first aid equipment

Below are key points which may support parents in understanding of the return to this school system.

- School staff are now incredibly experienced at working in these circumstances so reverting to these procedures would be seamless for the children.
- Attendance at school is statutory.
- Staff are very aware of how children can feel with school disruption. I'd like to reassure all parents that emotional well-being and feelings will be a key priority
- Any concerns can be communicated via email to the school and will be responded to.
- Additional guidance and parental support will be published as necessary.

Additional clarification for families with more than one child.

1. If you have more than one child entering school at different times please send them at the **earliest** time through the **appropriate entrance point for the earliest class**.
2. If you have two children who leave at different times please collect them both at the **latest** time from the **appropriate collection point for that class**.
3. If you have children who enter or leave at the **same time** but from different points, you should drop off and collect both of your children from the **youngest child's collection point**. (The exception to this are children in Reception who will leave with their siblings at their collection point once they start in school fulltime).

In the event of school closure due to Covid-19, school will continue the education of all children in line with our remote learning policies.

When possible and if required, school will work within Government guidance to continue to provide care for vulnerable children and children of critical workers as during previous school closure periods. Parents will be sent details of applying for these places upon the event of school closure.