



## Preparing for Full Re - Opening

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

*(These will be added as we gather further information and advice from the DfE)*

Focus	Actions	Responsibility	Monitoring/Evaluation strategy inc timescales
Entry/ Exit to school	<b>How we will manage the entry and exit of pupils, parents and staff?</b>	SLT Office Staff	
	Spots are on each playground for parents and children to stand on at the beginning and end of every day. If there are no spots available, parents to wait outside against the markers.	TAs in each class to place spots daily at 2.40pm	Daily monitoring. Letters sent out 14.7.20  Full Re – opening Plan sent to parents 14.7.20



Playground spots

Markers placed outside the school to show 2m – these can be attached to the fence. Parents to queue outside if all the spots on the yard.



Taped markers outside the school gates

Clear distancing signs and markers are placed on the entrances to school.

SLT:  
RF at gate 1  
JS at gate 2  
SW at gate 3  
SH at gate 4

SLT  
HC and LS to  
collect  
keyworker  
children

JT placed all  
signage



School gates will open early every day to avoid a build up/ queue of parents outside the school gates.

### **MORNING**

All staff to arrive before the children through the car park entrance.

Gates open at 8.30, doors at 8.40. This should provide a steady stream of children into school.

If there are several children, safety spots are on the playground for children and parent to stand on until asked by a member of staff to enter.

Staff supervising to emphasise the need for adults to drop and leave.

No parents will be able to visit the office in the morning.

EY/Y1/Y2 enter through main gate and leave through EY.

Y3 – Y6 to enter through water lane gate and leave through Manchester Road gate.

This will mean 2 sets of a one way system.

All gates will be manned by TAs – Ensuring children do not leave the building.

**EXIT/ END OF DAY**

Staggered timings will be used to avoid too many adults.  
 Children will be brought out in lines 2m apart onto the playgrounds.  
 Rubber spots placed on playground 2m apart parents enter and move down the spots picking up children as they go.  
 Any KS2 children with siblings can go and stand with their siblings.  
 Y6 children will be released before everyone.  
 Again, all gates will be manned to restrict flow, to ensure safeguarding of the children and discourage loitering.  
 Parents who need to come to school for any reason will be allowed in one at a time – markers will be placed outside to show 2m distance.

**TIMINGS:**

**3pm – EY parents use EY gate to enter and pick up children from reception and nursery. Unless they have siblings to collect, they exit straight away. Those with siblings enter the KS1/ 2 playgrounds.**  
**3.05pm – All KS2 children with siblings in EY/KS1 will be taken over to EY/ KS1 spots ready to meet parents and younger siblings.**  
**3.10pm – KS1 children released to parents and siblings**  
**3.20pm – Y3 – Y5 and Y6 with KS2 siblings are released from school. Parents to follow one way system from Water Lane to Manchester Road.**  
**THE MAIN GATE TO SCHOOL WILL BE CLOSED AT THIS TIME AND THERE WILL BE NO ACCESS TO SCHOOL THROUGH THIS GATE.**  
**3.30pm – Y6 with no siblings leave school.**

As this is such a busy time of the day, parents will only be allowed on the playground in small groups, so please be patient, and stand apart whilst queuing outside.

	<p><b>Keyworker children will no longer be attending before or after school provision</b></p> <p>Any visitors to school from delivery companies or other agencies will go directly to the office and follow standard procedures.</p>		
	<p>Parents with babies/ prams/ toddlers... if at all possible then do not bring them. If not possible they must be in a pram or on reins to avoid children running around the playground.</p>	<p>SLT – letter to parents</p>	
	<p>Nursery will run both sessions AM and PM and will only use the EY gates.</p>		
<p><b>Movement around school/ breaktimes</b></p> <p><b>Signage will be the key here for KS2 especially.</b></p>	<p><b>How we will minimise contact and manage unstructured times such as playtime, including social distancing</b></p> <p>Staggered playtime and lunchtimes with restricted areas and games which can be played at a distance.</p> <p>One – way system in and out. Appointed toilet times for classes. Restricted toilet passes – one per class. This will be a case of getting the children to manage their own safety in KS2. Signs to say there is someone in so don't go in and wait in a particular spot. KS1 toilets are off the class so is easier to monitor.</p> <p>Lunchtimes: Playtimes and dinner times are staggered.</p>	<p>SLT and all Staff</p> <p>Teachers/ TAs appointed particular groups.</p> <p>Mid – day staff to be responsible</p>	<p>Evaluated on a daily basis by SLT Alterations made wherever needed.</p>

	<p>Playground is zoned with own equipment used.</p> <p>KS2 are served hot food in KS2 hall.</p> <p>All meals are eaten in class in bubbles</p> <p>EY eat in hall</p>	<p>for lunch time activities.</p>	
	<p>Children lined up in bubbles.</p>		
	<p>Provide sufficient resources so pupils do not need to share pencils, books etc.</p>		
	<p>Keep windows open</p>		
	<p>Use of toilets: Each class will only have one boys toilet pass and one girls to limit access. If there is a child in the toilet children must wait outside on spots.</p>		
<p><b>Provision of school meals</b></p>	<p><b>How we will manage the safe provision of meals at dinnertime</b></p> <p>Use both halls. Packed lunches stay in classroom spaces.</p> <p>Mid – days assistants assigned to groups of children.</p> <p>Children queue – 2m spots to the hatch. Y1 and Y2 eat in own classroom EY 2m apart in hall KS2 use hot trolley in KS2 hall. Don't need to go to KS1 hall. All KS2 eat in own classroom.</p> <p>Staff to prepare meals in staffroom if needed. Staff must not remain in staffroom to eat. Classrooms can be used – no more than 4 adults in a room at 2m distance.</p>	<p>SLT Kitchen staff Mid – Day staff</p>	<p>SLT to monitor. Daily feedback from staff and children.</p>

<b>Managing hygiene</b>	<b>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?</b>	SLT Site Staff Teachers	PM to monitor and check cleaning daily of all classrooms.
	Every class has a spray, soap and paper towels and a bin near the sink. Surfaces washed down at lunch and again at the end of each day. This includes handles and door plates.		
	Children wash hands on the way in, before and after lunch and before heading home.		
	Toilets are cleaned at lunchtime by cleaning staff (we have one who is also mid – day so will pay her another 40 minutes per day to do this.		
	No items brought from home		
	PE kit brought in and remains in school.		
	No reading books etc.. Sent home. Use on line learning.		
	Soft toys and cushions etc... removed		
	Promoting good hygiene practices using websites/ NHS materials.		
	PPE for first aid, cleaning up waste, dealing with changing children/ vomit.		
	Regular cleaning of surfaces in school daily using high quality professional cleaning products: All desks Staffroom surfaces Sink areas in classrooms Door handles		
<b>Managing health and safety</b>	Are our health and safety practices still fit for purpose eg. fire assembly points, signing in to school.	J Taylor Phil M	Reviewed daily by site team Teachers to feed back any health and safety matters to site staff or SLT via e mail
	Continue with same fire and entry/ exit procedures. These are already spaced and touch free.		
	Visitors to school are scheduled and briefed on procedures.		
	Parents discouraged from entering the building without prior arrangement.		

	Behaviour policy updated and discussed with children and shared with parents. CPD has taken place for all staff regarding new procedures.		
	Children who are extremely clinically vulnerable have risk assessments. Advice should be sought from parents regarding this and school informed.		
<b>Organisation of class size/ membership of classes</b>	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	Teachers SLT	Staff briefings to review weekly. Daily registers to ensure correct details are collected.  Weekly TEAMS meeting with the home team to measure interaction and engagement.
	Children are in class bubbles of up to 30. Children will remain in the classes they are allocated.		
	Key worker children to be in the spare classroom if not in classes that are in. Keyworker children split into 2 groups and 2 classrooms. Learning completed will be supervised by teachers and TA's. Learning will be structured from the home learning team on Teams.		
	Adults can move between bubbles as long as social distancing is maintained.		
	Support for SEND and children with an EHCP will resume, and provision maps will be followed.		
	Supply teachers and PPA teachers (music/languages/sport/computing are briefed on current procedures and social distancing.		
<b>Management of learning spaces</b>	<b>How will we organise environments to ensure the safety of pupils and staff?</b> <b>What do we need to consider re resources eg personal sets of equipment?</b>	SLT to organise class sizes and rotas for learning and playtime.	Daily monitoring by teachers and SLT.
	Pencil cases ordered for all children – personal equipment will include basic working tools. Children already have personal water bottles in EY. KS1 and KS2.		
	Tables will be split and in rows. 2 children to each table facing the front.		
	Children have minimal movement around the classroom and are released one at a time to avoid a funnel at the door.		
	The library will remain shut.		



	Assemblies can take place one class at a time. There must be no communal singing.		
	PE will take place outside where possible and when indoors keep doors open. Equipment to be stored or washed between sessions.		
<b>Organisation of staffing</b>	<b>How we will organise staff to manage our provision, ensuring the safety of staff and pupils inc first aid?</b>	SLT Phase leaders to establish roles for individuals	Daily monitoring by SLT
	First aid will be managed on a ratio. 1 per 60 children in KS2, 1 per 30 children in KS1/EY. PPE is available if needed.		
	Job share arrangements in place will continue.		
	Staff and children on staggered lunches – staff to split between the 3 staffrooms.		
	Mid – days allocated a group.		
	Staff allocated roles for entry and exit		
	PPA taking place – PE, dance and music. Tameside and Junior Jam services have their own risk assessments and will also follow school procedures.		
	Office staff to resume duties.		
	All staff to return to work from September 3 <sup>rd</sup> 2020. Any exceptions are agreed with the trust.		
	Any staff absence will be reported to the trust, and consideration of the ‘bubble’ capacity will be discussed.		
	Any challenges around childcare - staff should do their utmost to resolve using personal bubbles. If this is not possible, unpaid leave will be taken unless the member of staff can prove they can work meaningfully and fulfil job descriptions from home.		
	Normal annual leave arrangements will apply.		
	PPA time will run as normal using outside and internal services.		
Any recruitment takes place using social distancing measures.			

	Teacher training students are made aware of policies in place.		
	Volunteers will be permitted in school – risk assessments will be shared and undertaken where necessary.		
<b>Reassuring staff and parents</b>	<b>How will we support the wellbeing of staff and reassure them and parents that we will minimise risk?</b>	JT	Trust and parent/ staff feedback.
	Letters home stating procedures and keeping parents up to date.		
	Regular TEAMS for staff to keep informed.		
	Staff presence at the school gates and around the building to reassure parent when entering the premises.		
	Staff meetings to brief on procedures		
	Staff have access to services for their welfare – the Thrive APP and Westfield Health.		
<b>The provision of homelearning/ reading books</b>	<b>How will we manage the provision of homework and reading books whilst promoting safe practices?</b>	SLT Teachers	
	Home learning will cease in September 2020.		
	If, at any point school or bubbles are closed and lockdown starts, on line learning will resume immediately on Teams.		
	It is all on line through book club. We have not sent reading books home.		
	Home learning books will be posted out to children.		
	Homework to be placed weekly on teams.		
<b>Establishing a curriculum. Teaching and Learning</b>	<b>What will the primary focus of our curriculum be? How will we organise our offer?</b>	SLT Teachers	
	Planned curriculum will be taking place.		
	Additional units are weaved in through the year to cover lost learning from term 3		
	Early assessments of maths, reading and writing will take place in week 3. Phonics in EY/ KS1 will take place in week 2.		
	Full formative assessments will take place in week 12.		

	Mission critical learners identified during summer term – pupil progress meetings in week 2.		
	EY Baseline to go ahead as planned using new NFER system		
	Preparation for new EY curriculum.		
	Trips where walking is possible can resume in September and October.		
	Once alert level 2 is achieved, children can travel via private transport.		
	Evolve must be used to complete risk assessments and COVID mitigation must be considered.		
	Bookings with overnight stays cannot be booked. Await advice for current bookings.		
	Breakfast clubs and after school clubs can recommence. Children must be kept in bubbles or year groups and grouped accordingly.		
	Regular attendance will be mandatory and will be encouraged. Attendance policies and procedures followed. Fines will be given where unauthorised absence is over 5 days or 10 unauthorised absences in 12 weeks. SIMS codes will return to normal.		
<b>Reviewing the way we teach</b>	<b>Is there anything we need to adapt in our approaches to teaching?</b>	SLT TEachers	
	More direct teaching from staff on line, supplemented by on line learning platforms.		
	Group work will not take place. Children can contribute to t agroup outcome but will need to remain socially distanced.		
	Marking and feedback will need to be adapted – teaching at the point of learning will be at a point of distance. Books marked at the end of each day and not taken home.		
	Ensuring children are reminded of the behaviour policy and systems in school. Set standards high. Reward and praise frequently.		

	<p>Individual equipment used frequently will be provided to each child (pen, pencil, rubber, sharpener, ruler). Equipment used less frequently can be shared in the bubble: Paints, felt tips, games, books.</p>		
<p><b>Managing illness and cases/ suspected cases of COVID 19</b></p>	<p><b>How we will manage new cases of Covid 19, promote hygienic practices and gatekeep pupils returning from isolation</b></p>	<p>SLT Admin HR</p>	
	<p>Signage.</p>		
	<p>Records of illness and family illness – use of home testing and the testing centre to confirm COVID.</p>		
	<p><b>Follow trust guidelines on managing illness and cases of COVID 19:</b></p> <ul style="list-style-type: none"> <li>• If any member of staff or pupils display symptoms they must self isolate for 7 days and order/ go for a test. Family members must isolate for 14 days.</li> <li>• If on the premises, the child or adult must isolate in the medical room until they are picked up or go home immediately. PPE is available in this room.</li> <li>• If the pupil/ staff member tests positive, they and their class/ bubble should isolate for 14 days. Family members of the wider group do not need to isolate unless the child/ staff member develops symptoms. If they develop symptoms during the 14 day isolation they must add 7 more days to this from the day the symptoms occur.</li> </ul> <p><b>TEST AND TRACE:</b></p> <ul style="list-style-type: none"> <li>• Engage with NHS test and trace process.</li> <li>• All staff, pupils and parents must engage with the TAT process if they experience symptoms.</li> <li>• Parents must disclose any TAT results immediately.</li> <li>• Following a period of isolation, children must return to school. They do not need a negative test to do so.</li> </ul>		

	<ul style="list-style-type: none"> <li>• If there is an outbreak, local procedures will be followed.</li> <li>• The flow chart for the virus will be followed by school.</li> <li>• The trust will be informed of TAT results if it impacts the school or classes.</li> <li>• If staffing falls below a safe level, partial closures will be implemented.</li> </ul> <p><b>LOCAL LOCKDOWN:</b></p> <ul style="list-style-type: none"> <li>• If local lockdown is initiated, the school will revert to a home learning offer Via TEAMS.</li> <li>• Keyworker childcare will once again resume.</li> <li>• Any change in attendance guidance will be put in place.</li> </ul>		
	Mitigate risks by cleaning hands thoroughly at regular intervals.		
	Promote 'catch it, bin it, kill it'		
	Enhanced cleaning regime in school – particularly around surfaces and doors.		
<b>Provision of PPA time</b>	<b>How we will ensure that staff receive their entitlement to PPA?</b>	SLT PPA team	
	Normal PPA will resume. Staff have termly timetable.		
	Pre – fab can be used for PPA as social distancing is possible.		
<b>Working with pupils with EHCPs/ vulnerable pupils</b>	<b>How we will support vulnerable pupils and pupils with EHCPs in school/ at home including liaison with external agencies?</b>	SLT SENco Teachers	
	Risk assessments are in place. Regular contact with parents. Offer of a school place as and when needed.		
	EHCP's are implemented in full whether children are at home or in school. Those in school have the support specified on the EHCP.		
	ALL SEN reviews are completed on line.		
	Assessments and work with other agencies is completed on line.		
	Home learning on line provided by the inclusion team.		
	Provision maps are updated.		

	Engage with services once they are running again.		
	All safeguarding procedures are in place, and are implemented in line with KCSIE guidelines.		
<b>Communication</b>	<b>How do we ensure effective lines of communication with parents and members of staff?</b>	SLT Office team Trust	
	Use of Teams, e mails and texts to parents. Letters via parent pay e mail.		
	School website		
<b>Other considerations</b>	PPE Equipment: PPE equipment will be available for intimate care and administration of first aid. PPE is also used where staff cannot maintain a 2m distance when children are displaying Coronavirus symptoms.		
<b>Uniform</b>	Children will wear full uniform Children will need a full PE kits.		
<b>Children travelling to and from school</b>	Children should only travel to school with people from their own household or on their own. Social distancing should be maintained on the journeys to school, and whilst waiting outside school. Children should be told to avoid public transport and walk to school where possible. If public transport is used, follow the government and travel guidelines available.		
<b>A list of measures to promote social distancing</b>	<ul style="list-style-type: none"> <li>• Signage</li> <li>• frequent reminders</li> <li>• Staff briefings</li> <li>• E mail reminders</li> <li>• Letters to parents staff presence</li> <li>• Children's activities to reinforce</li> </ul>		

