**Moor Park Primary School Reopening Plan**

The government issued guidance to schools asking for Nursery, Reception, Year 1 and Year 6 pupils to return first with a potential start date of Monday 1st June 2020. Within the guidance, there was an acknowledgement that social distancing in schools is not possible and that schools should try to do this where possible. Instead a range of approaches and actions should be employed to do this. These can be seen as a hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:

* 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
* 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
* ensuring good respiratory hygiene - promote the ‘catch it, bin it, kill it’ approach
* cleaning frequently touched surfaces often, using standard products, such as detergents and bleach
* minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

The government and local authority recognise that all schools are different and have individual issues that need to be addressed at school level and have therefore allowed the school to use the guidance and make decisions that are unique to the setting and the school community. The main caveat would be that there is provision across the week for the children of key workers.

In drawing up this plan, and help us consider all aspects of this step by step process of re-opening, I am grateful to all of you who responded to the survey sent out previously. It is clear that there are concerns about sending your child back to school during this time. These concerns include uncertainty around large numbers of children coming to school and increasing quite quickly due to parents having to return to work and the affect the may have on transmission. Parents wanted clarity around a number of issues but the main concerns were around toileting and playtime/lunchtime arrangements, hygiene and cleaning arrangements, supervision and the ability to ensure social distancing in a school setting.

Staff have also been consulted and they too share similar concerns to parents.

As you can imagine the preparation and discussion needed to make decisions moving forward are both complex and challenging. However we proceed there will be no perfect solution for every family. Due to staffing levels and an increasing number of Key Worker children, there may have to be changes to the proposed plan as we move forward.

**The Provision**

School will reopen to children from **Nursery**, **Reception** and **Year 1** on **8th June**. We hope to be able to extend this offer to Y6 over the next few weeks. It will be entirely at the discretion of parents and no sanctions will be taken due to non-attendance this academic year. For these year groups, it will be open all day on 2 days each per week, yet remaining open for 5 days to support key worker and vulnerable children. As government guidance changes, this will be reviewed.

**Rationale for the 2 days per class over 5 days approach:**

The plan is based upon the children and staff working within small groups (bubbles.) The part time offer is being made due to the numbers of available staff, and also the number of rooms we have in school. We want to keep the same staff with the same group of children. We looked at other models and found they couldn’t work for our school set up and staffing. The model we chose gives us the ability to offer all eligible pupils a place, allow the school to be deep cleaned each week and have potential capacity to welcome back further year groups if it is deemed safe to do so. It will also provide flexibility to give staff breaks and to give teachers the statutory PPA and leadership time they are entitled to, alongside allowing time to maintain very important contact with children using online home learning and not in school. The majority of staff **will not** be teaching their own classes. Pupils will either attend on Monday and Tuesday or Thursday and Friday. Wednesday will be a deep cleaning, planning and preparation day.

**Preparation for reopening:**

**Opening on 8th June**

Currently, the school is open for the children of key workers and our vulnerable pupils. This will continue in its current form until Friday 29nd May 2020. At this point, the school will close for the planned 2nd week of the Half Term holiday. (**Closed from 1st June – 8th June**). This will give the staff, including the site staff, the opportunity to implement the re-opening plan and prepare for the Summer Term.

PPE, stationery, cleaning products and resources have all be ordered ready for the reopening on Monday 8th June.

**Groupings (explanation):**

The children will be put in groups of up to 30 in each age group. We already know at this stage that the numbers will not be as high as this but we are planning for the highest numbers so we have capacity going forward. Groups will be determined by alphabetical order. They will remain in these groups every time they attend school this academic year. Once allocated to a group they will not be able to change. Think of these as ‘bubbles’ to minimise the transmission of the virus. They will have the same teacher and teaching assistant for the rest of this academic year. The children will only mix with the adults and children in their ‘bubble’ throughout the day and will not be able to play with other children on the playground as this will be staggered and zoned. Lunch will be eaten in classrooms or outside.

Reception and Year 1 will be in 4 groups. It will be difficult to attempt to socially distance the children within these groups within the classroom. Prior to starting on the 8th June 2020, items that are difficult to clean will be removed and provision scaled down. This will make it easier to clean toys and equipment at the end of each day. Children will have access to the toilets and an outside area. The children will have full access to toilets throughout the day with a limit to the number of children to 2 (per gender) at any one time as long as they are from the same bubble. This will be co-ordinated by staff and should they need to wait to use the toilet, as another child is using it, there will be a designated waiting area for them marked out. The children will sit at an individual table, where appropriate, which will be spaced as far as can be managed within the room.

Key Worker Bubble (KW): The children of Key Worker’s will be put into groups and dependent upon numbers, based within the hall, Year 3, 5 and Year 6 classrooms. Whilst there will be designated times for toileting, the children will have full access to a toilet throughout the day with a limit to the number of children to 2 (per gender) at any one time as long as they are from the same bubble. It may be necessary for siblings to share the same work table to maximise capacity. Key Worker parents may be working shifts and only want their child to come into school on certain days. This is acceptable but we ask that you let the Deputy head teacher know your requirements by the Wednesday of the week prior so that staffing can be organised.

**A child CANNOT be in the KW bubble on some days and a class bubble on other days.**

**Extended Day:**

The Breakfast and After School Club will remain closed during the Summer Term. It is not possible to provide the level of staffing required. It is also impossible to ensure that each of the bubble groupings remain separated within this provision.

**Groupings (further information):**

Your child’s class teacher will continue to plan the curriculum for all their pupils. Lessons for English, Maths and Topic will continue to be posted on Yammer and the school website. These lessons will be also be completed by the group in school. In school the children will also engage in other activities such as art and music.

Each group will have a teacher who will remain with them exclusively all day. There will also be a teaching assistant assigned throughout the day. During key periods, such as lunchtime, the staff will rota breaks. Teaching Assistants will support with cleaning tasks, sick children and further supervision.

Children will not be allowed to bring in any items from home – the exception to this is a packed lunch if they are not having a school provided meal. We would ask that unless it is raining or unseasonably cold, that children do not bring a coat. The children will be provided with all the personal equipment that they need and this will be regularly cleaned.

We anticipate from consultation with parents that not all children will initially return to school. Teacher’s will continue to set home learning tasks and correspond with parents of children being home schooled.

**Nursery and Reception**

Due to the nature of early years, it will be very difficult to enforce social distancing, but we will attempt to minimise the risk of spreading the virus by utilising the classroom spaces, break out areas and outdoor provision and by reducing the amount of equipment/surfaces; continually cleaning and have regular hand washing.

**Nursery Provision**

We will be offering provision for our Nursery children at a maximum of 8 per day. Initially the provision will be on a Monday, Tuesday and Wednesday morning. The staffing will be Mrs Quinn, Mrs Topham and Miss Collins.

**9.15 am** Drop off and **2.45pm** Pick up – From the infant playground. Parents MUST NOT come into the Nursery building under any circumstances. Any correspondence must be via email or telephone.

**ENTRY & EXIT** – from Toronto Avenue

For parents who may decide they want to take up a Nursery place at a later date, please contact Mrs Rhodes ([jane.rhodes@moor-park.blackpool.sch.uk](mailto:jane.rhodes@moor-park.blackpool.sch.uk)) to discuss details.

**Reception Provision**

|  |  |  |
| --- | --- | --- |
| Classrooms | Reception classrooms, break out space, outdoor area | |
| Numbers | 30 (Max) | 30 (Max) |
| Timetable | Monday & Tuesday | Thursday & Friday |
| Date Commencing | Monday 8th June | Thursday 11th June |
| Staff | Miss Simpson/ Miss Bolton/Mrs Crompton | Miss Cross/ Mrs D White/Miss Isted |
| Pick Up/Drop off point | **9.00 am** Drop off  **2.45 pm** Pick up  Reception Classroom and conservatory  **ENTRY & EXIT** from MAIN FRONT GATE off Moor Park Ave  walk round to the Reception Outdoor Area to drop off and collect your child | |

**Year 1 Provision**

|  |  |  |
| --- | --- | --- |
| Classrooms | Y1 & Y2 classrooms, Infant Library area and outdoor area | |
| Numbers | 30 (Max) | 30 (Max) |
| Timetable | Monday & Tuesday | Thursday & Friday |
| Date Commencing | Monday 8th June | Thursday 11th June |
| Staff | Miss Woods/Mrs Dempsey/Miss Memmott | Miss Cooper/Mrs J White/Mrs Precious |
| Pick Up/Drop off point | **8.45 am** Drop off  **3.00 pm** Pick up  Infant playground door  **ENTRY & EXIT** from Toronto Avenue on to the infant playground (there will be a drop off zone marked) – Parents MUST NOT come to the door | |

**Key Worker Group:**

Key Worker pupils will be split into three smaller groups.

The staff will work on a rota basis over the week to allow the teachers to manage home learning for the other year groups. The Key Worker Groups will therefore sometimes be managed by 2 Teaching Assistants.

**KW1**

|  |  |  |
| --- | --- | --- |
| Classroom | Y6 classrooms & Infant Hall | |
| Numbers | 15 (Max) | |
| Timetable | Monday – Friday  Sessions booked to support emergency childcare requirements | |
| Date Commencing | Monday 8th June | |
| Staff | Mon, Tues, Weds | Weds, Thurs, Fri |
| Miss Morris/Mrs Brewster/Mr Jackson | Miss Duckworth/Mrs Strangwood (Weds, Thurs) /Mrs Vall (Thurs,Fri) /Miss Armour |
| Pick Up/Drop off point | **8.45 am** Drop off  **3.15 pm** Pick up  **ENTRY & EXIT** From the main gate off Moor Park Ave. Drop off and pick up from the Blue door off the Y6 corridor (Parents MUST NOT come close to the door) | |

**KW2**

|  |  |  |
| --- | --- | --- |
| Classroom | Y5 classrooms and Junior Library | |
| Numbers | 15 (Max) | |
| Timetable | Monday – Friday  Sessions booked to support emergency childcare requirements | |
| Date Commencing | Monday 8th June | |
| Staff | Mon, Tues, Weds | Weds, Thurs, Fri |
| Miss Kirkaldy/Mrs Walford/Mrs Tilling | Miss Brookes/Mrs Neilson/Miss Simms |
| Pick Up/Drop off point | **8.45 am** Drop off  **3.15 pm** Pick up  **ENTRY & EXIT** from small gate off Moor Park Ave. Drop off and collection from Junior entrance door (there will be a marked drop off zone – Parents MUST NOT come close to the door) | |

**KW3**

|  |  |  |
| --- | --- | --- |
| Classroom | Y3 classrooms and break out area | |
| Numbers | 15 (Max) | |
| Timetable | Monday – Friday  Sessions booked to support emergency childcare requirements | |
| Date Commencing | Monday 8th June | |
| Staff | Mon, Tues, Weds | Weds, Thurs, Fri |
| Miss N Taylor/Mrs Farley/Miss Holden | Mrs Taylor/Mrs Clarkson/Mrs Wellings |
| Pick Up/Drop off point | **8.45 am** Drop off  **3.15 pm** Pick up  **ENTRY & EXIT** from small gate off Moor Park Ave. Drop off and collection from Y3 area door (There will be a marked drop off zone – Parents MUST NOT come close to the door) | |

Mrs Pook/Miss Singleton/J.Forrester – Other provision and lunch cover for Key Worker provision

Mrs Magson/Mr Kirkpatrick/Mrs Jefferson/Mrs Rhodes – SLT Leadership and Management of provision

Mrs Parton – SLT and DSL

Mrs Spencer Davis – Family Worker (working from home)

Mrs Palmer – SLT and SENCO

Mr Kellett – Learning Mentor (working on site as and when required)

Mrs Martin – SLT and Business Manager

Mrs Sandwell and Miss England – Office Management (rota system in place, 1 person only in the office each day)

All of this offer will be risk assessed weekly, and should the need arise provision will change in order to protect the health and safety of children, staff and parents. The Key Worker and Vulnerable children will be the priority groups.

**Curriculum:**

All pupils across the school will continue to receive their curriculum through the online learning platform. In school this will continue to form the focus of learning.

Teachers will ensure tasks enable socialisation between pupils through conversation, games and activities whilst still observing safe practices. Children in Y1 will have a set workspace which they will use for the duration of the rest of this academic term. This workspace will be equipped with stationery, iPad and books. This will be kept clean and only used by the individual.

Early Years will adapt their curriculum and continuous provision will not be offered in the same way. Activities will be more structured but will include opportunities to play and use inside and outside areas. All resources used will be cleaned before re-use.

**Home Learning:**

Home Learning will continue and will continue to be managed by your child’s class teacher. When staff are teaching in school, they will not be available as readily for feedback.

**Drop off and Pick Up:**

Information regarding each group’s drop off and pick up points are noted above.

PLEASE NOTE THAT THE CAR PARK WILL BE CLOSED FOR PARENTS. IT WILL BE FOR STAFF ONLY.

If a parent needs to drop off or pick up more than one child, we advise that you pick up both children at the earliest session end. The teacher should be made aware if you are collecting a child earlier than the normal session end in this case.

Only one person should be picking up children as this will support social distancing. The only exception would be if you have a child with you of primary school age or younger. If waiting for children, please keep 2m apart and move away from any thoroughfares. Equally, no one experiencing Coronavirus symptoms should come onto the site or be sending their child into school.

Outside each drop off and pickup point there will be access to a hand sanitiser. Children will clean their hands using it both when they enter and leave school. There will be a member of staff there to supervise and welcome the children. On pickup staff will send your child out to you. We ask that parents waiting on the playground comply with social distancing rules at all times. We ask that you leave the premises as soon as you have collected your child to avoid gatherings of people.

**Sickness:**

If a child or staff member has symptoms of Coronavirus they must not come to school. Staff will inform the headteacher and testing will be arranged. Anyone who develops symptoms must not come to school for 7 days unless they have been tested and the results of the test are negative.

If a child or staff member develops symptoms in school they must leave the site as quickly as possible avoiding contact with others. The child will be taken to the isolation room whilst their parents are telephoned to pick them up. Siblings will also be brought to the room. They will be supervised by staff who will wear Personal Protective Equipment (PPE). The area will be thoroughly cleaned by that staff member when the child is picked up. If a staff member becomes unwell, a test will be arranged. Anyone who has developed symptoms in school must stay at home for 7 days unless tested and found to be negative.

If any children or staff test positive, the rest of their class and bubble should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or bubble do not need to self-isolate unless the child, young person or staff member they live with in that group, subsequently develops symptoms.

**PPE (Personal Protective Equipment):**

The government guidance is clear that PPE should only be worn in specific circumstances in school. It will not be worn by children. Staff will only wear it if having to work closely with a child, for example, administering first aid or intimate care. PPE will also be worn by any staff member supervising a child who has symptoms of Coronavirus whilst they wait to be picked up by a parent.

**School Uniform:**

Best practice, after a day in school, would be for the children to put the clothes they have been wearing straight into the wash and have a shower. We ask that key worker children continue to wear their own clothes including appropriate footwear for outdoor physical activity. Other children returning to school in Nursery, Reception and Y1 must wear clothes which are suitable for outdoor and messy play, but it must also include their school jumper and polo shirt.

**Medically Vulnerable Children and Vulnerable Family Members:**

Your child should not attend school. To discuss this further, please contact school on 01253 734658 or email [admin@moor-park.blackpool.sch.uk](mailto:admin@moor-park.blackpool.sch.uk)

**SEND Pupils:**

Our children have a range of needs and we will need to plan accordingly to ensure the well-being of specific pupils so that they have a safe and successful return to school. Mrs Palmer is also working with High Schools to ensure that appropriate information is being shared for Y6 pupils with SEN so that a smooth transition can occur. Please contact Mrs Palmer should you wish to discuss anything further.

[abigayle.palmer@moor-park.blackpool.sch.uk](mailto:abigayle.palmer@moor-park.blackpool.sch.uk)

**Lunchtimes & Playtimes:**

These will be staggered so a smaller number of pupils are on the playground. The children will only be able to play with those children in their bubbles and will be in zones on the playground supervised by a member of staff at all times.

Lunch will be eaten in classrooms and brought to the children from the kitchen if they are having a school dinner.

**Informing School if you want your child to attend:**

We have a list of children from Nursery, Reception and Year 1 who have requested a place for the 8th June. This will be compiled and groups will be set ready to start on their start day in June. Parents will receive a letter confirming which group they are in, who the staff working with their child is, drop off and pickup points and any further relevant information. Unfortunately, we will not be able to move children into different groups due to issues around transmission and we are not able to plan groups based on parental working patterns.

Many parents have expressed concern that the government are reopening schools too soon and are opting to keep them at home but have indicated that they may send their child into school in the coming weeks when they feel happier with the health data. For these reasons, we have had to plan as if the maximum children are attending. For those parents who may decide at a later date to send their child to school, we would ask that you contact Mrs Magson via ([admin@moor-park.blackpool.sch.uk](mailto:admin@moor-park.blackpool.sch.uk)) no later than the Wednesday of the week before you want your child to come back to school. This is to support us to plan the return in a safe and appropriate manner.

**Restrictions for Staff:**

Staff will only be allowed into the classrooms they are assigned and must not enter another room. The Staff room will be open for lunch once the children are outside. The sitting with colleagues is allowed as long as strict social distancing of 2m is in place.

The School Office will only be accessed by Office Staff, member of the Senior Leadership Team and the Headteacher. Should a staff member have a query with the office, please go to the door and stand back. Registers will be delivered and picked up being left outside classroom doors and wiped.

**Visitors to school:**

Only essential visitors to school will be allowed on site. An example of an essential visitor would be a contractor completing the weekly water tests which are statutory and, in not doing them, would potentially affect the health of the school community. Parents will only be able to come onto the site to drop off and pickup children. Any concerns that need to be discussed with a staff member need to be done via telephone or email as this will help to ensure the safety of both staff and parents.

**School policies:**

Key school policies such as Behaviour and Safeguarding Policies will be reviewed and amended (if required) as an interim measure whilst there are the current restrictions and will be communicated effectively to either staff or children.

**Year 6 Transition:**

The school is currently working with high schools to ensure that appropriate information is being shared so that a smooth transition can occur. Mr Kirkpatrick, Mrs Pook and Miss Singleton are in contact with the High Schools looking at ways to support transition to the Secondary School and will update parents and children in due course.

**Review:**

The Governing Body, in consultation with the Headteacher, will keep the plan under constant review considering changes in government guidance, views of our community, good practice in other settings and learning from what is a new situation for us all. Any changes will be communicated with parents.

Mrs Joanne Magson (Headteacher)

Mrs Janet Roberts (Chair of Governors)

21st May 2020