**St. Edmund’s Catholic Primary School**

**Outbreak Plan**

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**Section A**

**Introduction**

In order to prepare for the return of the all children in September 2021, the following outbreak management plan has been prepared in case school needs to place additional measures based on ongoing risk assessments and government/NHS/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, NHS, 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 in the same format that school has operated between March 2020 and July 2021. I hope this will allow everyone to feel confident and familiar in our systems should we need to implement them and will ensure that we can adapt school quickly with a clear structure in the future if needed. This plan is only in place ***should*** it be needed and if need be will be adapted appropriately.

**Section B**

**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.**

1. **School Lunches**

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

1. **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 ***learning zone***. Classes may be organised in rows with less furniture around the room except for Reception where a different lay out to allow for continuous provision is organised. Children in years 3-6 may only sit side by side on a table of two and face the front. During break times and lunch times will be staggered so that bubbles do not mix.

|  |  |
| --- | --- |
| **Nursery and Reception** | |
| Class teacher | **Mrs O’Brien** |
| Learning zone | **Nursery and Reception** |
| Main Play Zone | **Reception Outside Area** |
| Main T.A Support | **Mrs Regan** |
| Entrance and exit point | Gate to the left of the school. |
| Drop off time | 8.45 am – 8.55 am |
| Lunch | 12.00 pm |
| Finish | 3.15 pm |

|  |  |
| --- | --- |
| **Year 1 and Year 2** | |
| Class teacher | **Mrs Nickson** |
| Learning zone | **Year 1 Classroom** |
| Main Play Zone | **KS1 playground** |
| Main T.A Support | Mrs Fletcher |
| Entrance and exit point | Gate to right of the school |
| Drop off time | 8.45 am – 8.55 am |
| Lunch | 12.00 pm |
| Finish | 3.15 pm |

|  |  |
| --- | --- |
| **Year 3 and Year 4** | |
| Class teacher | **Mr Fitzpatrick** |
| Learning zone | **Year 3 Classroom** |
| Main Play Zone | **KS2 playground** |
| Main T.A Support | Miss Foster |
| Entrance and exit point | Gates at the back of the school |
| Drop off time | 8.45 am – 8.55 am |
| Lunch | 12.00 pm |
| Finish | 3.15 pm |

|  |  |
| --- | --- |
| **Year 5 and Year Six** | |
| Class teacher | **Mr Cain** |
| Learning zone | **Year 5 Classroom** |
| Main Play Zone | **KS2 playground** |
| T.A Support | Mrs Stringman |
| Entrance and exit point | Yellow entrance – Main gate and fire door at the front of school |
| Start | 8.45 am – 8.55 am |
| Lunch | 12.00 pm |
| Finish | 3.15 pm |

**Drop off and collection of children**

*Please see section 10 for drop off and collection procedures.*

***Drop off***

For households where more than 1 pupil attends school in different year groups, both children can be brought to school together as they are siblings living in the same house. Once they enter school, they will go to their classrooms and be registered.

***Pick up***

Similarly, both children can be collected from school together as they are siblings living in the same house.

1. **Timetable Summary**

| **Event** | **Time** | **Key Details** | **Further information** |
| --- | --- | --- | --- |
| **Morning timetable** | AM | **Morning curriculum**  Key focus on learning will be as usual in school.  *\*Worship will be held daily in class before break time* | Teachers will plan for the children using the curriculum in place. In addition, they will be considering home learning, where they left off at school closure for most children and assessment baselines upon return. English, Maths, grammar, phonics and reading will form the large part of the curriculum in the morning and additional lesson time will be used in the afternoon if required. |
| **Breaks staggered**  Year 1/2: 11.00  KS2: 10.30 | Separate breaks | Each class to have access to a box of sports equipment. Year 1&2 will use the KS1 playground. KS2 will use the KS1 and KS2 playground but will remain in bubbles. |
| **Lunch** | **Lunch**  11:45 pm – 1:15 pm | **Staggered lunch**  EYFS:  12.00 am: Lunch, use EYFS area for lunchtime play.  Year 1&2:  12.00 am: Play in KS1 playground, followed by lunch.  Year 3&4:  12.15: Lunch, use KS2 area for lunchtime play.  Year 5&6:  12.15 am: Play in KS2 playground, followed by lunch. | Support staff allocated to each class will also assist with lunchtime. |
| Afternoon timetable | **Afternoon curriculum**  1.00/1.15 pm – 3.15 pm | Wider curriculum project work  1.00/1.15 pm – 3.15 pm | Teachers will continue to deliver the schools wide and balanced curriculum in the afternoons. Details of the school curriculum can be found on school website.  Alterations to the curriculum will be led by the teacher after considering home learning and evaluating the needs of the children. |

1. **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. |
| 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 Site Supervisor.  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 compliance checks have been undertaken before opening. | School risk assessments reviewed weekly and adapted upon review and to reflect any occurring incidents,  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. |
| ***Refresh the timetable:***  decide how lessons or activities will be delivered  Consider which lessons or classroom activities could take place outdoors | Curriculum across school will continue as normal with morning subjects predominantly being:   * English – Reading, Writing, Grammar, phonics * Maths   Wider curriculum areas will be taught across school in the afternoons.  Wider review of shared resources to ensure cleaning of shared resource can take place. |
| Use the timetable and selection of classrooms or other learning environment to reduce movement around the school or building. | Each Class will have their own zone only requiring to leave their zone for a play time and lunch.  Lunch will be staggered and lunch hall will be cleaned before a new group comes in. |
| Assemblies | Assemblies will be stopped. |
| 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. |
| Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing. | ***Classes:*** Children in classes and do not cross into other groups.  ***Toilets:*** Classes will be allocated a toilet and toilets will be cleaned regular through the day. Only two child at a time will be allowed into the toilet areas. |
| 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 unnecessary travel on coaches, buses or public transport where possible. | Children all walk or are dropped off by parents in car.  Staggered drop off and collection times.  All families encouraged to ***walk*** when possible |
| Visitors to school restricted | Please see our school visitor policy |

1. **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. (See timetables – section 3)
2. No parents allowed into school – any queries to be dealt with at drop off with a distance of 2 metre but encouraged via telephone.
3. Strict handwashing procedures upon entry to school and key points.
   * 1. Entry to school
     2. Before break and snack
     3. After break one
     4. Before lunch
     5. After lunch
     6. Before break
     7. After break three
     8. Before going home
4. All children kept in their allocated classes and play zones to ensure less contact between people in school.
5. 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.
6. Children all allocated with their own resource and work space.
7. Work spaces and key classroom surfaces cleaned regularly throughout day.
8. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.
9. Deep cleaning planned during school breaks and before wider reopening.
10. Audit by SLT of cleaning at start and end of every day with site supervisor.
11. All children informed of health and safety, school rules and refresh of rules. In particular continued keeping of safe spaces when possible.
12. All children briefed on the ***catch it, kill it, bin it*** strategy regularly.
13. Tissues available for each child.
14. New bins for each class to have lids on.
15. Unnecessary resources such as soft toys packed away.
16. Play equipment outside to not be used.
17. Play equipment indoors and shared resources used to be cleaned daily.
18. All classrooms have own cleaning equipment allocated to them.
19. First aiders to look after their own class – all classes have a first aider and first aid kit
20. Cleaning staff to be briefed on cleaning procedures and wear gloves for cleaning.
21. Fire drill practised with social distancing measures – children to assembly in play Zones.
22. Clear procedures following government guidance as identified in section 5 should anyone become unwell, show symptoms or is diagnosed. School emergency plan in place.
23. No books and equipment to be sent home or brought into school initially. This will remain under review
24. **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.  See below (a and b)  *Child/staff member is isolated within school in intervention room.*  *The government has identified that children/staff showing symptoms will be eligible for a test.* | 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 to be completed as soon as possible. |
| Accident on site | First aider/Paediatric First aider available for EYFS at all times. | Daily review of first aid equipment |

1. **Parent Key Guidance**

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

1. **Parent consultation – evaluations, clarifications and updates**

Throughout the pandemic parents have asked questions about areas of school which are very useful. Answers to these questions are detailed below as they support understanding of the procedures in this plan.

Toilet arrangements

With regular cleaning toilets can be used by different children. However, to support this we are continuing to allocate certain toilets areas to certain classes.

Medical concerns

If there has been any change in medical details for your child we ask that you notify us by emailing into school. Please email [bursar@st-edmunds.lancs.sch.uk](mailto:bursar@st-edmunds.lancs.sch.uk) and we can organise a phone consultation with you.

Social distancing and behaviour

It is acknowledged by the government that children and school settings are unique and social distancing is not always possible. I would like to continue to confirm this is the case. Whilst very individual spaces will be provided in class time for children, during playtime outside in their bubble children will have the opportunity to play with the other children from the class. We discuss our school rules with children which are viable and used at a reference point in the classroom. We also continue to discuss good hygiene and social spacing rules. It should also be acknowledged that children having the opportunity to play and be with other children is an important aspect of social, mental and emotional wellbeing alongside their overall development.

Behaviour in school is outstanding. We continue to adhere to our school rules and behaviour policy using this appropriately in the context of Covid19. To support this we have added in key reminders to our rules which are appropriate and the children are guided through these and reminded of them regularly. They are evident in all classrooms.

Learning in EYFS

Learning in EYFS is different to other parts of school. Despite the new school measures in place, Reception children will still be working towards their Early Learning Goals. Although resources and context may look slightly different, they will still be provided for opportunities to explore and be creative and work within the areas of learning so crucial for this year group. Children in EYFS will still be involved in continuous provision and their classroom will continue to look different to the classrooms in Years 1-6. It is important to remember that children are not always going to social distance, in particular this applies to children in reception.

Parents are asked to email in concerns or queries so school can continue to answer concerns, consult with our families and add clarification to any issues.

Please email into: [bursar@st-edmunds.lancs.sch.uk](mailto:bursar@st-edmunds.lancs.sch.uk)

*Section C*

In the event of school closure due to Covid-19, school will continue the education of all children in line with our remote learning polices. These can be accessed by clicking the links below.

https://www.stedmundswestlancs.co.uk/school-information/covid-catch-up-funding

**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.