



# COVID-19 OUTBREAK MANAGEMENT PLAN

## Contents

### Section A

Introduction

### Section B

School restructure and additional measures in case of Covid-19 outbreak

1. Out of School Clubs and lunches
2. Class organisation, breaks and drop off/collection routes.
3. Risk control and procedures
4. Summary of protective measures
5. Parental key guidance and issues
6. Parent FAQ's – evaluations, clarifications and updates

# Section A

## Introduction

This outbreak management plan has been prepared with Governors and staff in case school need to place in 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 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 I 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 Year 1, Year 2 and Year 6 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. I am 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, I understand that you may have a question for an area that is not published. I ask that any concerns you may have be put in an email to me so I can respond and clarify any issues.**

I hope that the following pages show how school would adapt and change **if** needed based on future Government//NHS/DfE guidance and advice. This plan will be reviewed regularly and alterations may be made depending on our ongoing evaluations or further government guidance. I ask that you continue to check our website for updates.

## 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. Breakfast and After School Club and school lunches

As a school we understand the importance of breakfast and afterschool club as wrap around provision. Where possible, Gregory's Gang 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.

### 2. 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 1-6 may only sit side by side on a table of two and face the front. Break times will be staggered so that mixing between groups of children is limited to their own classes only. Break times will also see classes remaining together in an allocated **play zone**.

<b>Reception</b>	
Class teacher	<b>Miss Crook</b>
Learning zone	<b>Reception Classroom</b>
Main Play Zone	<b>Reception outdoor play area</b>
Main T.A Support	Mrs Rypell & Mrs McClarty
Entrance and exit point	Infant playground entrance and exit by gate next to school office following a one way system
Drop off time	8.45 am
Finish	3:00 pm

<b>Year 1</b>	
Class teacher	<b>Mrs Oldham</b>
Learning zone	<b>Year 1 Classroom</b>
Main Play Zone	<b>Infant playground</b>
Main T.A Support	Mrs Waite & Mrs Casey
Entrance and exit point	Infant playground entrance and exit by gate next to school office following a one way system
Drop off time	8.55 am
Finish	3:10 pm

<b>Year 2</b>	
Class teacher	
Learning zone	<b>Year 2 Classroom</b>
Main Play Zone	<b>Infant playground</b>
Main T.A Support	Miss Gaskell & Mrs Bamford
Entrance and exit point	Infant playground entrance and exit by gate next to school office following a one way system
Drop off time	9:10 am
Finish	3:20 pm

<b>Year 3</b>	
Class teacher	
Learning zone	<b>Year 3 Classroom</b>
Main Play Zone	<b>Junior playground (bottom half)</b>
Main T.A Support	Mrs Taylor & Mr Drinkwater
Entrance and exit point	Junior playground entrance and exit through Hall door and up to the walking bus gate onto the path at the back of school following a one way system
Drop off time	9:10 am
Finish	3: 20 pm

<b>Year 4</b>	
Class teacher	
Learning zone	<b>Year 4 Classroom</b>
Main Play Zone	<b>Junior playground (bottom half)</b>
Main T.A Support	Mrs Makinson
Entrance and exit point	Junior playground entrance and exit via the walking bus gate onto the path at the back of school following a one way system
Drop off time	9:05 am
Finish	3:15 pm

<b>Year 5</b>	
Class teacher	
Learning zone	<b>Year 5 Classroom</b>
Main Play Zone	<b>Junior playground (top half)</b>
T.A Support	Mrs Watkinson
Entrance and exit point	Junior playground entrance and exit via the walking bus gate onto the path at the back of school following a one way system
Start	9:00 am
Finish	3:10 pm

<b>Year 6</b>	
Class teacher	
Learning zone	<b>Year 6 Classroom</b>
Main Play Zone	<b>Junior playground (top half)</b>
T.A Support	
Entrance and exit point	Junior playground entrance and exit via the walking bus gate onto the path at the back of school following a one way system
Start	8:45 am
Finish	3:00 pm

### **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 and they will have a quiet and independent activity in their place until school starts for their class. You should select the earlier time when possible to ensure your children have the full time with their class teacher.

### **Pick up**

Similarly, both children can be collected from school together as they are siblings living in the same house. Again parents should choose the later time to ensure their child has full time with their class.

### 3. 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 hand 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. 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.
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	Daily health and safety check done. 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
safety compliance checks have been undertaken before opening.	
<p><b>Refresh the timetable:</b></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"> <li>• English – Reading, Writing, Grammar, phonics</li> <li>• Maths</li> </ul> <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>
Assembly/collective worship	Children will only have assemblies and collective 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.
Stagger drop-off and collection times.	Each group allocated a separate drop off and collection time as outlined in class organisation in <b>section 2</b> .
Plan parents' drop-off and pick-up protocols that minimise adult to adult contact.	Different drop off points and times as noted in <b>section 2</b> . See also parental guidance in <b>section 5</b> .
Consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.	<p><b>Classes:</b> Children in classes of their own year group and do not cross into other groups.</p> <p><b>Toilets:</b> 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 pod.
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 <b>as much as possible</b> 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 <b>as much as possible</b> 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.

Key Government advice on control measure	Key school control measures
Visitors to school restricted	Visitors not allowed into 'bubbles.'

#### 4. Summary of Key protective measures to be implemented (under regular review)

1. Staggered drop off times at specific 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 marked with signs on the school fence.
3. No parents allowed into school – any queries to be dealt with at drop off with a distance of 2 metre but encouraged via Dojo or telephone to the school office.
4. Strict handwashing procedures upon entry to school and key points.
  - i. Entry to school
  - ii. Before break and snack
  - iii. After break
  - iv. Before lunch
  - v. After lunch
  - vi. 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. Children all allocated with their own resource and work space.
8. Work spaces and key classroom surfaces cleaned regularly throughout day.
9. Cleaning staff and all staff carrying out additional cleaning of key areas throughout the day – additional cleaning of handles and key surfaces.
10. Deep cleaning planned during school breaks and before wider reopening.
11. Audit by SLT of cleaning at start and end of every day with Headteacher.
12. All children briefed on the **catch it, kill it, bin it** strategy regularly.
13. Tissues available for each child.
14. Unnecessary resources such as soft toys packed away.
15. Play equipment outside to not be used.



16. Play equipment indoors and shared resources used to be cleaned daily.
17. All classrooms have own cleaning equipment allocated to them.
18. Clear procedures following government guidance should anyone become unwell, show symptoms or is diagnosed.
19. No books and equipment to be sent home or brought into school initially. This will remain under review.

#### **4. 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.

#### **Parent FAQ's – evaluations, clarifications and updates**

##### **Toilet arrangements**

With regular cleaning toilets can be used by different children. However, to support this we are continuing to allocate certain toilet 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 [sbm@st-gregorys-pri.lancs.sch.uk](mailto:sbm@st-gregorys-pri.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 pod 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 distancing during school and in the whole pandemic the children have worked within these boundaries successfully. This has worked really well with children playing and interacting. 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. We are very fortunate in our school to have such lovely grounds and children who

have been in school during the pandemic have thoroughly enjoyed and benefited from their play experiences in their bubbles and zones.

Behaviour in school is outstanding. We continue to adhere to our school rules and behaviour policy using this appropriately in the context of Covid19. These can be found on our website.

### **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.

### **Clarification of pick up and drop off**

I fully understand that **drop off** and **pick up** from school can be challenging in our new systems. I would like to thank everyone for their calm approach and support with these new procedures.

Having evaluated these procedures during the opening two days of the Autumn term and to further support the smooth running of drop off and pick up of children, please note the below clarification points. I hope these will help everyone feel more confident and ensure everyone's safety.

1. Please do not bring dogs onto school premises or leave them tethered to the school gate.
2. Now the first day of school has passed, please whenever possible only have one adult collecting and accompanying your child/children to reduce numbers of people on the school site.
3. At the end of the school day, please wait in the designated queuing areas until you reach the front of the line when your child will be passed to you.
4. Please leave via the one way systems and do not wait on school premises to hold conversations once you have dropped off or collected your child/children.
5. When queuing, please ensure social distancing.

### **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 **main entrance by the school office**.
2. If you have two children who leave at different times please collect them both at the **latest time - the earlier child from the main entrance and the appropriate collection point for that class for the later child**.
3. If you have children who enter or leave at the **same time** but from different points, you should **drop off and collect your youngest child from their collection point and the others should be dropped off and collected from the main entrance**.

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: [head@st-gregorys-pri.lancs.sch](mailto:head@st-gregorys-pri.lancs.sch).