



## Plan to reopen for all children in Early Years, Year 1 and Year 6 from 1<sup>st</sup> June

**Background and rationale for our school:** The government wishes for schools across the UK to open for three-year groups from the 1<sup>st</sup> of June. This plan will review the government's guidance on how educational settings can safely reopen. The governing body **strongly believes** that the **health** of pupils, families and staff must be the overriding priority: children and their families must have faith in our plans as must staff – doing all we can to minimise the risk of infection and the wider danger to public health. This plan has been written following feedback from the school community: pupils and their families, staff and governors. The school will put no pressure on parents to send children in – we will support their decision either way – some may want to send children in for just a few days each week others full time, we would make no judgement either way.

Having spoken with governors, staff and reviewing parental surveys it has been decided that a **phased return** will be used to allow the school to try out its strategies and processes and to embed routines. The school will adopt a cautious, measured approach – returning year groups over a two-week period, this is to ensure that safety remains the top priority.

**No pupils will be in school on the 1<sup>st</sup> and 2<sup>nd</sup> June**, this time will be used to ensure the school building and all procedures are in place, trialled and any amendments made prior to pupils returning. **Year 6 pupils will return on Wednesday 3<sup>rd</sup> June** with **Year 1 returning on Monday 8<sup>th</sup> June** and **Early Years children on Wednesday 10<sup>th</sup> June**. This measured approach is designed not to rush into a full reopening and to allow staff and then each year group to embed the many changes needed to maintain everyone's safety before all three-year groups are in together. Government guidance is that the youngest children return first in a phased reopening, however school governors, staff and many parents feel that this group is the one who will struggle the most with social distancing; allowing the school to reopen in a measured way before they start on June 10<sup>th</sup> will, it is felt, be the best way of trying to ensure everyone's safety.

## **Background from the Government**

‘As a result of the huge efforts everyone has made to adhere to strict social distancing measures, the transmission rate of coronavirus (COVID-19) has decreased. We therefore anticipate, with further progress, that we may be able, from the week commencing 1 June, to welcome back more children to early years, school and further education settings. We will only do this provided that the 5 key tests set by government justify the changes at the time, including that the rate of infection is decreasing and the enabling programmes set out in the roadmap are operating effectively. As a result, we are asking schools, colleges and childcare providers to plan on this basis, ahead of confirmation that these tests are met.’

## **Education and childcare settings need to support Essential Workers**

Plan:

The Essential Workers group can operate as a separate entity operating out of Mrs Hartley’s classroom with numbers limited to no more than 15 on any one day (if more wish to come there will be a need to prioritise those families where both are essential workers) – Mr Bell and Miss Walker will run this with Mrs Chapman organising the planning / activities.

## **Classroom Organisation**

Plan:

Early Years will be in two class groups, Year 1 will be in two class groups, Year 6 will be in three class groups. Each group will have two staff members attached to it. It will not be possible for all groups to have access to their own class teacher.

With the need to have all staff allocated to a group to maintain these smaller class sizes it makes supporting the families where children are home learning a huge issue. The school does not feel it right that these families would now be expected to rely purely on the government’s Oak Academy or other online platforms. Talking with other schools and the Church of England Diocese the solution the school has come up with is to finish the school week at 12.15pm or 12.30pm each Friday during this unprecedented time. Children will leave at 12.15pm or 12.30pm so that staff have dedicated time to plan for lessons and to support home learning. If Critical Worker families need support on a Friday afternoon they are requested to contact school and provision will be put in place if at all possible.

Having two staff members attached to each group allows for breaktimes, toilet breaks and lunchtimes to be managed between them, such as the beginning part of lunch where children will eat packed lunches in their classrooms.

An important consideration is potential staff illness, it may become impossible to run each class group in this eventuality and the children from the affected group would not be able to attend.

Early Years

- Mrs Scarre supported by Mrs Close and Mrs Linsley in one (using the main hall)
- Mrs Stannard supported by Mrs Wardle in two (using Mrs Chapman and Mrs Scarre’s classroom)

## Year 1

- Miss Bryden supported by Mrs Windle in one (using Miss Bryden's classroom)
- Mrs Hartley supported by Mrs Collings in two (using Mrs Windle and Mrs Stannard's classroom)

## Year 6

- Mr Lees supported by Mrs Chapman and Mr Goffee in one (using Mr Lee's classroom)
- Miss Court supported by Ms Mullery in two (using Miss Court's classroom)
- Miss Cone supported by Mrs Watson in three (using Miss Cone's classroom)

## Essential Workers

- Mr Bell supported by Miss Walker run this with Mrs Chapman organising the planning / activities (using Mrs Hartley's classroom)

## Home learning planning teams:

Early Years and Year 1 (Mrs Linsley, Mrs Hartley, Miss Bryden)

Year 2 and 3 (Mrs Windle, Mrs Stannard, Mrs Scarre)

Years 4, 5 and 6 (Mr Lees, Miss Court, Miss Cone, Mrs Chapman)

Children wear school jumper and polo shirt but with trainers and leggings or school trousers (black or blue) – for PE purposes to avoid having to change. Staff and children will be discouraged from bringing in coats and bags– if they are needed they will be kept in classrooms only.

## **Effective infection protection and control**

### Plan:

The class groups will not mix during the school day. They will be kept apart through staggered break and lunchtimes – they will be supervised over lunch by Lunchtime Supervisors, Senior Leaders and Teaching Assistants in specific 'zoned areas' outside. Each class group will have its own supplies of disinfectant and cloths and own supplies of handwashing materials. Each child will have their own allocated desk. Children will be expected to clean hands at key points in the day – on arrival, after break, after lunch and before leaving as a minimum expectation. A member of staff will supervise the toilets at break and lunchtimes so that only one child at a time uses them.

Doors will remain propped open around school. Children will be reminded of good hygiene protocols at the start of each day.

## **Personal protective equipment (PPE) including face coverings and face masks**

### Plan:

We know the government does not recommend the use of facemasks in educational settings, and especially not for younger children. Having spoken with staff and with parents of year 6 children we feel that making the wearing of facemasks optional for staff and these older children will increase confidence and promote safety – however they must supply their own. There will

be no visits to the school unless it is essential for building maintenance / safety (any visitors are required to wear facemasks and gloves; a supply will be kept in the reception area).

### **Shielded and clinically vulnerable children and young people**

Plan:

Shielding staff and pupils to remain offsite. The former will support home learning.

### **Living with a shielded or clinically vulnerable person**

Plan:

At all times we will be as honest with parents as possible and make it clear that it is their choice whether to send their children to school. Parents will not be fined for pupil non-attendance. We will support their decision either way. Shielding children must not attend and home learning will continue for them.

### **Arrival and Departure Arrangements**

Plan:

Parents will be asked to indicate if their child is to attend or not and on what days of the week. Groupings and staffing will be planned around this information. If a parent who has indicated their child will not attend changes their mind in the future they must contact school before sending the child in so that the school can prepare.

Arrival at school with parents bringing all children at the designated time to the FRONT ENTRANCE

- Year 6 and Essential Workers arrive at 9am,
- Year 1 at 9.15
- Early years at 9.30.

This staggered approach will minimise contact between children on entry and between parents as well. Families must follow 2 metres distancing at all times. Parents must find a safe place to park outside the school grounds if coming by car. They are requested to follow the one-way system for pedestrians, using the 2 metres distancing indicated. On arrival children will be asked to use hand gel and go straight to their classrooms. Any families with children in different year groups must aim to arrive at the latest year group time.

Exiting school with parents collecting all children on the LARGE PLAYGROUND at the designated time

- Early years and year 1 will leave at 3pm (12.15pm on a Friday)
- Year 6 and Essential Workers leave at 3.15pm (12.30pm on a Friday)

This staggered approach will minimise contact between children on exit and between parents as well. Families must follow 2 metres distancing at all times and they must leave the school premises as soon as they collect children not gathering together and not leaving together.

## Break times

Children must break in their small classroom groups – they must not mix with other groups wherever possible. The large KS2 playground and the smaller KS1 playground can be used. 10-minute breaks could start at 10, 10.15, 10.30 and 10.45 with two classes at a time outside. Classes MUST be inside immediately after their 10 minutes so that mixing is removed. Classes will exit onto the playgrounds via the dining hall door and enter via the corridor door near the library.

## Planning and organising

Plan:

Safeguarding – Either Mrs Linsley or Mr Goffee will be out of class so that safeguarding concerns can be passed on in the usual way with staff remembering to use 2 metres social distancing. Cause for concern forms will be available on the One Drive and must be emailed to us.

Health and Safety – Disinfect tables, taps, door handles before start of day (by cleaning team), at lunchtimes (by classroom staff) and at other times as staff deem it necessary, for example if shared equipment has been used. Pupils to use own supply of equipment supplied by school (pencils, etc.). Any shared equipment will also need to be cleaned after use (such as iPad or laptops). Pupils will be asked to bring in a water bottle with their name clearly displayed on it and full of water, they will keep these on their desks and bring them home with them each night (parents are responsible for disinfecting these before children come into school each morning). Pupils will not be allowed to bring mobile phones into school whilst these procedures are in place. Parents will not be able to make cash payments during this period and will need to contact school to make alternative arrangements or use ParentPay. Staff will need to employ social distancing in the staffroom and use sanitizers on entry – they will need to disinfect the photocopier before each use.

Behaviour – It is essential that children maintain social distancing – particularly around avoiding contact with children in other class groups. Any child who repeatedly breaks social distancing rules on purpose will be asked to home learn for the safety of everyone else in the school community, any such decision would not be taken lightly and parents would be consulted before this happened. We would expect year 6 pupils to fully comply however we recognise that this will be a challenge for many of the younger children and would obviously take this into consideration.

## Organise small class groups, as described in the ‘class or group sizes’ section above

Plan:

Year groups will plan in teams – work on a morning will focus heavily on rebuilding core skills of reading, writing and maths, alongside this a focus on RE and PSHE. Afternoons to be built around other subjects and ‘sporting activities’ with much time spent outside as long as there is no mixing with other groups.

## Use the timetable and selection of classroom or other learning environment to reduce movement around the school or building

Plan:

Corridors to be marked out so that it is clear children should keep to the left and maintain as much social distance as possible, recognizing that given the nature of our school it will be impossible for this to be 2 metres. Playground and playing field to be marked out so that it is clear what zones children should stay in at break and lunchtimes.

### **Stagger assembly groups**

Plan:

Collective worship will be livestreamed into classrooms twice a week – Wednesday and Friday – this would benefit those home learning as well as those in school.

### **Stagger break times (including lunch), so that all children are not moving around the school at the same time**

Plan:

The kitchen will be opened. Initially we will provide packed lunches only – with a choice of sandwich – this will remove need for trays and cutlery. It will be delivered to classes and eaten in classes supervised by class teams. Children who bring in their own packed lunches would be requested to do so in a bag that can be disposed of after lunch (with sandwiches wrapped in foil, etc.) so that there is less risk of contamination from school to home. Children will then go outside for a 30-minute recreation period where they will be supervised by Lunchtime Supervisors, Senior Leaders and Teaching Assistants. They must stay in their class groups and remain in the identified zones. Lunchtime will be organised into two distinct halves with Early Years and Year 1 having their lunch between 11.45 and 12.10 and then having outside break from 12.10 to 12.40; Year 6 and Essential Worker group will have lunch between 12.15 and 12.45 and then having outside break from 12.50 until 1.20. A member of staff will supervise the toilets at break and lunchtimes so that only one child at a time uses them.

### **Remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)**

Plan:

Class teams to 'store away' all soft furnishings, items not needed, etc. setting up rooms on 1<sup>st</sup> and 2<sup>nd</sup> June (items ideally to be stored in class cupboards). This means the Sparkle Room cannot be used.

The seating in the staffroom will be removed and replaced with chairs that can be wiped down.

### **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 (guidance will shortly be published on safe travel)**

Plan:

Miss Hall to liaise with any families who use school bus to see if they can make alternative arrangements; if it is not possible to make alternative arrangements children will be met by a member of staff who will accompany them into school and back to the bus at the end of the school day.

## **Cleaning and hygiene**

### **Plan:**

The school will provide each child with their own supply of crayons or felt-tips so that there is no sharing; children can have an exercise book but these should not be collected in and must not be marked (staff should gauge pupil success through verbal feedback and questioning); children must keep equipment on their desk in a clear bag provided by the school; pencil sharpening should be done at their desk and emptied into class bins at the end of the day on their way home. Reading books can be used only if staff can be assured that each child has their own individual book, staff must collect any new reading books and hand them out to pupils, books that have been read must be stored for a week before placing back in the library, etc. so that risk of virus contamination is removed.

### **Ensure that all adults and children:**

**Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.**

**Review the [guidance on hand cleaning](#)**

- **get in touch with public sector buying organisation partners (for example ESPO, YPO, NEPO) about proportionate supplies of soap, anti-bacterial gel and cleaning products if needed**

### **Plan:**

School Business Manager will be responsible for ensuring each classroom team has enough products to disinfect each classroom with. Any shared equipment will also need to be cleaned after use (such as iPad or laptops). Classrooms to have a full supply of hand sanitizer. Toilets to be stocked with soap and dispensers. Disposable hand towels to be used.

### **Reduce mixing within education or childcare setting by:**

- **accessing rooms directly from outside where possible**

### **Plan:**

The two Early Years class groups could use external doors for entry and exit. Group two in Mrs Chapman and Mrs Scarre's room can only use outside area if Nursery are not in it.

- **considering one-way circulation, or place a divider down the middle of the corridor to keep groups apart as they move through the setting where spaces are accessed by corridors**

### **Plan:**

Corridors to be marked out so that it is clear children should keep to the left and maintain 2 metres distances from each other. Playground and playing field to be marked out so that it is clear what zones children should stay in at break and lunchtimes. It is not possible to run a one-way system in school if all class groups are required – children will be directed to keep to the left and maintain a 2 metres social distance between each other.

- **staggering breaks to ensure that any corridors or circulation routes used have a limited number of pupils using them at any time**

- **staggering lunch breaks - children and young people should clean their hands beforehand and enter in the groups they are already in, groups should be kept apart as much as possible and tables should be cleaned between each group. If such measures are not possible, children should be brought their lunch in their classrooms**

Plan:

Break times – children must break in their small classroom groups – they must not mix with other groups. The large KS2 playground and the smaller KS1 playground can be used. 10-minute breaks start at 10.15, 10.30 and 10.45 with two classes at a time outside. Class teams will organise supervision seeking help from SLT where needed. Classes **MUST** be inside immediately after their 10 minutes so that mixing is removed. Classes could exit onto the playgrounds via the dining hall door and enter via the corridor door near the library. Class groups will organise their own boxes of outdoor equipment that they will keep in their classrooms and not share with other groups; equipment used will be disinfected by staff at end of day.

Lunchtimes - Children will go outside for a 30-minute recreation period where they will be supervised by Lunchtime Supervisors, Senior Leaders and Teaching Assistants. They must stay in their class groups and remain in the identified zones. Lunchtime will be organised into two distinct halves with Early Years and Year 1 having their lunch between 11.45 and 12.10 and then having outside break from 12.10 to 12.40; Year 6 and Essential Worker group will have lunch between 12.15 and 12.45 and then having outside break from 12.50 until 1.20.

- **ensuring that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at one time**

Plan:

Staggering breaks and lunchtimes will help. Children will be asked to keep a 2 metres distance from each other if they are queuing for the toilet. Some cubicles will be closed by the caretaker to ensure a social distance can be maintained at least to some degree. Pupils will need to wait outside until a toilet becomes free. All pupils encouraged to use toilets during staggered break or lunchtimes only. Pupils will be expected to clean hands at the sink – using soap provided and then to use sanitizer on return to the classroom. A member of staff will supervise the toilets at break and lunchtimes so that only one child at a time uses them.

**For shared rooms:**

- **use halls, dining areas and internal and external sports facilities for lunch and exercise at half capacity. If class groups take staggered breaks between lessons, these areas can be shared as long as different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups between groups is in place, following the [COVID-19: cleaning of non-healthcare settings guidance](#)**

Plan:

Children to eat in classrooms and to use designated zones for play. Communal areas not to be used by more than one class group at a time.

- **stagger the use of staff rooms and offices to limit occupancy**

Plan:

With pupils having staggered breaks and staggered lunchtimes this should reduce footfall in the staffroom and limit occupancy. Staff could also be encouraged to eat in their classrooms where appropriate. Staff will be encouraged to vacate the building by 3.30pm. Staff meetings will continue to be conducted by Microsoft Teams – as will Senior Leadership Team, Governors will use Zoom, etc.

**Reduce the use of shared resources:**

Plan:

Reading books can be used only if staff can be assured that each child has their own individual book, staff must collect any new reading books and hand them out to pupils, books that have been read must be stored for a week before placing back in the library, etc. so that risk of virus contamination is removed. Staff will trial eBooks using the iPad – to see if this can avoid the use of reading books (iPad will need to be disinfected down after use).

If reading books are used they will remain in school and kept on their desk. Exercise books will not be collected in or marked. Homework will not be set and children will not take learning activities home, or bring them in. Children will not share stationery equipment and will have their own supplies at their desks, supplied by the school and kept in a clear bag again supplied by us. Trays to be removed from desks in KS2 and stored away.

**Communication with parents**

Plan:

Regular weekly communication with parents informing them of the safety procedures the school has put in place and the need for them to monitor their children's health and self-isolate for recommended period if symptoms of the virus are detected. Parents of children in year groups outside the eligible year groups will receive the same information – at all times parents will be treated with honesty and respect with the school being as transparent as possible with its plans and actions.

**What happens if someone becomes unwell at an educational or childcare setting?**

Plan:

Anyone becoming unwell in school will be isolated in a separate room and supervised by a member of staff wearing facemask and gloves until they can be safely collected.

**What happens if there is a confirmed case of coronavirus in a setting?**

When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 14 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.'

**Plan:**

Regular weekly communication with parents informing them of the safety procedures the school has put in place and the need for them to monitor their children's health and self-isolate for recommended period if symptoms of the virus are detected. Review such procedures at Staff and Senior Leadership Meetings.

**Will children and young people be eligible for testing?**

When settings open to the wider cohort of children and young people, all those children and young people eligible to attend, and members of their households, will have access to testing if they display symptoms of coronavirus. This will enable them to get back into childcare or education, and their parents or carers to get back to work, if the test proves to be negative. To access testing parents will be able to use the 111 online coronavirus service if their child is 5 or over. Parents will be able to call 111 if their child is aged under 5.

**Will teachers and other staff be able to get tested if they have symptoms?**

Access to testing is already available to all essential workers. This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the [full list of essential workers](#). Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.

**Plan:**

Regular weekly communication with parents informing them of the safety procedures the school has put in place and the need for them to monitor their children's health and self-isolate for recommended period if symptoms of the virus are detected. Review such procedures at Staff and SLT meetings.

**How should special schools and colleges consider and manage risks in supporting children and young people with complex needs?**

We have published [guidance for special schools, specialist colleges, local authorities and any other settings](#) managing children and young people with education, health and care plans, including those with complex needs. This covers recommendations for educational settings, working with local areas and families, on how to assess risks in supporting children and young people.

Plan:

The same members of staff are allocated to these children to minimise risk of infection spreading from different individuals.