



## **School Plan – 4<sup>th</sup> January 2021**

This plan is formulated based on the guidance we have been provided with and is subject to change should further guidance be released. This plan has been updated following the new guidance released 28<sup>th</sup> August 2020 and subsequent updates from the DfE to date. The government's plan is for all pupils in all year groups to return to school full time from the beginning of the spring term. Attendance at school is mandatory and holidays and fining policies will continue to be reinstated at this time. The children will be in their classes and operate as a year group so that visits, trips, interventions, teaching and learning can be fully effective at this time. We have put in place proportionate protective measures for children and staff using the government guidance. We will minimise the number of contacts that a child has during the day. Please look out for further communications and updates.

Ultimately we are carers and here for the children, the children will need comforting and emotional support, they will probably need and want comforting, and we will provide if they ask. Please let Caroline know if this is not ok.

If you are in the clinically extremely vulnerable category you should have received a shielding letter to work from home. If you are clinically vulnerable the guidance is that we should make reasonable adjustments to allow you to be in school and adhere to social distancing, this may mean a change in your role. Shielding will end 1<sup>st</sup> February 2021 and you can return to work as long as social distancing measures are in place. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace. People who live with those who have comparatively increased risk from Covid19 can attend the workplace.

In order to reduce the risk of spread as much as possible, children and staff should not mix outside of their year groups/working groups as listed in this document.

Please use outside areas responsibly and not mix with other groups. Please communicate with other staff and try and stick to the rotas below which should ensure we can adhere to the guidelines as best we can.

Please keep all rooms being used as ventilated as possible with windows open. This just needs to be a flow of air rather than fully open exposure to the elements. Children are allowed to wear school hoodies and zoodies in school.

Staff toilets – please use and go, and wipe down after use, using our purchased wipes.

### **Safeguarding**

Nothing changes and continues as per policies and addendum.

### **School visitors and families onsite**

No families will be allowed to enter the building unless a pre-booked appointment is made and only when a video call isn't possible. If families need to see Family Team or Inclusion Team members the office will call them to attend and they can meet the family member outside adhering to social distancing. If in an emergency they need



to come inside, a suitable room with social distancing will be put in place. All visitors will be required to wear a mask at all times.

Most meetings will be carried out by video call and these will continue, although professionals supporting children will be permitted to visit following hygiene procedures; these visits should be pre-booked. Staff booking professionals visiting school should advise the office so they can add them to the visitor system as a pre-booked visitor. The staff member booking the visitor to attend school should send the current risk assessment to the professional before they attend school. Family meetings will continue as video meetings as much as possible. There will be no new intake tours at this time.

If a visiting professional is required to work with a child within the classroom environment, a separate risk assessment will be carried out to determine if this is possible. Any visit will be less than fifteen minutes and remote observation will be preferred.

Coaches such as ballet and dance will be in school for year groups.

Volunteers are welcome to return to school but must stay in a consistent year group for every visit and remain 2 metres away from children and staff where possible.

Please advise any booked visitors that we now have our own QR code displayed at main reception for the NHS Track and Trace app.

### **Drop off and pick ups**

Families will arrive with children and be allocated drop off areas and times for each year group as stated further on. We encourage one adult to drop off and collect each child to limit the number of adults on site.

Families should continue to keep a distance of 2 metres away from each other. All adults are required to wear a mask at pick up and drop off times. Families and children are being asked to arrive at their allocated times and not any earlier. Families are also expected to 'drop and go'.

There will be outside handwashing facilities for the children to use before entering the building.

Collection of children – families will wait outside, socially distanced and the child will be sent outside for a socially distanced handover, with the staff member to observe the child meets the correct family member. Staff are requested to be on time for the start and end of drop off and collection times. Den children to remain in class with class teachers until The Den is open.

LSAs to be outside with notepad to take notes from families and pass on to relevant staff.

Staff to wear masks or visors.



**Public Health advice to minimise Covid19 (at all times we will take advice from Public Health and NHS, we will advise families to do the same)**

**Mandatory all of the time**

- A requirement that people who are ill with Covid19 symptoms stay home and get tested. If they have someone in their household with symptoms they must stay home
- Robust hand and respiratory hygiene
- Enhanced cleaning arrangements
- Send home children or staff with Covid19 symptoms and advise them to follow the Stay Home guidance, they must self-isolate for at least 10 days and should arrange to be tested. Other members of the household including siblings should self-isolate for 10 days from when the symptomatic person first had symptoms
- If a child is awaiting collection they should be moved if possible to a room they can isolate in with adult supervision.
- PPE must be worn by staff caring for a child who is awaiting collection if a distance of 2 metres cannot be maintained.
- Any staff who have helped someone with symptoms and any children who have been in close contact do not need to go home and self-isolate unless they develop symptoms themselves (in which case, they should arrange a test) or if the symptomatic person tests positive or if they are requested to by NHS Test and Trace.
- If someone tests negative and they feel well and no longer have Covid19 symptoms then they can stop self-isolating. Other members of their household can stop self-isolating if symptom free.
- Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.

**Properly consider and put in place where possible**

- Formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as reasonably practicable
- PPE for certain situations
- Grouping children together
- Avoiding contact between groups
- Arranging classrooms with forward facing desks where possible, children not to sit face to face.
- Staff maintaining distance from children and other staff as much as possible
- Recording the groups which children and staff work in and visitor contacts. This should be proportionate to be able to assist Test and Trace but not onerous to the school.

**Response to any infection**

- Active engagement with NHS Test and Trace process



- Schools must contact the local health protection team, this team will also contact schools if they become aware of someone who has tested positive who has attended the school.
- Contain any outbreak by following local health protection advice
- If someone tests positive they should follow the stay at home guidance for households and must continue to self-isolate for at least 10 days from the onset of their symptoms and can only return to school if the symptoms have gone other than a cough or loss of smell/taste. This is because a cough or anosmia can last few weeks. If they still have a high temperature then they must continue to self-isolate until the temperature has gone. Those in the household must self-isolate for the full 10 days when there has been a positive result in the household.
- Must not share names or details of people with Covid19 unless essential to protect others

### **Containing an outbreak**

- If schools have 2 or more confirmed cases within 14 days or an overall rise in sickness absence where Covid19 is suspected they may have an outbreak and continue to work with the local protection team. Whole school closure should ONLY be considered on the advice of health protection teams.

### **Children unable to attend school due to medical advice or self-isolation or local lockdown**

- Those off school due to Covid19 making them high risk with pre-existing medical conditions - School will immediately offer access to remote learning. The number of children will be very low.
- If classes or groups have to self-isolate then remote education begins for those children.

### **Use of equipment**

Try to avoid using other people's equipment but if needed please clean after use.

### **Office procedures**

School is now cashless

The office will operate one parent in main reception at once, 2 metres away from the desk.

Office door will remain closed

If staff need anything then request from office staff, do not go in the office.

Phone calls to be made using portable phone which will be kept at the main office.

### **Staff meetings**

Will take place in the hall on Mondays at 3.15pm and Friday mornings at 8.00-8.10am. Social distancing measures will be in place.



## **PE**

Skills only no contact sports. P.E kits to be taken home and washed after use.

Keep consistent groups

Equipment cleaned between use.

Outdoor sports should be prioritised where possible, maximising distance between children.

## **MUSIC AND PERFORMANCES**

- The playing of musical instruments and singing is permitted but the 2m rule must be in place, not face to face with people and preferably outside. The hall may be used if all windows and doors are open and in Year Group bubbles only but may need to limit numbers to ensure the 2m rule can be applied.

## **Medicine, First aid and PPE**

On the first day back, office teams will be outside in areas to collect medicines and any changes to medication will require a new form.

First aid kits will have PPE added to them – office to action please

Medicine procedure does not change, still takes place in medical room, staff to wear full PPE who are administering medicines. Children must not wait in queue outside they must wait away from each other.

First aid is to be dealt with in classroom or outside and NOT brought to the medical room or office staff unless head injury or serious injury.

## **Breakfast/£1 club and after schools clubs/Den**

After school - the Den will be open and normal procedures apply using a Track and Trace system.

Breakfast club – this will resume on Monday 4<sup>th</sup> January and will run 7.30am-8.30am. Again, normal procedures apply using a Track and Trace system.

To continue to support the staggered drop offs and pick-ups we will run a 1/2hr before school and 1/2hr after school club for each Year Group. This will be available to book online on School Money, this must be booked and paid for no later than the night before so that we have registers ready for the next day.

In the morning, the children will be in the hall in bubble areas for their year groups. Track and Trace system will apply if needed. Please bring your child to the front office who will sign them in, wash hands and take them to the hall where the registers will be taken.



After school, children using the half-hour club will continue to be grouped in their year group bubbles using the area around the hall. Again, registers will be taken and Track and Trace used. Please come to the office and the Office Team will go and collect your child and bring them to you.

After school clubs will continue in year group bubbles, both for outside professionals and in school. Further information about clubs will be with you shortly.

### **Precautions when leaving school**

Wash hands before leaving school

Wash hands when home

Change clothes when home

### **Cleaning**

Cleaning will be after school as normal. There will be extra bin collections, toilet cleans and door handle cleans through the day. Cleaning packs will be distributed to each room to ensure any shared resources can be cleaned between use e.g. phones, desks, toys.

Hand gel, soap, anti-bacterial wipes and tissues will be available in all classrooms and staff areas, please replenish as needed.

The school now has a fogging machine, which will be used regularly.

### **Hand washing and respiratory hygiene - staff and children**

More frequent handwashing to take place for 20 seconds at a time or using hand gel

On arrival at school

Before and after any transitions around the school

Before and after using any play equipment

Before and after food

After using the toilet

Before leaving school

Cover your mouth and nose with tissue if coughing or sneezing, dispose of tissue and wash hands. If children don't do this, then wash their hands for them. If unable to wash hands immediately then use hand gel.



### **Staggered returns**

Teachers please assess if children need a staggered return to school and discuss with Caroline.

### **Free school meals and Universal infant free school meals**

Normal processes resume.

### **Attendance for all Children**

All children are required to attend school from September. We revert back to all normal policies for attendance, including fines.

### **Assemblies**

9.05am every morning by Go To Meeting in classrooms.

Year groups from 1-6 will attend in the hall on a rota basis.

### **Teaching and Learning**

It is vital that children are collected and handed over to families on time to reduce waiting times for families.

### **Year R**

#### **Outside areas**

Yr R outside area

#### **Entrance and exit**

Gate from car park into Yr R outside area

Tara's classroom door

#### **Drop and collection times – Whole Year R**

JM 8.20am to 2.20pm

GH 8.30am to 2.30pm

TH 8.40am to 2.40pm

#### **Teachers**

Tara, Jess, Gemma, Nicky D

#### **LSAs**

Nicky W, Jackie, Jane, Bonnie, Louise and Nicky D



### **Lunch and break times**

Please refer to school rota

## **Year 1**

### **Outside areas**

Yr 1 outside area

### **Entrance and exit**

Gate from path into Yr 1 outside area

Own classrooms doors

### **Drop and collection times – Whole Year 1**

8.35am to 2.35pm

### **Teachers**

Tabitha, Tayler, Lucy

### **LSAs**

Georgia, Louise, Rachel C, Hayley and Wendy

### **Lunch and break times**

Please refer to school rota

## **Year 2**

### **Outside areas**

Yr 1 outside area

### **Entrance and exit**

Gate from path into Yr 2 outside area

Own classrooms doors

### **Drop and collection times – Whole Year 2**

8.20am to 2.20pm

### **Teachers**

Lorna, Katie and Maryann

### **LSAs**

Charlotte R, Summer, Millie





### **Lunch and break times**

Please refer to school rota

## **Year 3**

### **Outside areas**

See rota under lunch and break section

### **Entrance and exit**

Arrive at main gate and enter via own classrooms

### **Drop and collection times – Whole Year 3**

8.20am to 2.20pm

### **Teachers**

Lizzie, Katie F and Ruth

### **LSAs**

Sam I, Nat, Lucy and Michelle

### **Lunch and break times**

Please refer to school rota

## **Year 4**

### **Outside areas**

See rota under lunch and break section

### **Entrance and exit**

Arrive at main gate

### **Drop and collection times – Whole of Year 4**

8.30am to 2.30pm

### **Teachers**

Dan, Jess D and Susannah

### **LSAs**

Jaqui, Katherine and Natasha



### **Lunch and break times**

Please refer to school rota

## **Year 5**

### **Outside areas**

See rota under lunch and break section

### **Entrance and exit**

Through courtyard gate – sink to be in place.

### **Drop and collection times – Whole Year 5**

8.40am to 2.40pm

### **Teachers**

Graham (am only), Elisa and Kate

### **LSAs**

Lisa, Kate LF, Mandy, Vonnie, April and Mai

### **Lunch and break times**

Please refer to school rota

## **Year 6**

### **Outside areas**

See rota under lunch and break section

### **Entrance and exit**

Arrive at main gate and enter own classrooms

### **Drop and collection times – Whole of Year 6**

8.50am to 2.50pm

### **Teachers**

Wanda, Georgia, Becky

### **LSAs**

Maria, Claire G, Emma C, Simone, Ruth and Charlotte C



## **Toilets**

- Each year group has been allocated cubicles and basins in set toilet areas, these are clearly labelled, children are to wait outside the toilets until their allocated cubicle is free.

Year R and 1- Reception Toilets

Year 2 & 5- Toilets by the hall

Year 3 & 6- Toilets by year 3

Year 4- Individual toilet by year 4 and individual disabled toilet by year 3

These toilets are all cleaned regularly throughout the day

## **Lunch and break times**

Please refer to school rota

## **Whole school curriculum**

Rain, Steam and Speed – Whole school topic

Health & Wellbeing Week

Assessment

Easter

## **Resourcing**

No toys or resources to be brought from home.

Please can classes organise their own box of playtime equipment which is not to be shared outside of your class group. (Year 2-6 only)

All resources that are to be used individually such as list below, must be numbered and allocated to a child and they must not share.

- Coat Hanger
- Pens/pencil/ruler/scissors/glue stick
- Table/chair

Water bottles to be clearly named and on children's individual tables.

If you use any shared resources across school such as paintbrushes and pots they must be properly cleaned before being returned for next group to use.

Toys and resources that are not easily cleaned need to be quarantined for 48 hours – or fogged.



We would suggest continuing with a toy rota for your class.

Please organise systems to minimise gatherings of children, call them one by one to get coats and lunchboxes, establish new safety rules and how to line up, whilst being mindful of others. Use Freedom Passes. (Not for Yr R and 1)

Please make up games boxes in case of wet play.

Cupboards – Shoes and Coats - please ensure all children's shoes and coats are stored in cupboards or under the child's own chair.

Library books - collect a box and if need to change leave that box at back of hall for 48 hours rest and collect new books.

### **School trips**

- No overnight trips
- Schools cannot resume non overnight domestic educational trips, in line with protective measures, until further notice

### **Support teams**

#### **MSAs**

Zoe, Rachel C, Leanne G, Leanne F, Susan, Sam P, Ellen, Sara, Tilly, Sam H, Kate LF, Paula

See lunch rota for times and class allocations

#### **Admin Team**

Laura, Jo, Debbie, apprentice (to be appointed) in the main office. Charli to work in either meeting room or HT office.

Carrie will be in her office.

#### **AEN**

Vikki in normal office. Jessie in with Carrie. Chloe working from home.

#### **Family Team**

Maddie in office - Andrea OR Hannah to work in the meeting room.

#### **Premises**

Darren, Scooby, Nikki, Zoe, Janet, Stevie and Susan

Please cordon off the first few parking spaces in car park to allow safe access to the Reception gate.

Please set up cleaning boxes for every room



Please set up schedule for bins to be emptied morning and afternoon

Please set up schedule for door handles to be cleaned around school during day

### **SLT**

Caroline - own office

Nikki – own office + Tara and Graham when not teaching. AHTs NOT to work in the same office at the same time

### **Hall and other shared rooms**

Can be used by one Year Group at a time, no mixed groups

Timetable for hall, IT suite, field, library, The Den and Music room will be set up

### **Staffroom areas**

#### **Lunchtimes**

Staff to only eat with their bubble. Do NOT cross bubbles.

Year R	Den 11.40am
Year 1	Den 11.45am
Year 2	Staff room 11.45am
Year 3	Staff room 12.10pm
Year 4	Intervention room/Drey 12.30pm
Year 5	Music room/year 5 area 12.30pm
Year 6	Staff room 12.45pm

Other teams - please stick to using **one** of these rooms only, AFTER 1.15pm. Please sit within your year group or office teams.

#### **Break times**

Staffroom to be used within allocated times, please adhere to social distancing. Please stay with year group colleagues.

Wash hands before going in to rooms.

Wipe down and clean any surfaces you have used.

Place everything in the dishwasher after use and we must use hot wash setting.

Wash hands when leaving before entering another zone in the school.

Please arrange your own rotas for lunch and breaks within your teams.

Social distancing of 2 metres.



Year Group	Playtime
Reception	Set own
Yr 1	Set own
Yr 2	10.00am to 10.15am
Yr 3	10.15am to 10.30am
Yr 4	10.30am to 10.45am
Yr 5	10.45am to 11.00am
Yr 6	11.00am to 11.15am

### Locations for playtimes and lunch playtime

Years 2 – 6 ALL on the main playground for the spring term, unless field is usable.

Year groups cannot mix during break or lunchtimes – Year 2-6 must stay in their allocated classes and year groups, this includes staff too.

### Children's lunch rota

Year group	Location of lunch	Times	MSAs	Notes
Reception	Hall	11.35am in for lunch, 12.05pm out to play	Jane, Sam P, Paula, Sam H	Zoe & Tilly oversee hall and hatch
1	Classrooms	11.45 out to play 12.05pm in for lunch	Rachel C, Rachel H, Susan	Zoe & Tilly oversee hall and hatch
2	Classrooms	11.45 out to play 12.05pm in for lunch	Sara and Leanne G, Leanne F	Zoe & Tilly oversee hall and hatch
3	Classrooms	12.10pm out to play, 12.30pm in for lunch	Sam H, Rachel H and Rachel C	Zoe & Tilly oversee hall and hatch
4	Classrooms	12.30pm lunch, 12.50pm out to play	Sam P and Leanne F	Zoe & Tilly oversee hall and hatch
5	Classrooms	12.30pm out to play, 12.50pm lunch	Kate LF, Paula,	Zoe & Tilly oversee hall and hatch
6	Classrooms	12.45pm lunch, 1.10pm out to play	Sara, Susan Leanne G	Zoe & Tilly oversee hall and hatch