



School Re-Opening Plan

Checks and Balances:

Responding to Covid -19

A toolkit to support teachers as we reopen our school

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Introduction

Following the announcement from the government regarding a phased return of schools from 1st June should the government's 5 criteria be met. Additional guidance is being released daily from the Department of Education, which now enables me to provide you with a little more information regarding what the proposed reopening for Reception, Year 1 and year 6 and maintaining a provision for key worker and vulnerable children would look like.

I will only be re-opening school on 2nd June to Year Reception, Year 1 and Year 6 based on government and scientific advice and if I feel it is safe to do so. I am proceeding with an abundance of caution and final decisions on re-opening will only take place after the government announcement takes place on 29th May and if I feel any changes that might be suggested have been taken into account. I will confirm the outcome of school re-opening on 1st June.

Staff Inset for all staff will be held on Monday 1st June

Net Capacity and organization of teaching spaces

In order to limit class sizes to a maximum of 15 children the following groups and spaces have been allocated

Pupil Group	Learning Spaces/ Classrooms
Year 6	Hall
Year 1a	Year 1 classroom
Year 1b	Year 2 classroom
Year 1c	Year 3 classroom
Year Ra	Year R classroom
Year Rb	Year N classroom
Year Rc	EBLO room
KW	Year 4 classroom

Lessons to be taught:

- All lessons taught to children in school will be uploaded to Class Dojo for those learning at home.
- Subjects will be mainly focused on
 - daily PSHE/ mental health
 - Maths
 - English
 - RE

- The first lesson on Tuesday 2nd June for all children in school will be about expectations, rules and behavior, with specific instructions being given about regular handwashing and what they can and cannot do.
- Other subjects may be taught but children will have to undertake all activities sat at their own allocated seat.
- Children leave exercise books open on work done that day – teacher/ TA stamps (gloves on)
- Staff can take their group outside for some lessons, but children must keep distance (check who no other group is using that outside space)
- Adrienne to visit each class group and deliver daily prayer

Equipment

- All children to be provided with an A4 clear plastic wallet and stationary items – labelled
- Gloved staff place wallets on tables before children enter and gloved staff place wallets into children's trays or pile on the side at end of day
- Plastic covers on children's exercise books – use one at a time and fill
- No toys/ bricks/ soft furnishings (all cupboards and bookshelves turned to face walls)
- All children must bring in own water bottles – labelled and stay on own desks
- Coats (if needed) and jumpers to stay on backs of chairs. Summer hats on desks
- No bags
- Packed lunches to remain on own desks
- Suncream to be applied at home
- All children to be in full school uniform (exceptions allowed e.g if trousers don't fit then school coloured bottoms e.g shorts/ tracksuit) Children could wear school shoes or trainers

Arrival and departure from School

To reduce crowding on entering or leaving school staggered start and leaving times are in place.

All staff enter through main reception but must observe distancing.

Inventry sign in to be used for staff signing in /out – screen to be wiped everytime

Parents will be advised to use emailing and not visit the reception area.

Arrival

- Each year group will have a different entrance to school site:
- All persons to follow marked signs and floor markings

- Staff are to await by their children's allocated gate to meet children and instruct them to stand in a staggered line
Year R – main gates, through R playground gate and into two groups through R and N fire doors to class
Key Worker – main gates and into Year 4 class via fire door
Year 1 – Gates at back of 5/6 block, follow path in 3 groups to Y 1,2 and 3 fire doors
Year 6 – Two fire doors into hall

Leaving/ collection

- Children in staggered lines at gates, class teacher sends each child to parent one at a time
- Start times:
 - Rec – 8.30
 - Yr 1 and KW – 8.45
 - Yr 6 – 9.00
- End of day:
 - Rec – 2.30 to 2.45
 - Yr 1 – 3.00 to 3.15
 - Yr 6 and KW – 3.30 to 3.45

Unless their child has a medical need or other vulnerability, parents should avoid coming to school reception. In the event of a parent needing to do this, they should drop off their child after 9.05am.

Getting to school

Car park is only available to staff and disabled persons for parking

All children and parents will be told to walk or park and drive from nearest roads.

The Use of Sanitisers and Wash stations

Sanitisers will be available in each classroom. Hand washing in own groups are to use allocated toilet area and children should use these when first coming into school, mid-morning, re-entering class after break and lunchtimes, afternoon and before they leave to go home.

Movement around school

All non-essential movement around the school should be avoided.

- Only staff will walk through any of the internal corridors, unless a child is being escorted to the medical area or covid isolation room.

Teachers and Teaching Assistants

Teachers and Teaching Assistants supporting in the classroom should seek to minimise risk by ensuring a safe social distance from the pupils they support.

Break Time and Lunch Time considerations

Children groups will have staggered breaks and lunchtimes. Children need to be back in classrooms with hands washed within allocated time.

Staff will need to ensure that children are ready to go out for break and lunch on time – this will take longer than previously!

Staff are more than welcome to sit and eat lunch outside during their allocated break time.

- Children to remain separated (hug yourself, foot pump)
- No use of climbing frame or pagoda
- Wet play children remain in own class space
- 5 spaces for playtime and lunchtime
 - Small playground
 - Large main playground
 - Astro playground
 - Reception playground
 - Field

Breaktime

Class	Time	Place	Staff on duty
Ra x 10 chn	10 to 10.15	Rec playground	Nikki
Rb	10 to 10.15	Sml playground	Tahira
Rc	10 to 10.15	Main playground	Vanessa
1a	10.30 to 10.45	Rec playground	Monika
1b	10.30 to 10.45	Sml playground	Adrienne
1c	10.30 to 10.45	Main playground	Louise
6a	11 to 11.15	Sml playground	Melissa
6b	11 to 11.15	Main playground	Carol/Trish
6c	11 to 11.15	Astro playground	Karen
K group x 15 chn	11 to 11.15	Field	Andrew

*KA to release Vanessa and Andrew for breaks

*TAs to take break once teacher has returned

Lunchtime

Class	Time to eat in class (one adult remains in class)	Time to go outside	Place	Staff on duty
Ra x 10 chn	11.15 to 11.30	11.30 to 12.00	Rec playground	Adrienne
Rb x 10 chn	11.15 to 11.30	11.30 to 12.00	Sml playground	Mina
Rc x 10 chn	11.15 to 11.30	11.30 to 12.00	Main playground	Nikki (lunch at 12.15)
1a x 10 chn	12.00 to 12.15	12.15 to 12.45	Rec playground	Martine
1b x 10 chn	12.00 to 12.15	12.15 to 12.45	Sml playground	Mina
1c x 10 chn	12.00 to 12.15	12.15 to 12.45	Main playground	Monika (lunch at 12.45)
6a x 10 chn	12.45 to 1.00	1.00 to 1.30	Sml playground	Melissa or Andena (lunch at 12.15)
6b x 10 chn	12.45 to 1.00	1.00 to 1.30	Main playground	Martine
6c x 10 chn	12.45 to 1.00	1.00 to 1.30	Astro playground	Karen
K group x 15 chn	12.45 to 1.00	1.00 to 1.30	Field	Emma (lunch at 12.15)

***Lunchtime for staff can start when your group of children are safely outside, unless otherwise stated**

***Catherine back up lunchtime support**

Catering

At present there are no catering facilities for students. Students are encouraged to bring a packed lunch to school.

Lunches for all will be packed lunch and children will eat these at their own desks. KAG/AAL/PCN/CBT will be delivering kitchen provided packed lunches to each group wearing gloves.

Staff will collect rubbish from packed lunches wearing gloves and place in black bag provided.

Cleaning

At the end of each day the cleaning team will begin cleaning the school from 4pm. All staff need to be off site by 4pm.

Cleaners will disinfect and wipe down all surfaces, stair railings, entrances to the buildings and staff room offices, entrances to classrooms (door handles etc.), classroom desks, computers (including keyboards and mice)

2 cleaners will also be onsite from 10 to 12 everyday to carry out a sweep through school wipe clean on touched areas.

All staff will have access to gloves and wipes in their class spaces to carry out extra wiping down as deemed necessary.

Toilets

There will be designated toilets for students.

Area	Designated Students
Male toilet	Year 6
Year 1 toilets	Year 1a
Year 2 toilets	Year 1b
Year 3 toilets	Year 1c
Year R toilets	Year Ra
Year N toilets	Year Rb
Year 4 toilets	KW and EBLO x 2 children
Disabled toilet	Male staff
Female staff toilet	Female staff

Staff Room and Offices

There will be 3 allocated staff areas – groups of staff:

Staffroom/ Year 5 and Year 6 classrooms

Staff should only use offices or staffrooms if they are able to minimise risk by socially distance themselves from each other. All offices or staffrooms should be used at a maximum of 50% of their capacity at most. Staff rooms must not for meetings unless social distancing is possible. The following rooms are not being used for lessons

In staff rooms and offices, hot desking on PCs should be avoided where possible. Staff should only use the PC designated to them. If there is a situation where sharing of laptops is unavoidable then staff should wipe down the keyboard and mouse before using them.

Shared areas for staff (fridge, dishwasher, hot & cold water system, to be wiped every time or gloves worn

Conference room will be strictly used for suspected covid symptom and must not be entered unless directed.

Bells

Fire bell remains in place as normal

Emergency evacuation

On hearing fire alarm the evacuation remains the same as previous procedures – see attached guidance. Re-shared with staff and children. Evacuation drill planned for end of week 1 or 2.

First Aid

- Main dedicated first aiders – PCN/CBT who will wear PPE
- 1st aiders at work – LOE/MSK if staff member needs assistance
- First aid medication area to be used for treating children but only by one child who has been escorted to area by PCN or CBT
- Sickness dealt with following current procedures e.g. cleaning: staff use full PPE/ parents called by PCN/CBT
- All incidents are logged on medical tracker and parents receive email.
- All children to bring in own medication and keep on teacher's desk in plastic bag
- Anyone feeling unwell (regardless of covid symptoms) will have their temperature taken.

Do's and Don'ts

No class group or staff will mix with another group or use the same area/ You must remain with your allocated staff member at all times

No children will walk through corridors

Windows open as much as possible

Fire doors to be closed but other doors left open at all times

No breakfast or after school club offered currently

If a pupil requires intimate care PPE should be worn.

Expectations in the Classroom

Children will remain in class seats when in classrooms

Child must raise their hand to request going to the toilet

If children have a question they must also remain seated and raise their hand.

Children will wipe their own desk space and plastic stationary wallet before going to break, lunch and end of day.

Student Expectations

- **Behaviour and safeguarding**

AAI – DSL/ KAG – deputy DSL

Staff to report concerns on CPOMs

Parents to receive and sign to acknowledge the behaviour addendum

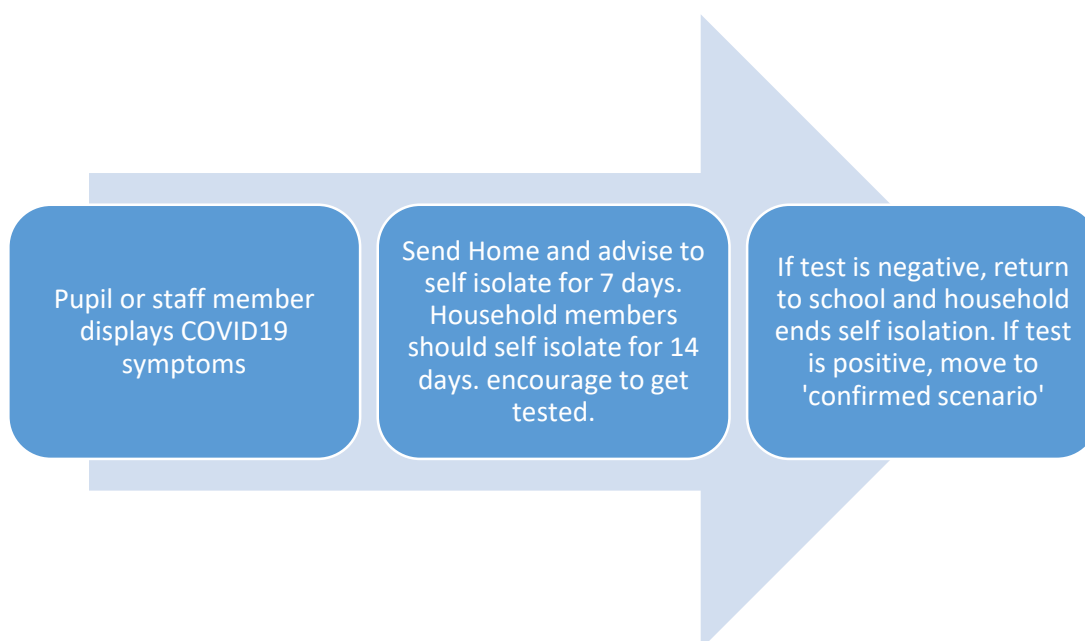
Any breaches or behaviour incidents to be dealt with by KAG/AAI

Covid

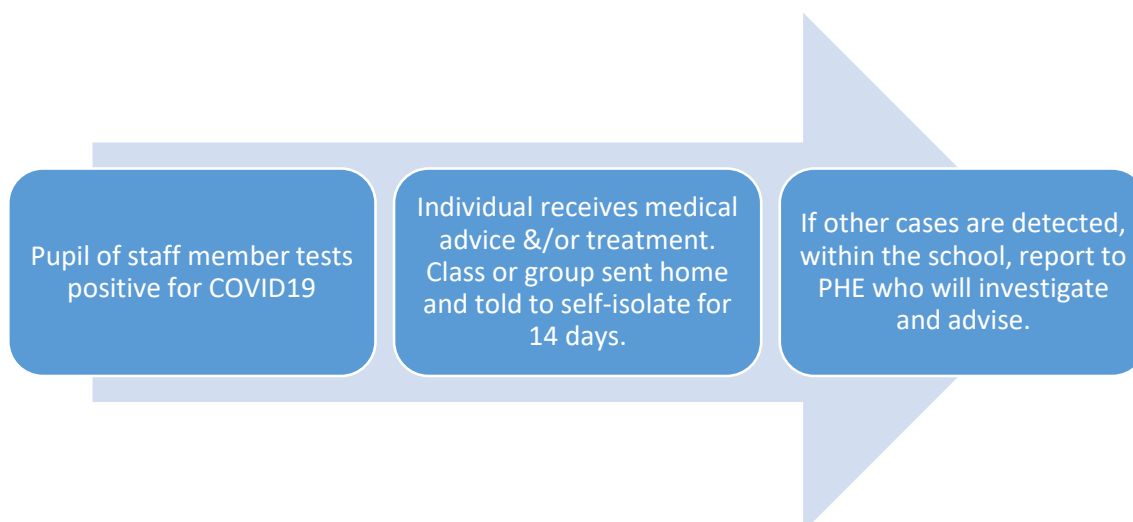
If anyone develops symptoms:

- Person is directed to move to COVID room for isolation – Conference room
- Parents called immediately to collect and reminded to apply for covid test for all in their household
- Staff member and all children from group continue as normal (unless test result comes back positive)

Actions if a pupil or staff member shows COVID-19 symptoms



Actions if there is a confirmed case of COVID-19 in school



Allocated pupil and staff groups

Days of week	Year group	Number of children	Class space/room	Teachers	TA's
Mon to Thurs	6	13 Yes TA– yr 4 V group	Hall	Andena Yearwood/ Melissa Regan 2 days each MR HL - yr 4	
Mon to Thurs	1 a	11	1	Moyra Adams (Tues to Thurs)	Monika Stepniak
Mon to Thurs	1 b	V group x 3 (AT, MA and JB)	2	Catherine Wright (group 1a – Mon) HL yr 2	
Mon to Thurs	1 c	10	3	Lauren Jones	Louise Osborne
Mon to Thurs	R a	9	Reception	Agnes Matusz	Nikki Delaney
Mon to Thurs	R b	5	Nursery	Fiona Macey HL yr N	
Mon to Thurs	R c	1 – MC 1 – DD	EBLO	Vanessa Stagg	Tahira Majeed
Mon to Thurs	K group: Key workers/ vulnerable	KW x11	Year 4	Andrew Price	
Friday	Key workers	R - GH 1 – KS 2 – VK, AC 3 – AC, LL 5 – AA, RR, KB 6 – LA/TM-L x11 total	ELBO	Emma Nyoka HL yr 3	



"The glory of God is
a human being fully alive!"