

The Oaklands Primary School Primary School

Returning to School in September Plan

Version 1 – Dated 1.9.2020

Contents

Contents

Contents.....	1
1. Background.....	5
2. Rationale for the Plan	5
2a) Three Strands	5
Prevention:.....	5
Response to any infection.....	6
Operational plan for continuation or provision	6
2b) Safety and well-being for pupils	6
2c) Safety and well-being of staff	6
2d) Overall safety and well-being	7
3. Bubbles.....	7
4. Protective Measures & Arrangements	7
4a) Expectations of Parents and Staff	7
4b) General Hygiene.....	8
4c) Staff Hand washing – specific guidance	9
4d) Cleaning.....	9
4e) Classrooms.....	10
4f) Distancing and adult to child contact.....	10
4g) Specific Year Group guidance	11
4h) Outdoor Spaces	11

4i) Staff shared equipment and spaces	11
Staff room.....	11
Photocopy and other shared resources (phone etc.)	12
Movement around site	12
4j) Reducing touch points and transmission	12
4k) Children’s toilets.....	12
Nursery and Reception	12
Year 1 upwards:	12
5) Organisation of the Day	12
5a) Start and End of Day	12
5b) Arrival procedures:	13
5c) Pick up procedures.....	13
5d) Drop off lates:	14
5e) Pick up lates:	14
6) Break and Lunch	14
6a) Lunchtime: arrangements	14
6b) Break time: arrangements.....	14
7) Wrap around care and after school clubs	15
7a) Breakfast Club – This will not take place in September. Parents will be informed when it opens	15
7b) After school clubs	15
7d) Children’s general movement around school – monitors etc.....	15
8) PPE (Personal Protective Equipment)	15
8a).....	15

9) Office & Communications	16
9a) Office area guidance	16
10) Evacuation procedures	16
12. Staffing	16
12a) Safeguarding	16
12b) Critically Extremely Vulnerable Staff or Household	16
12c) Staff Absence.....	17
12d) Meetings and Communications	17
13. Pupil Attendance	17
13a) Which children should not attend school?.....	17
13b) Reporting Absence.....	17
<input type="checkbox"/> Registers will remain open for 10 minutes after the last arrival time on the plan	17
14. Curriculum and Classroom	17
14a) Adapted provision	18
14b) Blended learning	18
14c) Assemblies	18
- Monday Whole School assemblies will continue to take place weekly over TEAMS	18
- Friday achievement assemblies will take place in classrooms run by the class teacher	18
14d) Feedback to Pupils.....	18
14e) Physical activity	18
14f) Support for Vulnerable Pupils.....	18
14g) Pupil Assessment and Reporting.....	19
14h) General classroom guidance including use of resources.....	19
14i) Curriculum restrictions.....	19

14j) Use of External curriculum providers	20
15. Dealing with suspected or confirmed cases of Coronavirus	20
15a) Suspected case of coronavirus within school	20
15b) Confirmed case of coronavirus within school	21
16. Day to day issues summary	21
16a) First aid	21
17. Risk Assessment and Review	21

1. Background

The Department for Education published their guidance for schools to return in September 2020 on the 2nd July 2020.

The plan also takes note of guidance from various places including:

- [Department for Education](#)
- [Planning Guide for Primary Schools NEU](#)
- [Sage reports](#)
- [Independent Sage reports](#)
- [Safe Working Practices guidance \(DFE\)](#)
- [Full Opening of Schools Guidance \(DFE\)](#)

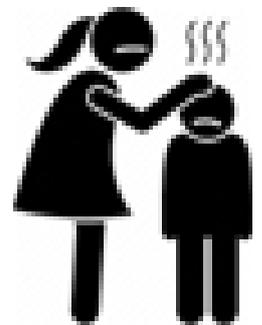
2. Rationale for the Plan

The following planning and guidance document is designed to identify the key aspects of a Covid-ready school return so staff and parents understand and can implement effective systems to increase safety and ensure effective delivery of the school curriculum and learning. It will also outline key aspects including dealing with outbreaks and home learning.

2a) Three Strands

Throughout this document there is 3 main strands;

- Prevention of infection
- Response to any infection
- Operational plan for continuation of provision In Summary



Prevention:

- 1) minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) clean hands thoroughly more often than usual
- 3) ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) introduce enhanced cleaning, including regular cleaning of frequently touched surfaces, using standard products such as detergents and bleach
- 5) minimise contact between individuals and maintain social distancing wherever possible
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Response to any infection

- 7) engage with the NHS Test and Trace process and contact The Trust for further guidance
- 8) manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) contain any outbreak by following local health protection team advice

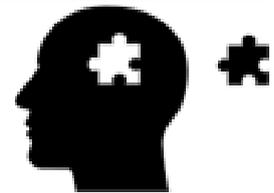
Further detailed advice about each section of this can be found in:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirusoutbreak/guidance-for-full-opening-schools>

Operational plan for continuation or provision

To ensure effective provision of learning

2b) Safety and well-being for pupils



At The Oaklands Primary school, we have a very strong ethos of understanding and support of the emotional wellbeing of pupils and with this in mind, these additional principles will need to drive the design of our wider opening plan:

- Ensure that returning children feel emotionally and physically safe at school through the use of our positive implementation of new requirements; use of positive language “*We can’t do that at the moment but let’s see what we can do...*”
- Ensure only essential changes take place in classrooms and wider school areas including class layouts, resources, markings.
- Ensure enough time and resources are given to the social and emotional aspects of the curriculum and allow children to express themselves in a safe environment.
- Ensure a mechanism is in place to offer effective pastoral support if needed.
- Ensure those not attending due to shielding or illness have similar opportunities where possible through access to remote or supported learning.

2c) *Safety and well-being of staff*

- Ensure clear mechanisms and opportunities for staff to discuss the situation and raise suggestions or concerns.
- Ensure effective risk assessments are completed and ensure staff are comfortable / understand the measures in place.

- Ensure clear expectations and systems are in place to support social distancing (where possible) and keeping themselves and each other safe.
- Clear plans to ensure staff have adequate rest and breaks for teaching / supervisory roles and workload is assessed and manageable, taking into account changes to delivery and content of the curriculum.
- Ensure visitors are fully briefed and comply with arrangements and risk assessments are available

2d) Overall safety and well-being

- Completions of thorough risk assessments that are updated routinely
- Effective written plans for expectations of pupils, parents and staff.
- A plan that is discussed and contributed to by staff, particularly those who will be delivering in school provision.
- Support for the approach by the governing body.
- Sign off for the risk assessment and plan by Summit Learning Trust Executive Board.

3. Bubbles



Each class will become a 'BUBBLE'. The class bubble will have some time with the other year group bubble in relation to playtime and break. See later for details. **Update 5.11.2020- Year group are now bubbles. Definition of bubble remains the same.**

Each bubble will:

- Stay as a group throughout the day and not mix with any other bubbles (where possible).
- Have the same adult(s) where possible and where this is not the case, ensure staff social distance and have good hygiene
- Lunch staff will be assigned to a class and year group for supervision and will remain with them from collection, to dinner, to play.

4. Protective Measures & Arrangements



4a) Expectations of Parents and Staff

- Pupils should not attend school if they are feeling unwell with symptoms of coronavirus (loss of taste/smell, new persistent dry cough or high temperature of 37.8). They should seek a test straight away while self-isolating for 10 days and only stop self-isolating if the test comes back negative.
- Pupils should not attend school if a member of their household has symptoms of coronavirus. They should self-isolate for 14 days.
- Parents must collect any pupil who is unwell when notified by the school.

-
- Parents will be reminded to update their emergency contacts.
 - Parents should continue to monitor the health of their child, such as checking their temperature, although recognise that this is a limited measure.
 - Staff similarly, should not attend work if they or a member of their household are feeling unwell with symptoms of Coronavirus. Staff should follow the usual absence procedures.
 - Staff are able to be tested for Coronavirus and must do so if they develop symptoms. Details of how to get tested can be found on the [government website](#).
 - Parents must ensure children come into school with a full named water bottle every day.
 - Pupils should wear school uniform
 - On P.E. days, children should come in wearing their PE kit. They may wear their school jumper or cardigan over the top. Children will NOT be getting changed for PE.
 - Although not a requirement, you may like to ensure that children are in fully cleaned clothes each day and clothes worn in school are taken off as soon as returning home and placed straight into the wash.
 - Footwear should be a closed shoe / trainers for PE days



4b) General Hygiene

- Hand hygiene is very important and should be carried out regularly including the start of the day, after any outdoor play, before and after lunch.
- Children should also wash their hands or use sanitiser if they cough or sneeze in class or have used shared equipment and of course after using the toilet.
- Children and staff will wash / sanitise their hands as they enter school.
- Staff should revisit hand hygiene regularly with pupils including a demonstration or by using age appropriate materials.
- Bins will be positioned away from children and staff in each room
- Classrooms will have hand sanitiser for occasional use after coughing and sneezing etc.
- Classrooms will also have a supply of tissues.
- Posters will be displayed to remind children about how to wash their hands.
- Bins will be emptied as part of the cleaning schedule at the end of the day.
- Sanitiser stations will be in all communal areas mainly for adults and pupil use.
- Ensure children flush and properly clean hands afterwards. Staff should avoid being in the toilet areas.

4c) Staff Hand washing – specific guidance.

- Staff hand washing / sanitising should take place at the following points as a minimum:
 - Before leaving for work
 - On arrival at work
 - At regular intervals
 - Before and after eating, touching face
 - After sneezing,
- The following measures are recommended for staff care to reduce the risk to them and others:
 - Removal of all hand and wrist jewellery (Single metal ring bands are acceptable) ○

Clean short fingernails and no artificial nails or nail products
 - All cuts or abrasions should be covered with waterproof dressing

4d) Cleaning

- Cleaning routines will follow the Government guidance and Sandy Scadeng will liaise with the contractor to agree any additional cleaning required.
- All classrooms will be cleaned daily to a higher specification.
- Cleaning will take place at the usual times plus additional cleaning of key touch points and toilets during the day with the onsite cleaners
- Classrooms will have a 'kit' which will include: anti-bacterial spray, hand sanitiser and tissues
 - Lights should be left on and pupils told not to use the switches.
- Toilets will be cleaned throughout the day especially after breaks and lunch, paying attention to taps, handles and toilet seats.
- Classrooms will be equipped with cleaning fluid and cloths to wipe surfaces when needed. Staff should wash their hands thoroughly after doing any cleaning.
- Staff are advised not to remain in the room when they are being cleaned at the start or end of the day.
- Any resources and play equipment (Early Years) used by children should be washed periodically with soap and warm water.
- An additional cleaner has been contracted to focus on 'additional cleaning' with a focus on areas such as door handles, emptying bins and cleaning surfaces and toilets.
- Staff toilets also have anti-bac toilet spray dispensers fitted to enable staff to clean the toilet before using.



4e) Classrooms

- Desks should be spaced out as much as possible within the room and arranged facing the front so children are not facing each other.
- Children should have a set position/table to sit at and children should not move between tables or groups, wherever possible.
- In Years 1 upwards each desk for their equipment (pens, pencils, glue stick, ruler, rubber etc)
 - Coats should be hung on a peg as they enter.
- Lunch bags should be placed in the buckets outside the classrooms
- A returns box for reading books should be set up so that box can be left for 72 hours before being touched and returned to the shelves.
- Teaching will take place in the classroom space or outdoor spaces. **Before moving to a new space hands must be washed by everyone.**
- Netbooks or iPads – if being used should stay within the classroom bubble and should not be shared between children or between bubbles unless they have been wiped down properly.
- Windows should be open for ventilation as much as possible.
- Ground floor external doors should remain closed for security and should be held open by an adult or wedged open when being used. Doors should not be held open by each child to pass to the next person.
- The classroom door should be open to avoid touching of handles and enable increased ventilation.
- Children should not use the interactive board.

4f) Distancing and adult to child contact

- It will be difficult to fully distance staff from pupils especially the younger they are.
- Do not sit face to face – try to be away from direct contact with faces.
- Staff should be mindful of other staff in class and around the school, maintaining distancing, where possible.
- There will be reduced and coordinated movement within school, achieved through staggered playtimes and careful timetabling of central areas. A one-way system is in place in the corridors for all children and staff.
- The number of pupils inside the toilets must be limited. Staff should be mindful not to send more than one child to the toilet at the same time. The only exception to this is for handwashing times and if supervised, the number allowed in is equal to the number of sinks but avoid crowding.

- Staff should avoid 'walking around the room' unless necessary.
- Staff should encourage children to self-mark / feedback learning

4g) Specific Year Group guidance

- Classrooms:
 - ALL BUBBLES:
 - Classroom zones set up so there is a clear 'protected' space for staff in the bubble room. Masking tape can be used on the floor or furniture used.
 - Nursery, Reception and Year 1:
 - Children have free flow access to equipment while teacher remains at least 2 metres away, whenever possible; access to outdoors for large proportion of the session; clearly marked carpet spaces for children.
 - Cleaning or rotation arrangements for equipment where possible
 - Year 2 upwards:
 - Children to have designated desk areas with all equipment needed on there. They should remain in their spaces as much possible.
 - Movement should be limited

4h) Outdoor Spaces

- Using the outdoors is encouraged although staff should be mindful of sun exposure. Parents will be encouraged to be aware of this too and provide appropriate protection (hat and cream etc.)
- Playgrounds will be split into sections to ensure bubbles are not mixing; There will be a rota to enable the different bubbles to have access to different parts of the playground.
- Equipment such as balls and hoops can be used by the individual bubbles with access to this. Children will need to be shown how to play while attempting to keep a social distance, while staff will understand that this will be tricky for some children to achieve. In these cases, staff should ensure they are keeping a good supervisory distance away and maintaining the child to adult social distancing.
- Equipment **MUST NOT** be shared between bubbles unless it has been cleaned.

4i) Staff shared equipment and spaces

Staff room

- Staggered breaks/lunches
- Staff can eat in their bubble room space or socially distanced in the staffroom (chairs have been limited)
- ○ All staff to wash hands before entering staff room, before eating, after eating, and on leaving the room

Photocopy and other shared resources including phones

- Wash hands before and after use; sanitiser or anti-bac wipes will be available by key shared devices
- Devices cleaned during the day, as per cleaning rota

Movement around site

- Keep 2m distance from all others
- Wash hands / sanitise before and after movement around the building

4j) Reducing touch points and transmission

- Be aware of what you are touching, especially in shared spaces; wash your hands regularly
- Security doors should be kept closed, including all external doors and office doors
- Fire doors should be kept closed apart from the following which have been risk assessed to be pegged open but which must be shut in the event of an evacuation:

4k) Children's toilets

Nursery and Reception

- From September we are unable to effectively leave 2 minutes between children's use but where possible avoid lots of children going to the toilet at the same time.
- Staff should avoid going into toilet areas and if staff need to go in, they should put on a disposable face covering

Year 1 upwards:

- From September we are unable to effectively leave 2 minutes between children's use but where possible avoid lots of children going to the toilet at the same time.
- Children should be encouraged to use the toilet before break and lunch – in a staggered way

5) Organisation of the Day

5a) Start and End of Day

- Staggered start and end times will be in place as follows:
- Start and end of the day



timetable shared with staff and parents.

		start	end	hours		
•	Y1-	9am	-	3:20	6.20	KS1 playground drop off and pick up (left hand side) (Teachers collect and drop off from playground)
•	Y2-	8:45	-	3:10	6.25	KS1 playground drop off and pick up (right hand side) (Teachers collect and drop off from playground)
•	Y3-	8:55	-	3:20	6.25	Enter through Muga door, exit hall
•	Y4-	8:55	-	3:20	6.25	Enter and exit classroom
•	Y5-	8:45	-	3:10	6.25	Enter and exit classroom
•	Y6-	8:30	-	3:10	6.40	Enter through Muga door, exit hall

- Markings on the ground will help parents and children maintain 2m distance when lining up for school.
- Only one parent should come with a child to school to minimise the number of adults on site.
- Parents will not be allowed to wait on site in the morning; they will be encouraged to drop off their child at the school gate, where their child will walk to the playground. Nursery and Reception parents are able to escort pupils to the EYFS playground and hand over their children to the teachers.
- There will be a one-way system of markings in operation up and down the main pedestrian walkway and around the playground (for pick-ups).
- Leadership Team plus additional staff will be out in the mornings and afterschool where possible to monitor social distancing and to welcome the children
- Breakfast and After school clubs will not be running from September due to social distancing rules and keeping bubbles apart. We will inform parents when they start up again.

5b) Arrival procedures:

- **Nursery:** Parents and children will walk through the Nursery gate leading onto Dolphin Lane and drop children off at the nursery door.
- **Reception:** Parents and children will walk through the Reception gate and drop children off at the Reception door; adults **will not** be allowed into the Reception building unless there are extenuating circumstances.
- **Year 1 – Year 6:** Children will walk through the main gate and walk down to their playground. Y1 and Y2 parents will wait with their children on the KS1 playground. KS2 pupils will be encouraged to enter the KS2 playground without their adult. (Adult to leave at MUGA gates)

5c) Pick up procedures

- **Nursery:** Parents will wait in the Nursery Playground at a social distance. A member of staff will spot the parent and call the child out to go to parents. Parents must not go inside or near staff.
- **Reception:** Parents will enter the reception playground at a social distance. The staff will come out and ask 1 child at a time to go to their parent. Adults must not come into the building or go near staff.
- **Year 1 – 6 :** Parents will wait on the playground at a social distance from other families. Children will be sent across to their parents

-
- Parents are allowed to wait on the playground if picking children up at different times, at a social distance from other families.

5d) Drop off lates:

- Parents informed about the importance of arriving on time to drop off / collect
- Staff will be outside on duty for the drop of duration and will bring in any initial lates
- After the gates are locked parents will need to bring children around to the main entrance but should not come into the building. A member of staff will usher the child in. The child will sanitise their hands and be escorted / sent to their classroom.

5e) Pick up lates:

- Children will remain in class or waiting area and parents will need to pick up from there.
- If a parent is 10 minutes or more late, staff should alert the main office and phone calls will be made. Children will be taken to the office and social distance whilst waiting for collection.

6) Break and Lunch

6a) Lunchtime: arrangements

- Lunch will be on a rota basis and pupils will be eating in their classroom.
- Support staff will be needed for pastoral / behaviour indoors
- Children should wash hands before eating
- Lunchtime Supervisors will remain with their bubbles wherever possible
- Mentors will be on duty outside

6b) Break time: arrangements

- The same play zone will be used as dinner time
- Breaks will be on a rota basis
- One play zone will be in place for each year group.
- Teachers to take their class onto the playground and must be aware of other year groups and keep their distance / take turns.
- Handwashing must take place before and after break.
- Teacher to go out at the end of break into the play zone that their class are at; children line up in the play zone area they are in. Teacher leads class in.
- Wet Break:

- Children stay in classrooms

7) After school clubs

7a) *Breakfast Club – This will not take place in September. Parents will be informed when it opens.*

- Booking only- and limited to 15 pupils from half term
- Children can arrive from 8am via the main office
- Children to sanitise using the dispenser by the office
- The space will be zoned into EYFS/KS1 and KS2 to enable some separation.
- Social distancing as much as possible
- Clear records of attendance for track and trace purposes
- Children will sanitise using the dispenser by hall doors on their way to class

7b) *After school clubs*

- These will not take place initially
- Clear records of attendance will be in place for track and trace purposes when they do start

7d) *Children's general movement around school – monitors etc*

- Ideally children should not be moving around school unsupervised and should be escorted at all times.
- Certain children may continue to perform jobs e.g. take things to another class / office but they must have received clear guidance and instructions including:
 - Going directly to the location of the job
 - Distancing / giving way to other children and adults
 - Washing hands before and after deliveries

8) PPE (Personal Protective Equipment)



8a)

- Guidance from the Government states that most staff will not need PPE.
- Full PPE is available for welfare matters, such as looking after an unwell child, nappy changing or first aid and those who will be responsible for this will receive training on effective use of PPE
- We have a supply of masks, gloves and aprons for intimate care and welfare issues, including dealing with first aid where the child cannot administer it themselves.
- No specific clothing is required to be worn and some staff may choose to wear clean clothes each day.

- The following are available to use for general protection and are optional for staff
 - Disposable aprons
 - Disposable gloves
 - Fluid resistant face mask
- If dealing with a child for close care the above SHOULD be worn as a minimum
- If dealing with a child who is symptomatic the above MUST be worn with the addition of a full-face shield

9) Office & Communications

9a) Office area guidance

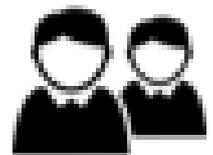
- The office will be open to essential visitors only, with parents encouraged to communicate via email or telephone.
- 2m distancing will be adhered to for those waiting to be seen.
- Parents who wish to contact their child's class teacher must phone school and make a telephone appointment. No face – to – face meetings with staff are to take place.

10) Evacuation procedures

- Keep social distancing whenever possible
- Exit through external doors
- Children to line up 2m apart from any other bubble and spaced out as much as possible within their own class
- All other procedures the same, including scheduled Fire drills



12. Staffing



12a) Safeguarding

- There will be a member of the Safeguarding Team on site. Staff with concerns should contact the onsite DSL for advice in the first instance. Further advice should then be sought from the Lead DSL. Staff should use CPOMS to log any safeguarding or pastoral concerns.
- Safeguarding procedures remain the same but be aware due to the increased time children spent at home there may be more initial disclosures.

12b) Critically Extremely Vulnerable Staff or Household

- All staff, including those who were shielding are expected to return to school in September. Where work can be completed at home, this will continue to be available.

- Occupational health advice is that the risk assessments and control measures in place for everyone are adequate for all staff, but those staff who have a higher risk of complications should ensure they take extra care of their own hygiene and social distancing. The risk assessment has been updated to recognise these changes.
- Referrals to occupational health have been offered to all staff; this is an offer to all staff and may help where members of staff require additional reassurance or consideration in specific individual cases. E.g. medical, BAME, age
- Evidence so far from the pandemic identifies that people from a Black Asian Minority Ethnic (BAME) background are being adversely affected by the disease.
- Those from BAME background should consider themselves as higher risk and therefore be rigorous in their hygiene and social distancing practices
- School will continue to take advice from the local authority on the above.

12c) Staff Absence

- Absence should continue to be reported to Mark Court (Principal) by 7:00am each morning.
- Absence procedures resume for all other absences.
- Any staff required to self-isolate and who are well enough to do so, will continue to work from home providing planning and resources for their class.

12d) Meetings and Communications

- Staff Meetings will take place on Wednesday from 3.35pm – 4.35pm. They will take place on TEAMS
- Staff Briefings will take place every Friday at 8.00am via TEAMS.
- CPD opportunities will be assessed depending on how the return to school is going.

13. Pupil Attendance



13a) Which children should not attend school?

- Children who are extremely clinically vulnerable should discuss this with school
- Any child who is feeling unwell with symptoms of Coronavirus should not attend school and should self-isolate for 7 days.
- Any child who lives with someone who has symptoms of Coronavirus should not attend school and self-isolate for 14 days.

13b) Reporting Absence

- Registers will remain open for 10 minutes after the last arrival time on the plan

14. Curriculum and Classroom



14a) Adapted provision

As a result of the pandemic, the children are likely to return with a range of additional needs that will need to be considered through a sensitive and adaptive provision. This will include:

- Increased PSHE, mental health and well-being activities
- A visual timetable displayed in each classroom to help give children a sense of structure and routine.

14b) Blended learning

We must continue to prepare and plan for a second closure / lockdown either of the whole school or of certain classes.

We also need to ensure effective provision is in place for those children who may need to self-isolate.

14c) Assemblies

- Monday Whole School assemblies will continue to take place weekly over TEAMS

14d) Feedback to Pupils

- Children will continue to need reassurance and feedback from their teachers.
- Teachers should increase self-marking during class time, and should limit close proximity feedback.
- Books can be marked after a lesson but staff should wash hands before and after.

14e) Physical activity

- Children should come to school in PE kit on their PE days.

14f) Support for Vulnerable Pupils

- Many children will need additional preparation for coming back to school. Additional individual videos from teachers/TAs welcoming them back or a social story preparing them to come back may be used.
- Parents will be advised to start talking and preparing their children to transition back to school, even walking up to the gate they will be coming in through.
- The SEND team will discuss with parents about what provision can be reasonably provided in line with EHCPs. Schools need to use 'reasonable endeavours' to discharge the outcomes in the EHCP.
- We will consider approaches to 'catch up' and support for all vulnerable groups

- Staff should alert the pastoral team via CPOMs to any emerging pastoral needs



14g) Pupil Assessment and Reporting

It is vital to assess children as the majority will not have been in school for nearly 6 months. We are balancing the need to assess without adding to children's worry.

- Year 1 – 6, testing will take place in September to baseline the pupils.
- EYFS baseline will be concluded by half term
- A full amended assessment and reporting strategy for the year will be in place for September.
- Currently, all other statutory assessments (EYFS profile, Phonics check, KS1 SATs, Y4 tables check, Y6 SATs) are all due to take place.

14h) General classroom guidance including use of resources

- Ensure good ventilation; keep windows open

Nursery, Reception and Year 1

- Reduce / split resources into daily set up boxes
- At the end of the day wash / wipe down equipment
- Maximise outside learning and play
- Sand and water can be used but replenished regularly
- Encourage children to be outdoors or separate
- Social distance spots on carpets for group time

Year 2 upwards:

- Tables facing forwards, in rows where possible
- Teacher Zone area
- Maximise outdoor learning across all subjects where possible
- Children have the same seat and own equipment

Other malleable equipment (such as playdough) can be used but needs to be regularly changed or quarantined for at least 72 hours.

14i) Curriculum restrictions

□ Inside

- Minimise movement around room

Outside

- Physical activity lessons
 - Increase distance between children wherever possible by adapting games / provision

- Minimise sharing of resources e.g. have own ball or ensure good hygiene after play
- Wipe down equipment after use or put into quarantine for at least 72hrs

14j) Use of External curriculum providers

- The Music Service service, supply teachers, Hippodrome will continue to provide a service
- They will be briefed regarding expectations
- Music services will set up in the classrooms
- Children / staff will wipe down equipment after each use
 - Teaching staff should stay with Music services.

15. Dealing with suspected or confirmed cases of Coronavirus

15a) Suspected case of coronavirus within school

- If a child becomes unwell with symptoms of Coronavirus while in school and needs direct personal care until they can return home, then a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn. Full PPE kit is available.
- Any child displaying symptoms will need to be taken to the isolation room- this is based in the COMMUNITY ROOM, as this has been identified as the holding room for anyone with symptoms, while waiting to be collected.
- Anyone with symptoms will need to be tested and proof of testing will be expected to be seen by the school to ensure that prompt action has been taken; the result of this test will need to be given to school as soon as it is known.
- Parents and staff will NOT be informed that someone from the year group is being tested as this may only be precautionary, but this decision will be made on a case by case basis. Staff will be alerted and should continue to social distance and maintain high levels of hygiene.
- While waiting for results, a deep clean of the classroom will take place before the next day.
- Deep clean of core areas will take place
- Core reminders of hygiene for those remaining in school on return

15b) Confirmed case of coronavirus within school

- If a child or adult tests positive for Coronavirus they should self-isolate for at 10 days and their household should also self-isolate for 14 days. All pupils in the class and those who they have been in close contact with should also self-isolate for 14 days. Any wider isolation or closure will be discussed with Public Health England
- If the member of staff in the class bubble where a child has tested positive, has had contact with other children or staff, it is not necessary for those children or staff to self-isolate unless the member of staff themselves tests positive. It is recommended that the member of staff is tested wherever possible. We will look at each case by case basis and may result in closing to certain classes/year groups
- As part of the Government's new track and trace program, the local health investigation team may carry out an assessment at the school if there is an outbreak across the setting. They will advise on future action.
- Deep clean of core areas will take place
- Core reminders of hygiene for those remaining in school on return

16. Day to day issues summary

16a) First aid

- Where possible, pass first aid items to child to do themselves e.g wipe and plaster
- Staff member should don PPE from class PPE box if they feel comfortable to deal with the issue following the basic training guidance
- Usual first aid reporting should take place

17. Risk Assessment and Review

The Trust and School have written comprehensive risk assessments which will be kept under review based on any new guidance and experience.

If you feel there are some additional measures which would make you feel safer in school, please share with a member of SLT.

This plan will be reviewed regularly, and changes made to meet the current guidance and situation and staff will be informed of any changes.

Each version of this document will be dated.