

July 2020 (Last updated: 25/8/2020)

[DRAFT] Plan for full 're-opening' from September

We intend to open fully for all year groups (except Nursery and Reception) from Monday 7th September. Nursery and Reception children would return from Monday 14th September as part of a staggered transition with full time schooling offered from Monday 21st September.

We expect all staff (inc. those in the extremely critically vulnerable group) to have returned to work following the Government's 'pausing' of shielding recommendations. Individual risk assessments will be carried out and any necessary amendments to working practises agreed beforehand. There may still be some implications for what the school can provide due to staffing capacity.

The following plan is based on a number of assumptions taking into account our school's local context, existing organisational structures and physical layout.

- With a full school, there is no realistic prospect of maintaining social distancing within our classrooms and when groups of people are moving around our site, especially with our younger children. Although every effort will be made to provide as safe an environment as possible, we cannot guarantee that children and staff will be completely safe from infection.
- Our classes are currently organised as mixed year group teams with flexible groupings employed to target children's learning. We believe that, for all of our cohorts, this represents the most effective organisation to promote the best learning opportunities as well as provide strong social, emotional and behavioural support.

We intend to operate mixed year group 'bubbles' i.e. Year 5/6, Year 3/4, a mixed Reception and Year 1/2 group and a Nursery group incorporating both morning and afternoon sessions. Each of these 'year' groups will contain up to 90 children accommodated in their existing team bases and remain physically separate from other 'year' groups for much of the school day. Classes within those 'year' groups will now be able to mix with each other as necessary for learning time as well as at break and lunch times. We feel that this is an important step in supporting children to build and rebuild positive relationships and friendships as well as maximising potential learning opportunities and resources.

Staffing

As presently, staff (teachers and TAs) assigned to individual classes within each mixed aged cohort will become part of the whole year group 'bubble' and will also remain physically separate from other groups (including associated staff) as much as possible. Staff will not usually mix with others assigned to a different mixed aged cohort, year group or 'bubble'.

This will mean that although the central school staffroom will be accessible, staff teams will continue to have access to their own dedicated staff base with appropriate toileting and refreshment facilities.

Staff will continue to be mindful of the need to maintain high standards of cleanliness in shared areas, minimising contact where possible and ensuring regular cleaning of frequently used surfaces and equipment.

A maximum of one member of staff is permitted to use the staff room kitchen facilities at a time.

Seating has been reduced in the staffroom to enable greater distancing measures.

Although face coverings are not recommended for teaching staff working with children, all staff (except those exempt) are expected to wear a suitable face mask in all areas beyond their normal teaching base inc. corridors and other communal areas such as the staff room. The use of clear visors is optional when working closely with groups of children for prolonged periods.

Break times & school dinners

Our morning break times are already staggered informally and our grounds extensive enough to enable classes and intended mixed cohort teams (or 'bubbles') to maintain appropriate distancing between groups. However, timetables will be organised more formally from September to reduce the chance of inadvertent use of the same space. Year group teams will be responsible for liaising appropriately to ensure this happens.

Our normal lunchtimes are currently split between two hall and playground spaces. There is also an informal staggered arrangement at the moment with, for example, Year 3/4 children moving through the dining hall before Year 5/6 begin to enter. However, from September, this will be formalised to further maintain separation between groups and provide additional time for cleaning of tables and equipment between 'sittings'.

- Small Hall (12pm – 1pm)
 - 12pm: Reception (in hall and supported by teaching staff)
 - 12.30pm: Year 1/2 (entering hall in class group at a time)
 - 1pm: Afternoon session begins

- Small Hall (12pm – 12.50pm) – Wednesday only
 - (11.50pm) Reception (in hall and supported by teaching staff)
 - 12.20pm: Year 1/2 (entering hall in class group at a time)
 - 12.50pm: Afternoon session begins

- Large Hall (12.30pm – 1.30pm)
 - 12.30pm: Year 3/4 (in hall and Year 5/6 outside)

- 1pm: Year 5/6 (in hall and Year 3/4 outside)
- 1.30pm: Afternoon session begins

- Large Hall (12pm – 12.50pm) – Wednesday only
 - 12pm: Year 3/4 (in hall and Year 5/6 outside)
 - 12.30pm: Year 5/6 (in hall and Year 3/4 outside)
 - 1pm: Afternoon session begins

Our kitchen intends to provide a full catering service from Monday 7th September. By staggering 'sittings' more formally and increasing the total dining period by 30mins will allow for extra cleaning time between groups. More lunch staff will be directed to this role.

Children will be seated at our usual dining tables which do not enable children to face away from each other. To mitigate any increased risk that this might present, children will continue to enter the dining hall and sit in their class groups and always within their cohort 'bubble' – an extension of their normal classroom experience and protective measures.

A one-way system will operate as follows:

- KS2 children will enter the dining hall via the courtyard door and leave via the sloped corridor close to the staffroom entrance.
- KS1 children will enter the dining hall via the KS1 base and leave via the double hall doors.

It is hoped that (but currently unknown whether) previous fruit and vegetable deliveries will be in place by September. Initially, parents will be asked to provide a piece of fruit (for mid-morning snack) for all pupils.

One-way system for drop-off and collection

We will continue utilising the multiple entrance gates to maintain the **one-way system around the school site**. This will support drop-off and collection times and together with the multiple entrance and exit doors available for each smaller class group or cohort, we will enable parents and carers to maintain the 2m social distancing that we have all become accustomed to. Parents and carers will continue to be asked to **drop-off and collect children alone and not be accompanied by partners or other household relations** except where they cannot leave siblings at home unaccompanied. Appropriate barriers, signage and staff (except those categorised as extremely clinically vulnerable) will continue to be used to support and guide children and parents.

All visitors over the age of 12 (inc. parents and carers) are now required to wear a suitable face mask on entering the school grounds and buildings.

Usual drop-off times will apply: gates will be opened from 8.40am and close at 8.55am. The one-way system and dedicated entrance doors for each group or cohort help to ensure less congestion around the site.

Collection times remain largely the same, as we had previously already introduced a staggered collection system to reduce congestion around the school site and promote better communication between home and school. The following, slightly amended collection times will be applicable from September:

- Nursery: 11.40am & 3pm
- Reception: 3pm (1pm on Wednesday afternoons)
- Year 1/2: 3.05pm (1.05pm on Wednesday afternoons)
- Year 3/4: 3.10pm (1.10pm on Wednesday afternoons)
- Year 5/6: 3.15pm (1.15pm on Wednesday afternoons)

Following overwhelmingly positive feedback the final decision has been made to continue with the arrangement to officially close after lunchtime on Wednesday afternoons.

Transition – new to Nursery

In line with current guidance, no visitors (including parents and carers) are permitted inside our school buildings except in a very few circumstances. However, we feel that for our youngest children beginning Nursery with us from September, parents and carers play an important part in helping them to settle successfully into their new environment. This is especially true in these current circumstances. Therefore, for the first few days, parents of children new to our setting are welcome to enter with their child to help them become acquainted with their surroundings and pass any messages to staff. However, we request that parents only spend the minimum amount of time possible inside, aiming for no longer than 10mins and minimise all contact with surfaces and equipment. **All visitors over the age of 12 (inc. parents and carers) are now required to wear a suitable face mask on entering the school grounds and buildings.**

The School Office

The school office will be fully operational with staff maintaining appropriate distancing and/or working remotely/in separate areas of the school. However, **a strict one-in-one-out policy will continue to be in operation for visitors** and ALL parents and other visitors will be asked to make a prior appointment where possible. **All visitors over the age of 12 (inc. parents and carers) are now required to wear a suitable face mask on entering the school grounds and buildings.**

Office phones, email and social media messaging will be answered during usual office hours (8.30am – 3.30pm).

Uniform & PE kit

Correct full school uniform will be expected for all children from September. Government guidance, makes it clear that clothes are no longer expected to be cleaned any more frequently than at any other time. However, good hygiene is still paramount to prevent the spread of infection. ALL clothing and footwear must be suitable for school and parents will be asked to provide alternatives without delay where this is not the case.

Curriculum, Teaching & Learning

We are expecting to operate a full and broad curriculum in line with our recent developments in this area. Staff are not being expected to narrow the offer available to children but instead focus on identifying and reducing key gaps in knowledge, understanding and skills.

Read Write Inc, our chosen phonics and early reading scheme, requires children to be taught in small targeted groups with children mixed across year groups depending on individual need. This has been a further consideration in the intention to create a larger mixed Reception, Year 1 and Year 2 group or 'bubble' consisting of up to 90 children.

A significant amount of time, resourcing and emphasis will be placed on the development of early speaking, listening and reading across the school this year. We intend to reduce our group sizes significantly by more effectively deploying existing staff. This will enable staff to more effectively target specific gaps in learning, better support children's mental health and well-being and support the successful recovery of our school community.

However, this will only be possible by continuing to close early on Wednesday afternoons and consolidating all teachers' statutory release time. A separate consultation document was made available for parents and received overwhelmingly positive support. Free childcare options will initially be limited but developed as restrictions continue to ease.

Enrichment opportunities

Additional activities such as group performances, plays and sporting events are unlikely to resume until there is further easing of restrictions. However, some day trips will now be possible subject to individual risk assessments and staff will assess the options in line with our work to develop the curriculum.

Residential visits e.g. Burwell House and PGL are not yet permitted to take place but the school is hopefully that guidance will change in time for these to proceed as planned later in the Autumn and Spring terms. **Any money already paid will be refunded by the school in the event that a trip cannot take place.**

As detailed in the separate consultation, the school intends to finish earlier on Wednesday afternoons from September, continuing the pattern established since June 2020. In order to support

childcare arrangements, the school intends to provide and develop a broad range of additional, enrichment opportunities for our children on Wednesday afternoons. It is envisaged that these will help to support our children in this next phase of recovery, developing additional 'life skills' and promoting discussion and personal growth.

Government guidance makes it clear that staff can mix between groups or 'bubbles' if appropriate social distancing can be maintained. However, this is unlikely to be reliably possible and the risk of a whole school closure in the event of a COVID related case is high. Initially, the school intends to operate cohort specific 'clubs' on Wednesday afternoons to avoid mixing across groups and maintain the integrity of existing 'bubbles'. Staff usually assigned to those cohorts would be responsible for additional provision for those same children.

Initially, to reduce the pressure on places while staffing is still restricted, parents will be asked to consider whether alternative childcare options are available. However, it is intended that as restrictions ease, a full and broad range of opportunities will be made available to many more pupils.

Assemblies and other group events

Assemblies will initially not take place. Instead, the time will be used to enable class specific PSHE/Circle Time style discussions to promote mental health and well-being. When appropriate, larger 'assemblies' i.e. Monday (values based) and Friday (celebration focused) will be held remotely to enable all classes to participate without gathering in either hall. Singing, as part of a choir or assembly, is currently not recommended.

Similar approaches will continue to be employed where appropriate for other events including most staff meetings.

Wrap around care – Breakfast Club

The school understands the pressures on working parents as well as those who require additional support for other reasons. However, it will not be possible to keep children within their school based year groups or 'bubbles' whilst attending Breakfast Club. This presents a higher risk of an infection spreading and reducing the integrity of the 'bubble' approach in school. **Parents are therefore asked to only request places in Breakfast Club if absolutely necessary. Please contact the school office as soon as possible if you wish to make use of this provision. We intend to make this provision available by the end of September once all other procedures are operating smoothly.**

Illness – suspected infection

In line with current guidance, if one person (adult or child) within a group displays symptoms of COVID-19, they will be sent home and asked to self-isolate for 10 days and obtain the appropriate

test without delay. All household members and any other close family e.g. siblings and cousins living in other households but having close contact, will also be expected to self-isolate for the full 14 days or until a negative test result is returned.

If a case is confirmed, all parents and carers of children within that group, along with the appropriate members of staff AND anyone who has been in direct contact, will be informed and given the option to self-isolate for 14 days or until a negative test is returned in connection with the person originally displaying symptoms. The school will continue to take advice from Public Health England and act accordingly.

The school reserves the right to close individual groups (i.e. an entire cohort group such as Year 5/6) at any time to maintain the safety, confidence and well-being of all pupils and staff.

Parents of any child displaying non-COVID-19 symptoms but otherwise too ill to attend school **MUST** continue to inform the school office as normal by 9.15am.

If an entire cohort group closes, staff will revert to providing online or remote learning opportunities for the appropriate period before children and staff are permitted to return to school.

The Beehive – childcare provision

Our childcare provision for critical key workers and vulnerable children will no longer be in operation from the end of July 2020 as we expect all children to be attending school from September in line with Government guidelines.

However, we are continuing to evaluate the option to provide additional, paid for after school care. If you would be interested in this provision, please contact the school office.

Cleaning & Hygiene

Our cleaning team will continue to conduct more regular cleaning of high contact areas during the day. Internal doors will remain open to minimise the need to touch door handles, etc.

Resources, toys and equipment will no longer be restricted particularly in Nursery and Reception where sharing and collaborative play is an integral part of learning. High use and personal items such as pencils and pens will continue to be segregated so that each child has their own equipment. However, exercise books and reading books will no longer be kept separate or restricted within a cohort group or 'bubble'. Reading books will be available for home reading and will be quarantined on return to school with each class employing and managing a 'drop-box' system.

Personal Protective Equipment (PPE)

Government guidance has determined that neither pupils nor school staff should wear PPE e.g. masks or gloves whilst in school except in a few very limited circumstances. The guidance suggests that staff only wear PPE when directly supporting a child with suspected COVID-19 symptoms or where intimate care is needed e.g. where a very young child has had a toileting accident or otherwise needs changing.

However, following guidance introduced for other close contact situations, professions and indoor environments, we have made the decision to mandate that staff wear masks when moving beyond their normal working base e.g. in corridors, communal areas and other year group areas. Face coverings impede effective communication and teaching and therefore staff are not required or encouraged to wear a face mask whilst teaching. However, those working closely with groups of children may choose to wear a clear visor if they wish.

Staff involved in cleaning, including routine wiping down of surfaces before and after lunchtimes, etc. will have gloves and disposable masks available.

Government guidance continues to reiterate that regular hand washing and good personal hygiene is the most effective method of controlling the spread of infection. We will continue to promote the message to 'Catch it. Bin it. Kill it.' and ensure that there are tissues, bins and hand washing facilities available throughout all areas of the school.

Extremely clinically vulnerable staff returning to work will be subject to an appropriate risk assessment to determine where any variations to the above are necessary. Any staff that this applies to will NOT be expected to provide intimate care or first aid duties.

Children under the age of 12 are not expected or encouraged to wear face coverings in school.

Emergency evacuation procedures

Procedures remain largely unchanged from usual. Each group (children and adults) will be expected to evacuate from their closest emergency exit, staying together and with at least 2m distance between groups.

Behaviour and conduct

Our usual behaviour policy continues to apply for all children and expectations around social distancing, personal hygiene and sharing of resources and personal belongings. Parents and carers are also expected to maintain effective, close supervision of children at drop-off and collection times and adhere to current Government guidance and school rules at all times. The school reserves the right to exclude any child if they fail to adhere to the school's expectations, signage and any instructions from members of staff. Parents, carers or other adults who fail to adhere to the school's expectations may also be excluded from the school site.



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Attendance and punctuality

The school recognises that levels of anxiety may still be high for many families and will work with parents and carers to support a successful transition back to full time education. The Government's expectation is that from September 2020, ALL children will return to school in line with the school's attendance policy.

Please make every effort to arrive in good time as drop off and collections may take slightly longer than previously.



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