



**Covid-19**

**Returning to School  
in September Plan**

( Version 4)

## Contents

### 1. Background

### 2. Rationale for the Plan

#### 2a) Three Strands

Prevention:

Response to any infection

Operational plan for continuation or provision

#### 2b) Safety and well-being for pupils

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

### 3. Bubbles

### 4. Protective Measures & Arrangements

#### 4a) Expectations of Parents and Staff

#### 4b) General Hygiene

#### 4c) Staff Hand washing – specific guidance.

#### 4d) Cleaning

#### 4e) Classrooms

#### 4f) Distancing and adult to child contact

#### 4g) Specific Year Group guidance

#### 4h) Outdoor Spaces

#### 4i) Staff shared equipment and spaces

Staff rooms

Photocopy and other shared resources (phone etc.)

Movement around site

#### 4j) Reducing touch points and transmission

#### 4k) Children's toilets

Nursery and Reception

Year 1 upwards:

Toilet at break and lunch

### 5) Organisation of the Day

#### 5a) Beginning of the School Day

#### 5b) End of the School Day

#### 5c) Wrap around Care

#### 5d) Drop off lates:

#### 5e) Pick up lates:

### 6) Breaktimes and Lunchtimes

#### 6a) Break time: timings

#### 6b) Breaktime: Arrangements

#### 6c) Lunchtime: timings and play zones

#### 6d) Lunchtime: arrangements

### 7) PPE (Personal Protective Equipment)

#### 7a) PPE VIDEO and guidance

#### 7b) Putting on and Removing PPE

[7c\) Disposal of PPE](#)

[8\) Office & Communications](#)

[9\) Evacuation procedures](#)

[10. Staffing](#)

[10a\) Safeguarding](#)

[10b\) Critically Extremely Vulnerable Staff or Household](#)

[10c\) Staff Absence](#)

[10d\) Meetings and Communications](#)

[11. Pupil Attendance](#)

[11a\) Which children should not attend school?](#)

[12. Curriculum and Classroom](#)

[12a\) Adapted provision](#)

[12b\) Blended learning](#)

[12c\) Assemblies](#)

[12d\) Feedback to Pupils](#)

[12e\) Physical activity and Singing](#)

[12f\) Support for Vulnerable Pupils](#)

[12g\) Pupil Assessment and Reporting](#)

[12h\) General classroom guidance including use of resources](#)

[12i\) Curriculum restrictions](#)

[12j\) Use of External curriculum providers](#)

[13. Dealing with suspected or confirmed cases of Coronavirus](#)

[13a\) Suspected case of coronavirus within school](#)

[13b\) Confirmed case of coronavirus within school](#)

[14. Risk Assessment and Review](#)

# 1. Background

The Department for Education published their latest guidance for schools to return in September 2020 on the **7<sup>th</sup> August 2020**.

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

- [Department for Education](#)
- [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 (2 metres)
- 6) where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

#### **Response to any infection**

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

Numbers 7 to 9 must be followed in every case where they are relevant

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

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/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 Churchtown 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
- Ensure essential changes take place in classrooms and wider school areas including class layouts, resources, markings and sanitising stations.
- 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 system is in place to offer effective 1:1 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 systems 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.
- Ensure visitors are fully briefed and comply with arrangements

## 3. Bubbles

Each year group will become a 'BUBBLE' . Early Years( Reception and Nursery) will be a bubble

Each bubble will:

- Stay in their class throughout the day and not mix with any other bubbles apart from lunchtimes (where possible).
- Have the same adult(s) where possible and where this is not the case, ensure staff social distance and have good hygiene

## 4. Protective Measures & Arrangements

### 4a) Expectations of Parents and Staff

- If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they should self-isolate for at least 10 days and should [arrange to have a test](#) to see if they have coronavirus (COVID-19).

- If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.
- Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.

### Self-isolation means the child/staff member should

- Not go to school, work or public places
  - Not attend any other out of school activities or go around to a friends house
  - Not use public transport or taxis
  - Not go out to shop – order it online or ask a friend to bring it to your home
  - Not have visitors in your home except for people providing essential care
  - Not go out to exercise – exercise at home or in your garden, if you have one
  - Inform GP practice or hospital or other healthcare setting that they are self-isolating if they must attend in person
- Parents are expected to collect any pupil who is unwell when notified by the school.
  - Parents are 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 hat, water bottle and sun-cream has been applied, as needed
  - Parents / carers are expected to wear a facemask / covering whenever on school premises this is a directive from Sefton Council ( 17/09/2020)
  - Staff will wear a facemask / covering when on the playground/ duty in the morning and at the end of the day. Whilst the school gates( during school day) are closed face,masks won't be worn unless needed for first aid / intimate care
  - Pupils should wear school uniform
  - On P.E. days, children should come in wearing the school PE kit (Navy or black tracksuit, white t-shirt or polo shirt and dark coloured trainers - No football kits) as Children will NOT be getting changed for PE. Details of these days will be sent out to parents
  - 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
  - Uniform reminder: **Children can wear summer uniform or winter uniform in September but Winter uniform starts officially after half term, please ensure that all white shirts are tucked in.winter uniform is listed below**

Churchtown Primary School v-neck jumper or cardigan, Grey long trousers , Grey skirt or Grey pinafore dress, White, plain shirt suitable for school tie, Black school shoes, Grey socks or grey tights, School bookbag with logo.

**In Reception** - Yellow polo shirt, plain or with school logo and waterproof suit for outdoor play

**In Nursery** - Yellow polo shirt, navy jogging suit and black plimsles

**Hair** - All shoulder length/long hair must be tied back using a navy, black or yellow hair band, scrunchie, bobble or small bow .

**Jewellery** - If your child has pierced ears, small studs are permitted. Studs must be removed by the child for PE or will be covered with a plaster during the lessons. Children who wear watches must take full responsibility for them. **No other jewellery must be worn to school.**

- Each day, children can only bring their packed lunch bag, their book bag/ small school bag rucksack and a labelled water bottle into school. They must not bring any other resources/equipment/pencil cases into school. Children will be provided with any resources required.
- Forgotten items and bags must not be dropped off at the school office during the school day. If children forget their packed lunch, a school lunch will be provided and charged for.

## 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 sanitise/ clean their hands as they enter their classrooms.
- 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 but ideally soap and water should be used for class-based hand washing. Hand sanitiser could be used for occasional use after coughing and sneezing etc.
- Classrooms will also have a supply of tissues and paper towels.
- Posters will be displayed to remind children about how to wash their hands.
- Bins will be emptied as part of the cleaning schedule during the day and at the end of the day.
- Sanitiser stations will be in communal areas mainly for adults and for pupils in the dining halls. If eating in the classroom - soap and water are best from the classroom sink.
- Gloves are **not recommended** to be worn all the time, as they provide a false sense of safety and are difficult to take off without contamination. However, where a member of staff is treating a pupil or dealing with intimate care, it is recommended gloves and usual PPE is worn and then disposed of safely afterwards
- Pupil toilets, please try to allow 2-5 mins before admitting the next pupil. 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,
- Hand washing prior to and after close contact with child, use soap and warm water ideally and to be effective needs to be facilitated by:

## 4d) Cleaning

- Cleaning routines will follow the [Government guidance](#)
- All classrooms will be cleaned daily
- 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, soap, paper towels and tissues
- Doors should be left open during the day unless kept closed for safety or security. Doors should be closed at the end of the day.
- 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.
- Any resources and play equipment (Early Years) used by children should be washed periodically with soap and warm water or put into quarantine for at least 48 hours (72 hours if plastic).
- 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.

## 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; this will be checked by a member of the SLT as part of the risk assessment
- 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 child should have a box/container on their desk for their equipment (pens, pencils, glue stick, ruler, rubber etc)
- Coats should be hung on a cloakroom peg as they enter.
- Lunch bags should be placed in the class designated area or in the year group trolley as applicable
- In Nursery and Reception, have coats on pegs and have a designated area for lunch boxes.
- A returns box for reading books should be set up in each classroom so that the box can be left untouched and books will be placed back on shelves the following week( after the weekend).
- Teaching will take place in the classroom space or outdoor spaces. **Before moving to a new space hands must be washed by everyone.**
- 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. These 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.
- Consider sitting children who have additional vulnerabilities in places where there is less movement of children and better ventilation

## 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 practise holding their own hands in a clasp to minimise touching things including their own face.
- 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. Therefore, there is no need for a one-way system as enforcing it could increase the times children and staff are in the corridors. However, staff and children are encouraged to continue with a 'stay left approach'.
- Children should be limited in using the main corridors or other shared spaces as much as possible; shortest exit routes should be used – e.g. classroom external doors See maps for exits to be used
- 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.
- Staff should encourage children to self-mark / feedback learning
- Staff should be marking in class during lessons or at the end of the day where possible so books do not need to be taken home

## 4g) Specific Year Group guidance

- Nursery and Reception:
  - 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.
  - Cleaning or rotation arrangements for equipment where possible
- Year 1 upwards:
  - Children to have desk areas with all equipment needed on there. They should remain in their spaces as much possible.
  - Movement should be limited ( where possible)

## 4h) Outdoor Spaces

- Using the outdoors is encouraged although staff should be mindful of sun exposure and the mixing of bubbles . Parents will be encouraged to be aware of this too and provide appropriate protection (hat and cream etc.)
- The field, will be timetabled as usual
- Playgrounds will be split into sections to ensure bubbles are not mixing (see playground rota); There will be a rota to enable the different bubbles to have access to different parts of the playground over the weeks.
- Equipment MUST NOT be shared between bubbles unless it has either been quarantined for at least 72 hours or cleaned.

## 4i) Staff shared equipment and spaces

### Staff rooms

- Staggered breaks/lunches
- Reduced tables and chairs in staff room - distanced at least 2 metres apart
- Additional rooms identified (EY Community Room/ PPA room/ empty classrooms) for eating to support social distancing (common sense approach)
- Staff can eat in their classroom space
- All staff to wash hands before entering staff room, before eating, after eating, and on leaving the room
- Face coverings should be worn by all staff at all times outside of your classroom bubble. This includes all communal areas, corridors and outdoors including playtimes. When teaching in the face covering can be removed.

### Photocopy and other shared resources (phone etc.)

- 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
- Face coverings should be worn by all staff at all times outside of your classroom bubble. This includes all communal areas, corridors and outdoors including playtimes.

### Movement around site

- Keep 2m distance from all others
- Avoid touching rails and handles if you can
- Wash hands / sanitise before and after movement around the building
- Face coverings should be worn by all staff at all times outside of your classroom bubble. This includes all communal areas, corridors and outdoors including playtimes. When you are teaching in your class bubble your face covering can be removed.

## 4j) Reducing touch points and transmission

- Be aware of what you are touching, especially in shared spaces; wash your hands regularly
- Key doors will be propped open to avoid the need to touch handles
- Security doors should be kept closed, including all external 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 by a teacher or Fire Marshall conducting a building sweep:
  - All corridor fire doors outside of Year 4 / 5 and 6 classrooms.

## 4k) Children's toilets

### Nursery and Reception - Toilets in classrooms

- Where possible leave 2 minutes between children using the toilets and avoid lots of children going to the toilet at the same time.
- Staff should avoid going into toilets - if staff need to go in, they should put on a disposable face covering
- For intimate care follow the protocols supplied and wear full PPE

### Year 1 - Toilets by 1LC:

- Where possible leave 2 minutes between children using the toilets and avoid lots of children going to the toilet at the same time.
- Staff should avoid going into toilets - if staff need to go in, they should put on a disposable face covering
- For intimate care follow the protocols supplied and wear full PPE:

### Year 2 - Toilets by 1LC:

- Where possible leave 2 minutes between children using the toilets and avoid lots of children going to the toilet at the same time.
- Staff should avoid going into toilets - if staff need to go in, they should put on a disposable face covering
- For intimate care follow the protocols supplied and wear full PPE:

### Year 3 - Toilets on Main Corridor:

- Where possible leave 2 minutes between children using the toilets and avoid lots of children going to the toilet at the same time.

### Year 4 - Toilets By Dining Hall:

- Where possible leave 2 minutes between children using the toilets and avoid lots of children going to the toilet at the same time.

### Year 5 and 6 - Toilets upstairs:

- Where possible leave 2 minutes between children using the toilets and avoid lots of children going to the toilet at the same time.

### Toilets at break and lunch

- Children should be encouraged to use the toilet before break and lunch – in a staggered way
- If they need to use the toilet during outside time, break or lunch they should only use the following:
  - Early Years – use their classroom toilets
  - Year 1 and 2 – use the toilets in Year 1 corridor by 1LC

- Year 3 - use the toilets in main corridor
- Year 4 – use the dining hall toilets
- Year 5 and Year 6 – use the dining hall toilets
- During wet play children will use the toilets that they use during classtime

## 5) Organisation of the Day

### 5a) Beginning of the School Day

- The school gates will be open at 8.30am allowing for children to be dropped off in a socially distanced manner.
- Parents / carers are expected to wear a facemask / covering whenever on school premises this is a directive from Sefton Council ( 17/09/2020)
- The external doors to school will open at 8.40am.
- We are encouraging adults to drop their child off at the gate and to walk into school on their own (except Nursery, Reception and Year 1; these age groups can be escorted to external class doors). This will help ease congestion on the school yard.
- Only one adult to drop a child off at school.
- Children need to enter the school building using the doors listed in the table below.
- Register will be taken at 8.50am. It is essential that children are punctual. We can not have late children arriving through the school office.

### 5b) End of the School Day

- End of the day procedures:  
**Reception, Year 1, Year 2 and Year 3** finish at 3.10pm  
**Year 4, Year 5 and Year 6** finish at 3.20pm  
**Nursery** finish at 3.30 (but can be collected from 3.10pm)  
**The only change to the end of day times is Year 3 finishing at 3.10pm instead of 3.20pm**  
 The reason for the change is that we are encouraging the older children (Year 4, 5 and 6) who leave at 3.20pm to walk off the school site on their own (and not be met by an adult on the school playground). Year 3 can therefore still be met on the yard by an adult at 3.10pm.
- Parents / carers are expected to wear a facemask / covering whenever on school premises this is a directive from Sefton Council ( 17/09/2020)
- Children will exit the school building using the doors listed in the table below.
- Children must be collected on time as they can no longer wait at the school entrance for adults to collect them if they are late.

	Door at beginning and end of the day
Nursery	Nursery Entrance
Reception	RS, RPC, RIK - Classroom Doors RC - Reception Main Entrance
Year 1	1LC & 1C Through Class doors 1D & 1L - Through Little Buds entrance

Year 2	Year 1 side entrance
Year 3	3LB - Classroom door 3DW, 3S, 3B - Old Hall Doors
Year 4	First Aid Entrance
Year 5	Back door
Year 6	Muga door entrance

- 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 promptly and leave their child/ren
- Leadership Team plus additional staff will be out in the mornings and after school where possible to monitor social distancing and to welcome the children

## 5c) Wrap-around care

- From Monday 7th September, Breakfast club will start daily 7.30am - 8.40am - please contact the school office if you require a place.
- Little Buds provision (our after school provision for Nursery and Reception children) will start On Thursday 10th September.
- Fun4Kidz, After school club provision for Years 1-6 will start from Thursday 3rd September - please contact Fun4Kidz on 0151 932 9218 for further details.
- Extra-curricular clubs will not start immediately in September. We will notify you of the timetable and start date as soon as possible.

## 5d) Drop off lates:

- Parents must arrive on time to drop off their children
- Staff will be outside on duty for the drop off duration
- After the gates are locked at 8.55am parents will need to bring children around to the main entrance but should not come into the building. A member of staff will bring the child in. The child will sanitise their hands and be escorted / sent to their classroom.

## 5e) Pick up lates:

- Parents must arrive on time to pick up their children
- Children will remain outside where possible or be taken back to their classes, while we wait for parents. Classteacher will ring the office to inform them that a child has not been picked up.

# 6) Breaktimes and Lunchtimes

## 6a) Breaktimes: timings

	Break
Nursey	As required
Rec	As required
Year 1	10 - 10.10am
Year 2	10.15 - 10.25am

<b>Year 3</b>	10.30 - 10.40am
<b>Year 4</b>	10.45 - 10.55am
<b>Year 5</b>	11 - 11.10am
<b>Year 6</b>	11.15 - 11.25am

## 6b) Break time: arrangements

- Timings are as above
- See plans for exiting and entering the school to limit mixing of bubbles.
- The stairs by Year 4 are the 'Down' stairs and the stairs near the Reset room are the 'Up' stairs to again limit the mixing of bubbles
- Face coverings should be worn by all staff at all times outside of your classroom bubble. This includes all communal areas, corridors and outdoors including playtimes. When you are teaching in your class bubble your face covering can be removed.
- Teachers and support staff will cover breaktimes on a rota
- MUGA area will be timetabled for classes each week
- Teachers to take their class onto the playground and collect them from the playground promptly
- Handwashing must take place before and after break.
- First Aid: This will be manned during all breaktimes by a member of staff in a year group bubble
  - Where possible, pass first aid items to child to do themselves e.g wipes
  - Usual first aid reporting should take place
  - Support Staff will deal with minor injuries in their own year group bubbles and call for assistance where a second opinion is needed.
- Toilets: Children need to go before or after break.( see lists above)
- Reception – Year 2 - School snacks will be delivered to class before breaktime; Older children will need to bring in their own snacks into school.
- Wet Break:
  - Children stay in classrooms - Teachers supervise

## 6c) Lunchtime: timings and play zones

- Nursery – year 2 – children will be taken to the dining hall / supervised by lunchtime supervisors in their classrooms
- Y3 – Y6 - Teachers will take children out to play / to the dining halls

Year Group	Time			Play zone
Nursery	11.30 - 12.30	11.30 - Eat in EY Hall	11.45 - Play in Nursery Area	Nursery area
Reception	12.00 - 12.45	12.00 - Eat in Classrooms	12.15 - 12.45 in EY Playground	EY Playground
Year 1	11.45 - 12.30	11.45 - 12.10 - Play on Main Playground	12.10 - 12.30 - Eat in Classrooms 4 - Lunchtime Supervisors	Netball court area
Year 2	11.45 - 12.30	11.45 - 12.10 - Play on Main Playground	12.10 - 12.30 - Eat in Classrooms 3 - Lunchtime Supervisors	Muga area
Year 3	12.00 - 12.45	12.00 - Eat in EY Hall	12.15 - 12.45 Main playground	Netball court area

Year 4	12.00 - 12.45	12.00 - Eat in Dining Hall	12.15 - 12.45 Main playground	Muga area
Year 5	12.30 - 1.15	12.30 - Eat in EY Hall	12.50 - 1.15 - Main Playground	Netball court area
Year 6	12.30 - 1.15	12.30 - Eat in Dining Hall	12.50 - 1.15 - Main Playground	Muga area

## 6d) Lunchtime: arrangements

- Initially, from September **all children will be packed lunch:**  
**Children in Reception, Year 1 and Year 2** are entitled to Universal Infant Free School Meals  
 And a **packed lunch** will be provided for them from the school kitchen.  
 Any children who are eligible for **Free School Meals** will also be provided with a packed lunch from the school kitchen.  
**Any Children in Nursery and Years 3, 4, 5 & 6 must** bring in their own packed lunch from home.
- As soon as we are able to, a hot meal option will be reintroduced - started on 21st September
- Where children are eating in classrooms food will be delivered to the class
- Where children have brought in packed lunches these will be placed on year group trolleys or in designated areas in classrooms and taken to the lunch hall at the appropriate time.
- The 'Welcome in' will be available for designated children at set times
- Behaviour Incidents will be dealt with by the outside lunchtime staff / Pastoral Team on duty - The Reset room will be open for detentions as necessary.
- Children should wash hands before eating.
- Lunchtime Supervisors to wear face coverings throughout whole duty time. If handling food, gloves should be worn also.
- See plans for exiting and entering the school to limit mixing of bubbles.
- The stairs by Year 4 are the 'Down' stairs and the stairs near the Reset room are the 'Up' stairs to again limit the mixing of bubbles.
- The Lunchtime supervisors will manage the children returning to class on the playground and teachers will collect their classes promptly at the end of lunchbreak.
- Children in Years 1 - 6 to line up on the playzone area that they have been playing in during the lunchtime.
- First Aid: This will be manned by Lunchtime supervisors
  - Where possible, pass first aid items to child to do themselves e.g wipes
  - Usual first aid reporting should take place
  - Lunchtime supervisors will deal with minor injuries in their own year group bubbles and call for assistance where a second opinion is needed.
  - Wet dinner
    - Lunchtime supervisors to have class in years Nursery - Year 2
    - Years 3 - 6 - Lunchtime Supervisors patrol classes

## 7) PPE (Personal Protective Equipment)

### 7a) PPE VIDEO and guidance

ALL STAFF MUST WATCH: <https://www.youtube.com/watch?v=vs9ZMSghbck>

- Guidance from the Government states that most staff will not need PPE.

- Face coverings should be worn by all staff at all times outside of your classroom bubble. This includes all communal areas, corridors and outdoors including playtimes. When teaching in class bubble face coverings can be removed.
- Because face coverings are mainly intended to protect others, not the wearer, from coronavirus (COVID-19) they are not a replacement for social distancing and regular hand washing. Therefore please adhere to social distancing at all times, wherever possible.
- 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.
- If a parent requires their child to wear a mask, then they should contact the school office to discuss this. Staff should not assist with the mask or handle it in any way.
- No specific clothing is required to be worn and some staff may choose to wear clean clothes each day.
- The staff dress code is smart.
  - 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

## 7b) Putting on and Removing PPE

### Putting on PPE order

1. Apron
2. Mask
3. Eye Protection
4. Gloves

### Removing PPE order

1. Gloves
2. Apron
3. Eye Protection
4. Mask
5. Wash Hands

## 7c) Disposal of PPE

- General PPE waste to be double bagged and placed in your general lidded bin in your room.
- Symptomatic PPE waste to be double bagged and placed in the clinical waste bin at the front entrance of school
- Staff reusable face coverings must not be left on any shared surfaces and should be taken home daily and when not in use should be stored in a bag (e.g. zip lock sandwich bag)

## 8) Office & Communications

- The office will be open to essential visitors only, with parents encouraged to communicate via email or telephone.
- The office window will remain closed and an additional screen is in place to protect staff within the office.
- Parents that do need to enter the foyer must wear a face mask/covering and only one person is allowed into the foyer at any time.
- 2m distancing will be adhered to for those waiting to be seen.

- Parents may wish to speak to staff in the morning and after school, but Parents are encouraged to communicate using the office email [office@churchtown.org.uk](mailto:office@churchtown.org.uk) or ring the school office on 01704 508500 to make an appointment.
- Weekly newsletters will keep parents as up to date as possible and the website will also have all relevant information.
- No children or staff should enter the admin office, other than those staff designated to work in there.
- Requests should be made from the hatch or doorway

## 9) Evacuation procedures

- Keep social distancing whenever possible
- Exit through external doors
- Nursery and Reception: Assembly EY Playground
- Year 1 upwards: Assembly on Main playground
- Children to line up 2m apart from any other bubble ( Year Group) and spaced out as much as possible within their own class
- All other procedures remain the same
- See Invac and Evac plans for further information

## 10. Staffing

### 10a) 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.

### 10b) Critically Extremely Vulnerable Staff or Household

- All staff, including those who were shielding are expected to return to school in September.
- 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 and where necessary individual risk assessments are in place.
- School will continue to take advice from the Trust and local authority on the above.

### 10c) Staff Absence

- Absence should continue to be reported using normal procedures
  - Teaching staff - ring Mrs Payne, Support Staff - ring Mrs Taylor Kitchen Staff - ring Miss Rimmer , Office Staff ring Mrs Jackson and all staff must also ring the school office and leave a message or speak to a member of staff.
- Any staff required to self-isolate and who are well enough to do so, will continue to provide learning /video lessons for their class and will be deemed as remote learning. If they are ill while self-isolating, staff must contact the office and the absence will be recorded as sickness.

## 10d) Meetings and Communications

- Staff Meetings will take place on a weekly basis in the old hall from 3.30 – 4.30pm unless it is a twilight. Please refer to the timetable.
- SMT will take place every other Monday after school at 3.30 – 4.30pm in the staffroom commencing 7th September
- Leadership Team will meet every other Monday after school at 3.30pm in the heads office commencing 14th September
- Staff will be regularly updated via email regarding any necessary changes
- It may be necessary to have some meetings via Zoom - emails will be sent if this is the case.
- Staff are encouraged to share any suggestions or concerns with the leadership team so we can consider any changes to the arrangements.

## 11. Pupil Attendance

A letter to parents outlining the final plan was sent to all parents at the end of last term and is available on the parent app or the school website under latest news.

This outlines:

- What the provision will look like including timings, break and lunches, drop off and pick up arrangements, and before and after school care.
- Parents expectations
- What to do regarding absence and sickness
- Reminder of the key symptoms

### 11a) Which children should not attend school?

- Children who are extremely clinically vulnerable should discuss this with school
- Children who live with someone who is extremely clinically vulnerable are expected to return to school, but may wish to contact school to discuss this.
- 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.

## 12. Curriculum and Classroom

### 12a) 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 Reading and Phonics
- Following White Rose Maths and ensuring coverage of the areas missed 1st term
- Continue to offer a broad and balanced curriculum
- Plenty of opportunities for physical and outdoor activity
- Increased PSHE, mental health and well-being activities
- Increased opportunities within lessons for the following
  - Talk

## 12b) Blended learning

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

We also need to ensure effective provision is in place for those children who may need to self-isolate. Key consideration should include:

- Does the child have access to technology?
- Are we able to send paper versions of lessons?
- What aspects of training do staff need for Google Classroom?
- What can be recorded / streamed?

By the end of September, we will ensure a full blended / home learning policy and procedures are in place and additional preparations made.

## 12c) Assemblies

- Friday Praise assemblies will take place via Zoom run by the the Leadership Team
- Phase leaders will explore year group weekly assemblies via zoom
- We will explore opportunities for some hall-based assemblies when appropriate.

## 12d) Feedback to Pupils

- Children will continue to need reassurance and feedback from their teachers. However, this needs to be balanced with reducing the risk of staff touching lots of books.
- Teachers should increase self-marking, and should limit close proximity feedback.
- Books should not be taken home
- Books can be marked after a lesson but staff should wash hands before and after.

## 12e) Physical activity and Singing

- All physical or singing activities must only be done outdoors and with additional social distancing as transmission distances increase with these types of activities. This includes activities such as Go Noodle. We are waiting on further guidance from the DFE on this.
- Children should come to school in PE kit on their PE days. (navy blue tracksuit, white T shirt, navy or black trainers)
- RIK - Tuesday & Friday
- RS & RC - Wednesday and Friday
- RPC - Thursday & Friday
- Year One - Monday & Tuesday
- Year Two - Tuesday & Friday
- Year Three - Monday & Thursday
- Year Four - Wednesday & Friday
- Year Five - Monday & Thursday
- Year Six - Wednesday & 6B & 6SM - Monday & 6K & 6JM - Friday

## 12f) 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.
- The majority of children came in for the transition days

- Some children have had enhanced transition but will still need further support
- Parents are 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.

## 12g) 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.

The following plan is in place for September over a 3-week period from 14<sup>th</sup> September

- **Maths**
  - Early Years: Early adopter baseline
  - Year 1 : Fact Fluency assessment & Maths Passports
  - Year 2 to year 6: Year groups will complete the end of summer White Rose assessments for the previous year to assess children's current maths abilities. Teachers will also use Maths Passports to establish children's fact fluency.
- **English**
  - **Reading:** PM benchmarking to be completed as required
  - **Writing:** year groups to complete an author time
  - **Phonics:** assessments to explore individual phonic gaps
- **Parents involvement**
  - Results shared at Parents' evening (wb. 21st October tbc)
  - Core practice of learning at home
- Currently, all other statutory assessments (EYFS profile, Phonics check, KS1 SATs, Y4 tables check, Y6 SATs) are all due to take place.
- Children that will be in Year 2 in September will take a phonics test in autumn 2 and again in summer 2021 should they not meet the required level of achievement in autumn 2.

## 12h) General classroom guidance including use of resources

- Ensure good ventilation; keep windows open
- Consider outdoor learning and activities where possible
- **Nursery, Reception and Year 1**
  - Reduce / split resources into daily set up boxes  
At the end of the day quarantine shared equipment (5-day rotation of equipment) OR wash / wipe down equipment
  - Maximise outside learning and play
  - Sand and water can be used but replenished regularly
  - Support social distancing by removing multiple chairs from around tables
  - Encourage children to be outdoors or separate
- **Year 2 upwards:**
  - Tables facing forwards, in rows where possible
  - Children should be encouraged not to approach the teacher's desk.
  - 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.

## 12i) Curriculum restrictions

- **Inside**
  - Limited physical activity
  - No singing until further guidance
  - Minimise movement around room
- **Outside**
  - Physical activity lessons (including singing)
    - 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

## 12j) Use of External curriculum providers

- WLSP and music services and regular known supply teachers will be the only external provider for release.
- Face coverings should be worn by all staff at all times outside of your classroom bubble. This includes all communal areas, corridors and outdoors including playtimes. When teaching in a class bubble face coverings can be removed.
- Due to the nature of the role of taking lots of different classes strict 2 metres social distancing must be adhered to at all times.
- WLSP - **When you are inside a coaching zone is compulsory. The use of a coaching zone outside will remain optional however the 2m distance should be adhered to.**
- They will be briefed regarding expectations
- The hall is timetabled for use by WLSP
- Music lessons with Mr Pritchard and Music services such as WOPPS will take place in classrooms
- Children / staff will wipe down equipment after each use
- One member of staff should stay with WLSP and Music services

# 13. Dealing with suspected or confirmed cases of Coronavirus

## 13a) 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 in the Isolation room at the front of school. Basic PPE kits and additional material is centrally stored .
- Any child displaying symptoms will need to be taken to the isolation 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

## 13b) Confirmed case of coronavirus within school

- If a child or adult tests positive for Coronavirus they should self-isolate for at least 10 days and their household should also self-isolate for 14 days. All pupils in the bubble 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

### Self-isolation means the child/staff member should

- Not go to school, work or public places
  - Not attend any other out of school activities or go around to a friends house
  - Not use public transport or taxis
  - Not go out to shop – order it online or ask a friend to bring it to your home
  - Not have visitors in your home except for people providing essential care
  - Not go out to exercise – exercise at home or in your garden, if you have one
  - Inform GP practice or hospital or other healthcare setting that they are self-isolating if they must attend in person
- If the member of staff in the 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 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

## 14. Risk Assessment and Review

We have developed a comprehensive risk assessment which will be kept under review based on any new guidance and experience. The key indicator on the risk assessment is the residual risk for each aspect following the implementation of the control measures.

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

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.

(Published version 4: 20/10/2020)