



Covid-19

Returning to School

in September 2021 Plan

(Version 1)

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1. Background

The Department for Education published their latest Schools' Covid 19 Operation Guidance on 17th August which is the basis for our return to school documentation. Our plan takes note of guidance from various places including:

- [Department for Education](#)
- [Safe Working Practices guidance on PPE \(DFE\)](#)
- [Early years and childcare settings](#)
- [Responsibilities and duties for schools](#)

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 maintain 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 are 3 main strands;

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

System of controls

PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants. The way to control the virus is the same, whatever the variant. It will not spread if we avoid close contact with others.

Control Measures:

- 1) Ensure good hygiene for everyone
- 2) Maintain appropriate cleaning regimes
- 3) Keep occupied spaces well ventilated
- 4) Follow public health advice on testing, self-isolation and managing confirmed cases of Covid-19.

Wash your hands, wear a mask, keep your distance from others, and reduce your social contacts.
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In this section where something is essential for public health reasons, as advised by Public Health England (PHE), we have said 'must'. Where there is a legal requirement we have made that clear. This guidance does not create any new legal obligations.

This is the set of actions you must take. They are grouped into 'prevention' and 'response to any infection'.

If you follow the system of controls, you will effectively reduce risks in your setting and create an inherently safer environment.

Prevention

You must always:

1. Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school.
2. Ensure that individuals are able to use face coverings in recommended circumstances.
3. Ensure everyone is advised to clean their hands thoroughly and more often than usual.
4. Ensure good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach.
5. Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.
6. Consider how to minimise contact across the site and maintain social distancing wherever possible.
7. Keep occupied spaces well ventilated.

In specific circumstances:

8. Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary.
9. Promote and engage in asymptomatic testing, where available.

Response to any infection You must always:

10. Promote and engage with the NHS Test and Trace process.
11. Manage and report confirmed cases of coronavirus (COVID-19) amongst the [school](#) community.
12. 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-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 in school, children feel emotionally and physically safe through the use of our positive implementation of new requirements
- Ensure children have access to sanitising stations around the school to maintain good hygiene.
- 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 on school site

3. Bubbles

There is no longer a requirement to keep children within consistent groups or bubbles in school under general opening procedures. This means that children will be able to mix within their classes, year groups and around the school. Additional activities - such as Praise Assemblies - will also be reintroduced alongside a more flexible approach to curriculum delivery.

At Churchtown Primary School, we are continuing to implement a staggered lunchtime to ensure that mixing of children at lunchtimes is kept to a minimum.

Should the need arise, bubbles may be reintroduced for temporary periods to avoid mixing between groups of pupils or staff, as identified in the contingency plans.

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](#)'.

- Anyone with COVID-19 [symptoms](#) or a positive test result should stay at home and self-isolate immediately. If they have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.
- 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.
- From 16 August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:
 - you are fully vaccinated
 - you are below the age of 18 years 6 months
 - you have taken part in or are currently part of an approved COVID-19 vaccine trial
 - you are not able to get vaccinated for medical reasons

Fully vaccinated means that you have been vaccinated with an MHRA approved COVID-19 vaccine in the UK, and at least 14 days have passed since you received the recommended doses of that vaccine.

- There is no longer a requirement to wear a face covering or visor around the school site. Staff or visitors still wishing to wear a face covering may do so as a personal choice. However, law still expects and recommends that they are worn in enclosed and crowded spaces where you may come into contact with people you don't normally meet. This includes public transport and dedicated transport to and from school.
- Should the need arise for measures to be stepped up within the school, the need to wear face coverings may be reintroduced temporarily in line with DfE guidance and instruction from a director of public health.

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 report any positive cases within their household immediately to school via phone **01704 508500** or covid@churchown.org.uk
- 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 are feeling unwell with symptoms of Coronavirus. Staff should follow the usual absence procedures.
- Staff should be tested for Coronavirus 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

- 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.
- Footwear should be a closed shoe / trainers for PE days
- Each day, children can only bring their 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 should not be dropped off at the school office during the school day where possible.

4b) General Hygiene

Hand hygiene is very important and should continue to be carried out regularly including the start of the day, after any outdoor play, before and after lunch.

- Children should 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.
- Bins will be positioned away from children and staff in each room
- Classrooms will 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.
- 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: children should be reminded to wait outside toilet areas until they are free to use. Teachers will ensure that children only leave the class one at a time to use the toilets, to avoid congestion. Ensure children flush and properly clean hands afterwards. Staff should avoid being in the toilet areas.

4c) Staff Hand washing – specific guidance.

We recommend that staff hand washing / sanitising should take place at the following points:

- Before leaving for work
- On arrival at work
- At regular intervals
- Before and after eating, touching face
- After sneezing
- Prior to and after close contact with child

4d) Cleaning

Keeping your distance, washing your hands regularly, good respiratory hygiene (using and disposing of tissues), cleaning surfaces and keeping indoor spaces well ventilated are the most important ways to reduce the spread of COVID-19.

- 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, including areas such as door handles, emptying bins and cleaning surfaces and toilets.
- 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.
- 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 (especially in Early Years and KS1) used by children should be washed periodically with soap and warm water.

4e) Classrooms

There are no restrictions on movement around the classroom or school additional to normal school rules and procedures. However, class teachers should continue to be mindful of sharing of resources between classes within each year group and ensure items are cleaned where it is deemed necessary.

- 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.
- iPads – these should be wiped down between users.
- 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.
- The classroom door should be open to avoid touching of handles and enable increased ventilation.
- Consider sitting children who have additional vulnerabilities in places where there is less movement of children and better ventilation
- **In the ICT suite and Music rooms, where there are air conditioning units, the units must only be operated when the windows are open, so that fresh air can be circulated.**

4f) Distancing and adult to child contact

Social distancing measures have now ended in the workplace, however we would recommend that staff and children are still vigilant in school and have due consideration regarding close contact.

- 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, who may be clinically extremely vulnerable (CEV), and maintain a safe distance when communicating.
- In school, staff and children are encouraged to use a 'stay left approach' in communal areas and corridors..
- 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.
- In line with our marking and feedback policies, children are encouraged to self-mark and immediate feedback is used to move learning on rather than excessive marking of books.

4g) Specific Year Group guidance

- Parent and child groups in the Early Years setting can operate as normal and without restrictions on attendance.
- There are no limits on the number of people who can sing indoors or outdoors. Some activities, however, can increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more droplets as they breathe heavily, such as singing, dancing, exercising or raising their voices. The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices. In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful to follow the guidance on [keeping yourself and others safe](#).

4h) Outdoor Spaces

- Using the outdoors is encouraged although staff should be mindful of sun exposure or the need to keep warm. 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 at lunchtimes; year groups to have access to different parts of the playground in rotation.
- Equipment should be cleaned where deemed necessary.

4i) Staff shared equipment and spaces

Staff rooms

- There is no restriction on access to the use of staff rooms.
- Break out staff rooms can be used for those wishing to use them as follows:
 - Little Buds
 - Resource Room
 - Community Room - Early Years
 - Classroom areas
- Staff should be mindful of maintained close contact with other people and remain vigilant in keeping themselves safe.
- Staff are encouraged to maintain good hygiene and cleaning regimes, for instance, wiping down surfaces or handles on shared resources.
- Hand sanitiser, tissues etc should be readily available for staff.

Photocopy and other shared resources (phone etc.)

- If the PPA room is busy, please use the computing suite for any copying, particularly during busy periods or when PPA is on.
- Wash hands before and after using shared equipment; sanitiser or anti-bac wipes will be available by key shared devices
- Devices cleaned during the day, as per cleaning rota

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 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 avoid lots of children going to the toilet at the same time.
- For intimate care follow the protocols supplied and wear PPE

Year 1 and Year 2 - Toilets by 1LC:

- Where possible avoid lots of children going to the toilet at the same time.
- For intimate care follow the protocols supplied and wear full PPE:

Year 3 - Toilets on Main Corridor:

- Where possible avoid lots of children going to the toilet at the same time.

Year 4 - Toilets By Dining Hall:

- Where possible avoid lots of children going to the toilet at the same time.

Year 5 and 6 - Toilets upstairs:

- Where possible avoid lots of children going to the toilet at the same time.

Toilets at break and lunch

- If they need to use the toilet during outside time, break or lunch children should 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 class time.

4l) Testing for Staff

- All members of staff are provided with home testing kits using the lateral flow testing procedures.
- Staff should test themselves on a Monday morning and a Wednesday morning, before they come into school (or on the morning of your first working day of the week). Once the test is complete, you must report your results. If it is negative, you can come into work. If it is positive, you must not come into school, ring into the office and speak to a member of the Leadership Team staff must also book a PCR test.
Staff should continue to use twice weekly lateral flow tests until the end of September when this will be reviewed. Wherever possible, school will provide home testing kits, however, home testing kits can be ordered on line or collected from local chemists.

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.
- The external doors to school will open at 8.40am. School starts at 8.50am.
- We are continuing to encourage 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 continue to help ease congestion on the school yard.
- 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.

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)
- Children will exit the school building using the doors listed in the table below.
- Children must be collected on time.

DOORS AT THE BEGINNING AND END OF THE DAY	
Nursery	Nursery Entrance
Reception	RS, RPC, RJS - Classroom Doors RC - Reception Main Entrance
Year 1	11K & 1C Through Class Doors 1D & 1L - Through Little Buds Entrance
Year 2	Year 1 Side Entrance
Year 3	3B - Classroom Door 3E, 3HM - Old Hall Doors
Year 4	First Aid Entrance
Year 5	Back door
Year 6	Muga door entrance

- Please could families limit the number of parents that come on to the school site for drop off and pick up times to reduce congestion.
- The Leadership Team plus additional staff will be out in the mornings and after school to monitor children entering and leaving the school site.

5c) Wrap-around care

- Guidance is followed using the [Actions for out of school settings](#) documentation from the DfE.
- From Thursday 2nd September, Breakfast club will start daily 7.30am - 8.40am.
- Little Buds provision (our after school provision for Nursery and Reception children) will start on Thursday 2nd September.
- Fun4Kidz, After school club provision for Years 1-6 will start from Thursday 2nd September. Please contact Fun4Kidz on 0151 932 9218 for further details.

- Extra-curricular clubs will start as soon as possible in September. More information will be available in September.

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 to sign 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. The Class teacher will ring the office to inform them that a child has not been picked up.

6) Breaktimes and Lunchtimes

6a) Breaktimes: timings

	Break
Nurse	As required
Rec	As required
Year 1	10.15 – 10.25am
Year 2	10.30 - 10.40am
Year 3	10 - 10.10am
Year 4	10.45 - 10.55am
Year 5	11 - 11.10am
Year 6	11.15 - 11.25am

6b) Break time: arrangements

- Timings are as above
- The stairs by Year 4 are the 'Down' stairs and the stairs near the Reset room are the 'Up' stairs to ease congestion and contact on the stairs.
- Teachers and support staff will cover breaktimes on a rota.
- The MUGA area is timetabled daily for playtimes.

- 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
 - Usual first aid reporting should take place using the online incident reporting form.
 - 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

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

Nursery	Eat 11.30 Packed lunches in class Hot dinners in EY hall	Play 12 - 12.30
Reception	Eat 11.30 in EY Hall	Play 12.00 - 12.30
Y1	Eat 12.00 in EY Hall	Play 12.30 - 1 on EY Playground
Y2	Play 11.30 - 12.00 on Netball Court	Eat 12.00 - 12.30 in Main Dining Hall
Y3	Eat 11.40 - 12.00 in Main Hall	Play 12.00 - 12.40 on Netball Court
Y4	Play 11.50 - 12.30 on MUGA	Eat 12.30 - 12.50 in EY Dining Hall
Y5	Eat 12.30 - 12.50 in Main Dining Hall	Play 12.50 - 1.30 on Netball Court
Y6	Play 12.30 - 12.50 & 1.10 - 1.30 on MUGA end	Eat 12.50 - 1.10 in Main Dining hall

6d) Lunchtime: arrangements

Children in Reception, Year 1 and Year 2 are entitled to Universal Infant Free School Meals
And sandwiches (Deli) / hot meal option will be available will be provided for them from the school kitchen. Any children who are eligible for Free School Meals will also be provide sandwiches (Deli) / hot Meal from the school kitchen. Children in Nursery and Years 3, 4, 5 & 6 can purchase a sandwich (Deli), hot meal or bring in their own packed lunch.

- 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 should wear disposable gloves if handling food.
- 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
 - Usual first aid reporting should take place
 - Lunchtime supervisors will deal with minor injuries 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) Use of Personal Protective Equipment (PPE)

- [Guidance from the Government](#) states that most staff will not need PPE.
- If a child, young person, or student already has routine intimate care needs that involve the use of PPE, the same PPE should continue to be used.
- Additional PPE for COVID-19 is only required in a very limited number of scenarios and is available for use in first aid rooms and the isolation room within school:
 - if an individual child, young person or student becomes ill with COVID-19 symptoms and only then if close contact is necessary
 - when performing aerosol generating procedures (AGPs)
- 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.
- The staff dress code is smart.

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

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.
- Should parents need to enter the foyer, only one person is allowed into the foyer at any time.
- 2m distancing will be adhered to for those waiting to be seen.
- Parents wishing to speak to staff in the morning or after school, must communicate using the office email 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

- Staff, children and visitors should adhere to the school's Evac / Invac procedures.
- Exit through external doors
- Nursery and Reception: Assembly EY Playground
- Year 1 upwards: Assembly on Main playground

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.
- See the website for links to the safeguarding policy and the Covid addendum
<https://www.churchtown.org.uk/page/?title=Safeguarding&pid=55>

10b) Critically Extremely Vulnerable Staff

- All staff, currently classed as CEV are to follow the same guidance as a minimum as everyone else. CEV people may wish to think carefully about any additional precautions that may need to be taken.
- 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.
- Where required, a personal risk assessment can be completed with a member of the Leadership Team to ensure measures to protect CEV are in place.
- School will continue to take advice from the Trust, local authority and DfE guidance 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
 - Lunchtime staff - ring Mrs Wilson
- 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

- SMT will take place every other Monday after school at 3.30 – 4.30pm in the staffroom.
- Subject Leaders will meet every other Monday after school at 3.30pm in the staffroom.
- Leadership Team meetings will take place in the Leadership Office.
- Staff Meetings will take place in the main hall or staff room, unless it is more appropriate to conduct specific meetings via zoom.
- Staff will be regularly updated via email regarding any necessary changes
- 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

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

For children unable to attend due to Covid related reasons, remote learning will be provided to ensure that they have access to the learning taking place in school should they be fit and well enough to access it.

11a) Which children should not attend school?

- Any child who is feeling unwell with symptoms of Coronavirus should not attend school and should self-isolate for 10 days.
- Children under the age of 18 years and 6 months should continue to attend school if someone in their household is self-isolating, unless they are displaying symptoms or record a positive PCR test.

12. Curriculum and Classroom

12a) Adapted provision

Due to the impact of remote learning during the lockdown period, the school continues to put in place adapted provisions and a robust curriculum to address children's needs. This includes:

- Increased Reading and Phonics
- Following White Rose Maths and ensuring coverage of the areas missed and 'Ready to Progress' Criteria
- Targeted interventions for groups of children using catch up funding and educational recovery support
- Continue to offer a broad and balanced curriculum

- Opportunities for physical and outdoor activity
- Increased PSHE, mental health and well-being activities
- Increased opportunities within lessons for talk and reflection

12b) Blended learning

At school, we will continue to provide high quality, remote learning for pupils who require to use it from home. Our remote learning matches the work being undertaken in school, so that learning can be maintained in line with their peers.

Where appropriate, the school will work with families to put in place reasonable adjustments for children with special educational needs and disabilities (SEND) so that they can successfully access remote material.

We must continue to prepare and plan for another lockdown either of the whole school or of certain year groups. Follow this link to the website where you can find our Remote learning policy

<https://www.churchtown.org.uk/page/?title=Remote+Learning&pid=18>

12c) Assemblies

- Praise assemblies will be delivered to buddy groups and take place every Friday in the main hall by the Leadership Team
- Additional zoom and in class assemblies will be provided by the Leadership Team and class teachers.

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 continue utilising self-marking, and ensure that immediate feedback is given during lessons to assess learning that has taken place and move learning on.
- We recommend that books are not taken home to aid with work – home balance.

12e) Physical activity and Singing

There is no longer a restriction on singing inside for groups of people. Music lessons will be provided in line with curriculum maps in school to include singing. Due care and consideration should be given to the nature of the activities carried out inside, to minimise the spread of any infection.

Children should come to school in PE kit on their PE days. (navy blue tracksuit, white T shirt, navy or black trainers) as listed below:

RC - Tuesday & Friday

RS & RJS - Wednesday & Friday RPC - Thursday & Friday

Year One - Thursday & Friday

Year Two - Monday & Tuesday

Year Three - Monday & Tuesday

Year Four - Monday & Wednesday

Year Five - Monday & Thursday

6B & 6MB - Tuesday & Wednesday

6C & 6JM - Wednesday and Thursday

12f) Support for Vulnerable Pupils

- 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 continue to assess children due to the amount of time that has been affected through children learning from home. We are balancing the need to assess without adding to children's worry and the majority of assessments will be teacher based using formative assessments from day to day teaching in class.

The following plans are in place for the autumn term: -

Maths

- Early Years: Early adopter baseline
- Year 1 : Fact Fluency assessment & Maths Passports
- Year 1 to year 6: Year groups will complete pre and post learning unit assessments using White Rose assessments and White Rose 'Ready to Progress' Criteria.
- Years 5 and 6 to use Learning By Questions end of previous year assessments as a baseline from to support feedback and assessing gaps in children's knowledge.
- Teachers in Years 5 and 6 to use Learning By Questions to support feedback and assessing gaps in children's knowledge throughout the academic year.
- Teachers will also use Maths Passports to establish children's fact fluency, with an emphasis on times tables and number bond knowledge.
- Children in Year 4 are to focus on their times table knowledge using the ICT suite for continued practise and assessment of times table knowledge.
- Y6 Baseline MOCK SAT papers
- Y5 NFER Test papers

English

Reading:

- PM benchmarking to be completed as required: guided reading sessions to ascertain attainment.
- Y6 Baseline MOCK SAT papers
- Y5 NFER Test papers

Writing:

- Use of 'Writing for a Purpose' document
- Grammar Hammer weekly checks for KS2
- Half termly focused writing assessment
- Single Word Spelling Test to be completed for KS2 children
- Spelling checks using Jo Considine materials in Y4/5/6
- Y5 NFER Grammar, Punctuation and Spelling Test papers

Phonics:

- Read Write Inc is used to evaluate children's progress through the phases: use of TAs for in class interventions; linked reading resources; 5-a-day texts in EY, Year 1, Year 2 and Year 3.

Parents involvement

- Parents' meetings in Autumn 2 with class teachers
- Communication with parents in Y1 and EY using Tapestry
- Year Group email contact for parents.
- **Currently, all National Assessments will resume for the academic year.**
- Reception Baseline – within first 6 weeks
- KS1 (Y2) test period – May 2022
- Phonics Screening check week (Y1 / 2) – Week commencing 6th June 2022
- KS2 (Y6) SATS week – Monday 9th May – Thursday 12th May 2022
- Y4 Multiplication Check - Week commencing 6th June 2022

12h) General classroom guidance including use of resources

- Ensure good ventilation; keep windows open
- Consider where outdoor learning and activities can enhance the curriculum
- Where children move between classrooms for mixed groupings of classes (eg phonics), thought should be given to maintaining good cleanliness of the classroom areas and any cleaning of resources that may be required.
- **Nursery, Reception and Year 1**
 - Frequent cleaning of equipment and shared resources
 - Maximise outside learning and play
 - Sand and water to be replenished regularly
- **Year 2 upwards:**
 - Shared resources to be cleaned as necessary between use
 - Children to be encouraged not to wander around classes
 - Grouped working can resume within the classes
 - Movement of children between tables is permitted

12i) Curriculum restrictions

- There are no restrictions currently in place regarding curriculum delivery and normal teaching can resume within classrooms.
- Where shared resources are required, for example in music and PE, items should be cleaned between use.
- Access to a full program of assemblies will commence in the autumn term.
- Local educational visits will resume from September. When planning any visit, extra care and attention will be given to checking the suitability of any provider used, to ensure that they have sufficient financial protection in place as a result of the covid pandemic.

12j) Use of External curriculum providers

- WLSP and music services and regular known supply teachers will be the only external provider for release.
- Due to the nature of the role of taking multiple classes across various schools, providers may refer to social distancing measures.
- Shared spaces, such as the hall and rooms allocated for peripatetic music lessons are timetabled for use.
- WOPPS music lessons will take place in Y4 classrooms
- One member of staff should stay with WLSP and Music services during the lessons.

Educational visits to local sporting clubs can take place. Procedures should be followed as per the Educational visits policy for requesting a visit off site. An Evolve form will be completed for the visit to include full risk assessments from the school and provider.

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.
- Pupils, staff and other adults should follow public health advice on when to self-isolate and what to do. They should not come into school if they have had symptoms, have had a positive test result or other reasons requiring them to stay at home due to the risk of them passing on COVID-19 (for example, they are required to quarantine).
- 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 following the day they displayed symptoms or had a positive PCR test result. Members of the household should also self-isolate for 10 days unless the following applies:

- From 16 August, you will not be required to self-isolate if you live in the same household as someone with COVID-19 and any of the following apply:
- you are fully vaccinated
- you are below the age of 18 years 6 months
- you have taken part in or are currently part of an approved COVID-19 vaccine trial
- you are not able to get vaccinated for medical reasons

Close Contact

Close contacts will now be identified via NHS track and trace and the school will no longer be expected to undertake contact tracing. NHS will work with the positive case / their parents to establish close contacts and advise them if they need to self-isolate. NHS may contact school to ask for support in identifying close contacts. The school will continue to work with public health in the case of a local outbreak. In this instance, contingency plans may be put in place to 'Step Up' measures by temporarily introducing some further control measures.

Close contact is defined as:

- being coughed on, or
- having a face-to-face conversation within 1 metre, or
- having unprotected skin-to-skin physical contact, or
- travel in a small vehicle with the case, or
- any contact within 1 metre for 1 minute or longer without face-to-face contact
- extended close contact (between 1 and 2 metres for more than 15 minutes) with a case

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 friend's 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

14. Risk Assessment and Review

A comprehensive risk assessment will be kept under review based on any new guidance and experience and amended accordingly. 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 on the first page of the document