



Covid-19

Returning to School

in March 2021 Plan

(Version 4)

Version	Notes / Changes made	Date Published	Name
1	Updated for reopening on 8th March	02/03/21 to staff	B. Taylor
2	<p>12e) - Added in Yoga sessions permitted</p> <p>7a) - Changed to Face coverings to be worn at all times.If you require masks or visors please go to the leadership office to collect them.</p> <p>4a) - Added Parents should report any positive cases within their household immediately to school via phone 01704 508500 or covid@churchown.org.uk</p>	04/03/21	B. Taylor
3	5c) Changed - Fun4Kidz, After school club provision for Years 1-6 will start from Monday 8th March (Not September)	04/03/21	B. Taylor
4	Year 2 PE days - Tuesday and Thursday	05/03/21	B. Taylor

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1. Background

The Department for Education published their latest guidance for schools to return in March 2021 on the 8th March 2021.

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

- [Department for Education](#)
- [Safe Working Practices guidance \(DFE\)](#)
- [Full Opening of Schools Guidance \(DFE\)](#)

The plan also takes into account discussions held with Public Health following reports of the South African Strain of infection in the PR9 area.

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

System of controls

We know that the predominant new variant of coronavirus (COVID-19) is more transmissible however, PHE advice remains that the way to control this virus is with the system of controls, even with the current new variants.

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.

These additional measures will be reviewed in partnership with health experts to decide whether evidence suggests that these measures can be eased ahead of the summer term.

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 face coverings are used 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 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).
- Children from different classes will be on different tables when eating in the dining hall.
- Children will be encouraged not to play with people outside their class on the playground during breaks and lunchtimes.
- If there is a positive case within a class bubble, all children in that bubble will have to self-isolate for 10 days, along with close contacts. It may be that the whole year group has to self isolate - dependent on circumstances of the close contacts.
- 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 10 days from when the symptomatic person first had symptoms.

- Anyone on site must wear a face covering **at all times** around school and in the classroom (unless eating or drinking). If required, members of staff may pick up a visor and disposable masks from the Leadership Office. Visors should be cleaned at the end of each day using the antibacterial spray found in classrooms and at hygiene stations.

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
- 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 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 at all times on the school site
 - 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.
 - 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: **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 (**Please ensure that all white shirts are tucked in**), 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 plimsoles
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 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)
 - Cleaning or rotation arrangements for equipment where it has to be shared eg science

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 at lunchtimes; 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
- Break out staff rooms are available as follows to maintain social distancing:
 - Little Buds
 - Music Room
 - Resource Room
 - ICT Suite (Welcome in on 12 - 1)
 - Community Room - Early Years
- Main staff room in the main building to only be used by staff not allocated to year groups
- Staff must be socially distanced. We have removed furniture from rooms to prevent staff sitting together.
- Staff can go off site for lunch
- Staff can eat in their classroom space
- Disinfectant wipes should be used to wipe down shared equipment such as microwaves, fridges, kettles etc before and after use. We will promote this with staff.
- Hand sanitiser, tissues etc should be readily available for staff.
- 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 unless eating or drinking

Photocopy and other shared resources (phone etc.)

- When using the PPA room, there should only be 4 people in there at any one time. 2 on each table.
- If a staff member needs to use the photocopier in the PPA room, they should avoid using the PPA room machines during PPA sessions. During PPA sessions staff should use the computer suite.
- Staff members using the PPA room must wear a facemask whilst working, as this is a shared space.

- 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
- Face coverings should be worn by all staff at all times.

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. This includes all classrooms, communal areas, corridors and outdoors including playtimes.
- Communal areas outside the classrooms (such as tables and chairs) should only be used in line with any timetables agreed with the Leadership Team. Any group teaching or reading with a child should be conducted within the classroom..

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 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

4) Testing for Staff

- All members of staff are provided with home testing kits using the lateral flow testing procedures.
- On Monday morning, and a Wednesday morning before staff come into school (or on the morning of your first working day of the week), staff can test themselves. By doing this we will reduce the need to send bubbles home as staff won't have come into contact with anyone, if they are positive.

Test Kit

- The test kit contains 7 tests (and 7 of all the other bits you will need)
- The step by step guide in the box with a picture on the front should be discarded .. The one you will be given when you collect the kit, as well as the one attached to this email is the one to use.
- The step by step guide is self explanatory, the how to video is also attached

Reporting your results

- Once the test is complete you must report all results - positive/ negative/ void (see the website / number in the guide)
- 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

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
 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 are to 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

- Breakfast club is open 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) is open daily from 3.10 - 5.45pm
- Fun4Kidz, After school club provision for Years 1-6 will start from **Monday 8th March** -please contact Fun4Kidz on 0151 932 9218 for further details.
- Extra-curricular clubs will start after Easter. We will notify you of the timetable 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
Year 3	10.30 - 10.40am
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
- 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.
- Teachers and support staff will cover breaktimes on a rota
- The MUGA is not currently in use during playtimes for ball games.
- 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 Classroom	11.45 - Play in Nursery Area	Nursery area
Reception	12.00 - 1.00	12.00 - Eat in Classrooms	12.30 - 1.00 in EY Playground	EY Playground
Year 1	11.30 - 12.30	11.30 - 12.00 - Play on Main Playground	12.00 - 12.30 - Eat in Classrooms 4 - Lunchtime Supervisors	Netball court area
Year 2	11.30 - 12.30	11.30 - 12.30 - Play on Main Playground	12.00 - 12.30 - Eat in Classrooms 3 - Lunchtime Supervisors	Muga area
Year 3	11.45 - 12.45	11.45 - Eat in EY Hall	12.05 - 12.45 Main playground	Alternate between Netball court area Muga area
Year 4	11.45 - 12.45	11.45 - Eat in Dining Hall	12.05 - 12.45 Main playground	
Year 5	12.20 - 1.20	12.20 - Eat in EY Hall	12.50 - 1.20 - Main Playground	Alternate between Netball court area Muga & Adventure equipment area
Year 6	12.20 - 1.20	12.20 - Eat in Dining Hall	12.50 - 1.20 - Main Playground	

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.

Any 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 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. If you require masks or visors please go to the leadership office to collect them.
- 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 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.
- 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 expected to return to school **by 31st March**.
- 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
 - 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 commencing 8th March
- Leadership Team will meet every other Monday after school at 3.30pm in the heads office commencing 15th March
- Staff Meetings will currently take place via zoom until it is safe enough to resume face to face meetings
- 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

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 10 days.
- Any child who lives with someone who has symptoms of Coronavirus should not attend school and self-isolate for 10 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 and 'Ready to Progress' Criteria
- 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
 - Reflection

12b) Blended learning

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=180>

12c) Assemblies

- Praise assemblies will take place via Zoom run by the the Leadership Team
- 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.
- Yoga sessions in the hall are permitted.
- 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 & Thursday
- 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

- 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 return to school:

- **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.
 - Teachers in Years 5 and 6 to use Learning By Questions to support feedback and assessing gaps in children's knowledge.
 - Teachers will also use Maths Passports to establish children's fact fluency, with an emphasis on times tables and number bond knowledge.
- **English**
 - **Reading:** PM benchmarking to be completed as required: guided reading sessions to ascertain attainment.
 - **Writing:** Use of 'Writing for a Purpose' document: ongoing spelling assessments and grammar and punctuation checks.
 - **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 and and Year 1.
- **Parents involvement**
 - Parents' meetings in Summer 1 - it is yet to be confirmed as to how these will take place, in order to manage health and safety in the school
 - Reporting to parents in Summer 2
 - Communication with parents in Y1 and EY using Tapestry
 - Year Group email contact for parents.
- **Currently, all National Assessments have been canceled for the remainder of this academic year. Teacher Assessments will be provided at the end of the school year in line with the school's reporting to parent procedures.**
- Year 2 have taken their Phonics test in the Autumn Term

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 in school.
- 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 10 days. All pupils in the bubble and those who they have been in close contact with should also self-isolate for 10 days. Any wider isolation or closure will be discussed with Public Health England using the following guidelines for what is deemed close contact:
 - 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 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 on the first page of the document