



Plan for Wider Opening

30th May, 2020 Update

Introduction

Throughout the period of lock-down we have remained open and had anywhere between 15 and 30 key workers' children attending. Initially, as you know from the previous plan issued, we intended to welcome back, on June 8, 2020, children in the priority year groups: pre-school, foundation stage, year 1 and year 6. However, since asking parents to complete our on-line surveys, our plan has had to change significantly.

Our survey has shown, unlike many schools that would seem to have far fewer key workers or at least far fewer needing their children to return, that we can expect more than 120 children of key workers to return immediately or soon after June 1.

This presents us with a huge capacity issue as school is currently operating with a much diminished staff (teachers and learning support assistants) due to shielding. We also further reviewed our risk assessments and remained very concerned on two significant points of risk for which we could not find any further mitigation, these being:

- key workers' children being together for before and after care and then mixing with their normal year group class bubbles for the rest of the day
- the size of the key workers' children groups which would have been far in excess of the Government guideline of 15.

In this, our revised plan, there will be NO mixing within our bubbles consistent staff members (no shared support staff) and no pupil group bubbles in excess of 15 (apart from pre-school which will be two groups of 9, kept as separate as possible giving a total of 18 within the pre-school base).

Government guidance asks schools to prioritise key workers above all other groups.

Given the above, we must now inform you that we can ONLY provide for key workers' children (in any year group) and have no capacity to welcome back non-key worker children in ANY of the priority year groups.

To reiterate, **we will be expecting just key workers' children who have been using the key worker provision up to now OR who have indicated on our new key worker survey that they need to start using the provision.**

Also, given that we will now have so many pupils back we **no longer have the capacity to provide before or after school care for any year group other than pre-school pupils.**

ALL year groups will finish on Friday lunchtime at the allotted time (this means there will not be after-care for pre-school pupils on a Friday).

Net capacity and organisation of teaching - by year group

Staff not able to be in school will largely take responsibility for continued provision of on-line learning.

- Pupils in all year groups will be organised into class bubbles, in the pre-school into two groups of 9, (albeit in the same class base but kept as separate as possible) and in foundation stage to year 6 into bubbles of no more than 15. Staff will group the bubbles taking into account factors such as gender, ability, additional support needs and friendships.
- The children will have different playtimes and lunchtimes in defined areas, keeping them segregated from other class bubbles.
- **ALL children in school will need a packed lunch as no hot dinners can be served** (see 'Lunchtime Plan' section).
- **ALL children no matter what year group, will be in 5 days a week but with a half-day on a Friday.**
- There will only be before and after school care for pupils in the pre-school (as usual from 7.45am to 6.00pm) but with no aftercare on a Friday. There is not before and after school care for pupils in any other year group.
- All children will be taught in their usual year group class bases but not necessarily by their usual class teacher.

Pre-School

The system we will put in place enables key workers' pre-school children to be with the staff they are familiar with in their normal setting, including now, for their before and after school care.

- There is no rota, so key workers' pre-school children will be in every week.
- Pupils in the pre-school will be in 5 days a week, Monday to Friday with a half day on a Friday.
- We are offering full days i.e. 9.20am to 3.30pm, Monday to Thursday and half-day on a Friday finishing at 12.30 but parents can opt, as previously, to be in for less time.
- Before school care, Monday to Friday will be in the pre-school base and is available from 7.45am by arrangement. After school care for pre-schoolers will also be in the pre-school base and is available Monday to Thursday, until 6pm, again by arrangement.
- The 18 pupils will be split into two groups of 9 pupils and will be kept as separate as possible but all preschool staff, by necessity will work across both groups.
- Pre-School children will be spending a significant amount of time outdoors, in order for us to keep the groups as separate as possible. ALL children need to come to Pre-School wearing sun cream and with a sun hat.
- **Social distancing will be impossible to enforce, and we will not attempt to do so in the pre-school although we will limit contact of the two groups.**

Foundation Stage (Reception)

The system we will put in place enables key workers' foundation stage children to be with staff they are familiar with, in their normal setting.

- There is no rota, so key workers' foundation stage children will be in every week.
- Pupils in the foundation stage will be in 5 days a week, Monday to Friday with a half day on a Friday.
- Key Workers' children in the foundation stage will be based in their normal class area with a familiar foundation stage teacher, Miss Murdock and a learning support assistant in a single bubble of no more than 15 children.

- **Social distancing will be impossible to enforce, and we will not attempt to do so in the foundation stage.**

Year 1

- Pupils in year 1 will be in 5 days a week, Monday to Friday with a half day on a Friday.
- Key Workers' children in year 1 will be in their normal year 1 area divided into 2 bubbles of no more than 15 children, with Miss Rabheru and Miss Wyatt each taking lead of a bubble, with the support of learning support assistants that are consistent to each bubble (no sharing of staff between bubbles).
- The year 1 base will be physically divided in two and separate toilets will be used by each bubble.
- **Social distancing will be impossible to enforce, and we will not attempt to do so in year 1.**

Year 2

- Pupils in year 2 will be in 5 days a week, Monday to Friday with a half day on a Friday.
- Key Workers' children in year 2 will be in a single bubble of no more than 15 children with Mrs Chadwick/Mrs Santy, in Mrs Chadwick's year 2 classroom, with support of a learning support assistant.
- The year 2 bubble will have exclusive use of a toilet.
- **Social distancing will be impossible to enforce, and we will not attempt to do so in year 2.**

Year 3

- Pupils in year 3 will be in 5 days a week, Monday to Friday with a half day on a Friday.
- Key Workers' children in year 3 will be in their normal year 3 classroom base. There will be two bubbles of no more than 15 children with Miss Benjamin and Miss Rose each taking lead of a bubble, with the support of learning support assistants that are consistent to each bubble (no sharing of staff between bubbles).
- The year 3 bubbles will each have exclusive use of a toilet.
- **Social distancing will be encouraged within the classroom but given the confines of the classrooms the pupils cannot be guaranteed to be 2m apart. When outdoors at play we will not be enforcing social distancing in year 3.**

Year 4

- Pupils in year 4 will be in 5 days a week, Monday to Friday with a half day on a Friday.
- Key Workers' children in year 4 will be in one of their normal year 4 classrooms with Mr Healey taking the lead of a single bubble of no more than 15 children, with the support of a learning support assistant.
- The year 4 bubble will have exclusive use of a toilet.
- **Social distancing will be encouraged within the classroom but given the confines of the classrooms the pupils cannot be guaranteed to be 2m apart. When outdoors at play we will be expecting year 4 pupils to socially distance.**

Year 5

- Pupils in year 5 will be in 5 days a week, Monday to Friday with a half day on a Friday.
- Key Workers' children in year 5 will be their normal year 5 classroom base. There will be two bubbles of no more than 15 children with Miss Smith and Mrs Bailey each taking lead of a bubble,

with the support of learning support assistants that are consistent to each bubble (no sharing of staff between bubbles).

- The year 5 bubbles will each have exclusive use of a toilet.
- Social distancing will be encouraged within the classroom but given the confines of the classrooms the pupils cannot be guaranteed to be 2m apart. When outdoors at play we will be expecting year 5 pupils to socially distance.

Year 6

- Pupils in year 6 will be in 5 days a week, Monday to Friday with a half day on a Friday.
- Key Workers' children in year 6 will be in one of their normal year 6 classrooms with Mrs Barrs taking the lead of a single bubble of no more than 15 children, with the support of a learning support assistant.
- The year 6 bubble will have exclusive use of a toilet.
- Social distancing will be encouraged within the classroom but given the confines of the classrooms the pupils cannot be guaranteed to be 2m apart. When outdoors at play we will be expecting year 6 pupils to socially distance.

Arrival to and departure from school

- There will be a **staggered start** and end to each day, the purpose of which is to help enforce social distancing of both pupils and parents. There will be a one-way system for arrival of parents and children depending upon the entrance used.
- When you arrive at school, staff in high visibility vests and signage will make it clear which entrance to use and where to go. Where possible we will have one-way systems in place to help keep everyone as safe as possible.
- We ask you to arrive to drop off children and collect them at the specified times and to keep your children with you so they do not play with other children who could be in a different class 'bubble'. This is important as any mixing of pupils will negate the segregation that we are aiming to enforce. To start with, class-based staff will be outside to welcome pupils and parents to ensure they know where to go.
- We ask that only one parent brings their child to school as this will minimise the number of adults on site.
- We will strictly require adults NOT to enter the class bubbles and ask that parents do not go to the school; please only contact by telephone or email.

Arrival times

If you have children in multiple year groups then to make it easier for you, you are welcome to arrive with your children at the LATEST drop off time but it is important not to arrive at the earliest time and then have to wait.

We urge parent not to come on site unless strictly necessary i.e. to drop off our younger pupils. We would prefer children from year 4 upwards to be left by parents to come in through the school gate by themselves. Children will gather on the first day in the areas assigned below if mentioned but pupils in year 3 and upwards will in future, if not on the first day, go straight to their classrooms at the allotted arrival times (please no earlier). Morning line-up points, where still needed, may change as we move forwards

As has been the case previously, keyworkers may continue to have their children at home when their work patterns allow.

- **Pre School** – children needing before school care, start at the agreed time (from 7.45am – via main pedestrian gate and head to the pre-school playground gate). For those not needing before school care, start time of 9.20am (via main school pedestrian gate, then the Pre School playground gate, parents exit via vehicle gate).
- **Foundation Stage (Reception)** – 8:50am to 9.10am drop off window (via secondary pedestrian gate and down ramp to wait in the FS playground, parents exit via same ramp and gate).
- **Year 1 and 2 pupils** – 9.00am to 9.10am drop off window (via main pedestrian gate and head to caged playground behind the school, parents exit via vehicle gate).
- **Year 3 pupils** to main playground near hall 8.50 to 9.00am drop off window (via main pedestrian gate and head to main playground near the hall, parents exit via vehicle gate). Miss Benjamin’s class to enter and leave via her fire escape and the other class via main entrance.
- **Year 4 pupils** to go straight to year 4 classrooms at 8.50 to 9.00am drop off window (via main pedestrian gate).
- **Year 5 pupils** - 8.40am to 8.50am drop off window (via secondary pedestrian gate and down ramp to wait, on the first day in the caged playground but on future days to go straight to class using given, separate entrances).
- **Year 6 pupils** – 8.40am to 8.50am drop off window (via main pedestrian gate, heading straight to Mrs Barr’s classroom).

Departure Times

If you have children in multiple year groups, please wait with your other child(ren) in a playground in a socially distanced manner, not allowing your child(ren) to play with other children.

Friday is a half day only and will finish at 12.00 midday for preschool, FS and years 1, 2 and 3 and at 12.15pm for years 4, 5 and 6. Friday lunchtime pick-up points are the same as below.

- **Pre-school** – 3.30pm (parents via main pedestrian gate then the Pre School playground gate and leave with children via vehicle gate or pedestrian gate, as by this time most pupils will be off-site).
- **Foundation Stage (Reception)** – 3.15pm (parents enter via secondary pedestrian gate and down ramp to the FS playground, parents exit with children via same ramp and gate).
- **Years 1 and 2** – 3.15pm (parents via main school pedestrian gate and head to caged playground at the rear of the school, parents with children exit via vehicle gate).
- **Year 3** – 3.15pm (parents via main school gate and wait in main school playground, parents with children exit via vehicle gate)
- **Year 4** – 3.15pm (via main school pedestrian gate and wait near year 4 mobile classrooms, parents children exit via vehicle gate)
- **Year 5** – 3.00pm (via secondary pedestrian gate and down ramp to wait in the caged playground and leave via the main vehicle gate)
- **Year 6** – 3.00pm (parents via main school pedestrian gate and head to and wait in main school playground near the hall, parents with children exit via vehicle gate).

Movement around the school

- All but essential movement around the school will be avoided. Staff will ensure movement out at break and lunchtimes is also done in a staggered way. No use will be made of the computer suite or library and there will be no school assemblies.
- A one-way system will be imposed in the corridor between the office and main staffroom and staff toilets (office to staffroom one way so exiting toilets or staffroom will mean exiting the via the Premises officer’s room).
- One way systems will be in place for parents arriving with and collecting children.

- Children will enter and exit classrooms using separate doors wherever possible. As much as is possible without compromising fire risk, shared doors will be left open (many of our doors are on an automatic system that closes them if the fire alarm goes off) in order to reduce the number of times they are touched by pupils and staff
- Learning outdoors will be encouraged (still maintaining segregation of class bubbles).
- Hand sanitiser/ hand washing will be a requirement upon entry or re-entry to every classroom and on exit at the end of the day.

SEND Support

- We will endeavour to meet the provision needs as indicated in children’s EHCPs, whilst “It may not be possible to provide the full range of provision set out in the Plan and it may be necessary to make different arrangements.” (Planning Guide for Primary Schools, Gov.uk), However, we are aiming for pupils to have their usual one to one classroom support.

Safeguarding

- The Senior Leadership Team will continue to support the needs of all children in the school.
- Designated Safeguarding Leads will continue to be on site every day.
- This will include adherence to the Keeping Children Safe In Education guidance with regard to safeguarding all children.
- Senior staff members/Designated Safeguarding Leads will carry out ‘check ins’ with vulnerable families not accessing school

Playtime plan

- Children will have staggered, well supervised playtimes, with class bubbles playing in defined areas, segregated from other class bubbles.
- We deliberated greatly over this but we also will be asking Year 4 to 6 pupils to socially distance at break and lunchtimes as well as when indoors.
- Pupils in the Pre School and Foundation Stage will have access to their usual areas throughout the day but the class bubbles will be kept separate from each other as much as possible.
- The adventure playground will not be used by bubbles.

Lunchtime plan

- **ALL children in school, if staying over lunchtime will need a packed lunch.** We feel this is better rather than having hot dinners prepared in the kitchen by additional staff and it resolves the issue of potentially multiple children from different class bubbles needing to use the hall and hall toilets.
- Children in the pre-school remaining at school for after-care, will get their usual evening supper.
- Pupils entitled to Pupil Premium will continue to get supermarket food vouchers over this period.
- Class bubbles will eat within their groups, separated from other pupils and possibly outside if weather permits. They will then play, also in segregated groups in identified areas of the playgrounds/field, as at playtime.
- At lunchtime pupils will go to their normal class bubble toilets (apart from the two year 1 bubbles in the normal Year 1 classrooms and the year 2 bubble who would have too far to go; these three

groups will be the only groups to use the three hall toilets that are available (one allocated to each bubble).

Cleaning, hygiene and PPE

- We will be implementing regular and rigorous hygiene, including: 'Catch it, Bin it, Kill it,' with tissues and new lidded pedal bins in every class; rigorous hand washing on a very regular basis; pump dispenser soap (no bars of soap) in all toilets and classrooms; paper towels as well as alcohol dispenser units in classrooms and at other key points. Prior to the lockdown we had air driers installed in all toilets and have removed old 'roller towel' units. We have managed to allocate each class bubble their own toilet for their exclusive use.
- Staff will have PPE available to them should pupils become unwell or need support for intimate care but will otherwise will NOT be using face masks or gloves routinely unless a greater risk is identified. Pupils are not required to wear masks or gloves.
- We will be aiming to have maximum ventilation for all classrooms and if the weather permits, open windows and doors as much as possible.
- There will be an enhanced level of cleaning in school with toilets cleaned multiple times a day. In addition to the normal end of day cleaning we are having extra cleaning done before and after lunch, with a cleaner also on site for most of the day to do a constant round of cleaning priority areas that we identify (e.g. toilets, door handles).
- Unnecessary items have been removed from classrooms and especially those that are difficult to clean e.g. soft toys, rugs, cushions and throws.

Toilets

- Class bubbles will have their own toilets, unused by other bubbles (apart from in Pre School where the toilets will have an enhanced level of cleaning). Toilets will be cleaned multiple times per day.
- Only one child at a time will use each toilet facility.
- Over playtime, children in each bubble will be expected to use only their allocated toilets

Staff rooms and offices

- Staff will aim to socially distance as much as is possible.
- Staff will not congregate in the staffroom as normal, as with the number of staff in, social distancing would not be possible given the confines of the room. At least one other room will also be used to enable staff to be socially distanced. In staff areas, chairs have been removed and the spaces reorganised. These measures should help to protect our class bubbles.
- Disinfectant spray will be available to staff within classrooms and toilets.
- Staff should use hand sanitiser when entering and leaving offices and classrooms
- Staff toilets will be available as usual, but again social distancing and hygiene must be observed. Only one member of staff should use the toilets at a time.
- Our school office will be open for the duration that children are in school. However, parents should avoid coming to reception and should call or email the office with any query.

Classroom expectations

- Furniture will be organised within classrooms to ensure pupils are sat as far away from each other as possible, particularly in years 3 to 6 but within the confines of our classrooms we cannot guarantee that they will be 2m distant from each other.
- Pupils from year 1 upwards will not sit together on the carpet at any time.
- We are aiming for our older pupils, particularly those in year 3 and up to socially distance when at school but we CANNOT guarantee that this will always be the case as pupils may gravitate towards each other and whilst a slightly lower risk, they may pass by each other in the classroom or when moving around the school and at these times may be closer than 2m.
- Whilst it is possible and easier to enforce social distancing with our older pupils (i.e. year 3 upwards), we do not feel it possible or reasonable to do so with younger pupils i.e. we will not be enforcing social distancing within our preschool, foundation stage, year 1 or year 2 class bubbles. We do, however, expect to keep our bubbles separate from each other.
- Staff will insist upon hand washing/use of sanitiser throughout the day.
- Children will be very well supervised and will not leave their class bubbles other than (usually) one at a time to use the identified toilets or when going out to play or to lunch. No children will be asked to complete errands such as taking something to the school office or another classroom.
- Mr Evans our PE coach will work Wednesday to Friday with different class bubbles but will be socially distanced from them and will work almost exclusively outside. If weather is poor, the hall may be used but NO PE equipment will be shared by class bubbles. If PE equipment IS required it will be allocated to each class bubble for their exclusive use. Any PE we do will be of the type that minimises contact between pupils e.g. passing skills if playing football but no tackling. Gym apparatus in the hall will not be used. When the hall is used, only the single use disabled toilet should be used. This toilet will receive an enhanced regularity of cleaning.

Expectations of children

- Parents should let us know, as normal, if we are not to expect children in school, for example due to normal illness.
- Parents with their children must arrive promptly at the given times and only attend school if they, or a member of their household do not have symptoms of COVID-19. If any child has symptoms of or is diagnosed with the virus, school must be informed.
- **The Government have confirmed there will be no penalties, including fines, for non-school attendance at this time.**
- Pupils should come in their school uniform and should have their PE kits available every day as normal.
- Children should bring a named water bottle to school as water fountains have been turned off.
- We ask pupils NOT to bring toys or other items from home.
- For the time being **we will not require pupils to bring in book bags as we will not be changing books to take home.**
- Children must use sanitiser/ wash their hands regularly when in school and we suggest, before and after school.
- Children must not share possessions (including clothing or food) with others.

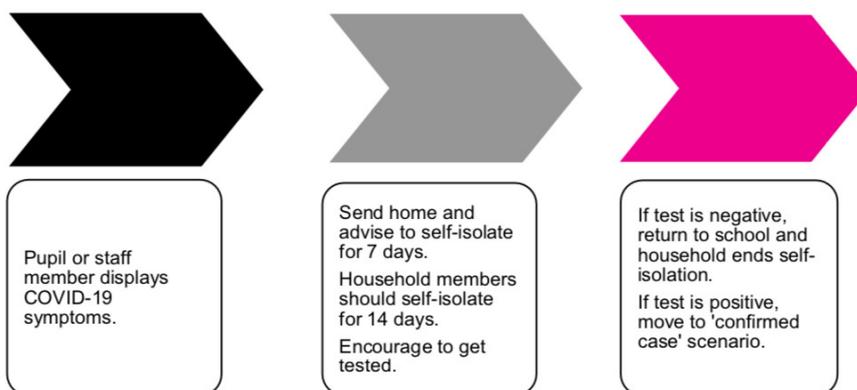
What happens if there is a confirmed case of Coronavirus in our school?

If a pupil develops symptoms, we will err on the side of caution and will isolate the child and parents will be required to collect the child immediately. Equally, if a staff member develops symptoms they will be sent home immediately. If a pupil or staff member in any class bubble has symptoms, following government advice, the individual will need to self-isolate for 7 days and the rest of household for 14 days. Self-isolation can end if the child or staff member with symptoms is tested and the result is negative.

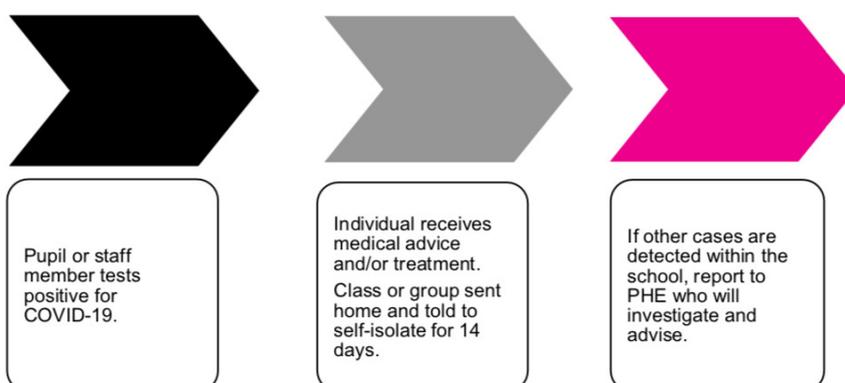
All staff will be tested if they develop symptoms following guidance and availability of tests to our school's keyworkers. If any staff member or pupil is confirmed as having Covid 19 you will be informed immediately and the entire bubble of pupils and staff will be directed to self-isolate for 14 days.

We will be very open with all parents and not just to parents of children in each bubble. If a single child or adult in school is confirmed as having the virus we shall inform ALL parents and staff members; nothing will be hidden from you. If there is a confirmed case of Covid 19 in the school further advice will be sought from the Local Authority and if necessary, Public Health England who have committed to moving very quickly with further preventative measures should a wider outbreak be detected within a school. We will not hesitate to shut the entire school if we are directed to or if we feel it is necessary.

Actions if a pupil or staff member shows COVID-19 symptoms



Actions if there is a confirmed case of COVID-19 in a school



Summary

In the spirit of complete transparency, we cannot say that we can provide an environment where all risks are eliminated. However, we cannot do that in a 'normal' school environment either. Our plans have been created to ensure that we have an environment where risks are managed to a level that we feel is appropriate and as much as possible is in line with Government guidance.

No doubt our plans will have to change as we go along. This is an unprecedented situation and whilst we are well versed in identifying and managing risk, we find ourselves in uncharted territory. We commit to being open and frank with you at every turn and will continue to do all we can to educate your children and keep them as safe as is possible at this difficult time.

- Having read our plan and seen our risk assessment, **you** must make a decision as to whether you consider it safe, at this time, to return your child to school
- We will continue to provide on-line work for children in each year group, recognising that not all key workers may wish to return their children to school yet.
- These plans may change at any time.

Updated 30th May 2020