

Planning for the reopening of schools

Government guidance:

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

Rationale for the proposed plan:

Schools have been asked to extend their opening from 'Key worker' and 'Vulnerable Children' to include YR Y1 and Y6 from 1st June 2020 and extending to other year groups if feasible as the weeks progress.

Taking in to consideration the guidance above and the Risk Assessment for the school the following 'pods' have been identified. Guidance states:

- Children should not be in groups of more than 15 children (to facilitate social distancing) – but this may be lower if the building/ group/ space/ children is Risk Assessed as being less
- Children should remain in the same 'pods' and not move between pods during the day or across the week(s)
- Staff should be linked to one 'pod' and should not move between 'pods' – to limit the risk of contamination from one group to another

Ruby Class

Reception Pod 20 on roll

Allocated staff:

TA1

TA2

At times this group may be subdivided in to:
Reception Pod A
Reception Pod B

Or

Rec Pod + EH

Maximum Pod size: 15
Allocated Places 12 + 1V

Available spaces: 2

Breaks covered each other

Additional staff member at lunchtime in identified outside area (MTA) to enable Pod staff to take toilet and lunch break

From Thursday 4th June



Reception Pod Arrival: 9.00 – 9.10

Registration 9.10am

Entry: Rear gate – met by TA and directed to Class – reminded of Social Distancing etc
Parents & children to queue in Rockside; social distancing (SD) marks to be indicated in yellow spray paint on the ground

Break TBD - staff to cover each other for toilet/coffee break

Lunch: 12.00 – 12.30

(15 mins eat 15 mins play on field)

(MTA) to join group on field with agreed resources etc

12-00 - 12.15 set up ready for children – agree any resources and collect


12.15-12.30 with children and 1 Ruby Pod member of staff)


12.30 – MTA to set up for Y1 Pod (different 'clean' resources)



1.00pm MTA to clean all resources and put away

1.15 MTA to leave

End of Day Reception Pod Depart: 3.00pm (prompt)

	<p>Parents to wait in Rockside on SD marks – Teacher to match children to parent – children depart promptly. Children to wait as instructed (SD marks on playground)</p> <p>End of the day 3.00 -3.30 TAs to clean all classroom resources / equipment used Cleaner will clean the rooms/ furniture etc 3.00 – 3.30 On site Teacher Planning and Preparation for the following day + monitoring of SeeSaw NB Toilets to be relabelled: <ul style="list-style-type: none"> - LH side RUBY – Reception (Boys and Girls) - RH side EMERALD Y1 (Boys and Girls) </p> <p>Two members of staff allocated to the Pod enables a Cleaning Rota to be established in line with RA through the day – Toilets/ door handles/ taps/ surfaces etc</p> <p>Two staff members have been allocated to each Pod – this means that throughout the day the teacher should be able to release themselves for short periods (in the classroom) to monitor See-Saw whilst the children in the pod complete set activities</p>
<p>Emerald Class Year 1 Pod (13 on roll)</p> <p>Allocated staff: Teacher TA</p> <p>At times this group may be subdivided in to: Y1 Pod B Y1 Pod A Or Y1 pod + SEND (V)</p> <p>Maximum Pod size: 15 Allocated Places 6 + 1EHCP</p> <p>Available spaces: 8</p> <p>Breaks covered each other</p> <p>Additional staff member at lunchtime in identified outside area (MTA) to enable pod staff to take toilet and short lunch break</p>	<p>From WEDNESDAY 3rd JUNE</p>  <p>Y1 Pod Arrival: 9.20 – 9.30 Registration 9.30am</p> <p>Entry: Rear gate – met by TA and directed to Class – reminded of Social Distancing etc</p> <p>Parents & children to queue in Rockside; social distancing (SD) marks to be indicated in yellow spray paint on the ground – Children MUST not enter early with Reception – parents will be advised not to come early.</p> <p>Break TBD - staff to cover each other for toilet/coffee break - Field</p> <p>Lunch: 12.30 – 1.00 (15 mins eat 15 mins play on field)</p> <p>(MTA) to join group on field with agreed resources etc (12-30 – 12.45 organise 12.45-1.00pm with children and 1 Emerald pod member of staff) 12.30 – MTA to set up for Emerald 1.00pm MTA to clean resources and put away 1.15 DP to leave</p> <p>End of day Y1 Pod Depart: 3.15pm (prompt) Parents to wait in Rockside on SD marks – Teacher to match children to parent – children depart promptly. Children to wait as instructed (SD marks on playground) ?</p> <p>End of the day 3.15 -3.45 TA to clean all classroom resources / equipment used Cleaner will clean the rooms/ furniture etc</p> <p>3.15 – 3.45 On site Teacher Planning and Preparation for the following day + monitoring of SeeSaw</p> <p>NB Toilets to be relabelled: <ul style="list-style-type: none"> - LH side RUBY – Reception (Boys and Girls) - RH side EMERALD Y1 (Boys and Girls) </p> <p>Two members of staff allocated enables a Cleaning Rota to be established in line with RA through the day – Toilets/ door handles/ taps/ surfaces etc</p>

	<p>Two staff members have been allocated to each Pod – this means that throughout the day the teacher should be able to release themselves (in the classroom) to monitor See-Saw whilst the children in the pod complete set activities</p>
<p>Sapphire Class Key Worker Pod Y (2) /3/4/</p> <p>Allocated staff: Teacher A 0.6 Teacher B 0.4 TA</p> <p>At times this group may be subdivided in to: KW Pod A KW Pod B</p> <p>Or KW Pod + SEND</p> <p>Maximum Pod size: 15 Allocated Places 9</p> <p>Available spaces: 6</p> <p>Breaks covered each other Additional staff member at lunchtime in identified outside area (MTA) to enable Pod staff to take toilet and short lunch break</p>	<p>From TUESDAY 2nd JUNE</p>  <p>KW Pod Arrival: 9.00 – 9.10 Registration 9.10am Entry: Front gate – met by TA and directed to enter school via the pupil entrance – reminded of Social Distancing etc Parents & children to wait against the far wall in area zoned facing the school; social distancing (SD) marks to be indicated in yellow spray paint on the ground – Children MUST not cross the line until asked to do so – parents will be advised not to come early and are not allowed to enter the school. Break TBD - staff to cover each other for toilet/coffee break</p> <p>Lunch: 12.00 – 12.30 (15 mins eat 15 mins play in front playground in identified KW area)</p> <p>(MTA) to join group on front playground with agreed resources etc</p> <ul style="list-style-type: none"> ➤ 12.00 – 12.15 organise resources as directed by teacher ➤ 12.15-12.30 pm with children and 1 KW Pod member of staff ➤ 12.30 pm KB to clean resources and set up for KW pod <p>(15 mins eat 15 mins play on playground)</p> <p>End of Day KW Pod Depart: 3.00pm (prompt) Parents to wait facing the school behind the line on SD marks – Teacher to match children to parent – children depart promptly.</p> <p>End of the day 3.00 -3.30 TAs to clean all classroom resources / equipment used AP could be asked to complete additional tasks until 4pm (extended hours contract) Tim will clean the rooms/ furniture etc</p> <p>3.00 – 3.30 On site Teacher Planning and Preparation for the following day + monitoring of SeeSaw</p> <p>NB Toilets to be relabelled:</p> <ul style="list-style-type: none"> - Girls toilets - KW/Sapphire pod (labelled cubicles) - Boys toilets Y6 boys - Disabled - Y6 girls <p>Two members of staff allocated enables a Cleaning Rota to be established in line with RA through the day – Toilets/ door handles/ taps/ surfaces etc</p> <p>Two staff members have been allocated to each Pod – this means that throughout the day the teacher should be able to release themselves (in the classroom) to monitor See-Saw whilst the children in the pod complete set activities</p>
<p>Diamond Class Y6 Pod 13 on roll</p> <p>Allocated staff: Teacher TA – 0.4 TA 0.6</p> <p>At times this group may be subdivided in to: Y6 Pod A Y6 Pod B</p>	<p>From TUESDAY 2nd JUNE</p> <p>Y6 Pod Arrival: 9.20 – 9.30 Registration 9.30am Entry: Enter via front gate. Parents & children to wait against the far wall in area zoned facing the school; social distancing (SD) marks to be indicated in yellow spray paint on the ground – Children MUST not cross the line until asked to do so – parents will be advised not to come early.</p> <p>Met by TA and directed to enter school via the pupil entrance – reminded of Social Distancing etc</p>

<p>Or Y6 Pod + SEND</p> <p>Maximum Pod size: 12 Allocated Places 10</p> <p>Available spaces: 2</p> <p>Additional staff member at lunchtime in identified outside area (MTA) to enable Pod staff to take toilet and short lunch break</p>	<p>Re site all Y5/6 Diamond pod lockers to the classroom</p> <p>Break TBD - staff to cover each other for toilet/coffee break - Front Playground Lunch: 12.30 – 1.00 (15 mins eat 15 mins play in front playground in identified KW area)</p> <p>KB (MTA) to join group on front playground with agreed resources etc</p> <ul style="list-style-type: none"> ➤ 12-30 – 12.45 organise resources as directed by teacher ➤ 12.45-1.00pm with children and 1 Y6 Pod member of staff ➤ 1.00pm MTA to clean resources and put away ➤ 1.15 MTA to wipe round kitchen servery area ensuring clean and ready for the following day ➤ 1.30 MTA to leave <p>End of Day Y6 Pod Depart: 3.15pm (prompt) Parents to wait facing the school behind the line on SD marks – Teacher to match children to parent – children depart promptly. With prior signed permission Y6 children can leave without an adult to walk home.</p> <p>End of the day 3.15 -3.45 TA to clean all classroom resources / equipment used Cleaner will clean the rooms/ furniture etc</p> <p>3.15 – 3.45 On site Teacher Planning and Preparation for the following day + monitoring of SeeSaw</p> <p><i>NB Toilets to be relabelled:</i></p> <ul style="list-style-type: none"> - Girls toilets - KW/Sapphire pod - Boys toilets Y6 boys - Disabled Y6 girls <p>Two members of staff allocated enables a Cleaning Rota to be established in line with RA through the day – Toilets/ door handles/ taps/ surfaces etc Two staff members have been allocated to each Pod – this means that throughout the day the teacher should be able to release themselves (in the classroom) to monitor See-Saw whilst the children in the pod complete set activities</p>
<p><u>Additional Space</u></p>	
<p><u>Isolation Room:</u></p> <p>(Acorn Room)</p> <p>If anyone becomes unwell with a new, continuous cough or a high temperature in an education or childcare setting, they must be sent home and advised to follow the <u>COVID-19: guidance for households with possible coronavirus infection guidance</u></p> <p>If a child is awaiting collection, they should be moved to a previously identified isolation room, where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required</p>	 <ul style="list-style-type: none"> • An Isolation Kit will be provided. • <u>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs)</u> • 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. Ensuring that fluid resistant face masks are available for schools and that a supply is maintained • In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital

<p>If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else</p>	<ul style="list-style-type: none"> • If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people • Ensure accurate records of staff and pupils are maintained to enable public health contact tracking and test regimes
<p>Office</p> <p>There are 4 identified office spaces</p> <ol style="list-style-type: none"> 1. Front office 2. HT office 3. PPA room 4. Library <p>Maximum Capacity: 1</p>	<p>Each office space must only be inhabited by one person</p> <p>At the end of the day the person working in the room is responsible for wiping down all hard surfaces, phone, walkie talkie etc (as appropriate to the room) with anti bac spray.</p> <p>Rooms MUST be left clear with no clutter</p> <p>Staff must use their own set of equipment – computer, pens, pencils, glue etc. Staff must take their equipment when they leave the room.</p> <p>Staff should take minimal equipment in to rooms leaving coats, bags etc in a locker</p>
<p>Staff room</p>	<p>Breaks etc to be scheduled for minimum occupancy KS1 break via servery -</p> <p>Soft chairs to be removed and placed in rear hall store</p> <p>Lunch table and hard chairs to be placed on carpeted area so pairs of staff can eat (socially distanced)</p>

Planning and Organising

Consider the following steps:

- refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening
- organise small class groups, as described in the 'class or group sizes' section above (no more than 15 pupils)
- organise classrooms and other learning environments maintaining space between seats and desks where possible
- refresh the timetable:
 - decide which lessons or activities will be delivered
 - consider which lessons or classroom activities could take place outdoors
 - use the timetable and selection of classroom or other learning environment to reduce movement around the school or building
 - stagger assembly groups
 - stagger break times (including lunch), so that all children are not moving around the school at the same time
 - stagger drop-off and collection times
 - plan parents' drop-off and pick-up protocols that minimise adult to adult contact
- in addition, childcare settings or early years groups in school should:
 - consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing
 - consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously
- remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere
- remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)