

Reopening plan – September 2020

Area to consider	Key issues	Plan	Action needed
<p>Full reopening from 2nd September – all year groups</p>	<p>Government guidance advises either class bubbles or year group bubbles</p> <p>Social distancing is not essential but recommended for children.</p> <p>School staff should remain 2m distant from children wherever possible. Staff can move between bubbles whilst maintaining 2m distance.</p>	<p>Staggered start for Yr1 to Yr6 School term starts on Wednesday 2 September 2020. In order to ensure children return safely and positively with opportunities to explore the changes to the school site which are likely to remain for the foreseeable future, the start to school will be staggered as follows:</p> <ul style="list-style-type: none"> • Wednesday 2 September 2020 – Year 5 and Year 6 (return to school for one day and undertake home learning via a bespoke project provided by class teachers on 3 & 4 September. • Thursday 3 September 2020 – Year 3 and Year 4 (return to school for one day and undertake home learning via a bespoke project provided by class teachers on 4 September. • Friday 4 September 2020 – Year 1 and Year 2 <p>Monday 7 September – all year groups to return to school</p> <ul style="list-style-type: none"> • Year 1 to 6 to begin full time education in Year group bubbles • EYFS children to begin school on a part time timetable – w/b 07/09/20 – Mon/Tues/Wed am only, Thurs/Fri til 12.30pm 	<p>Complete Risk Assessment</p> <p>Be aware of any union guidance</p> <p>Communicate opening plan to staff and parents, and upload to the website</p> <p>Ensure home learning project work is planned and prepared for w/b 02/09/20</p>

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		<ul style="list-style-type: none"> • 14/09/20 and 15/09/20 til 12.30pm • From 16/09/20 all children full time <p>EYFS children will enter through KS1 gate from 8.55am and line up on the KS1 playground. They will be collected by parents from the KS2 gate at the end of each part time session.</p> <p>Bubbles will be in Year groups and therefore up to 60 children. This is will allow:</p> <ul style="list-style-type: none"> • Targeted teaching according to need of year group e.g RWI, Year 5 and 6 teaching groups. • Classroom seating and organisation to allow for continued social distancing wherever possible. • Use of shared cloakrooms/toilets/washrooms as a year group (will be labelled by year and gender group for clarity) – <ul style="list-style-type: none"> • EYFS and Yr1 will continue to use individual classroom cloakrooms • Year 2 to Year 6 will share a cloakroom as specified below: - <ul style="list-style-type: none"> • Year 2 – cloakroom between Year 2 classrooms • Year 3 – 3VH cloakroom • Year 4 – 4FR cloakroom • Year 5 – 6LR cloakroom • Year 6 – 6VB cloakroom • Year 6 group with LW – 3SL cloakroom • Limited personal belongings to be brought into school – children are only permitted to bring a lunchbox, PE bag, reading book bag. ALL children to bring a water bottle to school. • Reading books will be changed on a Thursday and Monday for all children. Books returned to school will 	

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		<p>be kept for 72 hours before being returned to the bookcase/book boxes. Each classroom will have a Returned Books box for this purpose.</p> <p>Break times and lunch time will be managed within Year group bubbles. Break time duty will be on a shared basis within each year group.</p> <ul style="list-style-type: none"> • KS1 playground – 10.30 – 10.45 – Year 1 • KS1 playground – 10.45 – 11.00 – Year 2 • EYFS to use EYFS outdoor area at their own discretion • KS2 playground - 10.30 – 10.45 – Year 3 – Zone 3, Year 5 – Zone 4 • KS2 playground - 10.45 – 11.00 – Year 4 – Zone 3, Year 6 – Zone 4 <p>At lunch time midday supervisors will be assigned to specific year groups and will remain with those year groups through the lunch period.</p> <p>Lunch time period will be expanded to 11.30 to 13.30 to enable effective and safe management of children: -</p> <p>11.30 – EYFS – 11.30 – 12.30 lunch hour – Area 1/EYFS 11.45 – Year 1 – 11.45 – 12.45 lunch hour – Area 2/Zone 1 12.00 – Year 2 – 11.45 – 12.45 lunch hour – Area 1/Zone 2 12.15 – Year 3 – 12.00 – 13.00 lunch hour – Area 2/Zone 3 12.30 – Year 4 – 12.00 – 13.00 lunch hour – Area 1/Zone 4 12.45 – Year 5 – 12.30 – 13.30 lunch hour – Area 2/Zone 3 13.00 – Year 6 – 12.30 – 13.30 lunch hour – Area 1/Zone 4</p> <p>Assemblies to take place via TEAMS to ensure that children remain in their classes and avoid a breach of social distancing.</p>	
Management of site, entry and egress	Continued social distancing	Established one-way system within the school building to remain in order to ensure a reduction in opportunities for journeys around the school to cross over.	

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	<p>recommended for all.</p> <p>All staff members to continue to ensure a 2m distance from children and peers.</p> <p>Continued cleaning, handwashing and hygiene procedures in line with the guidance.</p> <p>Explicit planning given to manage transmission risk where 2 m distancing is not possible.</p>	<p>Established one-way system around the site at drop off and pick up time to remain in place – KS1 gate to offer entry to the site and KS2 to provide exit. Parents to be encouraged to move through the site whilst maintaining social distancing advice.</p> <p>Established signage to remain in place around the site any additions to existing signage to made in the same format. This will continue to be managed by SLT.</p> <p>Any children who are not collected by 3.20pm will be taken to the LEAP collection door and be given a specific waiting area away from others.</p> <p>Drop off, entry and egress to the building</p> <ul style="list-style-type: none"> • Children to line up on the playground in year group designated area and await collection by class teacher <ul style="list-style-type: none"> • Year 1 and Year 2 at marked class points on KS1 playground • Year 3 and Year 4 at marked points on KS2 playground – Zone 3 • Year 5 and Year 6 at marked points on KS2 playground – Zone 4 • All classes to enter the building through the classroom door – all children to use hand sanitiser as they enter and to remain standing behind their seat. Small groups to be sent by the class teacher to the cloakroom to out away belongings and to wash hands. Once hands are washed children can be seated. • Lockers in KS2 will be allocated to children and allocation will allow for continued social distancing wherever possible. 	

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		<p>Seating and tables within the staff room will remain limited and spaced out to enable staff to continue to socially distance. The kitchen area will remain an area where only one person is permitted at a time. Staggered lunchtime will reduce the number of staff within the staffroom.</p> <p>Staffrooms – a detailed plan for the staff room and provision of adult space will be shared with staff on Tuesday 1 September.</p>	
Staff absence management	Identify all staff absence	<p>School to initially cover internally any teacher absence using HLTAs as a preference to external supply teachers. If the use of external supply teachers is unavoidable, SLT to ensure that recent visit information is requested from the supply agency at time of booking and reviewed in line with the school's RA</p> <p>Consult HR to continue with sickness absence monitoring/potential to be available to work</p> <p>Any staff with symptoms to inform SLT, refrain from attending work. SLT to direct staff member to a test centre, upon results staff member to comply with compulsory Test and Trace if positive or return to work if negative.</p>	Follow advice from DfE and HR
	<p>Potential long-term sickness issues from recovering from COVID19 cases</p> <p>Potential longer-term mental health impacts</p>	<p>'Return to work' meetings to be held with all staff prior to return to establish any potential issues using Teams video calling.</p> <p>Any ongoing issues to be managed via normal sickness absence policy</p> <p>Signpost staff to support including Employee Assistance Programme and OH as necessary. Wellbeing champion to promote the work being undertaken within the trust in relation to staff wellbeing and signpost staff to peer to peer support where possible/needed.</p>	Ensure staff wellbeing.
Admission of new pupils	Reception Class September 2020	Transition arrangements in July 2020 to allow for a smooth start including face to face meetings with class teachers.	

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		<p>Staggered start to full time education as above.</p> <p>Contact made by AHT for Safeguarding and Inclusion to all children with additional needs.</p>	
	Potential in year transfers	Deal with most offers in the ordinary way provided there are spaces in the year group and ensure a clear time lag between the transfer from one school to another.	
<p>Building & Grounds</p> <p>Managing visitors to site in order to protect staff and children against transmission of COVID-19 from external visitors.</p> <p>Ensuring that classrooms organised in a safe manner</p>	<p>Maintenance work and statutory checks to take place where possible.</p> <p>Visitors to the site to remain in areas away from bubbles.</p>	<p>Site manager to work with contractors re statutory testing/ servicing schedule and maintenance works.</p> <p>All visitors to the site to be required to undertake usual trust visitor procedure and SSO to ensure that they are aware of the working area available to them.</p> <p>Cleaning staff to continue to work on a staggered basis allowing for cleaning to continue throughout the day. Once each area is cleaned the cleaning staff to continue to record the time on the cleaning sheet for the relevant area.</p> <p>Class teachers to follow government guidance in relation to set up of classroom to ensure continued social distancing wherever possible.</p>	<p>SSO to record all works and ensure that visitors do not enter classrooms or come into contact with year group bubbles.</p> <p>Any work in classrooms will need to be undertaken after school and followed up by a full clean.</p>
Reopening of LEAP	<p>Managing the change in bubbles from Breakfast Club to Year Groups to After School Club</p> <p>Ensuring the space used provides adequate</p>	<p>LEAP clubs to be open from the 7 September to allow staff to plan for the reopening.</p> <p>Clear expectation that parents will book for half a term ahead in order to ensure consistency in pupils attending. Deadline for booking a place - Midday on Friday 4 September.</p> <p>KS1 hall to provide clear areas including table stations for specific year groups and staff to ensure children remain in those groupings during the sessions – EYFS/Yr1, Yr2 /Yr3,</p>	

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	<p>space for social distancing</p> <p>Ensuring that children attending are consistent</p>	<p>Yr4 /Yr5, Yr6/. Staff to work remotely between groups from the centre of the hall.</p> <p>All areas to be cleaned thoroughly before, during and after clubs. Eating areas to be cleaned before children are seated and after eating.</p> <p>Children to wash hands when they arrive at the club, before and after eating and before they leave. Hand washing to be directed in addition to these times dependant on the length of session. Adults to direct children to hand washing regularly.</p> <p>Resources to be organised in a way that prevents cross contamination from one group to another. Table stations to be set by adults before the session and resources to be cleaned before being put away.</p> <p>Food to be served at table stations in the KS1 hall for both breakfast and after school clubs. There will be no self-service by children.</p> <ul style="list-style-type: none"> • Breakfast Club – children to present bowl to the adult for cereal and milk to be poured into. Toast to be provided from the trolley and not to order. • After School Club – children to receive a ready plated meal. All adults to follow food hygiene standards preparing food and in addition wear latex gloves. <p>All plates, cutlery etc to be washed by an adult. No cups or jugs will be used – all children to bring their own water bottles to school.</p>	