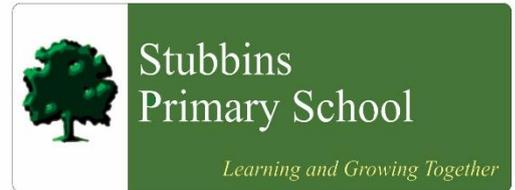


Plan for Year 6 + Key Worker / additional needs Childcare (22nd June)

Planning for the safer re-opening of school.



The COVID-19 pandemic has changed the way in which we live. It will also change the way we function in school. This plan aims to implement practical changes which can make a phased re-opening safer for all.

First of all, I would like to reassure you that we will be making the children feel welcome and relaxed. There will be fun moments and plenty of outdoor exercise. Art & craft activities will be provided and online learning will continue. We will be adding a few new rules to enable games and activities to operate safely, and we will be providing support to children who have been affected by this pandemic.

Having conducted a risk-assessment, we are at present only able to accommodate Year 6, and children with additional needs, whilst maintaining Key Worker Childcare for the remaining year groups. This enables children to be spread out and staffing to be deployed appropriately.

It is recommended that children are in groups of no more than 15. (Half a class). In order to minimise spread of infection, these groups, or 'bubbles' are to have the same staff each day and will be prevented from mixing with children in other 'bubbles'. Teachers will decide these groupings for the whole year group, and once established, these should not be changed.

There are timetable implications, activity restrictions and equipment considerations. This plan covers Building / Equipment, Children / Activities, Parents / Carers and Staff.

We are being forced to operate in a way that we would not wish to. Many of the activities which we believe to be excellent educationally, will not be able to occur. Activities such as sand and water play, shared 'dressing up' clothes, soft toys/ furnishings – even 'carpet time' are being withdrawn. This is because we need to ensure that children share as little as possible and that all equipment is able to be cleaned effectively. The children will sit separately, and the children will not be in 'whole classes' – so, for example, the Year 6 children will be in two groups, and these groups will have separate playtimes.

The plan will involve everyone, and will depend on each of us playing our part in minimising contact and infection. Parents of year 6 children are asked, where possible, to drop their children off at the main gate, rather than entering the school grounds. At the end of the day, collection will be from 4 different entrances and the 2-metre rule and 'one way' systems will be in force. Staff will need to follow the timings of break times precisely and carefully monitor children who need to visit the bathroom to ensure, ideally, one pupil at a time.

The guidance seems to change constantly, and I am aware that this plan may need to be amended as time progresses. I would like to thank you for your understanding during this difficult time. I know that we can work together to ensure that we are all as safe as possible.

A handwritten signature in black ink, which appears to read 'J. Janson', is located in the bottom right corner of the page.

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Building / Equipment

Risk Assessment for spread of infection:

- Seating needs to be as spread-out and separated as possible.
- Tables regularly disinfected – especially before & after lunchtimes.
- Each 'bubble' to have their own toilet facilities to enable monitoring.
- Each child to have their own equipment, where possible (e.g. pencils / crayons), which should not be shared. A named pencil case is to be provided to each child for storage of these.
- Any shared equipment – e.g. computer keyboards etc. to be regularly cleaned and definitely cleaned with disinfectant at the end of every day.
- Areas which are difficult to clean should be avoided – e.g. carpets / soft furnishings.
- Activities which are particularly high-risk such as sand / water / play-dough / soft toys / dressing up clothes to be prohibited.
- Children to move as little as possible – stay at their tables.
- Toilets to be kept clean and tidy and only 1 child at a time to visit.
- Items brought in from home will need to be managed safely.

Reception classroom for Key Worker Group C

Re-arrange the furniture to allow tables throughout – purchase new tables for the canopy and separate tables as much as possible between other furniture – e.g. bookcases. Canopy to be fitted with heat, light and power to make this a more useable space going forward.

NO 'CARPET TIME' – carpets to be removed and stored.

Year 1 classroom for Key Worker Group A & Year 2 classroom for Key Worker Group B

Re-arrange the furniture to spread out the tables as much as possible, using other furniture – e.g. bookcases, to separate.

NO 'CARPET TIME' – carpets to be removed and stored.

Year 6 classroom for Year 6 Group A & Year 3 classroom for Year 6 Group B

Remove extra chairs to seat a maximum of 15 children per classroom and sat singly, one at each desk. Desks to be as spread out as possible.

Items brought from home

Any books etc. brought in from home should be left in a space, away from people (i.e. in another room), for at least 48 hours before being dealt with by staff. Where possible, wiping with antibacterial solution is advised.

Children must not share their belongings with others or touch other children's belongings.

School dinner payments should be less frequent and preferably by cheque. (Coinage is the main risk here).

Hand washing etc.

There will be an adequate supply of soap, sanitiser, paper towels and disposable tissues. Bins containing paper towels (lined with dustbin liners) to be monitored and emptied before filling and safely disposed of.

Social Distancing Measures

Signage and markings will be put in place to ensure that social distancing can be maintained (e.g. 2m apart, one way systems.). Each 'bubble' to use their own entrance. (Y1 classroom outside entrance, Reception classroom and Y2 classroom main door, Year 3 classroom outdoor entrance, Year 6 classroom junior door entrance & stairs.) This is particularly relevant at the beginning and end of day.

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Children / Activities

Risk Assessment for spread of infection:

- Children to wear washable clothes which are washed at the end of each day.
- Adequate protection; PPE? Hand Sanitizer. Soap.
- Social distancing is difficult, especially when moving around. Avoid moving as a group as much as possible.
- NO LINING UP – children to leave and enter rooms ‘individually’ allowing enough space to avoid touching (2m ideally).
- Children to have a named table and to remain there each day rather than moving from table to table.
- No ‘gatherings’ e.g. ‘carpet-time’, assemblies, playtimes etc.
- No lunch in main hall - children to eat in their classrooms at their desks.

Class Groups

Children will not be in whole classes, but in ‘bubbles’ of no more than half a class. Not all children will be taught by their class teacher, and each ‘bubble’ will be isolated; unable to mix with children from other ‘bubbles’, having their own playtimes etc. Each child to be provided with their own equipment which should not be shared.

Playtimes

These will have to be ‘staggered’, with maximum half a class (15 children) in any area at any one time. The junior playground split into 2 isolated halves. Key worker children to access from playground gate, Y6 from the Junior Block. So:

	Infant Yard / Reception Woodland	Junior Yard / Field
9:30 – 10:30	Key Worker C	Key Worker A & Year 6 A
10:30 – 11:30		Key Worker B & Year 6 B

There will be no morning snack served in school. Parents who wish their child to have a healthy snack must provide their own.

Lunchtime Food

Children to eat at their desks. There will be a reduced menu with 2 easy-to-eat options. Meals will be pre-ordered in the morning and then children to take the meals to the classrooms from 11:30 (see below). Sandwich children must bring food which they are able to open themselves in order to avoid others having to touch their food.

Lunch Playtime

This will not be during the usual ‘lunch hour’. Instead, children to have a staggered break during the afternoon.

	Dinners in Classrooms	Infant Yard / Rec. Woodland	Junior Yard / Field
11:30 – 12:00	Key Worker A & Year 6 A	Key Worker C	(Welfare 12pm – 1pm)
12:00 – 12:30	Key Worker B & Year 6 B		Key Worker A & Year 6 A
12:30 – 13:00	Key Worker C		Key Worker B & Year 6 B

Additional Outdoor Activity / P.E. etc.

This is to be negotiated on a daily basis with other class teachers. Closely supervised P.E. lessons, in individual bubbles, can be organised, as long as children are spaced out (2m apart ideally) and any equipment such as bats etc. are sanitised after the lesson. Sport activities and team games are to be played only where any close contact or ‘lining up’ etc. can be avoided. New rules for these games will need to be implemented.

Symptoms

Any child exhibiting symptoms must be isolated and collected by their Parent/Carer.

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Parents / Carers (Beginning & End of Day)

Risk Assessment for spread of infection:

- Parents / Carers can be carriers of infection and spread this by direct and indirect contact.
- Drop off and Pick up – gatherings of people to be avoided. Only one adult to accompany children to school.
- Parents coming onto school grounds – minimise as much as possible.
- No parents / Carers to enter the school building unless absolutely necessary.

Morning Drop-Off

Generally, parents of Year 6 children are encouraged to drop their children at the school gate and not enter the school grounds, unless their child is distressed or has a particular need. An extended drop off time to be allowed in order to assist social distancing.

- Drop off from 8:45am – 9:15am.
- A member of staff to be at the school gate.
- Any items for the school office to be clearly labelled and placed in a box at the gate.
- Entrances as follows:
 - **Year 6** children enter through Junior Yard door / Year 3 door, crossing the junior yard.
 - **Key Worker** children enter through Year 1 classroom external door, or the main entrance – depending on which group they are in. Please follow the 1 way system – up the steps and down the ramps.

During the School day

There will be times when parents/carers may visit school during the day. They must stay outside the building and communicate through the office window. In exceptional circumstances, where a face-to-face meeting is required, a location will be chosen which enables social distancing, and any appropriate PPE provided.

Afternoon Pick-Up

Parents will collect their children from four entrances at any time from 2:45pm – 3:15pm, giving a half-hour window in order to prevent a large group gathering.

- **Year 6** collected from the Junior Yard door / Year 3 door, crossing the junior yard.
- **Key Worker** children collected from Year 1 classroom external door, or the main entrance – depending on which group they are in. Please follow the 1 way system – up the steps and down the ramps.

Social Distancing

It is important to maintain social distancing. This will not always be easy. One way systems will be in force where appropriate. (For example – please walk up the path by the main drive and back down the narrow concrete strip at the other side of the drive.) We ask that where a one way system is not possible, people step to one side in order to allow others to pass safely. We have arranged drop off and pick up to avoid groups of parents gathering, and we ask that this is observed.

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Staff

Risk Assessment for spread of infection:

- All PPE supplies have been sourced and are in the PPE trolley in the main entrance.
- Social distancing amongst staff should be observed – no groups in staff room etc.
- Social distancing from children – adjusting behaviour patterns.
- Working from home for some of the time, e.g. leaving promptly when children have gone.
- Avoiding unnecessary travel / contact.
- Workload – maintaining the health of staff generally to preserve good immune systems.

Staffing for Teaching / Supervision

Not all children will be taught by their own class teacher, although we have arranged staffing so that the children not with their teacher will have their class Teaching Assistant with them.

Year 1 classroom / Key Worker A:

Monday	A. Kirkham/A Robinson	A. Duxbury	(Mr Robinson Home Learning / PPA)	
Tuesday	A. Kirkham/A Robinson	A. Duxbury		Monday 22nd June
Wednesday	A. Robinson	A. Duxbury		Tuesday 30th June
Thursday	A. Robinson	A. Duxbury		Monday 6th July
Friday	A. Robinson	A. Duxbury		Tuesday 14th July

A. Kirkham – emergency illness cover

Year 2 classroom / Key Worker B

Monday	A. McNulty	J. Clapperton	
Tuesday	A. McNulty	J. Clapperton	
Wednesday	A. McNulty	J. Clapperton	
Thursday	A. McNulty	J. Clapperton	
Friday	L. Ogden	J. Clapperton	(Miss McNulty Home Learning / PPA)

L. Ogden – emergency illness cover

Reception Classroom / Key Worker C

Monday	F. Gerrard	E. Chamberlain	J. Wilson	
Tuesday	F. Gerrard	E. Chamberlain		SEND Support: J. Wilson
Wednesday	F. Gerrard	E. Truslove	J. Wilson	(Miss Chamberlain Home Learning / PPA)
Thursday	F. Gerrard	E. Truslove	E. Chamberlain	SEND Support: J. Wilson
Friday	F. Gerrard	E. Truslove	E. Chamberlain	Half day SEND: J. Wilson

Year 6 Classroom / Year 6 A

Monday	C. Salmon	A. McKennell	
Tuesday	C. Salmon	A. McKennell	
Wednesday	C. Salmon	A. McKennell	
Thursday	C. Salmon	A. McKennell	
Friday	C. Salmon	A. McKennell	

V. Bruce to cover C Salmon PPA – half a day each week (TBC).

Year 3 Classroom / Year 6 B

Monday	M. Murtaugh	J. Nicholls	
Tuesday	M. Murtaugh	J. Nicholls (am)	
Wednesday	M. Murtaugh	J. Nicholls (am)	
Thursday	L. Parrish	J. Nicholls (am)	(Mr Murtaugh Home Learning / PPA)
Friday	M. Murtaugh	J. Nicholls	

Management / Support: J Danson / Vicky Bruce / Laura Parrish

Each 'bubble' can organise amongst themselves their own additional PPA / home learning / break times - covering for each other when convenient. (There are two members of staff in each 'bubble' to facilitate this.)

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Each year group will be split into two bubbles from the start – adding children to their assigned bubble children as they arrive. Class teachers should organise these bubbles as they see fit from the start. Children will not be permitted to move from one bubble to another, even at a parent's request.

At the beginning and end of each day, an adult from each group will need to be at the appropriate entrance to see children in and out.

Staff Social Distancing

Staff are encouraged to bring their own water bottles and avoid the staffroom if possible. **Where any school cutlery, crockery etc. is used, staff are asked to put this in the dishwasher – it will be washed at 60 degrees every night.** If visiting the staffroom, try to avoid more than 4 persons at any time. Furniture has been moved to avoid staff sitting opposite each other. Staggered playtimes etc. may make it easier for staff to remain apart. Individual staff working groups can negotiate with each other when to take breaks. (E.g. One staff member can supervise the 2 classrooms while another has a ten minute break) It may be that, in good weather, staff can eat their lunch outside etc., which would be safer. In any event, staff are responsible for maintaining the recommended social distance, as far as is possible, at all times. In any event, the timetable will not be able to work as 'normal' and flexibility will be required. . Staff should not use the staffroom for PPA – please use the nearest unused classroom or workroom to your 'bubble' room.

PPE

All PPE is available and in the PPE trolley in the entrance. This includes sanitiser, gloves, aprons, face masks, visors, and clinical waste bags. Whilst PPE is not compulsory, it is **STRONGLY RECOMMENDED** that gloves, mask and apron are worn whenever delivering first aid or personal hygiene incidents. In addition, it is advised that gloves and apron should be worn when sanitising tables / equipment etc.

Staff Communication

The staff noticeboard is moved from the staffroom to the main hall, which allows more space to socially distance. This board can be used for communication with staff and should be checked by all staff on arrival each day. This is particularly important in the event that circumstances change and roles and responsibilities are re-distributed.