

Reopening of St Giles' Primary School after lockdown.

Action plan and organisation doc.

Phase 2 of reopening – Friday 4th September 2020

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

The UK Government have suggested a number of measures to reduce the spread of the infection. They have stopped short of dictating exactly how schools should be organised, however there are steps we can take to avoid the spread should we have a positive case in school. Due to the size of the school, and the way we organise our classes, there will be times when staff and children move between groups or bubbles – for example we use Read Write Inc for phonics where we group children according to their need. We also provide a bespoke approach to Maths where children may be taught in a smaller group depending upon their understanding of a particular topic or area. A comprehensive risk assessment accompanying this document has been completed which outlines any potential risk and the measures we are taking to control it. This document is intended to give Governors, Parents and staff a clear overview of what this will look like at St Giles' from September, until we have information suggesting we can revert back to what was in place before lockdown.

Classroom organisation and teaching

- Classes will revert back to mixed classes: Rec, Year 1&2, Year 3&4, Year 5&6. Attendance will now be statutory, which means that all children are expected to be in school.
- Children will not be permitted to bring in large bags or unnecessary equipment such as oversized pencil cases. A book bag and a draw string bag for PE are permitted. These can be purchased from Lee Joys.
- It is expected that stationery will not be shared. Books or other materials will be kept on tables in drawers separate from other children. The school will provide all stationery except handwriting pens – we recommend providing a named black and blue friction pen children in Key Stage 2, which they will be expected to use after gaining their pen license.
- In KS2, tables will be organised so that children are sat in rows, facing the front, where possible. In KS1 we will be developing a continuous provision model where seating is more fluid. This will mean that children will be in close proximity to each other. The focus here will be on maintaining robust hand hygiene and respiratory measures as well as minimising contact where possible, including the sharing of resources although we are realistic that younger children will potentially share equipment at times. We know that social distancing in the situation will be difficult given the size of our classrooms and the number of children within them, however our focus is on providing our children with the best education possible within the circumstances.
- The curriculum will restart, however our immediate focus will be the safety and wellbeing of the children. We believe that the children need to be in the right place mentally before they are able to learn. This means that there will be a focus on behaviour and mental health, although teachers will be able to judge when and

how to resume teaching other content soon after coming back. Physical Education, RE, the Arts and PSHE will be at the heart of our provision initially alongside quality Maths and English provision. Where other subjects have less of an initial focus, we remain committed to a broad and balanced curriculum which we intend to develop through themed weeks if needed.

- Where children are grouped for RWI (or other group work) children will be required to go to their new group at 2m distances apart. The teacher of the group must ensure that children are sufficiently spaced out in the group so that cross contamination is minimized. They will be required to clean down after the lesson is completed and provide hand sanitizer on entry and exit.
- Books will be changed and sent home, including Library books.
- Staff to be given PPE where required based upon the Government guidelines (see risk assessment). We recognize, however, that it will be hard for staff to socially distance from pupils,
- Children should bring in their own filled water bottles – staff will need to consider where they are kept to prevent sharing etc. The drinking fountain will remain switched off to prevent any potential spread. Children in KS2 will be able to keep named water bottle on their desk (and lunch box)
- Windows and doors will be kept open as much as possible.
- Classes will, continue to be taught outside where possible. If there are several groups outside, care must be taken to prevent children in different groups from mixing. The large gazebo will remain up for shade and use if it rains while the weather remains mild. Effectively the more we can give children opportunities to learn outside the better, so teachers will need to be creative with their outlook.
- The intention is that we will try to return as close to normal as we can - we believe that restricting purposeful equipment for learning through play will be detrimental to children's learning and hamper their progress, especially in Reception and Key Stage 1. This means reintroducing toys and equipment in classes. Where possible, equipment will need to be wiped down and cleaned well after use. Soft toys, which are harder to clean, will be limited although not removed entirely where they have a purpose. Classrooms will be provided with hand sanitizer, anti-bac wipes and spray, tissues etc. Teaching children good hygiene will be a key element of our strategy.
- Children and staff must wash hands or use sanitizer and regular intervals throughout the day as reasonably as can be expected. Children will be encouraged to bring in a named bottle of hand gel to keep in their drawer.
- All children will be expected to wear school uniform in line with school policy. Every year we have some children who turn up in trainers – they are not permitted. All children should wear hard wearing, smart black school shoes.
- Staff will not be expected to mark books. They will keep mark sheets that give an overview of the work and will feedback to children verbally. This is in line with our policy to develop children's metacognitive skills by recognizing the areas of learning that they need to develop including self and peer marking, as well as self-editing. We will be sending home written messages through Dojo and/or on postcards with specific areas that have been agreed between the children and teachers areas they need to work on that week. We would appreciate parental support with this.
- All staff and pupils will be expected to wash hands/use hand sanitizer gel on entry to the classroom/school.
- There will be no assemblies or large gatherings such as the school council meetings until further notice. Where Assemblies take place, they will be done remotely.

Start of the day:

- In order to reduce congestion in the morning and reduce contact, school will begin using a soft start model from 8:40am – 8:55am. This also means that families with children in different classes can drop off at the same time. Please ensure that all children are in school by 8:55am or your child will be recorded as late for school.
- Mr Smithard will be on the Reception gate alongside a Learning Mentor to welcome families as they come in. Children can walk straight through the gate and into their classrooms through the fire exit doors. Parents will not be allowed through this gate. Year 5 and 6 children will be permitted to walk around to the small playground gate through the main playground to the new fire exit through the memorial garden.
- There will be an exception made for new Reception parents due to their age and newness to the school, who will start at 9am initially.
- If Mr Smithard is unable to do this duty, it will be covered by two Learning Mentors or someone from the office. Ideally, only one parent will be able to drop off and pick up at a time. Families will be encouraged to walk where possible.
- Drop down spots will be used to support social distancing measures when the children come in.
- Parents will not be permitted to drive into the carpark unless special permission is sought.
- Please remind children to take care on the fire exit stairs especially during wet weather when it rains.

Home time

Reception: 3:00pm*

Year 1/2: 3:10pm, Year 3/4: 3:20pm, Year 5/6: 3:20pm (main playground)

- Collection at home time will be staggered in 10 minute intervals to promote social distancing and prevent large gatherings of people. Children will not be released until their time slot. I know that this will be difficult for some families, however if children are pulled out of class early, they may miss something important and it disrupts the rest of the class.
- Pupils will be lined up across the Reception outdoor area with children spread out. Parents line up alongside the black fence maintaining social distancing. Children will be handed over to each parent when they reach the gate, one at a time.
- Year 5 and 6 will be released into the main playground and will be able to leave the school through the Church gate.
- Please be mindful of other people and respect the social distancing guidelines.

*If you have a child in Reception, please refer to the letter about home times for the first few weeks, where the children finish earlier than the rest of the school.

Late pick up

Children who are picked up late will need to wait in the outside until being picked up in order to minimize contact with each other. If a parent is so late that they cross over into another group's pickup time, they will need to wait until their parent gets to the front of the queue. Late pick up can be embarrassing for the children and frustrating for the class teachers who have lots to do when the children leave.

Playtimes

Weather permitting, playtimes will be on the field. To begin with, games where children are in close proximity will not be permitted, such as it and football. This will be reviewed as we receive updates and guidance from Herts and the Government. Equipment will not be used including the climbing frame and the adventure. It will be very difficult to keep children apart from each other and maintain social distancing, even the older ones. If we are unable to use the field times will be staggered accordingly so that groups of children are not mixing together. Reception can go out to break at their discretion in the Reception outdoor area. Classes will go out through the fire exit doors to prevent congestion in the corridors.

Lunchtimes

- Lunchtimes will be staggered to keep children apart from each other. The kitchen will be open for hot food as normal, although timings of when children come into the hall to it will be staggered. Choices can be made in the normal way.
- Reception - 12pm, Year - 1/2 12:15pm - Year 3/4: 12:30pm, Year 5/6: 12:45pm
- Children will need to bring water bottles as the fountain outside will be switched off (please see above).
- The field will be sectioned with cones so that each group has a space to play in. Groups will not be permitted to mix.
- MSAs will resume their roles. Please be aware of social distancing where possible. PPE is available if you wish to wear a face covering. Please refer to the rota

Toilets

- Children will only be permitted to go to the toilet individually, where possible.
- Please tell children to check the toilets before entering. If busy, they can wait at the classroom door until it is free to enter safely.
- There will be some difficulty when it comes to washing hands. We will allow two children in for hand washing using the two end sinks before eating. We do have hand sanitiser available and access to the sink in the classroom if needed.
- Children will need to be reminded about social distancing and reminded of hand washing techniques regularly. At break times and lunch times children can only use their designated toilets – e.g Y6 upstairs.
- Toilets are one area where social distancing is difficult. Please remind children to flush the toilet and keep it clean and tidy. Parents will be encouraged to provide a small bottle, which must be named. Sharing hand sanitizer is not permitted.

First Aid/Covid symptoms

PPE is to be used in situations where we usually would – for example administering first aid using gloves and an apron. We have a small supply of masks. Should a child in school present with symptoms of Covid-19 within school e.g a dry cough or temperature, they will need to be isolated in the little room. Staff attending to these children will be expected to wear a mask to prevent possible spread. Parents will be called and they will be sent home. These children will be unable to return for 14 days unless they test negative. Systems are in place should a child test positive to prevent wider infection that follow Public Health England guidelines (see Risk Assessment). Should there be a positive test in a group. All children and adults will be expected to self-isolate and take a test to ensure there is no transmission. The class will be closed until this happens and a deep clean take place. If class teachers need to send child down with symptoms, please email the office and we will come and get them from you.

If bins are full email KS and he will change the bag for you. Put the bin outside the classroom please and it will be done.

Other Considerations

All staff will be expected to wash hands and/or use the hand sanitizer on entry to the building.

Staff will be expected to socially distance at lunch times. This is to prevent the disease coming in from outside where possible within the school day. Please use your common sense and refer to the Risk Assessment documents. For example, used cups and spoons should not be left out but go straight into the dishwasher, please wipe down surfaces that you use e.g. the kettle handle etc. and follow the hygiene guidelines.

Staff will not be permitted to enter other year group classrooms during the school day unless absolutely necessary. However we are mindful that group work will mean some cross over. Where this is the case, staff need to be mindful of robust hygiene practices and social distancing where they can.

Focus on positive behaviour and routines, praising children who go over and above. Ensure that all staff work together and that any poor behaviour is picked up on quickly. Try not to spend too much time in the classrooms, especially in the afternoon where social distancing and lots of sitting down is likely to lead to fidgety kids.

Please be vigilant about safeguarding - listen carefully to what the children are saying and lookout for any signs.

Consider children's mental health and anxiety – they would have seen and heard a lot of different things over the last few months and some children have not been in since before the lockdown was announced. Look after yourselves too – if you have any concerns or worries please speak to me directly or Natalie with her Mental Health Lead hat on. If you do need support, we can utilise Emma from Safespace if needed and there are options we can follow to help.

All visitors that enter the school will be expected to follow the school hygiene procedures laid out in the risk assessment. The important point here is that the groups remain separate from visitors to avoid any potential passing on of the virus.

After school clubs will be reviewed periodically. Staff wishing to run clubs may do so but must follow the Risk Assessment document and Government guidance.