

## Inclusive Multi Academy Trust Coronavirus (COVID-19) Reopening Plan – September 2020

### The aim of this plan

- This document outlines how the school will reopen to more children and the measures that will be put in place to ensure our school community is safe and that everyone is supported. This is a live document that will be reviewed by the headteacher in conjunction with other key stakeholders as the situation develops

### Risk assessments

- A risk assessment has been carried out and will be updated fortnightly to ensure sensible measures are put in place to protect children, staff, parents, governors and trustees

### Attendance

- The government guidance is clear that school attendance will be mandatory again from the Autumn Term
- All children are expected to attend school full-time in September
- Parents do not have the option to withdraw children and keep them at home.
- The school will follow the DfE guidance on absence codes for children who fail to attend school
- Children who are isolating at home (because they or a member of their household are symptomatic or tested positive) will access learning from home if well enough to do so
- Parents and staff are reminded of the [quarantine rules](#) in place in England and are advised to make sure any holidays do not impact on a return to school in September. Any absence incurred as a result will not be authorised.

### Children groups

- Children will be taught in their own class of 30 for the majority of the time
- Bubbles will be formed of two year groups in order to manage playtimes and lunchtimes
- Siblings will be taught in their age appropriate classes/bubbles
- Bubbles will be kept apart from other bubbles

### Social distancing

- Older children will be encouraged to keep their distance within groups
- Younger children will not be expected to maintain social distancing
- Staff are encouraged to maintain a 2 metre distance from each other and from the children where possible although we know that this will not always happen
- Classrooms for Year 2 – Year 6 will be re-arranged with seating side by side and facing forward
- All non-essential movement around school should be avoided
- If groups of children are moving during lessons to shared spaces (e.g. dining room, intervention rooms, etc) or specialist spaces (e.g. for PE, pastoral room, etc), the class should wait in their class area and should be managed by their teacher to and from their destination to avoid crowding on corridors

### Arrival and departure

- Times will be staggered to keep groups apart as they arrive and leave school
- Upon entering school, children will use a hand sanitizer or wash their hands
- Where families have siblings, older siblings could arrive at the designated time for the younger sibling and go straight to their classroom where they can complete a soft start activity. Please drop off your youngest child first.
- Once the children are dismissed at the end of the day, children and parents should immediately leave the building and school grounds and avoid gathering at the school gates or on the school site
- Parents, please do not congregate in groups and ensure that you are maintaining social distancing from other parents
- Children may not be collected earlier than their designated time to ensure they receive their full entitlement of teaching time
- In cases of severe weather (heavy rain), older children may be collected at their sibling's earlier time. Please go to your child's class to collect them and knock on the door. Do not enter the classroom.
- The school building (including the school office and classrooms) cannot be accessed by parents without an appointment
- Where a child has a medical need or other vulnerability, parents should discuss pick up and drop off with the headteacher
- To reduce crowding on entering and exit, please stick to the following times:

**Nursery and Reception, please see email sent in July with your individual timings.**

<b>Entry Time</b>	<b>Bubble</b>	<b>Exit time</b>
08:55	Y1/2 Bubble	15:20
09:05	Y3/4 Bubble	15:30
09:15	Y5/6 Bubble	15:40

#### **Lunchtimes**

- Children will have staggered lunchtimes remaining in bubbles
- A normal menu will apply and regular cutlery and plates will be used
- Children will be asked to wash hands before and after having lunch
- Where possible children will eat in their class groups
- Where possible packed lunches will eat outside in their bubbles. This will be decided by our Lead Midday Supervisor.
- Staff will be able to use the staffroom with social distancing should they wish to. Other non-traditional areas can be used for staff to have a break in.

#### **Breaktimes**

- Children will remain in bubbles for break times. Designated areas will be created to keep bubbles separate.
- Outdoor play equipment can be used and will be cleaned regularly
- During wet breaktime children will stay in their classrooms

#### **Toilets**

- Each class has a designated toilet. One allocated to girls and one allocated to boys. Only one child is to use the toilet from each class at any one time. This toilet is the toilet closest to each classroom.
- Class Teachers will encourage children to use the toilets before and after break and lunchtimes.
- At all times, including break and lunchtimes, children should use their designated toilet when needed.
- Children in Year 4 and Year 6 will need to notify an adult on the playground if they require the use of their toilet. Children must be supervised during this time.
- All cubicles and taps will be disinfected regularly.

#### **Equipment**

- Classroom based resources can be shared within the class but will be cleaned regularly
- Children should limit the amount of equipment they bring but a single school bag is allowed containing hats, coats, lunch, PE kit and books.
- No pencil cases or equipment should be brought in from home
- Children can take reading books home
- If it is absolutely necessary for a child to have a mobile phone, it will be handed in to the class box at the start of the day. Phones are brought in at their own risk. We will not spend time investigating missing phones.

#### **Children behaviour**

- Our schools promote a positive approach to behaviour
- Adhering to social distancing is critical and any children who commits serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the headteacher using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases exclusion. Children and their parents will be informed about the changes to the Behaviour Policy ahead of their return to school.
- Individual risk assessments will be completed in September for specific children
- Hertfordshire Steps risk management plan will be updated to reflect current behaviour policy

#### **Uniform**

- All children will wear the full uniform
- As uniform supplies may be delayed, some discretion will be allowed during the first half-term

#### **Infection control**

- All classrooms from Year 2 upwards will have socially distant fixed seating where possible and children should sit in the same place. Desks and chairs should not be moved from their location
- When teaching, teachers should aim to be at least 1m from children when possible

- Children and staff will need to clean their hands more regularly including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
- Enhanced cleaning arrangements will continue
- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who live with someone who does, do not attend school.
- Ensuring good respiratory hygiene, with classroom windows and doors kept open where possible unless it disrupts the learning.
- All staff have a responsibility to clean frequently touched surfaces and equipment often using standard cleaning products
- Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds.
- The area around the unwell individual is cleaned with normal household bleach after they have left the premises.
- Staff members who have helped someone with symptoms and any children who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves or the symptomatic individual subsequently tests positive.
- The school does not routinely take the temperature of children.

### **Before and after-school provision**

- Before and after-school clubs will restart from September. These will be organised in bubbles where at all possible although this will not always be the case

### **The use of PPE**

- The school will maintain stocks of PPE and deploy them around school
- Reference to PPE in this section means fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons, eye protection, e.g. face visor or goggles
- The government has said that the majority of school staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.
- PPE will be provided where staff are caring for children whose intimate care needs already require the use of PPE or in certain cases where a child becomes unwell with coronavirus symptoms
- Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection
- Kitchen staff should wear disposable gloves and aprons
- If a child becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can go home, a face mask will be worn by the supervising staff member if a 2-metre distance cannot be maintained. If contact with the children is necessary, gloves, an apron and face mask will be worn. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting or vomiting, eye protection will also be worn
- Having consulted staff, parents governors and trustees resources, we appreciate that some people would feel more comfortable wearing face coverings. With this in mind we, are allowing staff and children to do so as long as the following is followed:
  - Cover both the nose and mouth.
  - Not be allowed to dangle around the neck.
  - Not be touched once put on, except when carefully removed before disposal or safe storage in a ziplock plastic bag. Hands must be cleaned after disposal/removal.
  - Be changed when they become moist or damaged.

### **Safeguarding**

- The school will deploy staff (pastoral team, SLT, attendance officer) to support children, parents and staff affected by the COVID-19 pandemic. This includes evaluating mental health of all members of the school community, supporting with bereavement, targeting children with attendance and behaviour concerns
- Parents should inform the school of any changes in circumstance that may impact on their child's wellbeing or mental health – redundancy, family illness, bereavement, relationship break up
- Parents should raise any concerns relating to the safeguarding of their own children or the children of others. The Designated Senior Leaders responsible for safeguarding are: Emma Hill, Katy Wolstencroft, Emma Birdsall, Jennie Ranyard.

### **Test and trace**

- Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:
  - Book a test if they (or their child) display symptoms.

- Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
- Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
- Anyone displaying symptoms will be sent home immediately and asked to book a test. They will be asked to inform the school of the result. That includes children and staff who work here
- Parents and staff are asked to inform the school immediately of test results.
- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.
- If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.
- The school will contact the local Health Protection Team (HPT) to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace
- The HPT will carry out a rapid risk assessment and confirm next steps
- If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.
- PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to children, staff and parent when relevant
- A template letter will be used by the school, on the advice of the health protection team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others
- The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak

## Curriculum

- A full curriculum will be delivered and all children will have access to all of the subjects they would normally have been offered.
- All subjects will review and revise the delivery of their curriculum to mitigate the risk of infection. Some subject-specific issues are outlined below.

<b>Subject/Issue</b>	<b>Guidance</b>
RSHE	<ul style="list-style-type: none"> <li>● The teaching of mental health and wellbeing will be prioritised (see taking time to reconnect)</li> </ul>
Music	<ul style="list-style-type: none"> <li>● We will be following the recent guidance published by the DfE.</li> </ul>
PE	<ul style="list-style-type: none"> <li>● Where possible, PE will be undertaken in outdoor spaces</li> <li>● Contact sports will be avoided</li> <li>● The scheme of work for PE will be re-sequenced to ensure that children from different year groups do not use the same specialist equipment</li> </ul>
Swimming	<ul style="list-style-type: none"> <li>● Swimming will not take place during the first half term of the year. We await further advice from the DfE and local swimming pools</li> </ul>
Reading books/ Library Books	<ul style="list-style-type: none"> <li>● Children will change their own reading books but sanitise their hands before and after.</li> <li>● The library will be open for staff to collect books on behalf of the children and classes will have their own libraries. No children are permitted to congregate in the library. If small groups are conducted in the library, children and adults will sanitise their hands on entry and exit from the library.</li> <li>● Books that are returned will be quarantined for 48 hours.</li> </ul>
Design technology	<ul style="list-style-type: none"> <li>● The scheme of work for DT will be re-sequenced to ensure that food technology is not taught until further guidance is released</li> </ul>
Educational Visits	<ul style="list-style-type: none"> <li>● All educational visits must be approved by the school Educational Visits Coordinator (EVC) a least two weeks in advance. <ul style="list-style-type: none"> <li>○ International and residential educational visits will not be permitted in the first term – The Erasmus project is temporarily on hold</li> <li>○ Local educational visits (no coach travel) are permitted so long as:</li> <li>○ All bookings should be made such that they can be cancelled in the event of a lockdown or other COVID-related circumstance with a full refund</li> <li>○ The risk of infection and how this will be mitigated, should be included in the risk assessment</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ The trip leader should enquire whether other school parties are likely to be present and whether social distancing from such groups will be possible. If not, the trip should not go ahead</li> <li>● Trips may not involve children from different year groups</li> </ul>
Assembly	<ul style="list-style-type: none"> <li>● Assemblies will be in their designated venue at the allocated time with children from the same bubble only.</li> </ul>

### Taking time to reconnect

- We understand that both children and staff will need to reconnect and reintegrate back into school; therefore, formal learning will not be restarted immediately. Some children will not have had face-to-face interaction with their peers for a long time and many children will have experienced anxieties. We will, therefore, prioritise children's emotional and social needs as we begin to reopen
- All children will be taught aspects of our recovery and wellbeing curriculum which supports their mental wellbeing in returning to school
- Baseline assessments will be completed for all children across the first half term and be used to target individual and class based curriculum 'catch up' and acceleration
- We are keen to maintain the fantastic teacher/parent partnerships developed across lockdown and ask that parents continue to support their child with regular reading, times tables, spelling and handwriting, alongside the many other aspects of home learning that you have been leading

### SEND

- Children will have to readjust to being around more people, noise and movement. We understand that during this adjustment period, children with SEND may express their discomfort through emotional and physical outbursts. The SENCO, Headteacher and the PST will consider how this behaviour will be managed and how children will be supported.
- The school will ensure that appropriate support is made available for children with SEND. This will mean that SEN teaching assistants, the Pastoral Team and External Advisers will work with identified children in different classes or year groups.
- The school will provide focused pastoral support where issues are identified that individual children may need help with, drawing on external support where necessary and possible.
- 1:1 support assistants should maintain as much social distancing from the children they support as possible whilst maintaining effective support. Considerations will include:
  - Sit side by side with the child, both facing the front.
  - Avoid facing the children they support unless this is needed for hearing impairment.
  - Avoid physical contact with the children.
  - Ensure that they do not share stationery or contact the same surfaces.
  - Check regularly whether the children they support are symptomatic.

### Pastoral room

- The pastoral room will have a limited capacity. These numbers will need to be adapted to the need as it arises. This will be managed by the pastoral lead.
- If children from different bubbles need to be accommodated within the pastoral room and there are no additional venues or staffing, they will maintain social distancing of at least 2m from each other and the supervising teacher at all times. Cleaning will occur between each session.
- Hands will be sanitised on entry and exit to this room.

### Parent meetings and communication

- The vast majority of parental/teacher interactions will continue to take place via e mail or phone calls
- With staff returning to full time, in school teaching responsibilities, the frequency of contact will reduce from that experienced during lockdown
- As part of our trust commitment to wellbeing there is no expectation on our staff to read or answer emails outside of school hours, at weekends or during holidays.
- Meetings with individual parents are permitted, providing:
  - Parents are advised to only attend the meeting if they, or a member of their household, are not symptomatic.
  - Parents sanitise their hands before and after the meeting.
  - Meetings are booked and agreed in advance
  - All care is taken to avoid parents coming into proximity with any children other than their own child
  - Social distancing is maintained during the meeting

- Parent meetings, where there is a large gathering of parents, will be avoided during the first term. Instead, the school will make appointments with parents of individual children when needed
- Information events for parents, such as meet the teacher events, will be delivered virtually

#### **Monitoring and review**

- The SLT will review all solutions used during the partial school closure and how they might be part of sustainable future operation. This plan will be reviewed continually in line with guidance from the government and PHE. Any changes to the plan will be communicated to all