



Reopening to all pupils in September 2020 Management plan

This has been developed with reference to DfE guidance, in particular:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-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> and <https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Factor	Actions and controls	Notes / immediate next steps	Who?	By when?
PREVENTION Preparing the site	<ul style="list-style-type: none"> • Full health and safety check of the building prior to full reopening • Health and safety signage displayed in entrances, corridors, classrooms and toilets • Appropriate health and safety testing continues during the Autumn term, including fire drill 	Fire drill early in September 2020	SBM, SM	September 2020 and ongoing
PREVENTION Group sizes & mixing	<ul style="list-style-type: none"> • Class bubbles to be prioritised for most activities, KS2 children encouraged to keep their distance in bubbles and not touch staff and their peers • Desks front facing for Years 2-6 • Siblings permitted to be in different groups • Staff permitted to work across different classes to facilitate the delivery of the curriculum and specialist interventions however timetabling to minimise contact across groups and records maintained of what staff work in different classes • Staff to maintain 2 metre distance when circumstances allow • Staff to avoid close face-to-face contact and minimise time spent within 1 metre of anyone, screens available for close intervention work • Individual phase groups to be kept in allocated classroom and playground spaces and hall, no large gatherings with more than three classes inside; assemblies to be delivered remotely, outside or with up 	SLT to continue to monitor DfE guidance during summer and autumn 1. SENCo to draw up intervention timetables Screens purchased	All staff	Ongoing

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	to three classes only. Parent/carer meetings to be conducted virtually in autumn term			
PREVENTION Classrooms & layout	<ul style="list-style-type: none"> • Seating children side-by-side and facing forwards, rather than face-to-face or side on from Year 2 • Unnecessary desks and other furniture to be removed if feasible, to create more space • Children to stay at their allocated desk at all times, unless directed otherwise (Yr 2 to 6) • Doors and windows to be kept open for ventilation (doors can be closed if necessary for safety) • Outdoor learning implemented to ensure maximum time spent outdoors 		Class Teachers	July 2020 September 2020
PREVENTION Shared equipment	<ul style="list-style-type: none"> • From Year 1, children will have their own frequently used essential equipment to be kept in their allocated space which they will take responsibility for • Classroom resources such as books, manipulatives and games can be used and shared within the class but cleaned frequently, along with frequently touched surfaces • Resources in Nursery and Reception (such as small world, bikes, construction etc.) should be wiped down by class staff between use • If there is a larger amount of equipment that needs cleaning, this will be carried out by premises/cleaning staff (on request). • Resources shared between classes to be cleaned frequently between use, or rotated and left unused for a period of 48 hours (72 hours for plastics) • Staff to wash their hands before and after handling children’s work/books • Children limited to bringing essential equipment to school only Children and staff able to take books and other shared resources home, however handwashing, cleaning and rotation to be applied • Children to bring in their own water bottles, to be sent home each day • All water fountains will be closed 		Admin assistant, phase leads to allocate SM	September 2020 Ongoing
PREVENTION	<ul style="list-style-type: none"> • Drop-off and pick-up times to be staggered for year groups to reduce volume at entrances and exits 	Letter advising of	HT	July 2020

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Practical steps to reduce risk-all	<ul style="list-style-type: none"> • One-way system through main gate and exit via Moresby Road • Children to be collected and dropped off to designated areas in the playgrounds and parents/carers advised not to gather at the school gates or linger in the playgrounds • Signage in playgrounds to support parent/carers to socially distance • Where there are siblings with different start/end times, plan to minimise disruption to organisation of the day – allocated play space in disused car park for children arriving earlier with a sibling • Advise parents/carers of arrangements beforehand and signage to guide them • Children who are late, to contact school office via intercom to be directed into school • No parent/carer access to the building, including the school office – all enquiries by phone or email, meetings by appointment only. • Only one parent/carer to drop off / collect each child • Any children who are not collected promptly should remain in the playground with allocated adult • Parents/carers advised of children removing face coverings when arriving at school, parent/carer to advise child how to safely remove and store face coverings 	arrangements to parents/carers		
PREVENTION Personal hygiene and routines	<ul style="list-style-type: none"> • Powerpoint to be shown to children every morning reminding them of handwashing; not touching their faces; putting objects in their mouths; (catch it, bin it, kill it;) routines for social distancing and moving around the school • Staff to explicitly teach and supervise health and hygiene arrangements for handwashing, tissue disposal and toilet flushing • Pupils with complex needs who may struggle to maintain good respiratory and personal hygiene to be considered in individual risk assessments • Children and adults to wash hands for 20 seconds at regularly intervals, especially: <ul style="list-style-type: none"> ○ On arrival ○ After outdoor activity and breaks ○ When they change rooms ○ Before eating ○ After using the toilet or blowing/wiping nose 		SLT/Class Teachers SENCo	September 2020 September 2020

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	<ul style="list-style-type: none"> ○ At the end of the school day <ul style="list-style-type: none"> ● Hand washing to take place in classroom, with adult supervision ● Hand sanitiser to be available throughout the building; including at the main entrances and sanitiser stations in all classrooms – though staff and children reminded that proper hand washing is more effective ● Disposable tissues to implement the ‘catch it, bin it, kill it’ approach in each classroom ● Site manager to replenish sanitiser in communal areas and on request in classrooms ● Staff and children reminded to use bins for the disposal of tissues and any other waste ● Staff reminded to keep doors and windows open 		SM	September 2020
<p>PREVENTION</p> <p>Staff or children showing symptoms</p>	<ul style="list-style-type: none"> ● Note: DfE guidance is that “routine testing of an individual’s temperature is not a reliable method for identifying coronavirus” and should not be used in school ● Children, staff and other adults do not attend school if they have Covid-19 symptoms, or have tested positive in the last 7 days. ● All staff working in school will have priority access to testing and will need to provide details of anyone they have been in close contact with if testing positive to Covid-19 if asked by NHS Test and Trace <p>If child becomes unwell:</p> <ul style="list-style-type: none"> ● SLT informed immediately ● Symptomatic child to await collection in meeting room, with door closed and windows open ● If needing the toilet to use the office area toilets (not to be used by anyone else from this point on) and thoroughly cleaned and disinfected before being used by anyone else. ● If supervision of the child is necessary, staff to use full PPE if a distance of 2m cannot be maintained ● Parent/carer to be informed to collect their child immediately. To be advised to keep child at home for at least 7 days and to arrange a COVID-19 test. ● Other members of the household including siblings to self-isolate for 14 days from when the symptomatic person first had symptoms 		<p>All staff</p> <p>SLT</p>	<p>Ongoing</p> <p>Ongoing</p>

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	<ul style="list-style-type: none"> • Child to remain at home until results of COVID-19 test. When results are received, the parent/carer must contact the school • Any members of staff who have helped someone with symptoms and children who have been in contact do not need to go home unless they develop symptoms themselves but they must wash their hands thoroughly and the area (classroom, MR2, toilets) must be cleaned and disinfected <p>For staff:</p> <ul style="list-style-type: none"> • Symptomatic adults to go home immediately • To be advised to stay at home self-isolate and arrange a COVID-19 test • Staff to remain at home until results of COVID-19 test. When results are received, they must contact the school • Any members of staff who have helped someone with symptoms and children who have been in contact do not need to go home unless they develop symptoms themselves but they must wash their hands thoroughly and the area (classroom, MR2, toilets, staffroom) must be cleaned and disinfected • If cover for class is necessary, SLT to arrange cover <p>If there is a confirmed case of COVID-19, SLT will seek advice as to next steps from the local health protection team. A rapid risk assessment will take place and the school will be advised of the actions to take with regards to partial or full closure.</p>		SLT	Ongoing
<p>PREVENTION Practical steps to reduce risk-staff</p>	<ul style="list-style-type: none"> • Direct staff to work from home where possible (e.g. PPA) • Advise staff to remain at a safe distance at lunchtimes and during breaks avoiding shared use of equipment and resources • Advise staff to wash hands frequently and thoroughly • Advise staff to use their own cup and cutlery. This should be cleaned and not left lying around. If using school utensils, wash before and after use. • Provide signage to support safe use of kitchen, shared computers and toilet areas • Provide appropriate surface cleaning products in shared areas for additional cleaning as needed – to include telephones, keyboards etc. 	INSET/staff handbook	<p>HT</p> <p>SBM</p> <p>SM</p>	<p>September 2020</p> <p>July 2020</p> <p>July 2020</p>

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	If a member of staff is concerned that someone is persistently breaching aspects of this plan, please inform a member of SLT.			
PREVENTION Entrances and exits to the school Movement around the school	<ul style="list-style-type: none"> • Each class to access the school via the main gate • Each class to use different routes and entrances/exits to the playground • Footstep signage at 2m in all corridors to support social distancing rules • To organise corridors, entry and exits on a one-way basis as much as possible (brief, transitory contact is low risk) • Review drop off and collection arrangements as guidance changes • Children arriving on bikes/scooters will need to take them to the bike racks unaided 		All staff SBM	September 2020 September 2020
PREVENTION Visitors	<ul style="list-style-type: none"> • Supply teachers, temporary staff, specialist teachers, therapists, etc. can attend school but must abide by the school's procedures for managing and minimising risks • Advice provided on arrival on physical distancing and hygiene and displayed on signing in screen • A record of all visitors, a contact telephone number and the organisation they represent to be maintained • The school office will remain closed to all parents/carers other than for pre-arranged appointments • External visitors will be limited, preferably happening outside of school hours • Deliveries to come via the main gate 		SBM	July 2020
PREVENTION Cleaning of key areas and touchpoints	<ul style="list-style-type: none"> • School building to be thoroughly cleaned before re-opening • Classrooms and communal areas that are in use to be thoroughly cleaned daily • Internal doors in communal areas to be kept open to reduce touching • Routine cleaning to take place throughout the day, concentrating on areas in use; special attention taken to wiping all surfaces with appropriate detergents. Site manager (or additional cleaner) to wipe frequently touched surfaces with appropriate detergents according to an agreed list and schedule – to include doors, equipment, toilets etc... after every break, lunch, outdoor learning and check the availability of soap in every toilet 		SBM/SM	Summer 2020 Ongoing

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	<ul style="list-style-type: none"> Toilets will need to be cleaned regularly due to increased numbers of children and staff Site manager to empty bins, twice daily, in areas being used Classrooms to be supplied with appropriate surface cleaning products for additional cleaning as needed 			
PREVENTION PPE	<ul style="list-style-type: none"> Note: DfE guidance is that PPE is <i>“not recommended”, other than for dealing with a child with coronavirus symptoms, or personal care of children which would usually require PPE.</i> Staff to be provided with disposable gloves and masks PPE to be worn when in sustained close proximity (less than 2 metres) to a child who becomes unwell with coronavirus symptoms PPE to be worn where a child already has routine intimate care needs that involve the use of PPE Guidance of wearing PPE properly to be displayed in key areas 		SBM	September 2020
SCHOOL WORKFORCE Vulnerable staff	<p><i>‘Where the school applies the full prevention measures as outlined, the risks to all staff will be mitigated significantly.’ DfE guidance</i></p> <ul style="list-style-type: none"> Staff to complete individual risk assessment Staff who are clinically extremely vulnerable and following shielding measures can return to work from 1st August whilst maintaining social distancing, return to work discussion with line manager and agreed actions from individual risk assessment to be implemented Staff identified as vulnerable (clinically, BAME, other) to complete individual risk assessment. Line managers to discuss and agree actions. Staff who live with someone clinically extremely vulnerable are advised to return to work Staff who live with someone who is clinically vulnerable are advised to return to work <p>See https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</p>		SBM	Ongoing
SCHOOL OPERATIONS Safeguarding	<ul style="list-style-type: none"> Continue to implement Safeguarding Policy (and addendum for children taught remotely) Share KCSIE 2020 and safeguarding summary (September INSET) 		DHT	September 2020
SCHOOL OPERATIONS	<ul style="list-style-type: none"> Kitchen to be fully operational with all staff available Dining tables to be wiped thoroughly after every sitting 		Head Chef/ SBM	September 2020

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Catering, break & lunchtimes	<ul style="list-style-type: none"> Serving and supervising staff to wear gloves and aprons Lunchtime supervision rota to minimise crossover of staff supervising each group Breaks and lunchtimes to be staggered with no more than three classes eating together Water fountains to remain closed and taped off Play equipment to be cleaned frequently 		DHT SM	July 2020 summer 2020/ongoing
SCHOOL OPERATIONS Attendance	<ul style="list-style-type: none"> School attendance for all pupils is mandatory from September 2020 Children or staff should not attend school if they are unwell with Covid-19 symptoms, self-isolating and awaiting the outcome of a test Any child complying with clinical or public health advice to not attend school must be provided with access to remote education Children not attending as parents/carers are following clinical or public health advice should not be penalised School to work with parents/carers to discuss any attendance concerns and provide reassurances School to liaise with EWO/Attendance service to identify children who have not returned to school in September to support return 		DHT	September 2020
SCHOOL OPERATIONS Travelling abroad during the summer holidays	<ul style="list-style-type: none"> Staff need to be available for work from the beginning of the Autumn term in September Staff to read the latest guidance relating to quarantine rules following a visit abroad and be aware of the recommendations 		All staff	Summer 2020
SCHOOL OPERATIONS transport	<ul style="list-style-type: none"> Request Transport Solutions provide guidance on controls that are in place for the safe transport of pupils School to stagger start and end times to the school day Encourage parents, children and staff to travel safely to and from school and to encourage walking or cycling to school <p>Government advice for safer travel to work can be found on: www.go.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p>		Admin	September 2020
SCHOOL OPERATIONS Educational Visits	<ul style="list-style-type: none"> No educational visits to take place in the short term. Some visits to outdoor spaces in the local area to support delivery of the curriculum may be considered with Covid-secure measures in place 		SLT	ongoing

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SCHOOL OPERATIONS Breakfast Club and After-School Play Centre	<ul style="list-style-type: none"> School to consider running breakfast and after school club for no more than 15 children in accordance with the guidance and minimise the crossover of staff and children No other extended school clubs to run in Autumn term 		SLT	July 2020
SCHOOL OPERATIONS Uniform	<ul style="list-style-type: none"> Parents/carers to be advised that uniforms do not need to be cleaned any more often than usual 		HT	July 2020
Support for SEND and behaviour	<ul style="list-style-type: none"> SENCo to complete individual risk assessments and plans for children with SEND who require it SENCo to consider specific support and preparations for some children to understand changes to the routine, for example using social stories Specialists, therapists, clinicians and other support staff to provide interventions. Screens to be purchased for 1:1 and small group work where close interaction is required SENCo to check with HLT to ascertain what support services are available Behaviour policy addendum to be written with new rules for behaviour and safety and shared with all staff, parents/carers and children SLT to identify vulnerable children and those at risk of exclusion for 1:1 support 		SENCo DHT	September 2020 September 2020
CURRICULUM & HOME LEARNING	<ul style="list-style-type: none"> The curriculum to remain broad and ambitious for all children, creating time within the timetables to cover the most important missed content: <ul style="list-style-type: none"> -EYFS focus on Prime areas and in Reception-gaps in language, early reading and mathematics-children's phonic knowledge and extending vocabulary. -KS1 and KS2 focus on phonics and reading, increasing vocabulary, writing and mathematics, reading across a wide range of subjects. Science, humanities, the arts, PE, RE to be taught across the year Music- awaiting detailed guidance from DfE (no more than 15 children for singing, playing musical instruments) PE-children kept in class groups, sports equipment thoroughly cleaned between different class group use, contact sports avoided, outdoor PE prioritised Timetables to be reviewed 	Timetables Curriculum Overviews	SLT/CTs	September 2020

Factor	Actions and controls	Notes / immediate next steps	Who?	By when?
	<ul style="list-style-type: none"> • Phase and subject leaders to support class teachers to identify and address gaps using AfL • Plan return to normal curriculum in all subjects by summer 2021 • To provide access to remote learning for a class, group, small number of children needing to self-isolate, or there's a localised lockdown • Class teachers to be set up with Teams for new classes in September • SLT to survey families to assess access to IPADs or laptops • SLT to provide further training to staff on use of Teams 		AHT – PD HT AHT - PD	September 2020 INSET – September
ASSESSMENT	<ul style="list-style-type: none"> • Ofsted inspections will remain suspended for the autumn term however they will make some visits to schools to assess the return to education for all children. • School to plan for the return of all statutory assessments in 2021 		SLT	