

Blue Coat Junior and Infant Schools' Federation Re-opening Plan for More Children June 2020

The following documents have been used to develop this plan should the necessary conditions for further re-opening in June 2020 be met.

<https://www.gov.uk/government/publications/actions-for-educational-and-childcare-settings-to-prepare-for-wider-opening-from-1-june-2020>

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june>

<https://www.gov.uk/government/publications/closure-of-educational-settings-information-for-parents-and-carers/reopening-schools-and-other-educational-settings-from-1-june>

Once we are satisfied all steps have been taken to ensure school is as safe as it can be for staff and pupils, we will be able to open the school for our Nursery, Reception and Year 1 pupils with the following adjustments to the usual operation of the school:

Once the school has re-opened for more pupil's school leaders and Governors will review the plan making any necessary adjustments. These adjustments may include:

- The number of and size of the "**Pupil Pods**"
- The times children are in school including the days they are in and the start and end times of the school day
- The re-integration of other year groups (only if and when it is deemed safe and appropriate by the local authority, DfE and our Governing Body)

SOCIAL DISTANCING WITH YOUNG CHILDREN

As Executive Head of the school I will emphasise that every measure possible will be put in place for the ultimate safety of your child and the staff, it is essential to understand that social distancing of very young children cannot be guaranteed. When reading this guidance please bear in mind we will always do our best to ensure there is a safe, warm, caring environment for your child within the parameters that we have been provided.

The creation of "Pupil Pods" is to ensure the children are always with the same small group of children and adults during this very difficult time, so if pupils do go in close proximity it is with very few pupils.

PPE (PERSONAL PROTECTIVE EQUIPMENT)

- Pupils will not be required to wear face masks, government guidance is around enhanced cleaning and handwashing measures.

- Pupils who do come to school with face masks, must understand they cannot share their mask and must be able to manage use of the mask independently.
- Staff will have face masks, gloves and aprons available for particular tasks where necessary, but government guidance is that these are not appropriate or necessary in general school situations.
- Should Staff wish to wear Face Masks each day for their own protection they can do so.
- Staff must wear gloves, face masks and aprons when undertaking any First Aid procedures.

STAFF SECTION:

TEACHING STAFF WELFARE and WELL-BEING

- Staff and pupil welfare and well-being forms the heart of our re-opening plan
- Staff to be mindful of social distancing government guidance both within school and outside school, ensuring all staff can attend work reassured we are all trying our best and are mindful of each other's welfare.
- Staff to be enabled to remind each other of personal space and social distancing in a professional manner (i.e. don't be offended!)
- Before entering the "Pods" staff will sanitise/ wash hands.
- Lockers will not be used until further notice
- Staff may take a small bag into class with essential belongings , if possible valuables should not be brought into school
- Staff with cars on the car park may consider keeping bags in their locked car boot
- Staff will be expected to wipe staff toilet facilities once they have used them with equipment supplied
- Doors and windows should be open if possible
- Staff to notify appropriate Assistant Head as soon as possible if you are unable to attend work so suitable measures can be implemented

STAFF LUNCH AND BREAK FACILITIES

- Staff within "Pods" can arrange a comfort break where necessary
- Hot drinking water will be available from the staffroom , however staff must be responsible for their own mug, crockery and cutlery, it is recommended these are kept in "Pods" and washed by individual staff members

COMMUNICATION, PHOTOCOPYING, MONEY COLLECTION

- Wipes to be available for when used.
- Registers will be completed online where at all possible, paper registers will only be used in an emergency and brought to office by a staff member

RESOURCES, BOOKS AND EQUIPMENT

- Any reading books returned from home will be placed in a box and not handled for 72 hours.
- Any library books returned from home will be placed in a box and not handled for 72 hours, the library is closed for home issue until further notice.
- Pod teams will be responsible for keeping "Pod equipment" cleaned regularly.
- Pod teams to be responsible for the safe use of the "Outside Pod equipment"

LUNCHTIMES

- Lunches will be supervised in “Pods”
- Children will be toileted and hands washed prior to eating
- Children to remain in their seat once eating is finished until collected for the designated outside playtime
- Teams will take “Pods” out to play.
- Lunchtime staff to clean tables and floor space at lunchtime

SAFEGUARDING, FIRST AID STAFF & EMERGENCIES

- Safeguarding concerns to be raised with the DSOs in the usual way. Disclosures MUST be brought to the DSO, other concerns to be added to CPOMS and DSO alerted.
- Each Pod will have adequate First Aid resources, letters, PPE, bins etc
- Staff will all be requested to deal with minor first aid (bumps, grazes etc) , PPE must be used when administering First Aid
- First Aiders will be available for advising on more serious First Aid matters. There will be at least 1 trained First Aider in each base.
- Lunchtime supervisors will be requested to deal with minor first aid , any complex First Aid will be referred on to teaching staff

DEVELOPING PUPIL HYGIENE AWARENESS & SOCIAL DISTANCING

- Staff to reassure pupils that safe hygiene can help prevent spreading of germs
- Staff to model the sneeze /cough into elbow method, to ensure children follow this guidance
- Staff to encourage regular handwashing before and after toileting
- Staff to ensure pupils social distance as far is possible
- Staff to remind pupils if they are not following guidance
- Staff to monitor pupils for signs of illness, thermometers are available
- Staff to notify office to call home if a child is unwell, use isolation
- Staff will be informed of the Public Health England guidance on 1. Suspected cases 2. Confirmed cases and will follow instructions if this were to occur
- Staff will use furniture and resource organisation to support in the teaching of social distancing with children.

PUPIL SECTION PUPIL PODS

- The school will operate Pods with a maximum of 15 children
- Each pod will have a designated classroom where they and only they will operate
- When outdoors, Pods will have a designated area where only they will operate
- Each Pod will have designated staff that will, wherever possible, remain consistent
- Each Pod will have all the equipment they need – there will be no sharing of equipment between Pods
- Each Pod will be cleaned throughout the day and an extensive clean will take place once a week.
- Each Pod will have access to a first aider.

KEYWORKER CHILDREN

- There will be a childcare Pods for vulnerable/key worker children. This will be based in the Junior School canteen.

EQUIPMENT AND FURNITURE

- The furniture in each Pod will be based on need. Additional furniture will be removed or designated not in use.
- All soft furnishings, soft toys etc. will be kept from use. Only equipment that can be easily cleaned during the day will be available
- Children will have their own designated work station (table) and equipment which they and only they will use daily.
- Equipment, including books will not be removed from the Pod. This includes children's work books
- Pupils will be required to bring a water bottle (clearly labelled with their name) this will remain on their designated work station and taken home each evening for washing

THE SCHOOL DAY

- Each Pod in each year group will have a separate start time.
- On arrival at school, all children will be supported to wash their hands. Parents will be requested to arrive in a timely manner at the time allocated.
- Each Pod in each year group will have a separate end time.
- Each Pod will have playtimes & outdoor learning at different times.
- Each Pod will have their own allocated dinner time and lunchtime play.
- Each Pod will have access to a First Aider available throughout the day.

- Children will be supported/encouraged to wash their hands throughout the day at regular intervals.
- Each Pod will access the toilet area at regular intervals, washing hands on entry and exit.
- Each Pod will have its own exit/entrance door to access the playground.
- Children will **not be expected to wear school** uniform while in school but encouraged to change their clothing daily.
- Children are requested **to only bring a small backpack or carrier bag, water bottle, a reading book (to keep in school) and a packed lunch (unless they are having a school lunch) to school.**
- Children **will not be** requested to bring their book bag.

THE SCHOOL WEEK

NURSERY

- 15 hour pupils will either attend in their Pods on Monday and Tuesday from 8.30am to 3.30pm or on Thursday and Friday from 8.30am to 3.30pm.
- 30 hour pupils will attend throughout the week.
- Nursery will be closed on Wednesdays for an extensive clean.

VULNERABLE AND KEYWORKER PUPILS

- School will be open to vulnerable/key worker children who already attend this facility Monday to Friday where required.

RECEPTION & YEAR 1 PUPILS

- School will open in a phased return for Reception & Year 1. This will be reviewed in Week 3.
- School will be divided into 2 halves: Monday & Tuesday Pods and Thursday & Friday Pods. (This will enable smaller initial “Pods” to allow pupils to learn and understand the new routines expected of them and to work alongside adults they know and trust).
- The Infant School will be closed on Wednesdays for an extensive clean.

YEAR 6 PUPILS

- School will be open to all Year 6 pupils

- The Junior School will be closed on Wednesday afternoons for an extensive clean.

CLEANING

- Each Pod will be kept clean throughout the day (tables, door handles, bins emptied).
- Each Pod will be cleaned thoroughly at the end of the day.
- All toilets will be wiped over hourly and cleaned thoroughly at the end of each day.
- The designated first aid area will be cleaned halfway through and at the end of each day and after each use.
- All public areas will be cleaned at the end of each day.
- Each Pod will have an enhanced clean on Wednesday and Friday including equipment used by the children.

SCHOOL DINNERS

- All lunches will be eaten in designated Pods.
- Each pod will have a designated lunchtime supervisor or during 30 minute lunch break.
- All pupils are entitled to a school meal whilst attending the Infant School. (Universal Free School Meals).
- Junior children entitled to Free School Meals will receive a school lunch
- School will issue a 5-day voucher fortnightly for Reception and Year 1 families who qualify for a free meal (to cover additional meals whilst on phased return)
- Each pod will then have a 30 minute break in their designated playground area. (Supervised by the Pod dinner supervisor)
- School will continue to issue vouchers for those on Free School Meals in year groups not in school

SCHOOL OFFICE & SCHOOL CONTACT

- Parents/carers will not be able to visit the school offices
- Parents can make contact via telephone or email

DROP OFF / COLLECTION OF PUPILS

- Each Pod will have an allocated drop off and collection point. Parents/carers will not be able to enter any of the Federation sites. All gates will be supervised by staff and children will leave their adult at this point.
- Parents/carers must make sure that dropping off and collection are at the correct time to avoid children getting locked out or not picked up.
- Pupils temperature will be taken at the start of the day, any child with a raised temperature will be asked to go home and be monitored

ISOLATION AREAS AND FIRST AID

- There is a designated isolation area that would be used if any children or adults become ill or show symptoms of COVID19 during the day
- In the case of a suspected case, the advice from Public Health England would be taken.
- Any first aid treatment will be administered, if at all possible, in the Pods.
- Appropriate PPE will be worn when changing children or administering First Aid (gloves, aprons and masks for first aid)
- First Aid Bins will be changed twice daily

BEHAVIOUR AND WELFARE

Our priority is to develop a safe and secure learning environment for pupils and staff, therefore any issues with behaviour will result in a discussion with the Executive Head or Deputy Executive Headteacher.

- All school staff will reinforce the rules and routines around school to ensure all children understand what is being asked of them
- Parents will be required to discuss and explain the new routines to their child, to ensure they are aware of the additional routines within school.
- The Behaviour Policy will continue to apply.
- The Behaviour Policy will be applied for any pupils unable to meet expectations.

TEACHING AND LEARNING

NURSERY

- In the first instance priority is given to welfare and safety, pupils understanding routines and expectations.
- Pupils using equipment will be limited to each Pod, work stations will be set up so pupils work at a reasonable distance.

RECEPTION & YEAR 1

- In the first instance priority is given to welfare and safety, pupils' understanding of routines and expectations.
- Where necessary PSHE opportunities will take place daily to ensure welfare & well-being remains the school priority
- Teacher Focus will be around Basic Key Skills: Phonics, Reading , Basic Sentences (Writing) , Number (Maths), learning in the outdoor learning spaces will be encouraged when possible
- Additional work will be supplied on the school website for days not in school.

YEAR 6

- In the first instance priority is given to welfare and safety, pupils' understanding of routines and expectations.
- Where necessary PSHME opportunities will take place daily to ensure welfare & well-being remains the school priority.
- There will daily reading, English and maths activities and other national curriculum subjects will also be taught during each week.

SEND

- As an inclusive school, wherever possible children with Special Educational Needs and Disabilities (SEND) will be taught alongside their peers in a Pod with their own workstation with clearly differentiated work and a consistent member of the support staff as appropriate to individual needs. Teachers will work in conjunction with the support staff to adapt the teaching resources or approach in order to cater for the individual needs, and to plan individual timetables where necessary.
- As with all children our first priority is to welfare and safety and will focus on settling children into their Pod, developing clear and consistent routines which will be supported through the establishment of new rules and expectations and development of their personal, social and emotional needs.