

Norbriggs Primary School plan for a phased return to school from 1st June 2020 V3 Final

Introduction

- The Government has instructed all schools to open on June 1st for Nursery, Reception, Year 1 and Year 6.
- The guidance on how we do this has been unclear and changes on a daily basis so trying to come up with a plan for how we can do this safely has not been easy.
- In writing this plan we have consulted parents, staff, local head teachers, Local Authority advisors including health and safety and human resources, union advice and finally the Government guidance.
- We have written this plan as we think it best serves the needs of our individual school community.
- I will try to explain our plan as clearly as I can and hopefully answer your questions by doing so.
- Please read the letter all the way through.

The Plan

This plan will be implemented on 1st June if the Government decides it is safe to do so. They will make this decision on 28th May.

- We will not be offering breakfast club or after school clubs at this time as this would increase social mixing.
- Nursery will open mornings only on Mondays and Tuesdays.
- Reception, Year 1 and Year 6 will open all day on Mondays and Tuesdays.
- Critical worker children, vulnerable and those with an EHCP will be open all day Monday – Thursday.
- We will remain closed on Friday so that the building can be deep cleaned, staff can have PPA time at no extra supply cost to the school, the virus remains active on surfaces for 72 hours therefore if the building is closed this should also ensure the virus is neutralised.

Rationale

- We have surveyed parents and there appears to be an average of 6 children in each year group who have indicated that they will be returning.
- Therefore there will be 5 'bubbles', one for each of the groups identified above.
- We will not open full time, because:
 - After consultation with parents many of you are not confident that it is safe to open schools yet and so a very gradual phased return will allow us to get our social distance practice correct and allow us to send positive messages to parents to increase their confidence.
 - It will allow us to slot in further year groups, should Government advice dictate, with minimal disruption to children who started on 1st June
 - Will free up remaining staff to support home learning for those children not attending school.

Class organisation

- Each group of children will be organised into bubbles, the plan is included with this letter
- There will be one teacher and one TA to a maximum of 10 children in each bubble.
 - The DfE recommend classes of 15 but our risk assessment dictates that it is only safe to have 10 children in a classroom and maintain social distancing of 2 metres.
- Each class will have a Mid Day Supervisor to cover lunchtime.
- Bubbles will not mix and once a child has been assigned to a bubble they will not be able to change.
- We will implement social distancing as best as possible within bubbles but recognise that this is not always going to be possible because children are tactile, they like to touch each other and they sometimes need physical touch from us if they are upset or hurt.

Safety Rules

In principle there are 4 guiding rules:

- Avoid contact with anyone with symptoms
- Wash hands frequently
- Clean work places regularly
- Minimise contact and mixing – children and staff to stay in their bubbles and not mix with other bubbles at any time.

Routines to be adopted are:

Parents

- There is a staggered drop off and pick time with a specific door to use
- Children should aim to arrive on time, not early or late, to avoid groups of people on site at the same time.
- When children arrive they should enter the building straight away and not wait on the playground.
- Parents are asked not to enter the building for any reason and to leave the site as soon as they have dropped off, picked children up.
- Only one parent should bring their child to school
- Children are asked not to bring any items from home apart from a lunchbox if they are bringing sandwiches

Staff and children

- There is a carefully worked out timetable to manage movement around school, handwashing, break and lunch times and toileting to ensure there is no mixing of bubbles, the timetable is included with this letter.
- Doors and windows will be open for ventilation but also so that there is less touching of door handles, light switches, etc
- Air con to be disabled.

Lunchtime and break time

- Reception and Year 1 children are entitled to a free school meal
- 2 children to a lunch table, each bubble to go in for lunch together and sit at the same group of tables.
- Tables to be disinfected before next group sits at them.
- Children to go out together when everyone in their bubble has finished eating. Their MDS will organise games together for their bubble without mixing with other bubbles.
- TAs not assigned to classes to monitor toilets and cloakrooms, clean and disinfect tables and equipment between bubbles, be on hand at lunchtime to help MDS with first aid and toilets.

Attendance

- No one with symptoms should attend school for any reason
- If you decide not to send your child to school on 1st June you will be responsible for the safety, welfare and education of your child at home until Government advice allows us to increase the amount of children coming to school later in June.
- We will not accept anymore children once the bubbles are set up, if you change your mind, until this next phase of reopening.
- Parents are encouraged to send their child to school but they will not be fined for non attendance.
- The Government expects that all vulnerable children and those with an EHCP will attend school.
- We have a duty to inform social care or the SEN support service if parents choose not to send a child in this category to school.
- Children can attend school if their parent is listed as a critical worker, please see the following list:

Critical worker list 20.5.20

Health and Social care staff

Doctors, nurses, midwives, paramedics, social workers, care workers, including volunteers

Education and childcare staff

Childcare, support and teaching staff, social workers

Key public services

- those essential to the running of the justice system
- religious staff
- charities and workers delivering key frontline services
- those responsible for the management of the deceased
- journalists and broadcasters

Local and National Government

delivering essential public services

Food and necessary goods

- those involved in production, processing, distribution, sale and delivery
- as well as those essential to the provision of other key goods (for example hygienic and veterinary medicines)

Public safety and National security

- police and support staff
- Ministry of Defence civilians
- contractor and armed forces personnel (those critical to the delivery of key defence and national security outputs and essential to the response to the COVID-19 outbreak)
- fire and rescue service employees (including support staff)
- National Crime Agency staff
- those maintaining border security, prison and probation staff and other national security roles, including those overseas

Transport

those who will keep the air, water, road and rail passenger and freight transport modes operating during the COVID-19 response, including those working on transport systems

Utilities, Communication, financial services

- staff needed for essential financial services provision (including but not limited to workers in banks, building societies and financial market infrastructure)
- the oil, gas, electricity and water sectors (including sewerage)
- information technology and data infrastructure sector and primary industry supplies to continue during the COVID-19 response
- key staff working in the civil nuclear, chemicals, telecommunications (including but not limited to network operations, field engineering, call centre staff, IT and data infrastructure, 999 and 111 critical services)
- postal services and delivery
- payments providers
- waste disposal sectors

Health and Safety information

- There will be a senior leader who is the designated safeguarding lead on site at all times.
- There will be a first aider and paediatric first aider (where possible) on site at all times.
- A detailed risk assessment has been completed in line with DfE guidance, LA guidance, LA H+S support and discussion with local Head Teachers. Please contact school if you would like a copy.
- The risk assessment will be reviewed daily to ensure all processes are working and reviewed more formally every Friday with updates sent to staff and parents as necessary.
- All classes have been made Covid secure to enable social distancing where possible according to DfE guidance. Soft furnishings that cannot be cleaned easily have been removed, unnecessary items have been removed and workspaces have been spaced out. Each work space has it's own resources so children do not need to share.
- The behaviour policy has been updated and the Covid specific actions are included with this letter.
- T child protection policy has been updated with an updated Covid appendix referring to the monitoring of concerns whilst children are not at school.
- Risk mitigation documents have been filled in for children with an EHCP and sent to the Local Authority.
- H+S checks have been reviewed and actions taken to ensure building is safe to reopen – water outlets flushed, boiler checked, hot water monitored, fire alarm systems checked, site secure and safe, rubbish disposed of.

PPE

PPE regulations do not apply to schools unless:

- a child needs personal or intimate care, such as first aid or changing of clothes, then the member of staff delivering that care should wear a face mask, gloves and apron. These can all be found in Mrs Walsh's office. Should there be a risk of bodily fluids spraying then the care giver should also wear goggles, there are some in the science cupboard.
- A person develops symptoms

What if somebody displays covid 19 symptoms?

- They are immediately taken to the office and sat at the spare desk, 2m from Mrs Walsh.
- Mrs Walsh to wear face mask.
- Child to use the visitor's toilet if necessary as this is the easiest to clean down.
- Child collected immediately by a parent.
- The area where the child has sat, any surfaces they have touched, the toilet, should all be disinfected immediately.
- The parent should apply for a coronavirus test.
- If the test is negative the child returns to school.
- If the test is positive the child isolates for 7 days and everybody else in the household isolates for 14 days.
- If the test is positive everybody in their class group should be sent home to isolate for 14 days - their family do not need to isolate

Documents

There are a large range of document that have been consulted and created to form the basis of our re-opening plan.

All of these documents are available on request.

Behaviour Principles

Parents

- Stay at home and apply for a test if you develop symptoms
- Inform school of the results of that test
- Only 1 parent to drop off their child, no other children to accompany them.
- Parent to drop off / pick up at the allotted time and door.
- Parent to leave school site immediately and not socialise with other people.
- Parents not to enter building for any reason.
- No items to be brought from home other than a lunchbox

Children

- Stay at home and apply for a test if you develop symptoms
- Inform school of the results of that test
- Children to follow rules on hand washing and hygiene
- Only one child in the toilet at any time
- Children to follow the instructions of the adult to avoid unnecessary social contact and mixing
- Children to follow 'catch it, bin it, kill it' routines if they cough or sneeze.
- Children to tell an adult if they feel unwell
- Children to have their own resources, water bottles, etc and not to share with others.

Staff

- Stay at home and apply for a test if you develop symptoms
- Inform school of the results of that test
- Model and encourage the very highest hygiene standards at all time
- Modify teaching and learning practice to encourage social distancing where possible
- Keep the classroom tidy and organised so that it can be kept clean and reduce unnecessary movement and sharing of resources
- Keep air con off
- Keep doors and windows open
- Only allow one child to the toilet at a time
- Limit your own contact with other adults and stick to social distancing guidelines.

Actions

This is a new phase of education with different rules and routines for everybody.

It is likely that anyone of us may forget to follow these routines.

Gentle reminders will be given and I am certain that this will be all that is needed.

Any repeated or deliberate disregard of these routines by adults will result in a them being asked to leave the site and a different adult bring the child to school.

Any deliberate disregard of these routines by a child or any deliberate coughing, sneezing or spitting towards another person will result in that child being taught in isolation.

Norbriggs Primary School Re-opening plan, 20th May 2020

	Nursery	Reception	Year 1	Year 6	Priority children in Year 5 classroom
9			Drop off Y1 door through Nursery playground Handwash		Drop off Y5 door through main playground Handwash
9.15				Drop off Y6 door through main playground Handwash	
9.30	Drop off at Nursery Door Handwash	Drop off Reception door through Nursery playground Handwash			
9.45				Handwash	
10			Handwash		Handwash
10.30	Handwash	Handwash			
10.45				Handwash	
11			Handwash		Handwash
11.30	Handwash	Handwash			
11.45	Handwash Lunch	Handwash Lunch		Handwash	
12	Handwash	Handwash	Handwash Lunch		
12.15			Handwash	Handwash Lunch	Handwash Lunch
12.30				Handwash	Handwash
1	Handwash	Handwash	Handwash	Handwash	Handwash
1.45				Handwash	
2	Handwash	Handwash	Handwash		Handwash
2.30	Pick up- Rec door through Nursery playground	Pick up - Rec door through Nursery playground			
2.45			Pick up - Y1 door through Nursery playground	Handwash	
3				Pick up - Y6 door through main playground	Handwash

Norbriggs Primary School Re-opening plan, 20th May 2020

3.15					Pick up - Y5 door through main playground
	Nursery	Reception	Year 1	Year 6	Priority children in Year 5 classroom
Timing	9.30 - 12	9.30 – 2.30	9 – 2.45	9.15 - 3	9 – 3.15
Drop off / pick up	Nursery Door	Reception door – go through Nursery playground	Year 1 door - go through Nursery playground	Year 6 door – go through main playground	Year 5 door – go through main playground
No. of children	Max 10	Max 10	Max 10	Max 10	Max 10
Staff	Teacher - Mrs Bentley TA – Mrs Greaves SEN TA – Miss Spetch	Teacher – Mrs Hurcum TA – Miss Needham MDS – Miss Williamson	Teacher – Mrs Otter TA – Miss Dicker MDS – Miss Young	Teacher – Mr Taylor TA – Miss Nuttall MDS – Mrs Barker	Teacher: M,T - Mr Mallender W,Th – Mrs Goodall TA: M,T - Miss Lofthouse W,Th – Mrs Robinson SEN TA: M,T - Miss Cooke
Toilets and hand washing	Self contained in Nursery classroom	Self contained in Reception classroom	Use KS1 toilets	Use KS2 girls toilets	Handwashing in class, use KS2 boys toilets

Other staff roles

- Mrs Rebekah Gill – maintain website and keep communication up to date
- Mrs Parnham – maintain KS1 home learning
- Miss Sanders – maintain KS2 home learning
- Mrs Richardson – monitor manage KS2 cloakroom and toilet area
- Mrs Rosy Gill, Mrs Henman, Mrs Otter – support all staff with first aid, movement around school, toileting, cleaning between bubbles of lunch time tables and chairs and play equipment