**Education – Corona Virus (Covid-19) Wider Opening of School Plan – Children and parents**

**Red comments are Wath Victoria’s response to each question, linked to each area of risk identified in the JMAT risk assessment preparation document.**

**This is an ongoing planning document which will be reviewed regularly.**

| **Issue / concern** | **Considerations to mitigate risks** | **Further Action required to mitigate risks** |
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| 1. Entering and leaving the school site. | How will you ensure a safe arrival and exit for children, staff and parents?   1. Number of gates to open or close. How will these be staffed to safeguard very young children? How will this differ from your normal practice? 2. How will you control the flow to ensure the entrance is not compromised by too many people at the same time, how will you ensue social distancing? Will you:   - stagger arrival and departure times, how will these be organised and staffed?  Both the top and bottom site entry gates will be open as normal to allow parents to socially distance when dropping their children at school at the **different start times** allocated for their child, dependent on age and phase.  Gates will be unlocked for collection in line with the **different end times**. Staff will release children from their classroom door if this is possible or for upstairs classrooms from the Y3/4 or the Y5/6 door as is currently the case. In order for adequate social distancing for parents in the Y3/4 classes, one class will be dismissed from an F2 entry door and this will be communicated to those parents who are affected in September. This will allow each phase bubble to arrive and leave at staggered times, therefore reducing congestion and promoting social distancing as much as possible, yet also allowing families with siblings chance to drop them off at the same time without having to wait on site. The youngest children will be safeguarded in the same way as they are now by entry through the F1 gate and by meeting a member of staff on the classroom door. Parents will be encouraged to hand over their child at a 1+m distance from staff where this is possible with the youngest children.  ‘Love Heart’ distance markers are painted on floors around site to support social distancing.  How will you manage parents on the school site and outside gates?  We ask that for the time being parents do not come into the school building unless for a pre-arranged meeting with at least 24 hours’ notice. Parents can phone the school or continue to contact us on dojo but parents should be aware that when staff are teaching, replying to dojo is difficult and the priority is the children in front of them. We would ask parents to keep the amount of contact in person with staff to a minimum at the start and end of the day to ensure that staff can focus on the health and safety of the pupils entering and leaving school.  How will you ensure there is effective communication about these systems so they are adhered to?  We will continue to communicate via school story, class story and individual messages on dojo. Additional information will be sent by text. The Headteacher will communicate with parents via letter as appropriate.  Key messages will be communicated to children through assemblies (virtual) conducted by Head or Deputy Head. Signage around the site will remind families of the key messages. |  |
| 1. Moving in and around school. | There will be a need to minimise the movement around school for everyone’s safety. Consider:   * Routes into and out of each classroom or space being used. * Travel on corridors e.g. single file, one way, * Staggering of entry and exit times for breaks and lunch.   Movement around school will be kept to a minimum. Corridor movement is only needed from classroom to the lunch hall, to the toilet or to change classroom if needed for teaching in setted groups in maths and phonics. Trips to the toilets and for regular hand washing will use an identified route and these will be staggered as needed.  There will be staggered rotas for breaktimes and lunchtimes with time between for cleaning as needed.  Staffing will allow supervision of movement to and from toilets and to the lunch hall and in the allocated outdoor space.  Stairwells are allocated to a set bubble of children who use these to enter and exit upstairs classrooms on a one-way system.  Children walk on the left of the corridor and on the stairwell.  Lunch groups will be kept to children accessing the hall one bubble at a time, and children will use a one-way system around the hall to pick up lunches and dispose of plates, cutlery and rubbish. |  |
| 1. Classroom organisation and layout. | There is no longer any need to social distance in classrooms between children. How will staff remain as safe as possible in the classroom/s?   * How will you organise the classrooms to ensure as little need for movement around the classroom as possible (will this be one way?) * How will tables be laid out given the government’s advice to place tables in a forward facing position.   Unnecessary furniture will be removed.  All unnecessary items, including soft furnishings and other items that are hard to clean, will be removed.  Pupils in Y1 and above will have an allocated desk so they use the same desk if they are in on consecutive days. Desks will be placed in a forward-facing position wherever possible.  All spaces to be well ventilated opening windows and doors where and when it is possible to do so.  Individual resources to be given to each child so they do not need to move to collect from elsewhere in the classroom and so they have limited contact with other children’s resources  A 2m space measured from the classroom doorway entrance will allow for staff to enter each classroom when needed for emergency cover, or to deliver messages or collect children.  Where possible, staff will remain socially distanced from each other at 2m. Where this is not possible, staff should limit the time that they are within 1m of other adults and children.  Bubbles will have staff within them who are able to cover each other in an emergency to limit the movement of staff outside of the bubble.  Staff will be timetabled within bubbles to reduce movement but where they do need to move, they will record their movement to enable clear tracing of contacts.  Where children move within their phase bubble for teaching and learning purposes, this will also be timetabled and tracked to enable monitoring of contacts.  Young children cannot socially distance from each other or staff, and will not be expected to. Equally, children with complex needs cannot do this either. Care and support will be provided to all children as needed.  Emergency evacuation routines will be practised so that bubbles do not mix on emergency exit from site, wherever possible.  How will you facilitate regular cleaning routines for surfaces?  Additional cleaning supplies to be given to each class  (spray, wipes, cloths) so that hard surfaces can be wiped throughout the day.  Additional cleaning hours during the day in school for high traffic/high risk areas.  School will close on Friday lunchtimes for a thorough weekly clean.  Rotation systems will be in operation for the cleaning and re-use of toys, equipment and books, in line with government guidance.  How will you facilitate regular hygiene sessions e.g. hand washing?  Time planned each day for hand washing during key times of day – entry and exit to classroom (start and end of day, break times, lunchtimes) before eating and after toileting.  All internal doors to be kept open during the school day to prevent children touching door handles.  Children and staff will be reminded, where possible, to open doors with elbows, hips etc not hands.  Each classroom has its own handwashing facilities and products.  Each toilet block has allocated toilets and sinks for each bubble. |  |
| 1. Toilet usage | Will you need additional cleaning time?  Cleaning will be reviewed on a weekly basis and increased if needed. An additional cleaner will be on site during the day, prioritising toilet cleaning in the main school building. Staff will facilitate cleaning of staff toilets themselves. Reactive cleaning will happen if needed and the cleanliness of toilets will be regularly monitored across the day.  How many toilet facilities do you have? How many of these can be safely used?  We have at least one toilet area for each bubble. They will access them at different times and under staff supervision. They can all be safely used.  How will you organise use and will this be supervised?  1 child to access at a time, supervised by staff as is normal practice already on a scheduled system.  How will you ensure used paper towels are disposed of regularly and not left in waste baskets?  Where paper towels are used in classrooms and in toilet areas, they will be placed in a bag inside a bin and will be disposed of. The bin will have a foot operated flip top lid or similar to avoid excessive touch. |  |
| 1. Lunchtimes | There will be a need to minimise the number of children gathered in one location.  Each bubble will access the lunch hall at a different time.  Handwashing before lunchtime and sanitiser gel on access to the hall.  Staff from the bubble to supervise lunch time.  Hot meals or sandwiches?  All usual options will be available from September.  How will the environment be kept cleaned between groups?  SMSA/bubble staff to clean each table between bubbles of children in dining hall. Kitchen staff to clean at the end of each lunchtime before tables go into storage.  Where staffing and weather allows, packed lunches could be eaten outdoors. |  |
| 1. Outside playtimes | **Transmission of the virus outdoors is low.**  There will be a need to minimise the number of children gathered together. How will you organise this?   * Can the outdoor space be divided safely? * How will activities be organised? * How will you timetable the space if needed?   3 playground spaces plus F1 and F2 outdoor area and field areas allow for spacing and for staggered break and lunchtimes for bubbles. Each bubble’s lunchtime will be reduced to allow for staggering and movement around site to happen safely and so that bubbles do not mix, however additional break time will make up for this so that children are still receiving the same amount of play and exercise time each day.  Trim trails can be used at play and lunchtimes so long as this can be adequately supervised with appropriate staffing levels, and maximum user levels apply.  Each bubble will have their own play and sports equipment which will be cleaned after each session. Any shared equipment will be cleaned and quarantined for 72 hours before next use. |  |
| 1. Administering first aid. | There will be a need to minimise direct contact with children.  Will you provide PPE?  PPE provided (masks, aprons and gloves) for staff carrying out intimate care for children or for staff who are waiting with a child for parents to arrive, who is displaying COVID symptoms. Each bubble will have members of staff who are first aid trained.  PPE will not be worn by staff unless dealing with any of the above.  Parents must be contactable in case of emergency and must provide school with accurate and up to date contact information, including other adults who can be contacted in an emergency.  How will used resources be disposed of?  Resources to be disposed of in specific bins in the medical/hygiene room in yellow bags.  Will you measure pupils’ temperatures?  There is no requirement for this to be done from September. Parents should not send children to school who have a temperature or any other COVID symptoms, and should get their child tested if this is suspected. |  |
| 1. Reducing cross-contamination from home to school and vice-versa. | Parents must send children to school in clean school uniform every day, wherever possible.  Children must not bring unnecessary items from home but can bring a school bag. Pencil cases are not needed.  They must bring, and take home to clean, their own water bottle to school every day.  Children will take home reading books and homework books and when they are returned they will be quarantined/cleaned before being used again in school. |  |
| 1. In case of a positive test. | As per government guidance, this will be reported to Public Health England (the local health protection team) and JMAT, who will then advise school of the next steps to take, in line with the NHS Test and Trace process.  The local health protection team will also contact school should there be a positive test whereby children/adults in school have been in contact with someone who has tested positive and advise us of next steps. |  |
| 1. Educational visits. | These will not be taking place until the Spring term 2021.  Peripatetic teachers will be able to come onto the school site so long as their contacts are recorded in school.  Other visitors will be kept to a minimum. |  |
| 1. Breakfast club and after-school clubs | Breakfast club will operate on a maximum number of children and with priority given to children of key workers and vulnerable children. This will be on a booking system with places needing to be allocated at least a week in advance. Block bookings are possible and encouraged.  Within breakfast club, children from different bubbles will mix but we aim to keep this to a minimum and wherever possible, children from one bubble will be kept in close proximity together, and away from children in other bubbles.  After-school clubs will not be operating in September. This will be reviewed for after October half term. |  |
| 1. Behaviour and expectations. | The school’s behaviour and relationships policy was amended on 1.6.20 in light of the COVID outbreak. This will be updated further in line with government guidance ready for 1st September 2020. |  |
| 1. Partial or full lockdown is required from local or national government | School is developing a plan for health and safety and academic operations should either of these situations occur. This would allow us to quickly move to a new model of educational provision, in line with any guidance that we are provided with. |  |