



School re-opening – Covid 19 – September 2020

We have sought guidance from: DfE, Government advice, KCC and KAH (Kent Association of Headteachers).

For the most up to date advice, please see current updates from the Government.

Planning

Aims – To have effective infection protection and control.

We aim to put the safety of staff and children at the forefront of all decision making.

Main points

- Minimise contact with individuals who are unwell.
- Clean hands more often than usual.
- Ensuring good hygiene – use of tissues and correct disposal.
- Frequent cleans of school and equipment
- Minimising the mix of and contact with other groups/classes.
- Reduce wider contact – staff to stay with their own group.

As part of our planning process, we have consulted staff and parents and ensured our Chair of Governors is informed with each step. This will then be shared with the FBG.

Implementation of protective measures – following the DfE guidance Published 02/07/20

- Red – risk remains high
- Orange – risk reduced
- Yellow – risk significantly reduced
- Green – no risk



Pre – preparation of the school before the children return.					
<u>Risk identified</u>	<u>Action/ changes to be made.</u>	<u>Person responsible</u>	<u>Findings/ concerns/ issues</u>	<u>People at risk</u>	<u>Outcome aim</u> <i>To lower risk of infection and maximise infection control, reducing wider contact.</i>
Class Bubbles	<ul style="list-style-type: none"> Identify areas or times of the day where bubbles may come into contact with each other and ensure school routines and timings reduce possible cross-contamination. 	SLT	Children visiting the toilet at the same time as other children.	Staff and children	Toilets to be designated as much as possible. EYFS – EYFS toilets Year 1 – Year 1 toilets Year 3 – Disabled toilet Y2/4/5/6 – Main school toilets
Seating arrangement for pupils	<ul style="list-style-type: none"> Children have to be next to each other, facing the front of the classroom Tables in rows 	All staff	Distancing between children and staff.	Staff and children	<ul style="list-style-type: none"> Y6 children to keep their own equipment on their workstation.
Classroom resources	<ul style="list-style-type: none"> Resources across the bubble can be shared e.g. text books 	All staff SLT to monitor	<ul style="list-style-type: none"> Lack of time 	Staff and children	<ul style="list-style-type: none"> All shared resources to be cleaned with



	<ul style="list-style-type: none"> • Shared resources cleaned so no cross contamination occurs – Items that are shared amongst classes, i.e. computers, clocks, shapes • Gymnastics equipment not to be cross-contaminated 		<ul style="list-style-type: none"> • Gymnastics equipment is used by multiple classes and difficult to clean. 		<p>antibacterial products.</p> <ul style="list-style-type: none"> • No gymnastics lessons for the at least Term 1.
Break time and outdoor resources.	Playtime equipment to be largely reduced.	SLT TC	Supervision	Staff and children	<ul style="list-style-type: none"> • Break times will be staggered and groups will be kept to individual zones to reduce contact.
Structure of the day	Staggered entry	SLT	<ul style="list-style-type: none"> • Children to adjust to a new structure and routine. 	Staff and children	Staggered entry arranged for classes. Reminders on ParentMail. Signage in place.



			<ul style="list-style-type: none"> • Too many children may cause confusion. • Parents not sticking to time 		
Educational visits	Precautions to be taken when going off site.	All staff	<ul style="list-style-type: none"> • Unclear guidance. 	Staff and children	<ul style="list-style-type: none"> • No swimming. • No overnight trips. • Risk assessments from sites read and adhered to.
Pupils with SEND	Pupils with SEND need to be taken into special consideration.	All Staff SENCO SLT	<ul style="list-style-type: none"> • Transition for children is not able to happen. • 2 new children with EHCP 	Staff and children	<ul style="list-style-type: none"> • Children with EHCP and medical needs will need to have a risk assessment completed before they come in.
Attendance	Communicate to all parents that the school intends to open to all children in September	SLT and Nurture	<ul style="list-style-type: none"> • Identified families will not return in September 	Staff and children	<ul style="list-style-type: none"> • All families are back and fully aware of precautions that have been taken.



	Plans for this shared to parents Follow up calls for non attendance on a weekly basis				
School bus	School bus needs to provide safe transport.	Bus company SLT	<ul style="list-style-type: none"> Mixing of bubbles when on bus. 	Staff and children	<ul style="list-style-type: none"> Seating plan in bus to be created. Same year group/ siblings.

		Staffing			
<u>Risk identified</u>	<u>Action/ changes to be made.</u>	<u>Person responsible</u>	<u>Findings/ concerns/ issues</u>	<u>People at risk</u>	<u>Outcome aim</u> <i>To lower risk of infection and maximise infection control, reducing wider contact.</i>
Staff wellbeing	Listen to any concerns/ worries to check wellbeing	SLT	Staff may feel uncomfortable with new routines.	Staff and children	<ul style="list-style-type: none"> Staff views welcomed.
Staff contact	Staff are to limit their contact with each other to ensure reduced contamination.	Jo	<ul style="list-style-type: none"> There will be some cross overs. Staff to maintain social 	Staff and children	<ul style="list-style-type: none"> Staff to adhere to social distancing as much as possible. Staff to hand wash/ use hand gel as much as possible, especially when moving from group to group.



			distance in front of the class		
Staff illness	If a member of staff is unwell or showing symptoms of covid-19 they will be sent home and asked to book a covid-19 test. They must not return until results are shown to be negative and they have followed self-isolation rules.	Jo	<ul style="list-style-type: none"> Staff may not want to report that they feel unwell. Staff communication needs to explain how important this is. School to contact public health Staff to engage with track and trace 	Staff and children	<ul style="list-style-type: none"> Member of staff to be sent home and advised to self-isolate following most recent government guidelines. If positive, all parents and staff to be notified and tested. The whole class will then be sent home and advised to self-isolate, following the most recent government advice.
Staff breaks	<ul style="list-style-type: none"> Break times are staggered. All staff to ensure that they have a break. This to be organised and decided within groups. 15 min break AM 25 min Lunch 	SLT	<ul style="list-style-type: none"> Staff might not take a break. Shortage of staff to cover breaks. Staffroom and kitchen Staff feel overwhelmed by the changed and lack of contact with other 	Staff and children	<ul style="list-style-type: none"> Rota completed for break and lunch times. Members of staff within groups to decide on how to share breaktime and lunch time cover for their group. If staff member is absent, cover will be organised if possible. Staffroom areas that have been used to be anti bac sprayed or anti bacteria wipes used after each group.



	10 min break PM		members of staff.		
Staff protection	<ul style="list-style-type: none"> PPE to be purchased <ul style="list-style-type: none"> Gloves, facemasks, aprons Group cleaning sets to be provided. 	Jo Dee Rob	<ul style="list-style-type: none"> Staff worried about contact with children 	Staff and children	<ul style="list-style-type: none"> Staff provided with PPE PPE kit per classroom Masks provided for intimate care of children or if they become ill Changing cleaning habits. Alcohol sanitiser and soap available in each classroom and in communal areas (hall) Hands must be cleaned on a regular basis Staff will not be made to deal with ill children if they feel they would be at risk. SLT will intervene. Staff are responsible to maintain their own routine for hygiene.
Students	<ul style="list-style-type: none"> School intends to fully engage with ITT training 	SLT	<ul style="list-style-type: none"> Students not understanding new procedures and expectations of the RA 	Staff and children	<ul style="list-style-type: none"> Students have an induction session focused on the RA. Support provided through mentor and class teacher Students working towards all infection control aims



Daily routine																													
<u>Risk identified</u>	<u>Action/ changes to be made.</u>	<u>Person responsible</u>	<u>Findings/ concerns/ issues</u>	<u>People at risk</u>	<u>Outcome aim</u> <i>To lower risk of infection and maximise infection control, reducing wider contact.</i>																								
Entry and exit to parents at the start and end of the day.	<ul style="list-style-type: none"> • There will be an in/ out system for children and parents at the start and end of the day. • Parents cannot gather at school gate or in big numbers. • Newsletter explaining all of these changes sent out to parents. • One adult per family. This is to remain as the consistent adult as much as possible. • In through school gates – drive gates opened to maximise space. 	SLT	<ul style="list-style-type: none"> • Parents do not adhere to changes • Parents gather at gate and do not social distance. 	Staff and children	<ul style="list-style-type: none"> • Minimise adult to adult contact • Reduce gatherings of parents • Protect staff from direct contact with other adults/ • SLT on main gate. <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Class</th> <th>Start Day</th> <th>End Day</th> </tr> </thead> <tbody> <tr> <td>R</td> <td>9.10</td> <td>3.00</td> </tr> <tr> <td>1</td> <td>9.00</td> <td>3.05</td> </tr> <tr> <td>2</td> <td>9.00</td> <td>3.00</td> </tr> <tr> <td>3</td> <td>8.50</td> <td>3.05</td> </tr> <tr> <td>4</td> <td>8.40</td> <td>3.15</td> </tr> <tr> <td>5</td> <td>8.50</td> <td>3.05</td> </tr> <tr> <td>6</td> <td>8.40</td> <td>3.15</td> </tr> </tbody> </table>	Class	Start Day	End Day	R	9.10	3.00	1	9.00	3.05	2	9.00	3.00	3	8.50	3.05	4	8.40	3.15	5	8.50	3.05	6	8.40	3.15
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	<ul style="list-style-type: none">• Staggered drop off times• Parents must leave promptly after picking up their child/children.• Any communication between parents and staff must be socially distanced. Email communication encouraged (emails available on website).				
Unwell children	<ul style="list-style-type: none">• If children are unwell, they are to be sent to the medical room where the windows will be opened.• Child's temperature will be taken. If they are displaying		<ul style="list-style-type: none">• Parents refuse to pick up• Try to send back too early	Staff and children	Reducing risk of infection spreading



	<p>symptoms of covid-19 they will be sent home.</p> <ul style="list-style-type: none"> • Asked to self isolate or have a test • Public Health will be contacted • Child will wait in medical room until picked up. • The child cannot return to school if they have a temperature the following day. Self-isolation rules apply. 				
<p>School meals</p> <p>Hot school meals and servery</p>	<ul style="list-style-type: none"> • Packed lunches encouraged for Key Stage 2 • Eat in classrooms. • FSM KS2 hot meals available • EYFS, Year 1 and 2 eat as two bubbles in the hall with hot meals • Lunchtime rota with designated zones. 	<p>SLT All staff</p>	<ul style="list-style-type: none"> • Contact WSM on numbers? • FSM that are not in school – vouchers? • Contamination of plates. 	<p>Staff and children</p>	<ul style="list-style-type: none"> • Classrooms to be used to eat and children eat at their workstations. • Workstations to be cleaned before and after with anti bac • Washing hands before and after.



<p>Visitors on site</p>	<ul style="list-style-type: none"> • Sign to be put up on the entrance that there are to be no visitors unless pre-arranged. • Any pre-arranged visitors must adhere to social distancing and hygiene protocols set by school. 	<p>AP</p>	<ul style="list-style-type: none"> • Visitors do not adhere 	<p>Staff and children</p>	<ul style="list-style-type: none"> • Visitors are clear on school protocols. • The school cannot risk other adults or children passing on infection.
<p>People on site</p>	<ul style="list-style-type: none"> • Sign to be displayed to inform all (children, parents, staff, visitors, carers, suppliers) that they are not to come on site if they are displaying any symptoms of covid-19 	<p>AP</p>	<ul style="list-style-type: none"> • People do not adhere 	<p>Staff and children</p>	<ul style="list-style-type: none"> • The school cannot risk other adults or children passing on infection.
<p>Fire Safety</p>	<ul style="list-style-type: none"> • Plan a series of fire alarms to ensure children can evacuate safely-not crossing other bubbles 	<p>SLT</p>	<ul style="list-style-type: none"> • Teachers and children not sure where to go • Bubbles cross • Bubbles standing too close to each other 	<p>Staff and children</p>	<p>Building can be evacuated safely with limited contact between bubbles</p>



Cleaning					
Risk identified	Action/ changes to be made.	Person responsible	Findings/ concerns/ issues	People at risk	Outcome aim <i>To lower risk of infection and maximise infection control, reducing wider contact.</i>
Deep clean	<ul style="list-style-type: none"> A deep clean of the school to be organised before opening the school to children over the summer holiday 	Jo	<ul style="list-style-type: none"> Staffing issues 	Staff and children	<ul style="list-style-type: none"> Site cleaned following governments covid-19 guidance.
Classroom cleaning	<ul style="list-style-type: none"> Classroom workstations and doors to be anti-bac sprayed during breaktimes when children are outside. Classrooms and doors to be anti bac sprayed 	Group staff		Staff and children	To lower risk of infection



	<p>before lunchtime and after.</p> <ul style="list-style-type: none"> • Cleaning set will be provided with equipment and expectations. 				
Daily Clean	<ul style="list-style-type: none"> • Daily clean by cleaning team – including all touch points (doors, light switches) • Toilet areas wiped down. • Children will wash hands <i>At entry to school</i> <i>Before break</i> <i>After break</i> <i>Before lunch</i> <i>After lunch</i> <i>Before and after PM break (if having)</i> <i>End of day</i> 	RW	Queues for cleaning hands- more hand sanitisers bought	Staff and children	To lower risk of infection