

**Plaistow and Kirdford Primary School**  
**Coronavirus Closure – Phased Re-opening**  
**Drafted May 2020 for June 2020 implementation**

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## Introduction

This plan for phased re-opening serves a number of purposes.

It sets out for staff our expectations regarding the operational procedures for school during the period of phased re-opening as well as outlining the measures we will be putting into place to ensure that school is as safe as it can be.

It also works as a guide for parents and families; setting out what everyone needs to do in order to keep school safe. It sets out the role parents have at drop off and pick up, highlights the need for their availability during the school day and explains how different school will be in contrast to pre-lockdown learning.

The plan is a fluid document and will be subject to change as new routines and procedures are evaluated and adapted so that school can continue to operate. It reflects The Department of Education's guidance at the time of writing. Any evaluation of our school setting or change in guidance may result in school having to alter the re-opening plan. We reserve the right to close school. We will communicate out any changes as soon as we can.

## Rationale

In his briefing on 10<sup>th</sup> May 2020, Prime Minister Boris Johnson announced the intention for primary schools to begin a phased return of pupils beginning with Reception, Year One and Year Six Classes from 1<sup>st</sup> June 2020.

Initial guidance was distributed on 11<sup>th</sup> May to schools and parents that would guide the reopening of schools.

This document has been written with the DfE guidance as its foundation and running throughout its core. It is important to note that no one at Plaistow and Kirdford is in a position of expertise in relation to coronavirus and all actions are taken with the DfE guidance in mind. While this document sets out our plan to mitigate risks associated with Covid-19, we cannot guarantee that all risk is eliminated.

The guidance used to form this document can be found at:

### **Actions for education and childcare settings to prepare for wider opening from 1<sup>st</sup> June 2020**

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

### **Coronavirus (COVID-19): implementing protective measures in education and childcare settings**

<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#effective-infection-protection-and-control>

### **Planning guide for primary schools**

<https://www.gov.uk/government/publications/preparing-for-the-wider-opening-of-schools-from-1-june/planning-guide-for-primary-schools#practical-steps-to-reduce-risk>

There is a concern among stakeholders that school must be safe for staff and children in order to reopen and it is the aim of this plan to mitigate those concerns and risks so that it is safe to do so.

The “Actions” guidance for the DfE has enabled Plaistow and Kirdford to structure its approach to reopening to the selected year groups.

The “Protective Measures” guidance has provided the core approach we are taking to make school as safe as possible.

The guidance states:

*In all education, childcare and social care settings, preventing the spread of coronavirus involves dealing with direct transmission (for instance, when in close contact with those sneezing and coughing) and indirect transmission (via touching contaminated surfaces). A range of approaches and actions should be employed to do this. These can be seen as a*

*hierarchy of controls that, when implemented, creates an inherently safer system, where the risk of transmission of infection is substantially reduced. These include:*

- *minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges*
- *cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered*
- *ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach*
- *cleaning frequently touched surfaces often using standard products, such as detergents and bleach*
- *minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*

Minimising contact with those who display coronavirus symptoms is absolutely vital in limiting any infection at school and relies on the good faith of families within our community that they will follow government guidance on social distancing and isolation at all times and especially in the event of someone in their household displaying coronavirus type symptoms. Parents sending their children to school need to be aware that they will be asked to collect their children as soon as possible if their child demonstrates what staff believe to be coronavirus type symptoms.

Cleaning hands and ensuring "good respiratory hygiene" are cultural aspects of school life that had already been introduced, heavily promoted and taught prior to school closure on March 20<sup>th</sup>. These will continue to be promoted and enforced moving forward.

Cleaning frequently touched surfaces is not something our whole staff team would have been involved with prior to the current health crisis. However, in order for Plaistow and Kirdford to open, it is expected that all staff take some responsibility for keeping school clean and infection free.

The final hierarchy of control "*minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)*" is the most important control measure we can put in place and will shape the way that school reopens.

Children will be split in to smaller year group classes. This will mean that they are taught by teachers and support staff who may be different to their usual class teacher. The guidance states: ***We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.*** This appears to contradict the guidance issued to communities and work places outside of education. The guidance continues to place an emphasis on the importance of minimising any risk by containing children in small groups (bubbles) that do not mix with other adults or other children. ***It is important for parents and families to know that we cannot guarantee the social distancing of children from one another and that staff will work to maintain social distancing from children. It is impossible for school to guarantee that social distancing will eliminate risk.*** This will mean that there will be inevitable cultural changes to Plaistow and Kirdford Primary School and for some children and families

this may be unsettling - we will work to support those families that have concerns but this document remains the core guide for school to keep everyone as safe as possible as per government guidance.

It is essential that all families and staff attending Plaistow and Kirdford adhere to guidance set out in this document and support us in its implementation if we are to be successful in keeping our community safe.

At Plaistow and Kirdford we have a duty of care for the safety of our staff and children. We expect that parents who come to school will uphold the principles of this document and follow the rules set out within it. Parents and carers who do not follow the rules within the plan will be asked to leave the school site.

We ask that parents spend time with their children discussing the contents of the plan and ensure that they have a good understanding of what is expected of them prior to their return.

If a child is unable to follow the rules set out in this guidance and school believes that they may be putting others at risk with their behaviour, we will ask that parents come and collect them from school.

There are additional changes to our school routine and operation that will also need to be made in order to mitigate risk outlined in each section of our Phased Re-opening document.

## General School Setting Information

The DfE Guidance states: *It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.*

This means in addition to splitting the year groups across classrooms we will be taking additional steps to ensure that groups of children and staff do not come into contact with people who are not essential to the running of our school.

These include:

**Parents only having access to school via the front office and only for urgent/emergency issues.** *Any contact or meetings must be carried out over the phone. Parents will not be permitted in to classrooms. Parents will only be allowed into school to support their child in the event of a first aid or illness related issue.*

**Only Plaistow and Kirdford staff will be able to support children in their learning.** *Unfortunately that means we will not be able to allow volunteers to come in to work with children. It also means that we will not be having external providers who work at other school settings - this includes Brighton and Hove football club. Additionally, traditional school events and trips involving the wider school community will not be able to proceed. We may make use of the local woods in our small groups.*

In order to maintain the bubble of each group, children will be spread out across the school site. Reception and Year One will be split into two groups; Year Six will be split into three groups. Additionally, we will work to have the same staff working with each bubble.

		Group One	Group Two	Group Three
Reception	Location	Pavilion	Year Three Classroom	
	Teacher	Miss Hall	Mrs Tappenden/Mrs Jesse	
	TA*	Mrs Willet/Mrs Moreton	Miss Tappenden	
	Toilets	Pavilion	Year Three	
Year One	Location	Year One Classroom	Year Two Classroom	
	Teacher	Miss Dore	Miss Gordon	
	TA*	Miss Castle	Mrs Skinner	
	Toilets	Year One	Year Two	
Year Six	Location	Year Six Classroom	Year Five Classroom	Year Four Classroom
	Teacher	Mrs Powell	Miss Clark	Mr Ind
	TA*	Miss Powell	Mrs Harrison	Mrs Cave
	Toilets	Disabled toilets	Y 5/6 Boys	Y5/6 Girls
Key Worker Children	Location	Library		
	Teacher	Mrs Howe/Miss Moss-Silverson /Mr King		
	TA*	Mrs D'Acoust/Mrs Evans		
	Toilets	Hall		

\*Teaching assistant

School will only be open from 8.45am until 3.30pm **Monday to Thursday**. We will be closed to all children except children of Key Workers on Friday. This will allow for additional cleaning, staff to meet to ensure safeguarding continues to be effective and give staff time to plan for learning in school as well as ensuring we continue to be able to offer remote learning to children not attending.

- Drop off and pick up times will be staggered to limit the amount of adult to adult contact taking place.
- Classrooms will be adapted to allow for social distancing.
- Play times and lunch times will be phased.
- Assemblies in the hall will not take place.
- Our curriculum will be adapted – we will be working to spend as much time outside as possible.
- We will not be able to run Breakfast Club or Badgers After Clubs or extra curricular clubs.

Further information on each of these areas can be found further on in our plan.



## PPE

The [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#) guidance advises against the use of additional PPE for teaching and school staff beyond what they would usually need.

The guidance states: *Face coverings may be beneficial for short periods indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained, for example on public transport or in some shops. This does not apply to schools or other education settings. Schools and other education or childcare settings should therefore not require staff, children and learners to wear face coverings.*

It goes on to state that:

*The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.*

Children may wear masks on their way to and from school but should remove them before entering the classroom. Staff will not be required to wear facemasks in usual circumstances in classrooms or the school building in line with DfE guidance.

Additional PPE will be available for:

**Cleaning** – gloves will be provided for staff using cleaning materials.

**First aid** – The usual provision of gloves will be available for responding to usual first aid and illness concerns. Aprons and facemasks are also available.

**Intimate care** – Where direct intervention is necessary by a member of staff they should wear gloves, apron and face mask. Guidance states: *children, young people and students whose care routinely already involves the use of PPE due to their intimate care needs should continue to receive their care in the same way.*

**Guidance states that additional Covid-19 related PPE will be available if:** *a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home. A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.*

**We have a stock of aprons, gloves, masks and eye protection.**

## Classrooms

### In classrooms Year One, Year Two, Year Four, Year Five and Year Six:

- All surfaces should be clear including sink areas, tray table tops, teacher desks. Any unused equipment and resources should be cleared away into cupboards.
- Desks should be set out in rows with space in between each row. Only enough chairs for the children in the classroom should be in place.
- Desks should be arranged in such a way as to allow access to and distancing around the classroom sink.
- The chairs should be arranged so that there is maximum distance between each child.
- On the desks in the “empty” place should be a tray. The tray should contain the equipment, books and water bottle belonging to the child sitting at that table. They should remain in this tray when not in use.
- Children will not be required to store their belongings in the cloakrooms. The only equipment they should bring to school is their water bottle and lunch box – PE kit will not be necessary. Coats may rest on top of their bags. These should all fit in one bag that can be stored under their desk beside them.
- Children will be expected to be in school uniform, however ties should not be worn - guidelines suggest that uniform is best washed daily when your child returns home from school. Children should wear trainers each day. ***It is essential that parents check that their child is not bringing in any toys or blankets from home.***
- Children should remain seated. Only one person should be moving around at a time. If a child is going to wash their hands they should proceed one at a time to the sink, wash their hands and then return to their seat. If they are waiting to go outside they should stand behind their chair and avoid touching anything.
- In each classroom there will be a container holding gloves, cloths, bin liners and cleaning spray. This should be kept out of reach of the children. Desks and surfaces will be cleaned routinely throughout the day. This will be done by staff members.
- Bins will be lined. As a bin becomes full, a member of the staff team should use gloves to remove the bin bag, tie it and remove it.
- All entry and exit to the classroom should be via the external class door. The only time children should be moving through the school is to access the toilets or move to the hall for lunch.
- Every time a person (staff member or child) enters a classroom they should wash their hands regardless of the amount of time they have either been out of the classroom or intend to be in the classroom.
- All doors and windows should be kept open at all times to allow the flow of air. Staff will be encouraged to wear layers to stay warm in the event of colder weather.

### In our reception classrooms:

We will make our best endeavours to ensure children are socially distant from one another. ***However, despite our efforts we recognise that social distancing between the children in their groups is unlikely to be maintained.*** Staff will do their best to maintain a social distance from the children.

This will be achieved through strategic placing of tables and chairs within the room.

The toys and resources that Reception will be able to use will be limited in line with DfE guidance.

Toys and resources will be regularly cleaned.

***It is essential that parents check that their child is not bringing in any toys or blankets from home.***

Children will wash their hands between activities.

The guidance states that when: *play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.* We will not be able to guarantee that equipment will be cleaned between use by children within each group.

Cloakrooms will be used for reception children. Each child will have a clearly marked cloakroom space that is as far away from their peers as possible.

Children will be expected to be in school uniform and guidelines suggest that uniform is best washed daily when your child returns home from school. **We ask that children wear footwear that they can run around in - this may be trainers or shoes. To avoid unnecessary contact we ask that children wear Velcro footwear where possible.**

## Toilets

Children's toilets:

Each group has been allocated a toilet for use during the phased reopening. Some of these toilets have been "repurposed" from being single gender to mixed gender facilities.

		Group One	Group Two	Group Three
Reception	Location	Pavilion	Year Three Classroom	
	Toilets	Pavilion	Year Three	
Year One	Location	Year One Classroom	Year Two Classroom	
	Toilets	Year One	Year Two	
Year Six	Location	Year Six Classroom	Year Five Classroom	Year Four Classroom
	Toilets	Disabled toilets	Y 5/6 Boys	Y5/6 Girls
Key Worker Children	Location	Library		
	Toilets	Hall		

The following information relates to all toilets – including staff toilets:

- All doors leading in to toilet areas should be kept open – this minimises touch points going in and out of the toilets.
- Toilet lights should be left on.
- Every person using a toilet should wash their hands prior to use.
- Hands should be washed after using the toilet.
- It is essential that children must only use the toilet allocated for their group. Children in Reception and Year One should be encouraged to use the toilet regularly to avoid "emergency" visits.
- Bins will need to be monitored throughout the day and emptied when necessary. Bins should be lined with a bin liner. When emptying the bin, gloves should be worn.

## Hall

The hall will be out of use during school time, with the exception of lunchtime. Although we are recommending children bring a packed lunch to school, children who have hot school meals will be taken to the hall by their class teacher/teaching assistant who will be promoting social distancing as they move.

Social distancing markers will be placed on the floor along the wall leading to the serving area indicating where children should stand.

Children will remain a safe distance from the Chartwells server. They will indicate what they want to eat, the meal will be placed on a table for them to collect.

Rows of tables will be put out for lunches with benches next to them. The benches will be marked to indicate where children should sit.

Cutlery, milk and water will be placed on tables ready for children to use.

Tables and benches should be cleaned prior to and after use each time. There is no need for any cleaning materials in addition to what is usually used.

The food tech room will not be used by children during this time.

The PPA room is not to be used other than as access to resources. School staff must ensure that they are following handwashing guidance prior to and after using any resources. Resources must be accessed and retrieved either before school or after school as much as possible.

## Office

The office is in effect its own “bubble”. Staff and children should not enter the office unless in an emergency.

Office staff are able to space themselves out using social distancing while in the office.

Keyboards and equipment should be wiped down prior to use using cleaning wipes.

The office hatch must remain closed at all times.

Any deliveries to the office within school should be placed in the tray outside the office on the console table. All registers will be taken electronically. No children/staff will be required to move through the building.

Visitors to the office will be directed to remain at social distancing markers.

Deliveries from outside the school building will be left outside the office under the canopy except food deliveries for Chartwells which will be made directly to the school kitchen.

The office will not accept cash payments or cheques. All payments will need to be made using our parent pay. It will be possible for some transactions to be carried out using our contactless payment system in school.

## Contacting School

If you need to pick up a child early it is essential that we know in advance. Please email the school via the [office@plaistowkirdford.com](mailto:office@plaistowkirdford.com) address the day before.

It is essential that we know who is picking your child up if this is different to who would normally pick them up. This person must be someone from your household (see the Pick Up section of this plan.

It will place an enormous strain on our team if we are getting late notice of these changes.

The school can be contacted through:

[office@plaistowkirdford.com](mailto:office@plaistowkirdford.com)

By phone: 01403 871 275

Or via the webform on our website:

<https://www.plaistowandkirdford.org/contact-1>

It is essential that you keep us up to date with regards to parent and carer contacts.

It is also assumed that if your child is in school that school will be able to contact a parent or carer via the contact details provided throughout the day.

## Visitors

No visitors beyond those who are essential to the running of school will be permitted into the school building. The only exception will be those who need to collect a child in emergency.

Anyone who needs access into school will be directed to the toilets to wash their hands immediately upon entering the building.



## Staffroom

It is essential that staff have some space on site to eat their lunch, have a drink and some respite throughout the day.

All staff should wash their hands prior to entering the staff room. If it is unoccupied, the sink in the first aid room is the closest handwashing facility.

Keyboards and equipment should be wiped down prior to use using cleaning wipes.

The staggering of play and lunch times means that the staff room is unlikely to be overcrowded and social distancing maintained.

Staff should avoid using the tall seats and tables as this leads to crowding around the tea making and dishwashing facilities.

Chairs will be removed from the staff room to enable social distancing.

Outside space, with tables, will be made available for staff outside the school hall and along the front of school on the lawn.

Any crockery and cutlery used must be placed in the dishwasher – not the sink.

Staff will be welcome to bring their own mug and crockery to school during the phased reopening.

## Playtimes and Lunchtimes

DfE guidance states that we should: *stagger break times (including lunch), so that all children are not moving around the school at the same time as well as ensuring children, young people and staff where possible, only mix in a small, consistent group and that small groups stay away from other people and groups.*

To that end, playtimes and lunch times will be altered considerably to the playtimes that children usually experience.

Playtimes will be staggered in the morning and afternoon.

Reception: 10.15

Year One: 10.30

Year Six: 10.45

Group One will use the third of the playground around Bertie's Boat and ditch, however Bertie's Boat must not be used as per DfE guidance.

Group Two will use Netball court and area around the gazebo.

Group Three will use the field.

***If wet and the field is unusable the playground should be sectioned in to three areas for group three to use. Groups may rotate through areas the next day.***

At playtime, children will need to engage in socially distant play; this means they may not be able to play as they normally would – football will not be played nor any other game that increases the likelihood of physical contact. School is currently sourcing playground resources that could be used so that children have something to do at playtime. However, this is contingent on their ease of cleaning. Children must wash their hands before using any play equipment that may be put out.

If a child engages in what school deems to be deliberate and risky behaviour e.g. spitting, deliberately touching another person, parents or carers will be asked to come and collect their child.

Guidance states that when using play equipment: *ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously.*

**Bertie's Boat, The Adventure Trail and Gym equipment will be out of use until guidance changes. Children should not use picnic tables; adults may use them providing they have washed their hands prior to use.**

Staff cover of playtime will need to be coordinated between the teacher and the teaching assistant supporting them. Either the teacher or teaching assistant will need to supervise the children outside while the other person has a break and then they will swap upon the children's return to class.

## **Lunchtime**

**We are asking that wherever possible all children bring a packed lunch to school. We understand that this may not be possible for everyone.**

**12.00pm**, Reception will go to hall for lunch (whether packed or not), for half an hour, whilst Year One go to the playground.

**12.30pm** Reception and Year One swap.

Reception will exit the hall via the fire exit door to the playground. Year One will make their way to the hall from their year one classrooms having washed their hands.

A member of the staff team from “the bubble” will remain with the children while they are eating while their team mate has their lunch. They will swap half way through the lunch break. The staff team are allowed to switch which half of the lunch break they take.

**1.00pm** Year Six will either go outside to eat or go to the hall if the weather is inclement. The small number of children having a hot school meal will bring it outside. A staff member from their ‘bubble’ will sit to eat with them/ then swap with their team mate for the second half of that hour.

Again to minimise contact with adults and children outside of each groups’ “bubble”, lunch will be coordinated between the class teacher and the teaching assistant so that each staff member gets at least half an hour lunch break.

When children are in the hall, they will be supervised at a distance by our lunchtime school midday meals supervisors.

Lunchtime play outside should be arranged in a similar fashion to morning play.

## **Afternoon play**

Afternoon play can be coordinated between groups, providing zoning is maintained.

## First Aid

First Aid issues should be dealt with outside in the open air as much as possible either on the playground or just outside the classroom. **All staff should avoid using the first aid room as there is poor ventilation.**

Where possible, first aid should be self-administered under supervision and direction – most children are capable, if given a wipe, of cleaning a cut and putting a plaster on. **Where possible avoid moving down to face level with the child.**

PPE Guidance says that no additional PPE is necessary than usual to treat first aid. In the case of Plaistow and Kirdford School this is usually only gloves.

If first aid needs to be administered directly – gloves and a face mask should be used. Each group will be given a first aid kit containing gloves, wipes, plasters and masks. The member of staff using the kit should replenish any used items as soon as possible from the central store in the first aid room.

If a child is vomiting or bleeding profusely aprons are also available for use.

Regardless of what PPE is used to administer first aid, strict hand washing routines should remain in place. Hands should be washed as soon as possible after responding to a first aid incident.

### **If a child or member of staff begins to demonstrate Covid-19 symptoms:**

The child or staff member should be moved into isolation. If possible, this should be outside in the open air. A blue bench near the five bar gate on the playground will be available.

The office should be notified and parents contacted to come and collect their child urgently.

Any supervising member of staff should maintain a 2m distance from the unwell adult or child.

Guidance states: **A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.**

When dealing with any child we would seek to be reassuring.

We would ask the children to move to a space for isolation.

We would ask the other member of staff with the group to notify the office.

We would obtain a face mask and gloves. Eye protection and aprons would only be used if necessary.

The staff member would remain close by and supervise the child, giving reassurance.

**All medical waste should be placed in the yellow bin in the first aid room.**

## Drop off

**We actively encourage all parents to make arrangements to drop their children directly at school.** Buses will still be available for use, however, we cannot guarantee social distancing on the bus to or from school. Nor can we guarantee their cleaning between use. We will send out additional guidance to parents when this becomes available.

DfE guidance recommends only one parent brings their children to school. We ask that parents adhere to this guidance as much as possible.

A member of school's senior leadership team will be outside school for drop off.

To ensure that we limit as much as possible the number of adults on the school site we are asking that parents drop their children off during specific "windows" of time. If you have more than one child attending you may drop off during any of the windows available. We ask that only 1 parent accompanies their child to and from school and where possible they are only accompanied by children who are required in school. Where this is not possible, additional children must be closely supervised and will be required to stay close to their parent at all times.

We are requesting that parents ensure that sun cream has been applied before school (and is not brought into school) and that children come to school with suitable protection against hot or wet weather.

### **Key Worker Children not in Reception, One or Six**

Children of Key Workers should enter school via the year two/three cloakroom.

### **Year Six**

Children in Year Six should be dropped off at the front of school as usual. We expect that Year Six will be able to make their own way on to the school site. They will follow the path around to the playground. They should use the social distancing markers on the path to keep a safe distance from those around them, making their way to either Year 6, Year 5 or Year 4 classrooms. **Please note we cannot guarantee that Year Six entering the school will be able to maintain social distancing from other families and children.**

### **Year One**

Where possible we ask that Year One children follow the same procedures as Year Six. We recognise though that they may need to be escorted in by a parent. Parents should follow their way along the path using social distancing markers. On the playground, parents and their children should observe social distancing from other families and make their way to either the Year One or Year Two classroom dependent on which group their child is in. **Please note we can not guarantee that all families entering the school will be able to maintain social distancing from your family.** Once their child is in the classroom, parents and carers should exit school via the 5 bar gate and the path through the staff car park.

## **Reception**

We do not expect reception children to be able to make their way on to the school site. They should be escorted by a parent to either The Pavilion Gate or Year Three Classroom.

### **For all children (except key worker children not in Reception, One or Six):**

Outside each classroom will be a social distancing marker. We ask that all children wait on one until they are called in by their class teacher to wash their hands. When the space in front becomes empty they may move forward. This enables us to make sure all children wash their hands upon entry and avoids children crowding around sinks.

*Normally we would assist parents where children are reluctant to move away from their parents. Given the social distancing measures we are unable to do this. If your child is upset and reluctant to move away from you we would ask that you move away from others and try again, possibly at a later point in the day.*

### **For all parents dropping off:**

**Parents will not be allowed to enter the school building or cloakrooms. Parents are expected to observe social distancing from the classroom doors at all times.**

**We ask that parents exit the school grounds as soon as possible.**

***All parents should exit via the large gate and along the path marked out in the car park. This maintains a one way system of traffic through the school.***

### **Arrival Windows:**

**Please do not arrive/drop off before your window unless you are dropping siblings off at school.**

**Key Worker Children not in Reception, One or Six: 8.45am –8.55 am**

**Year One and Reception: 9.00 am – 9.15 am**

**Year Six: 9.15am – 9.25am**

**Children arriving by bus** will be directed by a member of staff on to the school grounds. They will be reminded to follow social distancing expectations. **Please note we cannot guarantee that children entering the school will be able to maintain social distancing from your family.**

Children arriving by bus must remain seated on the bus until they are directed by a member of staff to exit the bus.

**Children must arrive on time with everything they need for the day. We will be unable to accept late lunchboxes.**

There may be occasions when a child needs to arrive at a different time. They should report to the front office. They will then be escorted around to their classroom and will enter the building via their external doors.

## Pick up

**PICK UP WILL ONLY BE ALLOWED BY A MEMBER OF YOUR HOUSEHOLD. PLEASE NOTIFY SCHOOL IF YOUR CHILD WILL BE COLLECTED BY AN AU PAIR, NANNY OR CHILDMINDER.**

Like drop off, pick up will be staggered to prevent a build-up of parents queuing to access school. Similar to drop off, we would ask that only one parent picks up and where possible without other children.

During their pick up window children will be standing and waiting on the playground by Bertie's Boat at a safe distance from their peers. If they have a sibling they will wait together in the earliest class pick up time available.

Parents will make their way along the path into school observing the social distance markers.

As a parent enters the playground, the class teacher will call the relevant child's name and they will make their way over to their parent.

Parents and children should then make their way as quickly as possible off the school site via the path marked in the carpark.

If pick up is unable to take place outside, due to adverse weather conditions, parents will need to collect their children from the external classroom door. Parents must adhere to social distancing guidelines while they wait. Children will remain seated at their desks and will be released from their classrooms one at a time.

We ask that parents continue to observe social distancing on their way back to their cars and avoid congregating with other families. This will help maintain safety for all children and adults.

### **Pick up Windows**

**Reception** 3pm – 3.10pm

**Year One** 3.10pm – 3.20pm

**Year Six** 3.20pm – 3.30pm

**Key worker children not in Reception, Year One or Year Six** 3pm

**In order for us to be successful, we rely on parents being on time to pick up their children.** We will not be able to observe social distancing for our children on the buses if parents and children are still on site.

Children who are taking the bus home will wait on the mini-football pitch. They will then be escorted, using social distancing, to their bus.

We would remind families waiting to collect their child from the buses that they too should be observing social distancing at all times.

## Curriculum, Teaching and Learning

We will continue to set work on Google Classrooms for all year groups.

Teachers will set work covering English and Maths on Google Classrooms. This will then be accessed by teachers in other rooms and taught to the children in their groups. Parents and children will also be able to access the learning at home.

Additional work will be based around topic and art. The majority of this will be on Google Classroom.

As set out in the DfE Planning Guidance, lessons will be taught that ascertain where children are in terms of current achievement for year one and year six and will focus on “catching” children up. While this will be a priority for Plaistow and Kirdford, our first and foremost priority will be the emotional well-being of the children attending.

Teaching styles will need to be adapted so that the majority of teaching takes place at the front of the classroom. While we cannot guarantee that children will be able to maintain social distancing from one another, school staff are expected to maintain a social distance from the children. This will mean frequent reminders and reinforcements of expectations. We will aim to work outside as much as possible.

### **Classes of Years One, Six and Children of Key Workers:**

1. All doors and windows should remain open at all times.
2. Blinds should not be pulled down at any point. They should remain up.
3. Upon entry to the classroom, children should wash their hands using soap and water.
4. Before leaving the classroom, children should wash their hands using soap and water.
5. If a member of staff or a child needs to move further into the building from a classroom area either to go to the toilet or to the hall they should wash their hands.
6. Children are expected to remain in their seats at all times. If they need to move from their seat they are to put their hand up and ask the teacher/teaching assistant.
7. Teaching will be direct and be limited in terms of movement.
8. Teachers and teaching assistants may move around the classroom but will limit how close they move towards the children.
9. Any support given to a child will need to be given from a distance.
10. Teachers and teaching assistants will not sit next to children or move down to be on face level with the children.
11. All exercise books will remain in trays on tables. Work will not be collected in for marking. Where possible children will self-mark under teacher/teaching assistant guidance. Art work may be taken home.
12. Working outside the classroom must be coordinated with other class groups. Class groups working outside must remain within a designated area. Children should do their best to maintain a social distance from one another while outside. Teachers and teaching assistants must not sit within two metres of a child while outside.
13. Each classroom will be provided with a waste bin near the sink and a recycling bin which will be positioned at a different location within the classroom.



Each class group will have a box of playground resources that can be used either for physical education or structured lunch time games. These must be cleaned at the end of the session. This will be done using a solution of warm soapy water.

Each child will have a tray on their desk containing their books. They will be supplied with a pencil, pencil sharpener, eraser, ruler and glue stick. Additional items such as subject specific equipment will be washed before and after use.

Children must bring in their own water bottle. They will be expected to take it home at the end of each day.

## **Reception**

The planning guidance indicates that children in reception should be learning in line with the Early Years Curriculum. **Children will be encouraged to keep a safe distance, however as guidance states: *unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.***

We take the view that we cannot deliver a full early years curriculum and expect children not to come into contact with one another.

Staff will avoid all physical contact with children at all times.

Staff will avoid moving down to be face to face level with children.

Staff will not sit next to children.

Activities will be more structured than children will have previously experienced. Children will be instructed as to which activities they go to and movement will be limited.

Children will still have indoor/outdoor learning.

Children will still have access to toys and resources. No soft toys, cushions or dressing up/role play equipment will be available.

Children will still have access to bikes and scooters. We can not guarantee that bikes will be cleaned between individual use. Handles and seats will be cleaned once each group has finished using them.

## **Reading books**

**Children will not have access to the school library – the school library will be out of bounds.**

Year Six children are expected to bring a reading book from home. Where they do not have a reading book they may select one from the class library. This will then be their reading book for the week. Reading books will remain in their individual tray. Staff will not be collecting in reading diaries.

Reception and Year One children will be supplied with a school reading book. These will not be changed as frequently as before. Children will not have access to book corners or book stores in the classroom.

When books are being changed children will be expected to deposit their book in a central box. Teachers/teaching assistants will place new reading books in children's trays to take home.

Books in the box will be wiped down the following day before being put back in with the other reading books.

When hearing children read, teachers and teaching assistants will remain two metres from the child reading.

## Attendance

### **Children**

***It is paramount for the safety of staff and children that the whole school community adheres to these rules.***

Attendance during this time is not compulsory.

No fines will be issued for non-attendance.

Before coming to school, parents should check the temperature of their child. If a parent or carer is in doubt as to whether their child is well enough to attend school **we ask that their child does not attend.**

**Children absolutely must not come to school if they or a member of their household is displaying symptoms of Covid-19. In this instance, households should following self-isolation guidance.**

The symptoms we expect parents to monitor for are:

High temperature, new persistent cough, loss of smell/taste or flu like symptoms.

Information relating to symptoms can be found here:

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>

**Children displaying symptoms will be sent home. Siblings will also be sent home.**

**Parents sending children to school must be able to make themselves available in the event of a child becoming unwell. School must be supplied with up to date contact numbers. Parents must ensure that they are contactable throughout the school day.**

**We will not be able to tell other parents why a child has been sent home.**

### **Medication**

There are many reasons why a child may require medication. We will continue to administer **prescribed oral** medication, providing the child is able to give themselves the medication under guidance.

We will not be able to apply skin creams or lotions.

We will not be able to administer ad-hoc medication as previously detailed in our Administering Medicines Policy.

**All children should be fit and well if they are to attend school Parents and Carers should not be administering any medication before school and then sending children in without consulting school - this puts the whole school community at risk.**

Children who have been classified as Clinically Extremely Vulnerable should not attend school.

Guidance can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/covid-19-guidance-on-protecting-people-most-likely-to-get-unwell-from-coronavirus-shielding-young-peoples-version>

Children living with a clinically vulnerable person are able to attend school. Guidance states: ***If a child, young person or a member of staff lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, they can attend their education or childcare setting.***

The guidance goes on to say: ***If a child, young person or staff member lives in a household with someone who is extremely clinically vulnerable, as set out in the [COVID-19: guidance on shielding and protecting people defined on medical grounds as extremely vulnerable guidance](#), it is advised they only attend an education or childcare setting if stringent social distancing can be adhered to and, in the case of children, they are able to understand and follow those instructions.***

In these instances we do not recommend the child attends school as **we can not guarantee that all children will be able to adhere to social distancing or other protective measure rules.**

### **Staff**

Staff who are Clinically Extremely Vulnerable should not attend school.

Staff who identify as being clinically vulnerable as outlined in the [Staying at home and away from others and social distancing guidance](#) should speak to a member of the school's senior leadership team.

Where staff are unwell due to showing mild symptoms of COVID-19, they should be referred to testing.

## Cleaning

**Day to day cleaning** will continue on a daily basis. Our cleaning team will focus on areas of high touch contact such as desks, surfaces, light switches and door handles etc.

Anyone cleaning will have access to gloves, aprons, eye protection and face masks. The use of this PPE is optional.

Guidance states that: *The majority of staff in education settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.*

Staff using PPE may wear their own face mask for cleaning if preferred.

**Non-cleaning staff must vacate the school building by 4.00pm in order for cleaning to be carried out.**

**Cleaning staff will arrive at 4.15pm.**

### **Toilets**

Toilets will be monitored throughout the day. Due to the control measures already in place and that only children from specific groups are using specific toilets, extra cleaning beyond the norm should not be necessary.

Toilet “etiquette” is routinely taught at primary schools – but regular reminders as to expectations should be reiterated at a much higher frequency.

### **Classrooms/teaching areas**

Each classroom in use will have additional cleaning materials and gloves. It is recommended that tables are regularly cleaned during the day. Children should place their belongings in their tray, turn themselves around while any cleaning solution is applied and then sit back down once cleaning has been completed.

Keyboards and equipment should be wiped down prior to use using cleaning wipes.

Taps and sink areas should be cleaned using warm soapy water after each significant use.

### **Laptops/Ipads**

Laptops and Ipads should be wiped down using disinfectant wipes before use. Children should wash hands after collecting their laptop. While they are washing their hands, staff should wipe the surfaces.

Laptops should be wiped down after use and before they are returned to the trolley.

### **Art Equipment**

Paint brushes, and pallets should be washed in warm soapy water. Staff should wash their hands before retrieving resources and distributing them. If children are washing art equipment, they should be monitored and warm soapy water must be used.

### **Playground Equipment**

Any equipment used should be washed down with warm soapy water after use by a group. Each class will have a large crate in which they wash equipment by submerging it in warm soapy water. A watering can will be provided to fill the crate outside their classroom. Equipment should be taken out to dry and then put back in the storage box.