

**Plaistow and Kirdford Primary School**  
**Coronavirus Closure – Phase Two**  
**Wider School Re-opening**  
**Drafted July 2020 for September 2020**  
**implementation**



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## Introduction

Similar to our plan for phased re-opening on June 1<sup>st</sup>, this document provides two key purposes.

For our staff team, it sets out as far as possible operational routines and procedures that will be in place for our reopening until the current guidance from The Department of Education and Public Health England are updated. The procedures put in place will help our staff team to ensure that school is as safe as can be.

Additionally, it is a reference 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.

In contrast to our phased re-opening in June, the wider school opening will increase the number of adults needing to access school considerably. It is essential that all parents and carers read the plan and support school in its implementation. This is a plan for our whole community; without the support from our community it becomes difficult to implement and tricky to maintain.

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 intends to supplement our existing policies. 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 our reopening plan. We reserve the right to close school if governors and school leaders believe it to be unsafe to stay open. We will communicate out any changes as soon as we can.

## Rationale

In his statement to Parliament on 2<sup>nd</sup> July 2020, Secretary for Education Gavin Williamson set out his plans for schools to fully reopen in September 2020.

Initial guidance was distributed on 2<sup>nd</sup> June 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. As stated in our earlier phased re-opening plan: *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:

### **Guidance for full opening: Schools**

<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 (updated 1<sup>st</sup> June)**

<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>

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 “Guidance for full opening” published by DfE has enabled Plaistow and Kirdford to structure its approach to reopening for all children.

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

The new DfE guidance is built around Public Health advice “*to minimise coronavirus (COVID-19 risks)*”

It sets out essential measures for schools that include:

- *a requirement that people who are ill stay at home*
- *robust hand and respiratory hygiene*
- *enhanced cleaning arrangements*
- *active engagement with NHS Test and Trace*

- *formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable*

It also goes on to state that schools should, as much as possible, limit contacts that children have by:

- *grouping children together*
- *avoiding contact between groups*
- *arranging classrooms with forward facing desks*
- *staff maintaining distance from pupils and other staff as much as possible*

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.

We have “enhanced” our cleaning regimen during our phased re-opening in June. Our whole staff team have been and continue in to be invested in ensuring our school stays infection free. This involves all staff taking a responsibility for extra cleaning during the day including areas of higher traffic and frequently touched areas.

As with our pre-existing safeguarding practice, we as a school have a statutory obligation to share information with agencies when it comes to keep children safe. This multi-agency cooperation would be extended to include any work necessary with NHS Test and Trace as well as Local Authority services.

The final hierarchy of control “*formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable*” is one of the most important measures we will be implementing. It is essential that we limit the number of contacts we have in school between adults, adults and children.

Families will have heard the phrase “bubbles” used to describe groups of children that are kept as separate as possible. During our phased-reopening in June, we split year groups in to smaller bubbles.

We will continue to work in bubbles, however, the number of children in each bubble will be expanded to include all children in a year group. There will be times when children form slightly larger bubbles to facilitate lunch and play times. As per the guidance, we will ensure that any bubbles remain as consistent as possible.

It is important to note that the guidance states: ***“children cannot socially distance from staff or from each other”*** and ***“We recognise that younger children will not be able to maintain social distancing, and it is acceptable for them not to distance within their group.”***

This represents a clearer shift in expectations of children in bubbles since 1<sup>st</sup> June. At Plaistow and Kirdford we will continue to promote social distancing amongst children, however, it is expected that children will come into closer contact with one another particularly our youngest children.

We still expect adults to exercise social distancing measures. **Where possible staff and adults on site should remain 2m from each other.** This includes parents and carers at drop off and pick up times. **Staff will work to remain 2m from the children they are working with but this is not always possible.** It is impossible for school to guarantee that social distancing will eliminate risk.

**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 make urgent contact with parents and carers so that appropriate support and actions can be put in place.

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 Wider School Re-opening document.

## General School Setting Information

An underlying theme throughout the The DfE Guidance revolves around system of controls. One measure is that we: ***“minimise contact between individuals and maintain social distancing wherever possible”***

This means in addition to keeping Year Groups in bubbles, we will be doing our best to limit staff movement between groups indoors where possible and work to ensure that staff do not come into contact with people who are not essential to the running of our school.

These measures 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 or where a parent needs to speak with their child’s class teacher a face to face appointment can be arranged to take place via Googlemeet on our Google Classroom platform. **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.*

We will not be able to provide access to parents to use the toilet facilities.

One key change in the guidance is that ***“All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable”*** and ***“Supply teachers, peripatetic teachers and/or other temporary staff can move between schools”***.

In light of this, we will now be able to run peripatetic sessions as needed and our PE with Brighton and Hove for Key Stage Two. We will still work to limit the movement of staff within the school building. However, logistically, different staff will need to support children at lunchtimes, play times and at various other points during the day. Where possible this change in supervision will be outside where the risk of transmission is reduced.

Forest School Provision will still be available for Reception and Key Stages One and Two. We have modified our staffing so that we are able to facilitate these sessions for Autumn term without the need for additional volunteers. As a school, we really value our volunteers and we hope that our community understands and supports our aim to minimise the number of potential contacts we have in school.

Year Groups bubbles will be based either in their classroom or outside for learning.

School will only be open from 8.45am until 3.30pm **Monday to Friday**. Now that guidance allows for peripatetic teachers to move between groups, our teachers’ Planning, Preparation and Assessment time will be covered by Mrs Morris, Mrs Jesse or Brighton and Hove.

However, in order to facilitate a reduction in contacts the following measures will be put in place:

- 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 where possible.
- 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 be aiming to open our Wraparound Care back up once we have been able to ensure it is safe to do so.

As guidance has been delivered and our plans have developed we are aware that uniform information has varied – we apologise for this and have attempted clarification of uniform guidance further on in this document. When it comes to uniform, the most important thing is that children come to school smart and ready to learn – if you are in any doubt please contact us.



## Hygiene Measures

In addition to maintaining our “bubbles” and social distancing where possible, two other control measures we have in place are handwashing and ensuring good respiratory hygiene.

There will be an enhanced hand cleaning routine. Children are expected to wash their hands upon entering and exiting the classroom. They will also be required to wash their hands before and after any handling of shared equipment. Each classroom has access to at least one sink in their classroom and hand sanitiser. We have installed additional handwashing stations outside Year Two, Year Three and Year Four. Children will receive routine instruction and modelling in effective handwashing.

All staff, visitors and children will be required to wash their hands upon entering the school building.

We have regularly taught “Catch it, bin it, kill it” at Plaistow and Kirdford. This will continue throughout the next academic year. Every classroom has a supply of tissues and a lidded bin in which to put them. Bins are checked throughout the day and emptied if necessary.

We are liaising with the School Nurses’ Service to implement additional lessons and resources to support the hygiene measures we have in place.

## PPE

The [Safe working in education, childcare and children's social care settings including the use of personal protective equipment](#) continues to state that: ***"The majority of staff in education, childcare and children's social care 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."***

It goes on to state that PPE is only needed in ***"a very small number of cases:"***

- where an individual child, young person or other learner becomes ill with coronavirus (COVID-19) symptoms and only then if a distance of 2 metres cannot be maintained
- where a child, young person or learner already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

The [Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](#) 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."***

***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 are not required to wear face masks. If parents and carers choose that they would prefer for their child to wear a mask to school they should ensure that they know how to put it on and remove it. Children should remove their face mask when they enter the school and place it in a re-sealable plastic bag ready to put on at home time.

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 and learning

### In classrooms Year One to 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. In Year One and Two the classroom seating arrangements should be organised so that tables face the front where possible, however the arrangement should not impact on the learning of the children. The class teacher should set the furniture out in class so that best learning can take place.
- Desks should be arranged in such a way as to allow access to and distancing around the classroom sink.
- Each child will be able to store their books, stationery and frequently used equipment in their tray which is stored beneath their desk. Equipment should remain in this tray when not in use. Children should keep their water bottle on their desk.
- Where possible children should keep their coats on the back of their chairs so as to avoid crowding of people and equipment in the cloakrooms.
- Children only need to bring their reading book, homework book, lunch box and coat to school. Children should not be bringing over-sized bags/rucksacks to school. Their bag should be able to fit comfortably underneath their chair. Children in Key Stage One should continue to bring their book bag to school.
- 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.***
- Group work should be avoided. Children may discuss their work in pairs.
- Time on the carpet and shared areas should be avoided unless social distancing can be maintained between the staff and the children.
- Children should have their own very frequently used equipment such as pencils, pens, rulers, glue stick and whiteboard.
- Equipment such as multilink and numicon and games that stay within the classroom can be used and shared within the bubble. Children need to wash their hands before they use these resources.
- Equipment used for science, art, DT and so on should be cleaned before and after use.
- Books can be collected in and marked. Where possible books should be left for 72 hours. Some work will need marking sooner. Teachers may choose to wear gloves, teachers should ensure that they follow strict hygiene procedures prior to and after marking: handwashing, avoiding touching face etc...
- 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. Bins will be checked at lunch time and emptied if full. If a teacher or teaching assistant notices the bin becoming full in the meantime they should tie the bin bag up, remove it, place it next to the bin, reline the bin and then wash their hands. Gloves are available in each classroom.
- 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.
- Everyone, staff and children should wash their hands before leaving a room.

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. If the weather is particularly inclement then external doors may need to be closed. **If a door is marked as a fire door – as per Local Authority Guidance, “it is imperative that those doors designated as fire doors are not wedged open as they are installed for a particular reason.”**

**Children should not be sent to retrieve items from elsewhere in school e.g. going to the office, collecting printing from the photocopier.**

**In our reception classroom:**

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, ensure 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 have slightly altered our uniform expectations to make cleaning uniform as easy as possible.**

**Boys:**

- Grey trousers or shorts
- White polo shirt (the button shirt remains optional but we would prefer to avoid them due to buttons).
- Royal Blue sweatshirt/fleece
- Grey or black socks
- **For Years 3-6, no ties will be worn in the Autumn Term**
- **Trainers should be worn instead of school shoes (this will minimise the need for changing and movement to pegs) these will also be the trainers children use for PE.**

**Girls:**

- Grey skirt, Pinafore or trousers (Summer Dresses can be worn in the Summer Term and the 1<sup>st</sup> Half of the Autumn Term, weather permitting).
- White polo shirt (the button blouse remains optional but we would prefer to avoid them due to buttons).
- Royal Blue sweatshirt/fleece
- Grey or black socks (white socks can be worn with Summer dresses)
- **For Years 3-6, no ties will be worn in the Autumn Term**
- **Trainers should be worn instead of school shoes (this will minimise the need for changing and movement to pegs) these will also be the trainers children use for PE.**

On the day that children have PE or Forest School we are asking that children come to school in their PE Kits or Forest School Clothes. This will enable us to keep cloakroom areas clear and minimise movement around school.

PE Kits should consist of: black or blue shorts and a white T-Shirt. Children may still wear their school sweatshirt. In colder weather, children may wear jogging bottoms with their white t-shirt and school sweat shirt.

**It is essential that children do not come to school wearing jewellery that they cannot remove unaided. Children are permitted to wear plain, flat ear studs (these must be covered or removed for PE lessons) and simple watches. NO OTHER JEWELLERY should be worn to school. Nail varnish should not be worn and temporary tattoos should remain "hidden".**

**Hair bands should be worn to keep hair back and out of children's faces. Children should not wear distracting hair bands and hair should be a natural colour.**

## Toilets

Children's toilets:

Each bubble 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.

<b>Class</b>	<b>Toilet Location</b>
Reception	Toilets located in the pavilion. Sinks inside toilet areas.
Year One	Toilets located in classroom. Sinks located just outside toilet areas.
Year Two	Toilets located in classroom. Sinks located in toilet areas
Year Three	Shared toilets with Year Four. Year Three are to use the two toilets and sinks closest to their classroom.
Year Four	Shared toilets with Year Three. Year Four are to use the two toilets and sinks closest to their classroom.
Year Five	Using the "girls" toilet. Sinks in toilet
Year Six	Boys to use the "boys" toilet. Sinks in toilet. Girls to use the Disable Toilet. Sinks in toilet.

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.

To limit the number of contacts children make and to speed up our lunch service we are asking, where possible that children bring a packed lunch to school. Children who are eligible for a Free School Meal or Universal Infant Free School Meal (Reception, Year One and Year Two) are able to have a hot school meal if preferred.

Given the increase in the number of children in the hall and that they are not required to social distance within their bubble, children will not be required to line up 2m apart from each other. In the hall, we will place markers at 1m to encourage social distancing while queuing.

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.

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.

Children will exit the hall via the fire exit, helping to maintain the one way system in place in school.

The PPA room may be used by staff. They should ensure that they have cleaned any surfaces and equipment they intend to use prior to use.



## Office

The office is, in effect, its own “bubble”. Staff and children should not enter the office unless in an emergency. Staff who are not based in the office should not be using the computers/desks or phones unless there is no alternative.

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 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 bubble (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

Visitors will not be permitted in to school without prior notice. Visitors will be limited to those who are essential for the operation of school or those that support the learning, safety or well-being of our children. The only exception will be those who need to collect a child in an emergency.

Contractors and visitors will be asked to wear a face mask if they are working in proximity with staff or children. This may vary depending on the work they are doing – in some cases wearing a mask may mean they cannot work effectively.

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 as they will have left their classrooms. 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 congregating around the work surface and sink so that people may flow more easily in and out of the room.

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.

## Playtimes and Lunchtimes

DfE guidance states that: ***“Schools should also consider staggered break times and lunch times (and time for cleaning surfaces in the dining hall between groups).”***

To that end, playtimes and lunch times will continue to be staggered. Unlike our phased re-opening, we do not have capacity to keep classes in their own individual bubbles at playtimes and lunch times. More than one class bubble will need to be in the hall at the same time but will be kept separate. Similarly at play times more than one class may be outside but each bubble will be kept in zones.

Playtimes will be staggered in the morning and afternoon.

**Reception: Will organise their own play time depending on the child initiated learning going on in class.**

**Years One, Two and Three: 10.30**

**Years Four, Five and Six: 10.50**

Each year group will have a zoned “third” of the playground. Groups will rotate through the zones so that each group gets to use the gym equipment and football pitch.

At playtimes, children will need to be encouraged in socially distant play; this means they may not be able to play as they normally would – football will be able to be played but physical contact will not be allowed. Guidance states that: ***“younger children [primary aged] will not be able to maintain social distancing, and it is acceptable for them not to distance within their group”***

Each Year Group will also have playground resources that could be used so that children have something to do at playtime. Children must wash their hands before going out to use the playground equipment and resources. Playground resources must stay with “their” bubble. Equipment will not need to be cleaned between individual use within the bubble but must be cleaned if another bubble intends to use it.

**We are still awaiting clarification from West Sussex Health and Safety Team regarding our wooden equipment (Bertie’s Boat, adventure trail and tables). Until we receive clarification these items and areas will be out of use.**

### Lunchtime

Reception, Year 1 and Year 2 are entitled to a free school meal; however, as we have had to increase the number of sittings in the school hall at lunchtime, we are asking that wherever possible children in Years Three to Six who are not eligible for a free school meal, bring a packed lunch to school. We understand that this may not be possible for everyone. Children who are eligible for a free school meal or Universal Infant Free School Meal are still able to have a hot meal if this is what parents would prefer.

11.45 Reception will be sitting down to have their lunch.

12.15 Year One and Two

12.45 Year Three and Four

13.15 Year Five and Six

Children will be lead to the hall by their class teacher.

In the hall children will be supervised by Mr King and our Midday Meals Supervisors: Mrs Smith and Mrs Morgan. Outside children will be supervised by our Teaching Assistants. Because of staffing limitations, the staff supervising outside may not be the staff normally linked to the bubbles. However, because the bubbles and children are outside the risk of transmission is reduced.

Children will exit the lunch hall via the fire exit. Children should not be moving through school.

At lunch play the playground will be zoned in to two areas. Groups may alternate zones on a daily basis.

### **Afternoon play**

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

## Snacks at playtime

At the time of writing, the DfE has confirmed that the Fruit scheme for Reception, Year 1 and Year 2 will be running in the Autumn Term. We do not know when it will start or what the guidance will be in terms of distributing the fruit to the children.

We are recommending that all children bring in a snack that will help see them through the morning.

This snack should be something that will help “keep the children going” but avoid being a sweet/treat.

Items that should not be packed as a morning snack:

- Sweets
- Cake
- Crisps
- Biscuits
- Fruit Winders / similar
- **Any product containing nuts is not permitted at school**

## 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 class 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: **The PPE that should be used in the following situations when caring for someone with symptoms of coronavirus (COVID-19) is as follows:**

- a face mask should be worn if a distance of 2 metres cannot be maintained
- if contact is necessary, then gloves, an apron and a face mask should be worn
- if a risk assessment determines that there is a risk of fluids entering the eye from, for example, coughing, spitting or vomiting, then eye protection should also be worn

When PPE is used, it is essential that it is used properly. This includes scrupulous hand hygiene and following guidance on [how to put PPE on and take it off safely](#) in order to reduce self-contamination.

Face masks must:

- cover both nose and mouth
- not be allowed to dangle around the neck



- **not be touched once put on, except when carefully removed before disposal**
- **be changed when they become moist or damaged**
- **be worn once and then discarded - hands must be cleaned after disposal**

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.** Guidance indicates that our coaches fall within the “dedicated transport category” and as such social distancing is not necessary. However, more than one bubble will be mixing together on the coach. Additionally, we are seeking clarification as our buses are used by The Weald school directly before Plaistow and Kirdford use them.

For those families that intend to drop their child off directly to school:

We ask that where possible one parent/carer drops off. Younger siblings may also accompany parents/carers at drop off.

A member of school’s senior leadership team will be outside school for drop off – they will not be able to open doors.

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.

DfE Guidance states: **“schools should consider staggered starts or adjusting start and finish times to keep groups apart as they arrive and leave school.”**

If you have more than one child attending we ask that all children are dropped off during the youngest child’s “window”. **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.

All children will access their classrooms via the external classroom doors. Children should wait on the “footprints” until they are called in to wash their hands.

### Years Three to Six

Children in Years Three to Six should be dropped off at the front of school and say good bye to parents at the start of the path way. 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. **Please note we cannot guarantee that children entering the school will be able to maintain social distancing from other families and children.**

### Year Two

Where possible we ask that Year Two children follow the same procedures as Years Three to Six. We recognise though that some 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 the Year Two. **Please note we cannot guarantee that all families entering the school will be able to maintain social distancing from your family.** Once your child

is in the classroom, parents and carers should exit school via the exit gate and the path through the staff car park as soon as possible.

### **Reception and Year One**

We do not expect Reception and Year One children to be able to make their way on to the school site unaccompanied. They can be escorted by a parent to either The Pavilion Gate or Year One Classroom.

#### **For all children:**

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.*

#### **Reception:**

We want all of our Robins to get off to a flying start. We will work with families during our home visits and during our transition sessions to reassure parents/carers and children so that they feel confident and ready for their first “proper” day at school.

#### **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 new exit gate and along the path marked out in the car park. This maintains a one way system of traffic through the school.***

**Arrival Windows:**

Year Five and Six	8.45 – 8.55am
Year Three and Four	8.55 – 9.05am
Year One and Two	9.05 – 9.15am
Reception	9.15 – 9.30am

**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.

Families with more than one child should arrive during their earliest drop off window.

**Children must arrive on time with everything they need for the day.**

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

**Please notify the office if someone other than a parent/carer is collecting your child e.g. childminder/nanny/family member and confirming that they are part of your household bubble. This will ensure that we are able to comply fully with NHS Track and Trace.**

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.

It is essential 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.

**All parents/carers should maintain a social distance of 2m at all times from other families. Where this isn't not being adhered to, staff will remind families of the expectation.**

**Parents/carers who arrive early outside of their pick up window and queue will be directed out of school and to the back of the queue so as not to hold the other waiting parents and children back.**

**Pick up Windows**

Reception	2.45 – 3.00pm
Year One and Two	3.00 – 3.10 pm
Year Three and Four	3.10 – 3.20 pm
Year Five and Six	3.20 – 3.30 pm

**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 fully intend to continue to offer our full, broad and rich curriculum in September. There are slight changes to some subjects and we will need to adapt some of our teaching methods and strategies to suit the new layouts in classrooms.

Forest School will still take place.

PE will still take place. We will avoid lessons and sports that bring children in to close contact with each other. Staff will be able to use equipment but it must be washed down if being used by another bubble or left for 72 hours before next use.

Specific music guidance has been issued:

**Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance. Schools should consider how to reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies. Further more detailed DfE guidance will be published shortly.**

As a result music lessons will be adapted and singing avoided indoors.

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 to Six:**

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. 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.
6. Teaching will be direct and be limited in terms of movement.
7. Teachers and teaching assistants may move around the classroom but will limit how close they move towards the children.
8. Teachers and teaching assistants can give support to children but where possible should do so over the shoulder and from behind the child.
9. Teachers and teaching assistants must not sit next to children in close proximity or move down to be on face level with the children.

10. Exercise books can be collected in and marked. Teachers may choose to wear gloves. Teachers should avoid touching their face while marking and should wash their hands immediately. Books should not be taken home to mark unless absolutely necessary (this judgement will be determined by the class teacher).
11. 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.
12. 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 under their desk containing their exercise books, reading book, homework book and frequently used equipment. If a child brings in a pencil case it should remain in school.

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: “younger children [primary aged] will not be able to maintain social distancing, and it is acceptable for them not to distance within their group”** It may not be possible for the staff to maintain a social distance around the children.

Staff will encourage social distancing at all times and will work to remain socially distant from the children.

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

Staff will not sit in close proximity to children.

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. Bikes will not be washed/cleaned between individual use. They will be cleaned at the end of the day.



## **Reading books**

**Children will have access to the library. If a class uses the library, tables and seats will be wiped down. Children will be able to take a library book home as before. When they return the book it will be quarantined for a period of 72 hours before returning to the shelf.**

Children will still be given graded reading books in Key Stage One and Two where appropriate. These will not be changed as frequently as before.

Children will have access to books and book corners in classrooms.

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.

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

## **Assemblies**

Assembly is an opportunity for us to come together as school community. While we are not able to gather in the hall, we will still be able to join together using our Google Classroom for regular assemblies. They will continue to be based around themes and will be able to continue with our Student of The Week assemblies.

## **Events**

Parent consultations will go ahead in Autumn term. These will be carried out via Google Meet (on Google Classroom) or via telephone.

Trips – at the moment we are having to postpone all Autumn trips. The DfE has advised that no residential trips should go ahead in the Autumn term. Non-residential trips are allowed to go ahead. We will review trips for the Autumn term once we have received guidance from School Transport.

Community events – current guidance indicates that events where more than 30 people attend are not permitted. This means that events like our Nativity, Carol Concert and Christmas Fair cannot currently go ahead. These will be reviewed as new guidance comes out. We are continuing to develop our skills though and will look at alternative ways to still hold these events in some form.

## Attendance

### Children

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

Attendance from September is compulsory for all school aged children from September.

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.**

If your child is not able to attend school, parents / carers are asked to either email the school office [office@plaistowkirdford.com](mailto:office@plaistowkirdford.com) or leave a message on the school absence line 01403 871275 before 8.40am if at all possible.

**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 unless directed to do so by Public Health.**

### **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/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#clinically-extremely-vulnerable-children-and-young-people-0-to-18>

This guidance is likely to change on July 31<sup>st</sup> when the government pauses shielding for all people.

### **Staff**

From August 1<sup>st</sup> all staff should be able to attend work providing they work to maintain social distancing. Guidance can be found here:

<https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>

## 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 bucket 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.

### **Playground Gym Equipment**

The gym equipment can be used by children at playtime. It can only be used by one bubble at a time. It should be cleaned down afterwards.

## Isolating, illness and returning to school

It is inevitable that children will become unwell when they come back to school.

Parents are best placed to decide if a child is well enough to come to school. School will not be able to advise parents as to whether their child is well enough to attend school.

For many illnesses such as stomach upsets our usual procedures apply. Parents/carers should contact school to let school know that children are not coming to school and they will be able to return as they would do usually.

A child going home unwell has always been a frequently occurring event at school. Please be assured that if we need to send a child home that details will remain confidential and that if we need other parents to take action we will communicate with them as soon as possible.

When a child who is not attending school because of an illness or who has been absent for an appointment that school had no notice of, **parents will be asked to complete an online “return to school” form before the child returns to school.**

Unfortunately there is a large crossover between seasonal colds, flu and COVID-19. In any instance where a child has a new, persistent cough or a high temperature or a loss of taste or smell – the child should not be sent to school.

If a child has these symptoms they should not be sent to school.

As per NHS guidance you and those in your bubble at home will be directed to self-isolate:

Self-isolate if:

- you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for coronavirus – this means you have coronavirus
- you live with someone who has symptoms or has tested positive
- someone in your support bubble has symptoms or has tested positive
- [you're told by NHS Test and Trace that you've been in contact with a person with coronavirus](#)
- If anyone in your family bubble is presenting with symptoms you will be directed to take a COVID-19 test.

More information on obtaining a test can be found here:

<https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested>

If the test for everyone in your family bubble shows a negative result, your child may return to school once they are well enough to do so.

If a test comes back positive for someone in your bubble you should follow guidance given to you, self-isolate and work with NHS Test and Trace.

### **Children who are directed to self-isolate**

Children who need to self-isolate will be provided with work to complete. This work will be delivered through Google Classroom. We will work to ensure that the work being completed will mirror the objectives that are being taught in school.

**We are not able to share confidential medical information. We will share and communicate with families any actions that are needed to be taken if we are directed by Public Health England.**

## Contingency

The last few months has presented a steep learning curve for everyone in the Plaistow and Kirdford School Community.

Our commitment to our children and their education has never been firmer or resolute. We will continue to develop our online teaching practice so that in the event of us having to close, we will continue to offer an online curriculum for children.

If we are directed to affect a partial-closure again, we will be delivering our curriculum via Google Classroom.

In the Autumn term we will be arranging professional development for our teaching staff so that we can offer the best we can. We hope to offer some opportunities for parents as well so that they can feel more confident in the use of Google Classroom at home as well.

In the meantime, we will continue to keep children proficient in their use of Google Classroom by setting homework on, spellings and multiplication practice online.