

# Plan for Full Reopening of School in September 2020 Post COVID19



## July 2020, January 2021, March 2021



This plan has been written in conjunction with the following DFE guidance documents:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

<https://www.gov.uk/government/publications/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-during-the-coronavirus-covid-19-outbreak/what-parents-and-carers-need-to-know-about-early-years-providers-schools-and-colleges-in-the-autumn-term>

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

Concern	Action	Notes	Review 22/6/20 after staff survey feedback.	Full Reopening of School plan for September 2020	Review December 2020	Plan for partial re-opening of School January 2021 after further National Lockdown	Full Reopening of School plan for March 2021
<b>1. Preparing the site Health and safety check</b>	<b>Markings</b> in playground and pathways to aid parents in drop off and pick up	Children arriving to school 8.45 2 members of staff	Working well.	Continue with present system. Have additional staff as marshalls for first week to	Working well. Morning drops off timings	Continue with entry and exit routes. Less children on site will facilitate swift movement and need for	Continue with entry and exit routes. 8:45 - 3.00 EYFS + UKS2 8:45 - 3:10 KS1 8:45 - 3:20 LKS2

<p><b>of the building</b>  <b>Cleaning and hygiene</b>  <b>Movement around the school</b>  <b>Site examination</b></p>	<p>to maintain 2m distance. Markings also to aid children in lining up in specific groupings. These will also be used as fire assembly points.</p>	<p>needed to monitor this and guide parents/children both in and out of school</p>		<p>guide parents/children.  8:45 - 3.00 EYFS + UKS2  8:45 - 3:10 KS1  8:45 - 3:20 LKS2    See Marshalling Rota    Gates are closed at 8:55  Register to close at 9:00    Earlier finish time to facilitate Independent travellers leaving school by bus (lunch times to shorten to accommodate statutory teaching hours)    Staff travelling by bus need to ensure they adhere to guidance and expectation of wearing face masks. They</p>	<p>adapted to ensure swifter flow and less congestion .</p>	<p>less adults at marshalling points (children familiar with routines and systems)    8:45 - 3.00 EYFS + 8:55 - 3:10 KS1  8:45 - 3:20 LKS2    Gates close at 9.05    Register to close at 9.10    Gate times changed to accommodate late arrival for families travelling on bus due to bus restrictions</p>	<p>Gates are closed at 8:55  Register to close at 9:00    Earlier finish time to facilitate Independent travellers leaving school by bus (lunch times to shorten to accommodate statutory teaching hours)    Staff travelling by bus need to ensure they adhere to guidance and expectation of wearing face masks. They must take into account their level of risk when travelling at peak times and adjust if possible.</p>
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				must take into account their level of risk when travelling at peak times and adjust if possible.			
	<p><b>One-way system</b> for pick up and drop off for parents – through main gate, along fence to drop off children in playground spaces and then continue to side gate by tennis court for exit. One-way system around inside of school building to minimize passing of adults in corridor.</p>	<p>Caretaker to create markings and put up signs.</p> <p>For adults, as children will be confined to class groups or specified play areas.</p>	<p><b>Working well, reminders sent to staff and parents.</b></p>	<p>Continue - children and staff will be trained in the one-way system in the first week although movement around the school will be minimal (only PE, hall based activities, use of Computer suite)</p>	<p><b>Working well, reminders needed.</b></p>	<p>Continue for staff. Children contained in bubbles - no movement around the school. Children go straight to playground from their classes and eat lunch in their classes.</p>	<p>Continue - children and staff will be re-trained in the one-way system in the first week although movement around the school will be minimal (only PE, hall based activities, use of Computer suite)</p>
	<p><b>Handwashing</b> on entry to classroom in morning, after</p>		<p><b>Working well.</b></p>	<p>Continue, children and staff in</p>	<p><b>Working well.</b></p>	<p>Continue with present system.</p>	<p>Continue with present system.</p>

	<p>toilet breaks, before lunch, before leaving school.</p> <p>Classes have soap and towel dispensers.</p>			<p>September will be re-trained. Signage around the school has been updated.</p>		<p>Staff to sanitise hands on entry to the building before signing in. Clean &amp; used pen pots in use at staff and visitors signing in post.</p>	<p>Staff to sanitise hands on entry to the building before signing in.</p>
	<p><b>Regular cleaning</b> of door handles, toilets and workstations.</p>	<p>Caretaker to stay until after children go home to enable cleaning of toilets and handles etc</p>	<p>working well</p>	<p>Continue with extra cleaning of toilets- caretaker leaves at 11:30am.</p> <p>Children will be involved in being responsible in keeping a level of hygiene for themselves and the environment this may include cleaning their work surface and high contact areas.</p> <p>Update from PHE expected end of summer term</p>	<p>Working well.</p>	<p>Deep Clean over the Christmas break. Phase groups/bubbles to be allocated own toilets to limit cross infection of bubbles. Staff also have assigned 'bubble' toilets All other cleaning measures as before.</p>	<p>Continue with extra cleaning of toilets- Tony leaves at 11:30am.</p> <p>Children will be involved in being responsible in keeping a level of hygiene for themselves and the environment this may include cleaning their work surface and high contact areas.</p>

	<p><b>No physical contact</b> allowed between children and adults unless absolutely necessary. Adults who need to administer personal care to ill or injured children will be required to wear face masks, gloves and aprons (provided)</p>	<p>If a child or adult falls ill while at school, they will immediately be quarantined in the sensory room and then sent home. All parents of that class group will be alerted to isolate. If a child falls ill in school, class teacher will ring office for assistance from first aider or floating staff member.</p>	<p><b>Not needed as yet. Arrangements in place for any staff member who falls ill or is unable to attend school. Message sent to parents.</b></p>	<p>If child is unwell the class staff will assess the symptoms and follow normal school procedures with first aid if appropriate in the classroom.</p> <p>If symptoms appear Covid related (persistent cough, temperature, loss of smell/taste) they will ring the office for quarantine arrangements.</p> <p>See advice sheet. Continue with quarantine to the sensory room and collection by parents.</p> <p>If symptoms are COVID 19 related then parents</p>	<p>Working well, parents supportive on the whole.</p> <p>1 occasion reported when child tested positive and school not informed as she was in quarantine anyway but had been infectious prior. 2 members of staff then tested positive over Xmas as a consequence.</p>	<p>Continue with social distancing wherever possible. All staff to wear masks/shields at all times now.</p>	<p>If child is unwell the class staff will assess the symptoms and follow normal school procedures with first aid if appropriate in the classroom.</p> <p>If symptoms appear Covid related (persistent cough, temperature, loss of smell/taste) they will ring the office for quarantine arrangements.</p> <p>See advice sheet.</p> <p>Continue with quarantine to the sensory room and collection by parents.</p> <p>If symptoms are COVID 19 related then parents must have the child tested.</p> <p>See advice sheet</p>
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				<p>must have the child tested.</p> <p>See advice sheet</p>			
	<p><b>Break times</b> will be staggered to avoid children mixing outside of their class groups.</p>	<p>Floating staff member to relieve any staff if they need a comfort break. Children will not have allocated break but staff may allow run around as required. PE is built into the curriculum separately.</p>	<p>Y1 and Rec stagger breaks as needed. Y6 not necessary.</p>	<p>See Break and Lunch Rota</p> <p>EYFS will be able to have their lunch in the dining hall if staff feel this is more appropriate in September.</p>	<p>Working well</p>	<p>No mixing of bubbles at break or lunch time. Each bubble has own designated play area.</p>	<p>See Break and Lunch Rota</p> <p>No mixing of bubbles at break/lunch but playground can be used by all at their allocated time.</p> <p>EYFS will have their lunch in the dining hall.</p>
	<p>Children will provide <b>own packed lunches</b> or ISS will provide packed lunches for a cost. These will be eaten in</p>	<p>Those eligible will be provided FSM (packed lunch) in school.</p>	<p>Working well</p>	<p>Continue with packed lunches only - eaten in classrooms. ISS will provide packed lunches to be distributed for FSM and UFSM.</p>	<p>Hot school meals reintroduced in December for EYFS and KS1 (UFSM) only.</p>	<p>Children bring in own packed lunches or FSM or UFSM have packed lunch provided. All lunches eaten in classrooms.</p>	<p>Continue with packed lunches only - eaten in classrooms. ISS will provide packed lunches to be distributed for FSM and UFSM. Teachers and children (if able) will wash down tables after eating.</p>

	classes or outside.	This will include EYFS children who attend in the afternoon.		Teachers and children (if able) will wash down tables after eating.	Staggered lunchtimes in operation with cleaning down in between. KS2 continue to eat packed lunches in classrooms .		EYFS to eat in the hall.
	EYFS classes to be reorganized - to remove toys/equipment which pose higher risk of transmission. All equipment used must be washable and/or removed before next group of children come in.	Morning staff to wash and put away equipment. Afternoon staff to wash and put away for the next day. (2 sets of equipment per class)	Working well	EYFS children will be in full time. Equipment used will be washed in line with EY risk assessment. High touch areas cleaned frequently. EY playground equipment can be used - low risk as outdoors and used by one bubble only.	Working well	Continue with arrangements as before, limited numbers of children.	EYFS children will be in full time. Equipment used will be washed in line with EY risk assessment. High touch areas cleaned frequently. EY playground equipment can be used - low risk as outdoors and used by one bubble only.

	<p>EYFS and Y1 to use <b>KS1 toilets</b></p> <p>Y1s in Oak Class to use playground toilets.</p> <p>Y6 to use KS2 toilets.</p> <p>Key Worker children to use outside toilets.</p>	<p>Children to be trained to not enter the toilets if another child is using it.</p> <p>Teachers to monitor from class doorway.</p>	<p><b>Working well with current numbers in school.</b></p>	<p>Each phase to use toilets in their corridor.</p> <p>KS2 to only have two children in toilets at a time, children to be trained to wait in corridor or back in class.</p> <p>Playtime - Inside playground toilets for KS1/EY only.</p> <p>Outside playground toilets for KS2.</p>	<p><b>Working well</b></p>	<p>EYFS - use corridor toilets</p> <p>KS1 - use inner playground toilets</p> <p>LKS2 - use KS2 corridor toilets</p> <p>UKS2 - use outer playground toilets.</p>	<p>Each phase to use toilets in their corridor.</p> <p>KS2 to only have two children in toilets at a time, children to be trained to wait in corridor or back in class.</p> <p>Playtime - Inside playground toilets for KS1/EY only.</p> <p>Outside playground toilets for KS2.</p>
	<p>Staff doing face to face teaching of children to be provided with face shield <b>PPE</b> to enable children to see adult's faces.</p> <p>Staff wishing to wear face masks also will need to provide their own.</p> <p>School face masks provided for first aid only as extra PPE</p>	<p>Staff member responsible for cleaning and safekeeping.</p>	<p><b>Most face to face staff choosing not to wear face shields at own risk. All have access to the equipment.</b></p>	<p>Continue wearing of PPE at individual staff member's discretion.</p> <p>Guidance stays that 2m distance to be observed wherever possible for staff teaching and from the front.</p> <p>Guidance suggests children should be seated at desks in rows</p>	<p><b>Working well.</b></p>	<p>All staff to wear masks/shields at ALL times.</p> <p>Class groups limited to 10 to ensure social distance in class. Desks facing front.</p>	<p>Continue wearing of PPE at individual staff member's discretion when face to face teaching (not compulsory).</p> <p>Adults to wear face masks/shields when in communal areas or working with other adults .</p>

	along with aprons and gloves.			facing the front. (Y1-Y6) <i>(Be mindful of fire route access)</i>			
	<b>Staff room</b> not to be used for group gatherings- social distancing measures to be maintained. Equipment such as fridge, microwave, sink etc. can be used but staff must wipe down after use and then return to own room.		<b>Small numbers of staff use staffroom to eat lunch if they are on site all day observing social distance. Use of resources in staffroom is limited and staff walk around rather than through.</b>	Continue. With staggered break times numbers in staff room will be minimised. Additional space in library area can be used for lunchtimes if staff feel uncomfortable.  Toilets: continue - EYFS & KS1 Disabled toilet in KS1 corridor; KS2 & extra curricular use Staff Toilets; SENCo, Head, Office, Finance & visitors use Reception Area WC toilet	Staff need reminding of social distancing in staff room and maintenance of wiping down surfaces/hygiene practices.	Staff room is only to be used for collecting drinks, food etc as considered higher risk area. Staff must continue to use hygiene measures and resources provided. Staff who are on site all day must use own classroom base for lunches and clean afterwards.	Continue with staggered break times to ensure numbers in staff room will be minimised. Adults to remain in their working bubbles where practicable. Use of Courtyard for lunches in fine weather to be encouraged. Staff must continue to use hygiene measures and resources provided.  Toilets: continue - EYFS & KS1 Disabled toilet in KS1 corridor; KS2 & extra curricular use Staff Toilets; SENCo, Head, Office, Finance, Langdale & visitors use Reception Area WC toilet.
	<b>Photocopiers:</b> EYFS and KS1 – staff room copier (soap &		<b>Working well.</b>	Continue EYFS and KS1 - Use staffroom KS2 - Use ICT suite.	Further reminders issued and notices posted.	Continue with current arrangements.	Continue EYFS and KS1 - Use staffroom KS2 - Use ICT suite.

	water available in staff room) Y6 and keyworker/vulnerable group – ICT suite copier (hand sanitizer will be provided in ICT suite)			ICT suite resources must be cleaned down after use including PCs, tablets etc and paper cutter, laminator.			ICT suite resources must be cleaned down after use including PCs, tablets etc and paper cutter, laminator.
<b>2. Reviewing your staff for availability in school Audit your whole staff to ascertain who will be available to be in school from the week commencing 1 June</b>	Audit of staff completed. HT/DHT/SENDCO/DSL all available Staff personal circumstances considered. School can accommodate a return to school of Rec, Y1, Y6 children in June. Staggered start: 2/6/20 – Y6 4/6/20 – Y1 8/6/20 - Rec	22 teachers/assistants are available for face to face teaching full time or part time 3 peripatetic teachers – part time 3 office staff – full time or part time 6 teachers/assistants are available to work from home or in	<b>Working well with numbers currently in school.</b>	All staff except those on maternity leave to be in place in September. Full class teacher and TA provision in place See Class staffing	Full staff complement enabled school to work effectively. Numbers of staff who were absent due to C19 or other illnesses did not exceed viability.	Staff have completed up to date personal risk assessments. 1 staff member is shielding but all others are able to work on site. 2 staff members currently on Maternity leave.	All staff except maternity leave staff to be in place in March. Full class teacher and TA provision in place.  See staffing rota

		isolation in school. 3 cleaners – part time after school.					
<b>3. Familiarise yourself with the maximum safe group size</b>	<b>Class groups</b> no larger than 10 to ensure 2m distance.	Government suggests 15 but staff have measured classrooms and they are not large enough to ensure 2m distance.	<b>Working well.</b>	Bubbles will be phase groups of max 90.  No mixing of bubbles.  Minimal mixing within bubble other than break/lunch times.  Classes of 30 will be the usual working day with minimal movement around the building other than PE, Dance, ICT.  See PPA rota	<b>Working well.</b>	While there is not a statutory limit we have limited to class sizes 10 in order to continue to maintain effective social distancing measures in school. This will be reassessed based on need and individual circumstance. There will be no mixing of bubbles or use of other areas PPA lessons (Art, Music, PE) will be held remotely.	Bubbles will be phase groups of max 90.  No mixing of bubbles.  Minimal mixing within bubble other than break/lunch times.  Classes of 30 will be the usual working day with minimal movement around the building other than PE, Dance, ICT.  See PPA rota
<b>4. Creating and staffing your temporary</b>	Y6 to be split into 6 <b>groups</b> of 10 and taught	Session times to run from:	<b>Working well.</b> Rec - 21- Y1 - 30 -	N/A	<b>All class full return with full curriculum.</b>	All KW and V children will be taught in their normal class rooms where possible. If very	N/A

<p><b>teaching groups</b></p>	<p>in current KS2 classrooms. Teachers to teach one subject and rotate to all groups to prepare children for secondary school. Ms Wolfenden - Maths, Mr Gibson - English, Miss Yee - Computing, Miss Savva – RE/Music, Mr Burson - PE, Miss Scelsi – PSHE</p>	<p>8:45 -9:00 – 12:00 (EYFS), 12.30-3.30 (EYFS) 8:45 -9:00 – 12:20 (Y1), 9:00- 9.15 – 12:40 (Y6) 5 min staggered breaks in playground /field for comfort break.</p>	<p>Y6 - 50 KW/vulnerable - 9</p> <p>In case of teacher absence - measures in place for internal cover and message sent to inform parents.</p>			<p>small numbers are present in one class then these children will be taught within a class in their phase group bubble.</p>	
	<p>Y1 to be split into 4 groups of 10 and taught in current KS1 classes + Oak class. Miss Doherty, Miss Gulab, Miss Inglis and Miss Rogers to teach.</p>						

	Reception to be split into groups of 8 with 2 classes in the morning and 2 in the afternoon. To be taught by Miss Stroud and rota of TAs.						
<b>5. Practical steps to reduce risk</b>	The children can work in their class exercise books but these will not be <b>marked</b> . Teachers will give verbal <b>feedback</b> throughout the lessons as class sizes are small.		<b>Not needed as yet.</b>	Teachers are able to take work home and /or mark books if they wish but steps should be taken to wash hands before and after.	<b>Working well</b>	Children who are working in school can work on same tasks as those at home. Work can be completed in books or on sheets. Verbal feedback to be given, if work is touched by staff then handwashing protocols are in place.	Teachers are able to take work home and /or mark books if they wish but steps should be taken to wash hands before and after.
	No <b>resources</b> will be taken from school to home by children. No resources other than those specified below will be brought from home into school.		<b>Working well.</b>	Homework books will come into school once a week and left 48 hours before marking. Letter 21/9/2020 Children can take home reading books but these must be returned to a	<b>Working well</b>	No resources brought into or taken from school.	Homework books will come into school once a week and left 48 hours before marking.  Children can take home reading books but these must be returned to a separate box in the classroom and then left for 48 hours before returning to circulation.

				separate box in the classroom and then left for 48 hours before returning to circulation.			
<b>Computers, Laptops, tablets, ipads will not be used in school *</b>		<b>Tablets/ipads used by Y6 groups under supervision of Miss Yee who is responsible for cleaning in between groups.</b>	<p>ICT suite usage - all equipment must be cleaned after child or adult use.</p> <p>IPads and Tablets can be used in classes but must be cleaned after use.</p>	<b>Reminders necessary</b>	All tablets to be loaned to those who need them when learning remotely. IPads can be used in school if cleaned immediately after use.	<p>ICT suite usage - all equipment must be cleaned after child or adult use.</p> <p>IPads and Tablets can be used in classes but must be cleaned after use</p>	
If the teacher chooses to use <b>resources</b> used to support lessons such as numicon, PE equipment etc. they must be washable, and it is the teacher's responsibility to wash them		<b>Working well.</b>	Continue to clean any resources used between bubbles as required.	<b>Working well</b>	Resources to be cleaned by staff member in charge of group.	Continue to clean any resources used between bubbles as required.	

	after use by a group.						
	<p>Children will bring into school the following <b>items</b> only: lunchbox, drink bottle, pencil case, coats in inclement weather. All must be labelled, and all will be kept at the child's workstation. ** (School pegs will not be used)</p> <p>Parents must ensure that these items are washed after school each day.</p>		<p><b>No issues - some children have had pencil cases with equipment provided for them.</b></p> <p><b>Pencil cases kept in school - no items taken home.</b></p>	<p>Resources are personal to the child wherever possible with no sharing of resources. Where they have to be shared e.g. certain maths or art resources then teacher's responsibility to clean in between use or leave for 48 hours (making note as reminder)</p>	<p>Working well</p>	<p>Arrangements as before.</p>	<p>Resources are personal to the child wherever possible with no sharing of resources. Where they have to be shared e.g. certain maths or art resources then teacher's responsibility to clean in between use or leave for 48 hours (making note as reminder)</p>
	<p>Outside <b>fixed play equipment</b> cannot be used. Drink fountains cannot be used.</p>		<p><b>No issues</b></p>	<p>Equipment in main playground can only be used on a three week rotation of</p>	<p>Reassessed as low risk due to outdoor nature of</p>	<p>Bubbles in own areas of playground therefore no risk. Children have own water bottles.</p>	<p>Fixed equipment can be used by all during allocated play times when bubbles are not mixing.</p>

				bubbles to lower risk.  No drinking fountains. (H and S risk assessment)	equipment and handwashing after breaks. Mixed usage of equipment allowed.		
Children will be allowed to wear own <b>clothes</b> in order for them to have clean clothes daily to minimize transmission risk.		<b>Working well</b>	Uniform policy back in place Sep 2020 Government guidance states no requirement to wash more frequently.	Working well	Uniform for children in school, layers advised due to classroom doors kept open for ventilation.	Uniform to be worn	
No <b>external adults</b> (parents or visitors) to be allowed to enter building unless specifically invited.***		<b>No issues. IT technicians regularly in school all wear PPE.</b>  Sept 2020 - New YR parents and external agencies to support	Revised - minimising numbers of adults asked back in, eg. peripatetic teachers etc Guidelines to be issued to all external staff/visitors. Peripatetic teachers to collect children from outside	working well	No external visitors unless in emergency situations or essential servicing where contractor can work away from bubbles.	Invited adults can attend eg. SEND, Mental Health workers for interventions. Guidelines to be issued to all external staff/visitors.  Office form - self declaration to be filled in by any visitors.  After school clubs and peripatetic music to begin after Easter.	

			children into school following SD expectations. No issues so far.	external classroom doors and use hall space for lessons. Office form - self declaration to be filled in by any visitors.			
	Office will be manned all day by office staff only. No other staff to enter office.		Staff need reminding not to enter.	Continue - no adults to enter office space unless invited in by staff.	Need reminders	Continue with no entering of office space - office bubble	Continue - no adults to enter office space unless invited in by staff.
	Medication – class teachers to administer wherever possible e.g. inhalers, hay fever medication, epipens etc.	Hayfever medication MUST be taken before arrival at school.	No issues arisen	Inhalers to be administered from office external first aid post - class staff to phone office to notify. Epipens - staff to phone office for emergency aid. Prescribed medication can be given once in school if directed by the GP. Children will be sent to external first aid point on	Working well	Continue with present arrangements.	Inhalers to be administered from office external first aid post - class staff to phone office to notify. Epipens - staff to phone office for emergency aid. Prescribed medication can be given once in school if directed by the GP. Children will be sent to external first aid point on their lunch break. All other first aid can be administered in playground or classroom.

				<p>their lunch break.</p> <p>All other first aid can be administered in playground or classroom.</p>			
<p><b>6. External support for SEND and behaviour</b></p>	<p>Miss Malone is in liaison with all outside agencies for <b>SEND</b> and all meetings will be conducted remotely where possible. Observations by professionals and/or therapy sessions will be taken under advisement regarding level of need. Individual risk assessments are being updated for all children with EHCPs. Behaviour policy will be updated by SLT</p>		<p><b>SEND meetings held remotely.</b> Small number of parents and outside agencies have been met face to face following strict SD guidelines .</p> <p>No issues to date</p> <p><b>Behaviour Policy redraft to be ratified.</b></p> <p>Behaviour Policy updated</p>	<p>Continue with remote meetings where possible. Otherwise follow same procedures for external visitors and measures to minimise contact.</p> <p>Office form - self declaration to be filled in by any visitors.</p> <p>(All staff to fill one in at start of September)</p> <p>Behaviour Policy (to be ratified) has been rewritten to include Corona related behaviours.</p>	<p>Working well</p>	<p>Continue with previous arrangements.</p> <p>All children with EHCPs have personalised risk assessments.</p> <p>PEEP for children as required</p>	<p>Continue with remote meetings where possible. Otherwise follow same procedures for external visitors and measures to minimise contact.</p> <p>Office form - self declaration to be filled in by any visitors.</p> <p>(All staff to fill one in at start of September)</p> <p>Behaviour Policy (to be ratified) has been rewritten to include Corona related behaviours.</p>

	and Miss Scelsi & Miss Doherty in line with current conditions and changes in school based behaviour.		July 2020 - Governors for ratification				
<b>7. Changes to routines for staff and pupils</b>	See above for drop off and pick up. There will be no <b>breakfast or after school clubs</b> Books will not be marked – verbal feedback only	Pupils to be sent a children friendly ‘what to expect when you return to school’ leaflet.	<b>Working well. Children all sent PowerPoint in advance of attendance.</b>	Amended powerpoint to be sent to all children, parents, staff outlining clearly routines and procedures. Breakfast and After School clubs (Nick) to be confirmed. All other extra curricular clubs to only re commence after Christmas if school risk assessment warrants it.	<b>Working well</b>	Working day, breaks, lunches as before for the children. Teaching staff to work half a day on site and half a day managing remote learning of class. TAs to work half day with class groups (job share with teacher) and remainder of contracted hours on site or at home on school directed tasks.	See above for working day times. Breakfast and after school club to continue.
<b>8. Communicating with staff</b>	All group meetings will be held remotely or virtually.	All Staff to check emails daily for updates.	<b>Working well</b>	Continue with remote meetings for staff and email and	<b>Working well</b>	Continue with previous arrangements.	Continue with remote meetings for staff and email and WhatsApp communications.

	No morning briefings – information will be passed over group messaging. Weekly staff meeting through Google meet.	Texts may not always be sent as reminders.		WhatsApp communications. Weekly staff meetings for teachers to be held on Wednesdays at 3.30pm remotely. No morning briefings until further notice.			Weekly staff meetings for teachers to be held on Wednesdays at 3.40pm remotely. No morning briefings until further notice.
<b>9. Communicating with parents</b>	Parents will have all safety and curriculum procedures and expectations provided in advance of children starting back at school.	Parents will not have face to face consultations with staff. This has been reviewed for early parent consultations ie before half term, mindful of rising cases of COVID with staff now self isolating where family	Parental feedback positive regarding level of information given.	Continue with minimal face to face contact of parents and staff - communication via email/phone. Parents will have the following for information : <ul style="list-style-type: none"> <li>• Child Friendly Powerpoints</li> <li>• Frequently asked questions document</li> <li>• Confirmed Cases of Coronavirus</li> </ul>	Working well	No face to face contact to continue.  Confirmed Case - General letter to whole school  Confirmed Case - Letter for direct and proximity contacts	No face to face contact to continue.  Confirmed Case - General letter to whole school  Confirmed Case - Letter for direct and proximity contacts

		members have tested positive		<ul style="list-style-type: none"> <li>• Children who are unwell</li> <li>• Engagement with NHS Track and Trace Process</li> </ul>			
	Parents will be advised of the necessity to be transparent about the health of their child and family members to safeguard the wider community.		No reported issues	One meeting held in school library with parents with SD restriction in place - necessary in the interests of child's return to school.			
	All parent to school communication must be done by email. No relaying of notes, quick chats in the playground etc.		Working well				
<b>10. Managing pupil and staff wellbeing and mental health</b>	Miss Scelsi is in liaison with Wellbeing agencies and will advise as to the level of support they are able to provide. All staff have been		Mental Health of staff and children is relatively good. Monitoring of children in school and at	Continue with remote meetings where possible. Otherwise follow same procedures for external visitors and measures to minimise contact.	Working well	Continue with previous arrangements.	Continue with remote meetings where possible. Otherwise follow same procedures for external visitors and measures to minimise contact. Office form - self declaration to be filled in by any visitors.

	<p>signposted to Quell for adult mental health support. All children in Y6 have been signposted to Kooth. All staff have been given the opportunity to request 1:1 meetings to discuss their mental health. Staff concerns have been considered through questionnaire response. MH lead has attended course on bereavement and will give CPD. SLT to monitor staff workload. NHS testing available to all with symptoms</p> <p><a href="https://www.nhs.uk/conditio">https://www.nhs.uk/conditio</a></p>		<p>home in place. Survey suggests minor individual issues which are being followed up by teachers. CPD given by Trailblazer team.</p>	<p>Office form - self declaration to be filled in by any visitors.</p> <p>Teachers will recognise that there may be significant impact on the mental wellbeing of children and their families. Close communication between home and school will be needed if staff are concerned about individuals and MH Lead and HT must be informed. CPOMS is to be used as a method of recording. The curriculum planning will include opportunities for addressing areas of mental health.</p>			<p>Teachers will recognise that there may be significant impact on the mental wellbeing of children and their families. Close communication between home and school will be needed if staff are concerned about individuals and Miss Scelsi and Miss Tuohy must be informed. CPOMS is to be used as a method of recording. The curriculum planning will include opportunities for addressing areas of mental health.</p>
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	ns/coronavirus-covid-19/  <a href="https://www.gov.uk/apply-coronavirus-test-essential-workers">https://www.gov.uk/apply-coronavirus-test-essential-workers</a>						
<b>11. Planning what to teach, and how</b>	The <b>curriculum</b> offered to the children will be varied to provide stimulating opportunities to learn, however all children attending school will be given a reduced timetable.	Parents will not be penalized if they do not wish to send their children to school.	<b>Curriculum provision good for those in school. Home learning uptake is declining. Staff to do more face to face interactions on Seesaw.</b>	<b>Attendance - full time required of all children in line with normal expectations.</b>  See guidance document.  Curriculum will return to normal with Project Based Learning approach. Staff plan for broad and rich curriculum with focus on Wellbeing, Physical and Mental Health and Cultural Diversity exploration. Driving questions for projects will	<b>Full curriculum coverage given in autumn term. All children returned to school relatively happy. Concerns identified quickly, through PSHE focus and recovery curriculum. MH support targeted swiftly where appropriate and</b>	<b>Full curriculum to be offered remotely. Teachers project planning to be adapted for online classes. PPA staff to record lessons for different age groups. Teachers to video record themselves in announcements and lessons wherever possible to increase pupil participation and motivation. Live lessons to be offered at least once a week for remote learning. Children working in school to have the same provision of curriculum and activities.</b>	<b>Attendance - full time required of all children in line with normal expectations.</b>  Curriculum will return to normal with Project Based Learning approach. Staff plan for broad and rich curriculum with focus on Wellbeing, Physical and Mental Health and Cultural Diversity exploration. Driving questions for projects will enable children to explore the experiences they and the world have had this year.  The core curriculum of Reading, Writing and Maths will continue to be taught every day. Teachers will make early
	The children not in school will be educated through the home learning opportunities set on Seesaw.						
	Y6 – work in school for all lessons will be planned and set	Teacher workload must be	<b>Working well</b>				

	<p>by current Y6 teachers. Y1 – work in school for all lessons will be planned and set by current Y1 teachers. Reception – children will be provided with daily phonics, reading and play-based learning opportunities linked to the EYFS curriculum.</p>	<p>monitored carefully.  Work will be responded to at the time as group numbers small – no marking will be undertaken outside of lessons.</p>		<p>enable children to explore the experiences they and the world have had this year.  The core curriculum of Reading, Writing and Maths will continue to be taught every day. Teachers will make early baseline assessments and adjust expectations accordingly for individuals.</p>	<p>parents consulted.  Assessments made early and areas of need identified in Pupil Progress meetings. Planning adjusted accordingly.  Intervention programme delivered where possible while trying to maintain integrity of bubbles.</p>		<p>baseline assessments and adjust expectations accordingly for individuals. Teachers will recognise the need to look at previous year’s curriculum objectives which may need to be revisited in Spring and Summer Terms.  Interventions will be run without crossing of bubbles and within classrooms if possible. Emphasis will be on quality first teaching.</p>
	<p>The curriculum will have an emphasis on RE and PSHE in all years to address any individual or group needs arising from the present world climate. Physical health will have a priority with dance and PE</p>		<p>Working well</p>	<p>Teachers will recognise the need to look at previous year’s curriculum objectives which may need to be revisited in Autumn.  Interventions will be run without crossing of bubbles and</p>	<p>PE and Dance held mostly outside.</p>		<p>PE / dance can be outdoors as much as possible. If not in, then held in large hall space.  Music- no sharing of instruments. Woodwind instruments to be used in hall with distance of 2m from teacher.  No large groups of singing including assemblies and masses.</p>

	<p>being available to all.</p> <p>Creative art lessons for Y6 from specialist teacher.</p> <p>Reading and phonics as a priority particularly in EYFS and Y1.</p> <p>Preparation for secondary school in Y6 with revision of key maths and literacy skills alongside specific computing lessons to develop home learning opportunities.</p>			<p>within classrooms if possible.</p> <p>Emphasis will be on quality first teaching.</p> <p>PE / dance will need to be outdoors as much as possible. If not in, then held in large hall space.</p> <p>Music- no sharing of instruments.</p> <p>Woodwind instruments to be used in hall with distance of 2m from teacher.</p> <p>No large groups of singing including assemblies and masses.</p>	<p>Peripatetic music working well in designated spaces.</p>		
<p><b>12. Remote education during wider opening</b></p>	<p>Teachers will continue to plan, set and respond to</p>	<p>Class teacher to set all EYFS online work.</p>	<p><b>Workload manageable by all</b></p>	<p>Seesaw will continue to be used as remote learning platform in the</p>	<p>Working well.</p> <p>Seesaw able to be used</p>	<p>See above - full curriculum offer.</p>	<p>Seesaw/Tapestry will continue to be used as remote learning platform in the event of a further lockdown.</p>

	<p>work on <b>Seesaw</b>. Due to face to face teaching demands, expectations on the amount of feedback for online work needs to be reduced.</p>	<p>Phase groups to discuss logistics of home learning planning and feedback.</p>		<p>event of a further lockdown. Seesaw may be used by teachers to supplement homework or classwork as required. Education City is also available for use across the school.</p>	<p>immediately for any children isolating.</p>		<p>Seesaw to be used by teachers to supplement homework or classwork as required. Education City is also available for use across the school.</p>
	<p>Staff may work off site after the children leave and continue their <b>working hours</b> at home with Home Learning and/ or school tasks.</p>	<p>Some staff will stay on site for keyworker/ vulnerable children as per rota.</p>	<p><b>Working well</b></p>	<p>Staff will remain on site for their contracted hours.</p>	<p>working well</p>	<p>Staff may work off site when working on remote learning tasks or as directed by SLT.</p>	<p>Staff will remain on site for their contracted hours.</p>