

Crowmoor Primary School

September 2020 Returning to School Protocol and Procedures



In line with the Department for Education's instruction, it is our plan that all pupils, in all year groups, will return to school full-time from the beginning of the Autumn term - Wednesday 2nd September 2020

(1st Sept/Staff CPD and to make final preparations for pupil's return).

Our planning is underpinned by the Department for Education's advice on effective infection protection and control which states the following:

"We are asking schools to prepare for all pupils to return full-time from the start of the autumn term, including those in school-based nurseries. Schools should not put in place rotas.

Schools must comply with health and safety law, which requires them to assess risks and put in place proportionate control measures. Schools should thoroughly review their health and safety risk assessments and draw up plans for the autumn term that address the risks identified using the system of controls set out below. These are an adapted form of the system of protective measures that will be familiar from the summer term. Essential measures include:

1. a requirement that people who are ill stay at home
2. robust hand and respiratory hygiene
3. enhanced cleaning arrangements
4. active engagement with NHS Test and Trace
5. 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

How contacts are reduced will depend on the school's circumstances and will (as much as possible) include:

- 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"

Many of the protocols and procedures that were implemented during the Summer term will remain the same in the Autumn term with the expectation that they will further embed so that children who did not attend in the Summer term will themselves adopt the measures also. The staff have a massive role in ensuring the consistent enforcement of these expectations by both parents and pupils. Distancing is one of the most effective preventors, (2 metres massively lessens you're chances of coming into contact with the virus). Along with hygiene.

All protocol and procedures are aligned to the original Risk Assessment document, which was drawn up from 20th March Lock-down. This will be revised as it is anyway every Thursday and take into account any new

procedures required by the return of all staff and pupils. It is a legal requirement for the School to review and update the previous risk assessment and publish the new one on the website.

“The following plan outlines relevant detail from the government’s guidance with further detail about how Crowmoor Primary School will adopt measures and ensure compliance to the statutory elements within. The aim of this plan is to minimise the risks, working on the government’s premise for full return that we “can’t negate them entirely.”

All elements of the system of controls are essential. All schools must cover them all, but the way different schools implement some of the requirements will differ based on their individual circumstances...The system of controls provides a set of principles to help them do this and, if schools follow this advice, they will effectively minimise risks.

Within the government guidance, the systems of control that schools should adopt are clearly listed. This document will outline those systems of control and how Crowmoor Primary School has made them appropriate to our specific context and circumstance.

“System of controls

This is the set of actions schools must take. They are grouped into ‘prevention’ and ‘response to any infection’ and are outlined in more detail in the sections below.

Prevention:

- 1)** minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**
- 2)** clean hands thoroughly more often than usual
- 3)** ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach
- 4)** introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5)** minimise contact between individuals and maintain social distancing wherever possible
- 6)** where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7)** engage with the NHS Test and Trace process
- 8)** manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9)** contain any outbreak by following local health protection team advice

Numbers 7-9 above may require school to share pupil/parent contact information with public health officials. This sharing of information is permissible under current law and is in line with data protection guidance covering schools.

Section 1: public health advice to minimise coronavirus (Covid-19) risks.

| Systems of control | Action |
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| <p><i>Prevention</i></p> <p>1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school</p> | <p>If a member of staff, pupil, parent or any other adult show symptoms of Coronavirus or they have tested positive within the last 7 days, they are not to attend school. The symptoms have been communicated with all members of the school community on multiple occasions and will be shared again at the start of the Autumn term in a text from the Office.</p> <p>If an adult becomes unwell, they are to remove themselves from the setting as soon as possible.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. The room that the child utilised will be immediately cleaned with Protect+ solution (or bleach) and the children/adults will wash their hands thoroughly for 20 seconds.</p> <p>In terms of PPE, 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. The member of staff supporting the symptomatic child does not need to go home to self-isolate unless they develop symptoms themselves or if the symptomatic child subsequently tests positive or they have been requested to do so by NHS Test and Trace.</p> <p>There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both rooms (waiting and toilet if used) will be thoroughly cleaned by a member of staff wearing both gloves and a mask.</p> <p>The designated isolation spaces/toilets are as follows;</p> <ul style="list-style-type: none"> - Meeting Rooms 1 and 2/Disabled Toilet (2 preferred as it has CCTV) <p>The child should then be tested for coronavirus. If the test is negative the child can return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days (not including the day the child was sent home) and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p> <p>Whether or not the whole bubble will close is dependent on the conditions of the day, rather than waiting for a test result.</p> <p>Actual and suspected cases(pupils sent home with symptoms) of COVID-19 should be reported to the Shropshire Health Protection Team and Public Health England using the online reporting system . Or by telephone to 0344 225 3560 (opt 0 opt 2) or for out of hours advice 01384 679 031.</p> |

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| <p>Prevention</p> <p>2. Clean hands thoroughly more often than usual.</p> | <p>Adults and children are to wash their hands/sanitize on the following occasions:</p> <ul style="list-style-type: none"> - Before leaving Home - Entry to school - Before/after break times - Before lunch - When they change rooms - Before leaving school - Anytime that they visit the toilet or cough/sneeze in to their hands. <p>Additional hand sanitisers pumps have been purchased and are stationed in each classroom as well as additional hand sanitisers at appropriate points in school i.e. the reception desk for visitors and staff upon arrival and also now at the photocopying areas for increased hygiene as a 'pinch point' in the school.</p> <p>Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands. If pupils are unable to maintain hand hygiene, an individual risk assessment will be produced by the teacher. The same applies to children who soil themselves and because of the higher risk of staff infection parents will be required to come in and change the child in the meeting room 1 or take them home.</p> <p>Hand hygiene protocols are to be re-visited at the start of the year, when the children will receive reminders about the expectations of practices and protocols in school. They will be established as part of our culture and behaviour expectations.</p> |
| <p>Prevention</p> <p>3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> | <p>During September, children will be reminded of the posters around school that encourage them to catch it, bin it and kill it. Children will be reminded that if tissues are regularly disposed of throughout the day, they should be thrown in to the bins in each classroom and their hands must be cleaned afterwards. These bins will be emptied at least hourly by the cleaning staff/TAs</p> <p>Where pupils struggle to maintain as good respiratory hygiene as their peers (spitting etc) they will need an individual risk assessment to ensure measures can be put in place to reduce the risks. This is not a reason to deny these pupils face-to-face education.</p> |
| <p>Prevention</p> <p>4. Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach</p> | <p>At various intervals (as per the cleaning schedule set up by the SBM and Cleaner-in-charge in March), adults will disinfect and clean tables, door handles and equipment. Each class will have their own allotted set of classroom cleaning equipment. It will be stored appropriately within the classrooms.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards. Toilets are to be cleaned regularly, preferably hourly. Each class bubble will have designated cubicles, apart from Reception and Year 1 who will share.</p> <p>If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines (https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings). This includes ensuring that all tissues, PPE, and cleaning materials are put in a separate disposal bag that is stored securely for 72 hours before being disposed of.</p> |

Prevention

5. Minimise contact between individuals and maintain social distancing wherever possible.

The purpose of 'bubbles' is to minimise contacts and mixing between people, reducing the transmission of coronavirus. Distancing by all including parents/carers is vital. Crowmoor Primary will do everything it can to maintain this whilst still delivering a broad and balanced curriculum. Within bubbles, children and adults must also take measures to distance themselves where at all possible.

Parents and non-essential visitors will not be allowed access to the school. Parents will initially be allowed to use the site to drop off pupils but not to congregate or mix with other families. If this occurs the school will implement a no parent/carer on school premises ruling with children coming in on their own.

Children will return to their new Class Teacher on the first school day in September.

Grouping the Children

There have been assertions from the DfE that children cannot distance themselves from staff or from each other. Bubbles provide an additional protective measure and they make it quicker and easier to identify those who need to self-isolate as a result of a positive test result.

The DfE guidance reads as follows:

"In this guidance for the autumn term, maintaining consistent groups remains important, but given the decrease in the prevalence of coronavirus (COVID-19) and the resumption of the full range of curriculum subjects, schools may need to change the emphasis on bubbles within their system of controls and increase the size of these groups."

In order for school to offer a curriculum that is best-placed to support 'catch-up' we will use a phase approach i.e year groups working as 1/2, 3/4, 5/6, when planning for interventions outside the classrooms in the corridors. The reasons for this are as follows:

- All children will be able to be considered for catch-up interventions now that teaching support can work across phases. There would not be enough adults to support individual class bubbles.
- Our curriculum structure is based on phases planning together and the sharing of resources and equipment to facilitate this.
- We can deploy staff internally to cover PPA/management time within a phase bubble model. If we were in class bubbles.

Within the government guidance, it claims that younger children will not be able to maintain social distancing (which includes all primary pupils, this is inaccurate (certainly for Year 2 upwards) and we will be expecting all children to try to comply with 2 metres outside and in corridors, and the government has said that it is acceptable for them not to distance within their group, but the adults should remain 2 metres away. This has implications for NHS Test and Trace should there be the need to contact parents of children as a result of a positive case. The guidance also advises that siblings may be in different groups and encourages schools to use measures as best they can as it will still reduce the network of possible direct transmission.

All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the curriculum, however apart from interventions/PPA this is unlikely to happen.

Measures within the classroom

Adults are to encourage children to maintain a distance between one another whilst inside and reduce the amount of time that they are in face-to-face contact with one another. Where circumstances allow, adults are to try to distance from children and one another, the "magic" number of 15 minutes is again quoted regarding contact between adults and pupils.

Children with additional needs should receive as much support as normal but adults are to be extra vigilant and mindful of their face-to-face time with the children and reduce this where possible. Individual risk assessments will be completed for these pupils and parents involved if necessary where additional measures are needed to keep staff and other pupils safe eg PPE.

Classrooms need to be adapted to support distancing where possible. If tables are used, they should face the front and children should sit side-by-side, not facing one another nor side on. Classrooms will be prepared as such ready for September. All the desks have been placed in rows as advised by the government.

Children will all need coats and sweatshirts as windows on both sides will be open every day and the doors.

Measures elsewhere

There will be no whole-school events where children and adults are required to congregate. Assemblies will be limited to three virtual assemblies through Teams (video conference software) with the Head delivering them on Monday and Friday and staff/classes taking it in turns for the rest of the time. Children are not to sing during assembly or at any other time.

Use of the usual staff room should be minimal. The staff room will remain in the Dining Room open to adults, however strict social distancing must be in place and where possible, it is advised that adults use outside and the picnic benches. All windows will be open. It is important for your own wellbeing that staff see colleagues and we encourage this, but please do not contravene social distancing measures otherwise multiple groups could be at risk of infection should anyone present with symptoms and the whole school risks closure. Sanitizer will always be available in the staff room and hand-washing facilities. 'Team' Meetings facilities for staff isolating or not in school will be available permanently from September.

Governors will also be expected to maximise their use of 'Team' Meetings to carry out their roles, as well as phone contact.

Measures for arriving at and leaving school (inc break/lunch times)

Parents and carers must ensure that the adults and children on site are distanced appropriately at 2 metres and not to allow the risk of children coming in to contact with children from other class bubbles. This will be difficult for some families of multiple children.

Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds. If children cycle or scooter to school, then they are to use the storage areas to lock their bike/scooter in securely near the playground entrance or KS2 Quad.

Senior staff will be available to support children and adults as they arrive at school. This way we will continue to reduce footfall of adults on site. Parents mustn't congregate at the 'drop-off' point, they must instead arrive on time and then depart.

Parents must arrive on time for entry to school, they must not arrive early or late. Parents will be asked to drop off and leave, rather than remain on school grounds.

Leaving Procedures

Again, parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. The playground will be opened to parents at 3.00 pm to briefly wait in before their children are released to them. We ask that parents do not arrive more than 5 minutes before their children are let out. The times given are for guidance as pupils need to maximise their learning times and work to the end of the day. Whilst parents are waiting, social distancing of 2 metres must be adhered to.

- – Y5 and Y6 children exit the building by their external class doors (3:15pm), Y4 children to leave through the Boys' Corridor (3:15pm), Y2 (3:10pm) and Y3 (3:15pm) children to leave by the Girls' Corridor and R (3pm) and Y1 (3:10pm) leave through the EYFS entrance
- Parents to remain behind the coned line; allowing space for the children to see their parent and staff to remain behind the fence to excuse their classes
- Once parents receive their children they are expected to leave the school site promptly
- Parents must pick their children up on time; as there will be no provision to look after your child and no staff will be available after the advertised closing times

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through Class email if they have queries about the day or they can call to make a phone appointment or leave a message with the Office.

The school office is not to be accessed by parents unless through prior arrangement via a call or email. The office will not be open for parents to drop-in to. The DfE guidance states that coming into the site without an appointment is not allowed. However, parents can obviously still call and receive support over the phone or via email.

Any homemade non-disposable face coverings that staff or children, young people or other learners are wearing when they arrive at their setting must be removed by the wearer and placed into a plastic bag that the wearer has brought with them in order to take it home. Disposable face-coverings must be placed in a lidded bin. The wearer must then clean their hands.

Other considerations

Supply teachers, peripatetic teachers and/or other temporary staff can move between schools. Likewise specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. However, they must be made aware of school procedures and they must adhere to them. A pamphlet of these will be provided by the Office alongside the normal safeguarding procedures.

Where contractors can attend outside of school hours they should. If that is not possible, they should follow all procedures as determined by school.

A record of all visitors must be kept to support NHS Test and Trace.

School Uniform must be worn .

In terms of classroom resources, for regularly used stationery, children will all have their own individual set that is not to be shared. Other classroom resources like books and games can be used within the bubble but should be cleaned following use. The School will provide each child with a plastic book bag .

Shared resources, like art/science equipment should be meticulously cleaned between use or rotated to allow 72 hours between use to ensure they are safe.

Games that encourage distancing and little touch need to be made available to the children. However, outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to have dedicated outdoor equipment that is taken out and used exclusively by them. This is gathered back in at the end of their break/ lunch time and cleaned.

Pupils should not bring anything additional from home such as bags or pencil cases.. However, children can now take books home and return them as normal. Books are to be returned as normal but taken out of circulation for 48 hours or 72 hours for plastic covered books before being returned to the library.

Teachers can now take books home (and return them freely) to assess or use to support planning etc. This is also true of library books.

Prevention

6. Where necessary, wear appropriate personal protective equipment (PPE).

PPE has to be used for two reasons; where an individual is presenting with coronavirus symptoms and/or when a child is receiving intimate care (toileting/relevant first aid support).

The PPE available in school for dealing with cleaning of potentially infected zones and supporting ill children or adults is as follows:

- Face masks
- Aprons
- Gloves of various sizes

- Face shields (limited quantities)

Children need to know that some adults might be wearing PPE and that it is 'ok'.

Response to any infection

7. Engage with NHS Test and Trace.

Parents and staff will be informed that they are expected to engage in the NHS Test and Trace process if required to do so.

They will be required to book a test and provide details of anyone that they have been in close contact with. They will then be obliged to follow the 'stay at home' regulations.

Anyone who displays symptoms of coronavirus can and should get a test following the flowchart response.

If school thinks that the family of the symptomatic child/adult is unlikely to book a test appropriately, we will provide a home testing kit. We should receive these before the start of the autumn term and they will be stored in the Meeting Room. Given the potential low numbers of kits, they will only be issued with the agreement of either the Head, Deputy or SBM.

Contact with the symptomatic family will be maintained so that we can respond appropriately to either a positive or a negative result.

If the test result is negative, the child can return to school assuming they would do so under normal circumstances, ie if they are no longer unwell or with symptoms.

If the test result is positive, the child and family need to follow the 'stay at home' guidelines.

Response to any infection

8. Manage confirmed cases of coronavirus (Covid-19) amongst the school community.

School should contact the local health protection team:

West Midlands West HPT
 Public Health England
 2nd Floor, Kidderminster Library
 Market Street
 Kidderminster
 Worcestershire
 DY10 1AB
 Telephone 0344 225 3560 (option 2)
 Out of hours advice 01384 679 031

School must provide the details of those children/adults that have been in direct close contact with the child/adult (face-to-face contact for any length of time); proximity contacts (extended close contact – within 1m-2m for more than 15 minutes); travelling in a small vehicle with the infected person.

The Admin team will prepare a report that shows the contact details of each member of the phase bubbles to support the contact tracers.

School will inform parents of the infection, according to the flowchart, but we will not reveal the name of the infected child/adult.

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| | <p>Those contacted or sent home must self-isolate for 14 days but those living in the household do not have to unless the child shows symptoms. At that point the household will need to go in to full isolation following stay at home guidance and have the test. If the symptomatic child's test is negative, they must continue to isolate for the remainder of the 14 days. If the result is positive, they must inform school immediately and isolate for at least 7 days from the onset of symptoms.</p> <p>Crowmoor Primary will not (as per the DfE instruction) be able to ask for evidence of negative test results or other medical evidence before admitting children back after a period of self-isolation of 7 or 14 days.</p> |
| <p>Response to any infection</p> <p>9. Contain any outbreak by following local health protection team advice.</p> | <p>Keep in contact with our health protection team.</p> <p>If school has 2 or more confirmed cases within a 14 day period, this could be considered an outbreak and greater measures would need to be put in place. The health protection team would advise throughout.</p> <p>This could result in a year group bubble lockdown, a school closure or/and a mobile testing station being established in school.</p> <p>Testing will focus on the affected classes, then their year groups and then the remainder of school if required.</p> |

Section 2: School operations

| Aspect of school | Action |
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| <p>Transport</p> <p>There is a distinction between dedicated school transport and wider public transport:</p> <ul style="list-style-type: none"> by dedicated school transport, we mean services that are used only to carry pupils to school. This includes statutory home to school transport, but may also include some existing or new commercial travel routes, where they carry school pupils only by public transport services, we mean routes which are also used by the general public | <p>Dedicated school transport</p> <p>Pupils on dedicated school services do not mix with the general public on those journeys and tend to be consistent. This means that the advice for passengers on public transport to adopt a social distance of two metres from people outside their household or support bubble, or a 'one metre plus' approach where this is not possible, will not apply from the autumn term on dedicated transport. Therefore, school trips using coaches can still occur as long as the children travel in their consistent bubbles.</p> <p>If children are travelling via coach to a trip, for example, they are expected to adhere to the systems of control still i.e. good hand hygiene and distancing where possible.</p> <p>School will only use travel companies who can share a policy that outlines their commitment to thoroughly cleaning coaches between use.</p> <p>Wider public transport</p> <p>Children should not attend trips or visits if they are required to use public transport to get there. This seems like an unnecessary risk for Crowmoor Primary to instigate.</p> |
| <p>Attendance</p> <p>Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on</p> | <p>Attendance expectations</p> <p>School will communicate the necessity of attending school to parents and where required, we will offer additional pastoral support where parents find it difficult to get their children into school on time/regularly.</p> |

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| <p>children’s education, wellbeing and wider development.</p> <p>School attendance will therefore be mandatory again from the beginning of the Autumn term.</p> | <p>School will re-establish attendance routines as before i.e. we will continue to record and monitor attendance as we did pre-Covid and any absence will be followed up. The fast-track system will certainly be used if lateness/absences are regular with no evidenced reasons.</p> <p>Where appropriate, we will engage with the local authority to pursue sanctions for families with non-attending pupils (in line with the local authority’s code of conduct).</p> <p><i>Pupils who are shielding or self-isolating</i></p> <p>If rates of infection in the local area rise, then some parents who have children who were once shielding due to medical advice may wish to isolate their children again. Crowmoor Primary will support those parents through dialogue with the school nurse team so that appropriate advice can be offered and leeway afforded.</p> <p>Where children can’t attend school as parents are following clinical and/or public health advice, absence will not be penalised.</p> <p><i>Pupils and families who are anxious about return to school</i></p> <p>If parents of pupils with significant risk factors are concerned, we will provide opportunity to discuss the safety at school and the procedures in place in an attempt to provide reassurance – this could be via a Teams/Zoom meeting.</p> <p>These pupils are to be identified by school. The FSW has called those parents who have children the school deems to need extra support or who are vulnerable. The SENDco has also maintained contact with her linked families and pupils. She has discussed arrangements for September if parents/pupils are anxious.</p> <p>Class Teachers are going to place a photo of their September ready classes on the website, alongside anything they feel will support the children’s return.</p> |
| <p><i>School Workforce</i></p> | <p><i>Staff who are clinically vulnerable or extremely clinically vulnerable</i></p> <p>Crowmoor Primary School has planned to follow the full measures within the guidance, therefore most staff will return to the workplace as normal.</p> <p>Those members of staff that received a letter to say that they were extremely vulnerable and advising them to shield can also return as normal given that shielding comes to a close on 1st August. However, those adults will be encouraged to maintain social distancing measures as much as possible when in attendance.</p> <p>People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend school as normal also.</p> <p><i>Deploying support staff and accommodating visiting specialists</i></p> <p>As per government guidance, teaching assistants may be deployed to lead groups or cover lessons under the direction and supervision of a qualified, or nominated, teacher. This will become an important measure to reduce the necessity of bringing in agency supply staff and compromising the integrity of bubbles, should there be a need to arrange cover for any reason.</p> <p><i>Supply teachers and other temporary or peripatetic teachers</i></p> <p>Supply teachers will be used as a last resort to cover classes, however if required they will need to maintain stringent distancing.</p> <p>Likewise, STFC Sports coaches and Shropshire music service tutors and intervention tutors will be permitted to teach various groups of children assuming that they are able to follow stringent distancing also. These will need to be consistent people, not changing week-to-week. With regards to music tuition wind instruments may need to be swapped for other instruments.</p> <p><i>Staff taking leave</i></p> |

The government has set a requirement that people returning from some countries will be required to quarantine for 14 days.

Where staff are required to quarantine after returning from holidays, they need to understand that any period of absence is not authorised given that they are knowingly becoming absent from work. No home-working role is available to those adults therefore staff would be determined as being absent without leave.

External Visitors

- Parents and non-essential visitors not allowed in the building to maintain social distancing and to reduce risk of infection
- Essential visitors (EHCP and CP Meetings etc) to be permitted into the building but the use of 'Teams' to be encouraged at all times
- All essential visitors to comply with internal school regulations and guidance as a condition of their entry

Safeguarding

All existing pre-covid safeguarding measures will return as normal, however teachers and DSL's will need to consider organising additional time to 'catch-up' with those children requiring additional pastoral support as a result of prolonged absence from school.

Catering

The expectation is that the school kitchen will be fully open in Autumn term. Meals will be eaten in the classrooms and served from the hot trolley point in the classroom corridor .the full menu with the exception of the deli bar will be on offer.

The Dinner supervisors will need to be very clear about expectations regarding mess and eating appropriately.

Arrival and Collection

The maintenance of distancing is crucial with the drop off and collection of pupils. If parents do not comply or enforce distancing of 2 metres the school reserves the right to close access to the whole site.

To make it easier for families with more than one child and to maximise the time for learning, we are not going initially to use staggered starts and finishes.This will help prevent parents congregating and staying on site .

Arrival

- All to enter school via the one-way system and in the first week line up with their classes at 8:40am.
- Gates to open at 08:40am.
- Parents to drop children off in their respective class lines then to immediately leave the site by the one-way system.
- One parent per child only.
- Reception only to come into school at 9am.
- Teachers will be by their class label at 08:40am and then escort the children, who MUST be there by 8:50am into class. (Late children not in by 8.50 may be marked as absent and the Education Welfare Officer involved)
- We strongly recommend that children in Y4, 5 and 6 walk into school on their own and parents do not enter the school site to reduce congestion and help us to maintain social distancing.
- Rota of available staff (AP/JP and HC) to facilitate compliance with distancing during entry and exit to and from school
- Path to be constructed, if financially viable – path from near the back side gate to the paving at the back of the school. Mats required outside the classrooms.
- Nursery staff (external supplier) to use their own entrances and not to use the school corridors or lunch room.
- Plastic book bags will be supplied by the school and the children will be allowed to bring them in from home
- If the children have PE they can come to school and remain in PE kit (PE kit being black or blue joggers, white t-shirt, school jumper and trainers)
- After school clubs may continue – specific year groups each night to avoid potential cross contamination of bubbles

Communication

- Parents must relay any messages to the class teacher via the office through an email or telephone call.
- Staff cannot engage in conversations to avoid too much direct contact with people.
- Staff will be wearing masks when collecting or handing over pupils.
- Staff will feed pupils out to parents at the end of the day who will be allowed access to the playground from 3.00p.m.
- Parents must socially distance.
- Parents will need to remain on the playground side of the one-way cones and staff will send children to them.
- Once you have your child you will need to leave the site by the one way system immediately.
- When children enter the class they are to sit down, put coats on the back of their chair, children to place lunches under their table and TA to circulate around class administering hand sanitiser
- No pencil cases, bags or lunch boxes (all lunches to be brought in bags that can be disposed of after use)
- Personal water bottles **required** as no access to drinking water in class

Collection

- Leaving Procedures – Y5 and Y6 children exit the building by their external class doors (3:15pm), Y4 children to leave through the Boys’ Corridor (3:15pm), Y2 (3:10pm) and Y3 (3:15pm) children to leave by the Girls’ Corridor and R (3pm) and Y1 (3:10pm) leave through the EYFS entrance
- Parents to remain behind the coned line; allowing space for the children to see their parent and staff to remain behind the fence to excuse their classes
- Once parents receive their children they are expected to leave the school site promptly
- Parents must pick their children up on time; as there will be no provision to look after your child and no staff will be available after the advertised closing times

Lunch and break times

- Lunch service to be timetabled – some classes can go out for lunch break (15 mins) before or after service

Timetable:

| Class | Lunch Time | Play time and Area | Staffing |
|---------------|------------|--------------------------|---|
| R (21) | 11:30 | Own area | AMi* |
| Y1 (30) \$ | 11:45 | Own area (outside class) | KA |
| Y2 (19) | 12:00 | Quad area | AMa |
| Y3(30) \$, \$ | 12:05 | Outdoor Gym Quadrant | LN VH SC & GCL (TAs to be assigned to a class each) Coach (Mon - Thurs) |
| Y4 (30) | 12:10 | Tennis Court Quadrant | |
| Y5 (30) | 12:15 | Table Tennis Quadrant | |
| Y6 (28) | 12:20 | Canopy Quadrant | |

12:00-12:45 KS1 and 2

*AMi to collect food, from kitchen then take it to R class

\$ 1:1 children – previous teacher to write a Risk Assessment (all day coverage)

\$ cover: Y1 child - CK, Y3 children - AP/JP/A N Other

- **KS2 to rotate Quadrants (new area each day) – to be managed by Senior Lunchtime Supervisor**

Midday supervisors will continue to support the supervision of lunchtimes but they will be allocated to bubbles.

- Children to remain at their desks for lunch; lunches to be served from the serving point in the corridor (one social distanced class at a time as directed by lunchtime supervisors)
- TAs to clean tables after lunch in each class base
- Lunch break for teachers: 45 minutes

- TAs to have lunch from 1:00 until 1:30pm (move TAs start times back to enable cover?)

The playground will be split in to quadrant zones and allocated to bubbles to avoid any cross-contamination.

On some occasions, support/admin and senior staff will be required to help to supervise the children whilst they eat and then support in cleaning the room before children go out for their playtime.

Whilst children are outside, members of staff are to have their lunch. This can continue in to the afternoon lesson time to ensure all are well-rested i.e. the teacher will deliver the start of the afternoon without support staff (or the other way around) so that everyone can have sufficient time if there are not enough midday supervisors to support. Staff may go home for lunch assuming someone is supervising the children appropriately during that time. A huge range of games can be found here: <https://en-gb.padlet.com/gazneedle/mry7d3wlpw313515>

- All TAs to cover morning breaks (comfort breaks negotiated with teacher)
- TAs to go out with their class
- Daily Mile in the afternoon – ‘staggered’ walks (approx. 15 mins)

Break Times Timetable

| Year Group | Time |
|------------|--|
| Y1 | Afternoon Break to be decided by staff |
| Y2 | |
| Y3 | 1:45-2:00 |
| Y4 | |
| Y5 | 2:00-2:15 |
| Y6 | |

Premises /Environment

The Head and SBM (assisted by the cleaner in Charge) will conduct the normal pre-term building checks as per the existing schedule of work.

Teachers need to ensure that classrooms have good ventilation (open windows and doors).

Parents and staff need to ensure no pupils use the permanent outdoor play equipment to avoid the possibility of cross contamination.

Class labels for toilets (Year Groups)and on playground to show children where to line up

One-way system outside for collection and drop off .

Corridors marked ‘keep left’, two metre distancing labels and corridor split in half with tape Books, used in class, to be stored at the end of rows and monitor to collect at the end of each session.

- ICT suite to be sanitised prior and post usage (timetabled slots)
- PE equipment has to be left 48 hours after usage if it cannot be cleaned
- PE Co-ordinator will organise boxes of resources for playtime (empty/quiet quadrant) - one per KS2 class and she will liaise with coaches re yearly long term plans and equipment needed
- Staff should also be prepared to wear a facemask if social distancing isn’t possible,especially in EYFS and Year1. Masks **should** be worn when contact is less than 2 metres
- Maintain social distancing of 2 metres (adults in school), where possible,if not 1 metre +
- Staff are advised to wear a mask or visor when in contact with adults that they don’t usually mix with eg parents,contractors etc
- Fire alarm procedures remain the same as pre- COVID
- Full PPE should be worn by staff when dealing with children displaying COVID symptoms
- In the unlikely event, when dealing with parents, staff should wear face protection
- If children put staff at risk by expelling bodily fluids and/or staff feel they are in danger they should use appropriate PPE – this includes First Aid situations also

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| Educational Visits | <p>There will be no Kingswood Residential in the autumn term, as per DfE instructions regarding overnight school trips. We will attempt to re-organise for the Spring.</p> <p>School trips are permitted to resume however the risk of compromising the integrity of bubbles by mixing with other schools attending venues or using coaches that have also been used by other schools, does not seem conducive with guidance.</p> |
| Pre and Post School activities/Hazles' Farm Childcare. | <p>After-School Activities are permitted to commence. Children attending will need to be kept in separate class bubbles, on different days or in separate groups. Details as usual will be sent out in the first week of term STFC will again be supplying the staff for the Clubs. Miss Nicholas will be specifically offering an opportunity for pupils to complete homework and use IT, details to follow. As of yet no details have been supplied about the government's promised catch up funding, which will go towards providing tutors for pupil premium pupils. This tuition will likely be with small groups and be after school. Children identified will be expected to attend.</p> <p>Hazle's Farm childcare are not on site currently, when they re-open to avoid cross-contamination their staff will not be allowed in the main school building, accessing their rooms externally only. This will also apply to their customers. No parents wanting to collect/drop off children from/to Hazles can enter our building and the school will not be in a position to pass on messages. Parents will need to contact them direct. However that might not be possible due to limited staff numbers and children attending therefore the children will need to remain in small consistent bubbles, observing very good hand hygiene. If Hazles re-open their Breakfast provision/after-school Care, a system will need to be put in place for their staff to feed pupils into the Class on the playground, as no pupils will be using corridors except to use the toilets.</p> |

Section 3: Curriculum, behaviour and pastoral support

| Aspect of school | Action |
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| <p>Curriculum expectations</p> <p>The key principles that underpin government advice on curriculum planning are:</p> <p>Education is not optional: all pupils receive a high-quality education that promotes their development and prepares them for the opportunities, responsibilities and experiences of later life.</p> <p>The curriculum remains broad and ambitious: all pupils continue to be taught a wide range of subjects, maintaining their choices for further study and employment.</p> | <p>Crowmoor Primary School will not have a 'recovery curriculum' as such. We will instead apply our curriculum model in its fullest and identify gaps in core learning that need to be negated over a period of time, with additional intervention for those year groups that have less time to 'catch-up'. Year 5 and 6 will likely need the most support prior to SATS. We will have a period of academic and pastoral assessment in September. Formative assessment will be used to a greater extent so that teachers can tailor the learning journeys.</p> <p>This will lead to targeted support and specialist intervention as required for classes, groups or individuals following discussions by the Senior staff.</p> <p>During this period, children will be reminded of all of their hard work during the previous year and we will 'reset' the expectations so that children know that we are expecting of them on their return to school i.e. great learning behaviours.</p> <p>Our September 2020 curriculum will be as planned, however more time needs to be given to planning the non-core elements so that our curriculum offer is aligned to our improvement plan.</p> <p>We will return to the normal teaching of all subjects in the Autumn term. All staff especially in EYFS and Year 1 and 2 will seek to work outside as much as possible</p> <p>Remote education will become a focus in the sense that it will become integrated in to the school curriculum. Class-teachers will retain the use of Class emails to maintain contact and links with parents. Oak National Academy/BBC Bite-size lessons will be used periodically as appropriate throughout the curriculum so that children are comfortable with the content and format in readiness to reverting to that way of working should local lockdowns or a national lockdown be imposed.</p> |

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| <p>Remote education, where needed, is high quality and aligns as closely as possible with in-school provision: schools and other settings continue to build their capability to educate pupils remotely, where this is needed.</p> | <p>The Relationship and Sex Education element of our new curriculum will be planned and consulted on with parents shortly after the Summer holiday. There is now leeway to defer the implementation of that curriculum content until the Summer term 2021.</p> |
| <p>Specific points for each Key Stage.</p> | <p>For children in nursery settings, teachers should focus on the prime areas of learning, including: communication and language, personal, social and emotional development (PSED) and physical development, this will be relevant as the new Reception pupils may well be operating at Nursery levels. For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. Settings should follow updates to the EYFS disapplication guidance. For nursery settings and Reception, staff will consider how all groups of children can be given equal opportunities for outdoor learning.</p> <p>For pupils in Key Stages 1 and 2, school staff will prioritise identifying gaps and re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. The curriculum will remain broad, so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, the arts, physical education/sport, religious education and relationships and health education.</p> |
| <p>Music</p> | <p>Given that there could be an additional risk of infection in environments where children and adults are singing, chanting, playing wind and brass instruments or shouting, singing should not happen. This has implications for our music curriculum and adjustments will need to be made.</p> |
| <p>Physical activity in schools</p> | <p>PE lessons are still to take place. Where possible, they are to take place outside as transmission of the disease is reduced in the outdoors. We will risk assess how we can get pupils to swimming lessons following the guidance on dedicated transport, now pools can re-open. This will only occur if the measures the pool and transport provider have implemented are judged adequate.</p> <p>The systems of control will still need to be applied during these sessions. Pupils will be kept in consistent groups and sports equipment will be cleaned thoroughly between each use by different groups. Hand hygiene and respiratory hygiene is paramount due to the nature of exercising and the way people breathe as a result. Hands must be washed thoroughly after completing a PE session.</p> <p>Contact sports are to be avoided.</p> <p>External coaches can still be used to deliver PE sessions as long as they also follow the protective measures. They will seek to use outside as often as possible so all pupils need to have joggers and a sweat-shirt and on PE days come to school wearing their PE kit.</p> |
| <p>Pastoral support</p> | <p>The staff will ensure that appropriate materials are on hand to support children's wellbeing. PSHE sessions will need to provide children with the opportunity to rebuild friendships and social engagement and address issues linked to coronavirus.</p> <p>Where issues arise, the FSW and Deputy Head will be informed so that specific resources can be offered and services sign-posted. The Schools Mental health nurse may also be involved or Early Help support requested.</p> |

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| Behaviour expectations | <ul style="list-style-type: none"> - The current approved behaviour policy coronavirus amendment will still apply. The Updated Home/School agreement is on the website. Parents/careers are agreeing to it's contents by choosing to send their child/children to Crowmoor. - During September expectations of behaviour will be revisited and the school's values will be widely discussed so that the ethos of the school does not change. The usual drawing up and revising of class and school rules will occur. The climate and culture will remain one of high expectations and respect for one another based on UNICEF's RRSA and or position as a gold standard school. |
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Section 4: Assessment and accountability

| Aspect of school | Action |
|---------------------------|---|
| Primary Assessment | <p>All statutory assessments (other than the Reception Baseline) will take place in the academic year 20/21 in accordance with the usual timetables. The tests are as follows:</p> <ul style="list-style-type: none"> • the phonics screening check • key stage 1 tests and teacher assessment • the year 4 multiplication tables check • key stage 2 tests and teacher assessment • statutory trialling <p>Crowmoor Primary will prepare for these tests in the same manner as has been done in previous years.</p> |

Section 5: Contingency planning for outbreaks

| Aspect of school | Action |
|---------------------------------|--|
| A local outbreak | <p>If school is made aware of a local outbreak, the PHE health protection team or the local authority may advise school to close. Preparations will be made by way of a contingency plan so that learning can still continue and the community can remain safe.</p> |
| Remote education support | <p>Crowmoor Primary School will be in the position to offer immediate remote education if there was a local outbreak and subsequent lockdown.</p> <p>Our immediate response will be the following:</p> <ul style="list-style-type: none"> ➤ Children are to take home their individual stationery packs and exercise books ➤ Adults will share lessons via the website, often in reference to Oak National Academy/Bite Size lessons that are tailored for every objective in the primary curriculum (EYFS coming soon). ➤ Teachers will contact children weekly via email. ➤ Children will be able to take photos of their learning and send via email to the class email address so that teachers can monitor progress and offer supportive feedback if appropriate. <p>Chosen learning activities will follow our curriculum sequencing and will be of high quality. All teachers will use this consistently to support online learning. More detail on Oak National Academy can be found here (https://www.thenational.academy/information-for-teachers). https://www.bbc.co.uk/bitesize/levels/zbr9wmn</p> <p>Where children can't access the internet, children will receive home-learning instructions via the website or (paper-based). However, efforts will be made to ensure vulnerable/disadvantaged families are not further disadvantaged by their lack of technology in the household.</p> |

The principles for delivery will be as follows:

- Children will receive learning opportunities for a range of subjects each day
- Learning will be sequenced as per our current curriculum model
- High quality explanations will be made by the teacher using video links from school or through curriculum resources such as Oak National Academy/BBC Bite Size or other sites
- Work will be checked through uploads via email/Teams
- Lessons will be of the equivalent length of a normal school day.
- Parents/carers will be responsible for ensuring that pupils complete work set
- Oak National content that specialises in SEND will be offered accordingly, alongside any packages made available through the LA Inclusion Team.

This procedural plan will be reviewed alongside the Risk Assessment every week and the website version updated as necessary.