

School Reopening Action Plan and Risk Assessment

Contents

Intent

1. Rationale

Implementation

2. Phased Return (Year Groups)
3. Staggered Start and End to the day
4. Movement around school/Rotation
5. PPE
6. Break and Lunchtime
7. Curriculum
8. Safeguarding, Behaviour and wellbeing
9. Remote Learning
10. Staff Roles and Responsibilities
11. Health and Safety (Including fire evacuation)

Impact

12. Assessment moving forward

1. Rationale

On 10th May 2020, the Government announced that Primary Schools would reopen initially to children in Nursery, Reception, Year One and Year Six and then three weeks later to the rest of the school. **The purpose of this decision was to kick start the economy and get the work force back to work.** Schools have an important role to play in this, but it is important that provision provided ensures that children and staff are safe and that risk of an increase in infection is minimised.

Children, staff and parents need to be reassured that provision provided has been carefully thought out, is safe, is planned and purposeful before they return to school. **That is the purpose of this document:**

The primary intent of the provision provided by Leadgate Primary School for children in this time is pastoral and nurture based. Without doubt children and parents will feel anxious and apprehensive. They won't know what to expect and although they have accessed remote learning activities many if not all have been out of routine and structure. Children will require support and time to settle back into a routine, to trust that they are safe and that they can trust the staff to ensure they remain that way and that is why the first week or two much of the work undertaken will be to support the emotional wellbeing and mental health of the children returning to a very different routine and structure.

Parents will also feel anxious. It is important that you also take time to review the provision being offered and decide if it is appropriate for your child to firstly return at this time, secondly if they are able to manage another change to their routines and thirdly that you discuss with your child any concerns they may have and that you work together to share answers.

The following will answer many questions that you will have as a parent as to what the details of the school provision looks like, how it will be organised, and how children will be kept safe. This includes our expectations around pick up and drop off and how we will manage in the event of a child showing symptoms of Covid-19.

Implementation

2. Phased Return (Year Groups)

Phases	Year Groups in School
Phase One	Key Workers Childcare
Phase Two	Key Workers, Reception and Year 6
Phase Three	Key Workers, Reception, Year 6 and Year 1
Phase Four	Key Workers, Reception, Year 6, Year 1, Year 2 transition held on Upper school site if applicable
Phase Five	Key Workers, Reception, Year 6, Year 1, Year 2 transition held on Upper school site, others?

Room Allocation – This is dependent on numbers of children, and staff available – Staff are also encouraged to use outside space as regularly as possible. However, key rooms have been allocated, where possible, so that children will return to their main classroom.

It is very unlikely that staffing and pupil numbers will allow us to progress beyond phase 3

	Phase One 1 st – 12 th June	Phase Two 15 TH June	Phase Three 22 nd June	Phase Four 29 th June	Phase Five 9 th July
LOWER SCHOOL					
Nursery		Reception (12)	Reception (12)	Reception (12)	Reception (12)
Reception		Reception (8)	Reception (8)	Reception (8)	Reception (8)
Year 1 Classroom				Year One (10)	Year One (10)
Year 2 Classroom				Year One (9)	Year One (9)
Library	Isolation Room	Isolation Room	Isolation Room	Isolation Room	Isolation Room
Hall				Year One over flow	Year One over flow
Sure Start / EHCN	Key Worker	Key Worker	Key Worker	Key Worker	Key Worker
UPPER SCHOOL					
Year 3 Classroom					Potential Year Two Transition
Year 4 Classroom					Other Year Groups? – including new Reception
Year 5 Classroom		Year Six (10)	Year Six (10)	Year Six (10)	Year Six (10)
Year 6 Classroom		Year Six (10)	Year Six (10)	Year Six (10)	Year Six (10)
Library		Year 6 overflow	Year 6 overflow	Year 6 overflow	Year 6 overflow
Hall					
Head Teachers Office		Isolation Room	Isolation Room	Isolation Room	Isolation Room
Hall					
Notes	From the 8 th June Keyworkers childcare provision will be from the sure start building accessed from the corner of West Street and Valley View – please do not enter through the palisade gate – staff will be at the door from 8.30 to collect children				

Year 2 Transition is dependent on staffing and pupil numbers – this may be cancelled or offered at a later date.

3. Staggered start and end to the day (Drop off and collection)

Drop off

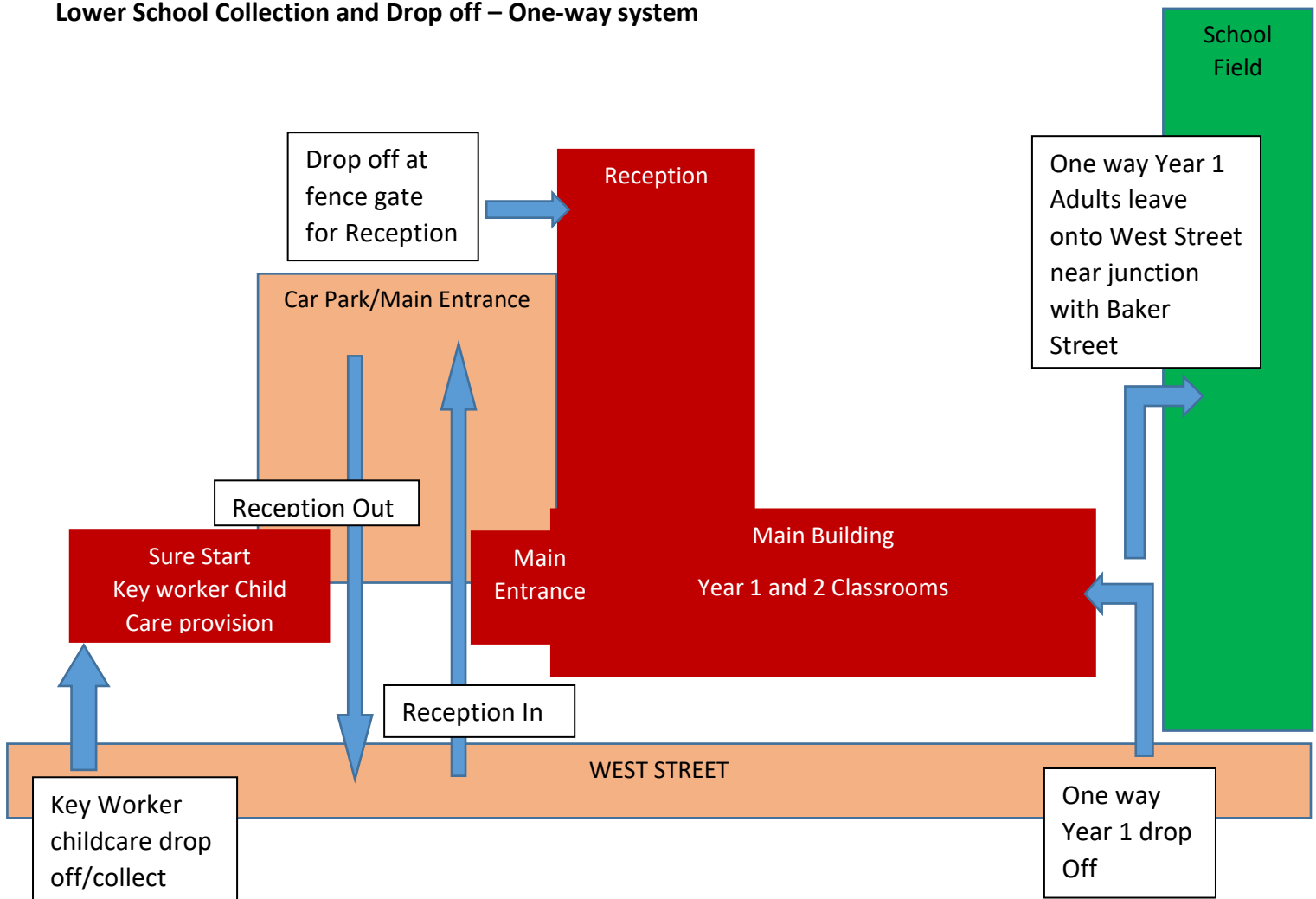
Year Group	Main Entrance	Time
Keyworker Childcare provision	West Street Sure Start Building	8.30am – 8.45am
Reception	Reception Door Car Park Access	8.50am – 9.00am
Year One	Main Morning Entrance	8.45am – 9.00am
Year Six	Year 6 Porch	8.45am – 9.00am

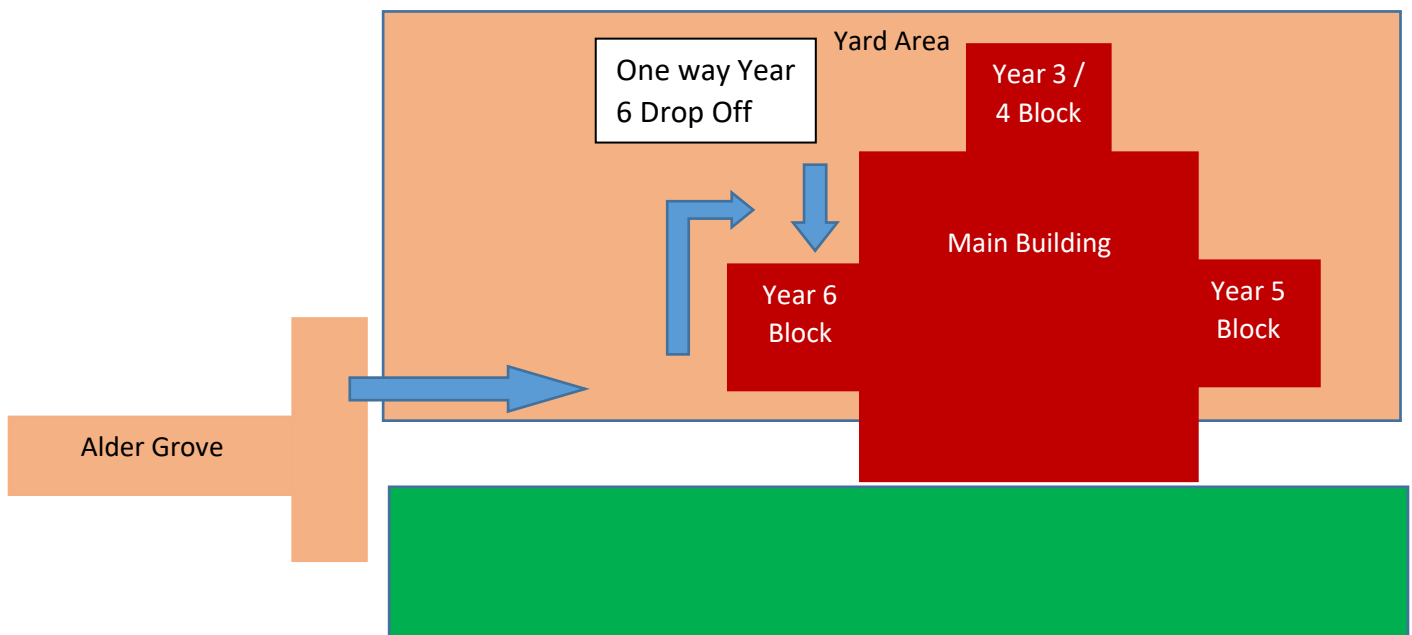
Children should not be on site before these times as staff will not be available prior to this

Collection

Main Entrance	Main Exit	Time
Keyworker Childcare provision	West Street Sure Start Building	3.00pm – 3.10pm
Reception	Reception Door Car Park Access	3.00pm – 3.15pm
Year One	Main Morning Entrance	3.00pm – 3.15pm
Year Six	Year 6 Porch	3.15pm – 3.30pm

Lower School Collection and Drop off – One-way system





School Yard drop off and collection

Enter through the pupil entrance on the main road at your appointed time (please avoid arriving at different times)

Maintain a 2m gap between yourself and other parents/families. Pathway will be marked accordingly.

Children will enter at different points dependent on their age group – a member of staff will be there to meet and greet them.

Do not enter the school building (all communication to be completed via telephone)

After handing over your child, Year 1 Parents should leave across the grass onto West street near the junction with Baker Street, Key worker children will be dropped off / exit at the bottom of the Sure Start building (junction of West Street and Valley View), Reception children should be dropped off at the gate to reception outdoor area accessed via the school car Park.

Year 6 Should access via the main gate following around the building and through the main Year 6 porch door.

Please avoid stopping to chat to other parents as this could lead to congestion.

4. Movement around school/rotation

A one-way system will operate as best as possible around the school. Children will only ever travel down the corridor on the left to reach toilets/ outdoors etc.

Break and lunchtimes will be split to ensure the very minimum number of children are moving around the building at any one time.

5. PPE

All staff will receive PPE for use in their classrooms. This will include face masks, visors, gloves and aprons. Spray and tissue will be provided to support the cleaning of rooms and equipment during lunch and break times.

Hand washing at least five times per day will continue across the school. This will be a minimum of immediately on entry, after each break time and before and after lunch.

6. Break and Lunchtime

Children will receive their packed lunches in the classroom they are working within. Hot lunch options may become available once numbers stabilise and the kitchens are fully up and running (this will continue to be assessed in the interest of health and safety).

The children will be seated in their own rooms and therefore stay within their own 'Bubbles'. Seating will be socially distant to minimise risk. After eating, the children will go straight to their outdoor space.

During lunchtime, high touch points within the classrooms will be cleaned to include all tables, door handles and door plates

7. Curriculum

Curriculum will be pastorally and nurture focussed particularly in the first week (or 2) so that children return to school and they have a chance to alleviate any concerns they have around their new setting and routines. Learning tasks will be initially more project/research based to ease children back into the school structure/way of life. Time will also be spent on renewing messages of social distancing, learning new procedures and structures

Class teachers will review their year groups long term plans for core subjects and as much as possible will integrate these into the online weekly plans as they have done so far with children in school following many of the projects, activities etc that their counterparts will be doing at home.

Children in Year Six will undertake a combination of activities set by the class teacher and transition work / unit linked to the Academy as well as time to review and discuss transition.

8. Safeguarding, Behaviour and wellbeing

Amendments have been made to the school behaviour policy to address pupil, staff and parental concerns around COVID-19. This will include spitting, deliberately sneezing or deliberately breaking social distancing rules whilst in the school. This will be attached as a separate annex to this document.

Safeguarding procedures will continue as they are currently. School staff will remain in contact with any children who are not accessing the school provision through welfare calls every 2 weeks and support from A star Attendance, attendance officer who will also make calls and drive by visits to families.

9. Remote Learning

It would be inappropriate and unachievable to expect class teachers to provide and deliver teaching and learning activities to 'Bubbles' of children in school as well as providing and contacting all children and families who remain at home working remotely for 5 days of the week without having sufficient time to plan and prepare for both sets of children / classes, follow up on family contact and emails and make welfare calls to all families in their own year group that may not have returned as part of this phase, a decision has therefore been made that staff will have non contact time for 1 day a week (Friday) to undertake all these additional tasks. This day was chosen in order to allow a full 72 period for all rooms to be deep cleaned and become 'sterile'.

10. Staff Roles and Responsibilities

In the event of a staff member falling ill (non covid) or a change in whole school approach, it is possible that there will need to be some redeployment and this might mean staff members working with a different cohort or age group of children than they are used to.

Class Teachers – As far as possible, will have responsibility for their own class if they return as part of the phase plan. They will be required to direct other staff in delivering activities.

Teaching Assistants – Will provide support to a group of children in a room. They will work under the direction of the class teacher.

First Aid – For basic first aid, staff members responsible for each room will deal with these directly. This will include the administration of inhalers. Each class has been set up with a first aid station to ensure children are not moving around the building or over lapping any other 'Bubble' unnecessarily.

For anything more complex including a child displaying symptoms of Corona virus, staff will send for the onsite SLT member. This person will either remove the child from the room or cover the room while care is provided.

11. Health and Safety (fire evacuation)

Within the first week that your class is in – staff and children will be reminded of and practise fire drill procedures as the child(ren) may well be in a different room to normal – we will ensure they follow normal evacuation routes and procedures from the class they are in and assemble at the fire assembly point maintaining social distancing where possible.

Impact

12. Assessment moving forward – the head teacher and senior leaders will continue to review this document and all planning around the wider reopening of the school weekly until the end of term. It will remain subject to the number of pupils on site and availability of rooms, outdoor space and staffing. As such changes and notifications to parent may be at short notice as plans to widen the reopening to additional age groups is adjusted.