

## R5 Overview of Procedures and Protocols for School Re-opening at Viscount Beaumont's CE Primary School

**Version 2 - Published 15.6.20**

We have been working together as a Trust and with other local schools to give very careful and considered thought to safety measures in re-opening our schools. In evaluating the safety of all our pupils, wider community and staff we have established a very clear safety culture with all best endeavours and we want to ensure that everyone, parents & carers, pupils and staff see their part in this shared responsibility and are clear about how this will work in practice.

The success of our plans can only be realised if everyone takes individual ownership and responsibility and we all model safe practices. For as long as we can embed a culture of rigorous safe practices we can be successful in maintaining and possibly increasing the numbers of pupils we can cater for. This is clearly within the caveats of balancing what is being asked of us by the government and what we can reasonably achieve with the staff and resourcing we have.

This overview is supported by school specific **Risk Assessment** and **Protocols** for staff. If parents wish to see these, please contact the school office.

### **We can reduce the risk of infection but we cannot remove this risk.**

These measures are intended to ensure that children and staff keep to small and consistent groups at all times across a day and over the course of a week. Mixing between groups will be reduced to an absolute bare minimum. This is to protect staff and children from being exposed to the virus outside their group.

### **Capacity**

We have calculated that our capacity in trying to maintain 2m distances for most of the day is as follows:

Classroom	Usual Use	Capacity – 2m distance	Proposal – Initially
<b>Classroom 1</b> (Next to Staffroom)	Usually used for Reception, Year1 and Year 2	Just a few tables and not set up 2m apart	Proposal: Classroom becomes R Bubble Reception + Agreed KW
<b>Classroom 2</b> (Opposite Library/Toilets)	Usually used for Reception, Year1 and Year 2	<u>We can choose</u> Capacity with desks set out 2m distance: 9 <b>OR</b> Just a few tables and not set up 2m apart	Proposal: Classroom becomes Y1 Bubble with best endeavours for social distancing. Y1 + Agreed KW
<b>Classroom 3</b> Front right as look at front of building	Usually used for Year 3 and Year 4	Capacity with desks set out 2m distance: 9	Proposal: Classroom becomes a Bubble when needed
<b>Hall</b>	Usually used for whole school activity or as an extra classroom	Capacity with desks set out 2m distance: 15	Proposal: Classroom becomes a Bubble for Y6 or Key Workers depending on nos.
<b>Classroom 4</b> Front left as look at front of building	Usually used for Year 5 and Year 6	Capacity with desks set out 2m distance = 11	Proposal: Classroom becomes a Bubble for Year 6 children or KW depending on nos.

## Phase 1 8.6.20 and 15.6.20 – Then review to consider scale up to add in new year groups

Classroom 1 Year- Reception + Agreed KW

Classroom 2 – Year 1 + Agreed KW

Classroom 4 -Key Workers

Hall - Year 6+ Agreed KW

### **Preparation before arrival at school**

Based on government guidance, we are prioritising return based on our current capacity limitations in aiming to keep mostly to a 2m distance.

The priority for attendance if we reach capacity or have limited cover for staff absence will be:

### **Phase one – current government guidance**

1. Children of key workers in any year groups whose parents want to send them in.
2. Vulnerable children as agreed with school whose parents want to send.
3. EYFS children
4. Year 1 children
5. Year 6 children

At Viscount Beaumont's we anticipate only allowing keyworker children, vulnerable children and R and Year 1 into school **during the week beginning 8<sup>th</sup> June. Friday's school will be open only to keyworker children if this is needed. We will also need to phase in additional year groups in addition to keyworker children so we propose (very, very tentatively):**

**8th June - KW / Reception and Year 1 Mon-Thurs**

**15<sup>th</sup> June – KW / Reception and Year 1 Mon-Thurs**

**15<sup>th</sup> June –Year 6 in only Wednesday and Thursday**

**22<sup>nd</sup> June – KW, Reception, Year 1, Year 6 Mon-Thurs**

*Rationale for slow phasing and Friday closures: The reason for this graduated approach is to ensure the safety and well-being of all staff and children in establishing and reviewing our protocols and building up the groups gradually. To manage distance learning, training, review of safety, planning and preparation time staff will use Fridays to do this. It also means that we can close off most of the rooms for 72 hours which is the time the virus we understand dies. We will struggle for a full quota of staff for various reasons so flexibility for cover is very limited particularly as pupil numbers increase.*

**\*Parents need to tell school in writing if they do not intend to take up their place so we can then offer to others (See attendance section).**

**Phase Two – will be reviewed and updated in week 3 of opening following government guidance and the review of our safety protocols and staffing situation.**

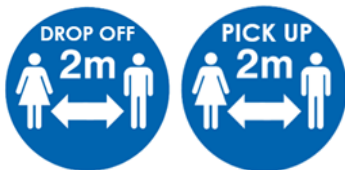
***These are our initial plans and we thank you in advance for your support.***

### **Measures at home to prepare for school**

- Children need to wear a fresh set of uniform every single day. If a fresh set of uniform is not available, they may wear other items of clothing as long as suitable to a school setting. Shoes should be also clean.
- There is not a need for face coverings/masks although parents may choose to use these for arrival and departure times they must be removed before entering the classroom and must be taken home by the parent in a plastic bag.
- Please only bring trainers or plimsolls for PE as we won't be getting children changed for physical activity. These can be left at school in a very small bag.
- Children mustn't bring equipment (or toys) from home unless requested to do so.
- Children attending school will need to bring packed lunches in a lunch box until further notice.
- Please ensure this lunchbox and water bottle is cleaned every day.

*Rationale: Again we are following government guidance but we are mindful of minimising the risk of moving objects between home and school. If uniform is clean every single day, the risk of the virus spores being taken into and out of the home will be reduced. Reduction in getting changed is less movement and clutter in classrooms and plimsolls could stay here. Packed lunches can be only handled by children themselves and again cleaning every day ensures spores are killed. We will review hot dinner provision when we are absolutely clear protocols are being followed and successful.*

### Arrival and departure



**Please ensure you read and follow these instructions exactly – we may review and update them as we evaluate our Risk Assessments and Protocols.**

### One-way system

#### **DROP OFF Y6**

- Y6 Parents/Carers - Please arrive at the front gate to the front playground – one adult per family.
- Stand 2m away from others (marked areas) and wait for your child to be invited into the school by a member of staff. Keep your children with you – including any siblings.
- Parents then please exit from the side gate and through the big gates.

#### **PICK UP Y6**

- Y6 Parents/Carers - Please arrive at the front gate to the front playground – one adult per family.
- Stand 2m away from others (marked areas) and wait for your child to be released to you by a member of staff. Keep your children with you – including any siblings.
- Wait on the playground 2m apart from other adults and wait for your child to come out of the school door. Departure will be through the same door.

- Parents/Carers and children then exit from the side gate and through the big gates.

### **DROP OFF R or Y1**

- YR/1 Parent/Carers - Please arrive at the big open gate beside the staff car park – one adult per family.
- Stand 2m away from others (marked areas along the fence lint) and wait for your child to be invited into the school by a member of staff. Keep your children with you – including any siblings.
- Parents/Carers then exit through the big gates keeping close to the school wall.

### **PICK UP R or Y1**

- YR/1 Parents/Carers - Please arrive at the big open gate beside the staff car park – one adult per family.
- Stand 2m away from others (marked areas) and wait for your child to be released to you by a member of staff. Keep your children with you – including any siblings.
- Parents/Carers and children then exit through the big gates keeping close to the school wall.

### **DROP OFF Key Workers**

- Key Worker Parents/Carers - Please arrive at the front gate to the front playground – one adult per family.
- Stand 2m away from others (marked areas) and wait for your child to be invited into the school by a member of staff. Keep your children with you – including any siblings.
- Parents then please exit from the side gate and through the big gates.

### **PICK UP Key Workers**

- Key Worker Parents/Carers - Please arrive at the front gate to the front playground – one adult per family.
- Stand 2m away from others (marked areas) and wait for your child to be released to you by a member of staff. Keep your children with you – including any siblings.
- Wait on the playground 2m apart from other adults and wait for your child to come out of the school door. Departure will be through the same door.
- Parents/Carers and children then exit from the side gate and through the big gates.

### **Additional Information – All Groups**

- Only one parent/carer to accompany their child to school at one time.
- Parents/Carers maintain safe distances when arriving and departing.
- Staggered arrivals / departure times. Strict adherence to arrival and departure times is to reduce contact and gate opening. **Please do not arrive late or early – you will need to wait.** Arriving late will mean you delay us in making the site secure for our children and add extra movement around school outside of the allocated times.
- **Reception, Year 1, Year 6 and agreed Key Worker Children** will be split into separate bubbles. These bubbles will not spend any time together across the day.

- **Other children (e.g. Key Worker Children)** attending out of these year groups will be part of the specific Key Worker Children Bubble and will arrive at the same time where possible.
- Each bubble will stay together at ALL times with the same children and the same staff.

Year group	Arrival	Departure	Breaktime	Lunchtime	Play	Classroom
Key Worker Children	8.45am	3.00pm	10.30am Back/Front PG or grass	12.00-1.00 in class/outside	12.30pm - 1.00pm	Classroom 4
R	9:00am	2:30pm	In Outside area	12:00 -1.00 in class/outside	12.30pm - 1.00pm	Classroom 1
Y1	9.15am	2:45pm	10:30am Back PG or grass	12.00- 1.00 in class/outside	12.30pm - 1.00pm	Classroom 2
6	9:00am	2.45pm	10.45am Back/Front PG or grass	12:00-1.00 in class/outside	12.00-12.30pm	Hall

*Rationale: Arrival and departure times are staggered to reduce clogging of queues. Departure times are times are earlier to allow staff to do an initial wipe down of all areas before the cleaners arrive to deep clean. It may be we have to clean equipment and disinfect outdoor equipment etc... for younger children especially.*

- Gates will be open between 8:40am and 9:30am and 2:20pm and 3:25pm
- If you have more than one child in different year groups, please contact the school to discuss further if needed – we appreciate there may be inconvenience for some so we ask you to be flexible and patient.
- Markers will show waiting spaces and one-way systems.
- All children will go to wash hands on arrival and departure.
- All staff use sanitiser gel on arrival and departure.
- There will be ‘no go areas’ cordoned off around school.
- There will be time limited allocations to minimise people on site so please do not gather in groups or stay on site any longer than needed to drop-off.
- No face-to-face queries to staff during arrival and departure times – if a conversation is needed please telephone the office or email.
- Late arrivals will need to call office and may need to wait outside until someone is able to supervise entry.

### **Attendance and Absences**

- Please help by calling and reporting absences if you are in a ‘scheduled’ year group or have a keyworker place before 8.30am and leave messages on the answer machine if your child is not attending that day.
- The offices are really busy and this will reduce their burden in chasing parents at busy times.
- Government guidance is clear that parents will not be penalised for not sending their children to school even if they are in a scheduled year group to attend.
- If you have responded to the questionnaire and change your mind either way this is absolutely fine just let us know so that we can plan but please make it clear if you know

you will definitely not be using a place this term as it might affect how we staff and how much capacity we have to open up to other year groups.

### **Entrance and reception**



- No parents or visitors enter the building after 8.30am and before 10am. Also – between 2pm until 3.30pm.
- No face-to-face queries to office. Email or telephone queries only.
- Office phone on answer machine between 8.45am-9.45am and 2.15pm-3.15pm to allow for supervision of arrival and departures. Please help by calling and reporting absences if you are in a scheduled year group to attend - before 8.30am - and leave messages on the answer machine.
- Deliveries will only be accepted before 8.30am and between 10am and 2pm.

### **Corridors and circulation**

- Only one group of children will be allowed to move down the corridor at any one time. Children will be encouraged to use the toilet at break and lunchtimes. Additional toilet visits will be on a 'one in, one out' basis.
- Signage, tape will indicate any one way systems for movement.

**Behaviour management** There will be a clear pupil induction and walkthrough of procedures and safe practices. This will be repeated daily in the first week and then reminders on a weekly basis thereafter. Any new children will receive a clear induction and other children in the class will provide reminders.

There will be zero tolerance to intentional non-distancing / safety measures. It will be made clear to children that they should not hug, and should maintain a 2m distance between others at all times. They should not share any resources, food or water bottles. If after due reminders and induction safe-distancing rules are not obeyed or intentionally ignored this may mean you have to collect your child as a temporary exclusion.

Reminders from staff at beginning of every day about expectations.

### **Toilets**



Children will be encouraged to use the toilet at break and lunchtimes. Allocated break and lunch times for each group. Where children need to use the toilet, staff will check the corridor for others before letting them out of the classroom. Additional toilet visits will be on a 'one in, one out' basis.

One pupil in toilet room at any one time.

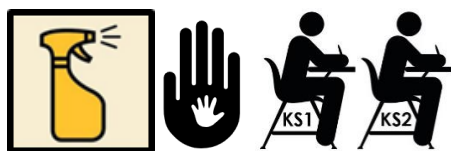
Waiting area for one person marked out in the corridor for each toilet room.

Toilets will be shared by children across the school.

- Years R to Y4 will use the main boy and girl toilets opposite Classroom 2.
  - 3 cubicles: One cubicle will be allocated in the girls' toilets to each class group. R/ 1 /2 and 3 /4
  - 2 cubicles and one urinal: One cubicle will be allocated in the boys' toilets to R and 1 in the first opening. (This will alter to R&1&2 to use one and Specific Key Worker Children Bubble to use the other, then eventually Y3/4 when return.)
- Key Worker Children and Year 6 (and eventually Year 5) boys and girls will use the toilet\* of Classroom 4.

(\*This is a unisex toilet that can be secured from the inside and is meant to be used by one person at a time. Older girls who are maturing and need alternative arrangements – are able to use the staff toilet designated for them.)

### Classrooms



- Clean as you go approach will be used by staff.
- All classrooms have soapy water and cleaning cloths (replaced for the morning and the afternoon – tables & chairs wiped down at start of break – start of lunch – before home time.)
- Staff will wipe down common touch areas at same time (door handles, cupboard tops).
- Staff will wipe computer keyboards before and after use at same times.
- Hands sanitised before passing and on receipt of any paperwork.
- Floors marked with learning spaces and movement advice.
- No pupil movement unless instructed by class teacher.
- Shared resources will be minimised but cleaned between use.

**No bags** or personal belongings – only lunch boxes to be stored under a child's desk in KS2 and KS1. EYFS will be on a trolley.

**No PE kits in school** – please only bring trainers or plimsolls to change into.

**Pens & equipment kept on desks** – one per pupil no equipment from home. These will be in named plastic wallets or open trays.

At all times, where weather permits, windows should be kept open.

### EYFS & KS1 classrooms



Government guidance recognises that these younger year-groups are unlikely to maintain 2m distances. We have taken as many measures as are reasonable but do expect children in these year groups to be near to each other.

### Cleaning procedures



To be updated based on RA updates but a clean as you go approach will be in place in all classrooms.

Older children can wipe down their own work areas at the end of the morning and the day with soapy water. Staff will wipe down their own work areas at the end of the morning and the day with soapy water. This will be followed up by staff wiping down the work area and other common-touch areas.

LSAs and teachers will keep surfaces clear and spray desks after they are wiped (twice a day). Unnecessary clutter and resources will be removed from classrooms including soft furnishings and items not easy to clean.

### Staff Supervision

**NOTE: This is still in the planning phase until we can confirm numbers returning. Clearly we will need to decrease distance learning if we have to increase staffing in school and this is something staff will be planning in the week beginning 1<sup>st</sup> June to see what is manageable.**

Weeks 8.6.20 & 15.6.20 Review for 22.6.20	Staff member 1	Staff member 2	Numbers Gov – Max 15
Reception (+ agreed K Worker Chn)	Mrs Drummond 1.5 increasing to 3 days over 4 weeks. Mrs Hoult Tue-Thu	Mrs Pestell Mon-Wed	<i>We have 10 Reception children.</i>
Year 1 (+ agreed K Worker Chn)	Mrs Davies	Mrs Baseley	<i>Max 10 chn in Class 2</i>
Key Worker Children	Mrs Compton	Mrs Bond	<i>Max 11 chn in Class 4</i>
Year 6 children (+ agreed K Worker Chn) (From 17.6.20)	Mrs North		<i>Max 15 chn in HALL</i>

Staff will lead their own bubble with TAs/LSAs leading a bubble under the instruction of their class teachers. Whichever adult is allocated to a bubble will remain with that bubble for consistency.

Mrs Drummond/split with Mrs Hoult, supported by Mrs Pestell will lead the R bubble.

Mrs Davies, supported by Mrs Baseley, will lead the Y1 bubble.



Mrs Compton supported by Mrs Bond, will lead the Key Worker Children bubble.

Mrs North will lead the Year 6 bubble.

### **Contingency for staff illness**

As we are running staff covering smaller groups in different locations it may be a challenge to cover illnesses. All children in Oval schools do have the option where classes or schools need to close to attend another school if needed, particularly if they are a key worker and need child supervision. In an emergency we may be able to draft in staff from another school to help and this will be considered as well to avoid any closure. If a staff member becomes ill – we may need to join pupil groups together going over the 15 pupil limit for a short while or potentially change the area where a bubble is working but we will give parents the option of collecting their child if they are able to do so and if this happens.

### **Illness**

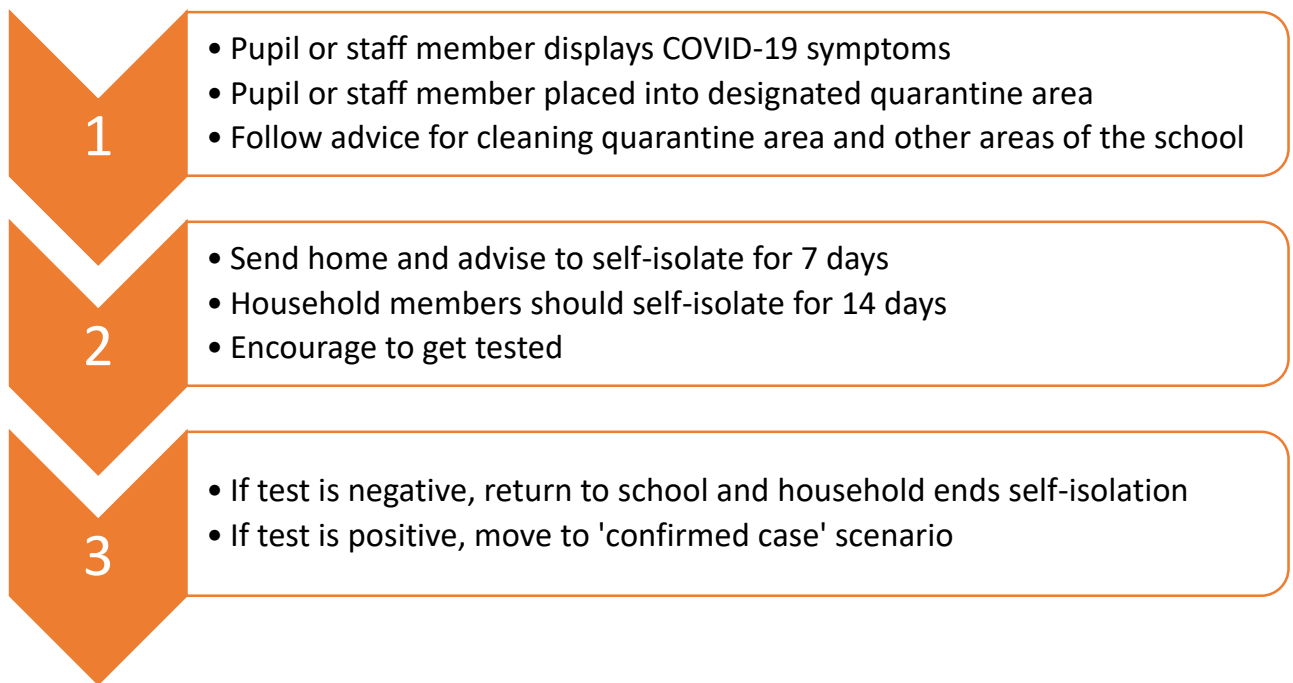


If a child is ill (showing signs of COVID-19), the protocols below will be followed. For other illness, school policy will be followed in line with social distancing. If there are any bodily fluids involved (e.g. vomit), cleaning will happen in line with guidance (i.e. use of PPE and quarantining area).

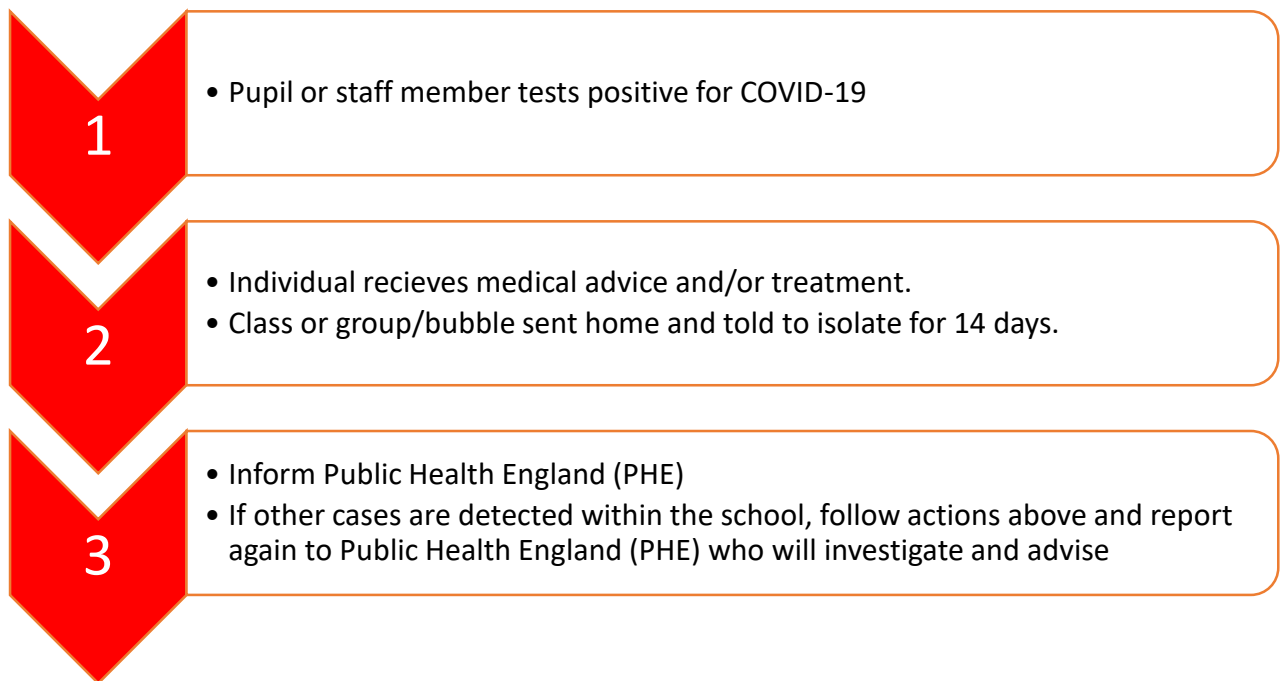
### **School quarantine Area**

- If a pupil becomes ill /and/or has suspected symptoms we will quarantine them in a secure area with a door.
- At Viscount Beaumont's this quarantine area will be **RECEPTION**. We will open windows and aerate as much as possible and staff will wear PPE if supervising in this area.
- The quarantined area will be deep cleaned wearing protective clothing and following guidance. Any PPE materials or cloths etc. will be double bagged and stored in a secure bin for 72 hours before going into general waste. At Viscount Beaumont's the bin is located in a locked cupboard opposite the Hall.

## **Actions if a pupil or staff member shows COVID-19 symptoms**



### Actions if there is a confirmed case of COVID-19 in a school



### First aid administration



This will be administered in line with school protocols (including the use of PPE where necessary). The first-aid room/area is located at **Reception**. In emergencies or if multiple spaces are needed the **Staff Room (or outside)** will also be used for first-aid.



## **PE and equipment**

Sports activities permitted will only include ones where equipment is not shared and there is enough equipment for each child to use their equipment.

## **Pedagogical approaches to support more distanced teaching instruction and limited teacher movement**

We have been working on a 'recovery curriculum' to ensure that lessons support pupils to re-integrate into school life and prioritise PSHCE and pupil emotional well-being. Staff will also consider their teaching approaches to keep a safe distance as much as possible.

Whole class instructional approaches & feedback

Use of Visualisers where possible.

Use of small whiteboards for pupils to show answers from a distance.

Emphasis on attention and minimising distractions

Clearly modelled examples

Self-marked learning with answers projected.

Use of quizzing, review and retrieval to go over previous learned work.

Wherever possible, equipment will not be shared as part of the activities (add school detail)

## **Dining and catering**



Packed lunches only until further notice and until we are able to safely integrate our new systems to extend to providing dinners. Lunch boxes will be stored under desks for each child. EYFS lunch boxes will be stored on a trolley.

Lunch will be eaten in the classroom to avoid the need to share desks and to wipe down in between. Lunch may be eaten outside on the grass sat 2m apart if the weather is fine. Surfaces will be wiped and hands will be washed before eating lunch.

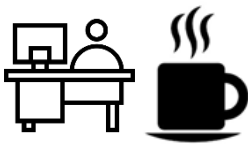
One member of staff from the group will supervise while the other takes a break.

## **Outside play and first-aid**



- Staggered break times and lunch-times – this will be a shortened time to play outside and each group will have a designated playground zone to play in. The Reception children will only use their outdoor area. The use of the 2 playing fields will be considered for play if appropriate.
- Children will be encouraged to play games which use social distancing. Each bubble will have a set of resources that can be used. These will be disinfected after use.
- First aid room will be available to use by all children and staff. After each use, surfaces will be cleaned.
- Appropriate PPE will be used in line with risk assessments when administering first aid.

### Offices / Staffroom



- Only one person in the school office at a time - preferably – or social distanced at 2m.
- Hand sanitiser used on arrival to office.
- Hands sanitised before passing on and after receipt of any paperwork – especially daily post.
- Windows (external) should be kept open at all times – weather permitting.
- Glass panels used closed for visitors for extra protection.

### Staffroom

- Only two people in staffroom at any one time – they should ensure they are socially distancing.
- Hand sanitise on entry and exit when using this room.
- This means that good hygiene will take place when touching items such as photocopier and the kettle.

### Other learning spaces

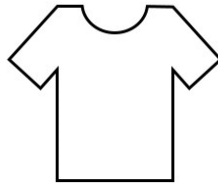
- Library – one pupil at a time – door will be kept open
- Hall – will only be used when required.

This plan has been drawn up using government guidance, with health and safety guidance and in consultation with headteachers across schools to benchmark best practice. It is not fixed and details or approaches may change as a result of new government advice or as a result of schools changing local arrangements based on their ongoing evaluations and refinement. Arrangements for individual schools have been personalised into this template and may be different in different settings. **It should be read alongside the parents expectations document which offers an at a glance guide.**

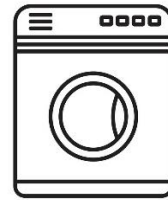
## Parents & Carers: How we need you to help us re-open school safely



No school if there are ANY symptoms in your home



Uniform where possible:  
Clean clothes every day



Wash school clothes after one day of use



No personal belongings or books to travel to / from school



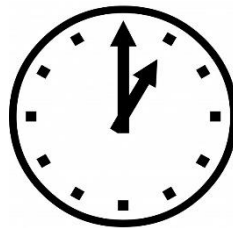
Packed lunches in boxes only



Thoroughly wash lunch boxes and water bottles every day



Walk or Cycle:  
This will avoid creating crowds trying to park cars near school.



Be on time:  
This will reduce risk by keeping your child from mixing with other groups



No face masks in school. If they are brought to school, they must go back home with an adult



Obey the special signs and markings around school. Doing this will keep all families safe.



Keep a safe distance from other families whilst waiting at the start and end of the school day.

### How we are keeping your child safe in school

- Your child will be in a bubble, not a class.



- Each bubble has a maximum of 15 children and 2 adults depending on the size of room they are based in.
- Your child's bubble will not mix with children from any other bubble at all during school hours. This means that if there is an infection in one bubble, all other bubbles are protected.

**Your child's bubble will have:**

- Its own start time
- Its own teacher and teaching assistant
- Its own cleaning products
- Its own break time (socially distant games only)
- Its own lunch time (packed lunches in their own classroom at this time)
- Its own home time

**Children may be sharing a toilet** with other bubbles but not at the same time. One child will be in the toilets at any one time.

**In their bubble, in KS2 and KS1,** your child will have:

- Their own table and chair 2m away from the nearest child
- Their own books, stationery and resources

**The school is only open Monday to Thursday.** This is safest because:

- Any coronavirus in the school building will die within 72 hours (Friday – Saturday – Sunday)
- Teachers are only allowed to work with children 90% of each week. By closing on Friday, we reduce the use of "PPA Teachers" who would have to go from bubble to bubble, covering teachers but potentially spreading infections as they go.
- Fridays will give time to review safety measures, plan & support distance learning for those not attending.

**We will be keeping your child's bubble as clean as possible by:**

- Expecting all parents to do their bit using the rules over the page
- Emptying bins for tissues regularly throughout the day
- Cleaning surfaces regularly throughout the day
- Insisting on handwashing regularly throughout the day
- Undertaking a deeper clean at the end of every day
- Not allowing staff or children from other bubbles into your child's bubble

**This will only work if you keep your child safe when they are not at school. Children who go out to play with other children will be a high risk to their bubble when they come back to school.**

**We can work together to reduce risk but not remove it.**