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Introduction

This reopening plan should be read in conjunction with the school risk assessment. The school will be open on a full time basis, from Monday to Friday and all children are expected to return as per normal.

First day back for children: Thursday 3rd September 2020.

Final Day of Term: Thursday 10th December 2020

Net capacity and organisation of teaching spaces

- Children will be in year group bubbles, for example all year 1 children will be operating as one bubble.
- There will be minimum opportunities for children to mix with other bubbles (Year groups). This will include activities such as assemblies, breaks and lunch times.
- **The government are very clear on attendance, parents must send their child/ren into school every day, unless they are ill. If your child is unwell and unable to come to school, you must inform the school as per normal school procedures.**
- Any resources used such as chrome books, P.E equipment, learning resources will be sanitized between use.
- Key learning spaces such as the library, school hall, yoga studio, and staff spaces will re-open, however rigorous hygiene measures will be in place including at least 1m social distancing wherever possible.

Arrival to and departure from school

To reduce crowding on entering and departure from school:

Year Group	Start Time	Entrance into school	End of day
Year 6	07:45am	Blue gates	2pm
Year 5	07:45am	5JJ Blue gates 5SS Blue door	2:10pm
Year 4	08:00am	Blue Door	2:20pm
Year 3	08:00am	Blue Door	2:30pm

Year 2	08:15am	Reception Gates	2:40pm
Year 1	08:15am	Reception Gates	2:50pm
Reception	08:30am	Reception Gates	3pm

- Parents must arrive within their allocated time slot to alleviate congestion. All parents must adhere to 1m social distancing.
- We will not have parent volunteers or staff members opening car doors each morning, please drive in as normal, remain stationary while you safely support your child to disembark from their car.
- Pupils arriving late will not be permitted to use another entrance, please take your child to the school office and ring the buzzer. Parents must wait until a member of staff opens the door and receives your child; **parents will be asked to sign the late register.**
- Reception parents must drive into school and follow the roundabout back to the entrance/exit and park to the left. Once parked you must safely take your child to the reception playground where they will be met by a member of staff. The same procedure will be in place at the end of the school day. **You must not arrive early as this will add to congestion.**
- All children will be released as normal in year group bubbles.
- During pick up, parents must arrive within their allocated time slot. School staff will carefully support younger children into their car, KS1 children, for other year groups children will be taken to their car and will get in independently.
- Siblings in different year groups can be dropped off at 07:45am and picked up in their allocated time slots or at the time slot of their older sibling. Such as, if you have a child in Reception and Year six, you can collect both children at the earlier time of 2pm. Children will not be mixing.
- NO parent will be allowed to come into school without prior appointment, if a child is late parents must wait outside the main reception entrance door where they will be met by a member of the admin team.
- Upon entering school, pupils will be asked to use wash their hands or use a hand sanitiser.
- At the end of the school day, pupils will be asked to wash their hands/use the hand sanitiser before leaving their final lesson.

Movement around school

- All non-essential movement around school should be avoided, however if a teacher or LSA is required to support in a different bubble, they can do so as long as they adhere to social distancing and follow the hygiene rules.
- All areas of the school will continue to be one-way.
- If groups of pupils are moving during lessons staff should supervise and ensure that they use the correct routes, adhering to the one-way system.
- PE lessons will be either in the school hall or outside, PE lessons must practice social distancing, 1m rule and must minimise the use of resources. If resources are used, they will be sanitized after use.

SEN LSA's

- SEN LSA's supporting in the classroom must maintain social distancing from the pupils they support, at least 1m.
- If social distancing is not possible in the allocated classroom, they should:
 - Support their designated child by taking them to a quiet space. This space must be sanitized after use.
- If a pupil requires close medical or intimate care, PPE should be worn.

Break time plan/Lunch Time

- Pupils will have staggered break times.
- Pupils will go outside for breaks, in their year group bubbles, and maintain social distancing.
- During break, pupils will be supervised as per normal procedures.
- The lunch hall will be used to serve lunch in year group bubbles. Tables will be sanitized between servings.
- Pupils are not permitted to be in the building during break time except when using the toilets.
- All water fountains have been shut down and pupils must bring a water bottle to school.

Cleaning

- There will be a dedicated cleaner in school each day.
- The cleaner will disinfect and wipe down all surfaces:
- In toilets, at least once an hour.

- Stair railings, entrances to the buildings, door handles
- Entrance to classrooms (both door handles etc) at break, lunch time including a more thorough clean at the end of the day.
- Classroom desks between lessons (at break, lunchtime and at the end of the school day). This includes keyboards and mice. Pupils can support with this.
- Cleaners should always wear recommended PPE.

Toilets

- During learning time, year groups must use their designated toilets and will be reminded to follow hygiene and social distancing rules.
- When giving permission during lesson time, teachers will have a clear system in place of 1 in and 1 out.
- Only one pupil per cubicle should enter the toilets. During break and lunch times, middle leaders will assign one member of staff each day to supervise this, if needed.

Staff rooms and offices

- Staff should only use offices if they are able to socially distance themselves from each other.
- Staff must bring their own cutlery, crockery. School will provide tea/coffee/sugar.
- In offices, hot-desking on PCs should be avoided where possible. Staff should only use the PC/desk space if it is designated to them. Alternatively, if sharing of PCs is unavoidable, staff should wipe down the keyboard and mouse before using.
- Staff should use a hand sanitiser when entering and leaving the staff room and/or office. There will be a maximum of 9 staff members permitted to use the staff room at any one time.

Expectations in the classroom

- Pupils and staff will use hand sanitiser on entering each lesson within the day, including specialist teachers and supply teachers.
- Teachers should wipe the keyboard and mouse at the start of each lesson.
- In lessons where IT equipment is used, pupils should wipe their keyboard and mouse at the start of each lesson.
- All classrooms will have socially distant fixed seating wherever possible. Children will face the front and will not be facing each other to avoid face to face contact.
- Windows should be left open during the lesson unless it disrupts the learning.
- Stationery and equipment should not be shared.
- Year 4, 5 and 6 pupils must bring in their own equipment in a clear plastic, named bag. This must stay in school.

- Other year groups will be provided with their stationary which will be in a named tray/box.
- Children/pupils will bring in their own water bottle. Book bags should remain at home.
- Parents will continue to communicate with the school via email or phone. If parents need to communicate urgently, they can do so via their child's school diary.
- Soft furnishings in classrooms will be avoided wherever possible.

Pupil expectations

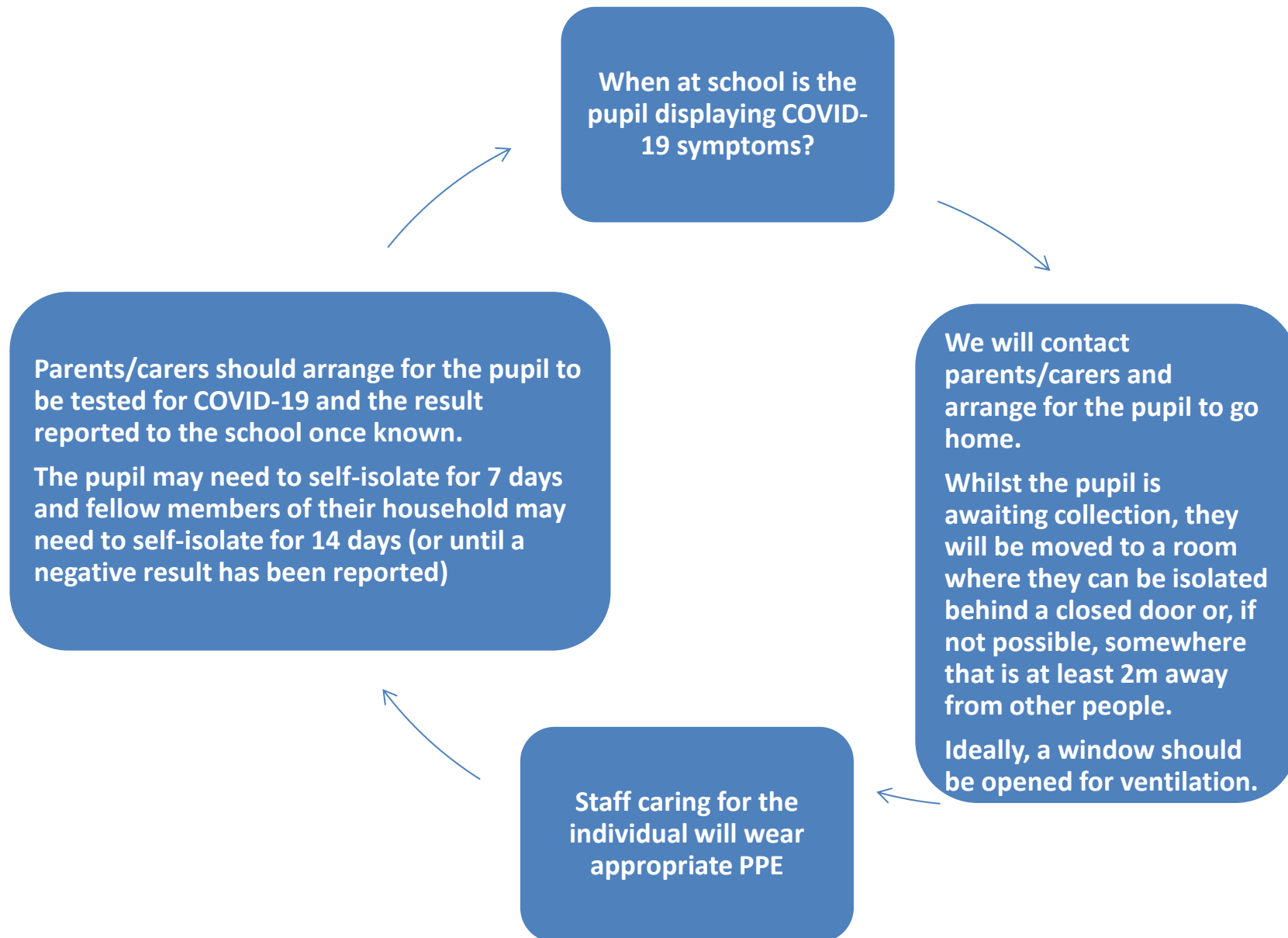
Pupils must only attend school if they or a member of their household do not have COVID-19 related symptoms.

All pupils must wear school uniform to help them regain a sense of identity.

From September 2020, homework will be uploaded onto Google Classroom, for all children. Year 1 pupils will be shown how to use the system in the first weeks back. We will provide further information for reception pupils.

When attending school, pupils must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

- Use a sanitiser to disinfect hands on entering and leaving school and each lesson within the day. Wash hands with soap regularly during the day. Children can bring their own hand sanitizer and tissues, if they wish, they will remain on their workstation.
- Avoid physical contact wherever possible.
- Maintain a safe distance from others between and during lessons, wherever possible.
- At break and lunchtimes, go outside (if weather is good) or stay within your allocated learning space.
- At times you may be asked to sanitise your learning space.
- Do not share belongings (stationery, food etc.) with others.
- Use the toilet designated for your year group. Only enter the toilets if there is a free cubicle.
- In lessons where IT equipment is used, wipe the keyboard and mouse at the start of each lesson.



Result of COVID 19 test

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graph TD; A[Result of COVID 19 test] --> B[Positive]; A --> C[Negative];
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Positive

The pupil will need to self-isolate at home for 7 days and follow the stay at home guidance

The school will arrange for pupils and staff members who have been in the same class or bubble group with the positive case to go home and self-isolate for 14 days

The school will contact the PHE Coronavirus Response Centre on 03442 254 524. All positive cases will be contacted by the test and trace system.

The school will arrange for the pupil to access lessons and tasks via Google Classrooms or via work sent home.

Negative

Pupil can return to school but only if they feel well and no longer have symptoms of coronavirus, and their fellow household members can end their self isolation.

However, if an individual has been asked to self-isolate as a result of contact with a positive case of COVID-19, they must continue to isolate for the full 14 days regardless of a negative test result.