

## **September 2020 Reopening Plan – Pauntley CofE Primary School**

Pauntley C of E Primary is a smaller than average school with less than 50 children in attendance. The Leadership team, having read the Government guidance, have made the decision that it is in the children’s best interests and in line with Government safety protocol to consider the school to be one bubble, in preparation for its reopening to all students in September 2020. The school will adhere to all the recommendations, as appropriate, and ensure that hygiene/cleaning routines are in place to minimise the transmission of COVID-19. However, due to the large number of siblings in the two classes at the school it is deemed inappropriate to enforce unnecessary bubbling that would detrimentally affect the children’s learning and not significantly reduce the risk of transmission further beyond the measures already in place.

Therefore, as such, the school will run as normal from September 2020 with the following additional measures in place:

<b>Area</b>	<b>Action</b>	<b>Staff Responsible</b>
Communication with parents	Letter to be sent identifying how school will meet the guidance given by the Gov  Guidance given to show what measures are in place and how parents can help.  Risk assessment emailed/published on website	TL
Communication with staff	Email to be sent out  Staff meeting to be held before Summer 2020 – to answer questions / INSET September 1 <sup>st</sup> to review plans and reiterate control measures	TL
Communication with Gov	Email plan to be sent out	TL
Communication with children	Teachers to review expectations to children daily (To be reviewed weekly and adjusted as necessary)	Teachers
Guidance on illness/attendance	Parents/staff informed of Government guidance on symptoms/self-isolation/track & trace protocol  Guidance on testing for staff/pupils/families shared	SLT
Signage	Catch it bin it kill it – Displayed in all classes 2 metres in corridors Office Opening Deliveries	Admin

School site check	Legionella Fire Equipment	Admin
Staff	All staff required to attend unless in isolation due to illness/shielding in line with government guidance  All staff responsible for ensuring hygiene measures/social distancing (where possible) and risk assessment protocol applied.  Staff will move between bubbles as necessary but movement will be kept to a minimum.	Staff
Monitoring Compliance	HT/DHT to monitor compliance All staff responsible for reporting non-compliance	HT/DHT

### School Organisation

Area	Action	Responsible
Fire Routine	Fire – As normal (Attempt to enforce distancing when outside and safe – priority is evacuation/safety)	HT
Corridor Management	Corridors only to be used by children when necessary – social distancing to be adhered to.  Staff to observe social distancing in corridors  2 metre rule applied to lines when moving around the school when possible.	All  Teachers
Class groups	As Pauntley has less than 50 children in total, with many siblings across both classes, it is felt that the school can be deemed as one bubble.  If utilising group rooms or alternative spaces in the school – cleaning of work surfaces/door handles etc must be done before leaving that space.  *Specific risk assessments to be put in place for individuals if necessary	Teachers
Minimise contact with doors	Corridor/Class/Staff room doors to be wedged open at all times (Unless posing safeguarding/fire risk)	Admin

	Closed door contact points cleaned throughout the day as necessary	
Enhanced Cleaning Routines	Doors/Shared areas to be cleaned throughout the day.	TAs
Communal Areas	All communal areas not to be utilised by pupils (Library to remain open to extend space in KS2 – resources not to be utilised – Continue to review)	All staff
Assemblies	To be conducted in class by class teacher in class/outside	Teachers
Windows	Where possible windows to remain open – unless posing a safeguarding/fire risk	All

### Start of Day

Area	Action	Responsible
Breakfast Club Early Risers	<p>As normal – Surfaces to be cleaned before school begins</p> <p>Early Risers to be held in Junior classroom</p> <p>Parents deliver children direct to the classroom via the playground door.</p> <p>Children to be registered on entry into the classroom by the staff.</p>	LH / JC
Drop Off	<p>No parents to enter the building.</p> <p>No children to enter the building before the start of the school day (excluding children attending Early Risers).</p> <p>Parents to congregate in playground and adhere to social distancing between 8:45am-8:55am.</p> <p>Bell to sound – children to line up as directed – 2 lines per class (1 metre distancing) facing forwards.</p> <p>Parents urged not to drop off early and leave when the bell sounds.</p> <p>Minimum possible family members to attend drop off.</p>	Teachers

	<p>Parents to observe social distancing on the playground</p> <p>On a wet weather morning children to enter the building via the outside junior classroom door – On arrival (between 8:45am-8:55am) Children to complete morning task at desk.</p> <p>Teachers will supervise staggered entry to the cloakroom to avoid congestion. Children to initially keep possessions with them until instructed to move into the cloakroom.</p> <p>Gates to be closed by Admin – Teachers to ensure this has happened before utilising playground with children.</p>	
Entry to classes	<p>Soft start to avoid congestion in cloakrooms – children enter through classroom outside doors</p> <p>Teachers ensure staggered entry to cloakrooms</p>	Teachers
Office enquiries	All enquiries, where possible, to be made by phone throughout the day	Parents
Parent congregation	Parents discouraged from congregating in and around playgrounds.	HT/DHT
Hygiene	<p>Children to wash hands in classroom on entry</p> <p>Children to utilise separate towels to dry hands.</p>	Teachers
Water/Tissues	<p>All children to attend school with their own labelled water bottle and tissues – these to be kept with them in class.</p> <p>School to investigate purchasing water bottles.</p> <p>If cups have to be used, they must be allocated to individuals and then washed in dishwasher at the end of the day</p>	<p>Parents/Children</p> <p>Teachers</p>
Uniform	Children to wear uniform as normal (As per government guidance)	All

### Classes

Area	Action	Responsible
Class Groups	As normal	Teachers

Class organisation	<p>Children to have an allocated desk to use daily where possible. Where appropriate desks will be front facing.</p> <p>Carpet time limited to short periods with children spaced appropriately and facing forwards.</p> <p>Movement around the classroom restricted to necessary journeys</p> <p>Tables to be dismissed individually.</p> <p>Maximise use of outdoor areas</p>	Teachers
Dismissal from class for break/lunch/end of day/cloakroom	Teachers to dismiss tables one at a time whilst TA supervises area to be released to eg. playground/toilets etc.	Teachers/TAs
Toilets	As normal	Teachers
Equipment	<p>All non-essential equipment should be put away and not used</p> <p>Soft furnishings/Toys removed from classes or cleaned as appropriate.</p> <p>Small items that would be difficult to clean removed/not used</p> <p>Children issued own stationary to keep in their own drawer – Plastic wallets supplied.</p> <p>Shared equipment to be cleaned daily (Resources for maths/toys/construction) <b>TEACHER &amp; TA RESPONSIBILITY</b></p>	Teachers/TA
Social Distancing	Where possible social distancing should be adhered to in classrooms	Teachers

### Timetable

Area	Action	Responsible
Curriculum	<p>Maths/Reading/Writing prioritised (AM)</p> <p>Adequate time to implement and utilise resources that support mental wellbeing</p>	Teachers

	<p>(Initially in September 2020 – Monitor and adjust as appropriate.</p> <p>Timetable to allow for additional breaks/handwashing/transitions</p> <p>Where possible outdoor learning to be utilised</p>	
Pastoral Support	Available for all children as necessary	Teachers/TAs
PPA	As normal	Staff
Home Learning	School to ensure home learning resources are available from Oct 2020 to support children that are unable to attend due to illness/government guidance or in the event of a local lockdown.	Teachers/TAs
Reading	Books to be quarantined (48 hours) upon return before being reissued.	Teachers
Break Times	<p>As normal</p> <p>Social distancing to be encouraged/modelled by staff</p>	Teachers
Cleaning	<p>Regular cleaning of class desks to continue throughout the day.</p> <p>Class cleaning packs to be supplied</p>	Teacher/TA
Handwashing	<p>Handwashing to be completed after break in the classroom</p> <p>This will take time and will be disruptive to learning time but is essential and time should be planned for transitions.</p> <p>Sanitiser to be available in classes</p>	All
Lunch	<p>Hot lunches to resume</p> <p>Lunch organisation considered to maximise spacing. No set seating plan allowing packed lunches to eat outside/in library area.</p> <p>MDS to supervise movement around the dinner hall and ensure spacing is maximised.</p> <p>Handwashing to be completed before eating</p>	Teachers/TA

Lunch Play	As normal	MDS
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### End of Day

Area	Action	Responsible
Collection	<p>No parents/children to enter the site at the end of the school day.</p> <p>Parents to congregate in playground and adhere to social distancing at 3:15pm</p> <p>KS2 Children to be released from junior class door.</p> <p>Rec/KS1 children to be brought around to the playground to be released to parents by staff member.</p> <p>Minimum possible family members to attend pick up.</p> <p>Parents to observe social distancing on the playground.</p> <p>This procedure will be the same in all weathers.</p>	Teachers
After School Clubs	<p>After school clubs will be arranged Week 2 September as normal.</p> <p>Pick up from all after school clubs will be from the Junior classroom playground door.</p> <p>No parents/children to enter the site after the end of the school day.</p> <p>Parents to congregate in playground and adhere to social distancing at 4:15pm</p>	HT

### Staff Support

Area	Action	Responsible
Mental Health /Wellbeing	HT available to discuss specific individual worries and concerns.	HT

	Utilise Gov/LA policy to support decision making  Review protocol/Practice weekly via staff meetings	
Workload	Monitor through staff meetings	SLT
Meetings	To be conducted in small groups – Either outside or with suitable social distancing  Where possible meetings to remain online (Gov)	SLT

### Cleaning

Area	Action	Responsible
Daily Cleaning	Additional hours to be scheduled (where necessary) to ensure thorough clean in all areas	HT
Supplies	Admin team to ensure supplies kept in stock	Jane

### Visitors

Area	Action	Responsible
Visitors	Attend virtually where possible  Adhere to strict social distancing  Meetings will adhere to social distancing protocol  No visitor exhibiting symptoms should be permitted on site  All visitors to utilise sanitising station in front entrance  No volunteers will be admitted for the initial two weeks of term. (To be reviewed week 3)  No stay and play sessions until further notice.	Admin



### Vulnerable Pupils – 1:1

Area	Action	Responsible
Individual circumstances to be reviewed and a risk assessment out in place for each	At present no individuals have been identified	All

### Symptoms

Area	Action	Responsible
Symptomatic people kept off site	Symptoms shared with staff/parents – Insistence that they do not attend the school site and follow government guidance.	HT
Clinically Vulnerable	Government guidance on vulnerables shared with parents and staff – Children not to attend / staff to follow guidance given by Government	HT
Staff member presenting with symptoms	Staff member to leave site immediately. Staff member to arrange testing and report back to school – School to respond in line with guidance from PHE.	All
Pupil presenting with symptoms	Pupil escorted to safe outdoor area and kept in isolation. Staff to remain 2m away or to utilise PPE where necessary.  Parent to be called and child to be taken home. Parent to arrange testing and report back to school – School to respond in line with guidance from PHE.	TA

Should a local lockdown be enforced the school may need to close for a short period whilst plans for reduced capacity opening are re-introduced. These plans would be based on previous lockdown risk assessments and would prioritise places for vulnerable children or those from families with Key workers in the first instance.