



Plan for the full re-opening of school in September 2020

This plan was written using the guidance documents provided by the Department for Education (DfE) (2nd July 2020) along with additional guidance from Devon County Council. A full review of the risk assessment already in place has also taken place and will be reviewed further in September. The plan is based on the return of all year groups in September with the expectation that all pupils attend with the appropriate measures in place for those who do not. Statements in italics refer directly to the DfE guidance.

1. Classroom Arrangements

- Pupils will be in their normal classes and classrooms from September. Classes will form a bubble and the school will attempt to minimise contact between classes during the school day. However, given the size of the school and the many links that exist between and within families outside of school, we understand that it will be impossible to maintain completely bubbles e.g. siblings in different classes;
- Therefore pupils will be in their *class groups for the majority of the time but the school can allow mixing in to wider groups for specialist teaching and transport* (DfE page 10);
- Where pupils from different groups are mixed, pupils from the respective groups should sit at least 2 metres away from the other group(s). This may avoid the possibility of isolating groups in the event of a coronavirus outbreak in school;
- Where tables or chairs are used by more than one person (for example, to undertake specialist teaching or an intervention group) they should be fully cleaned before the next person uses them;
- Pupils will be taught by their normal class teachers (Koala – Mrs Gough and Mr Alford, Panda – Mrs Evans and Teddy – Mrs Fuller and Mrs Wood). They will be supported by classroom assistants;
- While we will try to minimise movement of staff between groups, *all teachers and staff can operate across different classes and year groups in order to facilitate the delivery of the school curriculum* (DfE page 10);
- Pupils will go directly to their classrooms in the morning. Pupils and parents should not wait on the playground. Gates will open at 8.50am for a ten minute drop off window. **No pupils should be left unattended before school;**
- Koala pupils should go straight to their classroom (using the door they would normally use at home time). One adult only should accompany them. A member of staff will be there to welcome them;
- Teddy children should enter school via the wooden gate to the right of the office entrance (where the children normally come out). As this is quite a narrow alleyway, we are asking that pupil and their one adult says goodbye to their child from the marked point. Again, there will be a member of staff ready to receive them;
- Panda pupils should enter the school using the external classroom door (where the children are normally dismissed). As with other classes, a member of staff will be there to receive them;

- Both school gates will be open from 8.50am and either entrance may be used. However, all adults and children entering the school site should observe social distancing including consideration to others when moving through narrow gateways at both entrances and observing a 'keep to the left' policy when walking across the playground. All people on site should avoid touching gates etc;
- School gates will be locked as normal during the school day;
- Adults should immediately leave the school site after dropping their child. Adults should not loiter on the playground;
- Gates will be locked promptly at 9am. It is important that pupils are therefore on time. Pupils who are late will need to report to the school office;
- Children using the school bus will be collected by a member of staff in the normal way at the normal time;
- As collecting pupil normally takes longer than dropping off, there will be a staggered end to the day – *schools should consider start and finish times to keep groups apart* (DfE page 11);
- Teddy class will end its school day at 3.20pm, Panda class at 3.25pm and Koala class at 3.30pm;
- Both school gates will be unlocked at 3.20pm but adults should avoid entering the school site ahead of their designated pick up time;
- The DfE guidance says (page 11) *that staggered start and finish times should not reduce the amount of overall teaching time*. To ensure this, there will be some slight adjustments to the structure of the school day to ensure pupils receive their full teaching time;
- Adults collecting the children should arrive promptly to collect their child from outside of the classroom observing social distancing. As the entrance to Teddy class is narrow, pupils will be brought down the slope from the classroom and sent to their respective adult who should wait in the car park. The school will put in place a NO PARKING area to allow space for safe collection of the children;
- Adults collecting more than one pupil should collect the youngest sibling first before moving to the appropriate place to collect older brothers and sisters;
- As with the morning, adults and children should leave the school site as quickly as possible after collection;
- Children using the school bus will be collected and taken to the bus by a member of staff, as normal;
- The school office will be open but social distancing must be observed including the use of hand sanitiser;
- Classrooms will be arranged so that desks are, where possible, facing the front of the classroom. Pupils will share desks but should have set places throughout the day;
- The corridor cloakrooms will not be used. Pupils will hang coats on the back of their designated chair in their classroom;
- Pupils should not bring large bags in to school as they too will need to be kept under their desk. Books bags and packed lunches should generally be the only bags needed;
- When walking through the corridors (to the toilet as an example) pupils and adults must adhere to a 'keep to the left' policy;
- Pupils will be provided with a set of classroom equipment (pens, pencils, ruler etc) which will be kept in a plastic folder on their desk;
- Pupils will be able to change books under supervision. Returned books will be cleaned before going back on the shelves or quarantined as necessary;

- Children should have a book bag (or similar) in school to take books, letters, sheets etc to and from school. Again, children should NOT bring in large bags;
- Fridays will be a designated PE day with lessons taking place on this day (combination of SSW and class teacher). On this day children should wear their normal PE kit including their house t-shirt. Pupil should wear their normal school jumper with plain tracksuit bottoms or short along with suitable trainers for PE lessons. On other days children should wear normal school uniform;
- PE equipment will be cleaned after use;
- Breaks will be at the normal times but each group will have a designated playground area to play in. Pupils in Koala class will use the bottom end of the playground (where the netball court is). Pupils in Panda class will use the top part of the playground and pupils in Teddy will use their outside area – this area is due to be extended in the summer holidays thereby providing more space. Appropriate supervision will be in place;
- At lunchtimes, to ensure staff have a break, appropriate supervision is maintained and pupils have the opportunity to get used to the playground area, Teddy pupils will play in a designated zone on the main playground;
- Hot meals will be restarted again in September;
- Eating lunch is one of the most challenging aspects in terms of logistics so the arrangements will be under constant review and adjusted as necessary;
- Teddy pupils will have lunch at 11.50am to allow more time to collect and eat their lunch (most pupils in Teddy have a hot meal because of the UIFSM);
- Panda pupils will go to the lunch hall at 12.05 and will sit separately to Teddy pupils; Depending on available space, pupils having a packed lunch may need to sit on a mat rather than a bench;
- Koala class will initially go to the playground and will come back in to school at 12.20pm; Pupils having a hot meal will go to the hall to collect their lunch and take it back to their classroom. Pupils having packed lunch will go straight to their classrooms to eat;
- All tables and chairs will be cleaned before and after eating;
- Additional staff will be on duty to supervise the pupils;
- In order to ensure appropriate supervision on the playground, pupils may need to wait for pupils in their class to finish their food before going out to the playground;
- Pupils will be given sufficient time to eat their lunch but we will need to encourage pupils to eat their lunch within an appropriate time frame;
- Any adjustments to lunchtime hours will not impact on teaching time;
- Lunch should be brought in a box that can be taken home to be cleaned or in a disposable bag. Lunch boxes/bags will be kept at the pupil's work station;
- In the early part of the autumn term, packed lunches will be eaten outside where possible
- Food should not be shared amongst pupils;
- Pupils should bring in their own, named water bottle that must be taken home and cleaned each evening. Younger pupils will be helped to fill these up during the day;
- Larger gathering such as assemblies will be avoided. The school will undertake collective worship in classes and through the use of technology (Zoom as an example).

2. Premises

- While there is not a requirement to keep 2 metres from each other, we will continue to encourage pupils to observe an appropriate level of social distancing;

- Markings will be used at points around the school to remind pupils and adults of suitable social distancing;
- Parents/carers/teachers should advise pupils at home about the importance of appropriate social distancing;
- Additional signage will be used around the school to act as reminders to all pupils and adults;
- Pupils will be advised on fire exits which will revert back to normal. We will undertake a fire drill on return to remind pupils of the procedure and ensure social distancing when lining up;
- There will be suitably trained first aiders on site at all time. Likewise there will be suitably trained designated safeguarding leads present;
- We will ventilate classrooms as much as possible by having windows and doors open.

3. Cleaning and Reducing Contamination

- The school will have an *enhanced cleaning schedule to include more frequent cleaning of rooms which are shared as well as frequently touched surfaces* (DfE page 8);
- The school has purchased additional supplies of hand sanitisers, soap and cleaning materials;
- Pupils will be required to *clean hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating* (DfE page 8);
- Waste bins will be available in each class and these will be emptied safely during the day;
- Each room will have cleaning materials in order for staff to wipe down surfaces, door handles etc during the day;
- Pupils will be advised and encouraged to show good personal hygiene including *the promotion of the 'catch it, bin it, kill it' approach* (DfE page 8);
- Materials which are difficult to clean will be kept to a minimum and avoid altogether where possible;
- The school will have a full clean each evening after the children have gone home;
- The school toilets will revert back to the normal boys/girls rather than the group toilets which have operated during the summer term. Classes will be allocated specific cubicles to minimise the possibility of cross contamination. The boys' urinal will be back in use;
- All pupils will have further regular reminders of the importance of hand washing after using the toilet;
- Door handles, taps etc will be wiped down during the day and receive a full clean each evening.

4. Staff or pupils who are unwell

- The school will engage with the NHS Test and Trace process as necessary. All parents/carers must do the same and inform the school if they themselves are contacted;
- The current government guidance continues to say that staff and pupils do NOT need to wear Personal Protective Equipment (PPE) in school to undertake their normal roles;
- Masks tend to be quite uncomfortable to wear and for children in particular. Discarded masks may have the capacity to infect others if not properly disposed of. We ask therefore that children avoid wearing masks in school unless guidance changes. Please contact the school office to discuss as necessary;
- While the school is not instructing staff to wear PPE, I have said to staff they may choose to if they wish but should take great care as noted above;

- PPE has been purchased by the school to deal with specific circumstances. This would apply when administering intimate care such as a pupil who has grazed their knee or had been sick. In these cases staff would wear a gown, gloves and mask all of which will be safely disposed afterwards;
- PPE will also be used if staff are with a pupil who is showing any symptoms of Covid-19. In these circumstances, the pupil will be placed in an isolation room (with a member of staff) until their adult can collect them. A full clean of potentially affected places will then take place;
- IT IS THE RESPONSIBILITY OF ALL PARENTS/CARERS/STAFF MEMBERS TO ENSURE THEY DO NOT COME TO SCHOOL IF THEY OR A MEMBER OF THEIR HOUSEHOLD IS SHOWING ANY SYMPTOMS OF COVID-19. THE LATEST GOVERNMENT GUIDANCE ON ISOLATING SHOULD BE FOLLOWED;
- If there is a confirmed case of coronavirus, the school will take swift action including contacting the local health protection team. They will advise on the necessary course of action including sending adults or pupils home who have been in close contact with the infected person and they should self-isolate for 14 days (DfE page 13);
- *If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, they may have an outbreak and the local health protection team will advise on the course of action including isolating classes or the whole site (DfE page 14).*

5. Staffing related issues/communication

- Staff who begin to show any symptoms of coronavirus should not be at school. If symptoms arise during the day, they should immediately leave. Staff should not come to school if symptoms arise overnight. The headteacher should be informed immediately and arrangements made to have a Covid-19 test (see DfE guidance for full procedures page 12);
- Use of the school staff room should be kept to a minimum;
- Staff should take care when using shared cups/glasses etc. All items should be cleaned in the dishwasher after use;
- All staff are responsible for reading and applying this plan along with the school risk assessment. The latest government guidance should be followed along with updates as they are released and distributed. It is imperative that all staff are fully informed but must take personal responsibility to ensure this;
- Training for staff will be given as required to carry out this plan and government guidance;
- The headteacher will keep parents/carers and the governing body fully informed of changes to this plan as well as updates in government guidance as applicable;
- Staff, parents, carers and governors are welcome to report concerns or ways the school can improve its provision during this period. These should be emailed to the headteacher using the school email address admin@shebbear-pri.devon.sch.uk ;
- While we will welcome any comments, we cannot make individual exceptions or personalise the plan to individual children or adults;
- Staff who believe they may be particularly vulnerable or need to shield themselves should report this to the headteacher.

Frequently Asked Questions

- Do I have to send my child back to school in September? **Yes, the Department for Education have made it clear that all pupils should return to school and the normal measures will apply for those who do not.**
- My child or someone in my home has medical needs that may necessitate shielding. Do they still have to come to school? **In most cases it would be expected that schools and home would work together to find an appropriate way forward. Please contact school directly to discuss.**
- My child has particular needs. Will interventions take place? **The guidance makes it clear that specialist teaching can take place which would include interventions. The school will need to assess what support is needed following the long break but will put the necessary measures in place.**
- I am worried that my child has fallen behind during the lockdown. How can the school help them catch up? **All staff are fully aware that some pupils may have fallen behind. The school will assess this fully in September and put appropriate support in place.**
- My child is very worried about coming back to school. How will school support them? **All staff are very aware of the anxieties likely to be present amongst many of the children. Many staff have young children themselves. We will ensure that pupils know they can always talk to an adult if they are worried and we will incorporate learning opportunities to take account of pupil well-being. The reintegration sessions will have hopefully helped pupils in this regard but pupil well-being will be a key priority when we return.**
- Why have the children been put in to class bubbles rather than, given our size, a whole school bubble? **We did consider this as an option but felt that trying to maintain class bubbles, with some limited mixing as necessary, would make it easier to manage pupils showing symptoms or a confirmed case of Covid-19. A whole school bubble would probably mean all pupils would need to isolate in these circumstances. The class bubbles may mean this could be contained to just one class. Obviously, given there are siblings in different classes who will be mixing out of school, there will be challenges along the way and we may review this later in the term.**
- Someone in our house is showing symptoms of Covid 19. Can I send my child in? **No. Families must isolate in accordance to the latest government guidance.**
- Can you guarantee that the children will all observe appropriate social distancing during the day? **No, we cannot. The DfE guidance makes it very clear that there is no expectation in primary schools that all pupils will socially distance. We will work with the children to ensure the best possible social distancing. Pupils who deliberately break social distancing rules will be punished in accordance with the school behaviour policy which has been updated to take this in to account.**
- What happens if a child or member of staff tests positive for Covid-19? **In this case we would need to take advice from the local authority but it would be highly likely that the group that child was in (staff and pupils) would need to isolate away from school. It is possible, given our small school environment, the school would need to close for a period of time. At all points, we would seek advice from the local health protection team.**
- With all this hand washing and sanitising, will learning time be lost? **This is going to be a major time challenge. Maintaining good hygiene will be key but there is also lots of catching up to do. There will be pockets of time we can gain back. As an example, we will not be having whole school assemblies. These will be done in class so time will be saved in lining up etc. The same will be true in the mornings with the 'straight in to school' strategy**

- Will Free School Meal vouchers continue? **No. These will end at the end of the summer holidays. Pupils will receive their free school meal at school. Having the vouchers instead will not be an option. If your financial circumstances have changed in the last few months, you may find that you could be eligible. It is a simple process. Ask at the school office for further details.**
- Can you guarantee that my child will not get the virus while in school? **We cannot guarantee this but all staff are committed to providing a safe environment for pupils to learn in while they are at school. Pupils will also play their part and staff and parents/carers should support them in this.**
- Will be school's plans be regularly reviewed? **Yes. I suspect that this situation will be with us for the foreseeable future. I am sure that certain procedures may need to be adjusted to find improved ways of doing things. As ever (I would like to think) we will be self-reflective and respond to feedback or further advice.**

Nick Alford
Headteacher