

Plan for the full re-opening of school in March 2021

This plan was written using the guidance documents provided by the Department for Education (DfE) which was updated on 22nd February 2021. <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963541/Schools_coronavirus_operational_guidance.pdf> along with additional guidance from Devon County Council.

The school will follow this guidance and the action plan below relates to specific actions the school is taking. It does not detail every possible scenario. As an example there is just a summary of what would happen should a pupil or member of staff test positive for Covid -19. In these circumstances the school would refer to the full guidance and seek further advice from Public Health England or Devon CC.

As the school was opened to all pupils in the Autumn term and to key workers pupils following the start of lockdown starting in January 2021, the school has strong systems already in place. However the plan has been fully reviewed along with the risk assessment and they will be reviewed further as the term progresses. The plan is based on the return of all year groups on March 8th onwards with the expectation that all pupils attend with the appropriate measures in place for those who do not.

The plans detailed below will be reviewed at the end of term on the 1st April ready for the summer term. They will be under constant review for effectiveness and will have further reviews as required by the DfE as lockdown restrictions are eased.

1. Classroom Arrangements

* Pupils will be in their normal classes and classrooms from March. Classes will form a bubble (therefore three across the school) 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*
* 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*
* 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. School starts at 9am.**
* 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 soon after 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 mornings from the village hall car park.
* As collecting pupils 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*)
* 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 *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.
* 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
* Parents/carers have been informed of the requirements for bus travel including the use of face coverings for those 11 years and older. The requirements for primary aged pupils are limited but the school will work with parents/carers and the bus company to ensure the guidance is followed
* The school office will be open but social distancing must be observed and visitors should apply hand sanitiser (dispenser in the school lobby)
* Classrooms will be arranged so that desks are, where possible, facing the front of the classroom. Pupils will share desks but will 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 Saints South West 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 has been extended over 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 from March 8th
* 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 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
* If the weather allows, 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 Zoom
* It is hoped that some clubs may be able to start from the w/c 8th March

1. 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. 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

1. 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*
* The school has purchased additional supplies of hand sanitisers, soap and cleaning materials
* Pupils will be required to *clean/sanitise hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating*
* Pupils will be instructed by staff around the risk of ingesting hand sanitiser
* Pupils may bring in their own sanitiser if they show allergies towards to school ones (they will have responsibility for them and they should not be shared)
* 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*
* 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 previously. 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
* Staff will take the lead in encouraging a culture of cleanliness and consideration to others across the school

1. Staff or pupils who are unwell

* Staff are undertaking twice weekly lateral flow tests at home. These results are reported to the school and the NHS. These will help identify cases of Covid-19 so that the appropriate measures can be put in place
* 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
* While there is no requirement in primary schools, some pupils and staff may choose to wear a face covering on the way from and to home. The use of them will be discouraged in school in line with the Government guidance that they need only be worn in public places by older children and adults
* Face coverings must be used and stored safely to avoid contamination of others. Face coverings should be stored in a sealed plastic bag. Pupils and staff should avoid touching their mask and hands should be sanitised or washed after doing so
* Masks should not be shared and should not be discarded at school but disposed of at home
* Staff should regularly remind pupils around the safe use of face coverings as necessary
* While the school is not instructing staff to wear PPE, staff may choose to wear it if they wish but should take great care as noted above. Staff should wear face coverings if in close contact with other colleagues in more confined spaces such as the staff room. Alternatively, people should wait until a room is free of others. Common sense should apply.
* 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 the period of time being recommended by PHE.
* The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate
* The school has been provided with a small number of home testing kits that we can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested.
* Parents/carers and staff must inform us immediately of the results of a test and follow the guidance:
* If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
* If someone tests positive, they should follow the guidance for households with possible or confirmed coronavirus (COVID-19) infection and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days
* The parents/carers of pupils who are isolating, should keep the school informed of their progress and likely return to school. The latter should be agreed by the school prior to their return. The same o=is applicable to staff.
* *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*
* AS IT CAN BE A RAPIDLY CHANGING PICTURE, THE SCHOOL WILL FOLLOW THE LATEST GOVERNMENT GUIDANCE AND SEEK ADVICE AT ALL STAGES IN THE EVENT OF A SUSPECTED CASE OR COVID OUTBREAK IN THE SCHOOL.

1. 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)
* 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
* It is recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.
* Adults should endeavour to have a face covering to hand should it need to be worn, for example, when talking to a colleague in a more confined space. Face coverings are not necessary when talking to children
* 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](mailto: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
* Staff are able to work between bubbles or schools (such as supply or peripatetic teachers). However, great care must be taken to take all measures to avoid possible cross contamination not least strict cleaning regimes

1. Attendance

* School attendance will be mandatory again from the beginning of the w/c 8th March
* This means from that point, the usual rules on school attendance will apply, including: parents’ duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age ·
* The school will have a responsibility to record attendance and follow up absence · the availability to issue sanctions, including fixed penalty notices in line with local authorities’ codes of conduct
* The school offices will be require to undertake a daily attendance return to the DfE and DCC.
* Shielding advice for all adults and children was reintroduced in January 2021 and is set to run until March 31st. This means that even the small number of pupils who will remain on the shielded patient list can also return to school after this time, as can those who have family members who were shielding. However, pupils will return sooner than this if families deem it safe to do so and based on issues such as close family members having received the vaccine. If concerns are raised about individual children or staff, the school will consult latest guidance on shielding.

1. Remote Learning and Catch Up

* We will aim to teach an ambitious and broad curriculum in all subjects from March the 8th onwards but will be flexible to create time to cover the most important missed content. For example some children may require short, targeted interventions which result in them missing some aspects of the wider curriculum for a prescribed period of time.
* Teachers will make decisions about targeted support based on their observations (and that of TAs), pupils performance in class and where appropriate through informal testing e.g. spellings, phonics, times tables as well as more formal tests and assessments
* The intention is that the full school curriculum will be taught including subjects such as PE, art, DT and music. Delivery of these subjects will include strict regimes around safety not least in cleaning routines
* The school will put in place a strategy to ensure that pupils can continue to access the full learning provision if they have to isolate away from school. The school will build on the systems used to provide home learning during the lock down period such as learning platforms (Google Classroom and Class Dojo) and live online lessons. Pupils who do not have access to appropriate ICT support will be issued with a school Chromebook

Frequently Asked Questions

* Do I have to send my child back to school from March 8th 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. If the pupil cannot come in to school, remote learning will be put in place.
* Will my child be tested for Covid 19 each week? There are no plans at this time for primary age pupils to be tested at school. Twice weekly testing for school staff will continue. This will help identify cases within the school environment. I understand that the Government are considering offering home testing kits to families although these will not be mandatory
* Does my child need to wear a mask into school? No, there is no requirement for pupils or staff to wear masks in school. This applies to secondary schools only
* 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 March and put appropriate support in place. **Parent consultation meetings will take place in the week commencing 22nd March to discuss the children’s learning and ways forward.**
* 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.
* 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. At the end of term this will be reviewed. There may be a move towards a single school bubble or retaining the three bubbles but allowing some supervised mixing at break times when the children are outside.
* 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. Pupils will be able to access remote learning as detailed in our school remote learning strategy
* 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. If children do need to isolate, remote learning will be provided
* 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 when the children return to school. 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. I understand that DCC will be providing vouchers to cover the period of the Easter holidays
* 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. The plans and working arrangements will be fully reviewed at the end of the Easter term. They may therefore, be updated ahead of the summer term but this will be subject to the latest guidance.

Nick Alford

Headteacher

March 2021