

## Inclusive Multi Academy Trust Coronavirus (COVID-19) September 2020 Reopening Plan

### The aim of this plan

This document will outline how Beechfield will re-open to all pupils, and the measures being taken to ensure our school community is safe and supported. This plan will be reviewed by the Headteacher, in conjunction with other key stakeholders, as we receive further government guidance.

### Risk assessments

- A risk assessment has been carried out. This will be updated fortnightly to ensure appropriate measures are put in place to protect pupils, staff, parents, governors and trustees.

### Attendance

- The government guidance is clear that school attendance is mandatory again from September.
- All year groups will be welcomed back full time from the beginning of the Autumn Term.
- Parents do not have the option to withdraw children and keep them at home.
- The school will follow the DFE guidance on absence codes for children who fail to attend school.
- Children who are isolating at home (because they, or a member of their household, are symptomatic or tested positive) will access learning from home if well enough to do so.
- Parents and staff are reminded of the [quarantine rules](#) in place in England and are advised to make sure any holidays do not impact on a return to school in September. Any absence incurred as a result will not be authorised.

### Pupil groups

- Children will be taught in their own class of 30 for the majority of the time.
- Bubbles will be made up of two year groups, for example Year 1 and 2, in order to manage playtimes and lunchtimes.
- Siblings will be taught in their age appropriate classes/bubbles.
- Bubbles will be kept apart from other bubbles.

### Social distancing

- Older children will be encouraged to keep their distance within groups.
- Younger children will not be expected to maintain social distancing.
- Staff are encouraged to maintain a 2 metre distance from each other and from the children where possible, although we know that this will not always happen with staff/children interaction.
- Classrooms for Year 2 – Year 6 will be re-arranged so that children sit side by side and facing forward.
- All non-essential movement around school will be avoided.
- The routes to be used by each bubble are outlined below:  
In the **new building** entry is via the main entry door for Years 4, 5 and 6. Exit from this building is through the downstairs fire door at the side near the woodland. If you are collecting Year 4, 5 and 6 you will need to wait on the KS2 playground as children will exit there.  
In the **original school building**, children in Year 1 Lime, Year 2 Damson and Olive and Year 3 Ash will enter through their year group external classroom door. Lemon class will enter through the dining hall door on the KS1 playground, Ash class will enter through the steps at the back entrance of this building. The Headteacher and the Assistant Headteachers will be on the playground to show where to go if you are unsure.
- If groups of children are moving during lessons to shared spaces such as the dining room, going to PE or to their phonics groups the class will wait in their class area. They will then be taken by their teacher to and from their destination to avoid crowding on corridors.

### Arrival and departure

- Start and end times will be staggered to keep groups apart as they arrive and leave school.
- **All classrooms will be open from 08:30** to cater for siblings arriving. Where families have siblings, children should arrive at the earliest sibling time.
- Year 1 and 2 will come to school first at 0830 to ensure that this playground is kept as clear as possible as it is the main route into school.
- When children come into school they will use a hand sanitizer or wash their hands with soap in the sink.

	Drop off time	Pick up time
Year 1	0830	1450
Year 2	0830	1455
Year 5 and 6	0840	1500
Year 3 and 4	0850	1510
Reception	0900	1520
Nursery AM	0835	1135
Nursery PM	1215	1515
Nursery (30 hours)	0835	1515

- Please note that in order to keep everyone safe you will need an appointment to access the school office and classrooms.
- If a child has a medical need or other vulnerability, parents should discuss pick up and drop off with the Headteacher.

### Drop off and collection points

- We have a one way system in place.
- Please enter school through the main gate keeping to the right hand side of the KS1 playground as you walk down.
- Please drop your child off at the classroom door and leave school site quickly and safely. We want to avoid any parents gathering at the school gates or on the school site.
- Exit is along the woodland path.

### Breaktimes

- Outdoor play equipment can be used but will be cleaned regularly.
- Break will be staggered.
- During wet break children will stay in their classrooms.

Break	Times
Year 1 and 2	10:15 - 10:30
Year 5 and 6	10:30 - 10:45
Year 3 and 4	10:45 - 11:00

### Toilets

- At all times, including break and lunchtimes, children's should use their designated toilet:
- Only one child per cubicle should enter the toilets.
- All cubicles and taps will be disinfected regularly.

Group	Toilets
Reception	Beechfield Bungalow
Year 1	Dining hall
Year 2	Dining hall
Year 3	Year 4 toilets

Group	Toilets
Year 4	Year 4 toilets
Year 5	Encouraged to go before lunch begins but will use 5 and 6 toilets
Year 6	

### Lunchtimes

- Lunchtime will be staggered with children remaining in their bubbles.
- A normal menu will apply and regular cutlery and plates will be used.
- Children will be asked to their wash hands before and after having lunch.
- Where possible children will eat in their class groups.

- Where possible packed lunches will eat outside.

		Where will they eat?	Where will they play?	Entry/Exit
Nursery	11:40	Bottom of dining hall	EYFS playground	Through school hall
Year 5 and 6	11:50 11:55	School hall	KS2 playground	Through school hall
Year 1 and 2	12:00 12:10	Top of dining hall by KS1 playground	KS1 playground	Through dining hall
Reception	12:20	Bottom of dining hall	Beechfield Bungalow	Through dining hall
Year 3 and 4	12:30 12:40	School hall	School field	Through school hall

### Equipment

- Classroom based resources can be shared within the class but will be cleaned regularly
- Children should limit the amount of equipment they bring. Children can bring one bag, lunch box, hat, coat and books.
- No pencil cases or equipment needs to be brought in from home.
- Children will have their own pack with a pen and pencil.
- Trays will be kept on/under their desk with their belongings in.
- PE kits – children can come to school in their PE kit on PE days.
- Children can take reading books home
- If it is absolutely necessary for a child to have a mobile phone then it will need to be handed in to the class box. Please note that phones are brought in at their own risk. We will not spend time investigating missing phones.

### Before and after-school provision

- Before and after-school clubs will restart from September.
- These will be organised in bubbles where at all possible although this will not always be the case.

### Behaviour

- Our schools promote a positive approach to behaviour.
- Adhering to social distancing is critical. Any child who commits a serious or persistent breach of the new COVID-19 protection rules may be sanctioned by the headteacher using the full range of sanctions available. Dependent on the seriousness of the breach, sanctions may include, in extreme cases, exclusion.
- Individual risk assessments will be completed in September for specific children.
- Hertfordshire Steps risk management plans will be updated to reflect current behaviour policy.
- Breaktime or lunchtime reflections must be completed within the child's bubble.

### Uniform

- All children will be expected to wear the full uniform.
- As uniform supplies may be delayed, some discretion will be allowed during the first half-term.
- Children who have PE on the same day will be allowed to wear their PE kit instead of the uniform.

### Infection control

- All classrooms from Year 2 upwards will have socially distanced fixed seating where possible and children should sit in the same place. Desks and chairs should not be moved from their location.
- When teaching, teachers should be at least 2m from children, avoid movement and stay near the screen
- Children and staff will need to clean their hands more regularly including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
- Enhanced cleaning arrangements will continue.
- Contact will be minimised with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who live with someone who does, do not attend school.
- Good respiratory hygiene will be ensured by keeping classroom windows and doors open where possible unless it disrupts the learning.
- All staff have a responsibility to clean frequently touched surfaces and equipment often using standard cleaning products.

- Anyone who comes into contact with an unwell individual washes their hands thoroughly for 20 seconds.
- The area around the unwell individual is cleaned with normal household bleach after they have left the premises.
- Staff members who have helped someone with symptoms and any children who have been in close contact with them do not need to self-isolate unless they develop symptoms themselves, or the symptomatic individual subsequently tests positive.
- The school does not routinely take the temperature of children.

### The use of PPE

- Reference to PPE in this section means fluid-resistant surgical face masks, disposable gloves, disposable plastic aprons, eye protection, e.g. face visor or goggles.
- The school will maintain stocks of PPE and deploy them around school.
- The government has said that the majority of school staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.
- PPE will be provided where staff are caring for children whose intimate care needs already require the use of PPE or in certain cases where a child becomes unwell with coronavirus symptoms.
- Cleaning staff should wear disposable gloves and aprons for standard cleaning. Where cleaning of bodily fluids from suspected COVID-19 cases is undertaken, staff should also wear masks and eye protection.
- Kitchen staff should wear disposable gloves and aprons.
- If a child becomes unwell with symptoms of coronavirus whilst at school and needs direct personal care until they can go home, a face mask will be worn by the supervising staff member if a 2-metre distance cannot be maintained. If contact with the children is necessary, gloves, an apron and face mask will be worn. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting or vomiting, eye protection will also be worn.
- Having consulted staff, parents and governors, we appreciate that some people would feel more comfortable wearing face coverings. With this in mind we are allowing staff and children to do so as long as the following is followed:
  - Cover both the nose and mouth.
  - Not be allowed to dangle around the neck.
  - Not be touched once put on, except when carefully removed before disposal or safe storage in a ziplock plastic bag. Hands must be cleaned after disposal/removal.
  - Be changed when they become moist or damaged.

### Safeguarding

- The school will deploy staff (Pastoral Team, SLT, Attendance Officer) to support children, parents and staff affected by the COVID-19 pandemic. This includes evaluating the mental health of all members of the school community, supporting with bereavement and targeting children with attendance and behaviour concerns.
- Parents should inform the school of any changes in circumstance that may impact on their child's wellbeing or mental health, i.e. redundancy, family illness, bereavement, relationship break up.
- Parents should raise any concerns relating to the safeguarding of their own children or the children of others. The Designated Senior Leaders responsible for safeguarding are: Mrs Jackson (Headteacher), Mrs Connell (Assistant Headteacher), Miss Mortlock (Assistant Headteacher), Miss Nevard (EYFS Lead) and Mrs Hayward (Pastoral Lead).

### Test and Trace

- Staff members and parents are informed that they may need to engage with the NHS Test and Trace programme, meaning they need to be ready and willing to:
  - Book a test if they (or their child) display symptoms.
  - Provide details of anyone they (or their child) have been in close contact with if they were to test positive for coronavirus or are asked by NHS Test and Trace.
  - Self-isolate if they have been in close contact with someone who develops coronavirus symptoms or someone who tests positive.
- Parents and staff are asked to inform the school immediately of test results.
- If an individual tests negative, they feel well and no longer have coronavirus symptoms, they, and the members of their household, can stop self-isolating.
- If an individual tests positive, they are required to self-isolate for at least 10 days from the onset of symptoms and then return to school only if they do not have symptoms other than a cough or loss of sense of smell/taste. Other members of their household are required to continue self-isolating for the full 14-day period.
- The school will contact the local health protection team to inform them if anyone at school tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.
- The Health Protection Team will carry out a rapid risk assessment and confirm next steps.

- If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus is suspected, the school continues to work with the local HPT who advises on additional actions.
- PHE will provide a suite of letters to use in various circumstances. The school will make use of these to ensure effective advice is disseminated to children, staff and parent when relevant.
- A template letter will be used by the school, on the advice of the Health Protection Team, to send to parents and staff if needed. The school will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- The local public health protection team will liaise with the school if more extensive closure is required due to a suspected outbreak.

## Curriculum

- A full curriculum will be delivered and all children will have access to all of the subjects they would normally have been offered.
- All subjects will be reviewed and the delivery of the curriculum will be revised to mitigate the risk of infection. Some subject-specific issues are outlined below.

<u>Subject/Issue</u>	<u>Guidance</u>
RSHE	<ul style="list-style-type: none"> <li>• The teaching of mental health and wellbeing will be prioritised (see taking time to reconnect).</li> </ul>
Music	<ul style="list-style-type: none"> <li>• DfE will be publishing further guidance shortly.</li> </ul>
PE	<ul style="list-style-type: none"> <li>• Where possible, PE will be undertaken in outdoor spaces.</li> <li>• Contact sports will be avoided.</li> <li>• The scheme of work for PE will be re-sequenced to ensure that children from different year groups do not use the same specialist equipment.</li> </ul>
Swimming	<ul style="list-style-type: none"> <li>• Swimming will not take place during the first half term of the year.</li> <li>• We await further advice from the DfE and local swimming pools.</li> </ul>
Reading books/ Library Books	<ul style="list-style-type: none"> <li>• Children will change their own reading books but will need to sanitise their hands before and after.</li> <li>• The library will be open but no children are permitted to congregate in the library. Children will sanitise their hands on entry and exit from the library.</li> <li>• Books that are returned will be quarantined for 48 hours.</li> </ul>
Design technology	<ul style="list-style-type: none"> <li>• The scheme of work for DT will be re-sequenced to ensure that food technology is not taught until further guidance is released.</li> </ul>
Educational Visits	<ul style="list-style-type: none"> <li>• All educational visits must be approved by the school Educational Visits Coordinator (EVC) a least two weeks in advance. <ul style="list-style-type: none"> <li>◦ International and residential educational visits will not be permitted in the first term – The Erasmus project is temporarily on hold</li> <li>◦ Local educational visits (no coach travel) are permitted so long as: <ul style="list-style-type: none"> <li>◦ All bookings should be made such that they can be cancelled in the event of a lockdown or other COVID-related circumstance with a full refund</li> <li>◦ The risk of infection and how this will be mitigated, should be included in the risk assessment</li> <li>◦ The trip leader should enquire whether other school parties are likely to be present and whether social distancing from such groups will be possible. If not, the trip should not go ahead</li> <li>◦ Trips may not involve children from different year groups</li> </ul> </li> </ul> </li> </ul>
Assembly	There will be no whole school assemblies in the school hall. All assemblies will be in their designated venue at the allocated time with children from the same class only.

## Taking time to reconnect

- We understand that both children and staff will need to reconnect and reintegrate back into school; therefore, formal learning will not be restarted immediately. Some children will not have had face-to-face interaction with their peers for a long time and many children will have experienced anxieties. We will, therefore, prioritise children's emotional and social needs as we begin to reopen.
- All children will be taught aspects of our recovery and wellbeing curriculum which supports their mental wellbeing in returning to school.
- Baseline assessments will be completed for all children across the first half term and be used to target individual and class based curriculum 'catch up' and acceleration.
- We are keen to maintain the fantastic teacher/parent partnerships developed across lockdown and ask that parents continue to support their child with regular reading, times tables, spelling and handwriting, alongside the many other aspects of home learning that you have been leading.

## **SEND**

- Children will have to readjust to being around more people, noise and movement. We understand that during this adjustment period, children with SEND may express their discomfort through emotional and physical outbursts. The SENCO, Headteacher and the PST will consider how this behaviour will be managed and how children will be supported.
- The school will ensure that appropriate support is made available for children with SEND. This will mean that SEN teaching assistants, the Pastoral Team and External Advisers will work with identified children in different classes or year groups.
- The school will provide focused pastoral support where issues are identified that individual children may need help with, drawing on external support where necessary and possible.
- 1:1 support assistants should maintain as much social distancing from the children they support as possible whilst maintaining effective support. Considerations will include:
  - Sit side by side with the child, both facing the front.
  - Avoid facing the children they support unless this is needed for hearing impairment.
  - Avoid physical contact with the children.
  - Ensure that they do not share stationery.
  - Check regularly whether the children they support are symptomatic.

## **Pastoral room**

- At lunchtimes, Beechfield Bungalow will be used for the Reception children until 1215.
- If children from different bubbles need to be accommodated within the pastoral room and there are no additional venues or staffing, they will maintain social distancing of at least 2m from each other and the supervising teacher at all times.
- The break and lunchtime for children needing pastoral provision will be in one of the Year 6 classrooms initially but we will review/adapt this as the term goes on.

## **Parent meetings and communication**

- Please note that in order to keep everyone safe you will need an appointment to access the school office and classrooms.
- The vast majority of parental/teacher interactions will continue to take place via email or phone calls.
- With staff returning to full time in school teaching responsibilities, the frequency of contact will reduce from that experienced during lockdown.
- As part of our trust commitment to wellbeing there is no expectation on our staff to read or answer emails outside of school hours, at weekends or during holidays.
- Meetings with individual parents are permitted, providing:
  - Parents are advised to only attend the meeting if they, or a member of their household, are not symptomatic.
  - Parents sanitise their hands before and after the meeting.
  - Meetings are booked and agreed in advance.
  - All care is taken to avoid parents coming into proximity with any children other than their own child.
  - Social distancing is maintained during the meeting.
- Parent meetings, where there is a large gathering of parents, will be avoided during the first term. Instead, the school will make appointments with parents of targeted children when needed.
- Information events for parents, such as meet the teacher events, will be delivered virtually.
- The pastoral phone lines will not operate during the summer holiday.

## **Monitoring and review**

- The SLT will review all strategies used during the partial school closure and decided how they might be part of sustainable future operation.
- This plan will be reviewed continually in line with guidance from the Government and PHE.
- Any changes to the plan will be communicated to all.

## **Other considerations for staff**

- Phase leaders will be responsible for making break rotas to cover playtimes.
- In the case of wet play there will be increased expectations of staff to help cover classes.
- Marking will need to be done side by side or over the shoulder. Verbal feedback will be encouraged as much as possible with children using purple pens to respond. Books should not be taken home to be marked.
- No children are to be sent to the school office. If children are ill then infection control procedures need to be followed.

- We encourage staff to congregate in a socially distanced manner for the September INSETS, however, if you are concerned about this please approach the Headteacher for alternative arrangements. School will consider using technology to facilitate remote meetings going forwards in the autumn term.