

## **FULL OPENING PLAN SEPTEMBER 2020**

### **1. Full opening at Guildford Grove**

**The information that follows is based on government guidance published in July and August 2020 and confirming their intention that schools open fully in September and all pupils will be expected to return. It is revisited and updated frequently.**

The government state that the prevalence of coronavirus has decreased, the NHS test and trace system is up and running, The NHS COVID-19 app started being used in autumn 2020 and they are clear about the measures that need to be in place to create safer environments within schools. They believe that the benefits to pupils of being back at school far outweigh the very low risk from coronavirus.

School attendance is therefore mandatory again from the beginning of the autumn term.

In this document, we will be sharing with you the necessary changes we are making in order to reduce risk for all following completion of detailed risk assessments.

#### **Changes we are making at school in order to minimise risk for everyone.**

In order to come up with our safety protocols, we have used the guidance from the DfE, Public Health England, the GEP and our own risk assessments.

The changes to expect are: -

- We will be continuing with the model of a 'protected' unit to ensure we continue to minimise contact but these will increase in size.
  - For the majority of the day, classes will remain as a unit of a maximum of 30 children.
  - For some periods of time, e.g. play and lunchtime, children will be in a year group unit of up to 60 children.
- These class/year group units will remain together throughout the whole school day and will not mix with any other units.
- Staff who operate across different classes and year groups (for instance PPA teachers) will keep their distance from pupils and other staff as much as they can.
- Staff will practice social distancing from each other and aim to stay 2 metres away from other adults at all times.
- Each unit will have its own play area outside and again, the units will not mix.
- Year groups will have their own staggered lunch and break times to ensure movement around the school is kept to a minimum and therefore fewer children will access the toilets at any one time.

- Year group units will all eat their lunch in one of our two school halls. They will not mix with other year groups. \* Year 4 and Lighthouse pupils will eat in their classrooms with hot lunches served directly outside their classroom doors.
- EQUIPMENT – any equipment that has to be shared across units (eg lunch equipment, sports equipment, toys, trikes etc in the younger classes) will either be sanitised OR put away for 72 hours.
- **We will stagger start and end times to the school day.**
- In class, children will be facing forwards at their desks. Children will sit side by side. Children will still have their own personal equipment that is used regularly, i.e pencils and pens which will not be shared. Classroom based resources such as books and games can be used and shared within units; these will be cleaned regularly.
- Frequently touched surfaces like desks and chairs will be cleaned regularly.
- **Children will only need to bring essential items such as lunchboxes, hats, coats, books and water bottle (bags are allowed).**
- Shared cloakrooms will be in use but will be used by only one year group.
- **Children will attend school in their outdoor PE kit on their day of PE.**
- FREQUENT HANDWASHING – this remains one of the most important things to do.
- Visitors coming into school will be kept at a minimum and therefore parents will be unable to enter the classrooms or the main building. Communication must be through telephone, email or Studybugs. If a parent needs an appointment at school or needs to collect a child for a variety of reasons, we request that just one parent comes (unless you require an interpreter.)
- The Academy Trust have met with the cleaning company to ensure that rigorous cleaning practices are maintained.
- There will be lidded pedal bins in classrooms for safe disposal of tissues.
- We have tight procedures for if a child or adult begins to show symptoms of COVID-19 and these will be followed with the addition of PPE if appropriate. An isolation room is provided for children and adults that are symptomatic.
- **All members of the school community will be expected to engage with the NHS test and trace process.**
- Doors will remain open to avoid having to touch handles.
- Automatic doors, where appropriate, will be fixed open throughout the school day.
- We will ventilate rooms well throughout the day as well as during break and lunchtimes.

We will continue to minimise risk and the key to this are these **essential** protective measures:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- minimise contacts between individuals and maintain social distancing wherever possible

## 2. Changes to the structure of the school day

In this document we will explain changes to the following:

- Start and end of the school day (including entry and exit points)
- Playtimes and lunchtimes
- Entry and exit points to the playground
- Playground zones
- Teacher planning and preparation time

*\* Details about our Lighthouse provision can be found in the Lighthouse risk assessment.*

Please note that this is a working document and changes will be made if government guidance is updated or when our risk assessments are reviewed.

We have identified that the start and end of the school day will create a ‘pinch point’ with large numbers of parents and pupils entering and exiting the school site at the same time. As a result, we will be staggering the start and end of the day to ensure we reduce risk.

### Changes to the start and end of the day for the different class units

ARRIVAL	YEAR GROUPS								HOME
Start of the school day	R	1	2	3	4	5	6	LH	End of the school day
8.40		✓	✓				✓	✓	3.10
8.45					✓				3:15
8.50	✓			✓		✓			3.20

**Nursery start and end times will remain the same as 8.45 until 3.00.**

Mobile staff will supervise entry and exit points to the school to ensure safeguarding practices can still be implemented.

## GUILDFORD GROVE FULL OPENING PLANS SEPTEMBER 2020

We will have separate entry and exit points throughout the site. The exit and entry points have been worked out so that we have one-way traffic throughout all drop offs and collections. These entry and exit points will be: -

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Year Groups	Entry point	Exit point
Nursery 8:45am-3:00pm*	Children's Centre gate	Exit point (opposite Lighthouse)
Reception 8:50am-3:20pm	Children's Centre gate	Exit point (opposite Lighthouse)
Year 1 8:40am-3:10pm	Children's Centre gate	Exit point (opposite Lighthouse)
Year 2 8:40am-3:10pm	Main entrance gate	Exit point (opposite Lighthouse)
Year 3 8:50am-3:20pm	Main entrance gate	Exit point (opposite Lighthouse)
Year 4 8:45-3:15pm	<u>Morning</u> - Gate by the shops  <u>Afternoon</u> – Main entrance gate	<u>Morning</u> (Exit the gate nearest 4A onto the school car park. Turn left and go past the staff entrance. Go through the visitor gate outside 3T. Walk along the path at the front of the school, past the main entrance and out of the gate opposite the Lighthouse.)  <u>Afternoon</u> - Follow signs to do the reverse of how you exited in the morning. Once child collected, exit via the path by the bike shed leading to the gate by shops.
Year 5 8:50am-3:20pm	Children are dropped off at the gate by the shops	<u>Morning</u> (If you do need to go onto the site - exit the gate nearest 4A onto the school car park. Turn left and go past the staff entrance. Go through the visitor gate outside 3T. Walk along the path at the front of the school, past the main entrance and out of the new gate opposite the Lighthouse.)  <u>Afternoon</u> - Children will be collected by parents at the <b>gate by the shops</b> (staff will escort the children to the gate)
Year 6 8:40am-3:10pm	Children are dropped off at the gate by the shops	<u>Morning</u> (If you do need to go onto the site - exit the gate nearest 4A onto the school car park. Turn left and go past the staff entrance. Go through the visitor gate outside 3T. Walk along the path at the front of the school, past the main entrance and out of the new gate opposite the Lighthouse.)  <u>Afternoon</u> - Children will be collected by parents at the <b>gate by the shops</b> (staff will escort the children to the gate)
Lighthouse 8:40am-3:10pm	Taxis will drop off in the cross-hatch area.	Staff return children to the taxis in the cross-hatch area

Gates will be locked by at 9.10.

## GUILDFORD GROVE FULL OPENING PLANS SEPTEMBER 2020

As part of the parents' code of conduct, parents will be expected to drop children at classes at the allotted times. This will then avoid having to use the front entrance.

Teachers may need to be mindful of families with several children and several start times. To avoid congestion, it is better for teachers to open their doors as children arrive.

### Changes to playtime and lunchtime

In order for our year group units to play in individual zones, we will need to stagger lunchtime and playtime in order to accommodate the number of units we have. By also staggering break and lunchtimes, we will reduce the risk of crowding in toilets.

YEAR GROUPS	Allotted times and zones					
	Playtime	Morning Playground Zone	Lunchtime*	Eating area	Outside lunchtime	Lunchtime Playground Zone
Reception	N/A	N/A	11.30	Small hall	12.00 -12.30	Reception playground
Year 1	10.00	MUGA	11.30	Large hall	12.00 -12.30	MUGA
Year 2	10.15	MUGA	12.00	Large hall	12.30 – 1.00	Playground 2
Year 3	10.30	MUGA	12.30	Large Hall	1.00-1.30	Playground 2
Year 4	10.45	MUGA	12.30*	Own classroom*	1.00 – 1.30	Playground 1
Year 5	10.15	Playground 2	12.00	Small hall	12.30 – 1.00	MUGA
Year 6	10.45	Playground 1	12.30	Small hall	1.00 – 1.30	MUGA
Lighthouse	N/A	Lighthouse outside area	11.30*	Own classrooms	12.00 -12.30	Lighthouse outside area

Our intention is for pupils to remain in their eating areas for as long as possible (no less than 20 minutes) but we are conscious that staff will need time in order to clean tables and chairs before the next lunch sitting. Therefore, we have created two holding bays, where children will move to until their playground zone is free. Please refer to playground zone map.

\*Year 4 and Lighthouse will be served hot lunches from a mobile server placed outside of their classrooms. Please be mindful that pupils will need to socially distance from the kitchen staff when receiving food.

### **Entry and exit point out to the playground for class units**

In order to minimise pinch points with year groups entering and exiting the classrooms at play and lunch and crossing paths in order to access toilets, classes will have a specific entry and exit point to the playground. All classes that can exit onto the playground will do so and will be escorted around to the halls for lunch. Year 1 will exit and enter via the door near the Deputy's office. Year 2 will enter and exit via the large hall. Year 3 will exit via the Year 3/4 toilets.

### **Corridors**

Pupils and staff will move along corridors in an orderly fashion. Corridors will be separated in half in order for pupils and staff to move up and down the corridors safely. ALWAYS WALK ON THE LEFT.

### **Teacher planning and preparation time**

With our revised timetables, this does slightly impact upon PPA times. A PPA session should cover approximately 2½ hours. If year groups have a shorter afternoon, teachers may need to negotiate with their PPA cover to ensure they get their correct PPA length.

When taking PPA, we encourage staff to work from home where possible. If this is not possible, due to required observations or monitoring, we ask that staff work in the satellite room where we will ensure desks are set up with social distancing in mind. Desks will need to be cleaned at the start and end of each PPA session.

Staff need to be responsible for clearing up any personal items that they have used including mugs, plates and cutlery.

### **Allocated staff rooms**

In order to minimise the number of people staff come into contact with throughout the school day, we have established three more staff rooms and have allocated staff to these rooms. Due to staggered play and lunchtimes, these rooms will generally have far fewer staff in there at any one time. Where possible, chairs will be set 2m apart and staff will be asked to wash hands on entry and when exiting. Staff will be mindful of shared equipment such as kettles. Washing hands will remain key to minimising risk. Staff to be mindful not to

gather in kitchen areas. Staff should not spend more than 30 minutes in a staffroom due to staff mixing from other year groups.

Rooms	Locations	Staff
<b>Staff room 1</b>	Nursery groups room	Nursery and Reception
<b>Staff room 2</b>	Staffroom	SLT/Year 1/Year 2/Year 3/Office
<b>Staff room 3</b>	Lighthouse kitchen	LH staff
<b>Staff room 4</b>	Family Room	Year 4/Year 5/Year 6

### 3. Curriculum offer

We will be running a ‘recovery curriculum’ for the first half term. Our curriculum will be called ‘Reflect, Rebuild and Reignite’.

In the first half term, teachers will be focused on bridging the gap in learning caused by many pupils not attending school for approximately six months. We will be focusing all our efforts on reading (including language and phonics) and supporting our children to become fluent readers in order to access the full curriculum.

We will focus on reconnecting relationships and acknowledging what has happened this year (both negative and positive) as well as moving forwards. We will use books which focus on emotions and what it means to be a citizen of the world to re-engage our pupils so that they have a ‘love of learning’. With this creative whole school curriculum, children from across year groups will be able to talk about common themes at home with their parents.

### 4. Managing pupils and staff with symptoms of COVID-19

As part of the parent/carer and staff code of conduct, pupils and staff will not attend school if they have any of the following symptoms:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste.

If a pupil or staff member begins to show COVID-19 symptoms in school, the adult in charge of a class unit will send a **Teams message** to the office. An adult will escort a child to the office area wearing relevant PPE (from their class box). It is expected that symptomatic staff members can communicate with the relevant team leader and immediately leave the school site.

Office staff who deal with pupils who become unwell with symptoms of coronavirus and are brought to the isolation room will ensure they wear a fluid resistant face mask and keep a distance of two metres from the pupil member. If contact with the child is necessary then disposable gloves and a disposable apron should also be worn. If there is a risk of coughing, spitting or vomiting, eye protection will also be worn.

Children will be placed in the isolation room based in **the Butterfly Room** until a parent/carer can collect them.

Office will **communicate to parents and staff** that they will need to be ready and willing to book a test if they are displaying symptoms (we will have small number of home testing kits that we can offer to families and staff who develop symptoms if we feel this will significantly increase the likelihood of them taking it) and engage with **NHS Test and Trace**.

Any staff or pupil displaying these symptoms must then go home and self-isolate whilst they await the outcome of the COVID test.

Parents and staff will immediately inform school of the results of the test.

**If someone tests negative**, if they feel well and no longer have symptoms similar to coronavirus, they can stop self-isolating. They could still have another virus, such as 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 government guidelines and must continue to **self-isolate for at least 10 days from the onset of their symptoms** and return to school **only** if they do not have symptoms other than cough, loss of sense of smell/taste. This is because a cough, can last for several weeks once the infection has gone. The 10-day period starts from the day they first became ill. If they **still** have a **high temperature**, they should continue to self-isolate until their temperature returns to normal. Other members of their household, **should continue to self-isolate for the full 14 days**.

If there is a confirmed case in the school, the local health protection team (0344 225 3861) will be contacted who will carry out a rapid risk assessment to confirm who has had close contact with the person during the period that they were infectious and they will be asked to self-isolate for 14 days.



Close contact means:

- Direct close contact – face to face contact for any length of time within 1 metre.
- Proximity contact – extended close contact (within 1 or 2 metres for more than 15 minutes)
- Travelling in a small vehicle, like a car, with an infected person.

Household members of those contacts who are sent home do not need to self-isolate unless that pupil or staff member who is self-isolating subsequently develops symptoms.

If someone who has been asked to self-isolate, develops symptoms, they will need to get a test.

Staff are required to keep Jo Steele (HR and Operations Manager) in contact with their progress if self-isolating.

## **5. Remote learning offer**

When an individual or year group need to self-isolate or there is a local lockdown requiring pupils to remain at home, we will need to offer immediate remote education. We are in the process of putting a plan together to enhance our current remote learning using *Seesaw* by the end of September 2020.

## **6. Catering offer**

We will be reverting to offering hot school meals for our pupils. Year groups will all eat in either the small hall or large hall (including sandwiches). Years groups will not mix in the halls. Year 4 and Lighthouse will eat in their classrooms and will be served hot school meals from a mobile servery.

## **7. Shielding staff members and pupils**

Shielding will pause on 1<sup>st</sup> August. All staff and pupils will be expected to return to school in September. Any staff or parents concerned about returning will contact the school to seek support.

## **8. Transport**

See Lighthouse risk assessment for taxi procedure.

If families take public transport to and from school, they must follow government guidance and wear a face covering.

## **9. Use of face coverings**

Reviewed October 2020

If pupils or staff have to wear face coverings during their journey to school, they must follow these procedures upon arrival:

- Wash their hands
- Remove the face mask using the strings at the side or back of their head
- Place the mask either in the lidded bin or in a plastic bag to take home
- Wash their hands again

## **10. School trips**

Overnight trips cannot happen at present.

Schools are allowed to have day trips or visits in the local area. Staff to ensure these are planned with protective measures in mind and destinations must follow government guidance.

## **11. Extra-curricular provision**

We are aiming to offer Breakfast Club from the start of term but will need to amend our provision in order to minimise contact across year group units. We will initially offer the provision to Key Stage 2 using the small and large hall and will review this as the term progresses.

After school clubs can run but will need to consist of year group pupils only and not phase or key stages. Routines and procedures for these clubs will be set out in September.

Further information can be found on the link below.

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>