

PARTIAL OPENING – Lockdown 3 **January 2021 review**

1. Partial opening at Guildford Grove

Over Christmas 2020, there has been a variant in the COVID-19 virus which has been shown to be a more virulent transmitter amongst the community. Guildford and the whole of Surrey was placed in Tier 4. On the evening of 4th January 2021, the Prime Minister announced a full lockdown which meant that all schools would be moving to remote learning for the majority of pupils and face-to-face learning for the children of key workers, pupils with EHCPs and pupils that fall into the category of being vulnerable.

Unlike lockdown 1, our nursery is required to be fully open. This has implications for funding if parents are choosing not to send their children into nursery. This is a national issue and is being looked at by various groups of people including the unions and the Surrey Schools' Forum.

In this document, we will be sharing 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 that is working on-site.

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 made are: -

- We will be continuing with the model of a 'protected' unit to ensure we continue to minimise contact.
 - For the majority of the day, classes will remain as a unit of a maximum of 15 or 16 children (size of the room depending.)
- These class group units will remain together throughout the whole school day and will not mix with any other units.
- Staff will practice social distancing from each other and will 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 school hall*. They will not mix with other year groups.

*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 and they will use them one class at a time.
- **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, when the weather is appropriate, will be fixed open throughout the school day.
- We will ventilate rooms well throughout the day as well as during break and lunchtimes.

MEASURES IN ADDITION TO ABOVE IN RESPONSE TO THE NEW STRAIN OF COVID-19:

- Staffrooms will only be used for making drinks and heating food but not for sitting or meeting in.
- All staff will wear masks around the school (masks rather than visors.)
- Parents and carers are requested not to engage in conversation with school staff at the beginning and end of the day.
- Parents to wear a mask when on school site even if this is outside.
- Parents of KS2 pupils are encouraged to drop them at the school gates.
- Class staff requested to open their doors from 8:35am so that we get more of a drift rather than a surge into school.
- Checklist in each room for a daily check on hand sanitiser and cleaning fluid.

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

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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.

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: -

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	<p><u>Morning</u> - Gate by the shops</p> <p><u>Afternoon</u> – Main entrance gate</p>	<p style="text-align: center;"><u>Morning</u></p> <p>(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.)</p> <p><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.</p>
Year 5 8:50am-3:20pm	Children are dropped off at the gate by the shops	<p style="text-align: center;"><u>Morning</u></p> <p>(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.)</p> <p><u>Afternoon</u> - Children will be collected by parents at the gate by the shops (staff will escort the children to the gate)</p>
Year 6 8:40am-3:10pm	Children are dropped off at the gate by the shops	<p style="text-align: center;"><u>Morning</u></p> <p>(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.)</p> <p><u>Afternoon</u> - Children will be collected by parents at the gate by the shops (staff will escort the children to the gate)</p>

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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
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Gates will be locked by at 9.10.

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	Small hall	12.00 -12.30	Reception playground
Year 2	10.15	MUGA	12.00	Small hall	12.30 – 1.00	Playground 2
Year 3	10.30	MUGA	12.30	Large Hall	1.00-1.30	Playground 1
Year 4	10.45	MUGA	12.30	Small hall*	1.00 – 1.30	Playground 1
Year 5	10.30	Playground 2/trim trail	12.00	Small hall	12.30 – 1.00	MUGA
Year 6	10.45	Playground 1	Eating at 12:45	Small hall	12:30 – 12:45 1:00-1:30pm	(12:30-12:45 holding area 2) MUGA
Lighthouse	N/A	Lighthouse outside area	11.30*	Own classrooms	12.00 -12.30	Lighthouse outside area

There are two year groups at a time eating lunch in the small hall. They are, however, separated at two ends of the hall. We also have the room well ventilated and all members of staff wearing masks. Sanitising units are freely available and pupils sanitise their hands before and after eating. Staff keep away from each other as well as trying to maintain a 1m distance from pupils.

Year 3 and Year 4 are sharing playground 1 at lunchtime but have allocated areas within this playground

* 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/AHTs' office. Year 2 will enter and exit via the large hall. Year 3 will exit via the Year 3/4 toilets. Class-based adults must collect children from the playground when returning back to class.

(Please see fire plan for details on exit points and where to muster)

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. PPA is calculated as approx. 30 mins per day of every day worked e.g. if you work three days, this works out as 1.5 hours of PPA. With the way face-to-face classes are structured during lockdown 3, there is either allocated PPA or there is a need to negotiate with TA colleagues about when to take it. Each teacher has been advised of arrangements. We also have some teachers working remotely with their class for a PPA slot and the TA will be maintaining the running of the class whilst the remote teacher is delivering the teaching input.

Teachers working remotely will take their PPA at a time that works for them – this might be as a chunk of time or spaced out over the week.

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. Whilst we are in the midst of the new variant of COVID-19, staffrooms will ONLY be used for making drinks and heating up food. They will not be used for gathering in.

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

3. Curriculum offer

We are providing two schools: face-to-face learning in the school building and remote learning for children at home. We have two groups of staff running both schools.

Children at school are working from the normal topic and curriculum timetable arrangements that were planned for the spring term.

Children working from home on remote learning will receive daily tasks that include a reading task, writing task, phonics, maths and a broader curriculum task. We are following government guidelines of setting three hours of work for Early Years and KS1 and then four hours of work for KS2. Remote learning tasks mirror school-based tasks.

Members of the Leadership Team are quality assuring the work that is set on the remote learning platform (Seesaw.)

Devices have been allocated based on the level of need. This information was collated from a survey completed by parents in September 2020. Teachers will be continuing to contact families throughout the lockdown, and if a device or Wi-Fi is required, we will endeavour to support families. Every effort is being made to ensure children have access to this learning and adults from school follow-up with families to secure appropriate engagement. Teachers are monitoring their class to check that they are participating in the remote learning.

The Leadership Team are monitoring the usage to check that those children not in school are accessing the remote learning that is being set.

If any of our children that are working at school have to take time off school for a COVID-related reason, they will use the remote learning on Seesaw whilst they are absent.

As we are already operating two schools, we will **not** be printing off the work for parents to collect. We will, however, provide stationery for parents to collect if they need it.

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 (with other members of their household if they attend the school) 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.

We have a dedicated email address for families to use for all COVID-related reasons. The address is covid19@guildfordgrove.surrey.sch.uk

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 and anosmia, 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 10 days**. If, during this time, they display COVID-19 symptoms, they must seek a test and follow the procedures above until they are symptom-free.

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 10 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 or has symptoms of COVID-19. All absences from both face-to-face teaching and remote teaching need to be communicated in the usual way (see our absence procedures) as well as to Jo Steele.

5. Catering offer

We will continue to offer hot school meals for our pupils. Year groups will all eat in the small hall (including sandwiches) whilst we have fewer numbers. When two year groups are in the hall at the same time, they will be very spaced apart and in a well-ventilated hall. Lighthouse will eat in their classrooms and will be served hot school meals from a mobile servery.

6. Free School Meals

Those entitled to free school meals will receive a voucher in the first few weeks until a national scheme is set up.

7. Shielding staff members and pupils

Shielding for clinically extremely vulnerable children and staff recommenced and so there are several members of staff that are working remotely. We also have a team of people that are working remotely due to other family or personal circumstances. Line managers are liaising with these staff members to further enhance our remote offer to children that are not in school.

Members of staff are encouraged to talk to senior leaders and/or HR and Operations Manager about future return to the school site when lockdown is ended.

Certain children with underlying health conditions will be working on the remote learning and teachers will do welfare calls for children along with welfare calls for all other children that are working from home.

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

If pupils 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

Staff wear masks for the majority of the day at school and so need to follow good hygiene procedures when handling masks. Washing/sanitising hands before and after handling them is necessary and using the tapes/elastic to touch them is also hygienic.

10. School trips

During lockdown 3, the government guidance is to only make essential trips. As a result, we will not be conducting trips during this time.

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11.Extra-curricular provision

Breakfast Club is provided for any child that is attending school during lockdown 3. Each year group is sat on a separate table and all of their resources are kept separate from other year groups.

The normal hygiene procedures are used throughout this time to minimise the risk of transmission of the virus.

After school clubs will not run during lockdown 3.

12.How we prioritise children attending school during lockdown

We need to keep numbers low for purposes of social distancing during lockdown 3. We also need to have enough staff to run a remote school and not bring them into the building. We therefore have to stipulate how we prioritise children should our classes go beyond the 15/16 cap.

The government guidance states that children with at least one parent or carer who is a critical worker can go to school if required, but parents and carers should keep their children at home if they can.

- For all critical/key workers, we would prioritise families where there are no adults in the home during the day due to their jobs. If there is one parent at home, we would request that the child(ren) of this family stay at home.
- We would deal with each case on an individual basis but it might mean that some children would have to cease attending and move back to remote learning if another child came that fit the criterion in the bullet point above.

Further information about lockdown and education can be found on the links below.

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>

You can also find information on the www.gov.uk website regarding all the sections in this document.