



# **Whartons Primary School Phased Re Opening Covid 19**

**Date of Policy:** May 2020

**Member(s) of staff  
Responsible:** Julia Dickson

**Review Date:** June 2020

## Introduction

The Whartons Primary School is now reopening on our school site from half term to a priority group of children and young people, children of critical workers and vulnerable children.

The phased wider reopening of The Whartons Primary School for all other children will be undertaken with due regard to the latest scientific and Government advice available to us at the time. This advice is likely to change as the process of re-opening schools progresses, and this policy will be amended in light of such changes as soon as it is reasonably practicable to do so. This may include withdrawing from the wider reopening initiative.

This document outlines phase 1 of the strategy.

The Government and its scientific advisers have determined that it **might** be safe to reopen schools for the following year groups **from** June 1st 2020: Reception, Year 1 and Year 6. This is subject to set criteria having been met in the recovery strategy. Maintaining the safety of our pupils and staff will be paramount at all times and the organisation, restrictions and procedures will be subject to regularly reviewed risk assessment.

Our phased re-opening plan is bespoke to The Whartons Primary School in response to our staffing levels, space and resources.

**We are issuing this plan so that parents are fully informed and able to make a decision about whether they feel confident to have their child in school at this time. Non-attenders will not be penalised and fines will not be issued in this period.**

## Phase 1

**Should the conditions be right for schools to reopen on this basis from June 1st, the following protocols will be adopted at The Whartons in relation to the 3 year groups identified as priority by the government - Reception, Y1 and Y6:**

## Health and Safety Check

A comprehensive health and safety check of the building will be undertaken prior to opening by the head teacher and site superintendent following the Leeds Council risk assessment. All staff will be briefed on any changes to procedures in the event of an emergency and those required to manage risk on re-opening. Briefings and reviews of protocols will be undertaken on an ongoing basis as required in the first instance and at least weekly. It is expected that parents will share the policy and expectations with the children before returning to school and teachers will revisit all systems and procedures. New rules and routines will be proactively taught once in school. A fire drill will be practised with each cohort returning to the school. Staff and children will congregate on the two playgrounds in designated group spaces. This will be reviewed as numbers increase.

## Start and Finish Times

Unless parents can be confident that their child is able to socially distance successfully, children should be supervised coming to and from school.

- To minimise footfall onto the school site, only 1 parent/carer in a family should bring their child/ren to school and collect them from school. It can be a different parent at the beginning of the day to the end of the day but, in Phase 1, parents should not come to the school site together. If it is not possible for a parent to come alone due to having other siblings in their care, parents should notify school and alternative arrangements will be sought.
- All parents should maintain at least 2m separation between themselves and everyone else, apart from their own children, whilst on the school site or queuing to get onto site.
- No parent will be allowed to enter the school building at drop off or collection time.
- In order to reduce the flow of people through entrances three different gates on to the school playgrounds will be used- the back gate through the carpark, the lower front playground gate and the upper front playground gate. Each gate will be identified for each class group with a sign. The routes to the classroom doors will be identified. Parents and children should queue 2m apart at the classroom doors to wait to drop your child off.

Children should be picked up at the end of the day via the same route to their classroom outside entrances.

- The parent should then keep a flow of people moving on site by exiting via the gate they have entered, being mindful of social distancing and waiting for others to pass through any 'pinch points'
- Parents should avoid remaining on the grounds.
- The same process will be employed at collection times and children will be handed to the parent via the classroom door in turn. Again, the parent and child/children should avoid any time on the school site.
- Travel by foot is encouraged where possible.
- The timings of the school day will be staggered to reduce the numbers of adults and children coming through the grounds. For example, an earlier start time of 8.45am would finish at 2.45pm and 9.15am – 3.15pm.
- It may be necessary to close the school for one half day or start later one day (Wednesday) in order to cover teachers planning and preparation time. This is due to the fact that usual PPA cover, which relies on one member of staff rotating between classes, is not possible with restrictions on staff movement between bubbles.
- To avoid multiple collection times for families with more than one child at the school, parents/carers are asked to collect all children within the same family at the collection time for the youngest child.
- All parents should depart the school site as quickly as possible having dropped off / collected.
- Before or after school care will only operate, where possible in the first phase of re-opening for key worker group to ensure that groupings/bubbles do not mix.

### Infection control

The school will take all reasonable, preventative measures in order to minimise the spread of infection. As per the advice from the government, the following actions for infection control remain in place.

- Encouraging good hygiene by promoting the importance of handwashing for at least 20 seconds with warm water and soap in the following circumstances
  - Before leaving home (this is something you and your child must do)
  - On arrival at school
  - After using the toilet
  - Before and after breaks and outdoor activities
  - Before eating any food, including snacks
  - Before leaving school
- For each group of no more than 15, there will be handwashing facilities close to their classroom base and these facilities will not be shared with another group.
- There will be separate toilet facilities for each group.
- Ensuring pupils and staff understand that they must cover their cough or sneeze with a tissue, then throw the tissue away or in the crook of the elbow.
- Ensure frequently touched objects and surfaces are cleaned and disinfected more regularly than usual. Each area will have anti-viral sprays which the staff will use regularly throughout the day
- Resources that cannot be wiped clean will not be used.
- Outdoor equipment will not be used and the adventure playgrounds will be out of bounds.
- Opening all doors with a wedge to ensure touch is limited.
- Calling NHS 111 if someone becomes unwell, isolating any unwell people in a separate room, and providing a separate bathroom, where possible.
- Telling staff to stay at home for seven days if they develop symptoms

- As per the current NHS guidance and government advice, you should keep your child at home for a period of 7 days if they develop coronavirus symptoms. Symptoms include a high temperature, a persistent cough, loss of taste or smell as well as sickness and diarrhoea. Where symptoms continue after 7 days, or begin to worsen, you should call 111

- If someone in your child's household has symptoms, your child must self-isolate for 14 days from the day the other person's symptoms started. This is because it can take 14 days for symptoms to appear. More information can be found on the NHS website

<https://111.nhs.uk/covid-19/>

- On finding symptoms, staff and children are able to source a Covid 19 test to confirm a diagnosis.

- Children should provide their own personalised resources where possible to avoid cross-contamination which will remain in school. However, school will provide individual exercise books and a basic pencil ruler pack where needed.

- Parents should continue to encourage good infections control measures, such as thorough hand washing at home and keep your child informed about how to stop the spread of infection.

### **Wearing Face Coverings**

The guidance received from the Department for Education does not mandate the wearing of face coverings by pupils or staff. The guidance goes further and says that the wearing of face coverings by very young children is specifically not recommended as these pupils are too young to be relied upon to wear the covering properly, not to touch the covering while wearing it and not to remove it unnecessarily. However, it will remain a parental and pupil choice to wear or not to wear a face covering while at school. **Should parents want their child to wear a face covering then the following will apply:**

- Pupils must bring at least one of their own, closely fitting, fabric face coverings to school
- These coverings must be taken home each night and washed in hot water with detergent
- Should staff observe incorrect use of a face covering or otherwise become concerned that the wearing of a face covering is increasing the risk to a pupil then parents will be advised accordingly. If parents are going to send their children into school wearing a face covering, we would advise trialling this out at home first to ensure your child is aware of the correct procedures for wearing one and is happy to do so for the length of the school day. All face coverings must be named. Staff will be given the choice as to whether to wear a face mask. Personal protective equipment will be provided by school for use as required.

### **Class and Group Size**

Guidance from the Department for Education has advised a maximum class size of 15 pupils. Further advice will also be followed in terms of keeping the same children with the same member staff as much as possible to minimise the number of contacts both staff and pupils have in any one day. A 'designated 'bubble' will be identified containing no more than 15 children and 2/3 members of staff – preferably a teacher, a teaching assistant and one allocated midday supervisor for that bubble. In some cases, staffing may consist of two teaching assistants where staffing issues (i.e. shielding/illness/showing symptoms) restrict the number of teachers available or it is not in the best interests of the children to be taught by an unknown adult. This will remain the only contact for this group for the duration of the day. It cannot be guaranteed that children will be taught by their own class teacher. Staff breaks will be managed between the two or three members of staff although the space available to adults for such breaks will be limited and breaks staggered to avoid cross contamination.

### **Teaching and Learning**

Teachers of year groups not in school will continue to facilitate remote learning through Google classrooms as previously.

Teachers in school will teach core subjects in the mornings this will take in to account of any gaps in learning for pupils over the last several weeks. A large chunk of the curriculum will be

given over to PSHE and teachers will use Jigsaw and Mind Mate lessons to address children's concerns and any mental health issues.

Outdoor learning of other subjects will be used as often as possible.

For the children of Reception, Y1 and Y6 who cannot attend school the SLT will upload daily maths and English activities but these will be more streamlined and submitting work and feedback for these children will not be possible as teachers will be engaged in face to face teaching all week.

### Movement around the school site and room use

It makes the practice of social distancing harder to enforce when pupils and staff are moving between classes. For that reason, we will suspend our usual practice of movement around the school site as much as possible during Phase 1. Therefore:

- Cloakrooms will not be in use and children should bring their coat, water bottle and lunch which will be stored in their identified space, no large bags.
- An individual set of basic equipment will be provided by school for use in the classroom. Classes will be based in a single teaching room as much as possible.
- There will be no specialist teaching such as music, PE or use of the library.
- There will be no gatherings of pupils for assemblies or lunches.
- Teaching will be simple and at a safe distance which means that there will be no collaborative work or activities which mean moving around the classroom.
- Inside the classroom, tables will be separated as far as reasonably practicable which is 2m between children's chairs for Y6 and Y1 rooms.
- Outside space will be used as much as possible whilst maintaining a 2m distance from one another.
- Exit from the classroom for the children to go outdoors will be via the fire exit.

Staff members moving around the school site should keep themselves at least 2 metres apart at all times.

Entry to the staff room is restricted and breaks will be staggered so that only 2/3 people will use the staff room at any one time. Chairs and spacing will be constructed to observe 2m distancing rules.

On corridors we will operate a one way system where possible. Otherwise the person to see another individual first should wait in a space where it is safe to pass at a distance.

Staff toilets should only be used by one person at any one time and this should be signalled by a sign on the door. Cleaning equipment will be provided which should be used before and after using the facilities.

Use of any shared equipment i.e. photocopier, hot water tap, fridge door, microwave is subject to wiping with anti-viral spray immediately afterwards. Such use should be minimal and avoided where possible.

### Food and Drink

School meals will be provided in the form of a 'hot/warm grab bag' which will be collected from a trolley in the dining hall by one member of staff from each group and delivered to the classroom. Where your child doesn't have a school lunch then a packed lunch should be provided in a disposable container.

Water bottles **must** be provided and named and should be taken home and washed thoroughly each day and returned full in the morning.

### Social Distancing

The Department for Education has recognised that, unlike older children and adults, early years and primary age children cannot be expected to remain 2m apart from each other and staff. In deciding to bring more children back to early years and schools, they have taken this into account. The Whartons will be adhering to their further guidance which includes the following hierarchy of measures to be implemented in Early Years and Primary School settings:



- avoiding contact with anyone with symptoms
- frequent hand cleaning and good hygiene practices – this will be monitored by an adult
- using 2 rooms to split the ‘bubble group’ across, thus minimising the number of children in each room to 7 or 8 and swapping between these rooms and the outdoor area for different activities; there will be regular cleaning of settings
- and minimising contact and mixing We will do everything we can to maintain a safe social distance of 2m between pupils and pupils, and pupils and staff as much of the time as possible when outside of the classroom.

It must be understood by parents however, that the school cannot guarantee that a 2m separation will always be maintained. Clearly social distancing is very difficult with young children and children at play, but it will be a principle we will follow as much as is physically possible, unless it becomes distressing to do so, children who are hurt or upset will of course be comforted.

As recommended by the Department for Education, desks will be spaced as far apart as possible within classrooms (2m between chairs in each direction) and will be named for use. Children should ensure that they sit at the same place on the same table and leave their equipment there. Only personal equipment should be used and pupils should not touch that of others.

Books will be for personal use and children should leave their book open for marking by the teacher. No reading books or other shared materials will be used unless they are disposable i.e. photocopies. Classrooms will be well ventilated and outdoor education will be utilised as much as possible as will our outdoor space for staggered break and lunch times.

Toilets will be labelled for specific groups of children to avoid cross contamination. Only one child will be permitted to use the toilets at any one time.

We are fortunate to have two playgrounds and an EYFS designated outdoor area and each outdoor space will be zoned for use by specific year groups.

Movement around the school site will be minimised and always carried out at a 2m separation between individuals.

During outdoor playtime, which will be staggered so only one group is using the playground at a time, pupils will be encouraged to play maintaining the 2m separation. No shared equipment or adventure playgrounds will be available.

## Hygiene

Enhanced cleaning of the whole of the school site has taken place and will also be enhanced by a thorough clean whilst the school is closed over the last two days of May half term. Those areas that are to be populated by pupils and staff during Phase 1 of the reopening process will be cleaned regularly through the course of the school day and again at the end of the school day.

Toys / surfaces that are regularly being touched will also be cleaned regularly throughout the day. Anti-viral spray will be available in each classroom to ensure that this can take place.

Pupils will be encouraged to wash their hands regularly throughout the school day. Time and support will be dedicated to this important process. Pupils will be encouraged to follow healthy respiratory practices when sneezing or coughing i.e. using a tissue (‘catch it, bin it, kill it’) or an elbow crook to cough or sneeze.

## Health Checks

Parents are encouraged to check their child’s temperature is in the normal range before leaving the house to come to school. Where there is a concern about a child’s temperature throughout the course of the day, or should a pupil exhibit signs of Covid 19, parents will be asked to take them home and they will be kept isolated until their collection. Staff use of PPE in this instance is essential. Should a pupil become ill during the course of the day, they will be taken to the meeting room which has been turned into an isolation area for the foreseeable future. Parents will be contacted and told the nature of the illness. Parents will be expected to make

arrangements to collect their child from school immediately or as soon as practicably possible. Routine first aid will be administered as required and PPE will be worn by the member of staff. The rest of the group will be moved to an alternative room for 72 hours (when a deep clean will be carried out) and until the results of a test are known.

### Testing for COVID-19

From June 1st, any pupil or staff member attending school who begins to exhibit any symptoms of COVID-19 is eligible for a diagnostic test and details of how to obtain this test can be found [here](#). Should a pupil require a test, this must be arranged as soon as possible and the pupil should remain isolated at home along with the other members of their household until the result of the test is known. That result must be communicated to school as soon as it is known. If the test is returned as negative, the pupil may return to school and the family can end their self-isolation. If the test is returned as positive, then the whole household should continue to self-isolate for 14 days from the onset of symptoms and the pupil should not return to school until completely recovered or 7 days, whichever is the longer period. Should a pupil return a positive test, then the remainder of their 'Bubble' will be advised and required to remain at home in self-isolation for a period of 14 days. The online learning platform for that year group will recommence for the 14 day period. Members of their family do not need to self-isolate unless the pupil in their household begins to show symptoms. If this happens then that pupil will require a test and the above procedure repeated in that household. Where staff are affected by illness it may mean that it is not possible to keep certain year groups open. This will form part of our regular risk assessment to ensure that pupils can be safely supervised.

### Stages of Re-opening

We are confident that the Year 6 children will be the most able to understand the necessary measures put in place and will help us to ensure that the procedures we implement are tested robustly. There are two main benefits to children in Y6 coming back for the last half term:

- Emotionally, Y6 children would benefit from 'finishing off' their primary school journey. Many children have spent nearly 7 years with us. It is important that they share happy memories as well as talk about anything that may make them feel nervous about moving to secondary school.
- Academically, PHGS share a Transition Portfolio work book where every child in Y6 has the same tasks to complete and all Y6 teachers are facilitating similar activities. Y7 teachers at your child's secondary school are also involved and will start the year using the information. This will help the children when they move up to secondary school as they will have some familiar learning to continue. For these reasons, year 6 children will be the first to come into school. Other year groups will follow according to the assessment of risk and where staff are fully confident that it can be done safely and without risk to the mental health and wellbeing of the children. It is **unlikely** that many of the end of term traditions will be able to take place, for example, whole year or class assemblies with parents, school journeys and trips. We will provide opportunities for children to discuss this as it may be a source of anxiety or sadness. We may try to use technology to support virtual 'marking' of the end of year and primary school journey. Though visits to secondary schools for induction will not take place this year, PHGS and ourselves will endeavour to make capacity to undertake remote induction briefings or other types of sessions for pupils, for example to meet form tutors, heads of year, or other key staff, or have a tour of the school virtually.

Transition documents will be shared with the secondary schools to ensure that all necessary information is shared.

### Staffing and Space Implications

Guidance re shielding members of staff who are clinically extremely vulnerable or vulnerable will be followed to ensure that our staff team remain protected where there are underlying medical issues. This has an impact on the staff team available in different areas of school. Appropriate

ratios will be adhered to and this will be subject to risk assessment. Change to this policy may be as a result of other staff becoming unwell and our commitment to health and safety remains. A designated safeguarding lead will be available at all times either on site or via a phone. The majority of staff are paediatric first aid trained and a suitable first aider will be available. To open school gradually by year group whilst still maintaining small numbers in any one classroom requires a large amount of space and staff. We have identified a structure which we believe will serve to ensure as many children as possible can return to school, initially from the identified year groups. To have all children from Reception, Year 1, Year 6 and a group for key worker children and those who are vulnerable, would require all current staff to be leading groups and the space would be almost all used. We could then not admit another year group therefore parents of eligible children should not assume their child will be in school full time for the latter part of term.

## **Phase 2**

As more classes are required to return a timeshare arrangement will need to be introduced. The exact nature of Phase 2 can only be planned once the government informs schools of their expectations as new evidence emerges.

## **Attendance**

Attendance in this last term will be agreed in advance so that parents can share any concerns they might have about their child returning to school.

Any concerns can be addressed so that parents are fully informed and able to make a decision about whether they feel confident to have their child in school at this time. Non-attenders will not be penalised and fines will not be issued in this period.

Remote Learning during wider opening The Whartons will continue to offer high-quality remote education opportunities or programmes for the year groups not attending school. For those children in the focus year groups, identified by government (Rec, Y1, Y6) who will not be attending school there will be a simplified online learning offer through Google classrooms. This is due to the fact that teachers who are teaching face to face cannot also man their google classroom and the senior leadership team will instead upload daily maths and some English writing opportunities alongside the weekly learning journeys with links. As we open the school more widely, larger numbers of staff will be needed to provide face-to-face teaching at school. This means that it may be more difficult to maintain the same level of remote education provision for pupils in the year groups who are not eligible to attend, or for those pupils in year groups who are eligible to attend but who themselves cannot.

## **SEND and children with Additional Needs**

For pupils with education health and care (EHC) plans, or those with SEN support, it may not be possible to provide the full range of provision set out in the plan, and it may be necessary to make different arrangements if some of the support services or trained staff are not available in their usual form from the start of June. If this is the case, we will work closely with parents to confirm if and what provision can reasonably be provided.

## **Social and Emotional Wellbeing**

A key focus of learning as children return to school will be Personal, Social, Emotional and Health Education through our 'Jigsaw' scheme of work and 'Mind Mate' lessons.

It may be that some children exhibit symptoms of stress and anxiety following such a long period of absence from school and due to pandemic in general. It is expected that children will need time and support to understand and manage their emotional response and to share their worries and fears. The coronavirus outbreak may have caused significant mental health or wellbeing difficulties for some children. It is important to recognise that while 'getting back to normal' is important and will be reassuring for many, school staff will need to consider how to support:



- individual children who have found the long period at home hard to manage
- those who have developed anxieties related to the virus
- those about whom there are safeguarding concerns

Some children may also have experienced bereavements in their immediate family or wider circle of friends or family or had increased/new caring responsibilities. All children will have missed the routine of school, seeing their friends, and being supported by their teachers and other adults in the school. Staff will do everything they can, with the support of Jigsaw lessons and a planned programme of specific materials in conjunction with parents, which may include:

- opportunities for children to talk about their experiences of the past few weeks
- opportunities for one-to-one conversations with trusted adults where this may be supportive
- some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe
- pastoral activity, such as positive opportunities to renew and develop friendships and peer groups

The different experiences all pupils will have had at home will naturally play a large part in how easily they re-adapt to attending school and its routines. We will aim to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand, and identifying and taking time to address explicitly individual concerns or problems on the other.

Any safeguarding issues brought to light will be addressed using the school's safeguarding policy. Alongside this, The Whartons will consider the mental health and wellbeing of staff (including school leaders themselves), and the need to implement flexible working practices in a way that promotes good work-life balance for teachers and leaders.

### Uniform

Children will not be expected to wear school uniform, although it may help to alternate own clothes with school uniform throughout the week. A clean set of clothes should be worn each day and should be washed immediately on returning home.

### Visitors

No visitors will be allowed on to the site at any time with the exception of deliveries and essential maintenance which will be arranged by pre-appointment. Parents should not enter the school building unless they are collecting a child unexpectedly. The school office will be staffed and operating via email and phone only. Only in case of emergency should parents go to the office in person. This approach is one of caution and will be implemented slowly and steadily to ensure that we do our utmost to keep children and staff safe. We believe that it is robust enough to ensure that we can maintain the provision whilst adding further numbers of children into school. It must be remembered that we cannot reasonably ensure that children will be kept 2m apart but that other measures are in place to minimise and reduce the potential spread of infection as per government guidance. This policy will be regularly reviewed and updated as the response to the pandemic changes and according to regular risk assessment of the procedures and protocols in school.