

RETURN TO SCHOOL PLAN: Great Massingham CE Primary School

September 2020

Dfe Guidance for full opening of schools (02/07/20) states that:

The prevalence of Coronavirus has decreased.

...the benefits of being back in school far outweigh the very low risk from Coronavirus.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

All children are expected to return to school, in full school uniform.

Please note that if we need to adapt this plan, we will contact parents/carers to let you know of any changes we intend to make.

DUE TO LACK OF SPACE AND THE DIFFICULTIES THIS PRESENTS FOR ADEQUATE SOCIAL DISTANCING, NO PARENTS SHOULD ENTER THE SCHOOL BUILDING UNLESS ASKED TO DO SO. SOCIAL DISTANCING MEASURES BETWEEN ADULTS DROPPING OFF OR COLLECTING PUPILS SHOULD BE OBSERVED AT ALL TIMES.

The following is a list of measures we will take to do our best to safeguard all staff and children in school. We have taken in to account Dfe Guidance as well as NEU and Unison recommendations in the production of this plan.

ARRIVAL AT SCHOOL

- Only one parent/carer to drop off or collect pupils – please adhere to social distancing measures if there is a queue. Only members of the same household should travel to school together.
- All pupils to bring in their own hat, sunscreen and water bottle. No water bottles or cups to be provided for children in school. Bags and lunch boxes are allowed.
- YR & KS1 pupils to enter through the car park entrance and double gates onto the playground and then enter school through the usual Class 1 door. YR pupils will be invited in first.
- KS2 pupils to enter through the usual small playground gate and main entrance.
- All entrances and gates will be clearly signposted .
- Pupils are to put all belongings in their place when they arrive, wash their hands and start their first task. They are then sent in small groups to put their belongings away.

TOILETS

- KS2 pupils will use the toilets nearest to the KS2 room.
- KS1 pupils will use the toilets in their cloakroom area.

LUNCH & BREAK TIMES

- KS1 break time: 10.10 – 10.30
- KS2 break time: 10.35 – 10.55

Infants to put lunches in a storage box, these are to be distributed by staff prior to lunch. Juniors use trolley in cloakroom.

- Lunch time 12- 1.00pm. KS1: in the hall 3 pupils to a table as far as practicable, side by side. KS2 in the Junior classroom. Chelsea (Norse Dining Room Assistant) will plate up food in the servery and this will be distributed to the children by the MSAs from a trolley. All pupils will have to remain in their seats. Once everyone has eaten, one class will have their lunch break on the playground and the other class on the school field. There will be two members of staff on duty in each area.
- The trim trails on the playground and field are to be used alternate weeks by each class, leaving 48 hours over the weekend before the other class uses it. Playtime equipment to be kept separate for Y R and KS1

in a box in their area. Juniors to use the remaining equipment in the bench seat storage box outside the main entrance. Hand sanitiser stations are positioned near to play equipment and users instructed to perform hand hygiene before and after use. Bins and tissues to be taken out at playtimes to encourage use of tissues and appropriate disposal.

IN CLASS

- All adults will socially distance from pupils as far as is appropriate and practicable unless administering first aid or in an emergency.
- We will make small adaptations to the classroom to support social distancing where possible; in the Junior classroom, this might include seating pupils side by side instead of face to face or side on but this may not always be practicable. This will NOT happen in the Infant classroom as it is not appropriate for young children, not possible in our classroom space and it is not consistent with the fulfilment of the EYFS and KS1 full curriculum entitlements.
- Adults may wear PPE if they feel it necessary.
- Pupils to be given their own set of stationery and their own seat at a table. This is to be used consistently by the same pupil. Other resources used by more than one child (eg) maths equipment, science equipment, Ipads, computer keyboards etc should be wiped over at the end of the day.
- Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as games, maths apparatus etc, can be used and shared within the bubble and left out for the cleaner to spray with anti-viral spray at the end of a school day. All frequently touched surfaces (tables, chairs, door handles, light switches etc which will be cleaned daily by the cleaner. Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned between bubbles, or left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different classes.
- Reading books will be returned to school and left in a box for 48 hours before being put away.
- Windows should be kept open to ventilate the rooms as much as possible.
- Wherever possible children will use the same classroom or area of school throughout the day, with a thorough cleaning of the rooms at the end of the day by cleaning staff.
- Classes will be kept completely separate.
- Staff may work in different classes (eg) for PPA cover.
- Peripatetic staff and sports coaches are able to work in school but should maintain social distancing of 1 metre + as much as possible.
- Supply staff are allowed in school.

FIRST AID

- If a staff member is dealing with a child who displays symptoms of Covid-19, gloves, apron and face mask must be worn. The pupil is to be kept in the hall, library or outside until parents arrive to collect them. Staff must maintain a 2m distance from a pupil displaying symptoms.
- Where ice packs are used for first aid they will be cleaned carefully after use. Ice packs will be stored in freezer in staff room – to be wrapped in clean tea towel not usual casing. After use, tea towel to be placed in a plastic bag and given to KS for washing.
- Each class base will have its own first aid kit.

LEARNING

- ***In the event of a local lockdown, we will revert to the Home learning system used during the Summer term.***
- For the first week of term in September, the usual timetable will be suspended for all pupils. The whole federation will concentrate on wellbeing for the first week and staff will aim to support pupils in their

return to school life. The new topic for each key stage will start in week two as formal learning begins. During the weeks up to October half term, pupils will receive their usual broad and balanced curriculum; teachers should use day to day assessments in Maths and English to ascertain where gaps in learning are and address these in subsequent lessons. The SLT will issue an assessment timetable in September which will detail assessments to be undertaken during September and October.

- The outdoor spaces should be used for learning as often as possible as this can limit transmission and more easily allow for distance between children and staff.
- There will not be any whole school assemblies.
- There will be no whole school events until further notice.
- There will be no KS2 swap afternoons (Wednesday) or Federation Days until further notice.
- Each class will visit the gym at Lynnsport individually. We will adhere to the risk assessment and procedures provided by Lynnsport.
- Educational visits are allowed, and these would be undertaken in line with our protective measures.
- On PE days, pupils should come in to school in their PE kit to avoid the need for changing clothes in school.
- The loan of school PE kit (where a pupil has forgotten their own) is not permitted.

CLEANING & HYGIENE

We will

- ensure that all adults and children: frequently wash their hands with soap and water for 20 seconds and dry thoroughly.
- Ensure that we have adequate extra cleaning measures in place and that our cleaning staff clean thoroughly and clean frequently touched surfaces on a daily basis.
- ensure that all adults and children clean their hands on arrival at the setting, before and after eating, and after sneezing, wiping nose or coughing and after each break time.
- ensure that children are encouraged not to touch their mouth, eyes and nose.
- encourage pupils to use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it').
- ensure that help is available for children and young people who have trouble cleaning their hands independently.
- ensure that bins for tissues are emptied every day.
- where possible and weather appropriate, ventilate spaces using natural ventilation by opening windows and propping doors open, where safe to do so (bearing in mind fire safety and safeguarding), to limit use of door handles and aid ventilation.
- specific ipads and laptops will be designated for each class to avoid any cross contamination. Where practical children will only use one ipad throughout the day.

SYMPTOMS & COVID 19 IN SCHOOL

- **If a child is unwell with any symptoms (not necessarily recognised Covid-19 symptoms) they should not attend school.**
- If anyone in the school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)', which sets out that they must self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- In response to a case of Coronavirus in school, we will ensure that staff, parents and carers understand that they will need to be ready and willing to:
- [book a test](#) if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit

- provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 - [self-isolate](#) if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS [testing and tracing for coronavirus website](#), or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.

Schools will ask parents and staff to inform them immediately of the results of a test:

- if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
- if someone tests positive, they should follow the '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)' and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10 -day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
- We will take swift action when we become aware that someone who has attended school has tested positive for coronavirus (COVID-19). We will contact the local health protection team. This team will also contact us 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. We will not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms. If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'. They should get a test, and:
 - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
 - if the test result is positive, they should inform their setting immediately, and must isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following '[stay at home: guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)'
- If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if additional action is required.

OFSTED

- Routine Ofsted inspections will remain suspended for the Autumn term.
- During the Autumn term, inspectors will visit a sample of schools to discuss how they are managing the return to education of their pupils. These discussions will **not** result in an Ofsted judgement.