

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

### The aim of this plan

This document outlines how the school will reopen to more children and the measures that will be put in place to ensure our school community is safe and that everyone is supported. This is a live document that will be reviewed by the headteacher in conjunction with other key stakeholders as the situation develops.

### Phased return

Children in existing priority groups, (i.e. children of key workers and vulnerable children) that have attended school during the partial closure will continue to attend school.

The government has been clear that reopening is subject to positive progress in managing the Covid-19 epidemic. Please remember that the children will only return to school if the rate of transmission is under control at that point, and we can adhere to all the necessary guidelines and staffing levels allow this.

Week beginning	Focus – This is provisional and subject to change
08/06/20	Year 6 to return to school
15/06/20	Year 1 to return to school if Year 6 have settled
22/06/20	Year R to return to school if Year 6 & 1 have settled
29/06/20	Year N to return to school if Year 6, 1 & R have settled
06/07/20	Consideration for remaining school years to return depending on government advice

We will invite the next year group to return if we assess that:

- children are happy and learning
- our full risk assessment has been positively reviewed
- there is no significant rise in incidents of coronavirus across the school
- staffing and room capacity allows

The [‘Eligibility to return to school flowchart’](#) at the end of this plan provides additional clarity when determining whether a pupil is eligible to return to school.

### Risk assessments

A risk assessment has been carried out and will be updated weekly before the school opens to more children, to ensure sensible measures are put in place to protect children, staff, parents, governors and trustees.

### Pupil groups

The likely number of children returning to school will be identified using parent survey data and by contacting parents via phone. To reduce contact between children and staff as far as possible, people will only be allowed to mix in a small ‘bubbles’ of no more than 15. Initially, one teacher and one member of the support staff will be allocated to each group. This ratio will be reviewed as each year group returns as a ratio of 2:15 is not sustainable for a full school return. In each bubble, in the event of staff non-Coronavirus illness, the remaining staff member will be expected to cover their bubble on their own. In the event of both staff in the bubble being absent with non-Coronavirus illness the bubble of children will need to remain at home unless there is adequate cover of teachers and staff who have not worked with other bubbles. These groups will be kept separate from each other as far as possible; however, brief, transitory contact such as passing in a corridor is allowed. Upon reopening, we will aim to:

- Ensure children are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.
- Ensure that the same staff members are assigned to each group and, as far as possible, these stay the same during the day on subsequent days
- Ensure that, wherever possible, children use the same classroom or area of the school throughout the day and that each area is spot cleaned by staff members in the bubbles during the day and thoroughly cleaned by cleaning staff at the end of the day.

### Parents’ choice to send children in

Although we suggest all children should take up their school place, there is no penalty for not doing so. We will understand if you decide to keep your child at home. Ultimately the decision to return is yours and we support whatever you decide. Please consider the heightened risk attached to the return of children who have or live with people with medical conditions

or are from Black and Minority Ethnic groups. The [‘Eligibility to return to school flowchart’](#) at the end of this plan provides additional clarity when making decisions. Any pupil that remains at home will be supported to work or learn from home.

### **Attendance**

Parents will not be fined for non-attendance at this time and the school will not be held to account for attendance levels. Parents are required to notify the school following the normal procedure if they have sent their child back to school and the child is unable to attend.

### **Social distancing**

The following social distancing measures are being implemented:

- Increased cleaning of classroom surfaces, including desks and handles, will be carried out.
- Children and staff will be encouraged to frequently wash their hands with soap and water for at least 20 seconds.
- Class sizes will be at least halved, and classrooms rearranged to ensure seating positions are two metres apart. There will be no more than 15 children per class.
- The time children need to arrive at school will be staggered at 10-minute intervals from 8:50am.
- The time children can leave school will be staggered at 10-minute intervals from 1:50pm.
- Parents will not be allowed to gather at the school gates. If parents need to drop off or collect their children at the school gates, they will be required to stand at least 2 metres apart. One parent to drop off at a time.
- Parents are not allowed inside the school building.
- Cycling or walking to school, is promoted.
- Breaktimes, lunchtimes and the movement of children around the school will be staggered and reduced in length to avoid large groups of children gathering.
- The playground will be open so children are able to go outside during their breaktimes and lunchtimes; however, they will be required to follow social distancing guidelines. If social distancing rules cannot be followed on the playground, it will be closed.
- Children will be required to follow social distancing guidelines when participating in daily exercise. These class sizes will be limited to ensure children can adhere to guidelines during team sports and activities.
- Children will not mix with others that are not in their bubble.
- The number of children in a class will be kept to a minimum, depending on staffing requirements.
- Assemblies will not be held in large groups; however, class teachers may hold assemblies with the children in their class. The headteacher and assistant headteacher may conduct assemblies via social technologies.
- The Department for Education (DfE) realise that we cannot expect our youngest children to remain 2m apart. With our EYFS children, it’s less about maintaining 2m distance between the children as we know that isn’t going to be achievable but minimising the risk of cross contamination in their bubbles.
- These familiar steps are still the most important –
  - avoiding contact with anyone with symptoms
  - frequent hand cleaning and good respiratory hygiene practices
  - regular cleaning of settings
  - minimising contact and mixing

These measures will be reviewed weekly by the headteacher, in conjunction with key stakeholders, and in line with any government guidance.

### **Pupil behaviour**

Adhering to social distancing is critical and any pupil who commits 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, up to and including in extreme cases exclusion. Children and their parents will be informed about the changes to the Behaviour Policy ahead of their return to school.

### **Lunchtimes**

The dining rooms have been set up so that children are 2m apart, but chairs and tables have been positioned so that they can have some social contact with one another. Bubble staff will collect and deliver meals safely to each child. We have ensured that our kitchens:

- Undertaken regular deep cleans of the kitchen
- Kitchen staff are able to work in a safe environment, including adhering to social distancing measures as far as possible
- Kitchen staff have the PPE required to prepare and serve meals safely
- Kitchen areas and surfaces will be cleaned and disinfected thoroughly prior to food preparation resuming.

School lunches will return to being charged in the usual way. This charge is payable for all children, including Key Worker children. Children in receipt of Free School Meals will not be charged. We will continue offering meals and food parcels for children receiving benefits-related Free School Meals who are not yet back in school.

### **Pupil uniform**

The rules around uniform have been relaxed to ensure parents do not have to purchase new uniform for their children during this time. Children are also not required to wear any part of the school uniform that cannot be machine washed. Where at all possible children should not wear denim to school.

### **Clear expectations**

When children return to school, they will be taught exactly what they need to do in relation to social distancing and infection control measures by the staff that are in contact with them. Children will be taught why these measures need to be in place and will be given the chance to discuss their ideas about how the school can make it work so they feel they have some control over what is happening. Children will be involved in making displays about the expectations that can be put up around the school to remind people of them.

### **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. Children in school and at home will receive broadly the same offer. The work and learning opportunities that we publish will be the same work and learning opportunities that the children in school complete. You will appreciate that with so many staff working in school, our capacity to provide some of the additional learning and support outside of the published home learning work will diminish. Additionally, children in school will be taught aspects of our recovery and wellbeing curriculum which supports their mental wellbeing in returning to school. This can be found on the school websites.

### **Wellbeing support**

Members of the school community have experienced overwhelming emotions during the coronavirus pandemic, and we will ensure that everyone feels supported. If you are worried about the Mental Health and Wellbeing of you or your family, if you require support and advice about your child's behaviour at home or if you are isolated and need a familiar person to talk to we have provided a dedicated phone number for each school which will be operating Monday to Friday from 9.00am until 5.00pm. Please send a text with your name and the name of your child/children. Staff will respond to the text by calling you back within 24 hours. Where a text is received on a Friday, expect to be called the following Monday. If it is urgent and you need a quicker response, please type URGENT at the beginning of the text. Thank you to our amazing Pastoral Leads who have set this great service up.

Beechfield - 07535 177903

Cherry Tree – 07535 177 881

Laurance Haines – 07960 014104

### **Bereavement**

Sadly, we understand that some members of our community may have experienced loss due to coronavirus. If you have suffered a bereavement during this period, please contact the school to ensure that we can support you and your children in the best way possible.

### **Before and after-school provision**

Unfortunately, we will not be able to operate this service. The reason is to do with cross-contaminating bubbles and our lack of extra adults. Key Worker children will continue to receive this service.

### **Transition**

If the school does not reopen to all children before September, we will consider ways that children can mark the end of the academic year, say goodbye to their teacher and each other, as well as meet their new class/class teacher.

### **Wellbeing weekend**

Over the course of the year, staff have worked INSET sessions as additional twilight training. This was due to be given as time in lieu as a wellbeing weekend on 19th and 22nd June 2020. We intend to honour this and have moved this to 20<sup>th</sup> and 21<sup>st</sup> July 2020, meaning that school will break up for the Summer on Friday 17<sup>th</sup> July 2020

### **Infection control**

To ensure the risk of transmission of infection is substantially reduced when the school reopens, we have implemented the following controls:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who live with someone who does, do not attend school.
- Cleaning hands more often than usual, ensuring everyone washes their hands thoroughly for 20 seconds using soap or an alcohol-based sanitiser.
- Ensuring good respiratory hygiene and displaying posters to promote the steps that should be taken.

- Cleaning frequently touched surfaces and equipment often using standard cleaning products.
- Minimising contact and mixing by altering the school environment, including classroom layouts, limiting the number of children who use toilet facilities at any time, staggering timetables and altering the way children move around school.
- Ensuring parents do not enter the school or gather at the school gates.

### **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 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 pupil becomes unwell with coronavirus symptoms.

If a pupil 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 pupil 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.

The government guidance is clear that, children and staff should be asked to remove homemade non-disposable face coverings when they arrive at school. However, 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.

### **Testing and those who are unwell**

We ask that anyone who is displaying coronavirus symptoms, or who lives with someone who does, not to attend school. That includes children and staff who work here. If anyone has a new continuous cough / high temperature / loss of the sense of taste or smell / feels unwell at school, they will be sent home. All children and members of that household attending school are eligible for a test <https://www.nhs.uk/ask-for-a-coronavirus-test> and we ask that this is taken and the results shared with us. Once your child tests negative, they may return to school. If your child tests positive, they must isolate for 7 days. The rest of their bubble will be sent home and advised to self-isolate for 14 days. Parents will be informed if any person in their bubble is sent home with symptoms of coronavirus. Minor first aid will be dealt with by the adults in that bubble who will use PPE if appropriate.

### **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. For some children a risk assessment will be used to determine whether they will be safe to return to school

### **Communication**

Our plans to reopen different year groups will be reviewed each Wednesday. As parents, if your child's year group is returning you will receive a letter informing you of:

- Bubble arrangements, including which staff your child will be with.
- Timetable arrangements, including start and finish times.
- The processes for drop-off and collection.
- Safety measures that will be implemented, e.g. social distancing.

These arrangements will be communicated via letter. Parents will be expected to share the above information with their children. Additionally, all parents will continue to receive the same level of weekly communication that has been received throughout the last two months.

### **Monitoring and review**

The SLT will review all solutions used during the partial school closure and 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.

# Eligibility to return to school flowchart

