

# **KEXBOROUGH PRIMARY SCHOOL**

## **CONDITIONAL, PHASED REOPENING – 1 JUNE 2020**

All details of this plan have also been sent to the relevant bodies of ECMAT to ensure that they are aware of the application of DfE guidance and trust policies whilst paying attention to the schools own individual needs, circumstances and situation.

In completing this plan the following documents have been followed and best endeavours to apply have been made

- Our Plan to Rebuild : The UK Governments COVID-19 Recovery Strategy
- Actions for education and childcare settings to prepare for wider opening from 1 June 2020
- Coronavirus (COVID-19) : implementing protective measures in education and childcare settings

Further documents (including ECMAT and school policies) may be added to this plan as more guidance and information is received.

<b>GENERAL HEADLINE</b>			
Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
How many children will we have returning to school on 1 June from the permitted year groups (FS1, FS2, Y1 and Y6)?	<ul style="list-style-type: none"> <li>• Publish reopening plan and related risk assessments on school website so parents are able to make an informed decision</li> <li>• Gather numbers before reopening so that necessary plans / adjustments to plans and staffing can be made</li> </ul>	Numbers have been collated and can be seen on the registers which have been compiled and saved on the school system	Jane MacKay 27 May 2020

### **KEY CONCERN**

*If all children who are eligible for a place under priority groups, key worker and reopening guidance attend school we could be in the situation where we would have over 120 children in school*

*FS1 = 40 children (these will be staggered)*

*FS2 = 25 children (Split into two groups)*

*Y1 = 27 children (Split into two groups)*

*Y6 = 25 children (Split into two groups)*

*Y2,3,4,5 Key worker /vulnerable children = 49 children (Only have the possibility for splitting these into three groups with remaining staff)*

**Whilst we recognise that these are the maximum numbers and that some of our key workers are on shift patterns we will have to plan for this number of children attending school and ensuring that all guidance can be applied to maintain the safety of staff and children.**

## WHOLE SCHOOL PROCEDURES

### *“How to implement protective measures in an education setting before wider opening on 1 June”*

1. refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening
2. organise small class groups, as described in the ‘class or group sizes’ section
3. organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible
4. refresh the timetable:
  - a. decide which lessons or activities will be delivered
  - b. consider which lessons or classroom activities could take place outdoors
  - c. use the timetable and selection of classroom or other learning environment to reduce movement around the school or building
  - d. stagger assembly groups
  - e. stagger break times (including lunch), so that all children are not moving around the school at the same time
  - f. stagger drop-off and collection times
  - g. for secondary schools and colleges, consider how best to supplement remote education with some face to face support for students
  - h. plan parents’ drop-off and pick-up protocols that minimise adult to adult contact
5. in addition, childcare settings or early years groups in school should:
  - a. consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing
  - b. consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously
6. remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere
7. remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
8. consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible (guidance will shortly be published on safe travel)

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1. All risk assessments, health and safety policies and compliance checks will need to be completed before reopening	These will be completed initially at trust level (PPE, H&S etc) and then applied to individual KPS circumstances. It is vital that all of these changes and new ways of working are communicated to staff and that these are then made available to parents / carers through website	<i>These have been completed and addendum to safeguarding and short notice closure plans to include C-19 procedures</i>	28 May 2020 -1 June 2020
2. Organisation of class sizes and groups in accordance with all relevant guidance	<p>This will initially have to be planned working on the assumption that all eligible children will be attending school.</p> <ul style="list-style-type: none"> <li>• Key worker and vulnerable children will have to be prioritised in terms of full time places</li> <li>• Once these children have been catered for we will need to consider if all eligible children can attend school on a full time basis <b>[Current indications [13.5.2020] show that we will not be able to offer FS1 children the option of attending daily but we could with other groups. However, this will need every member of staff that we have to maintain. We will therefore not be able to maintain small groups on a full time basis as and when other children are invited / eligible to return to school]</b></li> </ul>	<p><i>Completed – details of class sizes can be found on registers on SHARED system. Offers provided to all KW children plus FS1, FS2, Y1 and Y6 (although FS1 and Y6 not FT)</i></p> <p><i>Current plans to run for first two weeks</i></p>	28 May 2020
3. Organisation of workspaces to maintain space between desks and seats wherever possible	<p>It will be impossible to maintain 2m spacing between desks given that classes are to be split into two. Classrooms will have to be organised to maximise the space available and create maximum space between children.</p> <p><b>SOCIAL DISTANCING CANNOT BE MAINTAINED WHILST WE ARE EXPECTED TO CATER FOR THE AMOUNT OF ELIGIBLE CHILDREN THAT WE HAVE IN SCHOOL.</b></p>	<p><i>Classrooms set up and are in line with guidance. There will be no more than 12 children in any one classroom. (For the first two weeks this is only a concern for Y4 class)</i></p>	28 May 2020
4. Refresh the timetable	Lessons and activities will be delivered as close to the school timetable as possibly can (It is likely that the library	<i>Details shared with all concerned</i>	28 May 2020

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	<p>and ICT suite will be out of use as it will be impossible to maintain the expectations around distancing and cleaning) It is highly likely that cloakrooms will not be used either as this is 'hot spot' for bringing groups together.</p> <p>Outdoor learning will be considered wherever possible but the reality is that this will not be option all of the time.</p> <p>Timetables for the day will be carefully designed to ensure that there will be minimum contact / crossover between groups and their movement between spaces</p> <p>No assemblies will be completed during this time. These will not be staggered and where SLT can they will deliver mini assemblies within groups.</p> <p>Break times and lunch times will be staggered. These timetables will be designed over the next week and shared with staff and parents / carers to ensure transparency in all aspects of the return to school.</p> <p>In terms of staggered starts and finish times we will try to avoid if possible as this is not easy with the school site. However, as we do have a large number of entry points in to buidlings we will make maximum use of these to ensure social distancing. A "one way" system will be implemented around school buildings to ensure safety. PARENTS AND CARERS WILL NOT BE PERMITTED ACCESS TO EITHER THE KEY STAGE 1 OR KEY STAGE 2 BUILDING. ONLY ONE PARENT / CARER WILL BE ADMITTED TO THE ADMIN BLOCK AT ANY ONE TIME</p>		

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5. EYFS settings and classrooms	Please see the individual plans below for actions relevant to FS1 and FS2	<i>See Priority 2 RA</i>	28 May 2020
6. Removal of unnecessary items from classrooms	Please see the individual plans below with reference to individual classrooms	<i>See Priority 1-4 RA</i>	28 May 2020
7. Remove soft furnishings	Please see the individual plans below with reference to individual classrooms	<i>See Priority 1-4 RA</i>	28 May 2020
8. Arrival and exit procedures	<p>No parents / carers or children to be permitted access to school grounds before 8:50 am (with exception of FS1). Parents told not to gather at bottom of school path to allow everyone to access school grounds safely and not having to pass crowds.</p> <p>Only one adult per family group permitted onto school grounds</p> <p>A one way system will be introduced to support social distancing</p> <p>The school car park will not be accessible to vehicles from 8:45am – 9:15am and from 3:15pm – 3:40pm as the doors to the car park will be used (THIS WILL CHANGE IF GREENACRE CHILDREN COME BACK ON SITE)</p> <p>Registration period extended to allow parents to make decision with regards to entry.</p>	<p><i>See "Exit / Entrance procedures documents"</i></p> <p><i>One way system has been painted on school grounds and "No Entry" signs placed at key points.</i></p> <p><i>Greenacre will return to site on 8 June but car park closure will remain. (Greenacre have indicated that they will be having a shortened day)</i></p>	28 May 2020
Staff or children showing signs of COVID 19 / Confirmed case of COVID 19 and testing	Follow guidance as stated in "Coronavirus (COVID-19) : implementing protective measures in education and childcare settings"	<i>Guidance provided to staff as part of RAs</i>	28 May 2020

## FOUNDATION STAGE 1

*“For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.”*

*“In addition, childcare settings or early years groups in school should:*

- consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing*
- consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously”*

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
FS1 children to be split into three groups to allow safe opening in line with current guidelines <ul style="list-style-type: none"> <li>• AM Group 1</li> <li>• AM Group 2</li> <li>• PM</li> </ul>	The PM group can be offered daily attendance but AM group will only be able to attend on certain days. We will be able to look at this in more detail when numbers of children attending have been ascertained Consideration will also need to be paid to the new Easter starters who have not yet been admitted.	<i>As a result of the initial responses as to which children will be returning FS1 will only be open on Thu and Fri pm. This will stand for the WB 1 June and WB 8 June and adjustments will be made should numbers increase</i>	27 May 2020
The taps at the sinks in FS1 are difficult for children to use independently. This could cause issues with independent and regular handwashing	New twist taps have been ordered and will be installed by caretaker upon their arrival	<i>Taps will be installed before FS1 opens on Thursday 4 June 2020</i>	
In line with DFE guidance <i>“remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)”</i>	Further guidance is to be received regarding preparing EY settings however two days have been allocated for staff to prepare (21/22 May) ALL soft furnishings (rugs, cushions, fancy dress etc) should be removed from the setting and all stored in the “Blue Room” until the time comes when they can be reinstated.	<i>EYFS team have worked extremely hard to ensure that FS1 classrooms has been set up inline with guidance and resources have been allocated and distributed to ensure that sharing is limited and cleaning can be completed in line with guidance</i>	27 May 2020

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<p>With regards to indoor equipment</p> <ul style="list-style-type: none"> <li><i>remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</i></li> <li><i>remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</i></li> </ul>	<p>As part of classroom preparation on 21/22 May staff need to pay careful attention to this guidance and any subsequent guidance that will be released for EYFS settings. Staff will need to consider how easily equipment and resources can be cleaned during the lunchtime break to ensure that it <i>“is appropriately cleaned between groups of children using it”</i></p> <p>The cleaning of this equipment will need to form part of discussion with cleaning team.</p> <p>It may be that there has to be three sets of resources which are limited to each of the groups of children (We will need to determine how realistic this expectation is)</p>	<p><i>EYFS team have worked extremely hard to ensure that FS1 classrooms has been set up inline with guidance and resources have been allocated and distributed to ensure that sharing is limited and cleaning can be completed in line with guidance</i></p>	<p>27 May 2020</p>
<p>With regards to outdoor equipment <i>“consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously”</i></p>	<p>Outdoor equipment to be split into three sets with one set allocated to each of the three groups</p> <ul style="list-style-type: none"> <li>AM1</li> <li>AM2</li> <li>PM</li> </ul> <p>Staff must be very clear about what equipment is to be used for each group.</p> <p>Cleaning of outdoor equipment to be discussed.</p>	<p><i>This does not need to be completed in the same way as we initially only have one group of children attending the FS1 setting. Procedures will be in place to ensure that this equipment is cleaned in line with guidance.</i></p>	<p>27 May 2020</p>
<p>Ensure that drop off and pickups are completed safely and in a way that minimises contact between adults. <i>“plan parents’ drop-off and pick-up protocols that minimise adult to adult contact”</i></p>	<p><b>NO PARENTS OR CARERS ARE TO BE ALLOWED ENTRY TO THE FOUNDATION STAGE 1 CLASSROOM</b></p> <ul style="list-style-type: none"> <li>Fire exit door to be used for entry and exit (This allows a greater space outside and removes temptation to enter cloakroom) This will mean that children must be dressed in coats and with any bags at finish time in preparation for immediate dismissal.</li> <li>Parents will not be allowed entry to classroom as part of normal settling routine. This will be</li> </ul>	<p><i>The ‘old cloakroom’ has been cleared and this will be used as entry and exit point for the session. Parents will not be allowed into setting.</i></p>	<p>27 May 2020</p>



Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	<p>communicated to parents beforehand with clear explanation as to why.</p> <ul style="list-style-type: none"> <li>One member of staff on door and one with children to ensure safe entry / exit</li> </ul>		
Decision to be made whether sessional times will be maintained or changes needed to ensure safety of all.	It may be that finish time of morning session and start time of afternoon session are altered slightly to ensure that necessary cleaning can take place over lunch time.	<i>As there is only one pm session on a Thursday and Friday afternoon the sessional time will remain the same. If numbers increase and this needs to be adjusted, this will be done in due course.</i>	27 May 2020
The current intervention / focus group space is filled with soft furnishings and “small toys” which would not be advised under current guidance.	Rather than have to pack away all the resources in this space we will agree that this space is out of bounds whilst we are working under the current COVID 19 recovery framework.	<i>Staff made decision to clear this and use as cloakroom space.</i>	27 May 2020
Ensure clear guidance around use of PPE particularly for intimate care and first aid	<p>There is guidance provided in the document ‘<i>Implementing protective measures in education and childcare settings</i>’ which will be shared.</p> <p>Further policy will be forthcoming from ECMAT.</p> <p>All documents and relevant risk assessments will need to be shared with staff and regularly reviewed to ensure safety of all involved</p> <p>PPE supplies have been purchased and direction of the use will be provided by guidance stated above.</p>	<i>Please see ECMAT policy and guidance for details around this.</i>	27 May 2020
Will sand, water and dough still be permitted within EYFS settings?	There is no mention of these elements in the current guidance so we will await the specific direction around safely opening EYFS settings	<i>These areas will not be included in setting</i>	27 May 2020
Ensuring that all rooms, resources and surfaces are cleaned between groups of children using	<p>Discussions with teaching and cleaning team to ensure</p> <ul style="list-style-type: none"> <li>End of each session all surfaces and high use areas are cleaned to correct standards</li> </ul>	<i>Each room will be provided with equipment should spillages occur during the day. Cleaning will take place as normal and enhanced</i>	27 May 2020

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	<ul style="list-style-type: none"> <li>• Sets of resources are switched to ensure that they are provided to correct children as planned in organisation of room</li> <li>• Teaching staff will not be expected to clean routinely but there should be an element where if needed during session it can be done safely and within realistic expectations.</li> </ul>	<i>Cleaning is not required during lunch break as no morning session in place as yet.</i>	
Staffing levels need to be legal under the supervision ratios detailed in EYFS guidance	Tara Ashton and Dawn Speight will remain in the FS1 unit. If extra staff can be deployed to support, they will. However, with numbers of children in school this is unlikely.	<i>Due to need to limit crossover of staff FS1 will be led by Tara Ashton and Sofia Dunn although staff will form part of the EYFS bubble.</i>	

## FOUNDATION STAGE 2

*“For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.”*

*“In addition, childcare settings or early years groups in school should:*

- consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing*
- consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously”*

***THE INFORMATION IN THE TABLE BELOW IS BASED UPON THE ASSUMPTION THAT ALL FS2 CHILDREN WILL RETURN. DYNAMIC ASSESSMENTS MAY BE REQUIRED IF THIS IS NOT THE CASE. HOWEVER, DYNAMIC ASSESMENTS MUST STILL FOLLOW THE GUIDANCE SET OUT BY THE DFE AND GOVERNMENT IN REDUCING AND MINIMISING CONTACT BETWEEN GROUPS OF CHILDREN AND STAFF.***

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<p>FS2 children to be split into two groups to allow safe opening in line with current guidelines</p> <p>These two groups will be taught as separate “classes” whilst ever this can be maintained with current staffing.</p> <p>The FS2 classroom will be split into two halves and the two groups will not be allowed to mix which will ensure that contact is limited and reduced.</p>	<p>All groups will be able to be offered full time places as long as staffing can be maintained. As other groups of children return and if we have to maintain the smaller groups then a reduced timetable will have to be implemented</p>	<p><i>As of 1 June the numbers of children returning mean that there is only need for one group. The FS2 classroom will be split in half and only one half of the classroom used.</i></p>	
<p>Toilets and handwashing</p>	<p>Both ‘classrooms’ have a sink in them and washing facilities. However, both groups of children will have to share the same bathroom facilities. There will be no “free</p>	<p><i>NA as only one group of FS2 children so they will be able to use the toilets as normal</i></p>	<p>27 May 2020</p>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	flow” to toilets and staff in each of the classrooms will have to establish rules with the children about accessing toilets	<i>with no extra supervision required</i>	
In line with DFE guidance <i>“remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)”</i>	Further guidance is to be received regarding preparing EY settings however two days have been allocated for staff to prepare (21/22 May) ALL soft furnishings (rugs, cushions, fancy dress etc) should be removed from the setting and all stored in the “Blue Room” until the time comes when they can be reinstated.	<i>EYFS team have worked extremely hard to ensure that FS2 classroom has been set up inline with guidance and resources have been allocated and distributed to ensure that sharing is limited and cleaning can be completed in line with guidance</i>	27 May 2020
With regards to indoor equipment <ul style="list-style-type: none"> <li>• <i>remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</i></li> <li>• <i>remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</i></li> </ul>	As part of classroom preparation on 21/22 May staff need to pay careful attention to this guidance and any subsequent guidance that will be released for EYFS settings. Staff will need to consider how easily equipment and resources can be cleaned during the lunchtime break to ensure that it <i>“is appropriately cleaned between groups of children using it”</i> The cleaning of this equipment will need to form part of discussion with cleaning team. It may be that there has to be two sets of resources which are limited to each of the groups of children (We will need to determine how realistic this expectation is)	<i>Due to low numbers only one set of resources needed to be used within the “bubble” A set of resources has been allocated to each day and these will be cleaned and disinfected at the end of each session.</i>	27 May 2020
With regards to outdoor equipment <i>“consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously”</i>	Outdoor equipment to be split into three sets with one set allocated to each of the two groups The two groups will both have their own outdoor space – Group 1 to use the existing space and Group 2 will use the space outside the front door (where bike sheds are) Staff must be very clear about what equipment is to be used for each group. Cleaning of outdoor equipment to be discussed.	<i>Due to low numbers only one set is needed</i>	27 May 2020

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<p>Ensure that drop off and pickups are completed safely and in a way that minimises contact between adults.  <i>“plan parents’ drop-off and pick-up protocols that minimise adult to adult contact”</i></p>	<p><b>NO PARENTS OR CARERS ARE TO BE ALLOWED ENTRY TO THE FOUNDATION STAGE 2 CLASSROOM , CLOAKROOM OR ENTRANCE HALL</b></p> <ul style="list-style-type: none"> <li>• Group 1 who will be using the ‘cloakroom’ half of the classroom will be dropped off and picked up from the existing entry door.</li> <li>• Group 2 who will be using the ‘wet’ half of the classroom will be using the Key Stage 1 hall door for drop off and collection.</li> <li>• These arrangements should remove the temptation to enter cloakroom) This will mean that children must be dressed in coats and with any bags at finish time in preparation for immediate dismissal.</li> <li>• Parents will not be allowed entry to classroom as part of normal settling routine. This will be communicated to parents beforehand with clear explanation as to why.</li> <li>• One member of staff on door and one with children to ensure safe entry / exit (Due to two entry points SLT / PSA may need to offer support at this time)</li> </ul>	<p><i>All children will use the normal entry / exit door. No parents / carers will be allowed in classroom or cloakroom</i></p>	<p>27 May 2020</p>
<p>Decision to be made whether sessional times will be maintained or changes needed to ensure safety of all.</p>	<p>Sessional times will be looked at and reviewed as part of a whole school approach. These will be clearly communicated with staff and parents before 1 June</p>	<p><i>Sessional times will be maintained with an extended registration and period of collection</i></p>	<p>27 May 2020</p>
<p>Lunchtimes and bringing large amounts of children together</p>	<p>The two groups of children will remain separate for lunch and will form part of the staggered lunchtime approach that will be implemented for the whole school. The two groups will remain for break at lunchtime and will be supervised within their own outdoor area. (SD and JR may need to be included on Lunchtime supervision rota to ensure safety and correct supervision levels)</p>	<p><i>Only one group of children – lunch will be eaten in the hall but social distancing can be maintained. FS2 children will have their lunch break on their outdoor area and remain separate from KS1 children</i></p>	<p>27 May 2020</p>

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Ensure clear guidance around use of PPE particularly for intimate care and first aid	<p>There is guidance provided in the document <i>‘Implementing protective measures in education and childcare settings’</i> which will be shared.</p> <p>Further policy will be forthcoming from ECMAT.</p> <p>All documents and relevant risk assessments will need to be shared with staff and regularly reviewed to ensure safety of all involved</p> <p>PPE supplies have been purchased and direction of the use will be provided by guidance stated above.</p>	<i>Please see ECMAT policy and guidance for details around this.</i>	27 May 2020
Will sand, water and dough still be permitted within EYFS settings?	There is no mention of these elements in the current guidance so we will await the specific direction around safely opening EYFS settings	<i>These areas will not be included in setting</i>	27 May 2020
Ensuring that all rooms, resources and surfaces are cleaned between groups of children using	<p>Discussions with teaching and cleaning team to ensure</p> <ul style="list-style-type: none"> <li>• End of each session all surfaces and high use areas are cleaned to correct standards</li> <li>• Teaching staff will not be expected to clean routinely but there should be an element where if needed during session it can be done safely and within realistic expectations.</li> </ul>	<i>There will be resources / equipment provided for spillages etc for staff in class to use. A cleaner will be on site from 11:00am to ensure that enhanced cleaning can take place. All surfaces and high use objects / areas will be cleaned at lunchtime and throughout the afternoon.</i>	27 May 2020
Staffing levels need to be legal under the supervision ratios detailed in EYFS guidance	Staff for FS2 will be looked at as part of the whole school timetabling. Guidance states that TAs can be used to manage larger groups of children under the supervision of a class teacher.	<i>The FS2 bubble will consist of four members of staff on a rota. TAs will not be asked to manage groups of more than 8 and when this happens this will be under the supervision of the teaching and will not be direct teaching and not in a sole capacity</i>	27 May 2020

## YEAR 1

*“It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff, where possible, only mix in a small. Consistent group and that small group stays away from other people and groups.*

*“Classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed one teaching assistant) ... Desks should be spaced as far apart as possible.*

*“Each setting’s circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children’s early learning, settings should prioritise groups of children as follows:*

- *early years settings - 3 and 4 year olds followed by younger age groups*
- *infant schools - nursery (where applicable) and reception*
- *primary schools - nursery (where applicable), reception and year 1”*

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Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
Setting up the classroom(s) to ensure that all DfE and government guidance is adhered to. <i>“remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)”</i>	Further guidance is to be received regarding preparing EY settings (this may be relevant and could be applied to Year 1 and possibly Y2 classroom). However, two days have been allocated for staff to prepare (21/22 May) ALL soft furnishings (rugs, cushions, fancy dress etc) should be removed from the setting and all stored in the “Blue Room” until the time comes when they can be reinstated.	<i>Classroom has been set up in line with guidance.</i>	27 May 2020

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<i>“Desks should be spaced as far apart as possible”</i>	<p>Desk should be spaced as far apart as is possible given the number of children and the space available. (Max 15 in class)</p> <p>It is likely that the same principles will need to be applied to the Y2 classroom as this may be needed to place one of the Y1 groups.</p>		
Class split into two groups	<p>The Y1 class will need to be split into two groups to accommodate the class following guidance (This is working on the assumption that all children will return to school on 1 June)</p> <p>This would be better as an ability split to ensure that RWI and appropriate curriculum teaching can be delivered without a crossover of support staff.</p> <p><b>RWI groups will not be able to be maintained as they have been as we have to limit the number of children and staff that come into contact with each other. Any One to One Tuition will have to be delivered by the support staff assigned to that group.</b></p> <p><b>Another consideration for this time will be looking at the Y2 Vulnerable and Key Worker children – do they stay in KS2 building with priority groups or do they mix with Y1 children for a more appropriate curriculum delivery?</b></p>	<p><i>Due to lower than expected numbers children will remain in one group.</i></p> <p><i>There will be a KS1 bubble and the Y2 key worker children will form part of this bubble. The bubble will be able to use both the Y1 and Y2 classroom to further support the SD guidance.</i></p>	27 May 2020
Staffing of two groups	Staff for Y1 will be looked at as part of the whole school timetabling. Guidance states that TAs can be used to manage larger groups of children under the supervision of a class teacher.	<i>Not necessary – staffing is not an issue due to low numbers.</i>	27 May 2020
Playground and equipment	Decisions will need to be made about whether to assign equipment to specific groups and this will need to be	<i>Only one “bubble” of children so the equipment can be used</i>	27 May 2020



Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	managed and supervised or whether we do not have play ground equipment. (Preferred option would be to assign equipment to groups but we will await the EYFS guidance to see if there is any direction for outdoor equipment / PE equipment)	<i>by this group of children and appropriately cleaned between use.</i>	
Lunchtime	The two groups of children will remain separate for lunch and will form part of the staggered lunchtime approach that will be implemented for the whole school. The two groups will remain separate, as far as possible, for break at lunchtime and will be supervised within their own outdoor area. (SD and JR may need to be included on Lunchtime supervision rota to ensure safety and correct supervision levels)	<i>Only one group of children. Children will eat in the dining hall – kept separate from FS2 children and then will have breaktime on KS1 playground as normal.</i>	27 May 2020
Entry and exit points	Entry and exit points will form part of the whole school approach and implementation of a one way system around school. This guidance will be shared with staff and parents and carers before the conditional, phased reopening on 1 June.	<i>Entry and exit points a normal although exit from school grounds will change as part of the one way system.</i>	27 May 2020
Ensure clear guidance around use of PPE particularly for intimate care and first aid	There is guidance provided in the document <i>‘Implementing protective measures in education and childcare settings’</i> which will be shared. Further policy will be forthcoming from ECMAT. All documents and relevant risk assessments will need to be shared with staff and regularly reviewed to ensure safety of all involved PPE supplies have been purchased and direction of the use will be provided by guidance stated above.	<i>Please see ECMAT policy and guidance for details around this.</i>	27 May 2020

## YEAR 6

*“It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff, where possible, only mix in a small. Consistent group and that small group stays away from other people and groups.*

*“Classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed one teaching assistant) ... Desks should be spaced as far apart as possible.*

*“Each setting’s circumstances will be slightly different. Any setting that cannot achieve these small groups at any point should discuss options with their local authority or trust. This might be because there are not enough classrooms or spaces available in the setting or because they do not have enough available teachers or staff to supervise the groups. Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children’s early learning, settings should prioritise groups of children as follows:*

- early years settings - 3 and 4 year olds followed by younger age groups*
- infant schools - nursery (where applicable) and reception*
- primary schools - nursery (where applicable), reception and year 1”*

***THE INFORMATION IN THE TABLE BELOW IS BASED UPON THE ASSUMPTION THAT ALL YEAR 6 CHILDREN WILL RETURN. DYNAMIC ASSESSMENTS MAY BE REQUIRED IF THIS IS NOT THE CASE. HOWEVER, DYNAMIC ASSESMENTS MUST STILL FOLLOW THE GUIDANCE SET OUT BY THE DFE AND GOVERNMENT IN REDUCING AND MINIMISING CONTACT BETWEEN GROUPS OF CHILDREN AND STAFF.***

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
Setting up the classroom(s) to ensure that all DfE and government guidance is adhered to. <i>“remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)”</i>	Further guidance is to be received regarding preparing EY settings (this may be relevant and could be applied to Year 1 and possibly Y2 classroom). However, two days have been allocated for staff to prepare (21/22 May) ALL soft furnishings (rugs, cushions, fancy dress etc) should be	<i>Classroom has been set up in line with guidance.</i>	27 May 2020

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<i>“Desks should be spaced as far apart as possible”</i>	<p>removed from the setting and all stored in the “Blue Room” until the time comes when they can be reinstated.</p> <p>Desk should be spaced as far apart as is possible given the number of children and the space available. (Max 15 in class)</p> <p>It is likely that the same principles will need to be applied to the intervention room as this may be needed to place one of the Y6 groups.</p>		
Class split into two groups	<p>The Y6 class will need to be split into two groups to accommodate the class following guidance (This is working on the assumption that all children will return to school on 1 June)</p> <p>This would be better as an ability split to ensure that teaching and appropriate curriculum teaching can be delivered without a crossover of support staff.</p> <p>Another consideration for this time will be looking at the KS2 Vulnerable and Key Worker children – and how we group these children alongside Y6 to ensure adherence to distancing guidance</p>	<p><i>Due to lower than expected numbers children will remain in one group.</i></p> <p><i>There will be a Y6 bubble. The bubble will be based in the Y6 bubble.</i></p>	27 May 2020
Staffing of two groups	Staff for Y6 will be looked at as part of the whole school timetabling. Guidance states that TAs can be used to manage larger groups of children under the supervision of a class teacher.	<i>Not necessary – staffing is not an issue due to low numbers.</i>	27 May 2020
Playground and equipment	Decisions will need to be made about whether to assign equipment to specific groups and this will need to be managed and supervised or whether we do not have play ground equipment. (Preferred option would be to assign equipment to groups but we will await the EYFS guidance	<i>A set of equipment will be assigned to this bubble which the children in the Y6 bubble will use.</i>	27 May 2020

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	to see if there is any direction for outdoor equipment / PE equipment)		
Lunchtime	The two groups of children will remain separate for lunch and will form part of the staggered lunchtime approach that will be implemented for the whole school. The two groups will remain separate, as far as possible, for break at lunchtime and will be supervised within their own outdoor area. (SD and JR may need to be included on Lunchtime supervision rota to ensure safety and correct supervision levels)	<i>Only one group of children. Lunch will be eaten in classroom / outdoor (weather dependent) One SMSA will be assigned to the group and will remain with this group throughout the initial two week period. (Adjustments may need to be made dependent upon numbers)</i>	27 May 2020
Entry and exit points	Entry and exit points will form part of the whole school approach and implementation of a one way system around school. This guidance will be shared with staff and parents and carers before the conditional, phased reopening on 1 June.	<i>Y6 will use the girls entrance as entry and exit door</i>	27 May 2020
Ensure clear guidance around use of PPE particularly for intimate care and first aid	There is guidance provided in the document <i>'Implementing protective measures in education and childcare settings'</i> which will be shared. Further policy will be forthcoming from ECMAT. All documents and relevant risk assessments will need to be shared with staff and regularly reviewed to ensure safety of all involved PPE supplies have been purchased and direction of the use will be provided by guidance stated above.	<i>Please see ECMAT policy and guidance for details around this.</i>	27 May 2020