

KEXBOROUGH PRIMARY SCHOOL

FULL REOPENING : ACTION PLAN

15 JULY 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

- Guidance for full opening : schools (2nd July 2020)
- Our Plan to Rebuild : The UK Governments COVID-19 Recovery Strategy
- What Parents and Carers need to know about early years providers, school and colleges during the coronavirus (COVID 19) outbreak
- 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.

WHOLE SCHOOL SYSTEMS OF CONTROL (Prevention and Response)

September 2020

Prevention:

- 1) Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school
- 2) Clean hands thoroughly more often than usual
- 3) Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- 4) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents and bleach
- 5) Minimise contact between individuals and maintain social distancing wherever possible
- 6) Where necessary, wear appropriate personal protective equipment (PPE)

Numbers 1 to 4 must be in place in all schools, all the time.

Number 5 must be properly considered and schools must put in place measures that suit their particular circumstances.

Number 6 applies in specific circumstances.

Response to any infection:

- 7) Engage with the NHS Test and Trace process
- 8) Manage confirmed cases of coronavirus (COVID-19) amongst the school community
- 9) Contain any outbreak by following local health protection team advice

Numbers 7 to 9 must be followed in every case where they are relevant

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<p>1. All risk assessments, health and safety policies and compliance checks will need to be updated before full opening in September 2020 and they should be in line with new guidance (2.7.2020)</p>	<p>These will be completed initially at trust level (PPE, H&S etc) and then applied to individual KPS circumstances.</p> <p>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</p>	<p><i>Information sharing with staff, parents/carers as advice is updated and risk assessments and policies completed</i></p>	<p><i>This document constitutes the reopening plan. Risk assessments will be added to website as agreed by Governing Body</i></p>
<p>2. Organisation of class bubbles in accordance with all relevant guidance</p>	<p>There will be four “umbrella bubbles” in school</p> <ul style="list-style-type: none"> • EYFS • Key Stage 1 • Lower Key Stage 2 • Upper Key Stage 2 <p>Each of these bubbles will consist of two classes. The classes within the bubbles will remain as separate as is possible but staff will be able to move between the two classes, in line with the 2 July guidance</p>	<p><i>Continue to follow Gov guidance with regards to reopening and ensure RAs are in line with this</i></p>	<p><i>15 July 2020 All staff aware of bubbles</i></p>
<p>3. Organisation of workspaces to maintain space between desks and seats wherever possible</p>	<p>Classrooms will be organised to maximise space (this may mean removal of non essential furniture) Desks will all be forward facing and children will sit side by side</p>	<p><i>Classrooms set up and are in line with guidance.</i></p>	<p><i>Due to work in buildings classroom setup will not be completed before summer break but will be done in time for reopening.</i></p>
<p>4. Refresh the timetable</p>	<ul style="list-style-type: none"> • The “normal and usual” school timetable will be returned to wherever possible to allow full delivery of the national curriculum • Outdoor learning will be used wherever practicable and relevant but in reality this may not always be possible • Timetables for the day will be designed to reduce contact and crossover between class groups as much as possible • Assemblies will be delivered virtually and their will be no large gatherings permitted 	<p><i>Details shared with all concerned</i></p>	<p><i>15 July – Timetables established and shared with staff</i></p>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	<ul style="list-style-type: none"> • Break times and lunch times will be staggered • A period of extended drop off and pick up will be introduced to try to avoid congestion on the school grounds. This is to try to avoid a systems of staggered starts. However, if guidance and rules are not followed there will be no option but to introduced a staggered start and end to the day. Parents and carers will be reminded of social distancing rules at all times <p>PARENTS AND CARERS WILL NO BE PERMITTED ACCESS TO EITHER THE MAIN OR NURSERY BUIDLING. ONLY ONE PARENT / CARER WILL BE ADMITTED ONTO THE PREMISES FOR ARRIVAL AND COLLECTION</p>		
5. Arrival and exit procedures	<ul style="list-style-type: none"> • No parents / carers will be permitted access on to the school grounds until 8:50am (with the exception of FS1) and not until 3:20pm IF QUEUES SHOULD START TO BUILD ON BALLFIELD LANE DUE TO ARRIVING AT SCHOOL TOO EARLY STAGGERED STARTS / FINISHES WILL HAVE TO BE INTRODUCED. • Parents and carers will be advised not to gather on or around the school grounds to allow everyone to access grounds safely and maintain social distancing by not having to pass crowds • The one way system, although adapted, will remain in place. • Crowds must not congregate at the main pedestrian entrance to ensure that social distancing can be maintained for all 	<i>Work on grounds to be completed during summer to install new gate to allow continuation of one way system. When new gates installed information will be shared with parents and carers. Staff aware of alteration.</i>	<i>To be confirmed upon completion of groundworks</i>
6. Attendance for all children mandatory	<ul style="list-style-type: none"> • Attendance policy reinstated for September 2020 (Addendum for shielding as a result of confirmed clinical vulnerability) • Reopening plans shared with parents / carers 	<i>Addendum to be added and then published on school website</i>	<i>Will be completed and published before return on 2.9.2020</i>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
7. Staff or children showing signs of C19 / Confirmed case of C19 and testing	<p>GOVERNMENT AND LOCAL GUIDANCE MUST BE FOLLOWED AT ALL TIMES AND STRICT PROCEDURES AND PROTOCOLS HAVE BEEN ISSUED</p> <ul style="list-style-type: none"> • Follow strict guidelines for those displaying symptoms of C19 and those who test positive • All guidance following prevention (social distancing, handwashing and good respiratory hygiene) must continue to be followed to protect the whole community • Anybody who feels unwell must contact the school office to discuss their symptoms. If anyone is displaying symptoms (as confirmed by PHE) that are pertinent to C19 (Currently high temperature, new persistent cough or a loss of taste or smell) they must not enter the school grounds. • If a member of staff or pupil begins to display symptoms of C19 they will be immediately removed from the bubble and taken to an isolation room. Immediate collection of child must be arranged and staff member to leave the building • The staff member of pupil displaying the symptoms will have a tests as soon as possible • If they test positive the school will follow guidance laid out by PHE and contact all relevant parties to inform them of any actions now required. • Should a closure or quarantine be necessary school will keep in contact with you throughout this period. 	All documents form part of RAs	15 July 2020
8. In the event of an outbreak	<p>GOVERNMENT AND LOCAL GUIDANCE MUST BE FOLLOWED AT ALL TIMES AND STRICT PROCEDURES AND PROTOCOLS HAVE BEEN ISSUED</p> <ul style="list-style-type: none"> • If the school experiences an outbreak, <u>either because we have two or more confirmed cases of coronavirus (COVID-19) among pupils or staff within 14 days, or we see an increase in pupil or staff absence due to suspected or</u> 	All documents form part of RAs	15 July 2020

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	<p>confirmed cases of coronavirus (COVID-19), we will contact the local health protection team. This team will advise us if additional action is required.</p> <ul style="list-style-type: none"> • Where an outbreak in school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. • Testing will first focus on the person’s class, followed by their year group, then the whole school if necessary. • If our local area sees a spike in infection rates that results in localised community spread, decisions will be made on what measures to implement to help contain the spread. • The Government will be involved in decisions and will support school to follow the Public Health advice. • In all cases, where groups of pupils need to self-isolate or where a larger restriction of attendance at school is needed, we will seek to ensure your child/ren’s education can continue remotely. (Separate document : Principles for remote learning) 		

FOUNDATION STAGE 1 / 2

Foundation Stage 1

The morning and afternoon session will be classed as “one bubble”

We looked at the possibility of only running one session but this was not feasible due to numbers

Currently there are 24 children in the FS1 bubble (am +pm)

Foundation Stage 2

The children will be classed as one bubble

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
FS1 children to be in one bubble	Staff will come into contact with the same number of children as other staff which means that the idea of a bubble being around 30 children can be maintained.	<i>Staff aware</i>	<i>15 July 2020</i>
Toilets and handwashing	<p>FS1 have their own toilet area and own sinks for handwashing Staff to remind children of handwashing advice when going to toilet Additional hand sanitising points will be available</p> <p>FS2 have their own toilet area and own sinks for handwashing Staff to remind children of handwashing advice when going to toilet Additional hand sanitising points will be available</p>		<i>15 July 2020</i>
Equipment and resources	<p>Resources will continue to be limited and carefully selected to ensure that any judged “hard to clean” will be removed from setting Sterilising solution will continue to be used for any equipment and resources that need cleaning at the end of each day.</p>	<i>Staff aware</i>	<i>15 July 2020</i>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	Cleaning equipment (roll, spray etc) will be available for staff to use during the day		
Outdoor provision	<p>Nursery children have access to their own outdoor provision and their own outdoor area Outdoor space to be used as much as is realistically possible Cleaning of outdoor equipment will be needed or use of 72 hour rule implemented</p> <p>FS2 children have access to their own outdoor provision and their own outdoor area Outdoor space to be used as much as is realistically possible Cleaning of outdoor equipment will be needed or use of 72 hour rule implemented FS2 outdoor area will be used for lunchtime</p>	<i>Staff aware</i>	<i>15 July 2020</i>
Drop offs and Pick Ups <i>“plan parents / carers’ drop off an pick up protocol that minimise adult to adult contact</i>	<p>NO PARENTS / CARERS TO BE ALLOW ENTRY TO THE FS1 CLOAKROOM OR CLASSROOM</p> <ul style="list-style-type: none"> • Parents and carers will not be allowed entry to the classrooms as part of normal settling routines. This will be communicated to parents with reasons why • The one way system will be used and will allow for drop off and collection of AM children and collection of PM children. Due to the need to use the FS2 playground at lunchtime children will need to be collected at the gate for the afternoon nursery session. • Information provided to parents with regards to new starters <p>NO PARENTS / CARERS TO BE ALLOWED ENTRY TO THE FS2 CLOAKROOM OR CLASSROOM</p>	<i>Information communicated to all relevant stakeholders</i>	<i>15 July 2020</i>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	<ul style="list-style-type: none"> • Parents and carers will not be allowed entry to the classrooms as part of normal settling routines. This will be communicated to parents with reasons why • The one way system will be used and will allow for drop off and collection of FS2 children in line with the current system • Information provided to parents with regards to new starters 		
Sessional times	Sessional times to be maintained. These can be accommodated within the normal running of the school day.	<i>Information communicated to all relevant stakeholders</i>	15 July 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>Will need to keep up to date with ever changing guidance around face coverings and ensure that latest information is published in readiness for September reopening</i>	15 July 2020
Will sand, water and dough still be permitted within EYFS settings?	<p>No sand to be used until guidance suggests that this is safe</p> <p>Water provision to be used with washing up liquid / liquid soap both outdoors and indoors</p> <p>Children to have their own pots of dough</p>	<i>Staff aware and access to resources will follow these guidelines</i>	15 July 2020
Ensuring that all rooms, resources and surfaces are cleaned between groups of children using	<p>End of each session all surface and high use areas are cleaned to correct standards</p> <p>As part of usual EYFS routines staff will clean and sterilise resources as necessary</p>	<i>Information communicated to all relevant stakeholders</i>	15 July 2020

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
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. This more than meets the supervision requirements for the first term. Staffing in FS2 more than meets supervision requirements	<i>Information communicated to all relevant stakeholders</i>	<i>15 July 2020</i>

YEAR 1 – YEAR 6 (INCLUDING Y2, Y3, Y4, and Y5)

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.	<ul style="list-style-type: none"> • Each class will be a bubble • Within the classroom children will use a shared desk (2 children facing forward) • Desks will be spaced as far apart as is possible given space available and number of children • Children will be forward facing sitting side by side • Children will receive individual packs with their own stationery that will not be shared • Desk will be cleaned am break, lunch time and end of the day 	<i>Due to work in KS2 building classrooms will not be able to be set up before summer break. They will be ready for start of term</i>	15 July 2020
Curriculum	<p>A timetable for each year group will be designed to ensure the minimum cross over of bubbles and to minimise shared use of resources</p> <p>ALL PE lessons for the first half term will take place outdoors</p> <p>RWI will take place in the “umbrella bubbles” but children must sit next to children from their own bubble</p> <p>Ipads limited to Year 3 and Year 4 with equipment cleaned and 72 hour gap between use</p> <p>ICT suite limited to Year 5 and Year 6 with equipment cleaned and 72 hour gap between use</p> <p>Curriculum has been planned to minimise need to share resources and teachers will be responsible for ensuring they are resourced for lessons and that this is completed in good time</p>	<i>Information communicated to all relevant stakeholders</i>	15 July 2020
Playground and equipment	PE and playground equipment will be assigned to specific year groups / classes	<i>Information communicated to all relevant stakeholders Necessary resources have been identified and allocated</i>	15 July 2020

YEAR 1 – YEAR 6 (INCLUDING Y2, Y3, Y4, and Y5)			
Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	<p>Classes will be located a specific zone on the playground or area on the field which they can access. No other group will access the same zone at the same time.</p> <p>Staggered break times and lunch time to allow for maximum distancing. The adults supervising each group will be the adults within their class so as to ensure that there is no mixing of groups</p>		
Lunchtime	<p>A staggered approach to lunchtime will be taken to ensure bubbles remain separated</p> <p>FS2, Y1 and Y2 will be able to access school dining hall and full range of menu as provided by Barnsley Catering</p> <p>KS2 FSM children will be able to order a grab bag or jacket potato</p> <p>All other KS2 children will be required to bring a packed lunch</p> <p>Lunch will be eaten inside the classroom. All desks will be cleaned after the children have eaten.</p> <p>Bubbles will be allocated zones on the playground and / or areas of the field.</p> <p>Bubbles will have an allocated SMSA</p>	<i>Information communicated to all relevant stakeholders</i>	15 July 2020
Entry and exit points	<p>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 full reopening in September</p> <p>An extended drop off and collection time will be implemented to avoid staggered starts. However, if concerns are raised about social distancing not being maintained then staggered starts will have to be implemented.</p>	<i>Information will be communicated to all relevant stakeholders once groundworks have been completed</i>	15 July 2020

YEAR 1 – YEAR 6 (INCLUDING Y2, Y3, Y4, and Y5)

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
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>	<p><i>Will need to keep up to date with ever changing guidance around face coverings and ensure that latest information is published in readiness for September reopening</i></p>	<p>15 July 2020</p>