

## RISK ASSESSMENT FOR THE OPENING OF JHSW FOR ALL PUPILS WEEK COMMENCING 31<sup>st</sup> AUGUST 2020

### PROPOSED ORGANISATION **EARLY YEARS**

<b>Days and Times</b>	Week 1 – Thursday 3 <sup>rd</sup> September 9.30am-11.30am, Friday 4 <sup>th</sup> September 9.30am-11.30am (max. 26 children per session) Week 2 onwards – 8.45am-11.45am morning session 12.15-3.15 afternoon session
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### PROPOSED ORGANISATION **FOUNDATION STAGE**

<b>Days and Times</b>	Week 1 – Thursday 3 <sup>rd</sup> September 9.30am-11.30am, Friday 4 <sup>th</sup> September 9.30am-11.30am (max. 30 children per session) Week 2 onwards – 9.00am-11.45am morning session 1.10-3.05 afternoon session (max. 30 children per class per day)
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### PROPOSED ORGANISATION **YEAR ONE**

<b>Days and Times</b>	Week 1 – Thursday 3 <sup>rd</sup> September 8.50 am-3.10pm, Friday 4 <sup>th</sup> September 8.50am-3.10pm (max. 30 children per class per day) Week 2 onwards – 8.50am - 3.10pm daily
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### PROPOSED ORGANISATION **YEAR TWO**

<b>Days and Times</b>	Week 1 – Thursday 3 <sup>rd</sup> September 8.45 am-3.15pm, Friday 4 <sup>th</sup> September 8.45am-3.15pm (max. 30 children per class per day) Week 2 onwards – 8.45am - 3.15pm daily
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## RISK ASSESSMENT/PROTECTIVE MEASURES

#### DfE guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

The overarching principle is to reduce the number of contacts between children and staff through keeping groups separate in bubbles and through maintaining distance wherever possible

- Ideally adults should maintain distance from each other and from children when circumstances allow
- Avoid face to face contact and minimise time spent within 1 metre of anyone

	Hazard/Issue	Risk control measures
<b>Communication with parents</b>	<ul style="list-style-type: none"> <li>• Parents do not fully understand organisation &amp; rationale for proposed model for full opening of the school from September</li> <li>• Parents feel anxious about allowing their children to return to school</li> <li>• Parents do not know staggered timings for each year group or the entry/exit routes from September</li> <li>• Parents not adhering to social distancing guidance when involved in face to face communication with school staff at the entry/exit points</li> <li>• Parents understanding that face to face interaction with staff and interactions within school must be minimised and social distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed updates from SLT at regular intervals</li> <li>• Home Learning option no longer offered</li> <li>• Removal of Home Learning tab from school website</li> <li>• Main route for communication will be email but for identified 'hard to reach families' we may provide a hard copy of documentation or telephone contact.</li> <li>• Clear information regarding times and entry and exit arrangements provided by email and available on the transition tab on the school website</li> <li>• Clear guidance to parents on how to contact staff whilst maintaining social distancing protocols</li> <li>• Clear guidance to parents regarding drop off and pick up protocol. Staff/governors outside to guide and remind</li> <li>• Detailed risk assessment sent to parents for them to read prior to school starting in September</li> <li>• Covid 19 Home School Agreement revised for September 2020</li> <li>• Communication emphasises the need to start with full protective measures implemented to test the protocols and practices that have been agreed.</li> <li>• Communication designed to provide clear guidance on how the school will be operating from September until further notice and to manage expectations</li> </ul>

	<p>guidance must be adhered to with any adult to adult contact</p> <ul style="list-style-type: none"> <li>Parents understanding that guidance about social distancing is not now applicable for younger children</li> </ul>	
<b>DfE guidance:</b>  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools</a>		
<b>Pupil Well-being</b>	Communicating messages regarding class bubbles of 30 and new expectations for safe behaviours to young children	<ul style="list-style-type: none"> <li>Information sent home to parents for them to share with their children to inform and manage their expectations before starting the Autumn Term at school</li> <li>Covid 19 – revised Home School Agreement sent out</li> <li>Update Behaviour Policy and signpost on website</li> <li>Update Child Protection Policy and signpost on website</li> <li>Disseminate policy for managing suspected cases of Coronavirus in school</li> <li>Regular reminders regarding expectations and rules once children return in September</li> <li>Rewards and praise for safe behaviours from pupils</li> <li>Communicate clear and consistent expectations around school attendance to families</li> </ul>
	Managing pupil well-being and mental health including anxiety	<ul style="list-style-type: none"> <li>Prior to September request information from parents regarding their child via an emailed ‘All About Me’ document</li> <li>Gain feedback from staff regarding re-opening in June to inform curriculum planning for September</li> <li>Revise the curriculum to meet the needs of pupils as they return to school - ‘Recovery Curriculum’</li> <li>Plan how to support pupils who have found the long period away from school/friends hard to manage</li> <li>Identify those who have developed anxieties related to coming into school or the virus</li> <li>Identify those about whom there are safeguarding concerns</li> <li>Support those who may make safeguarding disclosures once they return to school</li> <li>Support those who may have experienced bereavements in their immediate family or wider circle of friends or family</li> <li>Regular PSHE sessions in school</li> <li>Regular time to talk in school</li> <li>Consistent and agreed approach to providing factual information about Coronavirus in an age appropriate way – approach shared with parents</li> <li>Lainey Morgan to continue to support vulnerable children individually or within individual class ‘Nurture Groups’               <ul style="list-style-type: none"> <li>If offering face to face, set up T.V room with adult seat 1+ metres away from child seat</li> <li>Phone call made to class to ask adult to bring child/ren using outside route to go to TV room</li> <li>Adult leaves child/ren at door</li> <li>Lainey to return them via outside route</li> <li>T.V room chairs and surfaces to be cleaned before next child/ren arrives</li> </ul> </li> <li>Provide relevant resources to teachers for use in planning daily PSHE lessons or signpost parents to resources online</li> </ul>

	Shielded and clinically vulnerable children	<ul style="list-style-type: none"> <li>Children who are unable to attend school because they are complying with clinical and/or public health advice must not attend school and home learning will be provided <ul style="list-style-type: none"> <li>Identify possible children and make calls to parents to check this and ensure that they do not attend</li> <li>Include relevant link to DfE's guidance on shielding</li> </ul> </li> <li>School to communicate with families of children living in households where there is severe anxiety about them returning to school –school to provide reassurance about the measures that are being put in place to reduce the risks in school.</li> <li>Parents must understand that children must be in school unless a statutory reason applies</li> </ul>
	Managing unexpected/challenging behaviour	<ul style="list-style-type: none"> <li>Provide calm, consistent and familiar learning environment</li> <li>Offer realistic, engaging and enjoyable learning opportunities</li> <li>Revise/reinforce behaviour policy</li> <li>Praise and reward positive behaviours</li> <li>Regular PSHE sessions in school</li> <li>Regular time to talk in school</li> <li>Provision of nurture support where necessary</li> <li>Sanctions for poor behaviour-in the event that usual positive reinforcement and other class strategies have not worked in addressing poor behaviour, an adult should phone the Head's office to ask if it is possible to for her to speak to the child. If the Head/Deputy is not available, the child must remain in the classroom or go to class designated outdoor area until the leader is available. When the leader is available, she will visit the child in the classroom or in the outside area. The Leader will decide upon and communicate a suitable sanction.</li> </ul>
	Uniform	<ul style="list-style-type: none"> <li>Requirement for pupils to wear uniform and footwear in line with the Uniform Policy</li> <li>Requirement for pupils to bring a P.E kit into school</li> <li>No requirement for anything other than normal personal hygiene and washing of clothes regularly</li> </ul>
	Shielded and clinically vulnerable adults	<ul style="list-style-type: none"> <li>Clinically extremely vulnerable and clinically vulnerable individuals should return to work as the full measures of the DfE guidance are being implemented in the school so the risks to all staff will be significantly reduced.</li> <li>Individuals in circumstances where they are unable to return to work for any reason must discuss this personally with the Head Teacher who will follow HR guidance</li> </ul>
	Living with a shielded or clinically vulnerable person	<ul style="list-style-type: none"> <li>Adults living in households with <b>extremely clinically</b> vulnerable individuals should return to work from September as the school is implementing the full measures within the DfE guidance</li> <li>Children and adults living in households with <b>clinically</b> vulnerable individuals should attend school/work as normal</li> </ul>

<b>Hygiene and Protective Measures</b>	<p><b>Someone becomes unwell at JHSW with symptoms of Coronavirus</b></p>	<p><i>If anyone becomes unwell with a new, continuous cough or a high temperature, loss or change to sense of smell or taste at JHSW, they must be sent home and advised to follow the <a href="#">COVID-19: guidance for households with possible coronavirus infection guidance</a>.</i></p> <p>Use PHE flowchart to brief on PPE needed</p> <p><i>Appropriate PPE within Spare Room</i></p> <p><i>If a child is awaiting collection, they will be moved to the Spare Room where they can be isolated behind a closed door with adult supervision from a designated staff member. A window will be opened for ventilation. They will remain at least 2 metres away from other people. At JHSW we will seat them at a table in the Spare Room</i></p> <p><i>If they need to go to the bathroom while waiting to be collected, they will use the toilets in the spare room. These toilets will be cleaned and disinfected using standard cleaning products before being used by anyone else.</i></p> <p><i>PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</i></p> <p><i>In an emergency, we will call 999 if they are seriously ill or injured or their life is at risk. We will not visit the GP, pharmacy, urgent care centre or a hospital.</i></p> <p><i>If a member of staff has helped someone who was unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.</i></p> <p><i>Use the NHS Test and Trace process and contact the local Public Health England health protection team.</i></p> <p><i>Ensure staff and parents/carers understand they will be need to be ready and willing to:</i></p> <ul style="list-style-type: none"> <li><i>• Book a test if they are displaying symptoms.</i></li> <li><i>• Provide details of anyone they have been in close contact with if they were to test positive</i></li> <li><i>• Self-isolate if they have been in close contact with someone who develops Coronavirus symptoms or someone who tests positive for Coronavirus.</i></li> </ul>
	<p><b>Testing for school staff and pupils</b></p>	<p><i>Access to testing is already available to all staff and pupils.</i> <i><a href="https://nhs.uk/ask-for-a-coronavirus-test">nhs.uk/ask-for-a-coronavirus-test</a></i></p>

		<p><i>This includes anyone involved in education, childcare or social work – including both public and voluntary sector workers, as well as foster carers. See the <a href="#">full list of essential workers</a>. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal.</i></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a></p>
	<p><b>What happens if there is a confirmed case of Coronavirus in our school</b></p>	<p><i>When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to get tested.</i></p> <p><i>Where the child or staff member tests negative, they can return to their setting and their fellow household members can end their self-isolation.</i></p> <p><i>If there is a positive test result, based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact.</i></p> <p><i>Close contact means: · direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin) · proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual · travelling in a small vehicle, like a car, with an infected person</i></p> <p><i>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we recommend schools keep a record of pupils and staff in each group, and any close contact that takes place between children and staff in different groups. This should be a proportionate recording process. Schools do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.</i></p> <p><i>Local Health Protection Team</i>  <i>Tel: 03442253861 (option 4)</i>  <a href="mailto:TVPHE@phe.gov.uk">TVPHE@phe.gov.uk</a></p>
	<p><b>Toys, resources and equipment being handled by children</b></p>	<ul style="list-style-type: none"> <li>• Where possible, limit use of soft furnishings, soft toys and toys that are hard to clean, and position excess where it is safe to store it.</li> <li>• Gradually increase the limited range of equipment/toys but ensure those that are chosen can be easily and regularly cleaned- weekly cleaning inventory</li> <li>• Clearly defined list of agreed learning activities within the year group</li> <li>• Limited and regularly replenished malleable resources e.g play dough</li> <li>• No toys/items to be brought in from home unless it is a planned and agreed request from school staff</li> <li>• Book bags to be brought in daily</li> <li>• Reading books issued twice weekly and brought to and from school daily</li> <li>• P.E. bags stored in cloakroom on children's pegs</li> <li>• Limited use of equipment on the playground (follow rota)</li> </ul>
	<p><b>Cleaning frequently touched surfaces often using detergents and disposable or washable cloths</b></p>	<ul style="list-style-type: none"> <li>• All surfaces, chairs, door handles etc. in classrooms to be cleaned each evening. Cleaners to wear disposable gloves whilst doing so</li> </ul>

		<ul style="list-style-type: none"> <li>• Tables and surfaces to be cleaned before and after lunch</li> <li>• Toilets to be cleaned each evening. Disposable gloves to be worn whilst doing so</li> <li>• Bins to be emptied once a day and consumables checked</li> <li>• Sufficient supplies ordered to cover additional use</li> </ul>
	Contamination being caused by items being brought into school	<ul style="list-style-type: none"> <li>• Book bags and P.E. kits may be brought to school but no other items brought in</li> <li>• Packed lunch from home to be stored on class trolley and only handled by child to whom it belongs</li> <li>• Bikes and scooters may be brought to school but are left at own risk – staggered entry and exit arrangements to mitigate children from different bubbles mixing.</li> <li>• No water bottles brought into school but water available at all times</li> </ul>
	Transport to school	<ul style="list-style-type: none"> <li>• Families will be encouraged to walk, cycle or scoot to school so risk is considered 'low'</li> </ul>
	Furniture, fixtures and fittings with the potential to become unhygienic	<ul style="list-style-type: none"> <li>• Removal of unnecessary items from the classroom</li> <li>• Keep doors open to prevent door handles being touched too often</li> </ul>
	Providing comfort to a distressed child	<ul style="list-style-type: none"> <li>• Guidance suggests that it is unnecessary to expect social distancing between young children within a bubble</li> <li>• No more comfort than is actually required</li> </ul>
	Minimising contact in toilet areas	<ul style="list-style-type: none"> <li>• Guidance suggests that it is unnecessary to expect social distancing between young children within a bubble, so best endeavours will suffice</li> <li>• Limit the number of children within the toilet area at any one time</li> </ul>
	Changing nappies/providing intimate care	<ul style="list-style-type: none"> <li>• Only staff within class 'bubble' should change nappies/support with toileting accidents</li> <li>• Spare clothes to be kept within classroom along with necessary PPE (gloves)</li> <li>• Follow government guidance which states that usual PPE is satisfactory i.e. gloves</li> <li>• Best endeavours to follow social distancing guidance between adult and child</li> </ul>
	Ensuring good respiratory hygiene	<ul style="list-style-type: none"> <li>• Children reminded of: use of tissue; disposal of tissue; sneezing into elbow</li> <li>• Adults assisting children to use tissue put gloves on before doing so. Dispose of gloves and tissue before thoroughly washing hands</li> </ul>
	Minimising contact in cloakroom areas	<ul style="list-style-type: none"> <li>• Guidance suggests that it is unnecessary to expect social distancing between young children within a bubble, so best endeavours will suffice</li> <li>• Limit the number of children within the cloakroom area at any one time</li> </ul>
	Maintaining social distancing in corridor areas	<ul style="list-style-type: none"> <li>• Guidance suggests that it is unnecessary to expect social distancing between young children within a bubble, so best endeavours will suffice but bubbles will move separately and contact between them will be reduced as far as is practicable</li> <li>• 'Class bubbles' to move around the school as a group.</li> <li>• If groups have to pass one another leading adult should stay to one side of the corridor and final adult to ensure all children follow accordingly</li> </ul>
	Administration of First Aid for minor injuries	<ul style="list-style-type: none"> <li>• Use PHE flowchart to brief on PPE needed</li> <li>• Only staff within class 'bubble' should administer minor injury first aid</li> <li>• Any concerns regarding the administration of first aid should be communicated via internal phone system to school office</li> <li>• First Aid kit within classroom to contain all necessary resources, including forms, to deal with all minor injuries.</li> <li>• Follow government guidance which states that usual PPE is satisfactory i.e. gloves</li> <li>• Call on designated first aider to deal with serious accidents or incidents</li> </ul>

	Administration of First Aid for major incidents/, injuries	<ul style="list-style-type: none"> <li>• Use PHE flowchart to brief on PPE needed</li> <li>• Use internal phone system to call on designated first aider to deal with serious accidents or incidents</li> <li>• Green cross for all classrooms and outside learning spaces to be used if necessary</li> <li>• In an emergency where urgent first aid is required an adult must, if possible, take the child to the medical room using the main corridor. The adult and child must stand 2m away from first aider and wait for the first aider to ask the child into the room or</li> <li>• If you believe the child is showing symptoms of Covid 19 (persistent cough, temperature) an adult must take him/her to the Spare Room using the main corridor route. The adult and child must stand 2m outside the door and wait for the first aider to ask the child into the room</li> </ul>
	Maintaining suitably strict hygiene measures within 'class bubble'	<ul style="list-style-type: none"> <li>• Children to wash hands on entering the classroom in the morning</li> <li>• Children to be supervised whilst washing their hands at regular points throughout the session, before and after eating and after using the toilet – in small groups</li> <li>• Children to wash their hands using warm water and soap for 20 seconds and to dry them thoroughly</li> <li>• Lidded bins within each hand sink area for the disposal of hand towels, tissues and other waste – double bagging, emptying at lunchtime and at the end of the day</li> <li>• Provision of tissues in each classroom</li> <li>• Implement the 'catch it, bin it, kill it' approach in each classroom</li> <li>• Children to be encouraged where possible not to touch their faces or to put objects into their mouths</li> </ul>
	Maintaining suitably strict hygiene measures within school grounds	<ul style="list-style-type: none"> <li>• Hand sanitiser stations at the school entrance and key points within the school</li> <li>• Lidded bins in key locations for the disposal of tissues and other waste – double bagging, emptying at lunchtime and at the end of the day</li> </ul>
	PPE	<ul style="list-style-type: none"> <li>• Public Health England does not (based on evidence) recommend the use of face masks in schools although this evidence will be kept under review.</li> <li>• Use of disposable gloves when providing intimate care for children</li> <li>• Provision of first aid: <ul style="list-style-type: none"> <li>○ If asymptomatic, disposable gloves</li> <li>○ If symptomatic: disposable glove, disposable apron, fluid resistant surgical mask and face/eye protection</li> </ul> </li> </ul>
	Caretaking and Cleaning	<ul style="list-style-type: none"> <li>• Caretaker available everyday</li> <li>• Caretaker may enter any rooms with children and adults in but must maintain a distance of 1+metres from adults and children and limit the amount of time spent in each room</li> <li>• When entering empty rooms that have been occupied by children, to wear gloves</li> <li>• During school hours, caretaker will be undertaking regular round of cleaning of door handles etc. and toilets. Gloves to be worn at all times</li> <li>• Cleaners to clean each teaching room thoroughly at the end of the day</li> <li>• Teaching staff to ensure resources are wiped clean on a regular basis in line with individual class cleaning inventory</li> </ul>
<b>DfE guidance:</b>		

Prevention and control- <a href="https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19">https://www.gov.uk/government/publications/guidance-to-educational-settings-about-covid-19/guidance-to-educational-settings-about-covid-19</a>		
Learning at School	Entry into school Exit from school	<ul style="list-style-type: none"> <li>Staggered entry for each year group</li> <li>All parents to be asked to walk to school where possible</li> <li>Parents to be asked not to park by the school if they do have to drive.</li> <li>One parent must bring each child and each must arrive in their allocated time slot and queue in a socially distanced manner adhering to ground markings</li> <li>One staff member to stand at the designated entry door (fire door) for the class and admit one child at a time</li> <li>Parents must remain at 1+metre distance from staff at all times</li> <li>Parents to be told that children will need to walk independently as adults will not be able to take hands/ escort children in</li> <li>Child to go straight into class, hang coat in the cloakroom, store book bag, wash hands with supervision from additional adult and participate in on entry activity until whole group has arrived.</li> <li>There will be a staggered end to the day</li> <li>Exit via morning entry door. Parents to queue in a socially distanced manner adhering to ground markings.</li> </ul>
	Attendance	<ul style="list-style-type: none"> <li>School attendance is mandatory from the beginning of the autumn term</li> <li>Attendance register to be completed twice per day</li> <li>Absence to be followed up</li> <li>Ability to issue sanctions, including fixed penalty notices in line with Las code of conduct</li> <li>Continue completing the daily data returns using the DfE portal?</li> <li>Children should attend every day</li> </ul>
	Group Size	<ul style="list-style-type: none"> <li>Maximum of 30 children with 2 adults to support during lesson times</li> <li>Maximum of 30 children with 1 Midday Supervisor</li> </ul>
	Minimising contact and mixing by altering, as much as possible, the environment and timetables	<ul style="list-style-type: none"> <li>Each class to stay as a bubble throughout whole school day with children in each year group being cared for separately for the time they are in OOSC provision</li> <li>Wendover Junior School pupils unable to attend OOSC provision until further notice</li> <li>Adults supervising at lunchtime will be on the playground but may collect the children from the classroom</li> <li>Whole class lessons may be taught by different adults. All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable or to cover for absent staff members or to provide non-contact time</li> <li>Class Bubble may be taught in the hall but movement around the school site should be kept to a minimum</li> <li>KS1 Class Bubbles will use a designated playground area and a designated outdoor learning space. FS to use Learning Zones on a rota basis</li> <li>Each classroom set up for max. 30 children</li> <li>Children will sit at tables in groups of no more than 6</li> <li>KS1 children may be allocated a table place but they may sit at any table in the room during the course of the day</li> <li>Children may sit on the carpet but time spent on the carpet should be limited to 15 minutes at one time. A taped line on the carpet to prevent adult being too close to the children</li> </ul>



		<ul style="list-style-type: none"> <li>Majority of the teaching in the classroom/outside to be completed 1+ metres away from the group/individual.</li> <li>Limit time spent in closer contact to children to maximum 15 minutes</li> <li>Avoid face to face close contact wherever possible</li> <li>Most soft furnishings will be removed from classrooms.</li> <li>No assembly in the hall</li> <li>If possible open windows and doors in classrooms as ventilation reduced risk of virus transfer</li> <li>Staggered lunch break times in separate areas of outdoor space with use of designated routes to avoid mixing of bubbles(see detailed timetable)</li> <li>Lunches eaten outside or in dining hall with distancing between bubbles. Tables cleaned after each group.</li> <li>Only classroom toilets to be used</li> <li>No unaccompanied access to main school corridors for children unless they are changing reading books following the timetable for doing this</li> <li>Late arrivals go to class via main entrance and then internal route</li> <li>Lunch break staggered and in own area outside</li> <li>Breaks supervised by Class bubble adults</li> <li>Lunchtimes supervised by MDMS</li> <li>No adults, other than those allocated to the bubble, should enter any area unnecessarily when there is a group of children present</li> <li>Time spent on the carpet limited to 15 minutes at any one time</li> </ul>
	Timetable	<ul style="list-style-type: none"> <li>The school day will be split into distinct sessions with a consistent timetable for each class in the year group although timings of activities may vary</li> <li>Staff will take account of strict adherence to the staggered break and lunchtime rotas</li> <li>There should be at least one story time each day</li> <li>Each class bubble will be divided into two groups for the majority of the teaching time to allow for one group to be indoors and one outside using the allotted outdoor area for the group. The children within the two groups can change</li> <li>The adventure trail will be out of use as it cannot be cleaned</li> <li>PE supported by specialists, but they will socially distance at all times expecting teacher and support staff to manage all close contact with children that is required.</li> <li>Any PE equipment used must not be shared between groups and must be cleaned before use by another group</li> <li>Resources to be rotated must be cleaned meticulously or left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles</li> <li>Virtual assemblies</li> </ul>
	Curriculum Coverage	<p>Priorities for teaching EYFS:</p> <ul style="list-style-type: none"> <li>Prime areas of learning, including, communication and language, personal, social and emotional development and physical development.</li> <li>Assess and address gaps in language, early reading and maths, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary</li> <li>Outdoor learning.</li> </ul> <p>Priorities for KS1</p>

		<ul style="list-style-type: none"> <li>• Resocialisation into new school routines, school rules, school values</li> <li>• PSHE</li> <li>• Speaking and Listening</li> <li>• Individual Reading</li> <li>• Guided Reading</li> <li>• Writing</li> <li>• Maths</li> <li>• Science</li> <li>• Non-contact P.E/exercise– outdoor whenever possible</li> <li>• Sharing stories</li> <li>• Music, Art</li> <li>• Outdoor learning</li> <li>• Phonics</li> <li>• Handwriting</li> <li>• Reading books to be taken home/changed</li> <li>• Children will have their own exercise books, journals</li> <li>• Class Floor books</li> <li>• Group resources, area resources</li> <li>• Individual whiteboards and pens</li> </ul> <p>Return to school's normal curriculum content by no later that summer term 2021 No internal/external extra-curricular clubs for at least the first half term</p>
	Meeting needs	<ul style="list-style-type: none"> <li>• Opportunities for children to talk</li> <li>• Opportunities for one-to-one conversations with trusted adults where this may be supportive</li> <li>• Lessons on mental well-being or staying safe</li> <li>• Pastoral activities – renewing and developing friendships within peer group</li> <li>• Other enriching developmental activities linked to PSHE</li> </ul>
<b>Learning at home</b>	Learning for those who are unable to return to school due to legitimate circumstances e.g self-isolation, symptoms or a positive test result, close contact from test and trace etc.	<ul style="list-style-type: none"> <li>• Continue with individual home learning, signposting to other online resources for additional activities</li> </ul>
<b>Eating &amp; Playing</b>	Snack times/ Lunchtimes	<ul style="list-style-type: none"> <li>• Snack times in classrooms or in designated outside space for 'class bubble'</li> <li>• If no fruit is provided parents will be asked to send in plastic box, labelled</li> <li>• Drinking water available in all classrooms</li> <li>• Cups washed by an adult wearing gloves</li> <li>• Staggered Y2 break times following rota provided – class bubble staff to supervise</li> <li>• Staggered lunchtimes following rota and protocol provided – eating outside whenever weather allows for the first half term– MDMS supervising</li> <li>• Cleaning of lunchtime play equipment so multiple groups don't use it simultaneously</li> <li>• Type of meal offered – packed lunch until October half term with the School Meal Provider (Chartwells) offering a free packed lunch to all FS/KS1 children. Alternatively parents/carers can provide their own.</li> </ul>

		<ul style="list-style-type: none"> <li>• Maintaining distancing at playtimes (no contact) wherever possible and introduce non-contact activity ideas</li> <li>• Access to drinking water for all 'class bubbles'</li> <li>• No water fountains will be in use</li> </ul>
<b>SEN</b>	Support for pupils with EHCP	<ul style="list-style-type: none"> <li>• Identify EHCP children, SEN support children</li> <li>• Provide appropriate support for children with SEN by deploying staff to work with them in different classes or year groups</li> <li>• Prepare a plan for each on top of normal provision, e.g where will they go if they need time out of class so that they do not mix with others. This should be an outside space if possible.</li> <li>• Other strategies to support them whilst they remain in their group</li> <li>• External intervention areas or 1:1 interventions to be completed in an agreed area for the class bubble</li> </ul>
<b>Safeguarding</b>	KCSiE	<ul style="list-style-type: none"> <li>• Regular contact with vulnerable children who are not returning to school – all year groups</li> <li>• COVID 19 addendum to Child Protection Policy</li> <li>• There will always be a DSL in the building (in the event of illness, you will be informed of cover arrangements).</li> <li>• Discuss concerns face to face with a DSL maintaining appropriate social distancing</li> <li>• All concerns to be recorded as usual and Concerns folder passed to DSL in a socially distanced manner</li> <li>• DSL or Additional DSL always available on site</li> <li>• Telephone calls to families if needed</li> <li>• Individual support plans around the family, working alongside other agencies as appropriate</li> <li>• Identify appropriate signposting agencies e.g. bereavement, family support</li> <li>• Staff points of contact for parents communicated</li> </ul>
<b>DfE guidance:</b> · Safeguarding: <a href="https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers">https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers</a>		
<b>Health &amp; Safety</b>	Emergency Evacuation	<ul style="list-style-type: none"> <li>• Fire practice to be conducted in first half term</li> </ul>
	Emergency lockdown	<ul style="list-style-type: none"> <li>• Staff to remind themselves and pupils of what to do if intermittent fire bell is heard</li> </ul>
	Minimising contact with individuals with symptoms or who have family members who have symptoms	<ul style="list-style-type: none"> <li>• Revised Home School Agreement to insist that children only attend if symptom free and all family too</li> </ul>
	Cleaning products /cleaning materials in classrooms	<ul style="list-style-type: none"> <li>• All cleaning products that need to be stored in the classroom must be kept away from children in designated cupboards</li> </ul>
	Buildings and grounds checks	<ul style="list-style-type: none"> <li>• Regular checks to be carried out daily and any issues brought to the immediate attention of Head Teacher or caretaker</li> </ul>
<b>DfE guidance:</b> · Premises: <a href="https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak">https://www.gov.uk/government/publications/managing-school-premises-during-the-coronavirus-outbreak/managing-school-premises-which-are-partially-open-during-the-coronavirus-outbreak</a>		
<b>Shared areas of the school</b>	Corridors	<ul style="list-style-type: none"> <li>• <u>Staff must ensure social distancing between each other at all times</u></li> <li>• Those staff not on the timetable to be supervising a class must stay out of classroom bubbles and only go into shared areas of the school building</li> </ul>

		<ul style="list-style-type: none"> <li>The main school corridor is out of bounds to all children and staff engaged in face to face teaching except for specific purposes: travelling to or from dining room, staff comfort breaks, accessing first aid support; an emergency where the health and safety of a child or adult is in imminent danger</li> <li>Any Y2 pupils will be led to the playground at their allotted playtime by their bubble staff via the corridor.</li> </ul>
	Offices	<ul style="list-style-type: none"> <li><u>Staff must ensure social distancing between each other at all times</u></li> <li>The photocopier in the front office is screened off and control panel must be wiped after use</li> <li>No-one, other than designated users must use the main office computer or computers in any other office</li> <li>No-one must use computers in the staffroom</li> <li>Office staff to wipe down computers and work stations at the end of the day</li> <li>If you require resources of any sort from the offices, phone and ask for what you need. The resources will be placed upon tables outside for collection</li> </ul>
<b>Visitors</b>	Visitors and appointments	<ul style="list-style-type: none"> <li>No external visitors to the school during school hours unless they can meet/work in a socially distanced way and they agree to hygiene measures</li> <li>Contractors visits to be organised outside school hours wherever possible</li> <li>No parents should enter the school building. If parents need to contact the school they should phone or email.</li> <li>Any internal meetings between staff/governors should take place at a safe distance</li> </ul>
	Parents	<ul style="list-style-type: none"> <li>No access to school buildings for parents unless there is a critical emergency with their child. They must speak through the glass to staff to explain nature of enquiry</li> <li>If there needs to be exchange of items, parent to place it on the floor and step away. Staff to wear gloves to pick up items if they wish.</li> <li>Children arriving late must enter through the front entrance and leave their parent/carer outside – a member of staff will let the child into the school. By doing so parents will be adhering to 1+m social distancing outside the building. They must say goodbye to the child before they can be admitted</li> </ul>
<b>OOSC</b>	Breakfast Club and After School Club	<ul style="list-style-type: none"> <li>Re-opening in September for pupils of JHSW only</li> <li>Children to be cared for in Year Group Bubbles</li> <li>Parents to be informed that creating Year Group Bubbles will involve merging children from the class bubbles</li> <li>Separate Risk Assessment</li> </ul>
<b>CONTINGENCY</b>	Cases of Covid-19 rise in local area and public protection advise partial or whole school closure	<ul style="list-style-type: none"> <li>School reverts to level 3 or 4 of plan – bubbles of 15 or only open to key worker children applying previous measures and previous risk assessment will apply</li> </ul>