

HEAVERS FARM AND SELSDON PRIMARY SCHOOLS PLAN FOR THE FULL OPENING OF OUR SCHOOLS IN SEPTEMBER 2020

It is the government's plan that all pupils, in all year groups, will return to school full-time from the beginning of the autumn term.

The plan is based on limiting contact between individuals in schools. Contact is to be limited in two main ways:

1. By ensuring pupils remain in consistent groups ('bubbles') wherever possible, thereby minimising the number of contacts between different people across the school
2. By maintaining distance between individuals wherever possible ('social distancing').
You can find more details on these measures below.

This is our plan for the full opening of our schools to ensure that everyone is safe and that children receive a high-quality education.

Staff should also read the '**Staff Information for the Full Opening of our Schools**' document.

PREPARING OUR BUILDINGS

- The **climbing frames, play houses, water fountains, benches and adventure playground equipment** have been closed off and are not available for use until further notice.
- **Office spaces** have been organised to allow office-based staff to work safely. No other staff or children will be allowed to enter the school offices.
- When in use, all rooms, including offices will have their **windows open** to ensure that they are well ventilated and prevent pockets of stagnant air in occupied spaces.
- Fans can be used to support good ventilation, the risk of transmission through the use of ceiling and desk fans is extremely low.
- We have reorganised the **entry and exit routes** into school and have displayed signs to support social distancing.
- **Classrooms** have been reorganised to maintain as much space between children as possible. All shared resources removed from the rooms. All surfaces have been cleared so that they can be cleaned more easily.

STAYING HEALTHY

- We are doing everything we can to ensure that everyone **avoids 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
- Frequent **hand cleaning** and **good respiratory hygiene** practices are in place.
- We will ensure that pupils clean their hands when they **arrive at school**, when they **return from breaks**, when they **change rooms** and **before and after eating**.
- **Posters** and guidance are on display throughout the school to support this.
- Teachers will **explicitly teach and support** this in classrooms.

- All pupils must bring their own water bottle each day. No water fountains are available at school. Water is available in school to refill children's own water bottles.
- Arrangements are in place for any **contractors** on site. COVID 19 protocols and expectations are shared with school before they enter the site.
- Staff will not come to work if they have **coronavirus symptoms**. They will be sent home immediately if they develop symptoms whilst at work and asked to access a test as soon as possible.
- Everyone will use the '**catch it, bin it, kill it**' approach.
- Everyone has been asked to **avoid touching their mouth, nose and eyes**.
- Children will be taught to **wash their hands frequently**, and encouraged not to touch their faces or to put objects in their mouths.

CLEANING

- A plan for **enhanced, regular cleaning** of the school is in place, in line with government directions.
- All **frequently touched surfaces** are cleaned often using standard products, such as detergents and bleach.
- **Additional cleaning staff** have been employed to carry out touch surface cleaning during the day.
- The caretaker checks the level of **soap and hand towels** in all bathrooms twice a day to ensure that these are well stocked.
- The Senior Site Manager has a system in place to **check the quality of cleaning** and rectify any issues immediately.
- There is a **waste disposal process** in place for potentially contaminated waste.

CLASS GROUPS ('BUBBLES')

Consistent groups reduce the risk of transmission by limiting the number of pupils and staff in contact with each other to only those within the group. We have already successfully used this system in the summer term.

- We have reorganised each year group into '**bubbles**'. These 'bubbles' may not be the same as the classes that the children are currently in.
- This group will remain consistent.
- Each 'bubble' will be based in a classroom.
- We will ensure that there is **no physical contact between each 'bubble'** in school.
- The children will be encouraged to keep their distance within their 'bubbles'.
- Adults will try to maintain 2 metre distance from each other, and from children.
- We know that this is not always possible, particularly with younger children, but they should avoid close face to face contact and minimise time spent within 1 metre of anyone.
- We have reorganised the classrooms to maximise social distancing.
- We have organised the seating in years one to six, so that pupils sit side by side and facing forwards.
- In nursery and reception, activities will be planned to support social distancing.
- Each child will have their own designated table and chair.

- Each 'bubble' will have their **own time in the playground**. During this time children should follow **social distancing guidance** and not have any physical contact with each other.
- The **leadership team** will form a 'bubble'. They will continue to move about the school but will respect social distancing guidelines and will remain at least 2 metres away from each 'bubble' unless there are exceptional circumstances, in which case they will wear PPE.
- 'Bubbles' have been organised by the leadership team. The new teacher for each 'bubble' will telephone to introduce themselves to each child in the week beginning 13th July 2020.
- **Nursery children** will be allocated to either a **morning or full-time session** (*full time places available on application and subject to a charge at the usual rate*)
- **Classroom entry and exit routes** have been determined.
- **Resources** which are not easily washable or wipeable have been removed from the classrooms and playgrounds.

UNIFORM

- We will continue to relax our uniform policy for the autumn term.
- Children should wear their **own, easily washable, clothes to school each day**.
- Clothes should be suitable for PE and sports activities as children will be taking part in physical activities every day. Dresses and skirts are not suitable and should not be worn to school.
- Children should wear trainers to school every day.
- Parents should follow normal personal hygiene routines and **wash children's clothes** following a day in a school

CHANGES IN SCHOOL DAY

- Children need to bring their **own water bottle** to school and **nothing else** (unless they have a packed lunch).
- Children **should not bring in bags, books or any other personal items** into school.
- Pupils will not take books or other shared resources home. Access to e-books and other resources will be made available to all children.
- If a child needs to wear a **coat to school**, it should be hung on the back of their chair in the classroom.
- No reading diaries will be in use this year.
- If your child has a **packed lunch**, they can bring this with them.
- If a child **forgets their packed lunch**, they will be given a school meal (*and any appropriate charge made on ParentPay*). Parents will not be allowed to bring in missing packed lunches, or water bottles, during the school day.
- Children will each be given a **named plastic, zip up wallet** to contain their individual exercise books, pencils and resources. These wallets will be wiped down regularly and should not be touched or used by any other child (or adult).
- **Resources that are shared between 'bubbles'**, such as sports, art and science equipment **should be kept to a minimum** and will be cleaned frequently and meticulously after use **before** use by any other 'bubble'.

- **Reading books** will be handed out to individual children in the classroom to be read in class. Once they have been read, books will be returned to a box. This box of books will be separated and taken out of use for 7 days before being put back in use in the classroom.
- Any year six pupil who absolutely needs to bring a **mobile phone** into school should switch it off on entry to school (*in line with current school rules*). When in their classroom they will be asked to place their mobile in a clear plastic bag which will be stored in the teacher's cupboard. *We will not accept any responsibility for the loss or damage of any mobile phone brought onto the school site. Mobile phones are brought into school entirely at the risk of each parent/carer.*
- **Assemblies** are cancelled until further notice.

STAGGERED TIMETABLES

- Each year group will have their **own drop-off and collection times** to ensure that parents and children can arrive and leave school as safely as possible.
- The details of these times will be published before the end of term.
- The staggered start and finish times will not reduce the amount of overall teaching time.
- We expect children to arrive **no more than 5 minutes before** their start time and **no longer than 5 minutes after** their start time.
- If a child is **late to school** they should speak to one of the leadership team on duty at that gate. If a child arrives after 09:40, when no-one is on duty, then they should buzz the office and wait for instructions.
- If a parent has children in **more than one of these groups**, they should contact the school to agree a start time for all of the children concerned.
- All classrooms will be **accessed directly from outside** where possible

SOCIAL DISTANCING

- Children will be supported to maintain distance and not touch staff or other children.
- Only **one adult** will be allowed to bring their **nursery, reception, year one and year two** child onto the school site.
- No adults will be allowed to accompany **key stage 2 pupils** onto the school site. Pupils from years three to six should come onto the school site **alone** (without an adult or any other children).
- **Break and lunch times will be staggered** so that no 'bubble' has contact with any other.
- **No adults or visitors** will be allowed onto the school site other than to drop/pick up their nursery, reception or year one child(ren) at their designated start and finish times.
- All **questions and queries to the school** should be done via email or telephone.
- All adults should adhere to **social distancing guidelines** when dropping off or collecting their nursery, reception, year one or year two child(ren) from class.
- Children and parents must observe **social distancing guidelines** whenever they are on the school premises.

- The **staff will be on duty** at each gate to help supervise this social distancing and the safe entry and exit from the school site.
- **PE lessons** will continue to take place, but they will all be outside and the sports coaches are planning non-contact sports which they will teach from a distance of at least 2 metres.
- No shared toys or equipment will be used in the **playground**. Children will be given time to run around and socialise with the children in their 'bubble' during their playtime.

STAFF

- **Staff** must follow strict social distancing guidelines.
- The **staff kitchen areas** have been closed until further notice.
- Staff will provide their own **tea, coffee, water, snacks and lunches** as all of the staff kitchen areas have been closed until further notice (*this includes the staff fridges*).
- Staff must strictly **limit the number of personal belongings** that they bring in to school each day and not take anything home from school.
- Staff should wear **easily washable clothes** so that they can wash their clothes each day.
- The number of staff in the **staffroom** will be strictly limited and staff must remain at least 2 metres away from each other when they are using the staffroom.
- The **photocopiers have been disabled** and must not be used by anyone.
- Staff must use **exterior doors** whenever possible and avoid using school corridors unless absolutely necessary.
- Arrangements are in place for any **externally employed adults** delivering learning in school e.g. sports coaches, music tutors to ensure that they remain at least 2 metres away from each 'bubble'.
- When **staff arrive at school, they must go straight to their designated classroom** entering by the door nearest to that classroom. Staff are not required to clock in with their pass, a separate staff register will be kept by the leadership team.
- Staff should **arrive no more than half an hour** before their start time and **leave no later than half an hour** from their end time (see timetable).
- **Staff absence and lateness** will continue to be dealt with using the appropriate policies.
- **Classroom doors and windows** will be kept open to promote good air flow.
- There is a system in place to limit the number of children **using the toilet** at any one time.
- Staff must **remain at least 2 metres away from all other staff members including those in their own "bubble"** and must not congregate in shared spaces.
- If a **member of staff has helped someone with COVID 19 symptoms**, 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. Staff should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell.

BEHAVIOUR

- With so many **pupils returning to school** after a long time at home, behaviour will matter more than ever. Children may have lost the habits that enable them to flourish as learners and as members of the school community. It is important to note that children will have to observe far higher standards of respiratory and tactile hygiene than ever before.
- **Social distancing** will be extremely challenging to maintain. To support this, we need entirely new behavioural norms of conduct. We will be asking for pupils to rethink many of their natural reactions (like hugging, touching their faces, shaking hands, going to the toilet in pairs etc.) and replace them with new ones that may feel awkward and unnatural.
- **Staff, too have to relearn these habits** and will need to train and maintain these behaviours in others.
- To support this, we have rewritten our **behaviour policy**. We have had to re-evaluate what we want children's behaviour to look like and explicitly teach it. In these times of heightened risk to our health, it is important that children and staff are aware that unhygienic behaviour has to be reclassified from a misdemeanour to something much more serious. Public-facing staff have lost their lives by spitting assaults and disease transmission. Pupils must be explicitly told that the consequences for behaviour that threatens distancing measures, respiratory or tactile hygiene, are very serious indeed. And malicious, deliberate acts of transmission (e.g. spitting, coughing) or social distancing will be treated with the greatest seriousness.

PUPILS WITH ADDITIONAL NEEDS

- Some pupils with SEND (whether with education, health and care plans or on SEN support) will need specific help and preparation for the changes to routine that this will involve, so staff have planned to meet these needs.
- Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions as usual, which may be online or via telephone.

CATERING

- We will provide **hot meals** for all children attending school.
- Our school kitchens are operating as usual and comply with the guidance for food businesses on coronavirus (COVID-19).
- **Universal infant free school meals** will continue to be available for all pupils in reception and year one and year two.
- We will continue to provide **the DfE food vouchers** to eligible families for children who are not attending school over the summer holidays.
- **Lunch times will be staggered** and children will eat their meal within their own 'bubble'. Children will not be allowed to mix with children from other bubbles.

PPE AND FACE COVERINGS

- PPE is available for those staff who would like it, including masks.
- We are following government advice on PPE requirements in school
- Face coverings are required at all times on public transport (for children, over the age of 11). We have disposable masks available for those children who need them.
- Children will be taught the safe use of face coverings.
- Pupils and staff are instructed not to touch the front of their face covering during use or when removing them. They must wash their hands immediately on arrival dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.

RESPONSE TO ANY INFECTION

- All parents, carers and staff must **book a test** if they are displaying any COVID symptoms. Staff in school can support with this booking process.
- **All children can be tested**, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit
- All parents, carers and staff must provide **details of anyone they have been in close contact with** if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test & Trace.
- All **parents, carers and staff must self-isolate** if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- All parents, carers and staff must **inform us immediately of the results of a test**.
- We will **contain any outbreak** by following local health protection team advice.

- Household members of those contacts who are sent home **do not need to self-isolate themselves** unless the child, young person or staff member who is self-isolating subsequently develops symptoms.

RESPONSE TO A CHILD OR ADULT DISPLAYING SYMPTOMS OF COVID-19

- If a child or adult in school displays any symptoms of COVID-19, the **designated First Aider and leadership team** will be alerted.
- The designated First Aider will put on **full PPE and remove the child** from their class as soon as possible.
- If a **child is awaiting collection**, they will be moved, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, they will be moved to an area which is at least 2 metres away from other people.
- If they need to go to the **bathroom** while waiting to be collected, they will use a separate bathroom if possible. The bathroom will be cleaned and disinfected before being used by anyone else.
- **PPE will 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).
- **In an emergency**, we will call 999, if they are seriously ill or injured or their life is at risk.
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.
- The **affected area will be cleaned** with disinfectant after someone with symptoms. See the [COVID-19: cleaning of non-healthcare settings guidance](#).

RESPONSE TO CONFIRMED CASE IN SCHOOL

- The school will take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19).
- We will contact the **local health protection team**. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.

TEACHING AND LEARNING

- All pupils, particularly disadvantaged, SEND and vulnerable pupils will be given the support they needed to make **substantial progress by the end of the academic year**.
- We will be teaching an **ambitious and broad curriculum in all subjects from the start of the autumn term**.
- We will make modifications to the curriculum at the start of the year, so teaching time is prioritised to address significant gaps in pupils' knowledge.
- We will assess pupils' starting points in all subjects and address the gaps in their knowledge and skills.
- Relationships and health education (RHE) is compulsory from September 2020, and we will start teaching this in the autumn term.
- For children in **Nursery**, we will focus on the **prime areas of learning** (communication and language, personal, social and emotional development (PSED) and physical development.)
- For pupils in **Reception**, we will also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.
- For pupils in key stages 1 and 2, we will prioritise identifying gaps and re-establish good progress across the curriculum especially in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.
- We will provide regular **PE lessons** so that children are encouraged to exert themselves physically as often as possible. Physical education lessons will be strictly non-contact and will not involve more than any one 'bubble'.
- **Outdoor sports** will be prioritised, wherever possible. We will maximise distance between pupils and pay scrupulous attention to cleaning and hygiene.

ATTENDANCE

- **School attendance will be mandatory** from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply.
- We will need to **record attendance** and **follow up absence**.
- We may issue **sanctions, including fixed penalty notices** for persistent non-attendance in line with advice from the local authority.

PUPILS WHO ARE SHIELDING OR SELF ISOLATING

- **Shielding advice for all adults and children will pause on 1 August**, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).
- This means that **pupils on the shielded patient list can return to school**, as can those who have family members who are shielding.
- **If rates of the disease rise in local areas**, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore, they may be temporarily absent.

- Some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to **discuss their care with their health professional** before returning to school in September (usually at their next planned clinical appointment).
- Where a pupil is unable to attend school because they are **complying with clinical and/or public health advice**, we will immediately offer them access to remote education.
- Where children cannot attend school as parents are following clinical and/or public health advice, **absence will not be penalised**.

TRAVELLING TO AND FROM SCHOOL

- We encourage parents, staff and pupils to **walk, use a scooter or cycle to school** if at all possible.
- Children **should not travel to or from school with other children** or with another family outside of their “bubble”.
- Face coverings are required at all times on public transport (for children, over the age of 11)

SCHOOL TRIPS AND EVENTS

- The government continues to advise against overnight educational visits.
- All **trips, assemblies, performances, parents' evenings and sporting events** are suspended until further notice.

CLUBS

- All **club provision is suspended** until at least half term (*including after school and breakfast clubs*).
- We are aiming to offer **breakfast club** and **after school club** provision after half term. This will be organised in such a way as to reduce contact between children and adults.
- **Activity clubs** continue to be suspended until further notice.

If you have any worries or concerns about your child returning to school, please email the school office office@heaversfarm.croydon.sch.uk or admin@selsdonprimary.org.uk and one of the leadership team will get back to you as soon as possible.

The government have produced guidance for parents, which you can find [here](#):