

Full Opening Plan September 2020

Girton Glebe Primary School



Full opening Plan – September 2020



The full opening plan detailed in this document is based on two key principles:

1. The safety of pupils, staff and the wider community.
2. Achieving as much normality as possible, to support pupils in their return to school.



Covid Secure

Summary of measures to reduce contact

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“The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate and through maintaining distance between individuals. These are not alternative options and both measures will help (even if implemented partially)...the balance between them will change depending on: children’s ability to distance, the lay out of the school and the feasibility of keeping distinct groups separate while offering a broad curriculum.” **Department For Education, Guidance for full opening – schools, 2nd July 2020**

Maintaining Distance	Separating Groups
Pupils remain in teams with assigned classes and adults	Designated areas at lunch and break
Classroom layouts – pupils will not sit side-on or face-to-face	Packed lunches for all pupils (Nourish will offer their deli menu to all pupils and cater for PP and UIFSM)
Senior Leaders at gates during arrival and departure times to control numbers and flow of pupils	Staggered start/finish, break and lunch for all pupil groups
Teaching and learning approaches	
Staff to reduce the amount of time spent working within 1m of pupils	
In extra-curricular clubs, pupils are distanced by key stage.	



Covid Secure Protective measures for pupils and staff

Full details

Covid Secure

Protective Measures for pupils & Staff



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Responding to coronavirus symptoms/confirmed cases

pupils/staff with symptoms	<ul style="list-style-type: none"> • pupils/staff with coronavirus symptoms or those who have tested positive in the last 7 days MUST not come into school. <ul style="list-style-type: none"> • They must follow the 'stay at home: guidance for households with possible or confirmed coronavirus infection' which sets out that they must self-isolate for at least 7 days and should arrange a test. • Other members of the household (including siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms. • pupils/staff who develop coronavirus symptoms at school must be sent home and follow the guidance above. <ul style="list-style-type: none"> • A pupil waiting for collection, will be moved, where practicable, to a room (assigned on risk assessment) where they can be isolated behind a closed door or to an area which is at least 2metres away from other people. • A separate bathroom must be used and the bathroom cleaned and disinfected before being used by anyone else. • If 2metres distance cannot be maintained then PPE must be worn by the first aider. • The area around the person with symptoms must be cleaned and disinfected after they have left. • No other staff or pupils who have had close contact with the person going home needs to leave unless they develop symptoms.
Track & Trace process	<ul style="list-style-type: none"> • pupils/staff with coronavirus symptoms must <ul style="list-style-type: none"> • book a test (and remain at home) • Provide details of anyone they have been in close contact with if they were to test positive for coronavirus. • Inform school immediately of the result <ul style="list-style-type: none"> • If negative and they no longer have symptoms linked to coronavirus they can return to school • If positive follow 'stay at home: guidance'
Managing confirmed cases	<ul style="list-style-type: none"> • In the case of a confirmed case in someone who has attended school, school must contact the local health protection team who will carry out a rapid risk assessment. <ul style="list-style-type: none"> • Based on the advice from the local health protection team school will send home those who have been in close contact with the person who has tested positive advising them to isolate for 14 days since they were last in close contact with the that person. Close contact means: <ul style="list-style-type: none"> • Face to face contact (within 1m) for any length of time. • Within 1 to 2 metres for more than 15 minutes • Travelling in a small vehicle, e.g. car • Household members of those sent home do not need to self isolate unless the sent home person has symptoms. • The person sent home should remain at home for 14 days regardless of whether they have a test for symptoms and the result is negative.
Containing an outbreak	<ul style="list-style-type: none"> • Two or more confirmed cases in 14 days or an overall rise in absence where coronavirus is suspected could signal an outbreak. School must work with the local health protection team who will advise on action required. <ul style="list-style-type: none"> • It may be recommended a larger number of people self isolate at home as a precautionary measure.

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Outside the classroom`

Arrival and Departure	<ul style="list-style-type: none"> All pupils arrive from the usual time of 0850 and all departed by 1520. At peak times staff will be at both gates to control the follow of pupils and ensure pupils maintain distance from each other. Face masks worn to and from school must be removed and stored safely on arrival.
Break Time	<ul style="list-style-type: none"> Break times will be staggered and play spaces assigned to each team. School meals will be delivered to classrooms by the kitchen staff.
Lunchtime	<ul style="list-style-type: none"> Lunch times will be staggered across the seven teams: <ul style="list-style-type: none"> First lunch – 1200 - 1300 Second lunch – 1230 - 1330. pupils have designated areas around the school site according to their year group in order to keep year groups separate from each other. The school kitchen will be closed to avoid large gatherings. pupils/staff are asked to bring a packed lunch, pupils eligible for a free school meal will be contacted to order personalised lunches.
Movement around the site	<ul style="list-style-type: none"> Staggered breaks will minimise overlap of pupils passing each other around the school site. Signage will support staff and pupils in protecting themselves and each other.
Toilets	<ul style="list-style-type: none"> pupils will have access to all the usual toilet facilities (as per DFE guidance). All users will be reminded in key messages and signage to wash their hands before and after using toilet facilities.
Extra Curricular Clubs	<ul style="list-style-type: none"> Wrap around care will be offered and advertised to parents directly through Smartkidz communications. Where possible and appropriate clubs will be key stage specific.
Trips	<ul style="list-style-type: none"> The DFE continues to advise against UK overnight and overseas educational visits. From September schools can resume non-overnight domestic educational visits which should be done in line with protective measures, such measures will be detailed in any trip letters to families.
Transport	<ul style="list-style-type: none"> The majority of pupils cycle or walk to school, pupils and parents should be mindful of the need to maintain distance from others on the way to and from schools. Families using public transport should refer to the safer travel guidance for passengers.

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Inside the classroom

Lesson Time	<ul style="list-style-type: none"> School opening hours remain unchanged, 0850 - 1520. Staggered opening will be in place to ensure that all groups access the site separately and securely. These will run from 0850 until 0920. Staggered opening will also be in place between 1440 and 1520.
Lesson logistics	<ul style="list-style-type: none"> Pupils will complete all lessons within their assigned classroom. PPA staff will visit assigned rooms and pupils will not be moving between rooms. pupils will sanitise hands as they enter a classroom. Classroom furniture will be arranged with pupils facing forwards. Classroom windows will be open for ventilation. Classroom doors will be propped open (where safe to do so) to avoid common touch points.
Lesson content	<ul style="list-style-type: none"> Teaching techniques will avoid pupils having face to face conversations. The same broad and balanced curriculum will be on offer as in previous years.
Teachers in the classroom	<ul style="list-style-type: none"> <i>"All teachers can operate across different classes and year groups....it is strong public health advice....they should keep their distance from pupils and other staff as much as they can, ideally 2metres from other adults."</i> DFE Guidance
General lesson equipment	<ul style="list-style-type: none"> pupil work to be marked and books will remain in class Stationery and regular use items of equipment will be allocated to the pupils as individual sets
PE	<ul style="list-style-type: none"> The cloakrooms rooms will not be in use, on days when pupils have PE they will come to school in their PE kit and remain in it for the day. No contact sports. Activities focus on pupils working in their own personal area.
Music/Drama	<ul style="list-style-type: none"> Piano, guitar and keyboard lessons will continue with pupil and teacher socially distanced. Singing, chanting, shouting, playing wind or brass instruments will not take place. Large group school choirs or ensembles will not take place.

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pupils	
Wellbeing	<ul style="list-style-type: none"> • pupils will be well supported in their return to school via a menu of support including: <ul style="list-style-type: none"> • Class teacher and TA support. • Counselling sessions and family support work sessions • How to help your child’s wellbeing events for parents. • Circulation of LA resources to parents
Uniform	<ul style="list-style-type: none"> • We will adhere to our usual uniform policy in September 2020. • DFE guidance is that uniforms do not need to be cleaned any more often than usual nor using different methods. • pupils will be permitted to wear the school PE kit in place of the main uniform on days when they have PE.
Behaviour	<ul style="list-style-type: none"> • The behaviour policy will be updated to reflect any changes in expectations and these will be clearly communicated at the beginning of the academic year. • The safety of pupils and staff relies on the positive behaviour of everyone on the school site and we will continue to have the highest standards for behaviour in this regard.
Attendance	<ul style="list-style-type: none"> • <i>“School attendance is mandatory from the beginning of the autumn term.” DFE, Opening Guide, July 2020</i> • pupils self isolating or shielding will be asked to present written evidence from a medical (or government in the event of Track and Trace) professional. In these circumstances pupils will have access to remote learning.
Exams	<ul style="list-style-type: none"> • The DFE aims for all primary schools to complete statutory data returns for 2020-2021 for EYFS GLD, Y1 phonics, Y2 SATs, Y4 Times table Test and Y6 SATs.
Remote Learning	<ul style="list-style-type: none"> • pupils who find themselves at home due to self isolation, shielding etc. will have access to the full curriculum, at the same level and frequency as their peers in school.

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Staff	
Distancing	<ul style="list-style-type: none"> Staff should distance themselves from pupils and staff as far as possible and ideally 2m from other adults. Signage and markings around the school site will support staff to distance in this way.
Staff areas	<ul style="list-style-type: none"> Two distinct staffing areas will be in operation (EYFS/KS1 and KS2). Use of these staffing spaces is to be kept to a minimum and staggered break/lunches will minimise contact. Staff areas will have windows and doors open wherever practicable.
Staff meetings	<ul style="list-style-type: none"> Large staff gatherings e.g. briefing, Inset PD will not take place. Smaller group meetings will take place with staff distanced 2metres apart in well ventilated rooms or outside where possible.
Support	<ul style="list-style-type: none"> Staff wellbeing is paramount. The full opening plan will be communicated clearly to staff with opportunity for questions and answers and 1:1 conversations as needed. Line managers will maintain open channels of communication to support staff throughout re-opening.
Staff who are clinically vulnerable or extremely clinically vulnerable	<ul style="list-style-type: none"> Staff who fall into a vulnerable category and who are concerned about their return to work are asked to contact their Line Manager to complete a risk assessment. The outcome of the risk assessment will govern the next steps.
Trust/Peripatetic etc.	<ul style="list-style-type: none"> Teachers and other professionals such as peripatetic teachers can move between schools. As with all staff visiting staff should maintain as much distance as possible from pupils and adults.

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Hygiene

Cleaning hands	<ul style="list-style-type: none">• pupils will be asked to clean their hands more regularly in the following ways:<ul style="list-style-type: none">• Arrive at school to wash hands before going to class• Sanitise hands after break and lunch play.• Before and after eating.• pupils encouraged to bring own sanitiser to support school, sanitiser dispensers in classrooms also.
Good respiratory hygiene	<ul style="list-style-type: none">• 'Catch it, bin it, kill it' will be promoted throughout school.• Tissues available in classrooms.• Increased number of bins for used tissues.
Face coverings	<ul style="list-style-type: none">• Public Health England does not recommend the use of face coverings in schools.• pupils and staff who wear a mask to and from school should remove and store the mask according to guidelines when at school.
Cleaning	<ul style="list-style-type: none">• A cleaning schedule will be in place which ensures a more enhanced provision.• More frequent cleaning of rooms/shared space and of frequently touched places.• Toilets are cleaned regularly and pupils are asked to wash their hands before and after using the toilet.
PPE	<ul style="list-style-type: none">• Majority of staff will not require PPE beyond what they would normally need for their work.• PPE should be worn by staff when caring for a pupil with coronavirus symptoms and a distance of 2m can not be achieved.

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Parents/Visitors

Parents/Visitors	<ul style="list-style-type: none"> • Parents and visitors are asked not to come on to the school site unless in extenuating circumstances and always by prior arrangement. <ul style="list-style-type: none"> • Parents and visitors will be offered a meeting via video conferencing as an alternative. • Where a visitor is permitted on site full details will be taken in the event they are needed as part of the track and trace system.
Contractors	<ul style="list-style-type: none"> • Contractors in term time/school hours will be kept to an absolute minimum. • Full details of any contractors on site will be collected for track and trace purposes. • Contractors will be expected to provide own Covid Secure Risk assessment and confirm they will adhere to their own and the school risk assessment.
Parent events e.g. parents evening/ How to help your child at home...	<ul style="list-style-type: none"> • There will be no large gatherings on the school site.
Large scale events	<ul style="list-style-type: none"> • There will be no large scale school events e.g. music, drama, open evening etc, Where practicable online events will be offered in their place or postponed to later in the year.

Contingency planning

National/local lockdown scenario	<ul style="list-style-type: none"> • In the event that a local or national lockdown finds everyone working from home remote learning will begin immediately with pupils following their usual timetable for continuity and to allow for a simple transition back into school at the appropriate time.
Rota system	<ul style="list-style-type: none"> • In the event that social distancing measures increase and pupils find themselves working at home/in school on a rota basis, pupils will continue to follow their timetable whether at home or at school and will access the remote learning equivalent of any lessons being studied at home. Where practicable assessed work will be carried out in school in order to support pupils with that process.
Remote provision	<ul style="list-style-type: none"> • Lessons created for next academic year have blended learning built into them from the outset. This means that pupils will have access to the same high quality lessons whether working in school with the teacher or working independently at home.