

## Curdworth Primary School

### September Opening Plan

**Plan written by:** Mrs Lisa Dodd (Headteacher)

**Date:** 08.07.20

**Shared with:** Anna Balson (ATLP Director of Primary Education) & Claire Cheswick (ATLP Operations & Estates)

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	Action	How	Who	Complete Y/N	Notes
1	Share September plans with staff and parents	Detailed overviews of organistaion and procedures can be found in Appendix 1 & 2  Email/meetings	LD	Ongoing	Letter to be sent out once plan has been approved.  Ensure new starter information is communicated with the new Reception parents.
2	Staffing structure in place and communicated with parents and staff	Email out info regarding staffing  See Appendix 1	LD	Y	
3	Reevaluate which rooms will be open, including kitchens, staff areas, access to drinking water and pupil/staff/visitor toilet facilities.	Site walk conducted on 13.07.20 Review meetings ongoing with CC Inform staff  <b>NOTE</b> LD to spoke to CC about cloakrooms, unisex toilets and staffroom/mobile on 13.07.20	LD, DI and CC	Y	Toilets identified in Appendix 1  Circulation plans have been reviewed and updated to ensure movement around school is minimised, one-way systems are in place where possible  Coat pegs have been ordered for Foxes class and DI will put them up in the shutter area during the summer break.  LDs letter to parents explains that children may only bring in small bag

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4	Arrange for the ongoing and regular cleaning of school areas that are in use	<p>Liaise with CC and DI</p> <p>*Guidance states that there is no need for a deep clean in areas where Covid 19 symptoms have not been present.</p> <p>Caretakers hours: 7.25am – 10.00am 2pm – 5.25pm</p> <p>Cleaners hours: 11am – 1pm</p>	LD, DI and CC	In progress – subject to staffing arrangements	<p>There will be 2 cleans per day of all areas in use. Areas that are not being used to be closed off to avoid inadvertent access.</p> <p>There will be increased cleaning of touch points and toilets One person will be available on site all day to carry out more frequent cleansing and respond to any reactive cleaning needs.</p> <p>Procedures are in place for rooms to be cleaned after suspected COVID19 cases along with any other effected areas.</p> <p>Doors will be wedged open wherever possible to reduce the number of door handles being touched.</p>
5	Organise breaktime/lunchtime provision for pupils	<p>Liaise with catering company/school kitchen staff regarding food provision</p> <p>Update parents if necessary</p> <p>Update menus on school money</p> <p>Agree suitable menus</p> <p>Organise staggered breaktime/lunchtime timetable with supervision assigned to each bubble</p> <p>Staff to have staggered lunch/breaks (max. 3 in staffroom at any time)</p>	<p>CC (O&amp;E team)</p> <p>LD</p> <p>NT</p> <p>SW</p> <p>Chartwells</p>	In part	<p>LD has spoken to Siobhan (SW) - school cook. SW is ready to provide whatever service is needed for school.</p> <p>Chartwells have agreed to offer cold deli bags. Children will eat in their classrooms except for Hedgehogs who will eat in the hall</p> <p>All arrangements for lunchtimes are highlighted within the table in Appendix 1</p>

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6	Carry out a Health and Safety check of all areas of the school, including the outdoor space.	<p>Ensure there is access to drinking water for children/staff/visitors to access.</p> <p>Ensure there is access to toilet facilities for staff/pupils/visitors</p> <p>Play equipment will be used on a timetabled rotation for bubble groups.</p> <p>Each class bubble to have their own box of outdoor play equipment – BH to organise boxes and deliver to classrooms</p>	LD DI CC	In part	<p>Site walk conducted</p> <p>Room planning ensures that all staff/pupils/visitors have access to the toilet facilities</p> <p>Caretaker to ensure all ongoing and regular health and safety checks are being undertaken at prescribed intervals</p> <p>Fire evacuation procedures in Appendix 2. Staff and students will be briefed if any changes. Fire drill to be undertaken early on in autumn term (all classes to do a soft drill during the first week back)</p> <p>Additional hand sanitizer dispensers have already been ordered and will be installed over the summer holidays</p>

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7	Prepare classroom spaces and office spaces for use	<p>Inform staff as to which rooms/ areas are to be opened</p> <p>Discuss what resources will be needed in each area</p> <p>Plan and display information posters for parents/carers/visitors.</p> <p>Ensure that there is access to drinking water, facilities for hand washing, and access to hand sanitiser.</p> <p><u>ROOM LIMITS (LD &amp; CC TO REVIEW)</u></p> <p>Cloak rooms = OPEN only children within the same bubble are allowed into the cloak room</p> <p>Hall and Classroom = Bubble group + 2 adults</p> <p>Offices = 2 members of staff</p> <p>Staffroom = 3 members of staff</p> <p>Blue room (quarantine) = 1 child</p> <p>Mobile = 8 children + 2 adults</p> <p>Library = 1 adult + up to 6 children of the same bubble</p> <p>All toilets = only children from the same bubble allowed in there at a time (Maximum of 2 in KS2 and 4 in KS1 toilets)</p> <p>Kitchen = 2 staff</p> <p>Entrance = 1 at a time</p>	LD/DC Class Teachers Support Staff	In part	<p>Review and agree number of students or staff for each classroom or area, and agree maximum numbers for larger spaces such as hall</p> <p>All shared equipment and soft furnishings will continue to be stored, or marked out of use with Barrier tape</p> <p>Children to have individual resource packs rather than shared pencil pots.</p> <p>Rooms that are not to be used or cannot accommodate social distancing will be closed off</p> <p>Clear signage to be displayed to promote social distancing Put signs on doors of staff room, offices to advise maximum number of people allowed into this area at one time.</p> <p>Floor markings to remind of social distancing</p> <p>One-way circulation systems to be in place wherever possible and marked up accordingly with floor markings and signage.</p> <p>Children in Owls, Foxes and Squirrels class will sit in forward facing desks.</p>

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8	Ensure that there is access to a First Aid areas from the learning spaces.	Check that the First Aid areas are easily accessible and adequately stocked. Order stock if needed.	Office Staff Support Staff	In part	<p>First aid bum bags are provided for each bubble</p> <p>Ensure a trained first aider is on duty every day in school. Ensure that refresher training is undertaken prior to expiry of qualification</p> <p>First aiders are identified on staffing plan (Appendix 1)</p>
9	Prepare welcome areas for receiving pupils and visitors/parents/carers.	<p>Display welcome posters and information about staffing/safeguarding and infection control etc.</p> <p>Update website if applicable</p> <p>Consider spaces for pupils and staff to store belongings such as bags etc</p>	<p>Class Teachers</p> <p>Teaching Assistants</p> <p>Office staff</p> <p>LD/DC</p>	Ongoing	<p>Parents will not be allowed into the school building unless in an emergency.</p> <p>Only essential visitors (eg emergency workmen) will be allowed into the school building and must be by appointment only to ensure can be accommodated</p> <p>The school day start and end times will be staggered and break and lunches will also be staggered and taken in their nominated classrooms</p> <p>One way entry into school and to be marked and have signage around school externally and internally to remind of social distancing</p> <p>Reception area already has a glass window which will be kept closed at all times.</p>

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10	Communicate infection control measures to staff and visitors	<p>Training/CPD</p> <p>Posters</p> <p>Emails</p> <p>Texts</p> <p>Use of hand sanitiser where/when nec.</p> <p>Update website if applicable</p>	<p>LD</p> <p>CC</p> <p>Office Staff</p>	Ongoing	<p>Student medical procedures (normal first aid issues)</p> <p>Suspected Covid 19 Medical holding room (blue room) to be used until pupil can be collected by parent asap (parent not to come onto school)</p> <p>Covid Kit to be in Medical holding room</p> <p>There are sufficient stocks of PPE (monitored by SB and NT) and staff have been advised on government guidance on when and how to wear and dispose of PPE</p> <p>Put signage and posters around school</p> <p>All staff will be reminded about procedures during INSET day (for staff procedures see Appendix 2)</p>
11	Share key information with staff	<ul style="list-style-type: none"> <li>• Risk assessment</li> <li>• Key policies</li> <li>• Safeguarding and Child Protection reminders</li> <li>• Updates from the DFE and guidance from the Public Health England 2020</li> <li>• Full arrangements for the return of pupils and parents.</li> </ul>	LD	Ongoing	<p>Conduct with staff on 1<sup>st</sup> September</p> <p>Update staff after decision by Trust Board</p> <p>Await risk assessment template from ATLP</p>

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12	Effectively manage visitors to school	Only essential visitors (eg emergency workmen) will be allowed into the school building and any essential visitor must be notified to reception staff in advance so can ensure they can be accommodated, and their details added to the Inventory System in advance	NT LD	Y	No lanyards to be given out  NT to sign visitors in and out  Appropriate hand sanitizer and cleaning materials to be available in reception for visitors  Parent consultation via email or phone call only.
13	Plan a support package for families who are vulnerable in order to help them transition back to school.	Phone calls Update website if applicable	LD/DC	Ongoing	Support recorded on my concern.
14	Ensure that home learning is available for children who are shielding or self-isolating	Where possible teachers will email learning to parents of children who are learning from home.  Alternatively, Oak Academy can be used for Maths/Eng/afternoon lessons.  TT rock stars and home learning menus can also be used to supplement learning.	LD Class Teachers	Ongoing	Home learning/Oak Academy may be used for children working at home for Maths, Eng and Foundation learning.  DSLs would recommence support at a distance for vulnerable pupils who are self-isolating/shielding.
15	Ensure transition arrangements for pupils.	Transition letters to be sent out to all pupils from their new class teachers on Friday 10 <sup>th</sup> July.  Transition and well-being activities to be timetabled for week 1.	LD Class Teachers	Ongoing	New reception starters have a 2-week transition timetable to support them starting school (see Appendix 1)

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16	Supply staff	<p>Where possible, staff absence and PPA support will be covered internally.</p> <p>Where there is a longer period of absence and this is not possible, school will contact a supply agency. If supply cover is needed for several days, we would request the same member of staff.</p>	LD to liaise with supply agency		<p>Supply staff to use visitor facilities (e.g. toilets)</p> <p>Supply staff to be briefed on school procedures (via sharing of procedures outlined in Appendix 2)</p>
17	Wrap around provision	<p>Allsorts club to start up again in September</p> <p>Club to take place in the mobile classroom which will be cleaned before and after the club go in there.</p> <p>Maximum number of 15 children on the Allsorts register</p>	<p>LD CC</p> <p>Anne Arkell</p>	N	<p>All Allsorts staff will need to attend briefing on INSET day regarding our procedures for September</p> <p>Allsorts club to submit their own risk assessment.</p>
18	Children coming to school on the school bus	<p>Children to wear disposable face coverings on the bus.</p> <p>Face coverings to be thrown away in a lidded bin once children arrive at school.</p> <p>Bus children to enter and exit school via the main school entrance.</p> <p>Children wait for the bus at the end of the day in the library area</p>	LD	Ongoing	<p>Check with solus that this service is still being offered and what their protocols are for cleaning etc.</p> <p>Check which children will be planning to travel by bus this year</p>



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19	<p>Curriculum expectations</p> <p><a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a></p>	<p>To ensure pupils can catch up on lost learning, schools will be required to resume teaching a broad and balanced curriculum in all subjects, making use of existing flexibilities to create time to address gaps in knowledge.</p> <p>AFL will be used alongside retrieval quizzes to assess where pupils are. This will be done by the end of September. Well being of children will be of paramount importance.</p>	All	ongoing	<p>SDP is focused on reading (including development of vocab) and AFL. CPD will be centered around this.</p> <p>Broad/balanced timetables have been set for September</p> <p>Staff meeting before summer holidays re: September curriculum.</p>
20	Physical activity	<p>Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.</p> <p>Outdoor sports should be prioritised where possible.</p> <p>(The hall space at Curdworth Primary is not large enough for a whole class of pupils to participate in PE. Groups of up to 12 may be allowed into the hall for light PE sessions)</p> <p>* On PE days children will come to school in their PE kit.</p>	LD BH KG		<p>Swimming cancelled until January at the very earliest.</p> <p>School will focus on delivering a health and fitness unit across school during Autumn Term 1. In good weather sessions will take place outside and they will participate in a circuit of activities at social distance (limited use of any equipment). If there is wet weather, children will take part in indoor sessions on a healthy lifestyle. Miss Harris may take small groups of up to 12 children into the hall for light PE sessions on wet days.</p> <p>All children will have daily active times built into their weekly timetable.</p>

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21	Music	Schools should note that there may be an additional risk of infection in environments where you or others are singing, chanting, playing wind or brass instruments or shouting. This applies even if individuals are at a distance.	NT to liaise with parents and WCC music.	Ongoing	Music lessons cancelled until November at the earliest.  Class assemblies only  Singing assemblies postponed
22	Reporting attendance  <a href="https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support">https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#section-3-curriculum-behaviour-and-pastoral-support</a>	Schools will need to work with families to secure full attendance from the start of the new academic year, with the reintroduction of mandatory attendance.	LD NT CSAWS	Ongoing	Check register coding for September – LD has emailed CSAWS  School are subscribed to support from CSAWS
23	Trips & educational visits	There will be no trips or visits during the Autumn Term.  Swimming has been cancelled for Autumn Term	All	Ongoing	To review for Spring term
24	Shared phones and walkie talkies	Where possible, phones and walkie talkies will not be shared. Where they are shared they will be wiped before and after use.	All	Ongoing	Telephone wipes to be by each phone and walkie talkie
25	Local lockdown arrangements: Ensure that home learning is available for children in the event that school goes into a local lockdown.	Teachers will make learning available via the school website, in the event that we are unable to come into school. We will resume the daily learning overviews as we did previously. Alternatively, Oak Academy may be used to supplement learning in the event that teachers are ill.	LD Class Teachers	Ongoing	DSLs would recommence support at a distance for vulnerable pupils.  All staff would work from home

