

Draft Opening Plan September 2020



Mere Green Primary School

Return to School Management Plan
September 2020

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Whole School Overview Timetable

Year Group	Start Time	Entrance/Exit for children	Break Time	Break Time Playground	Lunch Time (Lunch in classrooms)	Lunch Time Playground	Lunchtime Staff	End of Day
Nursery	8:30	Mere Green Road (EYFS Gates)			11:45 – 12:30	Nursery	Paige & Raj	2:30
4	8:30	Mere Green Road (KS2 Front Door)	10:00 – 10:15	KS2 Playground	11:45 – 12:30	KS2 Zone A	Rhiannon & Amy	2:40
6	8:30	Tower Road (KS2 Playground)	10:00 – 10:15	KS1 Playground	11:45 -12:30	KS2 Zone B	Simeon	2:40
2	8:40	Mere Green Road (KS1 Front Door)	10:20 – 10:35	KS1 Playground	11:45 – 12:30	KS1 Playground	Hannah & Dawn	2:40
3	8:40	Mere Green Road (KS2 Front Door)	10:20 -10:35	KS2 Playground	12:15 – 1:00	KS2 Zone A	Katie & Cody	2:50
5	8:40	Tower Road (KS2 Playground)	10:40 – 10:55	KS2 Playground	12:15 – 1:00	KS2 Zone B	Ashley & SLT	2:50
1	8:50	Mere Green Road (KS1 Front Door)	10:40 – 10:55	KS1 Playground	12:15 – 1:00	KS1 Playground	Denise & Lucy	2:50
Reception	9:00	Mere Green Road (EYFS Door)			11:45 – 12:30	Reception	Eva & Brad	3:00

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PPA Timetable 2020 - 2021

	AM	PM
Monday	<p style="text-align: center;"><u>Own PPA</u> <i>Annie (8:45 – 10:45)</i></p> <p style="text-align: center;"><u>Nursery Music</u> <i>Annie (10:55 – 11:30)</i></p>	<p style="text-align: center;"><u>Year 2 PPA (12:30 – 3:00)</u> <i>Annie + Hannah to cover 2S PPA (12:30 – 1:35)</i> <i>Kully + Paige to cover 2J PPA (12:30 – 1:35)</i> <i>Annie + Hannah to cover 2J PPA (1:35 – 2:40)</i> <i>Kully + Paige to cover 2S PPA (1:35 – 2:40)</i></p> <p style="text-align: center;"><i>Lucia EYFS Leadership Time</i></p>
Tuesday	<p style="text-align: center;"><u>Year 3 PPA (8:45 – 11:30)</u> <i>Annie to cover 3D PPA (8:45 – 10:20)</i> <i>Terri to cover 3L PPA (8:45 – 10:20)</i> <i>Annie to cover 3L PPA (10:35 – 11:30)</i> <i>Terri to cover 3D PPA (10:35 – 11:30)</i></p>	<p style="text-align: center;"><u>Year 4 PPA (12:30 – 3:00)</u> <i>Annie to cover 4T PPA (12:30 – 1:10)</i> <i>Terri to cover 4P PPA (12:30 – 1:10)</i> <i>Kully to cover 4B PPA (12:30 – 1:10)</i> <i>Annie to cover 4B PPA (1:10 – 1:50)</i> <i>Terri to cover 4T PPA (1:10 – 1:50)</i> <i>Kully to cover 4P PPA (1:10 – 1:50)</i> <i>Annie to cover 4P PPA (1:50 – 2:40)</i> <i>Terri to cover 4B PPA (1:50 – 2:40)</i> <i>Kully to cover 4T PPA (1:50 – 2:40)</i></p> <p style="text-align: center;"><i>Lucia EYFS Leadership Time</i></p>
Wednesday	<p style="text-align: center;"><u>Own PPA/Leadership</u> <i>Terri (8:45 – 10:25)</i></p> <p style="text-align: center;"><u>Year 5 PPA (8:45 – 11:45)</u> <i>Annie to cover 5BW PPA (8:45 – 10:25)</i> <i>Chris to cover 5A PPA (8:45 – 10:25)</i> <i>Annie to cover 5A PPA (10:40 – 11:45)</i> <i>Chris to cover 5BW SEND/Maths Leadership (10:40 -12:15)</i></p>	<p style="text-align: center;"><u>Nursery & Reception PPA (12:30 – 3:00)</u> <i>Michelle S + Cody to cover Nursery PPA (12:30-3:00)</i> <i>Annie & Brad to cover RTH PPA (12:30 – 3:00)</i> <i>Terri + Simeon to cover RM PPA (12:30 – 1:45)</i> <i>Annie & Brad to cover RM PPA (1:45 – 3:00)</i> <i>Terri + Simeon to cover RTH PPA (1:45 – 3:00)</i></p> <p style="text-align: center;"><u>NQT Time (12:30 – 3:00)</u></p>

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		<i>Aimee to cover Manisha (12:30 – 3:00)</i>
Thursday	<p style="text-align: center;"><u>Year 6 PPA (8:45 – 11:45)</u> <i>Annie to cover 6M PPA (8:45 – 10:00)</i> <i>Chris to cover 6F PPA (8:45 -10:00)</i> <i>Annie to cover 6F PPA (10:15 – 11:30)</i> <i>Chris to cover 6M PPA (10:15 -11:30)</i></p> <p style="text-align: center;"><u>Year 1 PPA</u> <i>1B PPA Annie – (11:45 – 12:15)</i></p> <p style="text-align: center;"><u>SLE/Team Teaching Release</u> <i>Terri (8:45 – 12:15)</i></p>	<p style="text-align: center;"><u>Year 1 PPA (1:00 – 3:00)</u> <i>Annie to cover 1WB PPA (1:00 – 1:55)</i> <i>Chris to cover 1B PPA (1:00 -1:55)</i> <i>Annie to cover 1WB PPA (1:55 – 2:50)</i> <i>Chris to cover 1B PPA (1:55 -2:50)</i></p> <p style="text-align: center;"><u>RTC/Team Teaching Release</u> <i>Terri (1:00 – 3:00)</i></p>
Friday		

PPA Cover Teacher Management

All cover teachers will follow the following procedure:

- Before entering a room ensure hand have been cleaned and sanitised.
- PPA teacher to remain at the front of the classroom
- PPA teacher will use own iPad
- Touch points to be cleaned after PPA teacher has finished in classroom (Arrange with TAME)
- All children will stay in the same classroom all day, everyday
- If possible, PPA cover will take place outside

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Staff PPA

The PPA room will be closed for PPA. Staff are allowed to have PPA off site or in an outside area at school.

Curriculum

We will continue, as in the DfE guidance, to offer a broad and balanced curriculum. Staff will use the autumn term to emended and teach the summer curriculum of the previous year group (example: year 6 will look at the year 5 autumn term curriculum). All subject areas in the national curriculum will continue to be taught. The spring and summer term curriculum map has been adapted to streamline new knowledge and skills so that by the summer term 2021 the children will be back on the usual whole school curriculum.

Music Lessons

- No singing, chanting, playing wind or brass instruments or shouting (this applies even if individuals are at a distance).
- Music lessons to take place outside as much as possible
- Instruments will not be shared, they will be designated to bubbles
- When playing instruments children will be back to back at at least 2 metres apart
- 1:1 Virtual music lessons will take place in meeting room (instruments are personalised to child). Window will be open

PE Lessons

- Pupils should be kept in consistent bubbles (class)
- Sports equipment will be tailored for each bubble (Any equipment used will be cleaned after – speak to TAME)
- Contact sports should be avoided
- Outdoor sports should be prioritised where possible
- If it's not raining, PE should take place outside

Home Learning

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In the unlikely event of a bubble needing to self isolate, children will be directed to a timetable to use OAK NATIONAL ACADEMY resources. Teachers are currently making a planned timetable.

Staff Entry/School Exit

Staff will arrive at school by 8:30 am. If they arrive after this time they will have to park off site. Once they have arrived they must go to the main school office and sign in (admin staff will do this). On arrival into the building they must hand sanitise. Staff must then sign out at the main school office at the end of the school day.

Children Entering/Leaving

Children will enter the school site at their designated time (see timetable above). They will enter via the entrance stated in the timetable. The school has a one way system in place. Children must enter via the gate on Mere Green Road except for year 5 and 6, who will enter through the Tower Road gate. Signs in place clearly mark the one way system. Parents will drop off at the designated door/gate. Children will then enter the zone/classroom and place their coat and lunch bag on the designated holder. They must immediately clean their hands with hand sanitiser.

At the designated time to leave, children will wash their hands in their designated toilet. In addition they will wash their hands with hand sanitiser. Parents will enter the school site via the one way system and stand on the markers (outside gate or door) and wait for their child to be dismissed. They must then leave via the one way system exit gate.

The car park can only be used for disabled access and taxi drop off and collection.

Site Management

Site staff will continue to conduct all routine site maintenance and statutory testing. In addition, site will continue to manage on site contractors in line with government guidance on social distancing.

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Cleaning

Operations and Estates have instructed Tame Cleaning to conduct an enhanced clean of touch points from 11am – 2pm everyday. Bins will be emptied during the middle and end of each day.

Policies/Risk Assessments

All relevant policies, where appropriate, have been revised to into account government guidance. Appropriate risk assessment are being reviewed.

Hand washing

Children will wash hands on arrival in designated toilet and then use hand sanitiser. Hand sanitisers will be placed in each zone. Children will be encouraged to wash their hands during 30 minute intervals. In addition, before and after the start of any activity, children must wash their hands. Site Manager will continue to monitor soap, hand Sanitiser and drying facilities regularly.

Toilets

Children:

A one way system has been set up to ensure access to each toilet. Nursery will use designated toilets in Nursery classroom. Reception bubbles will use toilets in reception environment. Year 1 will use designated toilets outside 1B classroom. Year 2 will use designated toilets outside KS1 library.

Children must wash hands after toilet use as well as hand sanitiser. Signage and social distancing floor spacing signage has been put in place in the toilets and around sink areas (in line with government guidance). Bins will be emptied at regular intervals throughout the day.

Staff:

Staff must use staff toilets in the building in which they work in. Arrange for this to be cleaned before and after lunchtime.

Staff Room:

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The staff room will be closed for sitting in as much as possible. 4 tables with one chair at each table will be in place, but staff will be told to use own classrooms as much as possible (or eat outside). We have closed the staff room for eating in as we potentially have up to 50 members of staff on site each day. Markings are on the floor to designate a way in and out.

Break Times

Break times have been staggered (see timetable above). To ensure reduced bubble contact, zones have been created on the school playground for each bubble to play in. Boxes of equipment for each bubble have been set up. The equipment will be cleaned at the end of each day. The equipment cannot be used by any other bubble.

Lunchtimes

Lunchtimes have been staggered (see above). The lunchtime supervisor (or sports coach) is with the same bubble/year group each day. They will stay in their designated zone.

Chartwells will be providing a grab and go bag. The dining hall will be closed as children will eat lunch in their classroom or outside (weather permitting). A staff member from each bubble must collect lunches at the designated lunch each day.

To ensure reduced contact with staff and other children, bubbles will remain together at lunchtime. See plan above to see designated lunchtime zones for children. Boxes of equipment for each bubble have been created. This will remain in each zone. However, on dry days the field areas should be fully utilised and outside learning is to be promoted. Please ensure that each group is isolated – our grounds are extensive so should be used. Please communicate with the Senior manager and other staff groups any outdoor plans as to help isolate bubble groups.

During lunchtime the children should still use their designated toilet zone.

Wet play packs have been created and will remain in each zone.

Staff Management

We have three designated rooms for staff. Staff lounge, meeting room and KS1 nurture room. Staff will remain 2 meters apart and the rooms have been set up to promote this. Only plastic chairs are to be used all fabric chairs will be removed.

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Closed Rooms

Rooms not in use will have a sign showing closed

DSL

A DSL will be on duty everyday. Staff should report any concerns in the usual way.

Sean Boyd, Tracy Thistlethwaite and Aimee Bursnell will be on site everyday.

Ranjan Hoath will be on site Monday – Thursday

First Aid

Staff should make every attempt to keep 2m apart from any injured child. Keep explaining the reason why to the child so they try to understand. If they need you to administer medical attention, please use appropriate PPE. Staff will be instructed on PPE use and will be reminded that PPE is not a good substitute for good hand washing. If a child can use a wipe to clean up a wound, then please ask them to do this. FIRST AIDERS ARE ABLE TO TREAT INDIVIDUALS FROM OUTSIDE THEIR BUBBLE. An individual RA for first aiders will be completed with support from ATLP. FP & SB will arrange for this to be completed. First Aid room is located in old shower room.

Isolation Room

If a child displays any COVID-19 symptoms, the designated isolation room is the Huddle. Concerned staff should call SLT who will collect child and move to The Huddle. SLT radio office so parent can be contacted to collect. PPE equipment has been placed in badgers. Procedures are in place for areas to be cleaned after a suspected COVID-19 case.

Registers

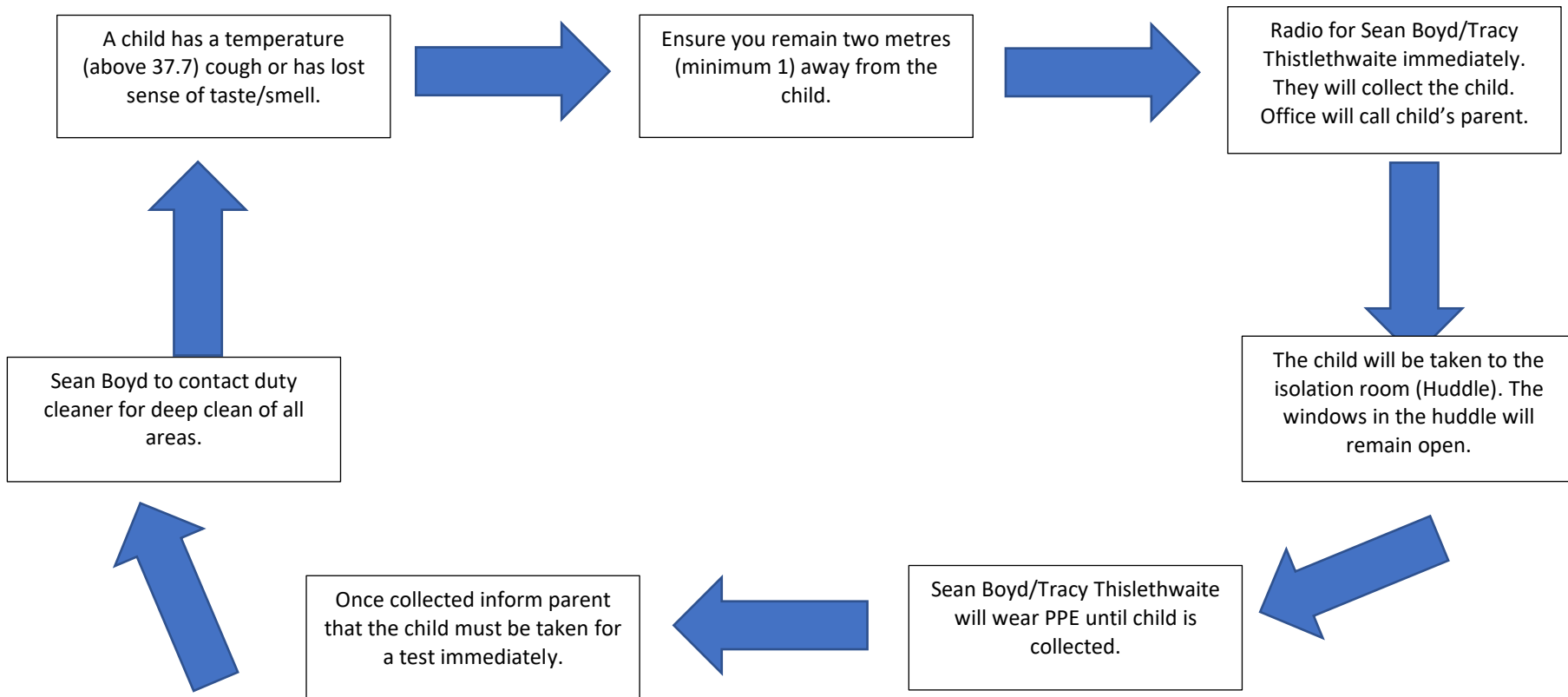
From September 2nd 2020, it is currently planned that school will be compulsory for all children (5+ years). The usual attendance procedure (including taking the register) will continue.

Trips/Visits/Workshops

All trips, visits and workshops have been cancelled for the autumn term. Virtual sessions, where possible, will take place.

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What to do if a child becomes unwell



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Social Distancing measures in zones/Classrooms

- Black and yellow tape to mark out a 1 - 2m distance for each classroom to act as a visual reminder for the children. Staff to keep reminding and showing them this. 2m markers / spots in corridors to remain as reminder.
- We will have large signs around school reminding children to keep their distance, to wash their hands and to use tissues and bins.
- All children will face the front of the classroom. Social distancing within bubbles is not necessary (as government guidance) so children can sit next to each other.
- Signs will be placed in each classroom reminding of social distancing.
- As many doors as possible to be propped open to avoid children touching handles.
- Classrooms have been remodelled to allow for social distancing in line with government guidance.
- Children will not mix with other bubbles. They will stay in their own bubble at all times.
- All soft furnishing have been removed from bubbles zones/rooms.
- From year 2 – 6 chairs will be forward facing.
- Year group bubbles will be created across the school. Children will not mix with other year groups. Staff in bubbles will maintain a 2m distance.
- As in the DfE guidance, staff should maintain social distancing measures wherever possible. In EYFS, at times, it may be necessary to handle a child and support them with toileting/medical needs. As long as you consent to handling the child, this is acceptable. Please wash your hands immediately after this.

EYFS Bubble

- Reception will be a bubble of 60.
- Staff will remain in the same area of the classroom each week
- Outdoor activities will be encouraged as much as possible
- The environment will have an enhanced clean each day
- Staff will remain 1 – 2 metres apart at all times and will follow hand washing guidance
- Water play will be out in the environment. This will be changed every 2 hours. Before using the water children will wash their hands and then use hand sanitiser.

Assembly

Each class will have a 5- 10 minute class assembly on a Monday. A virtual celebration assembly will take place on a Friday. The hall will not be used.

Library

The library will remain closed for the first 2 weeks. This will then be reviewed and a timetable will be created for a year group each day.

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Managing Movement around School

Circulation on site has been managed with a one way system. This has been supported by signage. In addition, SLT will monitor the movement of parents on site via the one way system. Pinch points have been identified and the set of up of zones and bubbles has ensured there will be no bottle necks.

School Office

The school office remains closed to visitors .Parents should call or email. If parents do require a face to face meeting this must be booked in advance. Any visitor that is then admitted into the school building will be required to use the hand sanitiser. Protective screening is in place. Non essential deliveries and visitors site will be avoided.

No lanyards will be given out

Two Members of the Admin will be in everyday. One will be on the Reception desk and one in the back office. The desk top computer will be used by Kate. Gurvinder and Ange will use their iPads/laptops.

Day	Reception Desk	Admin (Back office)	Back of Reception
Monday	Kate	Gurvinder	-
Tuesday	Kate		Gerri
Wednesday	Ange	Kate	Gerri
Thursday	Ange	Gurvinder	Gerri
Friday	Ange	Gurvinder	Gerri

One staff member will be on the reception desk (own designated space each day) and the other member will be on the back desk (GL – separate risk assessment). The school website will continue to be updated with key information for parents.

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Fire Alarm

The school fire alarm has been tested. It is maintained on a regular basis for reliable operation. It provides early detection of a genuine fire and protects against false alarm activations as effectively as possible. It's essential that this system is backed up by fire safety training to educate pupils on the dangers of false alarms. This should be done as part of the children's induction back into school routines.

Staff and children to carry out a fire drill on the first day of returning to school in September. Children are to exit the building via the closest door and line up 1 metre apart (as much as possible). Classes to proceed to designated and marked area:

Nursery: End of Reception playground

Reception: End of reception playground

Year 1: KS1 playground

Year 2: KS1 Playground

Key stage 2: Fire doors onto car park

Registers to be given by Admin. Fire wardens/teachers/teaching assistants responsible for each 'bubble/class' to take a register. Report any issues to SB.