



SCOTCH ORCHARD PRIMARY SCHOOL

School Operating Procedures

January 2021

This review was prompted following the Government announcement on 04.01.21 to close all schools except for the most vulnerable and children of critical workers.

Overarching system of controls to be adhered to at all times

Prevention:

- Minimise contact with individuals who are unwell
- Clean hands thoroughly and more frequently than usual
- Ensure good respiratory hygiene is promoted – ‘catch it, bin it, kill it’
- Introduction of enhanced cleaning including high-touch surfaces
- Minimise contact between individuals and maintain social distancing wherever possible
- Where necessary, wear appropriate PPA

Response:

- Engage with NHS Test and Trace
- Manage confirmed cases of Covid-19 amongst the school community
- Contain any outbreak by following local health protection team advice

Attendance

School remains closed to all children except those of critical workers and those deemed vulnerable. All others will revert to quality remote-learning from home with the exception of Nursery children. Nursery provision will be open (from 18th January 2021) to allow all children to attend their usual timetabled hours. Only vulnerable children and children of critical workers will attend Reception.

If any of these children are not able to attend following public health advice due to self-isolation, symptoms of covid-19, positive test result or close contact with positive case, they will revert to home-learning, accessing the same education as their peers.

Extra-curricular provision

Breakfast and after-school club will be offered to key workers/vulnerable children.

After-school provision continues to be run by ‘Humpty Dumpty Nurseries’. Operational plans and risk assessments have been produced by their management and discussed with ATLP Ops and Estates Manager. Procedures are aligned to ATLP risk assessments and School operating procedures. Regular contact is established between after-school staff and Headteacher.

Breakfast club will be open to critical worker/vulnerable children. It will operate as its own bubble with a maximum of 30 places with 2 members of staff supervising. All spaces will need to be pre-booked prior to each session using an online ‘form’ booking link.

Uniform

Full uniform will be expected to be worn by all children.

Behaviour

The school policy has been reviewed. The ‘Good to be Green’ behaviour card system remains an appropriate. Cards can be awarded by staff whilst maintaining their social distance from pupils. Any issues with behaviour will continue to be dealt with sensitively by staff due to our awareness of the potential anxieties and stresses some children may be feeling about returning to school. The headship team

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will be available to support any issues and their office will form a hub for children to go to if additional emotional support is required.

In addition, it is planned that, within phase bubbles, some nurture support will begin, as necessary. Bubble staff will primarily lead these sessions following procedures set out for small group working.

Classrooms and organisation

Phase bubbles will be created as follows:

- Early Years' Bubble – Nursery and Reception
- Phase 1 Bubble – Year 1, Year 2 and Year 3
- Phase 2 Bubble – Year 4
- Phase 3 Bubble – Year 5 and Year 6

All lessons will be taught within these bubbles and staff allocated to one bubble as far as is possible.

Phase Bubble	Class Bubbles (number on roll) and Locations	Staffing	Toilets	Notes
Early Years Bubble (Max 17 N = 12 R = 5)	Full use of the EYs unit (2 classrooms) including EYFS outdoor area	L Badger (Teacher) O Coupland (TA) S Hughes (TA)	2 sets - Nursery and Reception	Overseen by one rota teacher (L Badger or L Haywood) which may be remotely depending on session pupil numbers
Phase Bubble 1 (Max 16 Y1 = 4 Y2 = 7 Y3 = 5)	Full use of the KS1 unit (3 classroom areas)	J Brookes (TA) S Bourne (Nurture TA) L Savage (1:1 TA) Plus one rota teacher	Y1 toilets	Class lessons supplied by class teachers remotely, either recorded or via Teams. Overseen by one rota teacher which may be remotely depending on pupil numbers
Phase Bubble 2 Year 4 (Max 12)	Use of Year 4 classroom plus Y3 classroom if deemed necessary.	One rota teacher, E Allen (TA) and C Lawrence (SCITT student teacher)	KS2 toilets	Overseen by class teacher (C Ford) which may be remotely depending on rota commitments
Phase Bubble 2 (Max 19 Y5 = 9 Y6 = 10)	Use of the Year 6 classroom plus IT Suite	Rota Teacher	Year 2 toilets	This maximum bubble size is not expected to be reached. Preliminary responses show a maximum of 15 children requiring school provision on any one day. This will be reviewed and additional staffing assigned to the rota as applicable

Arrival and Departure Procedure

The existing main office entrance will remain in use with parents adhering to the 2m markings already painted on the pathway leading directly from the pedestrian gate to the entrance doors. The one-way

system will continue which sees exiting via the left-hand (as exiting school) side of the driveway. Doors will be pinned open.

A second route into school has been established via the driveway. Markings are painted on the drive splitting the width into 2 separate pathways. This 2nd route sees children entering site for the field entrance via the right-hand side, then exiting via the left-hand, joining the exit for the main entrance just past the office. Social distancing reminders will be painted on the new route onto site.

- Year 4,5 and 6 will use the main driveway entrance
- Year N, R, Year 1,2 and 3 will use the main office entrance

The school vehicular entrance will remain closed to vehicles throughout the drop-off and collection period. Barriers will be placed across the entrance to prohibit entrance. Member of headship team will supervise vehicular gate during these times.

At the end of the day, school leader/TA will position themselves on the driveway to ensure that no vehicles access the site and that the one-way system is adhered to. Children will be dismissed from the driveway promptly at their allotted time. Phase bubbles will be brought onto the driveway via the field gate with each bubble queuing either side of the carpark. Parents will use class designated entrance to queue and children will be released once parent reaches the front. Nursery and Reception children will be released from the main office exit.

Arrival and Dismissal

Hands will be washed upon arrival and before dismissal from school

Bubble	Year Group	Arrival Entrance	Arrival Time	Dismissal Exit	Dismissal Time
EYFS Bubble	Nursery	Office	9.00 am	Office	am session: 12.00pm pm Session: 3.00pm
	Reception	Office	9.00 am	Office	3.00 pm
Phase 1 Bubble	Year 1, 2 and 3	Office	8.45 am	Field	3.00 pm
Phase 2 Bubble	Year 4	Field	9.00 am	Field	3.15 pm
Phase 3 Bubble	Year 5 and 6	Field	8.45 am	Field	3.15 pm

Children's Personal Items

Children will be discouraged from bringing personal items into school.

School bags will be discouraged.

Children will carry water bottles and lunch boxes.

Lockers and coat pegs can be used but children's access to these will be limited, controlled and organised.

Children will be asked to bring in their own tissues and hand-sanitiser. Classrooms will be equipped should any child not have their own personal supply.

Children will be discouraged from bringing in any treats for their classmates (i.e. birthday sweets). Any that are brought in will be quarantined for at least 72 hours before distribution to others in class.

Playtimes (bubble staff to supervise own groups – duty rota to be drawn up between bubble staff)

Bubbles will have the following designated playground areas for use at break-time:

- EYFS bubble – continue to use EYFS outdoor area for 'free-flow'
- Phase 1 bubble – lower KS1 'fast play' area – 10.15-10.30am
- Phase 2 bubble – lower main playground – 10.30-10.50

- Phase 3 bubble - upper KS2 'fast play' area – 10.30-10.50am

Hands will be washed before leaving school building. Equipment will be limited in order to remove the need to clean it after use. Social distancing must be maintained during playtimes. Children can play games as long as they remain 2m apart. All moveable equipment on EYFS outdoor area has been removed.

Lunchtimes

The school kitchen will remain open for limited hot meals/snack boxes and sandwiches. Children will be required to pre-order their school lunches at the start of the day.

Lunchtimes will be staggered and locations of food consumption separated according to bubbles.

EYFS and Phase 1

Early Years Bubble and Bubble 1 will eat their meals in the dining room/hall

- Within **dining room**, only set 3 stools per circular table (8 tables) – 24 capacity – Reception children will use this space to eat. Tables/stools will be sanitised once Reception have vacated the area
- Long mobile folding tables to be set in the **hall** facilitating 6 children per table (sitting one side only – no children seated facing each other). 4 tables x 6 children each = 24 capacity in hall space. Phase 1 to eat in this area. Tables to be cleaned/sanitised between sittings by lunchtime staff

Playground accessed directly from hall door

Phase 2 and 3 bubbles

Bubbles 2 and 3 having their meals delivered for consumption in their own classrooms

Class / Timings	Dining and playing Timings / Location	
EYFS Bubble: Nursery 12pm onwards	12.00 onwards as part of afternoon session Children bringing own packed lunches which they will consume in their setting. Supervised by EYFS staff	Freeflow use of EYFS unit
EYFS bubble: Reception 11:45-12:45 pm	11.45 – 12.15pm Reception eat in dining room. 3 x per circular table S Hughes (EYFS TA) supervising	12.15 – 12.45 pm EYFS play area S Hughes/O Coupland supervising
Phase Bubble 1 Y1,2,3 11:45-12:45 pm	11:45-12.15 pm KS1 fast playground J Brookes / S Bourne supervise play	12.15 – 12.45pm. Eating in Hall and dining room. 6 per long table, seated one side only 3 per small table spaced E Allen to supervise eating Mon, Tue, Thurs & Fri J Brookes - Wednesday)
Phase Bubble 2 Y4 12:00-1:00	12.00 – 12.30 pm Classroom – eating lunch J Pickering (LSA) to supervise	12.30 – 13.00 Play time on top playground J Pickering (LSA) to supervise

Phase	12.00 – 12.30 pm	12.30 – 13.00
Bubble 3	Classroom – eating lunch	Play time on top playground
Y5,6	P Borton (LSA) to supervise	P Borton (LSA) to supervise
12:00-1:00		

Strict social distancing will be maintained in the staffroom. Staff must sit 2m apart on their own allocated chair and no more than one person in the kitchen preparation area at any one time. A maximum of 4 staff in the staffroom at any one time will be promoted.

Additional Cleaning

Additional daily cleaning will be carried out between 11am and 2pm daily. This concentrates on the high-touch areas, communal areas and toilets.

Staggered Afternoon Break (staff will cover this themselves)

Bubbles will be able to break together on own designated playground – teaching staff to supervise. Radio communication will be used to liaise if necessary.

Toilets

Bubbles to be allocated specific toilet blocks which they will use throughout the whole day (including play and lunchtimes). Toilet exterior doors will be wedged open to avoid necessity to touch handles

- EYFS bubble – Nursery and Reception toilets
- Phase 1 bubble – Y1 toilets
- Phase 2 bubble – Y2 toilets
- Phase 3 bubble – KS2 toilets

Equipment, Resources and Classroom Design

Adults to maintain 2m distance from other adults and children where possible. Avoid close face-to-face contact and minimise time spent within 1m of anyone.

Signage in classrooms will remind children of the social distancing rule. They will be encouraged to maintain distance and not touch staff and peers where possible. In addition, lidded bins are available to promote the 'catch it, bin it, kill it' approach. Tissues to be thrown away immediately into these bins. Bin lids to be wiped down regularly. Additional cleaning organised between 11 am and 4 pm

Soft furnishings remain excluded from the classroom and drawers and storage units will remain turned around.

Children will be seated side by side and facing forwards. Any unnecessary furniture will be removed from classrooms where necessary.

Staff and pupils will have their own items that are not shared e.g. pens and pencils. Resources will be provided for individual children. Resource packs will be provided by staff for each child. This to include items such as: pencil, whiteboard pen, whiteboard, whiteboard rubber, ruler, crayons, rubber, glue, scissors, pink and green pens

Classroom based resources such as books and games can be used and shared within the bubble, these will be cleaned regularly, along with all frequently touched surfaces

Resources that are shared between classes or bubbles, such as sports, art and science equipment will be cleaned frequently and meticulously and always between bubbles, or rotated to allow them to be left unused and out of reach for 48 hours (72 for plastics) between use by different bubbles

Outdoor play equipment will be more frequently cleaned

Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided.

Classrooms to be well-ventilated. Doors to be kept open. Windows will be kept open as much as possible for additional ventilation.

2m distances are marked in each classroom to act as a visual reminder for the children. Staff to keep reminding and showing them this please.

2m markers in corridors to act as a visual reminder of what 2m looks like.

Large signs around school reminding children to keep their distance, to wash their hands and to use tissues.

Thorough handwashing procedures to be promoted regularly throughout the day – soap, paper towels and hand gel available in all classrooms - to be administered at the start of the day (when children enter the school), whenever they leave/enter the classroom (break times - before and after; lunchtimes - before and after); climbing frame - before and after, any time the children have been outside and finally as they leave at the end of the day. If in class, encouraged to use soap and water. If learning moves outdoors, staff to ensure hand sanitizer is carried for frequent use.

ALWAYS WASHED AFTER THEY HAVE COUGHED OR SNEEZED INTO THEM.

Whole school assemblies will not be possible as large gatherings should be avoided. These will be built into teaching day using Newsround or Espresso assemblies. Leaders will organise virtual assemblies from their office weekly – live streaming into all classrooms via MS Teams where possible

Movement around the school will be kept to a minimum. Staff will make use of radios where possible and email for confidential messages

The School Office

Staff to maintain their 2m distance. Parents encouraged to communicate via telephone/email wherever possible. Any enquires in person must be conducted with the glass partition closed where possible. A sign will be posted outlining this to visitors. Only 1 person in the entrance area at any one time. Tape to indicate this distance for parents/visitors.

2 office staff will avoid occupying the office at the same time. During overlapping of hours, one staff member will use laptop in an alternative location to avoid working in close proximity. Individual keyboards, computer mice and headsets are provided to each member of office staff in order to eradicate the sharing of equipment. Non-office staff are instructed to refrain from entering the office and making personal use of office based equipment in order to maintain the integrity of the office bubble.

PPE Equipment

Covid-19 emergency packs are located around school which contain gloves, a mask, apron and eye-protection for staff to use if a child develops symptoms and needs looking after in the separate 'isolation' room (Sunshine Room)

Staff will wear masks/visors whenever moving out of their phase bubble and at all times in communal areas.

First Aid

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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 gloves and protective mask. If a child can use a wipe to clean up a wound, then please ask them to do this.

Curriculum

The focus will be on high quality teaching which uses precise AfL and promotes the development of reading through a broad and balanced curriculum. All pupils will receive a high-quality education which promotes development and prepares them for future learning. Important missed content will be identified and there will be flexibility in creating time to secure these aspects.

The curriculum will remain broad and ambitious – a wide range of subjects will be taught

Where remote education is necessary, this will align with in-school provision as closely as possible

We understand that children make good progress across the curriculum and in individual subject disciplines when we build on what they already know and what they can already do. As we recover from the prolonged absence we will prioritise learning in the following subjects:

- English (communication, speaking and listening, phonics, reading, comprehending writing including handwriting)
- Maths (arithmetic, reasoning and problem solving)
- Science
- Personal Development and Well-Being
- Physical Education

Following detailed and robust assessment against learning journeys, schemes of work will be developed to ensure all children reach the met standard as quickly as possible. This may mean that one subject is taught multiple times a day so that all the objectives can be taught, practised, consolidated and mastered before moving on. Where other subjects e.g. humanities can be used to support the teaching of subjects above these will be integrated but the objectives taught will not be from the humanities curriculum, but rather from the curriculum areas identified above.

Physical activity

Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used only where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and

Children will not be required to change for PE but will be invited to wear suitable flexible clothing and trainers to school on their PE day.

Remote Education

For individuals or groups of self-isolating pupils, remote education plans will be created. These will meet the same expectations as those for any pupils who cannot yet attend school at all due to coronavirus. In the event of a local outbreak, the PHE health protection team or local authority may advise school to close temporarily to help control transmission. This may involve a return to remaining open only for vulnerable children and the children of critical workers, and providing remote education for all other pupils.

Fire Procedures

Upon establishment of bubbles, and on the first day of re-opening the whole site, children will be talked through the new procedures and muster points in the event of hearing the fire-bell. 'Soft' fire-drills will then be conducted on a daily at the beginning of each morning with each group. These comprise talking directly with the children about the new procedures to follow if the fire alarm is sounded.

e.g. The fire alarm is sounding. What do we do? How do we exit our classroom? Where do we muster? What route do we follow? etc

Bubbles will practice the fire routine within their bubble

Muster points will be as follows:

- EYFS bubble – far right of playground (return to original positions)
- Phase bubble 1 – take the route up the grass verge and muster on the left hand side of the playground on the grassed area.
- Phase bubble 2 – left hand side of playground
- Phase bubble 3 – front of playground

All bubbles will hold a daily health and safety reminder which will include:

- Reminders of regular and thorough hand hygiene
- 'Catch it, bin it, kill it' procedures for all sneezes using tissues provided and dedicated lidded classroom receptacle
- Reminders of fire procedures and muster points
- Reminders of social distancing measures to be adhered to

First Aid Medical/Isolation Room

In the event of a child developing symptoms associated with COVID-19, the child should collect their belongings and be accompanied by an adult to the Sunshine Room. Here they will be asked to take a seat at a table. The member of staff will maintain social distance (where possible) en-route and position themselves at a minimum of 2m from the isolation room and inform the school office by radio that the child is displaying symptoms associated with COVID-19. The room will contain full PPE equipment (bucket, gloves, apron, face mask/goggles. If the child is symptomatic and there is a risk of spillage of bodily fluids resulting in the need to look after the child, then full PPE should be used.

Office staff will contact parents to explain that the child must be collected immediately as well as to explain Government guidance (i.e. the child/family should self-isolate/apply for tests). When the parent arrives to collect the child, they must be escorted by the member of staff who has been supervising. Cleaners will complete a deep clean of the isolation room.

Staff Room and Breaks

Chairs in the staff room will be allocated to specific members of staff and will be labelled with their names. Chairs will be arranged so as to maintain social distances during any shared breaks. Break times will be staggered, thus limiting the number of staff accessing the staff room facilities at any one time.

No more than 4 staff to be seated in the staff room at any one time, maintaining social distancing protocol. Hazard tape will remind staff of 2m social distancing protocol. Only 1 staff member allowed in kitchen preparation area at any one time i.e. maximum of 5 staff in staffroom at any one time.