

## Curdworth Primary School

### September Opening Plan

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

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

**Amended by:** Mrs Lisa Dodd (Headteacher)

	Action	How	Who	Complete Y/N	Notes
1	Share updated March plans with staff and parents.  Communicated changes and refresh expectations throughout the year.	Detailed overviews of organistaion and procedures can be found in Appendix 1 & 2  Email/meetings	ATLP communication from RG  LD	Ongoing	Letters to be sent out to parents.  Up to date information on the website.  Ensure information is communicated with all stakeholders.
2	Staffing structure in place and communicated with parents and staff	Email out info regarding staffing or any changes to staffing  See Appendix 1	LD	Y	
3	Reevaluate on an ongoing basis which rooms will be open, including kitchens, staff areas, access to drinking water and pupil/staff/visitor toilet facilities.	Regular site walks are conducted by LD and DI.  Review meetings ongoing with MB  Inform staff via briefings/staff meetings/emails/notice board	LD, DI and CC/MB	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

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4	Arrange for the ongoing and regular cleaning of school areas that are in use	<p>Liaise with MB 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>In order to carry out vital cleaning throughout the day school employ a cleaner for 2 hours in the middle of the day.</p>	LD, DI and CC/MB	Y	<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	Organisation of breaktime/lunchtime provision for pupils	<p>Continue to 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>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>	Y	<p>LD regularly liaises with SW - school cook and Chartwells catering providers. SW is ready to provide whatever service is needed for school.</p> <p>Chartwells have agreed to offer hot or cold deli bags. Children will eat in their classrooms.</p> <p>Provision is in place to offer food hampers/packed lunches to pupil premium pupils who are self-isolating</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>Indoor furniture (such as tables and PE apparatus) is sanitised between each bubble using it</p> <p>Outdoor fixed play equipment is used on a weekly rotation. Each class bubble to have their own box of outdoor play equipment – BH to monitor equipment and organise boxes.</p>	LD DI MB	Y	<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 open and let them know if that changes.</p> <p>Discuss what resources will be needed in each area Display updated information posters for parents/carers/visitors. Ensure that there is access to drinking water, facilities for hand washing, and access to hand sanitiser.</p> <p><u>ROOM LIMITS (ONGOING REVIEW)</u></p> <ul style="list-style-type: none"> <li>• Cloak rooms = class bubble groups assigned their own cloakroom spaces – no sharing across bubbles</li> <li>• Hall and classrooms = 1 bubble at a time + adults assigned to the bubble</li> <li>• NT office = 1 member of staff</li> <li>• SLT office = LD + DC</li> <li>• Staffroom = 3 members of staff</li> <li>• Blue room (quarantine) = 1 child</li> <li>• Mobile = bubble groups of up to 15 children and 2 adults</li> <li>• Library = Bubble groups of up to 10 children and 1 adult</li> <li>• All toilets = assigned to bubble groups 2 at a time</li> <li>• Kitchen = 3 staff</li> <li>• Entrance = 1 at a time</li> </ul>	LD/DC Class Teachers Support Staff	Y	<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>

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8	Ensure that there is access to a First Aid areas from the learning spaces.	<p>Check that the First Aid areas are easily accessible and adequately stocked.</p> <p>Ensure PPE is well stocked</p> <p>Order stock if needed.</p>	Office Staff Support Staff	Y	<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>Offer teaching staff the opportunity to complete First Aid training.</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>	Class Teachers Teaching Assistants Office staff LD/DC	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>

	Action	How	Who	Complete Y/N	Notes
10	Communicate infection control measures to staff and visitors	Training/CPD Posters Emails Texts Use of hand sanitiser where/when necessary Update website if applicable	LD CC/AB Office Staff	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>Signage and posters are displayed around school</p> <p>All staff will be reminded about procedures during INSET days (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 and repeat on 4<sup>th</sup> January. Repeat again on 3<sup>rd</sup> March.</p> <p>Update staff after any key decisions by Trust Board</p> <p>ATLP Risk assessment in place and updated when necessary</p> <p>Safeguarding and Prevent CPD undertaken by all staff</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  All visitors must wear a face covering.  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/ attendance officer	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.  When whole bubble group or school are isolating – remote learning will include live lessons each day.	LD Class Teachers	Ongoing	Move to Oak Academy for children working at home for Maths, Eng and Foundation learning. In addition teachers provide prompts for reading, spelling and mental maths. Daily overviews continue to be available.  New overview to be emailed out to parents/carers w/b 1 <sup>st</sup> March.

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15	Ensure transition arrangements for pupils.	<p>Transition letters to be sent out to all pupils from their new class teachers on Friday 10<sup>th</sup> July.</p> <p>Transition and well-being activities to be timetabled for week 1.</p>	LD Class Teachers	Ongoing	<p>New reception starters have a 2-week transition timetable to support them starting school (see Appendix 1). Review transition arrangements for reception children starting school in Sept 2021</p> <p>Liaise with secondary schools to support the transition to secondary school for Year 6 pupils</p>
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	Ongoing	<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 open again in March</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 15 children in the club + 2 adults.</p> <p>Maximum of 15 children in the morning bubble and 15 children in the afternoon bubble</p>	LD MB  Anne Arkell	Y	<p>All Allsorts staff will need to attend briefing on INSET day regarding our procedures for September</p> <p>Wider reopening plans for March 2021 to be shared with Allsorts.</p> <p>Allsorts to regularly update risk assessments.</p>



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18	Children coming to school on the school bus	Children to wear face coverings on the bus. Bus children to enter and exit school via the main school entrance. Children wait for the bus at the end of the day in the library area	LD	Y	Check which children will be planning to travel by bus and on which days.
19	Curriculum expectations <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 are 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.  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.	All	Ongoing	SDP is focused on reading (including development of vocab) and AFL. CPD will be centered around this.  Broad/balanced timetables have been set from September and beyond. This is reviewed regularly.  INSET days are focused around relevant/high quality CPD.
20	Physical activity	Pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided.  Outdoor sports should be prioritised where possible.  * On PE days children will come to school in their PE kit.	LD BH KG	Ongoing	Swimming cancelled this academic year  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.  All children will have daily active times built into their weekly timetable.

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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 this academic year  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	School are subscribed to support from CSAWS
23	Trips & educational visits	There will be no trips or visits during the Autumn or Spring Term.  Swimming has been cancelled for this academic year	All	Ongoing	Review for the Summer Term
24	Shared phones, computers 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	Anti-bac wipes available next to shared equipment. Additional cleaning throughout the day.
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 email and class dojo, 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.	All	Ongoing	DSLs would recommence support at a distance for vulnerable pupils.  All staff would work from home

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26	Wearing of face coverings	<p>All visitors will wear face coverings for the duration of their time on site.</p> <p>Parents/carers are requested to wear face coverings when dropping off/collecting children from school</p> <p>All staff will wear a face covering when outside of their bubble base or when on the door/gate during drop off/collection time</p> <p>PPA teachers will wear face coverings when working outside of their main class bubble.</p>	All staff	Ongoing	<p>All staff are provided with face shields and have access to disposable facemasks.</p> <p>Messages regularly communicated to parents about wearing of face coverings on site.</p>
27	Lateral flow testing of staff members	<p>All staff that work on our school site will be encouraged to take COVID-19 lateral flow tests twice each week.</p> <p>Results are logged in school and reported to NHS test and trace.</p> <p>Guidance for positive test results is followed.</p>	All staff who are willing to participate	Ongoing	Lateral flow tests take place on a