

William MacGregor Primary School

Full opening plan for March 8th 2021 V1



Voluntary Lateral flow testing of all staff who work in school

Staff volunteer to take part in lateral flow testing twice a week (if in school 5 days a week). This is an additional safety precaution to prevent asymptomatic staff entering school and potentially passing on the virus. Staff will test on a Sunday evening/Monday morning and a Wednesday evening/Thursday morning. Part time staff will test the night before or the morning they are coming into school. Testing should take place every 3 days.

Uniform

The children will be expected to wear uniform.

Expectations remain the same in terms of head wear, jewellery and any other accessories worn for fashion purposes.

Safety procedures

All teachers to show the children the safety around school assembly (first shown in September) and the climbing frame safety presentation on the first day back.

Start of the day for staff

When staff enter the school, they will use hand sanitiser located in the reception area before entering the code to come into school. They will use their lanyard to sign in on Inventory to avoid touching the screen.

Class Bubbles and seating plans

Each class will be a bubble, with the school having 7 bubbles in total.

Each classroom from Yr2 upwards will be set up with seating arranged in rows and all desks facing forwards. When children line up to enter the classroom they must line up in the order of back row to front row to ease movement and avoid children having to pass each other once seated. All children will have their own equipment and water bottles at their table. If this is safe to do so. Some classrooms just are not big enough to have all this equipment at the table causing a trip hazard (Yr3 down)

Ladybirds classroom will be as normal as possible but removing any soft furnishing. Each child will have their temperature taken as they enter the classroom at the start of the day.

Year 1 classroom has round tables with 5 to a table. Increased boxes of tissues and hand sanitiser in Year 1 classroom. The carpet area will be in use with children facing forwards.

In Yr2, the carpet area will also be in use with children facing forwards.

Hand cleaning must be built into the day regularly. All classrooms have hand sanitiser. When children return from the toilet, children to have an additional squirt of hand sanitiser just to be very sure their hands are clean. When they go out and come back from playtime and lunchtime.

Each classroom has tissues – make sure these are used and put in the bin and then hands sanitised. If a child has a runny nose, parents to provide tissues from home.

Children in KS2, should be advised not to touch staff if possible and to try and keep a distance from each other.

Intervention and Inclusion support

Inclusion support (staff supporting children with an EHCP) – They have a place in the classroom to be able to support the child which minimises traffic walking past them. The child sitting next to the child with an EHCP, must be carefully considered. Intervention must take place in the classroom.

Small group work (phonics groups) can take place in the 5 small intervention rooms. Doors and windows to be left open. Cleaning materials are kept in these rooms to use. Tables and chairs will be cleaned when the children have finished using the room. Social distancing may be a challenge in these smaller rooms, staff working in these rooms are advised to wear a face covering or shield. These are available in school. Maximum numbers for these rooms is governed by the seating arrangements.

Start and end of the day

We have three entrances to the school: the playground, the library and the main office.

Start Time	End time	Playground gate	Main office	Library steps
8.30am	3.00pm	Yr1	Yr6	Yr5
8.35am	3.05pm	Yr2		
8.40am	3.10pm		Yr3	Yr4
8.40am	3.10pm	Ladybirds		

Yr2 to enter and exit the school using the door outside Yr1

These times and entrance/exit points will mean that no bubble will need to cross paths during these two times of the day.

Car park gate will be shut at **8.20am**. Any staff arriving after this time, will need to park on the road.

We have increased the staggered start and end times to 10 minutes for the main office and the library gate. It remains at 5 minutes for Yr1 and Yr2 and Ladybirds.

Parents who drop off at the main office need to wait in the car park to maintain a clear pavement along the Glascote Road.

Parents who drop off at the library to wait in the car park area at the bottom of the library steps to maintain a clear pavement along Basin Lane.

Parents are asked to wear face covering when dropping and collecting their children. Staff will wear face covering when escorting the children out and collecting the children. Staff supervising gates/entrances will also wear a face covering.

Only one parent/adult is encouraged to drop off and collect children to reduce the volume of adults in one area.

Essential that children are let out at the end of the day **on time**

At the end of the day Ladybirds, Yr1 and Yr2 parents to come onto the playground and wait in the bottom area. Yr4 and Yr5 parents to wait in the area at the bottom of the library steps and Yr3 and Yr6 parents to wait in the area outside the main office.

Curriculum

All year groups will be taught the objectives for the year group they are in with teachers using pre learning tasks, small steps and assessment to ensure the children's needs are being met and any lost or forgotten learning is re-taught.

The focus will also be on the children's well-being and becoming familiar again with routine and teaching.

We will continue to teach a broad and balanced curriculum but with early phonics being a priority in Ladybirds, Yr1 and Yr2 as well as writing, reading and maths across the school. A greater emphasis on these key areas being planned within other subjects is required, rather than narrowing the curriculum offer. We have built into the timetable 3 catch up maths sessions after lunch (Mon-Wed) for Yrs1, 2 and 3. We have also built into the autumn timetable 3 additional reading sessions after lunch (Wed-Fri) for Yrs4, 5 and 6 to improve fluency and foster a love of reading.

We have increased phonic/reading teaching in Ladybirds, Yr1 and Yr2 to five days a week.

As a result of pupil progress meetings held with teachers at the start of the spring term, leaders feel the greatest need is in years 3, 4 and 5 which is why we are going for a 2 teacher model in these 3 year groups for as much of the timetable as possible. The purpose of the two adult model is to reduce the pupil to teacher ratio allowing all children to have increased teacher feedback and support. After lunch an adult will use this time to consolidate learning from the morning or deliver pre learning tasks to children who need it.

Attendance will return to being mandatory, however where a pupil is unable to attend school because they are complying with clinical and/or public health advice, we will be able to immediately offer them access to remote education. Teachers and leaders will monitor engagement with this activity. Oak National Academy and BBC Bitesize are recommended. Children will also be able to access lessons delivered in school remotely from their home using Showbie.

If a child or staff member is tested positive and this bubble has to isolate, then the staff member will deliver home learning if they are well enough. If not, then senior leaders will arrange home learning for this bubble.

Ukulele Peripatetic music lessons will resume in Yr5. Small group music tuition lessons will take place. Individual risk assessment from Entrust music services can be found on the school website. The Ukulele teacher will take part in lateral flow testing and inform school of her result before coming in. Curriculum music lessons will not involve singing or playing wind instruments or raising voices in any form as this increases the risk.

Resources

For individual and frequently used resources (white boards, pens, pencils etc) children will have their own. Teachers will not share classroom resources with another class. Where possible, teachers will give each child a set of classroom resources (e.g maths concrete resources). Teachers will ensure children use hand sanitiser both before and after using resources.

No soft furnishings or soft play equipment.

Sports equipment, science, art, D&T and any other resources stored in central locations and shared across the school will be cleaned before being returned so they can be used by another bubble, or rotated and left for 48hrs (72hrs for plastics) before used by another bubble. If staff use a resource and it is not easy to clean, they will celotape a post it to the resource stating the date it was used so staff know not to use it for either 48 or 72hrs depending on the material.

Ipads and Laptops

These will be on a rota so children will have access to either ipads or laptops for a full week and not shared during the week with another bubble.

Children can bring equipment into school using their school bags, but these will be just essentials: lunch, school planners and reading books.

No sweets or cake (for birthdays).

Library

Children will wash their hands before they enter and when they leave and must be reminded not to touch their faces whilst in the library. Extra vigilance needed with staff supervising.

Returned books go into the large box by the step. School volunteer then returns these books once a week. (Friday afternoon)

Swimming

Swimming will start for Year 4 children when the swimming pool re-opens hopefully after Easter. (Public swimming pools are due to open on the 12th April). Risk assessments have been carried out by Kick Start Academy (providers of swimming instructors), Landau Forte Academy QEMs (providers of swimming pool and mini bus transport) and Jo Berry (ATLP Ops and Estates manager). These have been shared with Mr Massam and with the Yr4 children.

Outdoor play equipment

The climbing frame is in use and will be used by two bubbles each week. Hand sanitiser is attached to the climbing frame and children must use this before and after playing on the climbing frame. Staff supervising must remind children not to touch their faces.

Ladybirds children to access the LB playground throughout the day.

All classes have their own playground and PE equipment box. This equipment will not be shared with any other bubble.

Dragonflies (Before and after school club) max 16 pupils at any one time.

This vital provision will be open from 8th March. Parents need to book their children in, in advance. The hall will be set up using 7 tables spread as far apart as possible. Each table will be a bubble with their own resources and equipment. Food will be brought to their table. All tables to be cleaned when provision has finished.

At the start of the day, children will have their hands sanitised when they arrive through the library entrance and when they leave the hall to go to their classroom.

At the end of the day, the children will enter the hall using the one way system and use hand sanitiser. When they leave at the end of the day, they will also use hand sanitiser. Children will exit through the usual library entrance.

Dragonflies staff will maintain social distance with all children. Staff will wear a face covering when collecting the children from the library entrance and when seeing them out at the end of the day. If staff feel they cannot maintain 2m distance, then they should wear a face covering.

Dragonflies leader to carry out daily checks to ensure all safety procedures are in place and being followed.

Playtimes

The large playground will be halved to create 2 zones and the other zone is the garden. The class in the garden can use the climbing frame. Children must use hand sanitiser both before and after using the climbing frame. Staff member to supervise children doing this. Under wet conditions, the children must keep off the grass area in the garden, stick to the pathways, artificial grass area, climbing frame and tyres. The area outside Yr1 will be introduced to the garden area to provide another play area.

This will be until Easter. Hopefully the trim trail will be finished by the start of the summer term and this will be included in the garden zone.

Staff to communicate using two-way radios when their children are onto the playground starting with Yr4, then Yr5 and then Yr6. Staff to take the children out to the playground.

Children will have these Zones for the duration of 1 week and at lunchtime too. 3 week rotation.

School Kitchen and Lunchtimes

Break Time 🕒	Zone 1 Top half of play ground by benches	Zone 2 Bottom half of KS2 play by gate	Zone 3 Garden inc climbing frame
Year 4, 5 and 6 10.15 – 10.30 am			
Week 1	Year 6	Year 5	Year 4
Week 2	Year 4	Year 6	Year 5
Week 3	Year 5	Year 4	Year 6
Year 1, 2 and 3 10.35 – 10.50 am			
Week 1	Year 1	Year 2	Year 3
Week 2	Year 3	Year 1	Year 2
Week 3	Year 2	Year 3	Year 1

Year 1, 2 and 3

Year 1 to leave through their classroom door. Year 2 leave through KS1 door. Year 3 to leave through KS2 red doors.

Year 4, 5 and 6

All leave through KS2 door but ensure there is a gap between bubbles leaving the class.

Moving

To support bubbles not mixing, if your year group are in the garden for that week, then your group will be the first out so that they will not walk in between 2 bubbles to get to the garden, followed by Zone 2 and then Zone 1.

Lining up

When the bell/whilst blows, children stand still as normal then wait for the instruction to line up. Garden (Zone 3) will line up along the railings. Zone 2 line up along the horizontal yellow line in their zone, and Zone 1 on the horizontal yellow line in their zone. Please see images to support.



Hot lunches will continue to be provided. Children eating in the hall will collect their lunch from the hatch. Ladybirds will be first in and collect their lunch and sit at the far end of the hall. Yr1 will then come in and sit at the end nearest the hatch. Hot dinners will be provided to all LB and KS1 children and those FSM and paying in KS2. If the children eat in the classroom, dinners will be served in a polystyrene tray.

Staffroom chairs marked with an X can be used. If no further seats are available, staff will eat their lunch in another room, but maintain 2m from any other adult in your room.

Use hand sanitiser in the staffroom on entrance and exit. Tissues and wipes are on the table.

We will have 2 bubbles in the hall at any one time. Two zones separated by a large space and divided using the 2 mat trolleys. Yr2 ,3 and 5 will to eat in their classroom.

Year 4 children to take their belongings into the classroom as the corridor where their lockers are situated is frequently used. Yr3 children to keep their lunch boxes in their classroom.

All entrance and exits signs are displayed on doors. Please keep this one way system.

Time	Lunch Hall	Lunch in their own Classroom	Outside LB playground	Outside Same zone as playtime
12.15 – 1.00pm	LB (12.15pm) Yr1 (12.30pm) 2 Lunchtime sups	Yr3 Yr2 2 Lunchtime sups		Yr4, 5 & 6 3 Lunchtime sups
1.00pm – 1.30pm	Yr6 Yr4 2 Lunchtime sups	Yr5 1 Lunchtime sup	LB 1 Lunchtime sup	Yr1, 2 & Yr3 3 Lunchtime sups

If it is a nice day, then children can use the field. Max number of 3 zones needed. Suzie or Nat to decide on this each day and share with team.



Lunchtime staff in the hall will wear gloves to provide assistance with cutting food.

LTS to use two-way radios to communicate to ensure classes do not cross paths.

Lunchtime staff to clear picnic bags, trays and rubbish away.

Children to use hand sanitiser when they enter the hall or before they start eating in the classrooms.

Toilets

Yr1, 2 and 3 children to use the KS1 toilets at all times. We will allocate one cubicle and sink to each bubble. These will be clearly labelled with the number 1, 2 or 3. They must use these toilets at all times during the day.

Yr4, 5 and 6 children to use the KS2 toilets. We will allocate one cubicle and sink to each bubble. These will be clearly labelled with the number 4, 5 or 6. They must use these toilets at all times during the day. There are only 2 boys cubicles in the KS2 toilets so 2 bubbles will need to share this toilet.

Children to stick to using these toilets throughout the whole day (including play and lunchtimes)

Children have a lanyard to go to the toilet. These are located in each classroom. This mitigates children waiting outside the toilets.

Ladybirds use the toilets in the Ladybird's classroom.

Minimising spread of infection and germs.

Lidded bins only. Tissues to be thrown away immediately into these bins. Cleaning surface wipes are available in each classroom if staff feel happy to use these on high touch surfaces. (Bin lids, door handles and taps) This is not a requirement or expectation.

Doors to be kept open.

Black and yellow tape is marked out a 2m distance for each classroom to act as a visual reminder for the children.

Staff to keep reminding and showing them this please.

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

Signs around school reminding children to keep their distance, to wash their hands and to use tissues. Two boxes of tissues are in each classroom and surface wipes for high touch areas.

Hand gel to be administered at the start of the day (Staff member on the entrances will do this when they enter the school), break times before and after, lunchtimes before and after, any time the children have been outside and finally as they leave at the end of the day.

ALWAYS AFTER THEY HAVE COUGHED OR SNEEZED INTO THEM.

Whole school assemblies

These will not be possible. Staff build class assemblies into the day using Newsround, Picture News or Espresso assemblies. Formal daily assemblies will not take place and will be replaced with recovery curriculum intervention and daily whole class discussions focusing on well-being. Thursday achievement assembly will be held on Zoom. KS2 2.10pm and LB/KS1 at 2.30pm.

The school office

Mrs Fitzpatrick and Ms Woodhall to maintain their 2m distance as already set up. Any face to face enquires to be conducted with the glass partition closed. A sign to be put up explaining this. Only 1 person in the entrance area at any one time. Tape indicates this distance for parents/visitors.

Only 3 people in the office at any one time. Door to be kept open unless a confidential matter is being discussed (in person or by phone).

Cleaning

Extra cleaning will be carried out just before lunchtime. Toilets and high touch areas (door handles etc) will be cleaned.

PPE equipment

School has a Covid 19 emergency pack which contains gloves, masks, aprons and face shields for first aid staff to use if a child develops symptoms and needs direct personal care. This child will wait in a separate isolation room – medical room with a member of the office staff supervising. A pack is in both the main office and the medical room. Plastic chairs are available to sit on in the medical room. We also have PVC beanbags if a child needs to be more relaxed.

First aid

Mrs Hobbs, Miss Sutton, Mrs Fitzpatrick and Ms Woodhall are our named first aiders. (They have completed individual risk assessments) All first aid incidents to be sent to the main office (inc. LB children)

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.

Sharing this with parents

A version of this opening plan will be available on our school website.

RECEPTION

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. Office staff to sign visitors in.

Inventory system can be used by staff only because they can use their barcodes on their lanyards – use hand gel either before or afterwards.

No lanyards to be given out

Appropriate hand sanitiser and cleaning materials to be available in reception for visitors

Covid-19 – Attendance Procedures – 8th March 2021

School attendance will be mandatory again from the beginning of the 8th March 2021. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Pupils who are shielding or self-isolating

We now know much more about coronavirus (COVID-19) and so in future there will be far fewer children and young people advised to shield whenever community transmission rates are high. Therefore, the majority of pupils will be able to return to school. You should note however that:

- a small number of pupils will still be unable to attend in line with public health advice because they are self-isolating and have had symptoms or a positive test result themselves; or because they are a close contact of someone who has coronavirus (COVID-19)
- shielding advice for all adults and children will pause on 31st March 2021, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). This means that even the small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. Read the [current advice on shielding](#)
- if rates of the disease rise in local areas, children (or family members) from that area, and that area only, will be advised to shield during the period where rates remain high and therefore they may be temporarily absent (see below).
- some pupils no longer required to shield but who generally remain under the care of a specialist health professional may need to discuss their care with their health professional before returning to school (usually at their next planned clinical appointment). You can find more advice from the Royal College of Paediatrics and Child Health at [COVID-19 - 'shielding' guidance for children and young people](#).

Where children are not able to attend school as parents are following clinical and/or public health advice, absence will not be penalised.