



## SCOTCH ORCHARD PRIMARY SCHOOL

### School Operating Procedures

This review has been prompted following the announcement of schools reopening to all children from 08.03.21

#### **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’
- Enhanced cleaning including high-touch surfaces
- Minimise contact between individuals and maintain social distancing wherever possible
- Where necessary, wear appropriate PPE

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 attendance will be mandatory from 8<sup>th</sup> March 2021. Usual rules on attendance will be reintroduced, including:

- Parents’ duty to ensure their child attends regularly
- School records attendance and follows up any absences

A small number of children may not be able to attend following public health advice due to self-isolation, symptoms of covid-19, positive test result or close contact with positive case. Where this is the case, school will offer quality remote access to education.

#### **Extra-curricular provision**

Breakfast and after-school club will be fully re-established. 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 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 behaviour policy has been reviewed. The KS1 and KS2 ‘Good to be Green’ system and EYFS ‘Rainbow’ behaviour systems remain appropriate. Cards/movements can be awarded by staff, whilst maintaining their social distance from pupils.

Updated 08.03.21

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. Miss S Bourne/headship team 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. There will also be further support and advice from Miss S Bourne, Nurture TA, which may involve small groups from one bubble engaging together, at a social distance from staff.

### Classrooms and organisation

Phase bubbles will be created as follows:

- Early Years' Bubble – Nursery and Reception
- KS1 Bubble – Year 1 and Year 2
- KS2 Bubble 1 – Year 3 and Year 4
- KS2 Bubble 2 – Year 5 and Year 6

Within these phase bubbles, smaller class bubbles will be created for individual year groups.

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 47)	Nursery Bubble (NOR 24)  Reception Bubble (NOR 23)  Full use of the EYs unit (2 classrooms) including EYFS outdoor area	<u>N bubble:</u> L Badger (teacher) Owen (TA)  <u>R bubble:</u> L Haywood (teacher) S Hughes (TA)	2 sets - Nursery and Reception	Nursery will revert to the full 30 hrs provision. This will run as 2 sessions daily (universal 15 hrs mornings 9:00-12:00 daily plus optional 12:00-3.00pm).  PPA time to be covered between existing staff in the unit plus the support of S Bourne (TA), strictly adhering to staff:pupil ratios
Key Stage 1 Bubble (Max 50)	Year 1 Bubble (NOR 21)  Year 2 Bubble (NOR 29)  Full use of the KS1 unit (3 classroom areas)	<u>Y1 Bubble:</u> J Tomlinson (teacher)  <u>Y2 Bubble:</u> L Ingle (teacher NQT)  Plus J Brookes (TA) across both bubbles and S Bourne (Nurture TA)	Y1 toilets	PPA will initially be facilitated by J Brookes and S Bourne supervising one class in 2 halves for nurture/mindfulness focused sessions as well as one class by W Carter (teacher) who will also provide NQT time.

Key Stage 2 Bubble 1 (Max 57)	Year 3 Bubble (NOR 25) Year 4 Bubble (NOR 32) Use of the Year 3 and Year 4 classrooms	<u>Y3 Bubble:</u> S Lawton (teacher NQT) L Savage (TA)  <u>Y4 Bubble:</u> C Ford (teacher)  Plus E Allen (TA) across both KS2 phase bubbles	KS2 toilets	PPA and NQT release time will be facilitated by L Braybrooke (DHT) and W Carter
Key Stage 2 Bubble 2 (Max 51)	Year 5 Bubble (NOR 30) Year 6 Bubble (NOR 21) Use of the Year 5 and Year 6 classrooms	<u>Y5 Bubble:</u> J Parker (teacher)  <u>Y6 Bubble:</u> M Sturch (teacher)  Plus E Allen (TA) across both KS2 phase bubbles	Year 2 toilets	PPA will initially be facilitated by L Braybrooke (DHT)

### 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 is in use via the driveway. Markings are painted on the drive splitting the width into 2 separate pathways. This 2<sup>nd</sup> 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.

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

Hands will be washed upon arrival and before dismissal from school

Bubble Name	Year Group	Entrance	Arrival time:	Dismissal time	Daily Teaching time	Weekly Total
EYFS Bubble	Nursery	Office	9.00 am	Morning: 12.00pm Afternoon: 3.00pm	<b>3 hours</b> morning + <b>3 hours</b> afternoon	15hrs universal + 15hrs extended = <b>30 hrs provision</b>
	Reception	Office	9.00 am	3.00 pm	<b>5 hrs</b> with 1 hour lunch	25 hours
Key Stage 1 Bubble	Year 1	Office	8.30 am	2.50 pm	<b>4 hrs 50 mins</b> with 1 hour lunch and 2 x 15 mins breaks	24 hours 10 mins
	Year 2	Field	8.30 am	2.50 pm	<b>4 hrs 50 mins</b> with 1 hour lunch and 2 x 15 mins breaks	24 hours 10 mins
Key Stage 2 Bubble 1	Year 3	Field	8.50 am	3.10 pm	<b>5 hrs 5 mins</b> with 1 hour lunch and 1 x 15 min break	25 hours 25 mins
	Year 4	Field	8.50 am	3.10 pm	<b>5 hrs 5 mins</b> with 1 hour lunch and 1 x 15 min break	25 hours 25 mins
Key Stage 2 Bubble 2	Year 5	Field	8.40 am	3.20 pm	<b>5 hrs 20 mins</b> with 1 hour lunch and 1 x 20 min break	26 hrs 40 mins
	Year 6	Field	8.40 am	3.20 pm	<b>5 hrs 20 mins</b> with 1 hour lunch and 1 x 20 min break	26 hrs 40 mins

### Children's Personal Items

Children will be discouraged from bringing personal items into school, including school bags.

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 not be allowed to bring in treats for their classmates (i.e. birthday sweets).

**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'
- KS1 bubble – lower KS1 'fast play' area – 10.00-10.15am
- KS2 bubble 1 – lower main playground – 10.30-10.45 am
- KS2 bubble 2 - upper KS2 'fast play' area – 10.25-10.45am

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 among children will be strongly encouraged during playtimes.**

Children can play games but are encouraged to remain 2m apart.

## Lunchtimes

The school kitchen will remain open for 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 with KS2 children having their meals delivered for consumption in their own classroom

Reception, Year 1 and Year 2 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 – a window of 15 mins has been created in the staggered timings to facilitate time for cleaning products to be effective.
- 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. Year 1 and Year 2 to eat in this area. Tables to be cleaned/sanitised between sittings by lunchtime staff

## First Aid at Lunchtimes

All first aiders to have provisions kit on the playground – to be administered on the playground as appropriate. Radios to be used to call for additional assistance from leadership team as required.

## EYFS and KS1

Meals served and eaten in dining room/hall

EYFS return to classroom via corridor to access play areas once lunches are eaten

KS1 to access hall for lunch via hall door – directly accessed from the playground

Class / Timings	Dining and playing Timings / Location	
<b>Nursery</b> 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 O Coupland
<b>Reception</b> 11:45-12:45pm	11.45 – 12.15pm Dining room. 3 x per circular table J Pickering (Lunchtime Supervisor) with S Hughes (EYFS TA)	12.15 – 12.45 pm EYFS play area S Hughes / O Coupland supervising
<b>Year 1 and 2</b> 12:00-1:00pm	12.00-12.30 pm KS1 fast playground S Bourne supervise play	12.30 – 1.00pm. Eating in Hall and dining room. 6 per long table, seated one side only 3 per small table spaced J Pickering and J Brookes (first aid) to supervise eating

## KS2

Meals delivered to classrooms – school admin staff to assist where needed

Playground accessed directly from classroom external doors

Class / Timings	Dining and play timing / location / supervision	
<b>Year 3</b> 12:00-1:00pm	12.00 – 12.30 pm Classroom – eating lunch J Brookes to supervise	12.30 – 13.00 Play time on bottom playground E Allen to supervise
<b>Year 4</b> 12:00-1:00pm	12.00 – 12.30 pm Classroom – eating lunch P Borton to supervise	12.30 – 13.00 Play time on bottom playground E Allen to supervise (S Bourne every Wednesday)
<b>Year 5</b> 12:30-1:30pm	12.30 – 13.00 pm Play time on top playground P Borton to supervise	13.00 – 13.30 Classroom – eating lunch E Allen to supervise (HT every Wednesday)
<b>Year 6</b> 12:30-1:30pm	12.30 – 13.00 pm Play time on top playground P Borton to supervise	13.00 – 13.30 Classroom – eating lunch P Borton to supervise

Headship team to be called by radio if additional assistance is required at any time during lunchtime.

### 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.

### Additional Cleaning

Additional 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
- KS1 bubble – Y1 toilets
- KS2 bubble 1 – KS2 toilets
- KS2 bubble 2 – Y2 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. Internal doors to be kept open. Windows will be kept open 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

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### **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**

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 Provision**

As we return to school, many of our children will have been out of school for the majority of the Spring term. Our curriculum will be responsive and precisely focused in order to address gaps in learning. Our curriculum delivery will be underpinned by two core principles:

- Strong, purposeful teaching that maximises learning time;
- Well-planned, targeted schemes of work supported by excellent assessment for learning;

We remain committed to ensuring our children flourish socially, emotionally and academically through well-taught, progressive curriculum content. 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 provide a modified but ambitious and broad curriculum in all subject areas which prioritise the most significant gaps in pupils' knowledge.

For pupils in Reception, teachers will address gaps in language, early reading and Maths particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary.

In Key Stage 1 and 2, we will be teaching the full range of subjects over the year, including Sciences, Humanities, Music and the Arts, Physical Education and Sport, Religious Education, RSHE and, in Key Stage 2, French.

### **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)
- KS1 bubble 1 – take the route up the grass verge and muster on the left hand side of the playground on the grassed area.
- KS2 bubble 1 – left hand side of playground
- KS2 bubble 2 – 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.