



## COVID-19 - Opening Plans for staff

### Re: Full opening of school to all pupils from March 2021

This document has been produced for all staff to give as much detail as possible so that they feel confident, prepared and supported for the full opening of Greysbrooke School from March 2021. Please do ask any member of SLT if you have any questions or worries. Remember, no question is a daft question!

**Timings and locations:** Please refer to the following timetables: Drop of and collection times (including locations); Staggered breaktimes and staggered lunchtimes. It's important that you stick strictly to the timings so that there is no mixing of class bubbles.

**Risk assessment:** see separate document

**Guidance and measures for Parents:** see separate document

#### **Entry / exit procedures:**

- Parents are to drop off and collect children from designated locations. Staff must be **on time** collecting children in the morning and returning them in the afternoon in order to minimise the chance of parents congregating on the playground.
- The member of staff on gate duty in the morning at lower end of car park needs to ensure that the pedestrian gate and KS2 playground gate is locked
- The member of staff on gate duty needs to ensure that the lower car park is closed off (by placing cones/barriers across to prevent cars entering/exiting) from 8.45-9.00am and 3-3.20pm
- Any member of staff arriving during 8.45-9am will not be permitted onto the lower carpark and so should find alternative parking
- No cars will be permitted to leave the carpark whilst it is closed during the afternoon (3-3.15pm) so if you have to be off site during this time, please ensure you have parked your car somewhere else for the afternoon

**COVID-19 Isolation room:** Nurture room - see separate procedures poster

**Curriculum:** The DfE states that schools should: "**Teach an ambitious and broad curriculum in all subjects.** Where appropriate, teaching time should be prioritised to address the most significant gaps in pupils' knowledge.' For pupils in Reception, it is recommended to focus on the prime areas of learning including communication and language, personal, social and emotional development, and physical development. In addition, schools should assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. Reception children should all be given equal opportunities for outdoor education. For pupils in Key Stages 1 and 2 schools are 'expected to prioritise identifying gaps and re-establishing good progress in essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary. Our curriculum offer must remain broad so that the majority of pupils are taught a full range of subjects over the year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at KS2, languages. The key to our curriculum therefore needs to be prioritising key skills and knowledge that we want to learn and know by the end of the year across a breadth of subjects; it's crucial from



the outset that we have positive pupil engagement and so the curriculum needs to continue to be exciting and fun for them whilst also being knowledge and skills rich. We will explore and plan this more during staff meetings and as we gain a greater understanding of where children are at and what their gaps are.

**Nurture:** As always, nurture will be a key ingredient as children return to school. It is likely that some children may well be rather wobbly on return due to separation anxieties and settling back into rules/routine. Please be patient, understanding and kind. Gentle reminders and warm smiles will go a long way to reassure our lovelies and get them feeling safe and secure. Take time over the first week to carry out activities, as per email from Rich on 24<sup>th</sup> Feb, giving children lots of opportunities to talk/discuss and express themselves whilst also reconnecting with their friends and re-establishing relationships. If there is anyone you are particularly worried about, or think would benefit from 1:1 nurture session, please speak to Clare Glandfield /DSL/DDSL

**Fire Drill:** The fire drill procedures will continue to take place each term.

**Break/lunchtime:** Breaks and lunchtimes have been staggered in order to prevent mass gathering. All children will eat in their classrooms except for Reception who will eat in the hall. Classes should remain in their class bubble during break and lunchtimes in their allocated zones/areas/classrooms and not mix with other class bubbles. One member of staff per class must be on duty each morning break. Each class has an allocated lunchtime supervisor. We have allocated 30 mins eating time and 30 mins play time for each class (make sure you check the timetable and know which way round it is!)

**PPA/release:** As per Autumn term timetable (EB to resend)

### **Staff principles to follow to help keep us all safe:**

- Don't come to work if you have coronavirus symptoms
- Clean your hands more often than usual (see risk assessment)
- Use the 'catch it, bin it, kill it' approach
- Avoid touching your mouth, nose and eyes
- Clean frequently touched surfaces (see below)
- Avoid close face to face contact with children and other adults
- Help the children in your class follow rules on hand cleaning, not touching their faces, 'catch it, kill it, bin it' etc - refer to posters in classroom to aid
- Prevent the sharing of equipment / resources where possible
- Keep your classroom door and windows open to aid ventilation and air flow
- Only allow 2 children from your class (one boy, one girl) to use the toilet at any one time (only 1 at a time in Year 2)
- Limit your contact with other staff members by: always observing at least 2metres social distance; following the guidelines for number of staff allowed in the allocated areas of the school; don't congregate in shared spaces (especially if they are small rooms)
- Wear a face mask in all communal areas where social distancing can't be maintained
- Make sure you are familiar with the behaviour expectations and make opportunities to share these with children on their first day back and then regularly remind them of these



Procedures	
Specific issue/area	Actions
Displaying symptoms on site	<ul style="list-style-type: none"><li>• If a pupil or member of staff becomes unwell with symptoms whilst at school they should be kept in a well-ventilated room and avoid contact with others until they can go home</li><li>• Face masks only need to be worn by staff supervising the unwell child if a distance of 2 metres cannot be maintained between pupil and adult. Gloves and aprons should also be worn if contact is necessary.</li><li>• If a pupil becomes unwell with symptoms, parents/carers will be contacted immediately and asked to collect the pupil as soon as possible. If the pupil becomes too unwell with symptoms, medical advice will be sought using the appropriate channels.</li><li>• If a member of staff becomes too unwell with symptoms to take him/herself home, a member of family will be called and medical advice sought where necessary.</li><li>• Staff members displaying symptoms should apply online for a test to be undertaken (where possible visit a testing centre rather than opt for the postal test as this speeds up the process) to confirm whether they are infected:<ul style="list-style-type: none"><li>○ If the test is negative, if the staff member feels well and no longer has symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school.</li><li>○ If it is positive, all children and staff working within the same group may well will be alerted and asked to follow government guidelines surrounding isolating</li></ul></li><li>• Parents of children displaying symptoms should apply for a test to be undertaken to confirm whether they are infected:<ul style="list-style-type: none"><li>○ If the test is negative, if the child feels well and no longer has symptoms similar to coronavirus (COVID-19), they can stop self-isolating and return to school. They could still have another virus, such as a cold or flu - in which case it is still best to avoid contact with other people until they are better.</li><li>○ If the test is positive, you should follow government guidance on self-isolation and all children and staff working within the same class bubble may well be alerted and asked to follow government guidelines of self-isolating for 14 days, even if they are not showing symptoms.</li></ul></li><li>• Cleaning of area used by child/staff member</li></ul>
Confirmed case in school	<ul style="list-style-type: none"><li>• School to follow Local Outbreaks Control Setting procedures - alerting necessary authorities</li><li>• Alert staff and parents of children in group who have a confirmed case and ask them to follow isolation period as per government guidelines / PHE / Outbreak team</li><li>• Organise Deep clean of area by school cleaners</li><li>• Inform all staff of confirmed case</li><li>• Core reminders of hygiene</li></ul>



	<ul style="list-style-type: none"> <li>Follow PHE/Outbreak team advice regarding contacting all parents - general information about sickness etc. and the key next steps e.g. closure of a class / school/ or carry on etc.</li> </ul>
Suspected case in a family	<ul style="list-style-type: none"> <li>If a child lives with someone who has symptoms, he/she must stay at home for 10 days from the day the first person in the home started having symptoms.</li> </ul>
Confirmed case in a family	<ul style="list-style-type: none"> <li>Staff member / child not to attend school and follow isolation guidelines (10 days)</li> <li>Clean of the classroom/area</li> </ul>
Teacher / support staff shortage	<ul style="list-style-type: none"> <li>Review timetabling to consider re-allocating staff to cover groups</li> <li>Where there are too many absences - may need partial closure to groups</li> </ul>
Protection for most vulnerable children	<ul style="list-style-type: none"> <li>Clinically Extremely vulnerable children and staff are not to attend school until national guidance changes</li> <li>Identify who these vulnerable children are e.g. those with underlying health conditions that may be affected by the current threat</li> <li>Discuss with parents the initial steps and agree key actions re. isolation/seclusion/home schooling/</li> <li>Update care plans to reflect changes if child returns to school for education</li> <li>Carry out individual risk assessments for high risk staff/pupils if applicable</li> </ul>
Leadership shortage	<ul style="list-style-type: none"> <li>Access via phone/Zoom for remote leadership of school</li> <li>If HT unable to communicate remotely, consider releasing members of SLT from their teaching responsibilities on a rota basis to be able to continue with leadership of school</li> </ul>
Admin shortage	<ul style="list-style-type: none"> <li>Cover with SLT</li> <li>Encourage use of email communications</li> <li>Inform parents not to phone unless emergency</li> <li>Remote support from Admin staff</li> </ul>
Other school users	<ul style="list-style-type: none"> <li>Inform of control measures, including the possibility that a suspension or usage may occur</li> <li>Work alongside Nursery / Breakfast &amp; After school clubs to ensure:               <ul style="list-style-type: none"> <li>Drop off / collection times allow for social distancing</li> <li>No parents are permitted inside the buildings</li> <li>Different gates are used by school / nursery for drop off and collection</li> <li>Playground zones allows for social distancing between Nursery outdoor area and KS1 playground</li> <li>Cleaning procedures are established</li> </ul> </li> </ul>
Long period shut down	<ul style="list-style-type: none"> <li>Teachers to provide access to remote home education through Google Classroom</li> <li>Weekly assemblies to be generated and added to Google Classroom</li> <li>Record story time for year groups and add to Google Classroom</li> <li>Provide opportunities for live 'meet' sessions to all year groups and opportunities for class members to virtually link up with class teacher, support staff and class mates</li> </ul>



<p>Communication</p>	<ul style="list-style-type: none"> <li>• Provide support to parents / children across in year group</li> <li>• Letters detailing planned procedures in school will be sent to parents (inc. staggered timings)</li> <li>• Parents will be able to contact class teachers via email or telephone</li> <li>• Staff meetings/briefings will be organised to support CPD and wellbeing of all staff</li> <li>• Staff will be expected to follow usual procedures if they are absent - phone call to member of SLT at earliest possible convenience. Staff to follow government guidelines if illness is linked to COVID-19</li> <li>• Face to face meetings / briefings to be carried out in hall / staffroom - depending on the number of attendees - areas to be ventilated throughout meetings</li> </ul>
<p>Safeguarding</p>	<ul style="list-style-type: none"> <li>• Staff must be super vigilant as ALL children return to school, focussing on children's mental wellbeing</li> <li>• Vulnerable families will be a focus for all staff when children return and settle back into school life</li> <li>• Office staff to follow up promptly reasons for any pupil absence</li> <li>• Staff are expected to continue to record safeguarding concerns/disclosures on MyConcern and follow usual safeguarding procedures. See DSL/DDSL if you believe a child is to be at immediate risk or advice is needed</li> </ul>
<p>Attendance</p>	<ul style="list-style-type: none"> <li>• No one with symptoms of COVID-19 can attend</li> <li>• Attendance from March 2021 is <b>mandatory</b> and so the usual rules on school attendance will be reinstated. Parents have a duty to ensure their child attends; the school has a responsibility to record and follow up any absence and could issue sanctions/fixed penalty notices</li> <li>• 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. Where this is the case, the DfE expects schools to be able to immediately offer these pupils access to remote learning (staff to use Google Classrooms to upload remote learning on a daily basis for the duration of self-isolation period)</li> </ul>
<p>Clothing &amp; hygiene</p>	<ul style="list-style-type: none"> <li>• Pupils should come to school in full uniform on days when they don't have PE.</li> <li>• Staff are to wear normal work clothing, following the schools dress code; no denim jeans are to be worn</li> <li>• Pupils and staff should come to school wearing their PE kits on the days that they have PE</li> <li>• Children/staff to use hand sanitizer on entry to school (hand sanitizer points are at all entry/exit points, except for Reception class)- see risk assessment for more hand hygiene information</li> <li>• All staff to be responsible for alerting office staff if / when notice hygiene products are low on stock</li> </ul>
<p>Transport</p>	<ul style="list-style-type: none"> <li>• Wherever possible, families and staff are encouraged to walk, cycle or scoot to school</li> </ul>
<p>Cleaning Procedures</p>	<ul style="list-style-type: none"> <li>• Cleaning procedures are in place on a daily basis - Ideal Cleaners clean the school each morning and we have employed an additional cleaner to carry out a mid-point clean of all toilets and staffroom kitchen during the school day</li> <li>• Staffroom kitchen, including contact points, to be cleaned each morning by a member of SLT (EB)</li> </ul>



	<ul style="list-style-type: none"> <li>• Staff to be responsible for the cleaning of table tops before/after lunchtime.</li> <li>• Staff carry out mid-point clean of all frequently touched surfaces in their classroom, such as light switches, taps, workstations, countertops, and doorknobs, on a daily basis, using the cleaning agents that are usually used in these areas and following the directions on the label</li> <li>• Gloves to be worn to clean tables/chairs, resources and other equipment in classroom</li> <li>• Children's pencil cases / items to placed in trays at end of the school day to aid cleaning</li> <li>• Sides in classrooms to be clear and clutter-free to aid with cleaning</li> <li>• Entrance area / doorknobs / commonly touched areas to be cleaned at mid-point in the day by member of SLT (EB), office or lunchtime staff</li> <li>• Staff to clean equipment that is used by other adults in school before use e.g. laptop; photocopier; laminator; telephones; microwave etc.</li> <li>• Staff to ensure iPads; Chrome Books; Laptops that children access are cleaned before and after use</li> <li>• The minimum PPE to be worn for cleaning an area where possible or confirmed COVID-19 is gloves &amp; apron. For areas which have been heavily contaminated with visible body fluids, wear surgical face mask, visor, disposable gloves &amp; apron.</li> <li>• All staff to be responsible for alerting office staff if / when notice cleaning products are low on stock</li> </ul>
Waste removal	<p>General waste removal (including tissue bins):</p> <ul style="list-style-type: none"> <li>• Disposable gloves to be worn when removing general waste</li> <li>• Waste does not need to be segregated unless an individual in the setting shows symptoms of or tests positive for COVID-19</li> <li>• Dispose of routine waste as normal; no need to double bag or store before throwing away</li> </ul> <p>Waste from suspected COVID-19 cases (including PPW, disposable cloths and used tissues):</p> <ul style="list-style-type: none"> <li>• Should be put in a plastic rubbish bag and tied when full</li> <li>• The plastic bag should then be placed in a second bin bag and tied</li> <li>• This should be put in a suitable and secure place and marked for storage until the individual's test results are known</li> <li>• This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored (in boiler house)for at least 72 hours.</li> <li>• If the individual tests negative, this waste can be disposed of immediately with the normal waste.</li> <li>• Disposable gloves, apron &amp; face masks to be worn</li> <li>• Wash hands with soap and water for 20 seconds after all PPE has been removed</li> </ul>
Using Outdoor space	<ul style="list-style-type: none"> <li>• Playgrounds and the school field will be zoned with the aim of minimising social contact between classes</li> <li>• Each class will have their own outdoor equipment sports kit bag which will ensure there is no mixing of equipment between groups. Equipment will be cleaned as part of our routine cleaning</li> </ul>



	<ul style="list-style-type: none"><li>• A timetable is in place for each playground for the use of large outdoor equipment on a weekly basis</li><li>• Outdoor space should be used for the teaching of PE - classes need to communicate with each other to ensure they don't all plan to go outside at the same time</li><li>• Remember to get children out to complete the Daily Mile - this is a perfect time to ventilate classrooms fully</li></ul>
Visitors/Parents	<ul style="list-style-type: none"><li>• No visitor/parent policy in school without prior arrangement e.g. collecting an ill child (they will wait in the main entrance and not be admitted into school)</li><li>• No events scheduled at school where groups of parents / friends would be present</li><li>• Visitors will be asked to use hand sanitiser before entering the school. Signage in place requesting use.</li><li>• Minimise visitors to site by using virtual meetings where possible</li><li>• All visitors on site to wear face masks for the duration of their visits (e.g. New Wave, Entrust, Rock Steady, Progressive Sports)</li></ul>
Mental Health	<ul style="list-style-type: none"><li>• Mental health of ALL staff is incredibly important. Staff to be supported with mental health and to check in with member of SLT for support/clarification/reassurance when needed</li><li>• Mental Health should be prioritised by all staff for all pupils</li><li>• Opportunities for talking, reconnecting discussing issues, building relationships will aid with this in school</li><li>• Posters will be displayed around school to support mental health and anxieties around Covid-19</li><li>• Age appropriate resources will be available for groups of pupils</li><li>• DfE resources and training on mental health to be emailed out to all staff</li></ul>