



COVID-19

HW Operational Working from 17.05.21

OUR KEY PRIORITIES

- To maintain a safe working environment in school for all staff and children. The safety and wellbeing of our staff and pupils is paramount.
- To prioritise the wellbeing of all staff and all children.
- To ensure learning and pastoral support is highly effective and leads to improved outcomes quickly.

Issue	Future Planning
<p>Safety and wellbeing</p>	<p>The system of controls – Prevention</p> <p>We continue to follow the system of controls to minimise the risk of infection, including engaging with the asymptomatic testing programme.</p> <p>We must always:</p> <ol style="list-style-type: none"> 1) Minimise contact with individuals who are required to self-isolate by ensuring they do not attend the school. 2) Ensure face coverings are used in recommended circumstances. 3) Ensure everyone is advised to clean their hands thoroughly and more often than usual. 4) Ensure good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach. 5) Maintain enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents. 6) Consider how to minimise contact across the site and maintain social distancing wherever possible. 7) Keep occupied spaces well ventilated. <p>In specific circumstances:</p> <ol style="list-style-type: none"> 8) Ensure individuals wear the appropriate personal protective equipment (PPE) where necessary. 9) Promote and engage in asymptomatic testing, where available. <p>Response to any infection</p>



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We must always

- 10) Promote and engage with the NHS Test and Trace process.
- 11) Manage and report confirmed cases of coronavirus (COVID-19) amongst the school community.
- 12) Contain any outbreak by following local health protection team advice.

When an individual develops coronavirus (COVID-19) symptoms or has a positive test

Pupils, staff and other adults must not come into the school if:

- they have one or more COVID-19 symptoms
- a member of their household (including someone in their support bubble or childcare bubble if they have one) has COVID-19 symptoms
- they are legally required to quarantine, having recently visited countries outside the Common Travel Area
- they have had a positive test
- have been in close contact with someone who tests positive for COVID-19

They must immediately cease to attend and not attend for at least 10 days from the day after: the start of their symptoms the test date if they did not have any symptoms but have had a positive LFD or PCR test (if an LFD test is taken first, and a PCR test is then taken within 2 days of the positive lateral flow test, and is negative, it overrides the LFD test and the pupil can return to school). We must follow this process and ensure everyone onsite or visiting is aware of it.

Reducing contacts at Hill West includes:

- Grouping children together in Year Group bubbles.
- Avoiding contact between Year Group bubbles (**for children and for staff where possible**).
- Arranging classrooms so that children sit at the same desk space each day and use the same resources where applicable. Making small adaptations to the classroom to support distancing where possible.
- Staff maintaining distance from pupils and other staff within their bubble as much as possible.
- No large gatherings bringing different groups together, e.g. whole-school assemblies.
- Staggering break and lunchtimes.



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	<ul style="list-style-type: none"> • Staggering start and finish times.
<p>Working in Teams or bubbles</p>	<p>We have 7 school bubbles and two additional nursery bubbles</p> <p>Bubble 1 - Reception Bubble 2 – Year One Bubble 3 - Year Two Bubble 4 - Year Three Bubble 5 - Year Four Bubble 6 – Year Five Bubble 7 – Year Six</p> <p>The bubbles remain consistent with the same children and same staff with the exception, in some circumstances, for specialist teaching, PPA and illness. The DfE advice is clear that all teachers and other staff can operate across different classes and year groups to facilitate the delivery of the timetable and specialist provision. Where staff need to move between groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults. At Hill West we will try to minimise the number of interactions or changes wherever possible.</p> <ul style="list-style-type: none"> ➤ Staff liaise only with others assigned to their bubble whenever possible. When this is not possible they remain at least 2 meters away from each other. ➤ Face masks are worn by staff when collecting and dismissing pupils to parents. Face masks or coverings are worn by parents when on the school site. ➤ Parents will not be invited into school for meetings unless it is an exceptional circumstance. All meetings will take place via TEAMS or telephone. ➤ Staff will be able to store their lunch in the staffroom fridge. They should refrain from sitting in the staffroom with other colleagues. Where possible, staff are encouraged to eat their lunch outside. ➤ All staff receive PPA during the course of the week and can work from home.
<p>Attendance</p>	<p>School attendance has been mandatory for all pupils since 8 March 2021.</p>



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	<p>The usual rules on school attendance apply, including:</p> <ul style="list-style-type: none"> • parents' duty to secure their child's regular attendance at school (where the child is a registered pupil at school and they are of compulsory school age) • the ability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct <p>As usual, we are responsible for recording attendance, following up absence and reporting children missing education to the local authority.</p>
Visitors to School	<p>Specialists, therapists, clinicians and other support staff for pupils with SEND should provide interventions as usual. They, as well as supply teachers, peripatetic teachers or other temporary staff, can move between settings</p> <p>We will ensure that appropriate support is made available for pupils with SEND, for example by deploying teaching assistants and enabling specialist staff from both within and outside the school to work with pupils in different classes or year groups.</p>
Extra-curricular provision including Woodpeckers	<p>The DfE have advised that we should be working to resume all our before and after-school educational activities and wraparound childcare for our pupils. All parents may access wraparound and extra-curricular provision for their children, without any restrictions on the reasons for which they may attend.</p> <p>From 17 May, in line with the commencement of Step 3 of the roadmap, where wraparound and other extra-curricular activities for children are taking place indoors, they will be able to take place in groups of any number.</p> <p>We know that consistent groups reduce the risk of transmission and so children are kept in a consistent group every time they attend the settings (Wagtails and Woodpeckers).</p>
	Pupil wellbeing and support



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Curriculum Principles	<p>Our commitment is to;</p> <ul style="list-style-type: none">• support the rebuilding of friendships and social engagement• address and equip pupils to respond to issues linked to coronavirus (COVID19)• support pupils with approaches to improving their physical and mental wellbeing <p>Alongside this we will teach an ambitious and broad curriculum in all subjects. Where appropriate, teaching time will be prioritised to address the most significant gaps in pupils' knowledge e.g. Reading. We will ensure that curriculum planning is informed both by an assessment of pupils' starting points and gaps in their knowledge, and an understanding of what is the most critical content for progression. To achieve this, teachers may need to make substantial modifications to the curriculum and will make effective use of regular formative assessment while avoiding the introduction of unnecessary tracking and testing systems.</p> <p>For pupils in Key Stages 1 and 2, we will</p> <ul style="list-style-type: none">• re-establish good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics),• identify opportunities across the curriculum so our pupils read widely, and develop their knowledge and vocabulary. In this way we will ensure our curriculum offer remains 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 Key Stage 2, languages <p>Physical activity</p> <p>Schools have the flexibility to decide how physical education, sport and physical activity will be provided whilst following the measures in their system of controls.</p> <p>When teaching P.E. pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups. You can hold PE lessons indoors, including those that involve activities related to team sports, for example practising specific techniques, within your own system of controls. Where possible however, outdoor sports should be prioritised, and large indoor spaces used where it is not, maximising natural ventilation flows (through</p>
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opening windows and doors), distancing between pupils, and paying scrupulous attention to cleaning and hygiene. This is particularly important in a sport setting because of the way in which people breathe during exercise. External facilities can also be used in line with government guidance for the use of, and travel to and from, those facilities.

Where

When considering team sports we will only consider those sports whose national governing bodies have developed guidance under the principles of the government's guidance on team sport and been approved by the government i.e. sports on the list available at grassroots sports guidance for safe provision including team sport, contact combat sport and organised sport events. Competition between different schools should not take place until wider grassroots sport for under 18s is permitted.

Music, Dance and Drama

You should continue teaching music, dance and drama as part of your school curriculum, especially as this builds pupils' confidence and supports their wellbeing. There may, however, be an additional risk of infection in environments where singing, chanting, playing wind or brass instruments, dance or drama takes place. **Singing, wind and brass instrument playing can be undertaken in line with this and other guidance, including guidance provided by the DCMS for professionals and non-professionals, available at working safely during coronavirus (COVID-19): performing arts.**

Schools can continue to engage peripatetic teachers during this period, including staff from music education hubs. Further information on the music education hubs, including contact details for local hubs, is available at music education hubs published by the Arts Council England

Performances

Currently, we are not planning any performances. However, If we were to do so in the future we would need to follow the latest advice in the working safely during COVID-19 in the performing arts guidance, which provides details of how to manage audiences as well as carry out performing arts safely. If planning an outdoor performance you should also give particular consideration to the guidance on delivering outdoor events.

Educational Visits



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	<p>In line with the government’s roadmap we have been able to resume educational day visits from 12th April and domestic residential educational visits from 17th May. Any educational visits must be conducted in line with relevant COVID-secure guidelines and regulations in place at that time. This includes system of controls, such as keeping children within their consistent groups and the COVID-secure measures in place at the destination.</p> <p>Statutory Tests</p> <p>The DfE have cancelled the statutory Key Stage 1 and Key Stage 2 tests and key teacher assessments planned for summer 2021, including the Key Stage 2 tests in reading and mathematics.</p> <p>Ofsted</p> <p>It is intended that Ofsted will resume its full programme of routine, graded school inspections in September 2021.</p>
<p>Remote Education</p>	<p>For individuals or groups of self-isolating pupils, remote education plans are in place (see our remote education overview). Although attendance has been mandatory for all pupils of compulsory school age since 8 March 2021, schools are still required to provide remote education to pupils who cannot attend school due to COVID restrictions. This includes, for example, where such guidance means that a class, group or small number of pupils need to self-isolate or that clinically extremely vulnerable children are to shield. All such pupils not physically unwell should have access to remote education as soon as reasonably practicable, which may be the next school day.</p> <p>The remote education provided should be equivalent in length to the core teaching pupils would receive in school and should include recorded or live direct teaching time, as well as time for pupils to complete tasks and assignments independently. As a minimum you should provide:</p> <ul style="list-style-type: none"> • Key Stage 1: 3 hours a day on average across the cohort, with less for younger children • Key Stage 2: 4 hours a day



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School Drop off	We will continue to operate staggered drop off and collection times for all year groups across school to limit contacts between parents and families.		
	KS1		
	Year Group	Start Time	Where
	Nursery	8.55am	Nursery Door
	Reception	9.05am	KS1 playground
	Year One	8.55am	KS1 playground
	Year Two	8.45am	KS1 playground
	KS2		
	Year Group	Start Time	Where
	Year 3	8.45am	Year 3 classroom doors
Year 4	8.45am	KS2 playground gate	
Year 5	8.55am	KS2 playground gate	
Year 6	9.05am	KS2 playground gate	
School Collection	KS1		
	Year Group	Finish Time	Where
	Nursery	3.00pm	Nursery Door
	Reception	3.05pm	KS1 playground to stand in socially distanced family groups
	Year One	3.10pm	KS1 Side Gate adjacent to Nursery to stand in socially distanced family groups



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	<table border="1"> <tr> <td>Year Two</td> <td>3.20pm</td> <td>KS1 playground to stand in socially distanced family groups</td> </tr> <tr> <td colspan="3" style="background-color: #e0f0e0;"> </td> </tr> <tr> <td>Year Group</td> <td>Finish Time</td> <td>Where</td> </tr> <tr> <td>Year 3</td> <td>3.00pm</td> <td>Year 3 classroom doors</td> </tr> <tr> <td>Year 4</td> <td>3.05pm</td> <td>KS2 playground gate</td> </tr> <tr> <td>Year 5</td> <td>3.15pm</td> <td>KS2 playground gate</td> </tr> <tr> <td>Year 6</td> <td>3.25pm</td> <td>KS2 playground gate</td> </tr> </table>	Year Two	3.20pm	KS1 playground to stand in socially distanced family groups				Year Group	Finish Time	Where	Year 3	3.00pm	Year 3 classroom doors	Year 4	3.05pm	KS2 playground gate	Year 5	3.15pm	KS2 playground gate	Year 6	3.25pm	KS2 playground gate
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Lunchtimes	<p>Our kitchen is fully open and is complying with the guidance for food businesses on coronavirus (COVID-19).</p> <ul style="list-style-type: none"> - Children will be served hot meals. - Children eat their lunch in classrooms so as to remain within their bubble. - Teaching Assistants and/or lunchtime supervisors remain with the children while teachers have their lunch break. Those staff then take their lunch break either before or after the designated lunch start and finish time. <table border="1"> <thead> <tr> <th>Year Group</th> <th>Lunch Time</th> </tr> </thead> <tbody> <tr> <td>Reception</td> <td>11.40am – 12.40pm Eating at 11.40am in KS2 Hall</td> </tr> <tr> <td>Year One</td> <td>11.50am – 12.50pm Eating at 12.10pm in KS2 Hall</td> </tr> <tr> <td>Year Two</td> <td>12.30pm – 1.30pm Eating at 12.50pm in KS2 Hall</td> </tr> <tr> <td>Year Three</td> <td>11.50am – 12.50pm Eating at 11.50am in classrooms</td> </tr> <tr> <td>Year Four</td> <td>11.50am – 12.50pm Eating at 12.20pm in classrooms</td> </tr> <tr> <td>Year Five</td> <td>12.20pm – 1.20pm Eating at 12.20pm in classrooms</td> </tr> <tr> <td>Year Six</td> <td>1.00pm – 2.00pm Eating at 1.00pm in classrooms</td> </tr> </tbody> </table>	Year Group	Lunch Time	Reception	11.40am – 12.40pm Eating at 11.40am in KS2 Hall	Year One	11.50am – 12.50pm Eating at 12.10pm in KS2 Hall	Year Two	12.30pm – 1.30pm Eating at 12.50pm in KS2 Hall	Year Three	11.50am – 12.50pm Eating at 11.50am in classrooms	Year Four	11.50am – 12.50pm Eating at 12.20pm in classrooms	Year Five	12.20pm – 1.20pm Eating at 12.20pm in classrooms	Year Six	1.00pm – 2.00pm Eating at 1.00pm in classrooms					
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Playtimes	We are not serving break-time snacks.		
	Year Group	Break Time am	Break Time pm
	Reception	10.30am – 10.45am	2.00pm – 2.10pm
	Year One	10am – 10.15am	2.20pm – 2.30pm
	Year Two	10.55am – 11.05am	2.40pm – 2.50pm
	Year Three	10.00am – 10.15am	
	Year Four	10.20am – 10.35am	
	Year Five	10.40am – 10.55am	
	Year Six	11.00am – 11.15am	