

Opening Plan (Updated May 2021)

# Mere Green Primary School



**Return to School Management Plan**  
*March 2021*

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### **Start and End of the Day Procedures**

Children will enter/leave the school site at their designated time and using the designated entrance (see start/end of day timetable).

#### **Start of Day**

<b>Year Group</b>	<b>Time</b>	<b>Entrance</b>	<b>Drop off Location</b>
Nursery	8.30am	Pedestrian Gate Mere Green Road	Nursery Doors (via the Reception Playground)
Reception	8.40am	Pedestrian Gate Mere Green Road	RTH - Reception Doors (via the ramp)  RM - Reception Doors (via the Reception Playground)
Year 1	8.45am	Pedestrian Gate Mere Green Road	KS1 Doors
Year 2	8.50am	Pedestrian Gate Mere Green Road	Classroom Doors
Years 3 & 5	8.45am	Car Exit Gates	Fire Exits (front of school)
Years 4 & 6	8.50am	Car Exit Gates	Fire Exits (front of school)

#### **End of Day**

<b>Year Group</b>	<b>Time</b>	<b>Entrance</b>	<b>Drop off location</b>
Nursery	3.00pm	Pedestrian Gate Mere Green Road	Nursery Doors (via the Reception Playground)
Reception	2.55pm	Pedestrian Gate Mere Green Road	RTH - Reception Doors (via the ramp)  RM - Reception Doors (via the Reception Playground)
Year 1	3.00pm	Pedestrian Gate Mere Green Road	1B - KS1 Playground 1WB - KS1 Door
Year 2	3.05pm	Pedestrian Gate Mere Green Road	Classroom Doors
Years 3 & 5	3.00pm	Car Exit Gates	Fire Exits (front of school)
Years 4 & 6	3.05pm	Car Exit Gates	Fire Exits (front of school)

The school has a one way system in place on the outside grounds of the site. Children must enter via the gate on Mere Green Road. Key Stage 2 will enter/leave via the exit gate. Signs in place clearly mark the one way system. Parents will drop off at the designated door/gate. The Tower Road gate is open from 8:30am until

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9:00am as an entrance to the school only. At 2:55pm until 3:10pm Tower Road gate is open as an exit only.

Children will then enter the zone/classroom and place their coat and lunch bag on the designated holder. They must immediately clean their hands with hand sanitiser.

At the designated time to leave, children will wash their hands in their designated toilet. In addition they will wash their hands with hand sanitiser. Parents will enter the school site via the one way system and stand on the markers (outside gate or door) and wait for their child to be dismissed. They must then leave via the one way system exit gate.

The car park can only be used for disabled access and taxi drop off and collection and should be pre arranged.

### **Staff on site**

Staff will be required to arrive at school by 8:30am in order to use the school car park. Once staff have arrived on site they must hand sanitise hands and sign in at the main school office using the inventory screen. This will be contact free as they will scan their barcode. Staff should wear face coverings in all communal areas of the school.

### **Visitors to School**

All visits into school will be encouraged to be remote. If this is not possible, in line with guidance, visits must be pre-arranged. A room/space should be booked to ensure it can be cleaned after use. Visitors must sign in at reception using their own pen, must hand sanitise, not have had any covid-19 symptoms during the previous 10 days and must wear a face covering at all times. In addition, visitors should keep 2m distance at all times. No lanyards will be given out.

### **PPE**

All staff must wear a face mask in communal areas. Staff can wear their own mask, or ask the school office for a disposal one. All staff also have the option of wearing a face shield. Gloves, goggles and aprons are also available for administering first aid. A supply of PPE will be placed in the EYFS environment, outside the pastoral room first aid box and in KS2 first aid cupboard. IG (Site Manager) will ensure all PPE supplies are stocked.

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### **Lateral Flow Testing**

About 1 in 3 people with coronavirus do not have symptoms but can still pass it on to others. Regular testing of people without symptoms is important to help stop the virus spreading. All staff at Mere Green have the option of a COVID-19 lateral flow test at least twice a week. This will be conducted on a Sunday and Wednesday.

Results are reported and recorded via email to [covidtestresults@meregrn.bham.sch.uk](mailto:covidtestresults@meregrn.bham.sch.uk) and directly to the DfE website COVID-19 reporting tests <https://test-for-coronavirus.service.gov.uk/report-result/registering-for>. In the event of a positive test result, the staff member would need to contact Kristal Brookes or Sean Boyd and book a PCR test. The member of staff would need to continue self-isolating for 10 days and the school would conduct contact tracing.

Each member of staff has 7 lateral flow tests issued at a time and are collected from the school office, following social distancing measures. All lateral flow tests must be signed out.

### **Safeguarding**

Safeguarding remains the responsibility of all members of staff. Any safeguarding concerns should be immediately logged onto MyConcern. If the concern is about an immediate high risk level of harm, the reporting member of staff should also contact a DSL by telephone immediately.

Lead DSL: Kristal Brookes (Monday to Thursday) Sean Boyd (Friday)  
Deputy DSLs: Sean Boyd; Ranjan Hoath, Tracy Thistlethwaite; Lucia Thornton  
Badgers DSLs: Chris Gray; Lucy Bennett

### **Curriculum**

At the heart of the curriculum at Mere Green is the development of the whole child. We believe that personal, social and emotional development is at the core of academic success and therefore, this will continue to be at the heart of the curriculum at Mere Green from March 2021 onwards.

During the initial return, teachers will deliver quality first teaching using a wide range of AfL techniques to gain an understanding of the attainment of all children. After this review, a tailored curriculum to support the development of all children will be compiled.

The curriculum offer will remain broad, so that the majority of pupils are taught a full range of subjects over the rest of the academic year, including sciences, humanities, music and the arts, physical education and sport, religious education and, at Key Stage 2, French.

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### *EYFS:*

Initial planning will focus more on the prime areas of learning in the EYFS, including communication and language, personal, social and emotional development, and physical development.

For pupils in Reception, teachers should also assess and address gaps in language, early reading and mathematics, particularly ensuring children's acquisition of phonic knowledge and extending their vocabulary. For Reception, we will also consider how all groups of children can be given equal opportunities for outdoor education.

### *KS1 & KS2:*

In Key Stages 1 and 2, we will prioritise identifying gaps and re-establishing good progress in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), identifying opportunities across the curriculum so they read widely, and developing their knowledge and vocabulary.

### **School Uniform**

Children will be required to wear full school uniform each day. In line with DfE guidance, school uniforms do **not** need to be washed more frequently or using different methods. Due to increased ventilation, the school building could be cooler than usual. Children will be encouraged to wear additional layers if required.

Children should bring their PE kit into school on the days of PE and get changed before and after the lesson. Children will be reminded and encouraged to keep as much space between each other as possible, whilst getting changed. This will also ensure that clothes do not get mixed up.

### **PPA Cover Teacher Management**

Please see PPA Timetable in school shared drive.

All cover teachers will follow the following procedure:

- Before entering a room ensure hands have been cleaned and sanitised
- PPA teacher to remain at the front of the classroom and try to keep 2m away from all children and adults at all times
- PPA teacher will use own iPad
- Touch points to be cleaned before and after PPA teacher has finished in classroom (Arrange and share timetable with TAME)
- All children will stay in the same classroom all day, everyday
- If possible, PPA cover will take place outside or virtually as much as possible to reduce contact

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The PPA room will remain open, but only one year group should use the PPA room at a time. If you have used the PPA room, please inform Sean Boyd so that it can be cleaned after use.

Staff are able to take PPA off site and can use Microsoft Teams for the meeting.

### **Remote Learning**

For individuals or groups of self-isolating pupils, remote education plans have been created by Oak National Academy. Detailed plans are available on the Mere Green website. 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. In the event of such a situation, home learning will continue with live zoom/teams lessons/videos and online support material shared with parents via Tapestry (Nursery, Reception, Year 1), Showbie (Years 2-6) and through the Oak National Academy website.

### **Music Lessons**

- Measures to reduce the risk of infection during music are implemented, including physical distancing, placing children back to back or side by side (maintaining 2m) where possible. Singers are encouraged to sing quietly.
- Music lessons to take place outside as much as possible.
- Instruments will not be shared, they will be designated to bubbles and children to follow hand hygiene procedures before and after use.
- 1:1 Virtual music lessons will take place in the intervention room (instruments are personalised to child). Window will be open.
- Birmingham Music Service will conduct 1:1 lessons. See risk assessment from S4E.

### **PE Lessons**

- Sports equipment will be assigned to each bubble (Any equipment used will be cleaned between each use by different groups – speak to TAME)
- Outdoor sports should be prioritised where possible
- If it's not raining, PE should take place outside
- Where outdoor sports is not possible, the school halls may be used with maximised ventilation flow (opening windows and doors)

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### **Site Management**

Site staff, in conjunction with ATLP operations & estates, will continue to conduct all routine site maintenance and statutory testing. In addition, site will continue to manage on site contractors in line with government guidance on social distancing. The site will be open from 7am until 6pm.

### **Cleaning**

Operations and Estates have instructed Tame Cleaning to conduct an enhanced cleaning schedule of the school. This includes:

- Daily cleaning of rooms, shared areas and toilets
- Additional daily touch point cleaning from 12pm – 2pm.
- More frequent rubbish disposal- Bins will be emptied during the middle and end of each day.
- Dining areas are cleaned between use by different pupil groups/bubbles.
- All areas that remain temporarily closed, or partially closed for cleaning or infection control purposes are clearly signposted.

### **Policies/Risk Assessments**

All relevant policies, where appropriate, have been revised to into account government guidance. Appropriate risk assessment have been reviewed by ATLP. These can be found on the following website: <https://atlp.org.uk/covid-19/>

### **Social Distancing Measures in Bubbles**

As in the DfE guidance, staff should maintain social distancing measures wherever possible. At times, it may be necessary to handle a child and support them with toileting/medical needs. As long as you consent to handling the child, this is acceptable. Please wash your hands immediately after this. PPE is available for use (details above).

#### *Nursery & Reception*

- Nursery will remain as a bubble in the nursery classroom.
- Reception will be a year group bubble.
- All equipment will be individual to each EYFS bubble.
- Children should have the same carpet spot.
- The sandpit will be cleaned daily with Milton spray (see EYFS rota).
- An enhanced touch point clean will be conducted between 12pm – 2pm.
- Enhanced daily clean at end of the school day.
- Any water used in play will be changed twice a day.
- Windows to remain open for ventilation.
- It is recognised that very young children will find it difficult to socially distance, but activities that encourage large huddle gatherings should be avoided.

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- When conducting teacher directed activities, the adult should try to keep 1m away as much as possible to avoid direct face to face contact.

### *Year 1 & 2*

- All children in year 1 and 2 will be in class bubbles, these are: 1B, 1WB, 2J & 2S. Bubbles should not be mixed at any point.
- Due to the age of the children, at times, children will need to be grouped together at tables. As much as possible, children should be spread out to avoid close contact as much as possible when this does happen.
- Children should have their own equipment pack for stationery.
- Enhanced daily clean conducted between 12pm – 2pm each day.
- Windows to remain open at all times for ventilation.
- Soft furnishing will be removed.
- Activities that encourage children to be huddled together in large groups should be avoided at all times.

### *Key Stage 2*

- In Key stage 2 all children will be in class bubbles except for year 4, who will be in a year group bubble. Bubble should not mix at any point.
- All chairs and tables will be forward facing. Children should remain in the same seat at all times.
- Children should have their own equipment pack for stationery..
- Enhanced daily clean conducted between 12pm – 2pm each day.
- Windows to remain open at all times for ventilation.
- Soft furnishing will be removed.
- Activities that encourage children to be huddled together in large groups should be avoided at all times.

### **Assembly**

Each class will have a 5 – 10 minute class assembly on a Monday. A virtual celebration assembly will take place on a Friday. The hall will not be used for any assemblies.

### **Hand washing**

Children will hand sanitise hands on arrival in the building. Hand sanitisers are placed outside classrooms. If a hand sanitiser station is not placed on the wall outside of the classroom, bottles have been placed in each room. Class staff should make children aware of where these are located.

Children will need to wash hands before and after break, before and after lunch and before they go home at the end of the school day. In addition, before and after the start of any activity, children must wash their hands. Site Manager will continue to monitor soap, hand sanitiser and drying facilities regularly.



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### **Toilets**

- Nursery and reception will use the designated toilets in their environments.
- Year 1 will use the toilets next to the pastoral room
- Year 2 will use the toilets opposite the key stage 2 library
- Year 3 & 4 will use the toilets in the LKS2 corridor
- Year 5 and 6 will use the toilets opposite the leadership office
- Children should hand sanitise before entering the toilet
- Children must wash hands after toilet use as well as hand sanitiser. Signage and social distancing floor spacing signage has been put in place in the toilets and around sink areas (in line with government guidance)
- Bins will be emptied at regular intervals throughout the day
- Staff should use the staff toilets in the building they work in. They should also hand sanitise before entering the toilet
- An enhanced clean of the toilet touch points will take place between 12pm – 2pm each day

### **Break Times**

Break times have been staggered (see break time rota). To ensure reduced bubble contact, zones have been created on the school playground for each bubble to play in. Boxes of equipment have been designated for each bubble. As play equipment has been designated to each bubble, it does not need to be cleaned each day. Equipment should not be mixed across bubbles.

### **Lunchtimes**

Lunchtimes have been staggered (see lunchtime rota). The lunchtime supervisor (or sports coach) is with the same bubble each day. They will stay in their designated zone.

Chartwells will be providing a hot grab and go bag. EYFS and year 1 will use the Key Stage 1 hall to eat their lunch. The tables will be cleaned between use of each bubble.

Years 2 – 6 will eat lunch in their classrooms. The lunchtime supervisor allocated to each bubble will collect the food order from the kitchen before the allocated time for lunch. All food waste should be put in the clear plastic bags provided and taken to the bin at the end of lunchtime by the allocated member of lunchtime staff for each bubble.

To ensure reduced contact with staff and other children, bubbles will remain together at lunchtime. Each bubble has an equipment box allocated to it. This will

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remain in each zone. However, on dry days the field areas should be fully utilised. Please ensure that each group is isolated – the grounds are extensive so should be used.

In the event of wet play, children should remain in their classrooms and use the wet play packs that have been created.

### **Playground Apparatus**

The apparatus on the Key Stage 1 & 2 playground can be used on a rota basis (see playground rota). When timetabled to use the play equipment, children should wash their hand before use and hand sanitise after use. Staff on duty should monitor use to ensure effective social distancing can be maintained as much as possible.

### **Social Distancing in corridors**

- 2m marking have been marked out in corridors to remind children and staff of the required social distancing measurement
- All adults in the building will wear face coverings in common areas (unless exemption card has been seen)
- Social distancing reminder signs have been placed around the building
- Due to the layout of the EYFS/Key Stage 1 building, a one way system is not possible. To mitigate close direct contact, markings on the floor with arrows show the direction children and adults should walk in.
- The KS2 corridors have been separated into 'walk on the left side' separated by tape. Timetabling ensures reduced volume walking in the corridors.

### **Social Distancing in Staff Lounge**

Staff will be encouraged to use their own classrooms/outdoor space during their break/lunchtime as much as possible. This may not be possible so the staff lounge remains open for use but the following protective measures have been put in place to avoid transmission of the virus:

- Sanitise hands before entering the room
- Only 1 person should stand in the taped area around the kitchen at one time
- Furniture should not be moved
- Windows will remain open for ventilation
- One chair to remain at each table. Chairs are not facing each other to avoid direct face to face contact
- Ensure all rubbish has been placed in the bin
- Enhanced touch point clean between 12pm – 2pm each day
- Hand sanitise hand before leaving the room

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### **School Office Social Distancing**

No hot desking should take place during the same day. An enhanced clean of each desk will take place each evening. Only one member of staff should be on the front office desk. The ICT office can be used as an additional space.

### **Staff CPD**

All CPD sessions will take place virtually each Wednesday (see CPD timetable). A weekly virtual staff briefing will also take place on a Wednesday at 8:15am.

### **Closed Rooms**

Rooms not in use will have a sign showing closed. These should not be used under any circumstance with prior authorisation from Kristal or Sean.

### **First Aid**

Each phase will have its own accident book and first aid box. There will also be PPE available alongside the first aid box. All bubbles or year groups have a first aid trained member of staff. This member of staff should administer first aid as much as possible for children in that bubble or year group. Whilst administering first aid, full PPE should be worn at all times.

If required, staff are able to treat children from different bubbles providing that they wear the appropriate PPE. However, this should be avoided as much as possible.

First aiders should only administer first aid if they have completed a risk assessment with HR.

### **Isolation Room**

If a child displays any COVID-19 symptoms, the designated isolation room is the meeting room. Concerned staff should alert SLT and take the child to the meeting and stand outside. SLT radio office so parent can be contacted to collect. PPE equipment has been placed in the meeting room. Procedures are in place for areas to be cleaned after a suspected COVID-19 case.

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### **What to do if a child displays COVID-19 Symptoms?**

1. If a child displays a high temperature of 37.8°C or above, a new continuous or cough or loss of taste or smell, take them to the meeting room immediately.
2. Inform SLT and the office who will call parents to collect and advise the need to book a test ASAP.
3. Member of staff from the child's bubble should wear full PPE and wait outside meeting room. Ensure windows are open in the meeting room.
4. Once parent arrives, the child should be taken outside via the KS2 playground to the main office through the KS1 playground gate.
5. Member of SLT to arrange cleaning of meeting room.

### **Registers**

Current government guidance is that all children should attend school unless they are extremely clinically vulnerable. The usual ACE procedures will take place. A late book, with food options for the day will be placed on a table outside of the main reception. Parents will be expected to sign their children in and order their food. Pens, along with antibacterial wipes will be placed next to the pens to wipe between use.

### **Trips/Visits/Workshops**

All trips, visits and workshops have been cancelled for the spring and summer term. Virtual sessions, where possible, will take place.

### **Fire Alarm**

The school fire alarm has been tested. It is maintained on a regular basis for reliable operation. It provides early detection of a genuine fire and protects against false alarm activations as effectively as possible. It's essential that this system is backed up by fire safety training to educate pupils on the dangers of false alarms. This should be done as part of the children's induction back into school routines. Staff and children to carry out a fire drill during the week beginning 8<sup>th</sup> March 2021.

Children are to exit the building via the closest door and line up 1 metre apart (as much as possible). Classes to proceed to designated and marked area:

Nursery: End of Reception playground

Reception: End of reception playground

Year 1: KS1 playground

Year 2: KS1 Playground

Key stage 2: Fire doors onto car park (except IT suite, KS2 hall and class 4B)

Registers to be given by Admin. Fire wardens/teachers/teaching assistants responsible for each 'bubble/class' to take a register. Report any issues to Kristal or Sean.

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