



# HARROWBARROW SCHOOL

## Procedures for the full re-opening of school during Covid-19

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These procedures have been produced using guidance from the DfE's *Guidance for full opening – schools (February 2021)*

### **Aims**

These procedures aim to ensure the following:

- All reasonable measures are implemented to protect the welfare of staff, pupils, parents and carers and visitors to the school during the Covid-19 global pandemic.
- The onsite full-time educational provision for all pupils in all year groups.
- The continuous fulfilment of statutory duties such as health and safety and the safeguarding of children.

These procedures also draw upon the government's guidelines on effective infection protection and control:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend school.
- Cleaning hands thoroughly and more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.
- Enhanced cleaning provision of frequently touched surfaces often, using standard products such as detergents and bleach.
- Minimising contact between individuals and maintain social distancing wherever possible.

In order to provide the fullest possible consideration these procedures have been broken down into the key aspects which need to be addressed. The school is adopting the bubble model of social distancing; year group bubbles will be kept apart to avoid cross contamination.

### **Children and parents**

- Attendance
  - From 8<sup>th</sup> March 2021 the government expects all pupils to return to school full-time.
  - The only exceptions which might prevent a pupil attending:
    - 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)
    - If rates of the disease rise in the local area, children (or family members) may be advised to shield during the period where rates remain high and therefore they may be temporarily absent.
    - 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 on 8<sup>th</sup> March (usually at their next planned clinical appointment).
  - Shielding advice for all adults and children paused on 1<sup>st</sup> August, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19).

This means that any pupils who remain on the shielded patient list can also return to school, as can those who have family members who are shielding.

- The continuous onsite provision of key worker's children, children with EHCPs and vulnerable children will no longer be necessary as this will be delivered through new class bubbles.
- Attendance registers will return to the pre-lockdown format and the school's attendance policy will be applied in full once again.
- Staggered drop-off and collection by parents and carers to maintain social distancing:
  - Class 4 bubble – 8.30am drop-off and 2.50pm collection
  - Class 3 bubble – 8.40am drop-off and 3.00pm collection
  - Class 2 bubble – 8.50am drop-off and 3.10pm collection
  - Class 1 bubble – 9.00am drop-off and 3.20pm collection

Where parents and carers have children in different class bubbles, they will need to notify the school which time slot they will be using; they will also need to be punctual. This will help teachers ensure a prompt arrival and departure system is maintained, avoiding the need for anyone to wait around. Where parents and carers have to choose a drop-off slot, they must also use the corresponding pick-up slot. Parents and carers will be asked to maintain strict social distancing measures of 2m during drop-off and collection; guidance to be provided in advance and signage to be displayed externally. A one way system for drop-off and collection will be in place. **Playgrounds must not be used as waiting areas by parents and carers and, where delays in drop-off/pick-up occur, all adults are asked to socially distance.**

- From January 2021, parents and carers must wear face coverings on the school site at all times to reduce the risk of transmission to other members of the school community.
- To enable social distancing on the pavement at the front of the school, parents and carers have been stepping into the road to walk around each other. With the increase in pedestrian and vehicular traffic, road users will be asked to drive with extra caution.
- Before and after school childcare provision can only be provided if class bubbles are kept as small distinct groups within this provision. The offer from September 2020:
  - Breakfast club from 8am in covered playground. Each bubble has its own quarter to play in. No provision for breakfast.
  - After school childcare from 2.50pm in the covered playground, until Class 4 has been cleaned and then it will move to there. To finish at 4.45pm so that cleaners can clean the room once again. Face coverings must be worn by parents and carers arriving to collect children from this provision.
- The DfE guidance now states that uniforms do not need to be cleaned any more often than usual, nor do they need to be cleaned using methods which are different from normal. From September 2020, all pupils were expected to attend school wearing correct school uniform.

- Safeguarding & pastoral support

- The school policy on safeguarding and child protection still applies and normal procedures should be adhered to. The September 2020 version of Keeping Children Safe in Education will be discussed by staff prior to the full re-opening of school.
- Annual safeguarding and child protection training updates for staff, which were postponed due to lockdown, will be completed at the earliest possible opportunity.
- The deputy DSL and Emotional Health & Wellbeing Coordinator will now start to have direct contact with pupils in her normal capacity as we are aware that some returning children will have increased levels of anxiety and will require additional support. To maintain social distancing between adult and pupil, only 1:1 work will be permissible in the Rainbow Room; group work will need to be undertaken in a larger space.
- Safeguarding conversations with parents and carers will need to be done remotely, by telephone or video platform, but only in a way that ensures GDPR and confidentiality measures are maintained.

- Meal provision

- The school kitchen is fully open to provide hot daily meals for all pupils, in line with legal requirements.
- The safe preparation of food must comply with the DEFRA guidance for food businesses: <https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19>
- To maintain the bubble system and ensure protective measures are applied the following measures will be implemented:
  - Class bubbles will eat lunches in their own rooms, with the exception of Class 1 who will eat in the library.
  - Classrooms will be cleaned following lunch and before afternoon lessons commence.
  - Packed lunch food waste will be taken home again.
  - The sharing of food by children will not be permitted.
  - A lunchtime rota system will be adopted to enable each bubble to be served separately.
- Lunchtime meal rota:
  - 12.00pm – C2 bubble served from hot trolley in C2 by SH & LSA
  - 12.00pm – C4 bubble served from servery by EP
  - 12.30pm – C1 bubble served from trolley in library by SH & LSA
  - 12.30pm – C3 bubble served from servery by EP
- Meal menus may need to be adapted to speed up the process of serving e.g. dessert option of yoghurt or fruit salad every day which children can take without the need to be served.
- Children will need to remain in their places, once they have eaten, as the whole group will need to move to the playground at the same time.
- LSAs assigned to each bubble group will need to stay with them throughout lunchtime. 15 minutes before the end of the lunchtime period, teachers will relieve LSAs so they can spend 15mins cleaning rooms of food waste, wiping surfaces and vacuuming.

LSA lunchtime duty rota

	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>
<b>C1</b>	AB	AB	AB	AB	AB
<b>C2</b>	SF	SF	MW	SF	SF
<b>C3</b>	JCa	JCa	JCa	MW	JCa
<b>C4</b>	JCo	JCo	JCo	JCo	MW

**Staff**

- Schools have a legal obligation to protect their employees, and others, including children, from harm and should continue to assess health and safety risks and consider how to meet equalities duties in the usual way. Following the steps in the DfE guidance will mitigate the risks of coronavirus (COVID-19) to children and staff and help schools to meet their legal duties to protect employees and others from harm.
- School leaders to communicate clearly with staff in advance of full re-opening to ensure clarity, understanding and expectations. Some staff may be required to undertake changed roles, which will need agreeing and appropriate briefing in advance from senior leaders.
- Review plans for staff absenteeism; how will each role be covered?
- Key staff that will need to be covered:

<b>Role</b>	<b>Member/s of staff</b>	<b>Temporary cover</b>
Business Manager	Elaine Moyle	Lesley Connell and finance cover from external source

Headteacher	Andrew Hunt	Melissa Pinfield
Deputy Headteacher	Melissa Pinfield	Senior teacher
Designated Safeguarding Lead (DSL)	Andrew Hunt	Abi Nicolle
Deputy DSL	Abi Nicolle	Melissa Pinfield
Bubble group teacher	Melissa Pinfield Sam Watts Emma Kalarus Tom Ottewell-Taylor	Andrew Hunt Rachel Lane Jo Walker
Paediatric First Aid	Heather Thomson Hilary Walker Sharron Wilde	All staff members with a first aid at work qualification
LSAs	Jo Cocking Jane Carne Sharon Ferrier Angela Bushell	Michelle White Class based TAs
Catering staff	Emma Paradise Sarah Harnett	Sharron Wilde Angela Bushell
Cleaning staff	Emma Paradise Angela Bushell Michelle White	Hours of available cleaning staff to be increased.

- The latest guidance states that individual staff who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1<sup>st</sup> August 2020 as long as they maintain social distancing. Advice for those who are extremely clinically vulnerable can be found here: <https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19>  
It may be necessary to be flexible in how those members of staff are deployed to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing.
- Pregnant members of staff should notify school leaders as soon as possible. As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance <https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people>
- Agree staff workload expectations (including for leaders) such as:
  - Teachers will require weekly PPA; this will now be reinstated to ensure ½ day per week for each teacher. The format for PPA has been designed to reduce risk as far as possible. PPA teachers will only work with two bubbles each:
    - Wednesday at 1pm: JW to work with C1 and RL to work with C3
    - Thursday at 1pm: JW to work with C2 and RL to work with C4
In addition, C1 and C3 will swap lunch times on Wednesday with C2 and C4 to enable PPA classes to start at 1pm.
  - Subject leaders to receive at least one day a term of non-contact, to support the implementation of school improvement priorities.
  - For any pupil not attending school, due to Covid-19 quarantine rules or shielding requirements, staff who are having to plan for remote learning should be given the necessary time/support to do this.
- Senior leaders to identify staff training, either statutory or in support of SI Plans, which can be accessed remotely (online) either at home or in school. Where training cannot be done in

this way, senior leaders must ensure protective measures are in place or delay the training until such a time as it is safe to do it.

- Put measures in place to check on staff wellbeing (including for leaders). It would be sensible to identify key personnel with responsibility for checking on the wellbeing of individuals e.g. a governor who checks in weekly with senior leaders or a member of the teaching team who checks in with classroom based support staff. All staff have been given access to Silver Cloud, an online emotional health and wellbeing tool available to council and NHS staff. In addition, the charity Education Support is able to offer free 24/7 telephone and online support to all teachers: [www.educationsupport.org.uk/helping-you/telephone-support-counselling](http://www.educationsupport.org.uk/helping-you/telephone-support-counselling)
- Ensure welfare measures are in place for staff whilst in school, whilst maintaining protective measures. The staffroom may be used but social distancing should be observed and high standards of hygiene maintained around food consumption; individuals are responsible for cleaning up their own food waste using the cleaning products available.
- From January 2021, all staff have been offered Lateral Flow Test kits to use twice weekly. Outcomes must be submitted to NHS Test & Trace and the school office. Positive test results will require affected staff members and those pupils and staff they have had contact with to follow self-isolation and testing requirements as necessary.

### **Protective measures and hygiene**

In this area we must continue to be transparent with parents, carers and staff; to the best of our ability we will endeavour to implement the protective measures recommended by the government but the age of our children and the physical structure of our building means we cannot guarantee social distancing at all times. All reasonable measures will be taken to minimise contact between people and mixing people from different groups.

#### ○ Classrooms and shared areas

- Each classroom will accommodate a single class bubble and must not be used by other bubble groups unless thorough cleaning has been undertaken in between.
- Each class bubble will stick to their own classroom during the school day, even whilst eating lunch, except for playtimes and outdoor learning provision. This means there will be no large gatherings such as assembly times or special events such as harvest festival.
- In KS2, where practicable, classroom seating will be arranged in rows, so that children sit side by side, facing forward, to reduce the risk of transmission. In the infants, furniture will be arranged to reduce transmission as far as possible, whilst allowing for children's education to follow an appropriate format.
- Children should be gently encouraged not to touch staff and their peers.
- Each pupil to be provided with their own stationery set which stays in their desk place or tray and is not shared.
- Doors and windows must be kept open at all times to aid ventilation.
- Where possible, cloakrooms should not be used to store personal possessions. In Class 1, not every child has a desk space so the cloakroom will have to be used. Children will only be required to bring a lunchbox/bag (if not school dinners), water bottle and coat to school each day. They will put their coat on the back of their chair, their drink in their table space and their lunch under their desk.
- Movement around the school should be kept to a minimum to avoid creating busy corridors; although passing in the corridor is seen as low risk. Children must ask permission from an adult before leaving their seat for any reason.
- When reading books are sent home, they will be sent on Fridays, returned the following Friday, before being quarantined over the weekend.

#### ○ Toilets

To reduce risk each pupil group will have a designated toilet:

- Class 1 bubble– Class 1 toilets
- Class 2 bubble – infant toilets
- Class 3 bubble – junior girl's toilets

- Class 4 bubble– junior boy’s toilets  
(Where gender specific toilets have become unisex, cubicles will be allocated to each gender)

Where possible, only one child at a time should be in the toilet to maintain social distancing. The hygiene room may be used for intimate care only. Where a child has an accident in school, they should be encouraged to clean themselves up and change, under the instruction of an adult. Where this is not possible, it may be necessary to contact the family for assistance, although the physical and emotional wellbeing of the child must not be compromised.

- Playtimes

The model below indicates how each class bubble will have their own dedicated playtime and lunchtime space.

- Playtimes will be staggered to ensure bubble groups do not mix:
  - 10.10am – Class 4 bubble (field – left side, playground – top end) and Class 3 bubble (field – right side, playground – bottom end)
  - 10.30am – Class 2 bubble (field – left side, playground – top end) and Class 1 bubble (field – right side, playground – bottom end)
- Lunchtime play will be staggered to ensure bubble groups do not mix:
  - 12.30pm – Class 2 bubble (field – left side, playground – top end) and Class 4 bubble (field – right side, playground – bottom end)
  - 1.00pm – Class 1 bubble (field – left side, playground – top end) and Class 3 bubble (field – right side, playground – bottom end)
- The adventure trail may be used by one bubble a week, allowing a 48hr quarantine period between bubbles. A rota will be drawn up for this.
- Each bubble will be provided with their own playtime equipment box. Activities must be ones where social distancing can be maintained e.g. football is not permissible but bat and ball games are; it is important to avoid physical contact. Hand washing procedures must be followed after handling equipment.
- To support first aid provision and emergency communication between staff, walkie talkies will be used by duty adults to communicate with off duty staff; using children as runners is no longer practicable.
- Cleaning (see cleaning Covid-19 cleaning schedule for detailed information)
  - An enhanced daily cleaning schedule will be implemented to clean surfaces that children and young people are touching, such as desks, chairs, doors, sinks, toilets, light switches, bannisters, more regularly than normal and some resources used in class. Harder to clean items, such as soft toys, should not be used. Reducing the number of toys available will make cleaning easier.
  - Sand, water and playdough activities must not be available to the EYFS bubble.
  - Cleaning products will include a safe level of detergent which is sufficient to kill the virus. New products may only be used after a COSHH assessment has been completed.
  - Reducing the areas of the school being used will allow cleaning staff to focus more intensely on areas of use.
  - It is impossible to clean all the equipment used by children at the end of each day. If any attendee at school is diagnosed with Covid-19 a deep clean will be undertaken, which will include all such equipment.
  - Bins with paper towels and tissues in should be emptied daily. Tissues should be put in pedal bins only.
- PPE
  - In adherence with government guidelines, PPE will be provided to staff providing intimate care for any children and for cases where a child becomes unwell with symptoms of coronavirus while at school and needs direct personal care until they can return home.

- PPE will be available for first aid treatment.
- PPE will be available to cleaning staff.
- PPE is available for staff during routine contact with children but its' use remains optional.
- The February 2021 DfE's School's Coronavirus Operational Guidance states: *In primary schools, we recommend that face coverings should be worn by staff and adult visitors in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Children in primary school do not need to wear a face covering.*
- Based on current evidence and the measures that the school is already putting in place, such as the system of controls and consistent bubbles, face coverings will not be necessary in the classroom even where social distancing is not possible. Face coverings would have a negative impact on teaching and their use in the classroom should be avoided.
- Now that face coverings are common place outside of schools, anybody who is struggling to access a face covering, or where they are unable to use their face covering due to having forgotten it or it having become soiled or unsafe, the school will have a small contingency supply available to meet such needs.
- There should be a process for removing face coverings when those who use face coverings arrive at school, and when face coverings are worn at school in certain circumstances. This process should be communicated clearly to pupils and staff and involves the following:
  - Safe wearing of face coverings requires cleaning of hands before and after touching – including to remove or put them on – and the safe storage of them in individual, sealable plastic bags between use. Where a face covering becomes damp, it should not be worn and the face covering should be replaced carefully.
  - If it is necessary, for health reasons, for a pupil to wear a face covering, they must be instructed not to touch the front of their face covering during use or when removing it and they must dispose of temporary face coverings in a 'black bag' waste bin (not recycling bin) or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom.
- Enhanced hygiene
  - NHS guidelines on hand hygiene will be implemented.
  - All children will be expected to wash hands at the following times:
    - On arrival at school.
    - Before and after eating food.
    - Before and after using playground equipment.
    - After using the forest school or working in an outdoor area.
    - After toileting.
    - Before leaving school.
  - Children with additional needs may require the intervention of a key adult to ensure good hand hygiene.
  - Hand sanitiser may be used to speed up the hand hygiene process between activities, but must be overseen by a member of staff.
  - To reduce risk, resources must not be shared between classes unless they have been thoroughly cleaned first using appropriate products e.g. iPads.
- Covid-19 illness within the school community

Children will become ill with a range of ailments, particularly throughout the autumn and winter months. It is vitally important that staff and children displaying Coronavirus symptoms do not attend school. Equally, it is important that children attend school as much as possible and are not prevented from doing so due to anxiety that they may have Coronavirus.

The main symptoms of coronavirus (COVID-19) are:

- a high temperature
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours
- a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal
- The school will hold details centrally about the NHS Test and Trace process and how to contact our local Public Health England health protection team. We must ensure that staff and parents/carers understand that they will need to be ready and willing to:
  - book a test if they are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit.
  - provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace.
  - self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19)
- Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.
- From the autumn term, the school was provided with a small number of home testing kits that can give directly to parents/carers collecting a child who has developed symptoms at school, or staff who have developed symptoms at school, where we think providing one will significantly increase the likelihood of them getting tested. Advice will be provided alongside these kits. Sept' 20 update: kits must only be issued to those who are unable to access a test via the standard routes.
- We will ask parents and staff to inform us immediately of the results of a test:
  - if someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. 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. Other members of their household can stop self-isolating.
  - if someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
- We must take swift action when we become aware that someone who has attended has tested positive for coronavirus (COVID-19). We should contact the local health protection team. This team will also contact us directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace.



- The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate.
- The health protection team will work with the school in this situation to guide us through the actions we need to take. Based on the advice from the health protection team, we must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:
  - direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin).
  - proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.
  - travelling in a small vehicle, like a car, with an infected person.
- The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups. This should be a proportionate recording process. We do not need to ask pupils to record everyone they have spent time with each day or ask staff to keep definitive records in a way that is overly burdensome.
- A template letter will be provided to the school, on the advice of the health protection team, to send to parents and staff if needed. We must not share the names or details of people with coronavirus (COVID-19) unless essential to protect others.
- Household members of those contacts who are sent home do not need to self-isolate themselves unless the child or staff member who is self-isolating subsequently develops symptoms. If someone in a class bubble that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'. They should get a test, and:
  - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.
  - if the test result is positive, they should inform the school immediately, and must isolate for at least 7 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'
- The school should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation.
- If the school has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and must continue to work with our local health protection team who will be able to advise if additional action is required.
- In some cases, health protection teams may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group. If the school is implementing controls from this list, addressing the risks identified and therefore reducing transmission risks, whole school closure based on cases within the school will not generally be necessary, and should not be considered except on the advice of health protection teams.

- For individuals or groups of self-isolating pupils, remote education plans will need to be put in place. *DfE guidance on expectations for remote learning is available in the DfE's Guidance for full opening: schools (28<sup>th</sup> August 2020 update).*
- In consultation with the local Director of Public Health, where an outbreak in the school is confirmed, a mobile testing unit may be dispatched to test others who may have been in contact with the person who has tested positive. Testing will first focus on the person's class, then the whole school if necessary, in line with routine public health outbreak control practice.
- In the event of a local outbreak, the PHE health protection team or local authority may advise the school or number of local schools to close temporarily to help control transmission. The school will also need a contingency plan for this eventuality. 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.
- School office
  - All contact with the school office by parents and carers must be done remotely.
  - Only essential visitors will be allowed into the school building e.g. property compliance. If possible, visits will be undertaken at a time when pupils have left the site.
  - Office deliveries will be left outside reception.

### **Pupil Wellbeing**

- The first few days back at school should be about reassuring children, establishing new routines and making this transition as unsettling and unfrighting for the children as possible.
- When ready, teachers will initiate maths and English lessons for returning pupils that will feel familiar to previous school-based learning. However, there will be an imperative for children to have every opportunity to socialise with their peers, to rebuild connections and to enjoy being back in school. To this end, curriculum delivery should be designed accordingly. Opportunities to learn through outdoor opportunities, through the forest school and through collaborative practical experiences should be considered. Timetabling will ensure bubbles have separate access to outdoor areas to avoid contact.
- Emotional health and wellbeing advisor, Abi Nicolle, will continue to support all children in school and families remotely. She will also provide materials and support for staff

### **Learning**

- Baseline teacher assessments in key subject areas will need to be undertaken to establish where groups of pupils need to continue their learning from. Whilst this will need to be done early in the full re-opening of school, teachers must use their discretion on when it is appropriate to do this; settling children back into school is the main priority.
- Catch-up provision, using government funding, will be directed at those pupils in greatest need and those most vulnerable to falling further behind. Decisions about the nature of catch-up provision will be made after due consideration of the value for money and impact of possible approaches.
- If there are pupils not able to return to school-based education in March, provision for remote learning must be made available. Decisions on home-learning, including content and staff responsible for this provision, will be made on a case by case basis.
- 1:1 support for returning pupils with EHCPs will be implemented. This will ensure they have an emotionally available adult to support their transition back into school; it will also reduce the burden on teaching staff.
- A broad and balanced curriculum offer should be made for all class bubbles. As well as ensuring children access appropriate educational provision, this will support their emotional health and well-being; providing solely maths and English lessons to support catch-up provision will be detrimental to pupil wellbeing.

- Physical education should comply with DfE guidance (see Guidance for the full opening of schools. Physical contact should be avoided and equipment thoroughly washed between groups using it. Children will be asked to attend school in their PE kit on PE days to avoid extra bags in school. We are able to work with external coaches, clubs and organisations for curricular and extra-curricular activities where we are satisfied that this is safe to do so. We will need to consider carefully how such arrangements can operate within our wider protective measures before making decisions on this.

These procedures must be open for review on a regular basis, with changes communicated to all relevant stakeholders.