Newport Infant School Full Opening Plan September 2020

In this document we will set out the measures that we will take in order to keep members of the school community as safe as possible. In a school context the DfE realise we cannot enforce social distancing and we of course cannot guarantee 100% safety however if everyone strives to work within the guidelines set, we can do our very best to achieve both.

This document was written using Department for Education Guidance which we advise stakeholders to read: https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

DfE Principles for Staff

1. Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (inform your Head/SLT member on site) and access a test as soon as possible.
2. Wash your hands more often than usual with running water and soap. Dry them with a paper towel if possible but if this is not available use the hand driers. Or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered.
3. Exercise safe respiratory hygiene - Use the "catch it, bin it, kill it" approach.
4. Avoid touching your mouth, nose and eyes.
5. Clean frequently touched surfaces often using standard products such as detergents and bleach
6. Think about ways to modify your teaching to help to maintain a distance from children in your class as much as possible, particularly close face to face support (noting that this is not possible at all times hence the increased personal hygiene and hand washing guidance).
7. Help your class to follow the rules on hand cleaning, not touching their faces by focusing on this as part of the curriculum offer, using the Super Sue images and the posters in your rooms.
8. Use the systems put in place to make sure that each child uses their own set of resources for the majority of daily tasks (individual stationery packs, table resources and bubble resources as detailed in guidance for teaching).
9. Keep your door and windows open if possible to improve air flow
10. Limit the number of children from your class using the toilet at a time.
11. Socially distance from other staff where possible and do not congregate in shared spaces in school.

12. Essential meetings between staff such as PPA/ team meetings should take place in the Great Grub Club or other large space where social distancing can be maintained. Windows should be opened if possible
13. Read the school's updated behaviour policy and make sure that you understand the temporary changes and what is expected of you.
14. Staff should consider when they can work from home, particularly after the end of the school day. They should consider where they go if they leave the premises and return to school on the same day, avoiding crowded areas and public transport.
15. Staff should follow the Government guidance in their personal lives outside of school and social distance where appropriate.

Staff

Telford and Wrekin continue to update HR guidance about working arrangements during the current crisis which are available to read. Discuss any concerns that you have with the Head Teacher.

- Respect each other, appreciate that everyone is dealing with the current situation differently and some may have negative feelings. Take care not to pressurise or humiliate colleagues because of their feelings/emotions
- Do not use social media to pass judgment on national/local or school decisions. This includes Facebook, Twitter, WhatsApp etc. If you see something inappropriate on one of these platforms you should report it to the Head Teacher or a Governor immediately.
- Staff well-being support is available through Telford and Wrekin Council 24/7., Details are available at the school office or speak to the Head Teacher.
- Respect that decisions about staffing may have been made to support individual staff for reasons which remain confidential. You are welcome to ask the Head Teacher but it may not always be possible to receive a transparent answer.
- Respect the fact that some staff are shielding and must remain at home.
- Some staff are more vulnerable than others and will be supported to keep their distance from the majority of people.
- Staff to wash their hands on entry to school
- Staff to bring their own cups and utensils for all food and drink consumed on the premises where possible. Lidded cups must be used for hot drinks.
- Staff who wish to wear masks in school should speak to SLT and ensure that they understand how to use the equipment safely and how it is/is not offering protection. Please refer to WHO posters on safe mask practice.
- Keep to the guidance and rules for everyone's safety and that of everyone else on site.
- We are a team and we need to work together at this difficult time, ensuring that we are there to support each other wherever possible.

Facilities for Staff

1. Appropriate PPE is available for all staff to use in the event of sustained close contact or them being required to carry out any duties of intimate care. There will be advice on how to use this equipment safely
2. Disposable gloves are available for cleaning/the necessity to have close contact with pupils
3. All washroom sinks have soap and hot water available
4. Bottles of hand sanitiser are available in all classrooms
5. 3 hand sanitiser stations placed around school in key areas – the entrance, the staff room and the ladies toilet.

Facilities for Children

1. Ample supplies of soap at all sinks
2. Tissues in every class and a lidded bin for disposal
3. Hand sanitisers in every class
4. Parents may choose to send children in with their own hand sanitiser, this must not be shared and staff are not able to assist with this`.
5. Personal stationery packs, limiting the number of children who share equipment such as tool boxes etc to classroom groups where possible. Additional cleaning to be undertaken when equipment is used by more than one class.
6. Children to have their own table and chair space as much as possible. Additional cleaning will take place where this is not adhered to.
7. Desks will be spaced and positioned around Key Stage 1 classrooms to minimise face to face contact of pupils. It is recognised that this is not appropriate for Reception children who are following the Early Years curriculum.
8. Staff will consider how they can utilise outdoor spaces when possible.

Expectations of Children

1. Clean, regularly washed school uniform
2. Children should wash their hands on entry to school
3. Children will bring a named water bottle into school each day. This **MUST** contain water unless agreed with the Head Teacher.
4. Children comply with requests to wash their hands regularly in school – entry to school, coming back into school after being outside, before lunch, after handling shared equipment, after going to the toilet.
5. Children follow the rules and support the measures put in place to keep everyone safe
6. No anti-social behaviour will be tolerated

7. All children who use inhalers MUST have their own in school. The emergency inhaler will be used if their own one fails.

Daily Routines

1. All staff to wash their hands on arrival at school and use the hand sanitiser provided
2. Staff to follow the hand washing guidance throughout the day, using hot water and soap and using hand sanitiser when appropriate.
3. Staff to store personal possessions in the room that they are working in
4. Staff to spend time teaching children the new rules and helping them to understand 2 metres and how to social distance.
5. The staffroom will have plastic and wooden furniture only and this will be positioned to support social distancing. The Grub Club will be available as an overspill area for congested times. There will cleaner and sanitiser available to wipe down surfaces.
6. Staff will scan their badge to sign in using their lanyard so that it is contactless.
7. Everyone is to observe the one way system around school.
8. Staff to wipe down tables and shared resources regularly.
9. No visitors will be allowed to enter school unless they have a prior arrangement or they are an essential contractor.
10. Parents arriving during the school day will be asked to wait outside the Reception whilst their child is brought to them.
11. There will be an additional clean of communal touch points and toilets at lunchtime every day.
12. All doors will be propped open to minimise touching unless there is a safeguarding/safety reason to close them.
13. One member of staff in the toilet block at a time – use the vacant/engaged sign on the door. Staff to use the materials provided to wipe down the surfaces touched.
14. Children will remain within their class group whilst inside the building except for identified specialist support.
15. Children will play within year groups outside on the playground.
16. Teachers will work with their class only and Teaching Assistants will work within a single year group as much as possible. There is a temporary TA timetable in place to support this.
17. Staff to open their Teams App every morning so that they can be contacted from the office without the need to move around school unnecessarily
18. Each class will have a lidded bin for tissue waste which will be double bagged at the end of the day for disposal.

Safeguarding

1. EVERYONE is expected to follow the safeguarding policy and procedure and ensure that they are up to date with the latest guidance and procedures provided by Telford and Wrekin

First Aid

1. All First Aiders can attend to children and there are gloves available for close contact and will only wear additional PPE if a child is showing symptoms of Coronavirus.
2. If a child is unwell we will immediately call for an adult to collect them. The child will be placed in isolation in the Island Room or the Storysack Room where they will sit on a plastic chair until collection. They will be monitored by a member of staff who will remain outside the room where possible and use PPE if they need to approach the child.

Morning Routine

1. There will be a staggered start to the day with parents welcome to bring their child to school between 8.45 am and 9.15am. Reception children will be invited to come to school between 8.55am and 9.15am and Year 1 and 2 pupils will be allocated 8.45am to 9.00am. Parents will be discouraged from coming onto the site early to queue. The back gate will be locked until 8.45am and after 9.15am to ensure that no parents are on the vehicle entrance when there may be cars around.
2. There will be a one way system in place in through the pedestrian gate, around school and out via the back gate through the car park and the vehicle gates.
3. The gates will be manned by staff each day between 8.45 and 9.15 and there will be no vehicular access during this time except for emergencies which will be managed by the staff member on duty.
4. Anyone requiring the disabled spaces will be allocated a time to arrive at school after 9.15am or before 8.45am by prior arrangement
5. Children are encouraged to walk to school rather than by car and should not travel by public transport.
6. One person to bring a child to school each day where possible
7. Parents to practice social distancing on the playground
8. Key Stage 1 children will access school via the back door to their classroom. Reception children will enter school via the ramp on the playground or the front entrance. They will be met at their entrance and taken through to their classroom by staff. Parents will not be permitted to enter the school building or gather in the front entrance

9. Parents are expected to release their child to the member of staff at a safe distance – staff will try not to approach parents to assist with encouraging a reluctant child to come into school
10. All children will wash their hands on entry to school. This will be supervised by an adult.
11. Staff will not hold impromptu meetings with parents at the door (exchanging a quick piece of information is permitted as long as it does not delay the entrance into school and create queues) – all communication must be via phone call, email or Class Dojo.

Toileting

1. There will be no more than 2 children in the toilets at once
2. Paper towels will be used to dry hands. Hand driers will be switched off at the wall but in the event that there are no towels, the drier should be used rather than leaving hands wet.
3. All toilets will have lidded bins and children will be trained to place all paper towels in them and ensure that the lid is closed.
4. Each class will have their own toilet block for use.

Break Time

1. The playground will be divided into the top and bottom areas.
2. The grass area will be permanently zoned into 2 spaces.
3. The field will be permanently zoned for the different year groups
4. The adventure playground will be opened in line with the opening of municipal play areas.
5. There will be a rota for playtime with no more than 2 year groups out on the playground at once.
6. Children will wash their hands at the end of break time.
7. Children will be allowed to play within their year group during break time and will not be forced to socially distance. Staff on duty will watch for any behaviour which may pose a particular risk.
8. Equipment used at playtime will be under the supervision of a member of staff.
9. At the end of break children will stand still on hearing the bell and on the second bell they will walk quietly into their room without lining up. They will be taught to leave a space in front of them whilst moving around school and if lining up is essential.
10. Morning break rota:
    Reception 10.15 – 10.35
    Year 1 10.40 – 11.00
    Year 2 11.05 – 11.25
11. Break time should end promptly to allow minimise the movement of large numbers of pupils at the same time.

12. Staff should go out with children at the start of break to check that the allotted play area is free before commencing play time.

Lunches

1. Children will choose their lunch options in their classes first thing in the morning
2. Orders will be taken to the kitchen and placed in a tray outside the door by 9.30 each day by a member of staff from each class. Children must not take these lists.
3. The hall will be used for lunches with each year group going in separately.
4. Children will sit on tables within their class groups, forward facing, using one side of each lunch table at a time
5. All children in the year group will wait in the hall until everyone has finished eating.
6. Sandwiches will be on the table outside the hall and will be collected as children enter through the left hand door. Hot lunches will enter the hall through the other door and walk to the service area.
7. Children will take their own water bottles up to lunch.
8. Staff from school will stack and clear the tables and take them to the clearing area, placing them in the hot, soapy water provided.
9. Children will be taken outside or back to their classrooms before/after lunch
10. Staff who usually work at lunchtime will manage the lunches and playtime for their year group, taking their breaks within the hour as they usually do or arranging to have a break after lunch time has finished.
11. Tables and seats will be washed between year groups.
12. Lunch times will be staggered so that year groups can be maintained outside.
13. Children must wash their hands before lunch
14. Children must wash their hands when they come inside after playing out
15. Year 2 children will play first then eat. They will walk into school through the rear door of their classrooms, wash their hands in their class toilets and line up ready to go into the hall outside their classroom, collecting lunch boxes if necessary.
16. Lunchtime rota –
    11.45-12.25 – Reception in the hall
    12.30 – 1.00 – Year 1 in the hall
    1.05-1.30 – Year 2 in the hall
    12.30 – 1.00 – Reception playtime
    1.00- 1.30 – Year 1 playtime
    12.30 – 1.00 – Year 2 playtime

End of the day procedures

1. There will be a staggered pick up time from 2.45 to 3.15 as follows: Key Stage 1 pupils can be collected between 2.45pm and 3.00pm, Reception children can be collected between 2.55pm and 3.15pm.
2. Key stage 1 parents will collect their child from the rear door of their classroom. Reception children will be collected from the ramp off the playground or the front of school. Children will be brought to the exit to meet their parents.
3. Parents must observe the one way system around school
4. Parents must practice social distancing whilst on school site and respect this during collection by not coming right up to the classroom door
5. Parents are asked not to arrive at school before 2.45pm as the vehicle drive cannot be closed before this time.
6. Parents are discouraged from approaching staff or asking to speak to them at the end of the day. If there is an urgent message the member of staff will contact the parent via dojo or phone or the parent can arrange a phone call.
7. Children will not be allowed back into school once they have left. If they forget something they will have to collect it the following day.

Curriculum Offer

1. When children first return in September we will be operating the Recovery Curriculum which will focus on PSHE and well-being along with reintroducing the key elements of reading, writing and maths and assessing where pupils are up to and gaps in their learning.
2. Within 3 to 4 weeks the curriculum will move to a version of the usual curriculum with additional time given to providing catch-up for children based on learning that has been missed and identified gaps. Children will learn the foundation subjects such as history, geography and RE through the core curriculum offer.
3. Time will be given to the arts and creativity during the recovery period, offering opportunities for pupils to express their feelings and worries about COVID and the health pandemic through the arts.
4. Children will learn in shorter intensive bursts punctuated by short breaks where they may do something physical, play a game or do a CalmBrain activity.
5. The aim will be to rebuild the stamina of the children to focus for longer periods of time on their learning. Meta-cognition activities will be used to support this return to academic study.
6. The usual interesting and exciting contexts for learning will be used as a vehicle for the curriculum to ensure that there is purpose and engagement

7. Contact will be made with parents via the Class Dojo and will give feedback on work posted on that chat
8. Any staff who are required to work from home will prepare work for those working in school and support the school development plan
9. Remote learning will be available for any child who is isolating or shielding. This will take the form of the Smartboard pages/Powerpoints being changed to a PDF, worksheets made available and a weekly timetable provided as an overview. It is expected that there will be a phonics, literacy and maths activity plus a foundation subject each day once the full curriculum resumes. There will be a general reading guide for parents to help them to continue to support daily reading. All PDF slides/worksheets will be in the allocated folder by Sunday Evening the week prior to their use so that a pack can be sent out at the beginning of the week.
10. Assemblies will take place in classes with key assemblies being streamed so that everyone can take part in them at the same time.

Equipment

1. A set of stationery will be provided for each child to use at their desk. This will be in a plastic wallet with the child's name on and will contain most of the equipment that they need for their learning
2. There will be boxes of equipment on the table for use by up to 6 children eg tool boxes
3. There will be equipment for use by the class including a box of PE equipment which will be cleaned regularly
4. Any additional equipment used for PE will be cleaned prior to being put away.
5. Computers will be wiped after use.
6. Initially children will be able to take 3 sharing books home on a Monday and return them on Friday for quarantining over the weekend. Reading books will stay in school.
7. During learning time, children will be kept as socially distanced as possible whilst maintaining a grouped table layout and they will sit in spaced rows on the carpet.
8. All spare chairs will be removed. In Key Stage 1 children will sit at the same space at their table and on the carpet where possible although this will not be all the time.
9. Equipment brought into school will be kept to a minimum but children will need a water bottle, PE Kit and book bag
10. Children may bring a packed lunch from home into school each day if they wish.

EYFS

1. Children will be taught within their own classroom space rather than in the shared unit space.
2. There will be a restriction to the number of children who can be in each area at any one time within the classroom.
3. Resources will be cleaned at the end of every child initiated session
4. Chairs will be kept in the same area of the classroom and will not be moved around during the day
5. Only 6 pupils from each class will be allowed to go into the outdoor area at a time. They will not socially distance.
6. Resources used in the outdoor area will be carefully managed in terms of how many are available at any one time.
7. Adult led activities will use the individual stationery packs as used by the rest of the school.

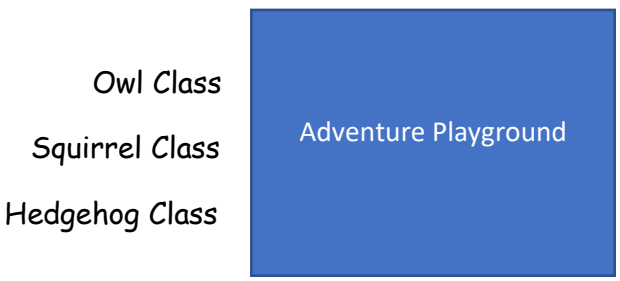
Uniform

1. Children must attend school in clean uniform each day. They do not have to wash all uniform every day.
2. Children will be expected to have a PE kit in school to change in to for PE and sports activities.
3. Shoes must be suitable for school and should only fasten with laces if the child can tie their own.

Fire Drill

Children will line up 2 metres apart on their allocated spot on the playground. The new places for classes to line up are as follows:

Rabbit, Fox, Woodpecker, Badger and Deer Classes will line up along the far fence on the playground by their animal image. Hedgehog, Squirrel and Owl Classes will line up along the far fence of the Adventure Playground.



Deer Class

Badger Class

Rabbit Class

Fox Class

Woodpecker Class

There will be a fire drill during the first week back and every term thereafter.

PE

1. PE sessions will take place outside where possible
2. Children will come to school in their PE kits on the day that they have their sessions
3. Children will not get changed for PPA PE
4. Staff will consider the level of exertion necessary for an activity if it takes place indoors
5. No contact sports
6. Children will wash/sanitise their hands after PE

Assemblies

Assemblies will take place in classes and will be one of the following:

1. Led by teachers
2. Streamed into each class from a member of staff in the hall
3. Pre recorded and played over an unlisted Youtube link.

Behaviour Policy

1. The current behaviour policy remains valid

2. There is an appendix to the behaviour policy which will remain in place for the foreseeable future to include the necessity for good respiratory hygiene, measures to ensure that children who cannot follow the rules and keep people safe are removed from the school and measures to ensure safe practices by parents whilst they are on school site.

Cleaning

1. Bubbles will have access to cleaning equipment so that they can wipe down as they see fit during the day
2. Cleaner to wipe communal touch points regularly and monitor toilets and other communal areas of school.
3. Cleaning staff will plan their daily regime to maximise effectiveness of cleaning throughout the school.

Illness in school

1. Children must not have Calpol or other medication which would lower their temperature before coming to school and must not attend if they are unwell.
2. Any child showing symptoms of COVID will be isolated in the Island Room or the Storysack room and monitored by staff who will wear PPE if they need to approach the child whilst parents/carers are called.
3. Where a COVID test is negative, the child can return to school as soon as their symptoms have gone.
4. In the event of a COVID test being positive for a child/adult in school the following procedure will be followed:
    - Headteacher or Deputy Headteacher will contact the local health protection team and follow instructions
    - Risk Assess who has been in close contact with the person during the period that they were infectious
    - Anyone who has been in close contact with the infected person will isolate at home for 14 days after they were last in contact with them
    - Anyone who tests positive for COVID will need to isolate for 14 days.

Close contact means:

- **Direct close contact – face to face contact with an infected individual for a length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact – skin to skin.**
- **Proximity contact – 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**

Corridors

1. There will be a one way system around the school which will go through the entrance hall, past the photocopier and along the corridor past Rabbit Class and round school, down the steps and past the Reception Classroom. The quad may only be used when following the one way system, there is no return to the office via the quad except in emergencies.

SEND/Complex Needs

Staff will work largely within a single year group apart from those supporting pupils with an EHCP/SEND where the usual rota system will be used. Pupils may also be withdrawn to work with an adult and will mix with other children from their year group if this is necessary in order to meet their needs. Where this happens, groups and staffing will remain consistent.

Staffing

1. Staff will work within a single year group and children will remain in their own classes/areas with the allocated staff during teaching time.
2. Teaching Assistants will work largely across a single year group within the school building. Timetables will be fixed and will minimise movement of staff although this may be relaxed as guidance changes to enable us to best meet the needs of the pupils and allow further interventions and activities to resume.

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Staffroom

1. The staffroom will resume being a shared area for everyone.
2. Current furniture will be removed and sofas replaced with individual chairs.
3. Cleaning materials will continue to be available at all times
4. The door/windows will be opened whenever possible to support ventilation
5. The Grub Club will be available as an overspill if there are a lot of people in the staff room. Staggered breaks and lunch times should minimise this issue.
6. It is preferable that staff continue to bring their own utensils and crockery including mugs but if school items are used they should be placed in the dishwasher straight after use ready for washing and not left dirty in the sink.

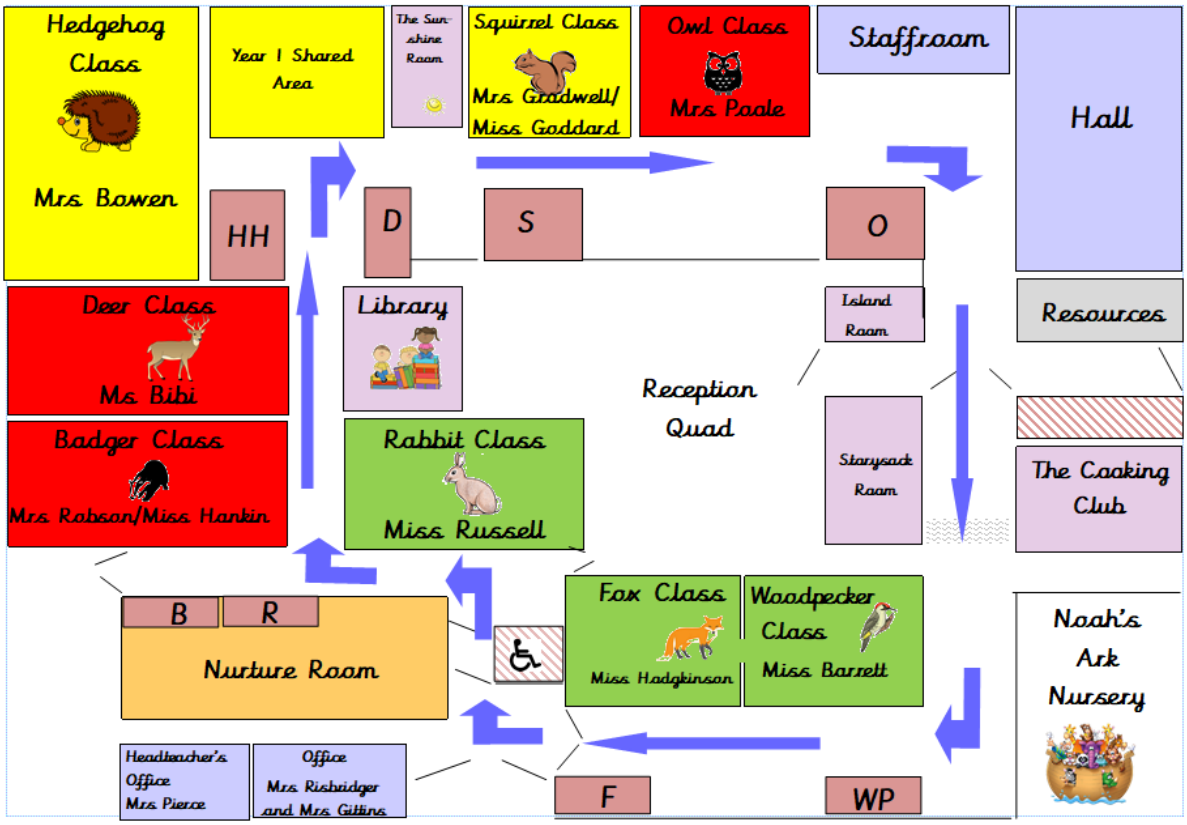
Visitors

1. The visitors to site will be limited to the following:
   Emergency and planned site repairs/maintenance
   Pre- arranged visits from professionals eg Educational Psychologists, Speech Therapists etc
   Gold Technician ICT support

Family School Support Worker and Education Welfare Officer for the Cluster

2. Parents will not be permitted to enter the school building until the guidance changes. Where possible all meetings will take place virtually and where this is not possible, a face to face meeting will take place in the Children's Centre with the door open where possible.
3. All visitors will need to read the site guidance leaflet as well as the safeguarding leaflet on arrival at school

School Map



One Way System

8.45am – 9.15am and 2.45pm – 3.15pm

