Plan for September 2021

**General points to note:**

**Promoting following ‘beneficial behaviours’:**

1. Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open.
2. Wearing a face covering where you come into contact with people you don’t normally meet in enclosed and crowded spaces.
3. Washing your hands with soap and water or using hand sanitiser regularly throughout the day.
4. Covering your nose and mouth when you cough and sneeze.
5. Staying at home if unwell, to reduce the risk of passing on other illnesses onto friends, family, colleagues, and others in your community.
6. Considering individual risks, such as clinical vulnerabilities and vaccination status.

**Control measures:**

1. Ensure good hygiene for everyone.
2. Maintain appropriate cleaning regimes.
3. Keep occupied spaces well ventilated.
4. Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19.

Guidance

(alphabetically ordered)

**Absence**

Only healthy staff and children are to be in the building.

Anyone who should be in but is not feeling well, should follow normal absence procedure (both staff and children).

If the symptoms are COVID related, then a test is to be organised. **Anyone with COVID-19**[**symptoms**](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#symptoms)**or a positive test result should stay at home and self-isolate immediately.** If you have symptoms of COVID-19, you should arrange to have a PCR test as soon as possible. This still applies even if you have received one or more doses of COVID-19 vaccine.

**Symptoms:**

The most important symptoms of COVID-19 are recent onset of any of the following:

* a new continuous cough
* a high temperature (school still takes 37.8)
* a loss of, or change in, your normal sense of taste or smell (anosmia)

For most people, COVID-19 will be a mild illness. However, if you have any of the symptoms above, even if your symptoms are mild, stay at home and [arrange to have a test](https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/).

There are several other symptoms linked with COVID-19. These other symptoms may have another cause and are not on their own a reason to have a COVID-19 test.

To note: Manchester’s previous guidance was that tests were accessed on wider symptoms – at present this isn’t being advised. Staff will be updated if this changes.

From 16 August, if you are fully vaccinated or aged under 18 years and 6 months [you will not be required to self-isolate if you are a contact of someone who has tested positive for COVID-19](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection#exempt) (including if someone in your household has COVID). If a member of staff is not fully vaccinated and is contacted by Test and Trace and identified as a close contact, they will need to isolate.

If someone becomes unwell with COVID symptoms whilst in school, they are to ensure they let someone know so cover can be arranged and go home as a matter of urgency, isolate and book test.

If someone has symptoms, they are not to return to school until the results of the test.

No one is to enter the building if they feel unwell with COVID symptoms.

**Assemblies:**

Assemblies will be virtual until further notice. Assemblies are allowed to be in person, however we feel it is sensible to avoid creating additional contacts where not necessary.

Our Rights Ambassadors and Prefects are working on a joint project, designing assemblies (Friday celebration assemblies and termly celebration assemblies).

Until then:

Monday: Debs will email teachers a very short video introducing a focus for the week – eg pride in work, manners, walking round school etc

Friday: Teachers will reflect with their classes on highlights linked to that point over the week. Specific examples may be discussed and celebrated. Children could also offer highlights linked to that point they have seen. Any other points to celebrate can also be discussed in this slot. Nothing needs posting on Seesaw.

Weekly assembly: There is an assembly rota that Fiona has sent out. This has a PSHE or RE focus and will be sent to teachers to be watched by their class.

**Attendance (children):**

School attendance is mandatory for all pupils of compulsory school age and it is a priority to ensure that as many children as possible regularly attend school.

They should not come into school if they have symptoms (until they have had a negative test) or have had a positive test result. If a child has been identified as a close contact they are not required to isolate – they will be asked to take a PCR test by Test and Trace. School will authorise time to access tests.

Where a child is required to self-isolate or quarantine because of COVID-19 in accordance with relevant legislation or guidance published by PHE or the DHSC they should be recorded as code X (not attending in circumstances related to coronavirus). Where they are unable to attend because they have a confirmed case of COVID-19 they should be recorded as code I (illness).

For pupils abroad who are unable to return, code X is unlikely to apply. In some specific cases, code Y (unable to attend due to exceptional circumstances) will apply. Further guidance about the use of codes is provided in the [school attendance guidance](https://www.gov.uk/government/publications/school-attendance). All pupils travelling to England must adhere to travel legislation, details of which are set out in government travel advice.

Parents travelling abroad should bear in mind the impact on their child's education which may result from any requirement to quarantine or isolate upon return.

Clinical studies have shown that children and young people, including those originally considered to be clinically extremely vulnerable (CEV), are at very low risk of serious illness if they catch the virus. The UK Clinical Review Panel has recommended that all children and young people under the age of 18 should no longer be considered CEV and should be removed from the Shielded Patient List, the national database of people considered clinically extremely vulnerable.

**Behaviour System:**

Our systems for managing behaviour have moved back to previous Behaviour Policy. There have been amendments. Please see Behaviour Policy and Positive Handling Policy.

**Breaks:**

Breaks will see a return of the use of more of the playground. Staggered times will remain in order to taking a sensible approach to reducing possible contacts. See ‘Playtimes’ section.

**Caretakers**

The caretakers will open the building at 7am and leave at 9.30am. They will then be back on site from 2pm until 6.30pm.

The caretakers will regularly take parcels from delivery – handwashing or use of hand gel after handling is encouraged.

Caretakers will be asked to do daily checks of supplies in toilets and around school, stocking up as needed. Any staff member noticing a shortage anywhere is to alert the Business Manager or Caretakers.

Caretakers will remind any contractor on site that they must wash their hands on entry.

**Classroom set out**

There will be a move away from the rows that were in place during COVID restrictions. Classroom set up will return to normal.

Windows are to be opened as to keep ventilation good at all points. Guidance expects schools to measure up comfort alongside ventilation, so if the classroom becomes too cold in winter then windows can be closed as needed. Internal doors are to stay open.

Year 1 classrooms can open their outside doors. 5PS can open the door onto the roof space. These provide additional ventilation options. Windows on new build stairs and new build upstairs corridors should be open in school time to increase ventilation.

Windows should be closed at night for security of school.

All classroom doors are to be kept open until review in December.

Children can sit on the carpet.

CTouch/Interactive White Boards can be touched by children if so wished.

The office will have stock of the following for when you need it for your classroom:

Tissues

Anti bac wipes (or spray and kitchen towel / blue roll)

Hand sanitiser

Paper cups (to only be used if a child forgets their bottle)

Masks

Gloves

Aprons

It is essential you always have tissues, hand sanitiser and antibac wipes in your room.

Book corners will return to full use.

**Cleaning**

A member of the cleaning team will be on site all day, Monday to Friday. There will be clear guidelines to this role (see additional plan).

See Cleaning Plan for all details on cleaning.

**Clothes**

Staff are asked to attend work in clean clothes each day. They are advised to shower / bath on return to their homes.

Staff can get changed at work, however their clothes must be kept somewhere securely (for example in tied plastic bag in own room under desk etc) and they are to use an antibac wipe to wipe down the area after changing. No clothes are to be left out in offices, classrooms or bathrooms.

Staff may prefer to attend work in PE kit on any day they need to wear this.

It is noted that children are not now being asked to have their uniforms/clothes cleaned more than normal. However, it still feels safer to attend work in clean clothes each day.

As we move into winter, children and staff may be asked to add extra layers to allow for keeping windows open. This will be reviewed as the weather gets colder.

**Comforting children**

We understand that younger children need to be touched at times (eg. Hand holding on gate in the morning if upset), but staff are reminded to keep this to an absolute necessary minimum and use hand sanitizer accordingly.

Consider other ways to comfort the child which don’t involve physical contact.

If any member of staff is concerned about touch a child may need as part of their sensory needs and this hasn’t already been discussed and agreed, please contact Debs or Helen.

Gloves, aprons and masks remain available for any member of staff who chooses to wear them.

**Communicating cases / contact tracing:**

Keep DH informed by email, text or phone call:

If you have symptoms

If you have had a positive test

Test outcomes

If someone in your household has tested positive

If you have been contacted by Test and Trace

DH will keep staff informed of any positive staff cases or child cases and CT will add to the lunchtime collation sheet that there has been a positive case and in which class.

Parents will be informed they need to contact the office if a child has tested positive. If it is out of school hours, they are to contact DH’s email. Parents will be asked to inform school if someone in the household has tested positive, so we can be aware of a child coming in who is living with someone who has tested positive. The office or DH will contact relevant staff and CT will note on the lunchtime collation sheet that there is a household positive case and state the class.

Where there have been positive cases, staff will be informed and might consider socially distancing more where possible.

**Confirmed Cases:**

Anyone who tests positive having taken a PCR test will still need to self-isolate regardless of their age or vaccination status. Individuals should also continue to self-isolate immediately if they display COVID-19 symptoms.

From 16 August 2021, if you are under 18 and 6months or a fully vaccinated adult at the point when you have close contact with a positive case, you will be exempt from any legal requirement to self-isolate when identified as a close contact. Fully vaccinated means you have had a full course of an approved vaccine and two weeks have elapsed since the date of your final dose. This two-week period is to allow for an immune response to develop. Individuals will instead be advised to take a PCR test as soon as possible. Individuals may wish to minimise social contact whilst waiting for the results of a PCR test but will not be legally required to self-isolate. This will also apply to anyone aged under 18 and 4 months who is identified as a contact.

School will continue to liaise with the LA and Public Health in relation to anything that could be considered as an outbreak.

Where a child or staff member has tested positive, school will continue with the deep cleaning procedures in place.

School will report to the LA on any forms requested.

Isolation period starts immediately from when your symptoms started, or, if you do not have any symptoms, from when your test was taken. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This means that if, for example, your symptoms started at any time on the 15th of the month (or if you did not have symptoms but your first positive COVID-19 test was taken on the 15th), your isolation period ends at 23:59hrs on the 25th.

You can return to your normal routine and stop self-isolating after 10 full days if your symptoms have gone, or if the only symptoms you have are a cough or anosmia, which can last for several weeks. If you still have a high temperature after 10 days or are otherwise unwell, stay at home and seek medical advice.

If you are isolating because of a positive test result but did not have any symptoms, and you develop COVID-19 symptoms within your isolation period, start a new 10 day isolation period by counting 10 full days from the day following your symptom onset.

If someone has symptoms, a negative test, but someone else in their household is positive, advice will be gained from Test and Trace.

A staff email will still be sent on news of any positive tests for staff or children – however contact tracing will not be completed then by school (see below)

For anyone who is not double vaccinated: If identified as a close contact, you will isolate for 10 days from last contact.

Due to data restrictions, school is not collating vaccination status. Conversations will be held on an individual basis where anyone is identified as a contact.

**Contact Tracing:**

NHS Test and Trace will take on the role of contact tracing from schools, colleges and early years settings. NHS Test and Trace will also continue the role of contact tracing for out-of-school settings.

Contact tracing in specific educational settings would only be triggered if deemed necessary in response to a local outbreak.

Test and Trace will identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. Schools may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

From 16 August 2021, if you are under 18 and 6 months or a fully vaccinated adult at the point when you have close contact with a positive case, you will be exempt from any legal requirement to self-isolate when identified as a close contact. Fully vaccinated means you have had a full course of an approved vaccine and two weeks have elapsed since the date of your final dose. This two-week period is to allow for an immune response to develop. Individuals will instead be advised to take a PCR test as soon as possible. Individuals may wish to minimise social contact whilst waiting for the results of a PCR test but will not be legally required to self-isolate. This will also apply to anyone aged under 18 and 6 months who is identified as a contact.

Any member of staff getting PCR test as being identified as a close contact, does not need to isolate whilst getting the test (unless not double vaccinated). Staff are asked to pick test slots which are both soonest and impact least on missing work (as staff will still be expected in school whilst awaiting result).

As well as getting a PCR test, a contact may also consider:

* limiting close contact with other people outside your household, especially in enclosed spaces
* wearing a face covering in enclosed spaces and where you are unable to maintain social distancing
* limiting contact with anyone who is clinically extremely vulnerable
* taking part in twice weekly [LFD testing](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)

Anyone who tests positive having taken a PCR test will still need to self-isolate regardless of their age or vaccination status. Individuals should also continue to self-isolate immediately if they display COVID-19 symptoms.

## Tracing close contacts and isolation

Settings only needed to do contact tracing up to and including 18 July. Close contacts will now be identified via NHS Test and Trace and education settings will no longer be expected to undertake contact tracing.

As with positive cases in any other setting, NHS Test and Trace will work with the positive case and/or their parent to identify close contacts. Contacts from a school setting will only be traced by NHS Test and Trace where the positive case and/or their parent specifically identifies the individual as being a close contact. This is likely to be a small number of individuals who would be most at risk of contracting COVID-19 due to the nature of the close contact. You may be contacted in exceptional cases to help with identifying close contacts, as currently happens in managing other infectious diseases.

Individuals are not required to self-isolate if they live in the same household as someone with COVID-19, or are a close contact of someone with COVID-19, and any of the following apply:

* they are fully vaccinated
* they are below the age of 18 years and 6 months
* they have taken part in or are currently part of an approved COVID-19 vaccine trial
* they are not able to get vaccinated for medical reasons

Instead, they will be contacted by NHS Test and Trace, informed they have been in close contact with a positive case and advised to take a [PCR test](https://www.gov.uk/get-coronavirus-test). We would encourage all individuals to take a PCR test if advised to do so.

Staff who do not need to isolate, and children and young people aged under 18 years 6 months who usually attend school, and have been identified as a close contact, should continue to attend school as normal. They do not need to wear a face covering within the school, but it is expected and recommended that these are worn when travelling on public or dedicated transport.

18-year-olds will be treated in the same way as children until 6 months after their 18th birthday, to allow them the opportunity to get fully vaccinated. At which point, they will be subject to the same rules as adults and so if they choose not to get vaccinated, they will need to self-isolate if identified as a close contact.

**Cover:**

Cover can happen across school. Due to the need for stability for our children, cover is only to be requested where absolutely necessary.

**Curriculum (including home learning details)**

See separate Remote Learning Plan

Curriculum is to be followed for each year group. TLM1 classes may will be amending as needed.

Not all people with COVID-19 have symptoms. Where appropriate, you should support those who need to self-isolate because they have tested positive to work or learn from home if they are well enough to do so.

You should maintain your capacity to deliver high quality remote education for next academic year, including for pupils who are abroad, and facing challenges to return due to COVID-19 travel restrictions, for the period they are abroad.

The remote education provided should be equivalent in length to the core teaching pupils would receive in school.

You should work collaboratively with families and put in place reasonable adjustments so that pupils with SEND can successfully access remote education.

**Extra Curricular Clubs:**

We will be running after school clubs from October half term.

Owl Club will run as it did ahead of COVID restrictions.

**First Aid and unwell children**

Anyone who is carrying out first aid is may choose to wear mask, visor, apron and gloves. These will all be available at the office.

If a child is showing any symptoms of COVID, they are to go into the small room next to the old reading recovery room

If there is no additional staff available to oversee, they are to go on the chair at the front of school (ensuring there is 2m from anyone).

A member of staff will need to oversee the situation however at a distance of 2m (if child in the small room, the member of staff is to be outside of the door).

PPE will be availableshould the staff member wish to wear it.

The daytime cleaner is to be informed and the place the child has been will need disinfecting. If this child needs the toilet ahead of going home, again inform the day time cleaner so the toilet can be cleaned.

No one is to use the small room next to the old reading recovery room as a base to work with children in until further notice. It can be used to access resources (anti bac hands on exit).

If a child has a cough, staff are to use guidance on coughing (coughing a lot for an hour, or three or more coughing episodes in 24 hours) to determine whether a child is deemed to be showing symptoms and should therefore go home. When calling a parent to ask them to collect, staff should be clear on the frequency of the cough and whether or not the child’s temperature has also been taken. Note, if the child has been coughing persistently but does not have a temperature, they still need to go home and get tested, however it is courtesy to let parent know if we have taken their child’s temperature.

**Gates:**

There is a rota in place for who will be based on each gate. The gates are unlocked by the caretakers and then locked either by the staff member on the gate or the office staff once the children are in school. The person on the car park school gate also locks the red gate into the car park. At the end of the day, one member of staff will cover two gates (one will do carpark gate and Oswald Road, one will do both Nicolas Rd gates).

**Hand Washing**

All classrooms will be kept in stock of soap. All toilets will be kept in stock of soap. All classrooms, offices and front desk will have hand gel. Areas with no sink will have bottles of hand gel to allow for children to access easily. There is a big supply of hand sanitizer in the office, so any empty bottles can be brought here for refilling.

Staff are to wash their hands on entry to the school. All staff are aware of the need to wash hands with hot, soapy water for at least 20 seconds or using hand gel if they are somewhere water is not available. Staff are to wash their hands regularly throughout the day.

Children are to wash their hands on entry to school, before breaks, after breaks, before lunch, after lunch and before going home. This will need to be done in the classrooms mainly.

Children will need to be asked to wash their hands if they’ve sneezed / coughed into their hands etc. Children will be reminded to sneeze into a tissue and put it in a bin.

**ICT suite**

Use of ICT suite will return to normal.

Antibac wipes will be needed to clean down keyboards and mice after use.

**Interventions**

These will return to taking place as they did ahead of COVID restrictions. Reminder that spaces need cleaning after use consistently.

It is understood the studio has use throughout the day from different year groups. Cleaning following each group use will continue, with an extra touch point clean from the day cleaner around the middle of the day. Staff using this area are reminded it is used across year groups and are to ensure consistent wiping after use, windows to continue remain open all day and door to remain open.

**Items in school**

Children are allowed to bring bags and essentials into school. Children will be allowed lunchboxes as normal. Children are not to bring any non-essential items (for example, no pencil cases). Children will be allowed to bring bikes and scooters.

Children will be asked to have everything they need with them at the start of the school day. The office staff are busy and therefore should not be delivering items to class that are dropped off late. A reminder will go out to parents about this.

Children will be asked to bring water bottles into school and take them home at the end of the day to be cleaned.

**Lates:**

If any child is late in the morning and the gate they come through is still open, they can enter and go to their class.

If the gate has been closed, they need to go to the office.

If a parent/carer is late at the end of the day, the group teacher / TA will take child to outside the office and a member of office staff will call home. Teacher / TA will stay with child (if there is a longer hold up, let a member of SLT know). If it’s a recurring problem, let Debs know and she’ll contact parents.

Reminder if there are children waiting from other year groups, then distance needs to be kept.

**Lift**

Please only use the lift if it is essential. Priority to be given to employees or children with disabilities, relevant existing health conditions or those who are pregnant. Staff are encouraged to use stairs.

**Lunchtimes**

Kitchens must comply with the [guidance for food businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19). Relevant staff are aware of this guidance.

We will be serving hot school dinners as usual.

There is a screen which is up at the hatch so there is a barrier due to significant flow of people through the area / the fact people will naturally be in a face to face position here. This isn’t a necessity in the new COVID guidance, however feels like a sensible option to keep.

There will not be the divide between the two halls, however there will be two serving hatches. Each year group will be based more on one side or the other. It is understood some year groups won’t all fit in the small hall and therefore some of that year group will be on tables on the big hall side, but near the small hall. Year groups can cross over – we are however trying to take a sensible approach to keep contacts reduced where possible.

All children will eat in the hall. On the whole, we will keep as much to the sides of the hall we previously had, however some year groups will need to be on tables on the other side of the hall to what has been their room.

Lunchtime organisers will wipe the tables and chairs in the hall between each year group.

External doors will be open to aid good ventilation.

Teachers / TAs to ensure children’s hands are clean ahead of lunch.

Nursery children and Reception children will eat their dinners in the hall from 11.15 – 12.00. We have put 45 minutes in for the very young children, however if they all finish earlier they can go into their play space earlier.

To note, we will review Reception time to consider if this can be moved to 11.30.

They will then play out from 12.00 until 12.30. The children will need to line up from 12.25. Children will need to wash their hands on entering school.

Year 1 and Year 2 children will eat their dinners in the hall from 12.00 – 12.30. They will wash their hands ahead of eating.

They will play between 12.30 and 1pm. They will need to be lined up by 12.55. Year 1 children will play in the Year 1 play space and Year 2 will play on the main playground.

Year 3 and Year 4 children will eat their dinners in the hall from 12.30 – 1pm. They will wash their hands ahead of eating.

They will play between 1 and 1.30pm. They will need to be lined up from 1.25. They will play on the main playgrouns.

Year 5 and Year 6 children will eat their dinners in the hall from 1.00 – 1.30pm. They will need to anti bac their hands ahead of eating (after their playtime, as they come into the hall).

They will play between 12.35 and 1pm in the main playground.

Where times are given for lunch slots, the children can access the playground earlier (ie there is no restriction any more of crossing over of bubbles).

|  |  |  |
| --- | --- | --- |
|  | **Small Hall** | **Big Hall** |
| 11:15am-12:00pm  | Reception (pick up from 11.15) | Nursery |
| 12:00pm- 12:30pm | Year 1 | Year 2 |
| 12:30pm- 1:00pm | Year 4 | Year 3 |
| 1:00pm-1:30pm | Year 5 | Year 6 |

Timings for the playgrounds at lunch will be as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Nursery Playground** | **Reception Playground** | **Year 1 Playground** | **Main Playground**  |
| 12:00pm-12:30pm | Nursery | Reception |  |  |
| 12:30pm-1:00pm |  |  | Year 1 | Year 2Year 5Year 6 |
| 1:00pm-1:30pm |  |  |  | Year 3Year 4 |

Teachers to bring the children to hall / playspace at the beginning of lunch. Teachers to collect the children and bring them back to class. The LO is to walk up to class too, supporting good behaviour of all walking through school if they are not needed to be with another class at that point.

Full lunchtime plan has been written and shared.

If a briefing is needed, the hall can be used for this or any other spare area in school.

Resources to play with will return as will zones. This work will be done over autumn 1 ahead of starting in autumn 2.

The last staff member bringing a group in from a specific door will need to make sure it is closed (ie last group in through that door).

The toilets to be used over lunch are:

EYFS toilets: EYFS

Toilets near the school office: Year 1

Toilets opposite the PPA room: Years 2 – 6

**Music:**

All music will return to how it was pre COVID restrictions.

Consideration to be given to ventilation when singing or playing brass instruments. Windows must be open.

Music lessons from One Education will resume and will be based in the library area, with the exception of steel pans which will continue in the studio.

H+S Manchester has said they feel it is best to continue to wipe down instruments between use like we had in our original plans

**Office:**

We have sourced screens for the front desk of the office to give a protective barrier. We have also sourced a screen divide between the desks that face each other. Although not a necessity within new COVID guidance, it is deemed a sensible approach to keep it as it is.

The office will regularly take post or parcels from delivery – handwashing or use of hand gel after handling is encouraged.

Parents to use holding area to speak to office staff.

The door between the office and the front desk is to be kept open at all times when staff are in the office to increase ventilation. The overhead air circulation system is to be turned up as high as possible at all times.

**Other offices:**

The other offices in school are: Deputy Head (Safeguarding); Safeguarding office (2 people); Deputy (SENDCo) and Inclusion Lead office (2 people); Headteacher.

There are no restrictions on numbers of people in the rooms within new COVID guidance, however it would be sensible to hold larger meetings where there is more space.

When desk sharing, please wipe down with antibac wipes after use.

Classrooms can be used for SLT meetings to allow for distancing.

Outside agencies are allowed into school and staff may choose to keep social distancing in place if they wish. If a meeting is held in an office, please antibac tables down after the meeting.

**Outside equipment:**

Outside equipment can now be used freely. H+S Manchester have confirmed this is allowed, as long as the children are washing their hands before and after accessing play equipment (which is in place as children wash their hands before and after play / lunch).

**Parents contacting teachers:**

In person meetings can happen again, although Zoom or phone calls may be considered too.

Parents evening in autumn is likely to be in person (reviewed nearer the time) with also an offer of phone calls for any parent who would prefer this.

**Parking:**

Staff can use the staff car park as normal. Staff are not to leave the car park whilst children are still being collected.

**PE:**

Indoor PE will return as per pre COVID restrictions.

Children will come into school in their PE kits on PE days to save changing in the classrooms. This can be reviewed in December

**Playtimes:**

Although crossing of classes is absolutely fine within this new guidance, we are making the decision to keep staggered playtimes to reduce any unnecessary contacts.

Note: On Wednesday-Friday morning and afternoon playtime the pitches are NOT to be used as they will be in use for PE with Kieran.

**Morning playtimes will be:**

|  |  |
| --- | --- |
|  | **Main Playground**  |
| 10:15am-10:30am | Year 1Year 2Year 3 |
| 10:35am-10:50am | Year 4Year 5 |
| 10:55am-11:10am | Year 6  |

**Afternoon playtimes will be:**

|  |  |
| --- | --- |
|  | **Main Playground**  |
| 2:15pm-2:30pm | Year 1Year 2Year 3 |

A playground rota will be in place overseen by the phase leads.

Staff can now have breaktimes with staff outside of their year groups. The following areas will be available:

Staffroom kitchen

Cookery room – staff room area (comfy seating and tables)

Base on Upper Key Stage Two corridor – fridge and microwave. (to be developed further)

Picnic tables outside (near Oswald Road gate entrance)

Picnic tables outside FS2LT

Kitchen in FS2

There is no expectation to socially distance, however staff may choose to do this still.

**Posters**

There will be posters around school to remind adults and children about social distancing, cleaning hands and ‘catch it, bin it’ kill it’

**PPA / release:**

PPA will run as normal.

Cover is to be only taken when essential.

**PPE**

There is no requirement for PPE above what would normally be used in any workplace. Therefore the PPE Consistency guide has been removed.

Gloves, masks, visors and aprons will still be available for any staff member who chooses to wear these.

A reminder that gloves were worn pre COVID when dealing with first aid incidents involved blood and other bodily fluid.

Guidance on face coverings is that it reduces risk to self and others if meeting people you don’t normally meet in enclosed and crowded places. If this is deemed needed at any point, staff will be informed.

Face coverings on transport – for example to swimming – would depend on the transport company’s rules. Staff may choose to wear face coverings regardless of the company’s rules.

**Registers:**

Registers will run as normal. Procedures from the office for any non-attendance will also run as normal.

**Reprographics and resource making**

Reprographics – door to be kept open when in use to support better ventilation. Hand gel to be in this room for use after using copier.

Printer upstairs. Hand gel to be in this room for use after using copier.

If using a shared laminator or guillotine, please wash hands or use hand gel ahead of using.

**Resources**

With regards to face mask on coaches for trips, this would depend on your coach provider. Of course, staff should be able to wear face masks if they wish.

Sand in EYFS or Year 1 can be reintroduced. Communal playdoh can also be reintroduced. Water play continues to be allowed. H+S Manchester have advised this is all alongside good hand hygiene – which is already in place.

There is no guidance for children to have their own resources however teachers may choose to keep this in place for ease (especially when moving between classes for TLM year groups). Again children should have good hand hygiene – washing hands on entering classroom etc.

Musical instruments will be wiped down ahead of the next class. H+S Manchester have said that it is sensible to keep this in place.

Sports, art and science equipment must be cleaned between being used by another year group or left for specified amount of time (48 hours; 72 hours for plastics). Where items such as this are being used, please ask children to wash their hands before use. H+S Manchester have said that it is sensible to keep this in place.

H+S Manchester have advised that reading books no longer need quarantining.

Bug Club now in place to support children accessing books online which we are hoping will ease any situation where children do not return their books on the days or if there is a local / national lockdown.

**Risk assessment**

A thorough risk assessment is in place (see risk assessment document).

We will formally risk assess every half term.

If anything needs urgent action, staff are to let Debs or Craig know.

**Routes around school:**

There are no restriction on crossing of year groups, however it feels like a sensible approach to keep the main routes around school consistent where possible. These don’t have to be kept to at all times, but is a preferred route round school where possible.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Start of the day** | **Playtime**  | **Outdoor PE with Kieran** | **Lunchtime** | **Toilets** | **End of the day** |
| **Nursery** | Through opened wide car park gate to Nursery classrooms. | Out of classroom door into Nursery playground | n/a | Across playground to small hall via small hall doors, then out the same way.  | Nursery toilets. | From Nursery classrooms to wide carpark gate. |
| **Reception** | Through EYFS Nicolas Road gate to Reception classrooms. | Out of classroom door into Reception playground | n/a | Across Reception playground to big hall via big hall external doors then out the same way.  | Reception toilets. | From Reception classrooms to EYFS gate on Nicolas Road. |
| **Year 1** | Through Year 1 Nicolas Road gate, entering classroom via playground doors  | Out of classroom door into Year 1 playground. | Down Year 1 corridor and out onto playground via office door. | Out of Year 1 classroom doors and into small hall, then to Year 1 playground via small hall doors. All back to class via classroom doors to playground. | Year 1 corridor toilets  | Out of Year 1 classroom doors onto playground to Year 1 Nicolas Road gate  |
| **Year 2** | Through Oswald Road main gate, entrance via post office door. | Out of the post office door to playground  | In and out via door opposite office.This will allow for other doors to be kept closed at these times. | Through foyer to big hall to eat. After eating, school dinner children to go out of hall via doors to main playground via external hall doors.All back to class via post office door. | Toilets near staff room | Out of the post office door to Oswald Road gate. |
|  | **Start of the day** | **Playtime**  | **Outdoor PE with Kieran** | **Lunchtime** | **Toilets** | **End of the day** |
| **Year 3** | Through wide carpark gate, through PPA door and up the stairs to Year 3 classrooms  | Down the SEND office stairs and out of the PPA door to the main playground. | In and out via door opposite office.This will allow for other doors to be kept closed at these times.Accessed first by coming down the stairs from SEND office. | Down the stairs near post office, through foyer to the big hall. Out of big hall external doors to the playground.All children to go up PPA room stairs to go back to class. | Toilets on the SEND office/PPA door stairs | Down SEND office stairs and out of PPA room to wide carpark gates. |
| **Year 4** | Through Oswald Road main gate, entrance via post office door then up the stairs.  | Downstairs by post office and out of the door to playground  | In and out via door opposite office.This will allow for other doors to be kept closed at these times.Accessed first by coming down the stairs from post office  | Walk down Upper KS2 corridor, down new build stairs, into small hall. After eating, children to go from small hall through Year 1 and Reception playgrounds to main playground. All children to come back to class up post office stairs.  | Toilets on the post office stairs | Down post office stairs, out door to Oswald Road gate. |
|  | **Start of the day** | **Playtime**  | **Outdoor PE with Kieran** | **Lunchtime** |  | **End of the day** |
| **Year 5** | Through EYFS gate on Nicolas Road, through Reception playground and Year 1 playground to Owl Club door, up new build stairs.  | Down new build stairs, through Year 1 corridor and out of reception door to main playground. | In and out via door opposite office.This will allow for other doors to be kept closed at these times.Access from new build stairs. | All children to go down PPA stairs to main playground.From playground, into small hall via Reception & Year 1 playground. Then from small hall up new build stairs to class.  | Toilets on Year 5/6 corridor (left hand side cubicles only, so toilets are unisex) | Down new build stairs, through Year 1 and Reception playground to EYFS Nicolas Road gate. |
| **Year 6** | Through Nicolas Road Year 1 gate, up new build stairs to Year 6 classrooms. | Down PPA stairs, out onto main playground. | In and out via door opposite office.This will allow for other doors to be kept closed at these times.Access from new build stairs. | All children to go down post office stairs to main playground From playground, into big hall via external hall doors. Back out onto Year 1 corridor and up new build stairs to class.  | Toilets on Year 5/6 corridor (right hand side cubicles only, so toilets are unisex) | Down new build stairs to Nicolas Rd Year 1 gate. |

\*\*Staff to look over and suggest any further changes needed \*\*

\*\*Toilets don’t need to be separate – if staff do not have enough toilets following upstairs toilet being changed in use, one set of toilets will be made into staff toilets (one of the ones on the stairs) To keep under review\*\*

#### School Workforce

#### Staff who are clinically extremely vulnerable

Clinically extremely vulnerable (CEV) people are advised, as a minimum, to follow the same guidance as everyone else. It is important that everyone adheres to this guidance, but CEV people may wish to think particularly carefully about the additional precautions they can continue to take.

Clinically Extremely Vulnerable staff and staff living with someone who is Clinically Extremely Vulnerable needs to still attend work.

#### All Clinically Extremely Vulnerable staff (and staff identified as ‘high risk’ in previous risk assessments) will all have a new risk assessment.

‘Working Safely’ guidance will be updated to provide examples of sensible precautions that employers can take to reduce risk in their workplaces. Employers should take account of this guidance in preparing the risk assessments they are already required to make under pre-pandemic health and safety rules.

Clinically extremely vulnerable (CEV) people are no longer advised to shield but may wish to take extra precautions to protect themselves, and to follow the practical steps set out in the CEV guidance to minimise their risk of exposure to the virus.

**Staff who are clinically vulnerable**

As with staff who are CEV, CV people are advised, as a minimum, to follow the same guidance as everyone else. CV people may wish to think about extra precautions they can take (for example, keeping some social distancing etc).

Anyone identified as ‘medium risk’ on previous risk assessments will be offered an individual risk assessment.

Anyone identified as ‘low risk’ will be given a guidance risk assessment for people within this category. Further tailoring of this can be applied where applicable. Of course extra precautions can still be taken without the risk assessment.

#### Staff who are pregnant

Once a staff member is ready to share they are pregnant, current advice will be gained.

A non COVID risk assessment will be completed and then followed up by another individual risk assessment with a COVID focus, following current advice.

#### Staff who may otherwise be at increased risk from coronavirus (COVID-19)

Some people with particular characteristics may be at comparatively increased risk from coronavirus (COVID-19), as set out in the [COVID-19: review of disparities in risks and outcomes report](https://www.gov.uk/government/publications/covid-19-review-of-disparities-in-risks-and-outcomes).

As with CEV and CV people, as a minimum, people who may be at increased risk are to follow the same guidance as everyone else. People who may be at increased risk may wish to think about extra precautions they can take (for example, keeping some social distancing etc). As with CV people, people who may be at increased risk may also choose to request an individual risk assessment.

**Snacks and water**

Children can eat their snacks outside or in their rooms.

Children will be asked to bring their water bottles into school. Water bottles are to go home at the end of the day. For any child who forgets their water bottle, disposable paper cups will be available, however due to this being an expense, children are to be regularly reminded as needed.

**Social distancing**

No social distancing is in place within the new guidance.

You should continue to consider the risks of close contact with others, particularly if you are clinically extremely vulnerable or not yet fully vaccinated.

It is important everyone is respectful of people who may be more vulnerable and consider giving more space and asking people what they are comfortable with.

Individuals may choose to reduce risk by limiting close contact of those they don’t normally have contact with.

Regular reminders to children would be helpful that keeping distance reduces transmission.

**Staff rooms:**

See above section (playtimes)

Staff are asked to drink out of their own allocated mug, flask, disposable cup or water bottle they bring in. There will be no use of general school cups.

Where staff have used the microwave, please wipe with an anti-bac wipe after use.

Please bring your own cups, plates and cutlery to use.

**Start and end of the day:**

See ‘Routes around school’ for more information.

Start of the day will be staggered. Even though this is not a necessity in new guidance, it seems like a sensible start whilst we get ourselves into new school routines. This will be reviewed in week 3 of autumn 1.

The teachers will wait in the playground for their class at their allocated time and walk the line to their classroom. At the end of the day the teacher will bring the class down to the gate and dismiss in the order of the line of parents at the gate.

For all collections, the member of staff will call the child from the parent at the front (not trying to find the parent of the child at the front of the line). A member of staff will be on the gate in the mornings.

See chart below for clarity on start / end of the day.

**Start and end of the day:**

Start of the day

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | EYFS Nicolas Road Gate | Year 1 Nicolas Road gate | Oswald Road gate | Wider carpark gate |
| 8.30am | 5CC | 1SR | 2CB | 3NG |
| 8.35am | 5LM | 1RS | 2DS | 3FC |
| 8.40am | 5WM | 1DE | 2HC | 3FW |
| 8.45am | FS2LT | 6JB | 4EC | Nursery KB |
| 8.50am | FS2HT | 6WG | 4AW | Nursery JD |
| 8.55am | FS2IG | 6SB | 4KR |  |

Teachers will meet the children and walk them to class. Member of staff (SLT / support staff member) will be based on the gate.

End of the day

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | EYFS Nicolas Road Gate | Year 1 Nicolas Road gate | Oswald Road gate | Wider carpark gate |
| 3:00pm | 5CC | 1SR | 2CB | 3NG |
| 3.05pm | 5LM | 1RS | 2DS | 3FC |
| 3.10pm | 5WM | 1DE | 2HC | 3FW |
| 3.15pm | FS2LT | 6JB | 4EC | Nursery KB |
| 3:20pm | FS2HT | 6WG | 4AW | Nursery JD |
| 3:25pm | FS2IG | 6SB | 4KR |  |

Teachers to stand with their class in a line and parents line up at the gate. Teachers to dismiss children in order of parents queuing.

To note: parents can come onsite to access bike sheds.

**Staff meetings**

Staff meetings can be in person, however there will be a mix of online meetings, full staff meetings and team meetings. It will be considered for each meeting whether online is possible, whether it’s possible in teams or whether all staff need to be together.

**Storage:**

Storing of coats and bags – Staff are to store their coat in their room / a room they work in (somewhere that children won’t touch) and bag under the desk.

Any staff in offices will put their bag and coat away from any other staff member’s coats and bags where possible.

Cleaners will put their coats and bags in a sensible place, away from each other’s items where possible.

Kitchen staff will put their coats and bags in the small rooms in the kitchen (mini office and toilet space) – away from each other’s belongings where possible.

Lunchtime organisers are to put their coats and bags in a sensible place, away from each other’s items / where the children won’t touch.

**Swimming:**

Swimming will continue as normal.

Face coverings on transport – for example to swimming – would depend on the transport company’s rules. Staff may choose to wear face coverings regardless of the company’s rules.

**Symptoms, Illness and Testing:**

If a staff member or child has symptoms of COVID, they are not to enter the building and to inform school as soon as possible. If a child or the member of teaching staff is showing symptoms, they will need to isolate and be tested.

If a child is showing symptoms of Covid whilst in school (a new, continuous cough, a high temperature, a change or loss of sense of smell or taste) they should be kept in an isolated room and supervised by a member of staff in full PPE, then sent home immediately. If it is an adult, they are to go home immediately. They should take a test as soon as possible and let school know immediately of the result.

**All details on symptoms, testing and isolation can be found in earlier sections.**

Parents are to inform school if a child has symptoms and staff are to inform school if they have symptoms. They are to inform school of test results. Staff are asked to send DH a copy of their test result (personal data can be deleted as preferred).

If a parent has a positive test, they are to let school know for information only.

The cleaning team will be alerted of suspected or confirmed cases to ensure a thorough clean of the room. Information can be found in the cleaning plan.

**Tannoy:**

Tannoy is a good way to get a message out if you cannot access someone via the phone. Tannoys are not to be used a lot during learning time, however can be used if essential.

**Testing:**

All staff and regular visitors to school (eg. Cleaners, wraparound care staff, IT staff) are invited to take part in asymptomatic testing. Staff will be given Lateral Flow Tests to take home and will be asked to test themselves twice per week. All test results must be logged via Track & Trace and reported to school. If someone tests positive, they should book a PCR test and self-isolate immediately.

If the PCR test is negative, they can continue to attend school as normal, however should continue to follow all social distancing, handwashing, PPE guidance.

Asymptomatic testing continues until review at end of September.

All results need to be shared with [Test & Trace](https://www.gov.uk/report-covid19-result) and with school,[via this online form](https://docs.google.com/forms/d/e/1FAIpQLSfdvgmiHnvPRcTtRgDL7jJLfUlC-ffYVm3VxUz0ujqzA4WpJA/viewform?usp=sf_link).

Symptomatic testing remains.

Regular asymptomic testing is promoted. Especially for education and also on returns.

Staff are encouraged to undertake twice weekly home tests whenever they are on site until the end of September, when this will also be reviewed.

**Toilets:**

Different pupil groups do not need to be allocated their own toilet blocks or hand washing facilities, however as we already had this in place (except lunchtimes) it felt like a sensible step to keep it like that for now. Toilets and facilities will be cleaned regularly in line with the school’s enhanced cleaning regime. Pupils will be encouraged to clean their hands thoroughly throughout the day.

Children will need reminding on several occasions about which toilets to use.

Just a reminder that some children may be too worried to ask where the toilets are.

**Transport:**

We will use will be using coaches for swimming and trips.

Currently there is no reason we cannot use public transport for trips – but this can be discussed prior to be needed for a trip.

Face coverings on transport – for example to swimming – would depend on the transport company’s rules. Staff may choose to wear face coverings regardless of the company’s rules.

**Trips:**

Trips will start again properly this academic year.

Schools are advised to ensure that any new bookings have adequate financial protection in place.

You should undertake full and thorough risk assessments in relation to all educational visits and ensure that any public health advice, such as hygiene and ventilation requirements, is included as part of that risk assessment. This will be an additional to the normal risk assessments we have in place.

**Travel to Work:**

If you use public transport, the Government still recommend face coverings in crowded spaces, such as public transport.

If you need to use public transport, please follow the government’s safer [travel guidance for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers).

**Travel (holidays):**

If you are planning a trip abroad, please ensure you follow the Red, Amber, Green list rules for Entering England: [Red, Amber, Green list rules for entering England](https://www.gov.uk/guidance/red-amber-and-green-list-rules-for-entering-england)

It is expected that staff will be available to work in school from the start of term.

**Ventilation**

Windows are to be opened as to keep ventilation good at all points. Guidance expects schools to measure up comfort alongside ventilation, so if the classroom becomes too cold in winter then windows can be closed as needed. Internal doors are to stay open.

Year 1 classrooms can open their outside doors. 5PS can open the door onto the roof space. These provide additional ventilation options. Windows on new build stairs and new build upstairs corridors should be open in school time to increase ventilation.

Windows should be closed at night for security of school.

All classroom doors are to be kept open until review in December.

The door between the office and the front desk is to be kept open at all times when staff are in the office to increase ventilation. The overhead air circulation system is to be turned up as high as possible at all times.

Schools are being provided with CO2 monitors. Further information to follow.

**Visitors and Contractors:**

Non staff members will be allowed in school, however still considered carefully in terms of reducing risk where possible.

Reading volunteers can re-start.

Staff who are regularly in school (eg: ICT, Play Therapist, SALT, EP, counsellor) will continue as per before the holidays.

Any people in school carrying out emergency works would clean their hands thoroughly on entry to school. Even though social distancing is no longer within guidance, we would advise distance is kept.

Any non-emergency work would be done between 3.30 and 5pm or holidays wherever possible. It is fine if this is not possible however is the preferred way.

Visitors will continue to enter information via Inventry.

**Welfare:**

For children, see separate pastoral plan.

If we find ourselves in a local or national lockdown or isolating and feeling well and therefore working at home, the appendix to our Lone Worker Policy will be useful for support (see separate document).

All staff will have regular check ins and have chances to input to risk assessment, amendments to plans etc. Regular items will continue to be sent to staff for them to access should they find them useful (eg from SAS). Support will be tailored where needed.

**Wrap around care**

Early Birds and Owl Club began will continue to run, however not in bubbles or in rooms across school. They will move back to the rooms they accessed ahead of COVID restrictions.