

UPDATED FRIDAY 10TH JULY 2020:

THE DAILY PLAN – Returning to School from 1st September 2020.

For all children, staff and parents returning to school from 1st September 2020.

As of this afternoon Monday 13th July , St Gabriel’s WILL RE-OPEN TO ALL CHILDREN on WEDNESDAY 2ND SEPTEMBER 2020.

Please note the following is a plan for WHEN we are open as per government guidance issued on 2nd July 2020 for the full opening of schools.

This is subject to ongoing review by the school, updated guidance from the government, the Local Authority, the Diocese and Staffordshire Health Safety and Wellbeing Service working with Public Health England.

It may be that further Risk Assessment reviews by the Governing Board/Headteacher / SLT deem that this plan has to be altered.

The Headteacher/Governing Board reserve the right to amend the plans in place, subject to the regular review that is and will be in place.

Parents and carers must be aware of their crucial role in following all guidance and requests fully. Failure to do so, may cause safety measures to be breached and could result in the closing / reducing back down of our service.

Our formal risk assessment continues to be reviewed at least weekly, on each Friday afternoon.

Health and Safety Measures

Health Measures and Safety Advice being followed are more important than ever. These measures are taken to make school a low risk place for children, staff and parents.

The personal responsibility of everyone involved is crucial in acting properly and consistently to defeat the virus.

1.The measures set out in this guidance provide a framework for school leaders to put in place proportionate protective measures for children and staff, which also ensure that all pupils receive a high quality education that enables them to thrive and progress. In welcoming all children back this autumn, schools will be asked to minimise the number of contacts that a pupil has during the school day as part of implementing the system of controls outlined below to reduce the risk of transmission. If school follows the guidance set out here, they can be confident they are managing risk effectively.

2. Essential measures include:

- a requirement that people who are ill stay at home
- robust hand and respiratory hygiene
- enhanced cleaning arrangements
- active engagement with NHS Test and Trace
- formal consideration of how to reduce contacts and maximise distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable

3. How contacts are reduced will include:

- grouping children together
- avoiding contact between groups
- arranging classrooms with forward facing desks
- staff maintaining distance from pupils and other staff as much as possible

Prevention

1. **Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school.**

As per protocols in use and followed in school since March 2020. We need all service users and families to fully follow all advice and processes in place from the school, Public Health England and Staffordshire Health Safety and Well Being Service

2. **Clean hands thoroughly more often than usual.**

Continuing to follow the regular and thorough regime that has been established in school building on behaviour expectations around regular hand washing and helping all children, staff and parents are reasons for needing to follow these routines.

3. **Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach**

Continue to use our catch it, bin it, kill it approach which is operating in school using the tissues and pedal bins provided.

4. **Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents .**

Continuing the regime of regular cleaning of toilets and touch points and surfaces before, during and after each school day.

5. **Minimise contact between individuals and maintain social distancing wherever possible**

Our aim is always to reduce and minimise contacts between children and children, between children and staff and between staff and staff. The school will do everything possible to minimise these contacts and mixing while delivering a broad and balanced curriculum.

It will be helped by keeping the children in separate class bubbles .

12 bubbles will exist from September 2nd 2020 with 2 additional bubbles to grow as Reception children join in late September.

Staff will always aim to maintain a two meter distance from each other and from children.

Staff will always avoid close face to face contact and minimise any time spent within one meter of an individual.

Adaptations have and are being made to classrooms to support distancing. This includes seating pupils side by side and facing forwards rather than face to face in years 1-6.

Large gatherings such as assemblies or collective worship cannot take place initially, as to do so inside would increase opportunity for transmission across bubbles.

Break times and lunch times will continue to be staggered.

Staff room use will continue to be minimised and a maximum occupancy will continue to be recognised.

Start and finish of the day will continue to be staggered.

Gatherings at the school gates and otherwise coming on to the site without an appointment will not be permitted.

Supply teachers, peripatetic teachers and other temporary staff are permitted to move into and out of school, but only by strict arrangement and following control measures.

Specialists, therapists, clinicians and other support staff for pupils with SEND will provide interventions .

Children will use basic items, such as pens and pencils, which will be provided for them by the school and will NOT be shared.

Pupils will limit the amount of equipment they will bring into school each day to essential items such as coats, water bottles and lunch boxes.

Bags are allowed, but only for essential items.

6. Where necessary, wear appropriate personal protective equipment (PPE)

Current guidance and practice will continue to be followed.

7. Engage with the NHS Test and Trace process

Current guidance and practice will continue to be followed.

8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community

Current guidance and practice will continue to be followed, as per previous cases.

9. Contain any outbreak by following local health protection team advice

Current guidance and practice will continue to be followed.

Handwashing

Make sure you wash your hands properly from first thing in the morning and through the day. ***Children, parents and staff must wash their hands before leaving for school.*** Children and staff will continue to wash their hands on arriving at school and at the key points needed though the day.

It is essential that everyone washes their hands more often, using soap and water for at least 20 seconds. Hand washing with soap employs mechanical action that loosens bacteria and viruses from the skin, rinsing them into the drain. Drying hands afterwards makes the skin less hospitable to the virus. Hand sanitiser can be effective if soap is not available or the situation makes using soap less feasible (i.e. when outside) but using hand sanitiser provides none of the virus-destroying friction that rubbing your hands together and rinsing with water provides.

Who SHOULD NOT attend school?

1. **Any staff, young people and children** who are unwell with a new, continuous cough or a high temperature or a loss of, or change in normal sense of taste or smell (anosmia).
2. Staff or young people and children who have someone in their household who has coronavirus symptoms.

Social Distancing

We are advised to keep a one metre plus distance (or more) at all times. Continue to talk to your children about doing this. Take note of social distancing markers, signs and structures on arriving at school. ***MORE IMPORTANT THAN EVER TO ARRIVE ON TIME - NOT BEFORE - NOT AFTER.***

Government guidelines are asking parents to make sure that ***ONLY ONE PARENT brings their child to and from school.***

If you are in a car DO NOT PARK ON THE STAFF CAR PARK. If early, ideally stay in your car.

At all times aim to be patient and respect the needs of others and remember that social distancing is the priority, i.e. be prepared to stand back.

Government guidelines emphasise ***NO PARENTS INSIDE SCHOOL***, except in emergency circumstances and / or by prior arrangement.

All external visitors are discouraged.

Any questions, conversations needed with staff must be by phone or by email.

Mr Hayes and Mr Bright will be a visible presence on arrival and collection.

We are all in this together so please make sure we all follow these new arrangements.

Attendance

All children are expected to return to school from September 2020.

In March when the coronavirus (COVID-19) outbreak was increasing, the government made clear no parent would be penalised or sanctioned for their child's non-attendance at school.

Now the circumstances have changed and it is vital for all children to return to school to minimise as far as possible the longer-term impact of the pandemic on children's education, wellbeing and wider development.

Missing out on more time in the classroom risks pupils falling further behind. Those with higher overall absence tend to achieve less well in both primary and secondary school. School attendance will therefore be mandatory again from the beginning of the autumn term. This means from that point, the usual rules on school attendance will apply, including:

- parents' duty to secure that their child attends regularly at school where the child is a registered pupil at school and they are of compulsory school age;
- schools' responsibilities to record attendance and follow up absence
- the availability to issue sanctions, including fixed penalty notices in line with local authorities' codes of conduct

Thank you for your co -operation.

Our only interest is to keep everyone safe.

John Hayes Monday 13th July 2020

Start of day arrangements: Practical steps to reduce risk.

- Only option is a staggered start.
- IMPORTANT TO NOTE – Staff will be in their base to receive children who have been directed in.
- **PLEASE NOTE PARENTS WILL BE ABLE TO DROP THEIR OTHER CHILDREN TO THE SCHOOL OFFICE IMMEDIATELY AFTER HAVING DROPPED OFF THEIR FIRST CHILD.**
- **YOU WILL NEED TO BE PATIENT AS YOU WAIT TO HAVE THESE OTHER CHILDREN ADMITTED VIA THE FRONT DOOR-**
- **IT INVOLVES A HIGH INVESTMENT OF TIME AND STAFFING ON OUR PART AND FOR THIS WE NEED YOUR COMPLETE CO-OPERATION**
- **THIS SYSTEM TO BE REVIEWED ON September 30th 2020**

PLEASE ARRIVE ON TIME – NOT EARLY – NOT LATE.

8.50 – Year 6 on KS2 PLAYGROUND and Year2 on KS1 PLAYGROUND

9.00 – Year 4 on KS2 PLAYGROUND and Year 1 on KS1 PLAYGROUND

9.10 – Year 5 on KS2 PLAYGROUND

9.20 – Year 3 on KS2 PLAYGROUND

Please note Reception children will be joining school towards the end of September 2020.

- **8.50 a.m. Year Six** line up in the four demarcated lines on the Key Stage Two playground

and then walk in at 8.50am. Year 6 sited in the two year 6 classrooms under the direction of Mrs Taggart and Mrs Fowler. Be aware of potential danger on walking into another group on entry, especially when walking around corners. Parents OF YEAR 6 STAY BEHIND FENCE and leave – or may have already done so.

- **8.50 a.m. Year Two** line up in the four demarcated lines on the Key Stage One playground

and then walk in at 8.50am. Year 2 sited in the two year 2 classrooms under the direction of Miss Gamon and Mrs Townsley. Be aware of potential danger on walking into another group on entry, especially when walking around corners. Parents of Year Two come onto playground and remain on socially distanced line marker leaving by arrowed exit as children are instructed to go to class.

- **9.00 a.m. Year Four** line up in the four demarcated lines on the Key Stage Two playground

and then walk in at 9.00am. Year 4 sited in the two year 4 classrooms under the direction of Mrs Minton and Mrs Morgan . Be aware of potential danger on walking into another group on entry, especially when walking around corners. Parents OF YEAR 4 STAY BEHIND FENCE and leave – or may have already done so.

- **9.00am Year One** line up in the four demarcated lines on the Key Stage One playground

and then walk in at 9.00am. Year 1 sited in the two year 1 classrooms under the direction of Mrs Golby and Mrs Hughes – entering Mrs Golby’s classroom via Yellow Gate and entering Mrs Hughes’s via Year One Doorway. Be aware of potential danger on walking into another group on entry, especially when walking around corners. Parents of Year One come onto playground and remain on socially distanced line marker leaving by arrowed exit as children are instructed to go to class.

- **9.10 a.m. Year Five** line up in the four demarcated lines on the Key Stage Two playground

and then walk in at 9.10am. Year 5 sited in the two year 5 classrooms under the direction of Mrs Buckroyd and Miss Cunningham. Be aware of potential danger on walking into another group on entry, especially when walking around corners. Parents OF YEAR 5 STAY BEHIND FENCE and leave – or may have already done so.

- **9.20 a.m. Year Three** line up in the four demarcated lines on the Key Stage Two playground

and then walk in at 9.20am. Year 3 sited in the two year 3 classrooms under the direction of Mrs Holmes and Miss Casswell. Be aware of potential danger on walking into another group on entry, especially when walking around corners. Parents of Year Three come onto playground and remain on socially distanced line marker leaving by arrowed exit as children are instructed to go to class.

- JH and WB to marshal.
- Teachers and LSAs will need to be in class right from the start of the day and avoiding contact with other bubbles.

End of day arrangements

- **PLEASE NOTE PARENTS WILL BE ABLE TO COLLECT THEIR OTHER CHILDREN FROM THE SCHOOL OFFICE IMMEDIATELY AFTER COLLECTING YOUR FIRST CHILD.**
- **YOU WILL NEED TO BE PATIENT AS YOU WAIT TO COLLECT THESE OTHER CHILDREN FROM THE FRONT DOOR**

- IT INVOLVES A HIGH INVESTMENT OF TIME AND STAFFING ON OUR PART AND FOR THIS WE NEED YOUR COMPLETE CO-OPERATION
- THIS SYSTEM TO BE REVIEWED ON September 30th 2020

This is not a time to have a parental/teacher conversation. One and only focus is safe, swift dismissal.

- **2.50pm Year Two: Dismissed from Key Stage One Playground – their usual playground.**
- Teachers bring children to their relevant gates – parents queue up using the markings – teachers safely dismiss to parent. Parent and child leave school site.
- **2.50pm Year Six** – dismissed from Key Stage Two playground to parent at gate once eye contact is made.
- **3.00pm Year Four** - dismissed from Key Stage Two playground to parent at gate once eye contact is made.
- **3.00pm Year One - Dismissed from Key Stage One Playground – their usual playground.**
- Teachers bring children to their relevant gates – parents queue up using the markings – teachers safely dismiss to parent. Parent and child leave school site.
- **3.10pm Year Five** - dismissed from Key Stage Two playground to parent at gate once eye contact is made.
- **3.20pm Year Three** - dismissed from Key Stage Two playground to parent at gate once eye contact is made.

Lunch time arrangements (To be reviewed September 30th 2020)

- A number of meetings have taken place with Chartwells (our catering providers) to work out most effective way to minimise risk.
- The key thing here is that the provision below means that no child will need to go to the Hall to eat lunch.
- Designated adult from each Bubble to come to hatch to collect 'Grab and Go'-packed lunches which will be eaten in classrooms. Where there are two adults in a bubble, send one of them; where there is only one, ask for a dinner supervisor or other adult to come with food. Please note Kitchen will provide a tray, but also black bags for the disposal of left overs and wipes. Playground and wide expanse of field to be used if dry weather for outdoor picnic under supervision.
- Please note slightly shorter lunchtimes allows additional learning time to take place each day.
- Timings for collection from Kitchen:

- 11.40am Nursery and Reception
- 11.45am Year One and Two
- 11.50am Year Three and Four
- 11.55 am Year Five and Six

Lunchtime Arrangements – September 2020

	12.00 – 12.20	12.20-12.40	12.40 – 1.00	1.00 – 1.20
Eat	Y4	Y6 Y3	Y5	
	2KGa	2NT 1NH	1KGo	
Play	Y6	Y4	Y3	Y5
	2NT	2KGa	1NH	1KGo

- Staff to stay with class whilst the children commence eating. Any leftovers to be placed back in Grab and Go Pack and then placed in bin liner. Bin Liner to be left for cleaning team to dispose.

Breaktimes

Break times will be carefully managed to ensure Year Group Bubbles do not mix. Break times will be staggered. Weather permitting additional areas for Break times will be available.

When coming in from a Break time, each teacher will alert the next teacher so that they know they can move. Hand washing will be done before and after breaks and lunchtimes, as already in place since February 2020.

Staggered Break times

Stick to designated area.

KS1 Year 1 and 2-using KS1 playground.

Y2 NT - 10.00 - 10.15

Y2 KG - 10.15 - 10.30

Y1 NH - 10.30 - 10.45

Y1 KGo - 10.45 – 11.00

KS2 –USING KS2 playground which will have demarcation line down middle section splitting it in two. This will allow each class to have a separate half.

Year 6 - 10.15-10.30
Year 4 - 10.30-10.45
Year5 - 10.45-11.00
Year3 - 11.00-11.15

Note this allows classes from different areas to leave /re -enter building when adjoining year group are still in class.

Cleaning and Hygiene

Following meetings with Chartwells, who provide our cleaning service, a further updated regime of cleaning has been put in place. All frequently touched surfaces, door handles, equipment, rails, contact points and toilets will now be wiped down and cleaned thoroughly each morning before school, lunchtimes and after school. A plentiful supply of liquid soap and hot water is available. Additional hand sanitiser points have been fixed to a number of identified key places around school. Lidded pedal bins **are now in place** in every part of school for disposal of tissues. This in addition to bins already in place. Cleaning team will commence cleaning from 2.45pm each Friday afternoon to complete required regime.

Movement around school

Photographs on the website show some of the work completed to create lines and walkways to reduce contact between individuals. Arrows and signs inside school promote a 'Walk on the Left' rule throughout school.

Site examination

Resources which are not needed in all class bases have been removed, e.g. chairs, soft furnishings, toys. This increases available space in classrooms and minimizes resources that need to be wiped down and the end of each session / day.

Staffing availability

This will have to be continually reviewed day by day from September 2020 based on a number of factors including staff illness, or staffs own involvement in the test and trace process.

Uniform

Children will wear normal school uniform where possible. The school really wants to encourage this.

However no parent will feel pressure to be washing, ironing multiple uniform items particularly if this parent is a Key Worker. So **clean** school uniform where possible but otherwise clean sensible clothing and sensible footwear particularly if children have outgrown schools previously worn but now too small.

No parent or child will be questioned / challenged on this issue.

On days where children know of a timetabled PE slot full PE kit may be worn to school. This avoids the need for bringing additional clothing into and out of school.

Air Flow

Internal doors and windows will be kept open at all times where possible to promote air flow. These doors and windows are opened each morning from 7am by caretaker, Mr Petricca to maximize dispersal of possible air born virus. Emerging evidence this week from World Health Organisation of even greater importance of ventilating rooms to encourage dispersal of aerosol particles.

Pupil Mental Health and Well- Being

School will support children who:

- Have found the long period at home hard to manage.
- Have developed anxieties / worries / concerns related to Coronavirus.
- Have been bereaved in their family or wider circle of family / friends.

Children who have experienced neglect / physical abuse / emotional abuse or suffered other experiences which may be safeguarding concerns will have those concerns addressed in the usual fashion through the school's safeguarding and protection policy. Staff will, where necessary, provide lessons on mental well – being and staying safe. Pastoral activities to provide opportunities to develop and renew friendships will also take place.

PPA

PPA will return to previous usual weekly slots.

What will be taught

The full national curriculum will be re -introduced for all year groups.

Staff will focus on resocialisation in the NEW STYLE SCHOOL ROUTINE.

Exercise will take place daily with supervised non – touch walking and running games. Regular use to be made each day of marked route on each playground to encourage daily 1 km or more walk/jog or run.

Any form of individual child, whole bubble, whole year group, full school or local lockdown in the Tamworth or Staffordshire area will mean families needing to use remote learning via platforms including Purple Mash. As step – by – step guide to this process will be shared with parents following further development.

John Hayes

Headteacher

St.Gabriel's Catholic Primary School