

# High View Primary Learning Centre

## Restricted Attendance National Lockdown Opening January 20210

### Updated Version 5 -11.1.21

The document below has been written by the Headteacher (Theresa Smith) in conjunction with the School Business Manager (Tim Marsh). All details of this plan have also been sent to the relevant bodies of ECMAT to ensure that they are aware of the application of DfE guidance and Trust policies whilst paying attention to the school's own individual needs, circumstances and situation.

In completing this plan the following documents have been followed, and best endeavours to apply have been made:

- Restricting Attendance during the National Lockdown: schools; Guidance for all schools in England January 2021
- Educational and Childcare settings@ National Lockdown from 5<sup>th</sup> January: Guidance for all Early Years settings and local authorities in England.

Further documents (including ECMAT and school policies) may be added to this plan as more guidance and information is received.

Staff will begin, at the end of term, to prepare the school for the pupils. This will include reducing all unnecessary equipment, setting out tables, organising resources for the pupils and ensuring social distance markers in school and around the grounds to support social distancing.
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Health Questionnaires have been reviewed and school information updated to inform the action plans and risk assessments for staff.
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Staff to be informed that as from 5 <sup>th</sup> January everyone will be expected in school on their contracted hours based on the numbers of pupils eligible and taking a place in school.
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<b>GENERAL HEADLINE</b>			
Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
How many children will we have returning to school eligible for a place during the January National Lockdown and with the fully reopened Nursery, how will the school ensure restricted contact?	<ul style="list-style-type: none"> <li>• Publish reopening plan and related risk assessments on school website so parents are able to make an informed decision</li> <li>• Gather numbers before reopening so that necessary plans / adjustments to plans and staffing can be made</li> </ul>		

**KEY CONCERN for the number of identified Key Worker and Vulnerable: Upon seeking Key Workers and Vulnerable pupils are the numbers below of those who, at the close of 7.1.21, are taking up their places. The total at the moment of those eligible for a place is 218.**

***FS1 = 52 children (these will be staged 2 groups am, 2 groups pm)***

***FS2 = 60 children (Split into classes) RRM: 14 RJB: 17***

***Y1 = 60 children (Split into classes) 1IC: 14 IJS: 14***

***Y2 = 60 children (Split into classes) 2SO: 15 2JT: 12***

***Y3 = 60 children (Split into classes) 3MM: 11 3DW: 15***

***Y4 = 60 children (Split into classes) 4CW: 16 4WC: 12***

***Y5 = 60 children (Split into classes) 5JL: 17 5LM: 14***

***Y6 = 60 children (Split into classes) 6RD: 16 6CG: 14***

## WHOLE SCHOOL PROCEDURES

### *“How to implement protective measures in an education setting throughout lockdown January”*

1. refresh your risk assessment and other health and safety advice for children, young people and staff in light of recent government advice, identifying protective measures (such as the things listed below). Also ensure that all health and safety compliance checks have been undertaken before opening
2. organise class groups, as described in the ‘class or group sizes’ section
3. organise classrooms and other learning environments such as workshops and science labs for those groups, maintaining space between seats and desks where possible
4. refresh the timetable:
  - a. decide which lessons or activities will be delivered
  - b. consider which lessons or classroom activities could take place outdoors
  - c. use the timetable and selection of classroom or other learning environment to reduce movement around the school or building
  - d. stagger break times (including lunch), so that all children are not moving around the school at the same time
  - e. stagger drop-off and collection times
  - f. for secondary schools and colleges, consider how best to supplement remote education with some face to face support for students
  - g. plan parents’ drop-off and pick-up protocols that minimise adult to adult contact
5. in addition, childcare settings or early years groups in school should:
  - a. consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing
  - b. consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously
6. remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere
7. remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)
8. consider how children and young people arrive at the education or childcare setting, and reduce any unnecessary travel on coaches, buses or public transport where possible (guidance will shortly be published on safe travel)

### **Prevention**

- 1) Minimise contact with individuals who are unwell by ensuring that those who are required to stay at home do not attend school.
- 2) Where recommended, the use of face coverings in schools.
- 3) Clean hands thoroughly more often than usual.
- 4) Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach.
- 5) Introduce enhanced cleaning, including cleaning frequently touched surfaces often, using standard products such as detergents.

6) Minimise contact between individuals and maintain social distancing wherever possible.  
 7) Where necessary, wear appropriate personal protective equipment (PPE).  
 8) Always keeping occupied spaces well ventilated.  
 Numbers 1 to 5, and number 8, must be in place in all schools, all the time.  
 Number 6 must be properly considered and schools must put in place measures that suit their particular circumstances.  
 Number 7 applies in specific circumstances.

**Response to any infection**

9) Engage with the NHS Test and Trace process.  
 10) Manage confirmed cases of coronavirus (COVID-19) amongst the school community.  
 11) Contain any outbreak by following local health protection team advice.

Numbers 9 to 11 must be followed in every case where they are relevant.

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
1. All risk assessments, health and safety policies and compliance checks will need to be completed before reopening	These will be completed initially at Trust level (PPE, H&S etc.) and then applied to individual HVPLC circumstances. It is vital that all of these changes and new ways of working are communicated to staff and that these are then made available to parents / carers through website. Amend policies where fit for the COVID 19 Pandemic.	-Car park change due to the use for entry and exit of adults. Back gate to be open so safeguarding procedures with staff supervision followed. -Fire safety changes, including fire drills, procedures to be back to normal and communicated with new posts and signs. - First aid policy shared with training on how to use PPE correctly. (See website and document)	Continued 5.1.21

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
		<ul style="list-style-type: none"> <li>-Hand washing recap of safety measures.</li> <li>-Good respiratory hygiene through the 'catch it bin it kill it' approach.</li> <li>- Enhanced cleaning of frequently touched surfaces using the standard products provided by ENGIE.</li> <li>-Legionella checks weekly by ENGIE.</li> <li>-Use of lift for safety is addressed with 1:1 spray and wipes. Communicated to staff.</li> <li>-Based on reflection due to Covid-positive staff member, 70% alcohol wipes made available in all areas to ensure keyboards are wiped, phones are wiped.</li> </ul>	
<p>2. Organisation of class sizes and groups in accordance with all relevant guidance</p>	<p>Class organisation will be based on class bubbles and the running and size of each bubble. School will limit the movement of adults in each bubble. The bubbles will be no bigger than 30 in each.</p> <p>School to monitor any staff changes due to illness, appointment, training.</p> <p>FS1 staff to look at change of clothes from morning and afternoon, as well as resources used.</p>	<ul style="list-style-type: none"> <li>-All classes will be reduced to key worker and vulnerable pupils. Therefore, a maximum of 2 classes per year group will be used. For larger groups, use of spill areas, corridors, space 2m apart wherever possible.</li> <li>Staff to ensure throughout the day their desk/teaching area is 2m from the front of the class where the teaching area is and front rows.</li> <li>-Where possible known staff will be in these rooms for well-being of pupils. (See organisation)</li> <li>- FS1 pupils will attend morning or afternoon, staff will have separated resources from morning and afternoon,</li> </ul>	<p>January 2020</p>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
		clothes change and a thorough clean between sessions as well as wearing full PPE throughout the day, changing this where necessary and washing hands thoroughly for 20 seconds if have come into personal contact with the children.	
3. Organisation of workspaces to maintain space between desks and seats wherever possible.	<p>It will be impossible to maintain 1m+ spacing between desks given that classes are open to key worker and vulnerable pupils and the age/needs of the pupils we will have in school.</p> <p>Classrooms will have to be organised to maximise the space available and create maximum space between children, through the tables facing the front.</p> <p><b>SOCIAL DISTANCING CANNOT BE MAINTAINED WHILST WE ARE EXPECTED TO CATER FOR THE AMOUNT OF ELIGIBLE CHILDREN THAT WE HAVE IN SCHOOL. Children will be on desks and sat spaced out around them. The organisation will be based on age appropriateness within each bubble and necessary for the learning.</b></p>	<p>-Excess furniture has been removed from each learning area to be used. Corridors have also been stripped in some areas to ensure adequate space for movement and storage. Corridors may be used for pupils in the larger groups to spread out.</p> <p>-Seats and tables have been split to provide space between the children.</p> <p>-Children will remain at the same desks where applicable and necessary. If there is movement within class based on age, the desks will be regularly wiped down.</p> <p>-All groups will remain in the same learning area.</p> <p>- Y1-Y6 will have individual resource packs to reduce contamination.</p> <p>-Pupils at times will eat dinner in these rooms, only FS in the hall but one class at a time.</p> <p>-All rooms which are in use will be ventilated throughout the day. When pupils are out of class windows to be open</p>	January 2021

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
		fully to allow the ventilation and then adjusted for comfort when the pupils are in class but will remain ventilated at all times.	
4. Refresh the timetable	<p>Daily timetable will have a focus on ensuring that the learning at home is identical to the learning taking place in school. Staff will ensure the same timetable remains for the coverage of broad and balanced curriculum so the pupils continue to access the learning expected.</p> <p>Cloakrooms – staff to support pupils in the area as could be a hot spot. One at a time in the area to avoid contact. Outdoor learning will be considered wherever possible but the reality is that this will not be an option all of the time due to the staggered breaks and lunches.</p> <p>Timetables for the day will be carefully designed to ensure that there will be minimum contact / crossover between groups and their movement between spaces. No hall assemblies will be completed during this time. These will not be staggered; they will be conducted with the adults in their room and through Zoom assemblies.</p> <p>Break times and lunch times will be staggered. These timetables will be designed and shared with staff and parents /carers, to ensure transparency in all aspects of the return to school.</p>	<p>-Day organisation is in place with breaks, lunch, areas to be used. Outdoor areas to be timetabled.</p> <p>One member of staff to be on the door supervising entry and exit, and one in class.</p> <p>-Staff to communicate with other year groups through phone to reduce transitory contact.</p> <p>-Due to the significant number of pupils we have in school, all staff are in school. They are spreading their time between live lessons both for in-school and remote learners as well as accessing the learning platform and supporting/commenting on the work. This is on a rota within the school working day.</p> <p>Timetables are in place, designated areas are also assigned to each group.</p> <p>-See organisation of entry and exit plans for each year group with staggered times.</p>	January 2021

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	<p>In terms of staggered starts and finish times, we will be providing these to avoid congestion. However, as we do have a large number of entry points into buildings, we will make maximum use of these to ensure social distancing. A system will be implemented around school buildings to ensure safety. PARENTS AND CARERS WILL NOT BE PERMITTED ACCESS unless by appointment or emergency. They will be expected to follow the same hand hygiene routine and wear face protection.</p>	<p>-Car park is to be used as a pedestrian access during 8.15-9.30 am and 2.45-3.45 pm; communicated to ENGIE/ISS for deliveries that car park is closed during the above times.</p> <p>These areas will be highlighted by tape and barriers, signs up for direction. Staff to come into the school building, complete hygiene routine and go straight to their bubble.</p> <p>Pupil/parents with blue badges will have to collect and drop off when the car park is open so their times will be different, or park on the street and walk down.</p> <p>Key worker pupils who may need flexible times, i.e. morning for drop off, will be allowed entry after 8.30 and go straight to their classrooms.</p>	
5. EYFS settings and classrooms	Please see the individual plans below for actions relevant to FS1 and FS2		
6. Removal of unnecessary items from classrooms	Please see the individual plans below with reference to individual classrooms		
7. Remove soft furnishings	Please see the individual plans below with reference to individual classrooms		
8. Arrival and exit procedures	Parents will have a system when they come down the path to drop children off at the designated doors (see	-See organisation of entry and exits for each year group.	January 2021



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	<p>the group plan). They will then walk up the cordoned off exit across the car park to reduce numbers on the path. Parents told not to gather at bottom of school path/outside the classroom doors to allow everyone to access school grounds safely and not have to pass crowds.</p> <p>Limited adults on site (1 per child), children to be encouraged to walk to top and meet at gates. The school car park will not be accessible to vehicles from 8:15am – 9:30am and again from 2:45pm – 3:45pm as the car park will be a path out of school.</p>	<p>-Parents will have letters sent out to inform.</p> <p>- School to use video tours to add additional support before school reopens.</p> <p>-School is asking all visitors on site to wear face coverings.</p>	
Staff or children showing signs of COVID 19 / Confirmed case of COVID 19 and testing	Follow guidance as stated in “Coronavirus (COVID-19) : implementing protective measures in education and childcare settings”	<p>Allocate a space for any person showing symptoms.</p> <p>Communicate the procedures clearly to staff.</p> <p>Decision to be made by leaders for allocating a test dependent on the child’s vulnerability and staff member.</p>	January 2021

### FOUNDATION STAGE 1

*“For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.”*

*“In addition, childcare settings or early years groups in school should:*

- consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing*
- consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously”*

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<p>FS1 provision will be offered a morning or afternoon session. FS1 children to be split into 2 groups to allow safe opening in line with current guidelines stating the whole setting be open to all pupils.</p>	<p>They will be using their Foundation classroom in the morning and in the afternoon. It will be cleaned at the end of the morning session, resources removed to be cleaned and new resources added for the new afternoon bubble. Equipment to be named for each session, packs made up for creative, glue sticks etc. Same large equipment for groups to be organised, wiped down between groups and throughout the morning where possible using the spray provided.</p> <p>Toilet: The children will be using the three toilets in the unit. These will be wiped down, children supported to wash hands for 20 seconds and handles wiped down.</p>	<p>See class organisation. Resources to be organised for each session. These will be cleaned daily and only used by their named group. Staff will have own resources e.g. pens. Spray and wipes to be available at all times. Enhanced cleaning: resources, such as books, toys and equipment, can be used and shared within their group; these should be cleaned regularly, along with all frequently touched surfaces.</p>	<p>January 2021</p>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
		Adults to have images of how to wash hands and resources to support.	
<p>In line with past DFE guidance <i>“remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)”</i> This has changed in Sept 17<sup>th</sup> Guidance, and now, based on the importance of delivery of education, can be used as long as they remain in the bubble and wiped frequently.</p>	<p>Further guidance is to be received regarding preparing EY; in previous guidance it stated: ALL soft furnishings (rugs, cushions, fancy dress etc.) should be removed from the setting. We are awaiting further updated guidance. However, with a common sense approach the setting will have a reduced soft furnishing resource due to the cross contamination, and any soft furnishings in the setting will be changed for each group. School has reduced a number of items and now have easily wipeable resources to support the learning and provision.</p>	<p>Limited soft furnishings and fancy dress available. Toys sorted so that only those easy to clean are available for the children to use. These will be split between the 2 sessions. Essential resources only to be out for the impact of learning and development. Outdoor playground equipment will be split between the two sessions and frequently wiped throughout the session as well as hand washing before and after they go out for outdoor play, to reduce the contamination.</p>	<p>January 2021</p>
<p>With regards to indoor equipment</p> <ul style="list-style-type: none"> <li>• <i>remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</i></li> <li>• <i>remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</i></li> </ul>	<p>As part of classroom preparation staff need to pay careful attention to this guidance and any subsequent guidance that will be released for EYFS settings. Staff will need to consider how easily equipment and resources can be cleaned to ensure that it <i>“is appropriately cleaned between sessions.”</i> The cleaning of this equipment will need to form part of discussion with cleaning team. It may be that there has to be four sets of resources which are limited to each of the groups of children (we will need to determine how realistic this expectation is).</p>	<p>There will be two sets of easy to clean equipment, in line with government guidance, allocated to each session.</p> <p>Communication with ENGIE/ relevant staff to support the extra cleaning, e.g. wiping down hot spots, cleaning equipment, refreshing the spray etc.</p>	<p>January 2021</p>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<p>With regards to outdoor equipment  <i>“consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously”</i></p>	<p>Outdoor equipment to be split into the sessions with one set allocated to each of the sessions</p> <ul style="list-style-type: none"> <li>• AM1</li> <li>• PM2</li> </ul> <p>Staff must be very clear about what equipment is to be used for each session.            Cleaning of outdoor equipment to be discussed.</p>	<p>All static outdoor wooden equipment will not be used. These will be taped off.</p> <p>Equipment allocated for each session and staff to clean thoroughly after use and spray throughout the session.</p> <p>Essential hand washing also to take place before and after play.</p> <p>There will be individual sand or water available where necessary (SEND).</p>	<p>January 2021</p>
<p>Ensure that drop off and pickups are completed safely and in a way that minimises contact between adults.  <i>“plan parents’ drop-off and pick-up protocols that minimise adult to adult contact”</i></p>	<p><b>NO PARENTS OR CARERS ARE TO BE ALLOWED ENTRY TO THE FOUNDATION STAGE 1 CLASSROOM</b></p> <ul style="list-style-type: none"> <li>• 2m x marks for parents to stand when dropping off and collecting for FS1 pupils.</li> <li>• Parents will not be allowed entry to classroom as part of normal settling routine. This will be communicated to parents beforehand with clear explanation as to why.</li> <li>• One member of staff on door and one with children to ensure safe entry / exit.</li> </ul>	<p>Parents to enter and exit via main gate at designated time using the main path. For the morning session, the gate opens at 8.30 and parents walk down and hand over on playground as they do when they are collected. In the afternoon parents are met at the school gate and children walk with adults.            At home time pupils will have coats on ready and have activity on carpet to reduce time being collected so</p>	<p>January 2021</p>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
		reducing time adults on site and waiting.	
Decision to be made whether sessional times will be maintained or changes needed to ensure safety of all.	It may be that finish time of morning session and start time of afternoon session are altered slightly to ensure that necessary cleaning can take place over lunch time (see timetable plans).	Due to staffing and risk assessment, school will ensure the children have 3 hours of schooling based on similar times to normal.	January 2021
Ensure clear guidance around use of PPE particularly for intimate care and first aid	There is guidance provided in the document <i>'Implementing protective measures in education and childcare settings'</i> , which will be shared. Further policy will be forthcoming from ECMAT. All documents and relevant risk assessments will need to be shared with staff and regularly reviewed to ensure safety of all involved. PPE supplies have been purchased and direction as to use will be provided by guidance stated above.	All staff will wear a face mask/visor, to add further protection for the children. FS1 and FS2 staff will wear aprons.  Any staff providing intimate care will wear masks, gloves and aprons. These will be disposed of immediately after use.	January 2021
Will sand, water and dough still be permitted within EYFS settings?	There is no mention of these elements in the current guidance so we will await the specific direction around safely opening EYFS settings. However, the use of playdough will be on an individual basis so as not to cross-contaminate when playing. Water will be used in the provision and changed 4 times a day to limit contamination. We will not be using sand at the moment.	Individual resources of playdough where necessary for child's needs. Playdough to be labelled with names. Water to be used in provision and changed regularly throughout the day.	January 2021
Ensuring that all rooms, resources and surfaces are cleaned between groups of children using and clear ventilation throughout each session and when pupils leave and before entering.	Discussions with teaching and cleaning team to ensure: <ul style="list-style-type: none"> <li>• End of each session all surfaces and high use areas are cleaned to correct standards</li> <li>• Sets of resources are switched to ensure that they are provided to correct children as planned in organisation of room</li> </ul>	Staff will have cleaning products to wipe surfaces and resources frequently throughout the day. Staff will clean after session ends. ENGIE will clean at the start of each day and a cleaner to come at end of	January 2021

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.</p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents.</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p>	<ul style="list-style-type: none"> <li>• Teaching staff will not be expected to clean routinely but there should be an element where, if needed during session, it can be done safely and within realistic expectations.</li> <li>• Staff to ensure a change of clothes for the second session.</li> <li>• Phones to be wiped down and keyboard to be wiped when other staff are using them.</li> </ul> <p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms and shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it</li> </ul> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining the distance between individuals.</p>	<p>morning session for afternoon bubble.</p> <p>All resources will be allocated to a specific group and will remain with them.</p> <p>Windows open for ventilation.</p> <p>Only essential items to be sent home, which contribute to the education and development of the pupils.</p>	
<p>Settings have the flexibility to decide how organised sessions for</p>	<ul style="list-style-type: none"> <li>• playing instruments and singing in groups should take place outdoors wherever possible</li> </ul>	<p>Based on the numbers of pupils who take up their place, singing will be</p>	<p>January 2021</p>

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<p>music, dance and drama will be provided to children attending the setting while following the measures in the system of controls.</p>	<ul style="list-style-type: none"> <li>• if indoors, use a room with as much space as possible, for example, larger rooms - rooms with high ceilings are expected to enable dilution of aerosol transmission</li> <li>• if playing indoors, social distance each child 2 metres apart</li> <li>• limit the numbers to account for ventilation of the space; it is important to ensure good ventilation - advice on this can be found in 'air conditioning and ventilation during the coronavirus outbreak'</li> <li>• singing should not take place in larger groups, such as choirs and ensembles, unless significant space and natural airflow (at least 10l/s/person for all present)</li> </ul>	<p>kept to outside, and within the setting only doing it if you can maintain the 2m distance. If indoors, rooms well ventilated to ensure safety measures, and the classroom does have high ceilings in the FS1 unit.</p>	
<p>Staffing levels need to be legal under the supervision ratios detailed in EYFS guidance</p>	<p>There will be at least two staff in each morning and afternoon session for FS1. Any SEN needs will be met by additional staff where required.</p>	<p>Appropriate level of staff in each session to support the pupils.</p>	<p>January 2021</p>

## FOUNDATION STAGE 2

*“For children in early years settings, the staff to child ratios within Early Years Foundation Stage (EYFS) continue to apply as set out here, and we recommend using these to group children.”*

*“In addition, childcare settings or early years groups in school should:*

- consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing*
- consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously”*

***THE INFORMATION IN THE TABLE BELOW IS BASED UPON THE ASSUMPTION THAT LIMITED NUMBER OF CHILDREN WILL RETURN. DYNAMIC ASSESSMENTS MAY BE REQUIRED IF THIS IS NOT THE CASE. HOWEVER, DYNAMIC ASSESMENTS MUST STILL FOLLOW THE GUIDANCE SET OUT BY THE DFE AND GOVERNMENT IN REDUCING AND MINIMISING CONTACT BETWEEN GROUPS OF CHILDREN AND STAFF.***

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<p>FS2 children to be in class bubbles to ensure all pupils are back in education to allow safe opening in line with current guidelines</p> <p>These classes will be taught as classes.</p> <p>The FS2 children will be in their own classrooms and if larger groups, use of outdoor provision and spill out areas.</p> <p>Ensure good respiratory hygiene by promoting the ‘catch it, bin it, kill it’ approach</p>	<p>Both bubbles will be open to key worker and vulnerable pupils. They will have appropriate resources in their rooms to access the curriculum.</p> <p>The ‘catch it, bin it, kill it’ approach continues to be very important, so schools must ensure that they have enough</p>	<p>Based on the numbers the classes will be kept at classes. Pupils in each group with a familiar member of staff wherever possible.</p> <p>See room organisation.</p> <p>All rooms have tissues/bins, posters,</p>	<p>January 2021</p>



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<p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms and shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it</li> </ul> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be achieved through keeping groups separate (in 'bubbles') and through maintaining the distance between individuals.</p>	<p>and staff supporting good hygiene, especially with the younger pupils.</p> <p>All classrooms, areas and corridors have sprays for cleaning and antibacterial hand sanitizer to be used for wiping areas.</p> <p>Toilets are monitored and hand washing supported for FS pupils.</p> <p>In terms of reducing contact, school will keep the current class bubbles due to their size.</p>	
<p>Toilets and handwashing</p>	<p>Pupils will be using the normal toilets. They will be supervised, and staff will need to monitor the children toileting to reduce the risk of mixing and ensure no more than 1 at a time using them. Both classrooms have a sink in them and washing facilities. The wet rooms will also be split into two for the two classes using them. There will be no "free flow" to toilets and staff in each of the classrooms will have to establish rules with the children about accessing toilets and hand washing. Wet rooms to have dividers up to reduce mixing of pupils.</p>	<p>Toilets, sinks and wet room sinks will be sprayed after each individual use.</p> <p>Pupils and staff will clean hands thoroughly and often with soap or hand sanitizer. Staff will continue to support pupils in this.</p> <p>Pupils will continue to wash hands upon entry into school, when they return from breaks, if</p>	<p>January 2021</p>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
		they change rooms/areas and before and after eating.	
<p>In line with DFE guidance <i>“remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)”</i>  This has changed in Sept 17<sup>th</sup> Guidance, and based on the importance of delivery of education, can now be used as long as they remain in the bubble and wiped frequently.</p>	<p>However, with a common sense approach the setting will have a reduced soft furnishing resource due to the cross-contamination, and any in the setting will be changed for each group.  School has reduced a number of items and now have easily wipeable resources to support the learning and provision.</p>	<p>Limited soft furnishings and fancy dress available.  Toys sorted so that only those easy to clean are available for the children to use. These will be split between the two classes.</p>	<p>January 2021</p>
<p>With regards to indoor equipment</p> <ul style="list-style-type: none"> <li>• <i>remove unnecessary items from classrooms and other learning environments where there is space to store it elsewhere</i></li> <li>• <i>remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)</i></li> </ul>	<p>As part of classroom preparation staff need to pay careful attention to this guidance and any subsequent guidance that will be released for EYFS settings.  Staff will need to consider how easily equipment and resources can be cleaned during the lunchtime break to ensure that it <i>“is appropriately cleaned between groups of children using it”</i>.  The cleaning of this equipment will need to form part of discussions with cleaning team.  It may be that there has to be two sets of resources which are limited to each of the groups of children (we will need to determine how realistic this expectation is).  Classroom based resources, such as books and games, can be used and shared within the group; these should be cleaned regularly, along with all frequently touched surfaces.</p>	<p>Each class have own equipment for their provision.  Communication with ENGIE/ relevant staff to support the extra cleaning, e.g. wiping down hot spots, cleaning equipment, refreshing the spray etc.  Essential resources only to be out for the impact of learning and development.  Only essential items to be sent home, which contribute to the</p>	<p>January 2021</p>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	Pupils and teachers can take books and other shared resources home, although unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development.	education and development of the pupils.	
With regards to outdoor equipment <i>“consider how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously”</i>	Outdoor equipment to be split into two sets with one set allocated to each of the two groups. The two groups will have their own outdoor space time allocated but this will be discussed with the team for a further timetable for outdoor learning for these pupils across whole school. Cleaning of outdoor equipment to be discussed. Outdoor playground equipment should be more frequently cleaned. This would also apply to resources used inside and outside. Resources that are shared between groups, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.	Outdoor equipment to be cleaned daily and sprayed regularly. No sharing of equipment across the bubbles, and if during the PE sessions equipment is needed across school, it MUST be cleaned meticulously and left for 72 hours.	January 2021
Settings have the flexibility to decide how organised sessions for music, dance and drama will be provided to children attending the setting while following the measures in the system of controls.	<ul style="list-style-type: none"> <li>• playing instruments and singing in groups should take place outdoors wherever possible</li> <li>• if indoors, use a room with as much space as possible, for example, larger rooms - rooms with high ceilings are expected to enable dilution of aerosol transmission</li> <li>• if playing indoors, social distance each child 2 metres apart</li> <li>• limit the numbers to account for ventilation of the space; it is important to ensure good ventilation -</li> </ul>	Based on the numbers who take up their place, singing will be kept to outside, and within the setting only doing it if you can maintain the 2m distance. If indoors, rooms will ventilated to ensure safety measures.	January 2021

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	<p>advice on this can be found in 'air conditioning and ventilation during the coronavirus outbreak'</p> <ul style="list-style-type: none"> <li>singing should not take place in larger groups, such as choirs and ensembles, unless significant space and natural airflow (at least 10l/s/person for all present)</li> </ul>		
<p>Ensure that drop off and pickups are completed safely and in a way that minimises contact between adults. <i>"plan parents' drop-off and pick-up protocols that minimise adult to adult contact"</i></p>	<p><b>NO PARENTS OR CARERS ARE TO BE ALLOWED ENTRY TO THE CLASSROOM IN USE, CLOAKROOM OR ENTRANCE HALL</b></p> <ul style="list-style-type: none"> <li>Pupils will be asked to bring a coat/packed lunch so we can reduce the room used in the cloakroom.</li> <li>Parents will use the main path to enter the site and stay on the Foundation playground.</li> <li>Children will be invited down to their specific class to enable social distancing whilst parents stand on the designated 2m distancing lines. Parents will not come into the building.</li> <li>Home time: parents will again use the 2m distancing lines. Staff will invite the parent to the door to receive their child. They will then leave via the main path.</li> <li>Parents will not be allowed entry to classroom as part of normal settling routine. This will be communicated to parents beforehand with clear explanation as to why.</li> <li>One member of staff on door and one with children to ensure safe entry / exit</li> </ul>	<p>See organisation of entry and exit and the letter sent to parents providing information for location of specific groups. Videos have been shared since September and remain on the school website.</p>	<p>January 2021</p>
<p>Decision to be made whether sessional times will be maintained or changes needed to ensure safety of all.</p>	<p>Sessional times will be looked at and reviewed as part of a whole school approach. These will be clearly communicated to staff and parents before term ends; the phased start and end time will be shared with parents.</p>	<p>See organisation of drop off and pick up procedures and timings.</p>	<p>January 2021</p>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
Lunchtimes and bringing large amounts of children together	The two groups of children will remain separate for lunch and will form part of the staggered lunchtime approach that will be implemented for the whole school. The two classes will remain separate for break and lunchtimes and will be supervised within their designated area at morning break and afternoon break. They will use the dining hall for lunch due to lack of tables and chairs in the classroom. They will have separate times in the hall (staff may need to be included on lunchtime supervision rota to ensure safety and correct supervision levels).	See organisation of lunchtime and playtimes. Specific dinner ladies to be allocated a class which will be the same each day where possible.	January 2021
Ensure clear guidance around use of PPE particularly for intimate care and first aid	There is guidance provided in the document <i>'Implementing protective measures in education and childcare settings'</i> , which will be shared. Further policy will be forthcoming from ECMAT. All documents and relevant risk assessments will need to be shared with staff and regularly reviewed to ensure safety of all involved. PPE supplies have been purchased and direction as to use will be provided by guidance stated above.	All staff will wear a face mask/visor to add further protection for the children. FS1 and FS2 staff will wear aprons.  Any staff providing intimate care will wear masks, gloves and aprons. These will be disposed of immediately after use and masks thoroughly cleaned.	January 2021
Will sand, water and dough still be permitted within EYFS settings?	There is no mention of these elements in the current guidance so we will await the specific direction around safely opening EYFS settings. However, playdough will be used on an individual basis so as not to cross-contaminate when playing. Water will be used in the provision and changed 4 times a day to limit contamination. We will not be using sand at the moment.	Individual resources of playdough where necessary for child's needs. Playdough to be labelled with names. Water to be used in provision and changed	January 2021

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
		regularly throughout the day.	
Ensuring that all rooms, resources and surfaces are cleaned between groups of children using	<p>Discussions with teaching and cleaning team to ensure:</p> <ul style="list-style-type: none"> <li>• End of each session all surfaces and high use areas are cleaned to correct standards</li> <li>• Teaching staff will not be expected to clean routinely but there should be an element where, if needed during session, it can be done safely and within realistic expectations.</li> <li>• A clear focus of wiping equipment adults use during PPA/management or daily use – phones, keyboards etc.</li> </ul>	<p>There will be no change of class throughout the day. The rooms will be sprayed regularly throughout the day and will be thoroughly cleaned before children arrive.</p> <p>For larger groups, use of outdoor and spill areas to reduce contact.</p>	January 2021
Staffing levels need to be legal under the supervision ratios detailed in EYFS guidance	<p>Staff for FS2 will be looked at as part of the whole school timetabling. All classes will be taught by a qualified teacher, and for times when teachers are not in class, will be covered by appropriately skilled members of staff. For planning and preparation time, teachers will be working outside the classroom as a means of support.</p>	<p>All classes will have at least 2 staff members. Extra staff will be allocated where SEN needs are required.</p>	January 2021

## YEAR 1 – YEAR 6 Classrooms

*“It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff, where possible, only mix in a small, consistent group and that small group stays away from other people and groups.*”

*“Classes will remain in their classes with one teacher (and, if needed one teaching assistant) ... Desks should be spaced as far apart as possible facing the front where appropriate.*”

***“THE INFORMATION IN THE TABLE BELOW IS BASED UPON THE ASSUMPTION THAT ALL KEY WORKER AND VULNERABLE CHILDREN WILL RETURN. DYNAMIC ASSESSMENTS MAY BE REQUIRED IF THIS IS NOT THE CASE. HOWEVER, DYNAMIC ASSESMENTS MUST STILL FOLLOW THE GUIDANCE SET OUT BY THE DFE AND GOVERNMENT IN REDUCING AND MINIMISING CONTACT BETWEEN GROUPS OF CHILDREN AND STAFF.*”**

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<p>Setting up the classroom(s) to ensure that all DfE and government guidance is adhered to.  <i>“remove soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts)”</i>  <i>“Desks should be spaced as far apart as possible”</i></p>	<p>Further guidance is to be received regarding preparing EY settings. ALL soft furnishings (rugs, cushions, fancy dress etc.) should be removed from the setting and all stored until the time comes when they can be reinstated.</p> <p>Throughout school desks should be spaced as far apart as is possible given the number of children and the space available. Depending on the age of the pupils and educational needs, mostly the pupils will be sitting facing the front. Staff to ensure that there is at least 2m distance from their teaching desk/area at front of the class.</p> <p>Equipment and resources are integral to education in schools. For individual and very frequently used equipment, such as pencils and pens, it is recommended that staff and pupils have their own items that are not shared. Classroom based resources, such as books and games, can be used and</p>	<p>All classes will have appropriate number of staff.</p> <p>Tables are organised to support the 2m/ 1m+ ruling and will move around age and need dependent within each bubble.</p> <p>All excess furniture has been removed from each of the rooms.</p> <p>Limited soft furnishings allowed in rooms and excess has been</p>	<p>January 2021</p>

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	<p>shared within the group; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between groups, such as sports, art and science equipment, should be cleaned frequently and meticulously and always between groups, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by different bubbles.</p>	<p>removed from the rooms.</p> <p>Easy to clean equipment has been allocated to each group for the KS1 pupils and for KS2 pupils it has been removed.</p> <p>All areas and equipment will be sprayed frequently throughout the day and cleaned thoroughly before children arrive the next day.</p> <p>If PE /science/art equipment needs to be shared across bubbles, it MUST be cleaned meticulously and left for 48 hours, or 72 hours if plastic.</p>	
<p>Year groups are now in class bubbles to avoid cross contamination.</p>	<p>The classes will need to be in their own classrooms to accommodate the class following guidance (this is working on the assumption that the allocated number of pupils take up their places).</p> <p>In Key Stage 2 year groups will now use the normal toilets for boys and girls for that year group. Within each toilet</p>	<p>Please see letter to parents for organisation of individual groups.</p>	<p>January 2021</p>



Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
<p>Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach</p> <p>Introduce enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents</p> <p>Minimise contact between individuals and maintain social distancing wherever possible.</p>	<p>block there will be a designated toilet for each class. In Key Stage 1 each class will have their own toilet and within the block there will be a designated well-signed male and female toilet. Staff will need to monitor the children toileting to reduce the risk of mixing, and <b>no more than 1 at a time</b> using them. All KS2 classrooms have a sink in them and washing facilities. The wet rooms will also be split into two for the two teams using them. There will be no 'free flow' to toilets and staff in each of the classrooms will have to establish rules with the children about accessing toilets and hand washing. Wet rooms to have dividers up to reduce mixing of pupils.</p> <p>The 'catch it, bin it, kill it' approach continues to be very important, so schools must ensure that they have enough tissues and bins available in the school to support pupils and staff to follow this routine.</p> <p>Putting in place a cleaning schedule that ensures cleaning is generally enhanced and includes:</p> <ul style="list-style-type: none"> <li>• more frequent cleaning of rooms and shared areas that are used by different groups</li> <li>• frequently touched surfaces being cleaned more often than normal</li> <li>• toilets will need to be cleaned regularly and pupils must be encouraged to clean their hands thoroughly after using the toilet - different groups being allocated their own toilet blocks could be considered but is not a requirement if the site does not allow for it</li> </ul> <p>The overarching principle to apply is reducing the number of contacts between children and staff. This can be</p>	<p>Toilets will be sprayed by a staff member after each individual use.</p> <p>Only 1 child to use the toilet at any time.</p>	

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
	achieved through keeping groups separate (in 'bubbles') and through maintaining the distance between individuals.		
Settings have the flexibility to decide how organised sessions for music, dance and drama will be provided to children attending the setting while following the measures in the system of controls.	<ul style="list-style-type: none"> <li>• playing instruments and singing in groups should take place outdoors wherever possible</li> <li>• if indoors, use a room with as much space as possible, for example, larger rooms - rooms with high ceilings are expected to enable dilution of aerosol transmission</li> <li>• if playing indoors, social distance each child 2 metres apart</li> <li>• limit the numbers to account for ventilation of the space; it is important to ensure good ventilation - advice on this can be found in 'air conditioning and ventilation during the coronavirus outbreak'</li> <li>• singing should not take place in larger groups, such as choirs and ensembles, unless significant space and natural airflow (at least 10l/s/person for all present)</li> </ul>	Based on the numbers of pupils who take up their place, singing will be kept to outside, and within the setting only doing it if you can maintain the 2m distance. If indoors, rooms will be ventilated to ensure safety measures.	January 2021
Playground and equipment both inside and out	Each bubble will have own resources/games and activities to use when outside. These are sprayed and wiped, pupils wash hands before play and after through soap and water or 70% antibacterial gel.	Each group will be allocated their own set of equipment which will be sprayed and cleaned regularly. Children will each have their own set of equipment e.g. pencils, pens, rubber, etc. which will stay with them throughout the day. This will be sprayed regularly.	January 2021

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
Lunchtime	<p>The year groups of children will remain separate for lunch and will form part of the staggered lunchtime approach that will be implemented for the whole school. The classes will remain separate for break at lunchtime and will be supervised within their own outdoor area. (Staff may need to be included on lunchtime supervision rota to ensure safety and correct supervision levels). School will be eating in own class bubbles and food delivered to the class.</p>	<p>All year groups are now eating their lunch in class to reduce contact. ISS have produced Bento boxes which ensure we can provide a hot meal. See lunch time and playtime organisation.</p> <p>Staff in each group to supervise playtime. Lunchtime staff to supervise lunch.</p>	January 2021
Entry and exit points	<p>Entry and exit points will form part of the whole school approach and implementation of a one way system around school. This guidance will be shared with staff and parents and carers before the reopening on 1 September.</p>	<p>Each year group has an entrance and exit route which has been describe and explained in communications (see letters). Parents will use social distancing lines outside of school and designated areas where the children will be greeted by a staff member. Parents will then exit via the designated path,</p>	January 2021

Issue	Additional information and proposed actions	Actions applied / confirmed	Action completed by / Date agreed /
		<p>again supervised by staff.</p> <p>This will be reversed when collecting children.</p> <p>Some KS2 parents will be asked to leave and meet their child at the gate.</p> <p>Please see organisation plan for year groups and classrooms.</p>	
<p>Ensure clear guidance around use of PPE particularly for intimate care and first aid</p>	<p>There is guidance provided in the document <i>‘Implementing protective measures in education and childcare settings’</i>, which will be shared.</p> <p>Further policy will be forthcoming from ECMAT.</p> <p>All documents and relevant risk assessments will need to be shared with staff and regularly reviewed to ensure safety of all involved.</p> <p>PPE supplies have been purchased and direction as to use will be provided by guidance stated above.</p>	<p>All staff will wear a face mask/visor to add further protection for the children. FS1 and FS2 staff will wear aprons.</p> <p>Any staff providing intimate care will wear masks, gloves and aprons. These will be disposed of immediately after use.</p>	<p>January 2021</p>