



Hindley Junior and Infant School

Whole School reopening plan following COVID-19
partial re-opening

Summary

- All children and staff will be returning to school for the academic year 2020-21.
- School procedures have been amended to reduce the risk of COVID-19 transmission amongst the school community.
- Risk assessments and school procedures will be regularly reviewed in line with Public Health England, Department of Education and Wigan Council recommendations.

Date: 25th August 2020

1. Actions we are implementing to reduce the risk of transmission

a) A requirement that people who are ill stay at home

- If anyone in the school becomes unwell with a new and persistent cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).
- If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10 day isolation period from the day they develop symptoms.
- Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.
- If a child is awaiting collection, they should be moved, to the pool changing area and sit on a chair. Office staff will supervise from at least 2m away and PPE (face covering and gloves) is to be worn until they are collected. If they need to go to the toilet, they will use the disabled toilet in the changing area while waiting to be collected. The toilet must be cleaned and disinfected using standard cleaning products before being used by anyone else (Steven H/Debbie/external cleaner). Office staff to inform 'cleaners' ASAP if required.
- Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves
- Everyone must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser after any contact with someone who is unwell. The area around the person with symptoms must be cleaned with normal household bleach after they have left to reduce the risk of passing the infection on to other people.

b) Robust hand and respiratory hygiene

- Children & Staff MUST clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
- Teachers educate the children around the dangers of ingesting hand sanitizer regularly and appropriately.
- If necessary, smaller children and pupils with complex needs may need to be helped/supervised to ensure they clean their hands properly.
- The 'catch it, bin it, kill it' approach continues to be very important. The e-Bug coronavirus (COVID-19) website contains free resources for schools, including materials to encourage good hand and respiratory hygiene. Educate and remind the children appropriately.
- Ensure tissues and bins are in each classroom. See Steven Hyde.
- Face coverings for children will NOT be allowed because misuse may inadvertently increase the risk of transmission.
- Public Health England does not recommend the use of face coverings for staff. They are not required in schools as pupils and staff are mixing in consistent groups, and because misuse may inadvertently increase the risk of transmission. There may also be negative effects on communication and thus education. **However, if staff would like to wear a visor style face covering then the school fully support their individual decision.**

c) Enhanced cleaning arrangements

- [REDACTED] and [REDACTED] have a thorough cleaning regime in place.
- Extra, external cleaning contractor is cleaning hot spots/toilets mid-day.
- Cleaning spray and cloth will be left in each classroom for staff to wipe down surfaces throughout the day if needed. See Steven Hyde.
- Anti-bacterial wipes in toilets to wipe down surfaces before and use if individuals want to.
- Children & Adults MUST clean their hands with soap and water after using the toilet.

d) Active engagement with NHS Test and Trace

- Staff members and parents/carers understand that they will need to be ready and willing to:
 1. Book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms, and must be sent home to self-isolate if they develop them in school.

2. Provide details of anyone they or their child have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test and Trace
 3. Self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19)
- Schools should ask parents and staff to inform them immediately of the results of a test.
 - If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.
 - If someone tests positive, they should follow the ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’ and must continue to self-isolate for at least 10 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. This is because a cough or anosmia can last for several weeks once the infection has gone. The 10-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.
 - School will contact the local health protection team if someone tests positive. This team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace. The school will then work closely with the health protection team. The health protection team will provide definitive advice on who must be sent home.
 - If someone in a class or group that has been asked to self-isolate develops symptoms themselves within their 14-day isolation period they should follow ‘stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection’. They should get a test.
 - if the test delivers a negative result, they must remain in isolation for the remainder of the 14-day isolation period. This is because they could still develop the coronavirus (COVID-19) within the remaining days.

- If the test result is positive, they should inform their setting immediately, and should isolate for at least 10 days from the onset of their symptoms (which could mean the self-isolation ends before or after the original 14-day isolation period). Their household should self-isolate for at least 14 days from when the symptomatic person first had symptoms, following 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection'
- The government guidance states that Schools should not request evidence of negative test results or other medical evidence before admitting children or welcoming them back after a period of self-isolation. **However, as a school we will be requesting evidence before allowing someone to return to school.**

e) Reducing contacts & maximising distance between those in school wherever possible and reasonably practical

- Children stay in class-sized bubbles as much as possible.
- Minimising adults working across year groups. Gov guidance states that all teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the school timetable. We have minimized this, but where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults.
- Ideally, adults should maintain 2 metre distance from each other, and from children. We know that this is not always possible, particularly when working with younger children, but if adults can do this when circumstances allow that will help.
- In particular, adults should avoid close face-to-face contact and minimise time spent within 1 metre of anyone as much is practically possible whilst teaching. When working with children, try to work side-to-side as opposed to face-to face. Children sit in rows where possible.
- **For children old enough, they should also be supported to maintain distance and not touch staff and their peers where possible.** This will not be possible for the younger children and some children with complex needs; doing this some of the time, will help.
- Class bubbles should be kept apart as much as possible. Large gatherings such as assemblies or collective worship are postponed until further notice. **Children discouraged from playing with children from other year groups at playtimes and lunchtimes.**

- Movement around the school site kept to a minimum. While passing briefly in the corridor or playground is low risk, schools should avoid creating busy corridors, entrances and exits. Children & Staff need to keep to the left (single file) when walking up and down the corridors
- Changes to Play time and lunchtimes

Staggered playtimes

KS2: 10:15-10:30

- All KS2 TAs out (take break 15 mins before)
- Children socially distance (no contact) from children in other year groups

KS1: 10:30-10:45

- 1 x TA from each year group to go out with children. ([redacted] & [redacted] alternate as one needs to be with [redacted].
- TAs get 15 mins. break before playtime
- Classes have own areas to play in: Reception – fenced in area: Year 1 – quiet garden/ ks1 football, Y2 rest of playground.

Lunchtimes (1x SLT + [redacted] on duty: have lunch 1-1:30)

Dining hall

- [redacted]: wiping/prepping tables/cutlery for next year group with 1x [redacted] (also does tapping on the screen)
- Children put own rubbish/trays back
- Children sit with own year group in long rows.
- Hand gel near entrance to the hall
- Monday & Tuesday ([redacted] have her lunch at 11:45-12:15 and then can meet with/liaise with children/identified children during lunch times)

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

- Children will be called into the dining hall one class at a time. Sanitize hands on way in.

Outside:

- Reception children: contained in the Reception/Year 1 outside space

- Year1 and Year 2: KS1 football pitch and quite garden area
- KS2: The rest of the playground (children will be expected to socially distance appropriately (not touch children from other year groups). Contact sports are not allowed. Outdoor equipment is not permitted. Apart from two footballs. Will be on a rota system.

***** All staff please see playtime & Lunchtime rotas (when on duty please carry a mask and gloves in case you need to administer first aid. If outside, administer First Aid outside where possible*****

- Amendments to procedures for leaving and arriving at school.

Dropping off

- Only ONE parent can drop off per family.
- Drop off between 8:45am and 8:55am. Children go straight into their classroom via the classroom doors.
- All children will need to use the hand sanitizer (mounted on the wall near the classroom door before coming into school).
- Parents need to leave the school playground via the 'one-way' system.

Picking up

- Only ONE parent can pick up per family.
- Pick up anytime between 3:10 and 3:20.
- As soon as the teacher sees the parent, send the child out. Have all children ready to go, sat in their places with things from 3:10. One adult stand near exit door and as soon as they see a parent send the child to them. Play a counting game of some sort between 3:10 and 3:20, watch Newsround or alpha block (something educational during he ten minute window)
- Parents/children need to leave the school playground via the 'one-way' system.

Using a 'one-way' system

At drop off and pick up times all parents and children need to follow a one-way system in and out of the playground. Everyone needs to enter the playground through the double gates near the Reception classroom, and exit through the gate near the Year 6 classroom.

Exception to the 'one parent' rule

The new Reception intake are starting in groups of 10 per day for the first week. They will start later and finish earlier during the first week (Start: 9:15 and finish at 2:30) to allow more than one parent to drop them off and/or pick them up on their first day of school.

- Visitors: Only essential visitors will be allowed on the school site. They will be asked whether they have symptoms or anyone in their household does before entering the school. All visitors will be required to wear a face covering.
- Equipment and resources are integral to education in schools. During the summer term, their use was minimised, many were moved out of classrooms, and there was significant extra cleaning. That position has now changed for the autumn term, because prevalence of coronavirus (COVID-19) has decreased and because they are so important for the delivery of education. 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 shared within the bubble; these should be cleaned regularly, along with all frequently touched surfaces.
- Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently and meticulously and always between bubbles.
- 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. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.
- Visor style face coverings can be worn by staff whilst in school if they wish to. However, PPE must be worn where an individual child or young person becomes ill with coronavirus (COVID-19) symptoms while at schools, and only then if a distance of 2 metres cannot be maintained. And where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used
- PE equipment. When you have used equipment, please leave it in Steven Hyde's office. He will then clean it and return to PE cupboard for the following day. Teacher please liaise with other teachers who are doing PE on the same afternoon (if it means some classes altering their long term PE planning then so be it; just make sure the PE coverage is complete by the end of the academic year).
- After using laptops and Ipads teachers/SLAs need to wipe down before using the spray and cloth in classrooms before storing away.
- Only use the computing suite if it is you timetabled afternoon for computing

2. Curriculum, behaviour & pastoral support

Behaviour & Pastoral support

- We still have the same high expectations in term of behaviour as always.

- Spend time in the first few days setting out ground rules and class charters linked to our school key characteristics (We endeavour for every child to be respectful, resilient, honest, determined, confident, cooperative and ambitious). Apply these rules/expectations consistently: if basic behaviour and expectations are not in place, effective teaching is difficult.
- Take time to discuss new COVID related procedures/expectations in school.
- Use the normal 'cause for concern' procedures i.e Behaviour watch to raise individual concerns about children.

Curriculum

- We will not be teaching the cornerstones element of our curriculum during the first half term. We will begin teaching cornerstones from Autumn 2.
- During Autumn Term 1, the time slots that you have allocated to 'Cornerstones' will become 'Recovery Curriculum' time. This will be your opportunity as teachers to plug gaps in children's knowledge and understanding in terms of maths, reading/phonics and writing predominantly (extra PSHE may be needed based on individual classes).

[Redacted content]

[REDACTED]

[REDACTED]

3. Contingency planning.

If someone (adult or child) tests positive for COVID-19, the rest of that class bubble (staff predominantly based in there and children) need to self-isolate for 14 days. Therefore we must have a remote learning contingency plan in place which can be implemented immediately.

The plan is as follows:

- On receiving news of a positive test result:
 - All staff will be notified of the affected class/bubble (Staff email and/or in person by SLT)
 - Parents of the affected class/bubble will be notified via individual message sent on Class Dojo and follow up phone class if needed.
 - Parents will be told to collect their children ASAP. Whilst waiting to be collected, the affected class must stay in their classroom and not mix with others.
 - Adults in the class must supervise children until all children have been collected.
 - All parents will be notified that a class has been told to self-isolate following a positive test. NO INDIVIDUALS WILL BE MENTIONED BY NAME!

Remote learning expectations

- If a class/bubble need to self-isolate, teachers and LSAs are still expected to be working remotely for the same amount of time at home then they would be if

they were in school. School hours of work still apply. If a teacher is off work with sickness, then cover will be arranged to set the home learning tasks.

- We have a duty to continue to educate the children to the same high standards whilst self-isolating. We will use the class dojo pages to set work for children. Class teachers who are self-isolating will set the work and LSAs will work under the supervision of the class teacher to complete tasks to support in the delivery of home learning. Any staff member who needs access to a laptop, please see Sandra.
- Personal videos uploaded by teachers/LSAs modelling/explaining specific things are very powerful (deemed excellent practice) as opposed to links to other videos.
- Teachers are expected to give personal feedback to children regarding work (balance of positive praise and next steps of how to improve/develop like you would verbally in the class).
- It is appropriate to differentiate work as you would in class as much as you can (especially for children on EHCP & SEND register and the higher attaining children in the class). If the higher ability need more challenge, give them it.

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