

UPDATED TUESDAY 19th MAY 2020:

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

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

Please note the following is a plan for IF we are open.

This is subject to ongoing review by the school, updated guidance from the government, the Local Authority and the Diocese.

It may be that further Risk Assessment review by the Governing Board/Headteacher 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.

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.

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.

Social Distancing

We are advised to keep a two metre 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.

New 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.

Most importantly for parents, despite all our preparations and measures, if you are still not sure or have on going worries or concerns then keep your child safely at home.

All parents should keep the situation under review and continue to communicate with us.

Thank you for your co -operation.

Our only interest is to keep everyone safe.

John Hayes Tuesday 19th May 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 – other family members to be received with first child arriving.**
- 8.45am Year Six
- 9.00 am Key Worker children and Vulnerable children who are not in year R, 1 or 6
- 9.15am Year One,
- 9.30am Reception
- **8.45am Year Six** line up in the four demarcated lines on the Key Stage Two playground
- and then walk in at 8.45am. Year 6 sited in the Year Six and Year Five classrooms under the direction of Mrs Taggart and Mr Fowler with Miss Cunningham and Mrs Buckroyd. Two groups via the playground door, one via BF's classroom and then one group walk round the building to the door at AC classroom. 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 – these are year Six children.
- JH and WB to marshal.
- **Oldest children should be able to receive and act on clear direction.**
- **Key Worker / Vulnerable children from Y2, Y3, Y4, Y5 to be sited in Year Two and Music Room / Art Room- under direction of Mrs Minton/Mrs Morgan/Miss Connolly**
- **9.00 am Key Worker/Vulnerable** children come in via the Key Stage One playground. Parents with child line up in four lines as marked out. Children then walk down to the mobile classrooms. JH and WB to marshal. Parents then leave. Parents follow white arrows on playground and leave via new exit under direction of Mr Hayes and Mr Bright exiting through exit in fence.
- **With thanks to these parents who have helped make sure this has run smoothly since Monday 18th May 2020.**
- **9.15am Year One- these children being grouped in year 3 /4 classrooms.): Under direction of Mrs Hughes, Mrs Golby, Mrs Townsley and Mrs Holmes.**
- Year One children then come onto the Key Stage Two playground **with their parents**, line up in four groups as marked on the playground. Children will be directed to then walk down to

the Year3/4 classrooms . Parents will leave, as child walks down and parents will follow one way system back out ,following instructions and social distancing. JH and WB to marshal.

- **9.30am Reception – our youngest children sited in Reception and Year One classrooms under the direction of Mrs Coakley, Mrs Keeling, Mrs Dancey and Miss Gamon.**
- Each group will have its own waiting line in the KS1 playground. Each line will be clearly marked in front of entry point. Children queue up, go in at 9.30am and parents leave. This will mean that children will go direct to bubble.
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- LEARNING SUPPORT ASSISTANTS to be assigned to class based on children attending who have 1-2-1 needs.
- 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 – other family members to be dismissed with first child needing collection.

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

- **2.45pm Reception: Dismissed from Key Stage One Playground – their usual playground.**
- Teachers bring children to their relevant doors – parents queue up using the markings – teachers safely dismiss to parent. Parent and child leave school site.
- **3.00pm Year One**
- Run the same process except this time, parents must wait outside the key stage 2 gate – children to stand on the four lines on the KS2 playground that have been marked out – dismiss to parents socially distancing at gate – one bubble at a time.
- **3.15pm Key Workers** – Groups dismissed from the Key Stage One Playground using the two yellow gates. Parents queue up using markings – teachers safely dismiss to parent. Parent and child leave school site. **Thank you to the children and parents who have been using this system to drop off / collect children safely since Monday 18th May 2020.**
- **3.30pm Year Six** – Teachers bring children out onto KS2 playground – four demarcated lines – parents socially distancing at gate – teachers dismiss to parents, one bubble at a time. Parent and child leave school site.

Lunch time arrangements

- 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.
- Timings for collection from Kitchen:
 - 11.40am Nursery
 - 11.50am Reception
 - 12.00pm Year One
 - 12.10pm Key Worker / Vulnerable children
 - 12.20pm Year Six
- 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 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:

So, group 1 from R, Y1, key workers and Y6. 10.00 - 10.15am Stick to designated area.

Group 2 from each. 10.15 -10.30am

Group 3 from each. 10.30 – 10.45am

Group 4 from each. 10.45 - 11am

For each Year Group there will be a designated area for them to use at Break time and the staggered approach above will ensure that there is never more than one Bubble on each area at any one time.

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 bins have been ordered and will be in place in every part of school by 1st June for disposal of tissues. This in addition to bins already in place.

Movement around school

Photographs on the website show some of the work completed so far 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 or are being removed this week, 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

As of Tuesday 19th May 2020 a review of staff availability shows at least one teacher available to be assigned to each of 12 groups / BUBBLES – Four bubbles per year group – each class having been halved. For each of years Reception, Year One and Year Six each Bubble can only have a maximum of 15 children. This is what we are planning for but it is more likely to be nearer 10 children per Bubble. Current numbers show need for two further Bubbles needed for children of Key Workers / Vulnerable children in Years 2, 3, 4, 5.

We will have to continue to review this based on potential for some staff to need to self-isolate, or when staff are in a house where family members become symptomatic so whole house has to self – isolate.

Be aware – Please note as of today, 18th May 2020, St. Gabriel's continues to have a reduced staffing team due to a number of teaching and non-teaching staff who find themselves:

- With existing underlying health conditions of their own
- Living in a household with seriously vulnerable others
- Pregnant

These members of staff are therefore unable to attend work.

Teaching Assistants will then be deployed to assist children who have statutory existing need for 1-2-1 support, e.g. EHC.

Attendance

Parents of children not attending who are eligible in Reception, year One or Year Six will be expected to call / email the school regularly to inform us and keep us updated of their thinking.

Parents will not face fines or any other sanctions if they decide to keep their child safely at home, but if you do keep your child at home ,you must keep in touch with us so that we can record as part of our statutory duty.

Uniform

Children will wear normal school uniform where possible.

However no parent will feel pressure to be washing, ironing multiple uniform items particularly if this parent is a Key Worker. So 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.

Air Flow

Internal doors and windows will be kept open at all times where possible to promote air flow.

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.

What will be taught

Staff will focus on re – socialization in the NEW STYLE SCHOOL ROUTINE.

Reception will focus on speaking and listening activities and regaining momentum with early reading and counting. Exercise will take place daily with supervised non – touch walking and running games.

In Year One re-teaching and practice of phonics will take place as a priority.

Year Six teaching will focus on readiness for secondary school, particularly in English and Maths.

John Hayes

Headteacher

St. Gabriel's Catholic Primary School