

Colindale Primary School fully opening plan from September 2nd 2020 for parents and carers

In September, attending school returns to being compulsory for all children aged 5 and above.

This plan needs to be read in conjunction with the plan created for the school's partial re-opening (1st June 2020) as many of the measures introduced then will remain in place.

Wednesday 2nd September training day

School will start as planned on 2nd September for all staff. This will be a training day focused on final classroom preparation, lesson planning and COVID 19 health and safety training - going over key points of the risk assessment.

Thursday 3rd September children currently attending **Little Rainbows and in Years 2 to 6** return

Friday 4th September Year 1 return (a day later than originally planned, agreed by the Chair of Governors)

Reception and Nursery will start returning from Monday 14th September

Introduction to year group' meetings:

- Power points will be uploaded onto the website and parents notified.
- Individual class teacher postcards are currently on the website, so parents and children can see who their next teacher will be.

Start of the day

1. **Soft start** from the first day and every day – 8.40 to 9 am for all year groups except Nursery.
2. **Nursery will run as usual** – 8.30 to 11.30 and 12.15 to 3.15.
3. **Woodfield Gate will be open** at 8.40 am
4. **Poolsford - outer gate** open at 7.30 am and **inner gate** at 8.40 am
5. **Register** taken and closed at 9.10 – after that children will be registered as late
6. **All school gates** will be in use.
7. There will be **2 members of staff on every gate** reminding the community about social distancing.
8. Children in **Years 2 to 6 will be dropped off** at the school gates where at all possible.
9. **Parents** will be asked to avoid driving wherever possible and parking (if they have to drive) in the roads leading up to the school.
10. The existing **one-way system inside the building** will be followed at all times

During the school day

1. Children will be in **bubbles** of 30 (class) for most of the day, but have some contact in bigger bubbles of 90 (year groups).
2. **Reception** will mix as a bubble of 90 indoors and out.
3. **Nursery** – morning and afternoon will be considered as one bubble.
4. **Support staff** will be allocated to a bubble of 90 (Year group) when at all possible
5. Staff who provide **PPA and cover classes and class-based TAs** will work across bubbles, but follow health and safety protocols to ensure the risk of transmission is minimal.
6. The **safety measures currently** in place will continue:

- **Staff and pupils - Handwashing** before leaving for school, as soon as they arrive in class and at regular intervals once in school
 - Where children are unable to maintain a 2-metre distance, adults will **avoid close face to face contact** and minimise time spent within 1 metre
 - Years 2 to 6 will have **forward facing desks whenever possible.**
 - Children must **not be brought to school if they show any signs of coronavirus** - cough, temperature, loss of sense of smell or taste.
 - **If children become ill** in school, they will be isolated in a designated room and parents/carers asked to come immediately to collect them and any siblings
 - If a child develops any COVID symptom, parents will **book a test** for them and their family. The acting deputy heads will support the families in doing this. The child will only be **allowed to return to school** once tests are returned as negative or following two weeks of isolation at home if positive or inconclusive. We will ask for proof of this.
 - **Nursery, Reception, Year 1 and 2:** Only one parent allowed to take their child/children to and from school and buggies discouraged.
 - **No gathering** at the school gates.
 - **Year 6 and 5 children** (for the vast majority) will be independent travellers. The Independent Traveller form has been sent to all current Year 4 and 5 children and a focus of home learning will be keeping safe when travelling to and from school.
 - Parents will agree to **social distancing rules** and keep 2 metres apart whilst **travelling to and from school** and once dropping their children off and collecting them. **Masks will be worn on public transport.**
7. Contact with the **school office** will be (wherever possible) via phone or email. If parents need to talk in person to a member of the office team, only one parent at any one time will be allowed in the foyer.

Breakfast club

Breakfast club will run from 7.30 am as usual– children entering via Clovelly gate. Children in different year group bubbles will be kept at a 2-metre distance from each other whenever possible and follow all the health and safety protocols laid out in this plan and the risk assessment.

Timetables

Timetables will **return to pre- COVID, but with some changes:**

1. There will be **no assemblies.**
2. No decision as yet has been made about **swimming** - we await further information from the government
3. There will be no **singing lessons** - Jo Warren (Music teacher) will support music lessons on a rota basis and teach instruments to whole classes.
4. **PE** lessons will take place outside if possible and lessons avoid contact between children. No contact sports will be taught.
5. **Playtimes** will be staggered, as will **lunch** and year groups will be allocated play areas, so they do not mix– **see timetable below.**

Lunchtimes

- **Before lunchtime** - children will be reminded that they cannot share their lunch with another child and the rules re social distancing and will go to the toilet and wash their hands

- Teachers take classes outside for 30 minutes of play first – **Year 1 to 6**
- **Little Rainbows and Nursery** to eat lunch in the Nursery class
- MTs & TAs bring children into the dining hall- **sanitising hands as they enter**
- The hall will be split in half for each sitting so that **2 year groups** eat at a time, keeping in their year group bubbles. Class bubbles will sit on the same tables together to minimise mixing of class bubbles.
- **Benches** will divide the dining hall so year group bubbles will keep separate and the stage removed to create more space.
- A **one-way system** will be introduced - in through swimming corridor doors and out by the office and through the school
- **Every child will have a cold lunch** – either provided by the school kitchen or brought in from home.
- **Packed lunches** either handed to children as they come in (Y3,4,5,6) or on tables (Reception, 1 and 2)
- One year group will eat at the end of the **hall by double doors.**
- One year group will eat at the end of **the hall by the stage.**
- Pupils will **wash their hands** before lunch and directly afterwards when they have returned to class
- When outside each class bubble will have **their own play equipment**
- **Timetable** year group Bubbles will have to stay together – 30 minutes of play outside and 30 minutes eating their lunch and chatting in the dining hall.

Home Learning

Home learning will be reviewed to take into account the number of children having to stay at home if symptomatic and waiting for a test

- **The home learning page** on the school website will be **reviewed and updated** by each year group to reflect what we have learned over the past few months
- In the Autumn term we will **review** our **Microsoft Class Teams** experiences and build on what we have learned for future use.

Health, Safety and Hygiene measures to continue

- Every bubble staff will have clear, age appropriate **rules for social distancing, handwashing etc.**
- There will be **regular cleaning of all** classrooms, toilets, common areas e.g. banisters, door handles and equipment used.
- Everyone will follow the **one-way system** in the building
- **Social distance** of 2 metres, and 1 metre if passing someone quickly, will be adhered to.
- There will be cleaning products for the teachers and support staff **to clean** small equipment, with the children helping where appropriate e.g. laptops.
- Children from Years 2 to 6 will have their **personal resources bags-** pencils, ruler etc
- Staff and children will continue to **wash their hands frequently** - as they arrive, when using the toilet, before and after playtime, before and after they have their snack, before and after lunch, at regular intervals in the afternoon and before they go home.
- All windows and doors where possible will be kept open, to ensure **good ventilation.**

- Children will be reminded about **respiratory hygiene** - using a tissue, throwing it away, washing their hands.
- **Parents will be reminded** of government guidelines re social distancing (2 metres distance) and checking their children for symptoms before they come to school, washing their hands and clothes regularly.
- **Toilets** will be regularly **cleaned** by school cleaners.
- **Classrooms** will be cleaned daily also by school cleaners.
- **If a child develops COVID symptoms** they will be taken to a designated room where they will be looked after until collected with **any siblings**. PPE equipment will be provided for the staff member looking after the child/ren. If the test is returned positive for COVID 19 Public Health England will be informed and the advice given followed.
- The **office will monitor attendance**, ensuring all children who are tested return when they have had a negative test, or when they are well again.
- **If a staff member develops COVID symptoms** they will inform the SLT on duty and go straight home. Once home they will self-isolate and book a test for coronavirus. They will stay at home until the test results are known or for as long as is needed. If the test is returned positive for COVID 19 Public Health England will be informed and advice given followed.
- **Test and trace** procedures will be followed.
- **Fire evacuation procedures** will be reviewed, and a **fire drill** will take place early in the Autumn term. Staff must follow the new rules that have been put in place for this drill and ensure children know expectations before the drill takes place.

End of the day

- All school gates will be **open as usual at 3pm**, with staff on the gates ensuring social distancing.
- Parents of children in **Nursery, Reception, Year 1 and 2** will be able to collect their children from 3pm onwards
- In Nursery, Reception and Year 1 - **only one parent/carer per child** will be encouraged to collect
- **Year 5 and 6** will be encouraged to be independent travellers where possible.
- KS2 classes will have **slightly staggered time to leave their classroom** to ensure social distancing between bubbles
- **KS2 dismissal areas** will be more spread out:
 - **Year 3** will be dismissed from the court closest to the swimming pool – one class per side
 - **Year 4** will be dismissed from the court furthest from the swimming pool – one class per side and towards the back end of the court
 - **Year 5** will be dismissed from the back of the field - close to the far line
 - **Year 6** will be dismissed from the middle of the field - close the middle line
- **A new gate and path** will be installed in the fence between the KS1 classroom doors and field and parents/carers expected to use it, so there will be no cross over at the bottom of the back staircase with exiting classes

After School Club will start up again in September run by Rainbows, as before the school closure. They will draw up their own risk assessment, linking very closely with the school's, following our health and safety protocols.

Travelling to school: Staff and parents and independent travellers will be reminded of the necessary precautions they must take whilst travelling to school e.g. social distancing, wearing a mask on public transport etc.

Traffic calming: The Borough's highways department has been contacted to investigate ways in which the three roads leading up to the school – Clovelly, Poolsford and Woodfield - can be traffic free in order to make social distancing between families at the start and end of the day, possible. We expect parents to respect this.

LA Transport/ARP pupils: Borough transport drivers and escorts are bringing and collecting children according to the directives of the LA:

- use of hand sanitiser upon boarding and/or disembark
- additional cleaning of vehicles
- organised queuing and boarding where possible
- distancing within vehicles wherever possible
- temperature checks
- transport staff wearing masks and gloves.
- children who use LA transport will arrive at 8.45 am

School trips:

All potential school trips will be risk assessed to see whether they can take place, but for the Autumn term trips are unlikely to take place.

- Visitors can come to the school to deliver workshops – but they must follow our health and safety protocols and procedures as outlined in the risk assessment.

Taking books home

- Children will be able to take books home every Monday, to be returned on the Friday.
- Children will wipe their books before returning them.

Mental health and well-being

- At the start of term there will be a curriculum focus on the **children's well-being and mental health**. School leaders will source relevant resources for staff to use in class and support individuals when needed.
- The school's **Play Therapist** will focus on supporting groups and individuals with mental health issues resulting from the pandemic and provide advice and training to staff.
- The Rainbows programme – providing support for children who are bereaved – will re-start.

Lucy Rodgers, Headteacher

July 14th 2020