

PLANNED PHASED AND GRADUAL RE-OPENING OF COLINDALE PRIMARY SCHOOL May 2020
(Regularly under review)

Plan for re-opening Colindale Primary School June 2020

PHASE ONE:

18th - 22nd May:

During this phase staff and governors will be consulted on the proposed model, which will be amended accordingly.

Risk assessments will be started. This will continue into Phase Two and reviewed throughout.

Preparations will begin to ensure shared spaces are safe e.g. the school office, school gates, outdoor spaces, and to ensure social distancing where possible. Signage/posters made or purchased to help with this. This will continue into Phase Two.

Resources ordered e.g. extra cleaning materials, PPE for the medical room, hand sanitisers for every room in use etc. This will continue into Phase Two.

Classrooms to be used will be cleaned. This will continue into Phase Two.

A survey will be sent to parents who have children in Nursery, Reception, Years 1 and 6 to find out if they are intending to send their children to school. The proposed model is based on 15 children, but the numbers may be less, as not every parent will want to send their children to school and the government are not enforcing attendance.

The Key Worker classes will remain open throughout in the Little rainbows class and in 4J.

PHASE TWO:

1st – 5th June:

- This will be time for staff to prepare their classrooms and shared spaces.
- Classrooms and shared spaces to be used, will continued to be cleaned.
- Health and safety training will take place to ensure all staff are aware of the new procedures and expectations. This will include details of the COVID 19 school risk assessment.
- We will ask the staff who will be working in the morning to come in for a morning session and likewise for the afternoon, to keep staff to a minimum.
- A parental agreement will be written and sent to all parents intending to send their children to school. Sending their child to school is a sign that they have agreed to the new measures and policies. The safety measures will include:
 - Handwashing before leaving for school and once returned home

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- Children will 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 parents/carers are 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 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.
- **Nursery, Reception and Year 1:** Only one parent will be allowed to take their child/children to and from school. No children in other year groups must be brought. Every parent **MUST** come alone.
- No gathering at the school gates
- **Year 6 children** (for the vast majority) to be independent travellers. Year 6 children may be accompanied to the school gate or dropped off by car near the school, but only by one parent.
- Uniform will not be required, as parents will need to wash their children's clothes daily.
- Children will need to bring their own water bottle and snack.
- Parents will agree to keep 2 meters apart whilst travelling to and from school and once dropping their children off and collecting them.
- Once on the school premises parents will agree to the dropping off protocols, e.g. separate points for each group of children, keeping 2 metres apart at all times, following a one-way system etc. Each class will be allocated a designated dropping and collecting point.
 - Nursery will use Clovelly entrance and children dropped off at the door where the ARP children are dropped off
 - Reception will use Poolsford gate and dropped off outside their designated classrooms
 - Year 1 will use Poolsford and dropped off at the gate
 - Year 6 will use Clovelly and enter via the school office, cross the playground and enter through their usual door at the foot of the stairs
- 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, they will follow the office protocols we will set up e.g. only one parent at any one time etc.

The Key Worker classes will remain open throughout in the Little rainbows class and in 4J.

PHASE THREE

8th - 19th June:

Overall principles:

- The broad idea is that during Phase Three, and for longer if necessary, depending on the success of the arrangement in terms of keeping children, staff and parents safe, classes will be halved.

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- Each 'mini' class of 15 or less, will have a designated classroom and designated staff who they will stay with for the **whole time** they are in school. Each mini class will be its own unit – a bit like a **Bubble**.
- Staff will be expected to remain within their **Bubble** and **not mingle** with any other members of staff.
- Children will attend for 2 hours and 45 minutes –
Year 1 & Year 6: Morning session: 8.45 to 11.30 /Afternoon session: 12.30 to 3.15.
This will reduce the number of parents dropping off and collecting their children at any one time and also the number of children and staff in school, thus making social distancing possible.
Nursery & Reception will have a slightly different drop off and pick up times – 8.30 to 11.15 and then 12.15 to 3.00 pm – to minimise the number of parents at drop off and pick up.
- When staff are not with their **Bubble** they will be **expected to go home** and continue to work from there. Staff will be in school for half a day only and work from home for the other half of the day – thus reducing the number of staff in school at any one time.
- **Shared rooms** - staff room and work room will only be used by the staff who are in school all day e.g. those with the Key worker children.
- **Universal Free School Meals:** For **Reception and Year 1**, in order for children to have a lunch if they want – we will provide packed lunches, which will be collected as children go home at 11.15/30 or eaten as the first activity when the afternoon group comes into school at 12.15/30 in their classroom. Year 6 children will be expected to eat at home, either before or after their half day at school.
- We will also have a **phased return** of each year group to ensure what we have planned is working in maintaining a safe environment and any adjustments can be made if need be before the next year group is admitted. Monitoring of all procedures will be robust, with all staff involved at every stage.
- Parents will be encouraged to phone the **school office** with their enquiries so that traffic is kept to a minimum. If parents need to come to the office, they will be allowed only one at a time.
- **Throughout, the provision for Key Worker children will continue, so that means a very small number of children will stay with us throughout the day as they have been doing so far- 20 to date.**

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Procedures for re-opening:

- Nursery, Reception, Year 1 & Year 6 children will return from 8th June on a gradual, phased return.
- **Year 6 will return on Monday 8th June, Year 1 on Wednesday 10th, Reception on Monday 15th and Nursery on Wednesday 17th June.**

Class 'Bubbles'

- In every class there will be a maximum of 15 children, as per guidance, and **2 adults**. This should help to maintain the integrity of the bubble, as two adults should be able to support each other e.g. with comfort breaks, ensuring the children keep their distance etc. Children with ECHPs will have their 1 to 1 SEN TAs where entitled.
- Class teachers – supported by Phase Leaders - will be asked to **divide their classes** in two, to create two 'mini classes' - **Bubbles** - taking into consideration friendship groups. Children will not be able to swap bubbles.
- **Classes to be used for each Bubble:** Reception will use Reception and current Year 1 classes; Year 1 will use Year 2 and 3 classrooms; and Year 6 their own rooms and Year 5. Nursery children will use their own class and an Acorn classroom.
- We will make sure that the classrooms used for morning and afternoon sessions are not close to each other, to help with **drop off and collection times**.
- **Year 1 and Year 6** classrooms will be set up so that there is 1 child per desk, all extra chairs will be removed, each child will use the same desk and chair every day.
- **In the EYFS** we will minimise resources (e.g. no sand or water or malleable play) but there will still be free flow within each classroom. Each Bubble will be allocated an outdoor space and resources.
- **Year 1 and 6 children** will be able to use the outdoor areas with use of limited resources which are given to each class to use. Outdoor time will be timetabled so each Bubble has their own time to go out.
- At all times each Bubble will stay just with their class – toilet times will also have to be on a rota system, thus minimising the contact with other bubbles.
- In each classroom Bubble, we will follow what we have learned with the key worker classes over this period, e.g. **each child having their own equipment** and limiting the number of other resources used to a minimum, with regular cleaning of resources once used. Every child in year 1 and 6 will have their own laptop. This will need to be cleaned before and after using by the children supervised by staff.
- **Classes will be stripped** of all soft furnishings and resources used kept to a minimum so they can be cleaned at the end of every half day. SLT members will advise staff as to the detail of this.

Playtime:

- Y1 and Y6 children will get a 20 min break at some point in the morning or afternoon, in a **designated area of the playground**, which will be on a rota basis. Staff will remain with their Bubble throughout.

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- Children will have designated play areas for their **morning or afternoon play**. Each bubble will have an allocated play box which they can take with them. Therefore, minimising contact with other groups of children and staff as per the guidance. Playtimes will be on a rota basis, so that Bubbles can spread out and diminish the risk of children being tempted to cross into another area other than their designated one.

Lunches

- All children in **Reception and Year 1** will be provided with a **packed lunch** to take home (if they attend a morning class) or eat at school when they arrive for the afternoon (if they attend in the afternoon). This is to ensure that the children are fed, as Reception and Year 1 children had been receiving universal free school meals up until lockdown. **Nursery and Year 6** children will have lunch at home. Children who are entitled to a **Free School meal and have been receiving vouchers**, may choose to continue with the vouchers rather than have a sandwich from school.

Curriculum planning/Home learning

- **Home learning planning** will continue, so that children unable to come to school can still learn and those who do attend school, can continue their learning during the half day they are at home.
- This planning will be used in each **Bubble** as well. As the children are only in for half a day, the **focus will be on core subjects**. The children can focus on the Foundation subjects for the half day they are at home. In Reception, topic will also be taught in school. Nursery will remain the same, but with greatly reduced equipment on offer.
- For the first few days back for every Bubble, the curriculum will be PSHE based - Introduction to new classrooms/ rules/routines, focus on children's well-being etc
- There will be **no PE and no swimming**. (For the Bubbles or Key workers groups.)

Health, Safety and Hygiene

- **In every bubble staff will have to set up 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. Teachers and support staff will have the resources to clean small equipment used (pencils, pens etc) with the children helping where appropriate.
- 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 and before they go home etc.
- 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** how to follow government guidelines re social distancing and checking their children for symptoms before they come to school, washing their hands and clothes regularly.

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- **Toilets** will be regularly **cleaned** by school cleaners. **Classrooms** will be cleaned daily also by school cleaners.
- **Small equipment** e.g. laptops, pencils, pens will be cleaned/wiped down daily by each Bubble at the end of their half day.
- Every class will have a **basic first aid kit**. If a child has an accident, staff in each bubble will administer first aid – if there is a first aider present in the bubble team. If not, the staff must call the medical room and a first aider will attend, offering advice at a distance – thus maintaining the integrity of the bubble. This is for **minor injuries ONLY**. All other injuries will be dealt with in the usual way with the child going to the medical room.
- **If a child develops COVID symptoms** they will be taken to one of the Acorn classrooms 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 advice given followed.
- **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. The staff member will be replaced by another. If the test is returned positive for COVID 19 Public Health England will be informed and advice given followed.
- There will be a timetabled **fire drill** during the morning session and during the afternoon session. 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.

Drop off and pick up times

- All 3 gates will be open, with a longer drop off and pick up time, so that parents can maintain the 2 metres required. A **one-way system** will be created for parents. There will be a soft start and end to the day to help with this.
- Plenty of staff will be on duty to remind parents to social distance.
- Parents will not be allowed in the classrooms and they will be expected to drop off and pick up their children from **designated areas** at least 2 metres from each classroom door and 2 metres from each other. The designated areas will be decided in consultation with staff, be clearly marked and parents informed.
- Following government guidance, staff are not expected to wear PPE during the day. There may be exceptional circumstances e.g. when a child has developed symptoms of COVID 19.
- **Year 6** will be encouraged to be independent travellers where possible. If they are accompanied to school, the parent must leave their child at Clovelly gate.
- In Nursery, Reception and Year 1 - **only one parent per child** will be allowed on to the school grounds and no other family members.
- **Siblings** – Siblings will attend either the morning or the afternoon session, so that parents only need to come into school once to drop off and once to pick up.

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Staff responsibilities

- When staff are not with their **Bubble** they will be **expected to go home** and continue to work from there - Planning home learning, planning for the next day, class and staff Teams calls, etc.
- **Shared rooms** - staff room and work room will only be used by the staff who are in school all day e.g. those with the Key worker children.
- **Staff will bring their own refreshments** as the staff room will be out of bounds
- **Staff toilets** will be cleaned regularly, and staff expected to follow the hygiene rules set for the children e.g. frequent hand washing, social distancing, washing their clothes every night etc.

The Key Worker classes will remain open throughout in the Little rainbows class and in 4J.

PHASE FOUR

22nd – 29th June 2020.

This will be dependent on government guidelines at the time and the success of Phase 3 in keeping us all safe. If Phase 3 has been successful, the children will attend for the whole day, instead of half a day – but remain in their Bubbles. More details will be planned, to ensure we maintain all the health and safety measures required, closer to the time.

PHASE FIVE

6th July till the end of term.

Currently the government wants us to be open to all children for the last month of this term. If this continues to be the plan, we will plan the details of what this might look like in the coming weeks, in consultation with staff, parents and governors.

Lucy Rodgers, Headteacher

Updated 1st June 2020