

SMCOE RETURN PLAN

MARCH 2021



TRANSITION BACK INTO SCHOOL:

All children are returning back to school on Monday 8th March 2021. The school has developed an approach to transition which is underpinned by clear principals and systems. The document Routines and Relationships can be found [here](#).

STAFFING & LEARNING SPACES:

YEAR GROUP(S)	CLASSROOM	TEACHER(S)	ADDITIONAL ADULTS
Nursery	Caterpillars	Miss Spittle	Mrs Brookes Mrs Kendrick & Mrs Preece
Reception	Butterflies	Mrs Head	Mrs Eaton
	Ladybirds	Miss Partridge	Mrs Nicklin
Year 1 & 2	Hedgehogs	Mrs Rich & Mrs Smith	Mrs Westley Mrs Cresswell
	Foxes	Miss Field	Miss Taylor Miss Hudson
	Badgers	Mrs Groucutt	Mrs Jones Mrs Orme
Year 3 & 4	Nightingale	Miss Hartley	Miss Askins Mrs Wright
	Churchill	Miss Godwin	Mrs Richardson Miss Gwilliam
	Dickens	Miss Price	Mrs Guest Mrs Bowater
Year 5 & 6	Darwin	Miss Brownsell	Miss Healey Mrs Salmon
	Newton	Mrs Blakeway	Mrs Thomas
	Shakespeare	Miss Williams	Miss McConnell

LOVING, GROWING and SUCCEEDING TOGETHER

TIMETABLE:

The day will be staggered to prevent larger gatherings at school. These are detailed below:

KEY STAGE	YEAR GROUP	CLASS	DROP OFF	COLLECTION
EYFS	Nursery AM	Caterpillars	8.30 to 8.40am	11.30 – 11.40am
	Nursery PM		12.15pm	3.10 to 3.20pm
	Reception	Ladybirds	8.30 to 8.40am	3.00 to 3.10pm
		Butterflies		
KS1	Year 1 & 2	Hedgehogs	8.30 to 8.40am	3.00 to 3.10pm
		Foxes		
		Badgers		
LKS2	Year 3 & 4	Nightingale	8.40 to 8.50am	3.10 to 3.20pm
		Churchill		
		Dickens		
UKS2	Year 5 & 6	Darwin	8.50 to 9.00am	3.20 to 3.30pm
		Newton		
		Shakespeare		

DROPPING OFF & COLLECTING CHILDREN:

The timetable has been staggered, thus ensuring the school can reduce the number of people on the school site at any one time. Risk will be further minimised by allocating specific drop-off and collection points; these are exactly the same as they were during the Autumn Term.

Children can only be dropped off and collected by one adult. It is important that the children are dropped off and collected promptly. If children arrive late, they must be taken to the office. However, the school stresses the importance of ensuring that your child arrives at school on time; this will ensure that we can keep both children and staff as safe as possible.

These collection and drop-off areas will be demarcated to ensure that the risk of transmission is reduced. Children and parents should adhere to these social distancing measures and should not congregate on the school premises or outside the school gates with people who are not a member of their household.

MEASURES TO MINIMISE RISK:

Bubbles

Children will be organised into phase bubbles (EYFS, KS1, LKS2 and UKS2). Where possible, children will stay in their own classrooms. In order to deliver the curriculum effectively and facilitate effective learning opportunities, there may be some instances where children may work in small groups with some children from another class within the same phase bubble.

Handwashing

Upon entry into the school, children and adults will be asked to wash their hands. Handwashing will be encouraged regularly throughout the day, including before and after break times, lunch and after using the toilet. Handwashing will be with soap and water for at least 20 seconds.

Equipment

Children cannot bring equipment from home. There are sufficient resources in school for each child. Equipment shall not be shared. Children will be working in exercise books. They will be encouraged to take their work home with them where appropriate. Where work remains in school, hygiene procedures will be followed with handwashing after handling and wiping items down where possible. Computers and laptops will be used by specific children for targeted interventions. These are numbered, allocated to specific classes and are cleaned regularly using anti-bacterial wipes.

Corridors

Where possible, the floor will be demarcated with tape to implement a one-way system and to serve as a reminder of 2m distancing. This will allow adults and children to judge how to remain socially distanced.

Toilets

We will allocate specific toilets and sinks to specific bubbles. Children will be encouraged to use the toilet during their staggered break time. No more than one child per bubble will be allowed to use the toilets at any one time. If children or staff are waiting to use the toilet, they will be encouraged to remain 2m apart.

BREAK & LUNCH TIME:

The school is still providing hot meals, however there is a limited selection due to current arrangements. Children are allowed to bring their own packed lunches; please ensure that you provide your child with packages that they can open as staff will not be able to open packaging.

Children who are in Nursery do not require a lunch as they will be going home at 11.30am.

Classroom desks will be cleaned prior to lunch and children will wash hands. Lunch will be eaten at their desk or outside if the weather allows it. Children who have a school dinner from school will have their rubbish disposed of as advised; it will be double-bagged and kept securely for 72 hours. Those children who bring their own packed lunches will take their used packaging home with them.

During lunch and break times, children will be supervised outside. Where applicable, there will be one phase 'bubble' on the playground at any one time. Each class will be asked to stay in specified zones. Children will be encouraged to participate in non-contact games and activities.

Each group will have an outdoor slot supervised by either the teacher, teaching assistant and/or Lunchtime Supervisor. The times are as follows:

PHASE	YEAR GROUP	CLASS	BREAK: AM	LUNCH		BREAK: PM
				EAT	PLAY	
EYFS	Reception	Butterflies	9.45 – 10.00	11.45 – 12.05	12.05 – 12.25	1.30 – 1.45
		Ladybirds				
KS1	Years 1 & 2	Hedgehogs	10.00 to 10.15	12.00 to 12.25	12.25 to 12.45	1.45 – 1.55
		Foxes				
		Badgers				
LKS2	Years 3 & 4	Nightingale	10.15 to 10.30	12.15 to 12.40	12.40 to 1.00	N/A
		Churchill				
		Dickens				
UKS2	Years 5 & 6	Darwin	10.45 to 11.00	12.30 – 12.55	12.55 to 1.15	N/A
		Newton				
		Shakespeare				

There will be no 'hot-snack'. Children are allowed to bring a healthy snack from home that does not contain nuts.

There will be no breakfast club until further notice. The school will be arranging Breakfast Grab Bags for families. Further information will be provided in due course.

Children will need to bring in their own water bottles with sufficient water to last them for the day. To clarify, juice, squash, flavoured water and/or fizzy pop is not permitted. If required, an adult will supervise children refilling their water bottle to ensure that it is safe and to minimise risk of infection.

Transit from the classroom to an outside space will be through direct external doors with the exception of Badgers class and the Reception classes.

CHANGES TO THE SCHOOL ENVIRONMENT:

Bins Bins in classrooms are being changed to bins that have lids as detailed within government guidance. Rubbish from bins will be collected throughout the day, double-bagged and kept securely for 72 hours before being disposed of.

Tables Desks will not be organised into clear groups. Instead, they will be organised into rows or into an L-shape. Due to space constraints, children are unlikely to participate in carpet work.

Equipment Children will have their own personal equipment that is provided by the school. If any resources, such as counting cubes, are used, they will be collected and cleaned before it is reused. Shared resources will not be accessible in any room. Children will be issued with a reading book every Monday. This will need to be returned on Friday morning and will be left for 72 hours before being

reissued to another child. Wherever possible, material and soft furnishings that cannot be wiped will be removed from the classroom.

- Bags** If children bring bags from home, these should only include items that they require for that day e.g. their lunch box, water bottles and snack. Children will place their bags and coats on pegs outside of their classroom. Pegs are wiped as part of the routine cleaning schedule.
- Corridors** The corridors are demarcated to help adults and children observe the social distancing guidance and to indicate the one-way system.
- Uniform** In line with the government guidance, children are expected to wear school uniform.

INTIMATE CARE:

If a child needs to be changed, this will be done by two members of staff wearing appropriate PPE. This will include an apron, gloves, a mask and a visor. As this is likely to be younger children, it is important that parents prepare their child that they may see staff in PPE. The area where the child has been changed will be identified and cleaned as soon as possible.

ILLNESS:

Please refer to the St Mark's C of E Primary Risk Assessment which specifies the procedure if a member of staff or child becomes ill.

- **This document should be read alongside the document entitled 'Coronavirus (Covid-19): Risk Assessment Action Plan for potential opening from September 2020'.**
- **It should be noted that this is an ever-changing situation and any measures in both this document and the afore mentioned Risk Assessment will be adapted to meet the current need, guidance and requirements.**
- **The measures outlined in this document are in place to minimise risk, not eradicate it.**