

# SMCOE RETURN PLAN

SEPTEMBER 2020



## TRANSITION BACK INTO SCHOOL:

Children return back to school on Thursday 3<sup>rd</sup> September 2020. Children will return to the class that they were in for the 2019/20 academic year, working in the same classroom with the same adults. Children will have the opportunity to return back to a classroom that is familiar to them with an adult that they have established a relationship with.

On Monday 14<sup>th</sup> September, children will start in their new year group with their new teacher.

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:

The organisation of classes from Monday 14<sup>th</sup> September 2020 are as follows:

YEAR GROUP(S)	CLASSROOM	TEACHER(S)	ADDITIONAL ADULTS
Nursery	Caterpillars	Miss Davies Mrs Alexander	Mrs Brooke 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 Mrs 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	Mr Mason	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	START TIME	FINISH TIME
EYFS	Nursery AM	Caterpillars	8.30am	11.30am
	Nursery PM		12.15pm	3.15pm
	Reception	Ladybirds	8.30am	3.00pm
		Butterflies		
KS1	Year 1 & 2	Hedgehogs	8.30am	3.00pm
		Foxes		
		Badgers		
LKS2	Year 3 & 4	Nightingale	8.45am	3.15pm
		Churchill		
		Dickens		
UKS2	Year 5 & 6	Darwin	9.00am	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 will be provided to families in the days leading up to the start of the 2020/2021 academic year in September before the start of the academic year.

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 with social distancing spots placed on the floor 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:**

<b>Bubbles</b>	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.
<b>Handwashing</b>	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.
<b>Equipment</b>	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 not be used.
<b>Corridors</b>	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.
<b>Toilets</b>	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:**

Those children who have asked for the school to provide a meal will be given a packed lunch. These grab bags are provided by Catering Services. Children are allowed to bring their own packed lunches, but the school asks that the same principles are followed 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 Grab Bag 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	10.30 to 10.45	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.

Water fountains will not be available for children to use during the day. 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.

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. This includes EYFS where children will not be taking part in continuous provision or activities that involve sharing toys and equipment. Children will

not be able to bring in book bags and exchange home reading books until further notice. 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. Their bag should be placed underneath their table. Children should not bring in any other items from home.
- 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.**