

# SMCOE RETURN PLAN

**JUNE 2020**



## **IMPLEMENTING A PHASED START:**

The school has decided to start each year group on separate days. This allows the school to manage social distancing arrangements better and establish clear, strong routines with each year group. As such, this will minimise the risk and ensure that the school can keep children, parents and staff as safe as possible.

**YEAR 6:** Start date shall be Monday 8th June 2020. Children in Year 6 will restart first as these are the children who are able to better understand the implications of social distancing, maintain self-hygiene and adjust to working within a different setting, structure and routine.

**YEAR 1:** Start date shall be Tuesday 9<sup>th</sup> June 2020.

**EYFS:** Start date shall be Thursday 11<sup>th</sup> June 2020. Both Nursey and Reception are the year groups where the majority of families have requested to restart school. If numbers dictate, the school may have to put together a group of mixed Nursey and Reception children. This group has been left until last to afford the school time to respond to, and adhere to, the Guidance released on 24<sup>th</sup> May 2020.

Additionally, the school shall be continuing the provision for children of Key Workers. This group will work within their own group in a separate classroom.

As detailed in previous correspondence, it cannot be guaranteed that children work in their previous classroom with a known adult. Parents can decide to send their children in at a later date, however the school requests that a notice period of two working days is provided; this will allow the school to:

- Provide parents with the appropriate information
- Allocate a group to be placed in
- Amend any plans including staffing.

## **STAFFING & LEARNING SPACES:**

The organisation of these groups are based on projected numbers of children in attendance. As and when more children are in attendance, we will increase staffing and the number of groups.

GROUP	ROOM	STAFF
Year 6	Shakespeare	Miss Price & Miss McConnell
Nursery & Reception	Ladybirds	Miss Partridge & Miss Chadni
	Butterflies	Mrs Head & Miss Taylor
Year 1	Foxes	Miss Field & Mrs Richardson
Key Worker Group	Nightingale	<b>WK#1</b> Mrs Bowater & Mrs Hudson
		<b>WK#2</b> Mrs Thomas & Miss Russell

## TIMETABLE:

We will be open to the Nursery, Reception, Year 1 and Year 6 all day on Monday, Tuesday, Wednesday and Thursday. The school will be open for the morning only every Friday. This will mean that the school can provide the statutory time required for Planning, Preparation and Assessment (PPA) to the teachers working in school and have the opportunity to clean more deeply, thus reducing the risk of transmission.

The day will be staggered to prevent larger gatherings at school. The basic day will be 6 hours long for Reception, Year 1 and Year 6. The basic day for Nursery will be 3 hours. Each group, or 'bubble', will stay with the same staff members throughout the day. Teachers and Teaching Assistants will release each other for comfort breaks and shall also supervise lunch and break times.

YEAR GROUP	START TIME	FINISH TIME: MON - THURS	FINISH TIME: FRIDAY
Year 6	8.45am	2.45pm	12.45pm
Nursery	8.30am	11.30am	11.30am
Reception	8.30am	2.30pm	12.15pm
Year 1	8.15am	2.15pm	12.00pm
Key Worker Group	8.30am	3.15pm	3.15pm

Key worker children will remain in their own bubble, which is placed in Nightingale classroom. The school will continue to work with the parents of these children to clarify the days and hours that are required.

There will be no breakfast club until further notice. The school will, however, continue to provide Breakfast Bags to those families that request them.

## 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:

<b>NURSERY</b>	In front of the yellow gate by the Reception outdoor area. This will be accessed via the black gate adjacent to the pedestrian crossing
<b>RECEPTION</b>	
<b>YEAR 1</b>	In front of Foxes classroom
<b>YEAR 6</b>	In front of Shakespeare classroom on the red squares
<b>KEY WORKER</b>	Dropped off in front of Shakespeare, collected from Nightingale classroom

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.

## **CURRICULUM:**

In the first instance, there will be a strong focus on the children's emotional wellbeing which will allow them to effectively transition into this new and unusual way of working in school. Beyond that, children will complete English (Reading & Writing) and Mathematics lessons that will revise and reinforce the learning previously taught during this academic year. These will closely mirror the Learning Packs that are available to those children who shall be learning from home. Children's work will be paper based reducing the risk of transmitting infection by exercise and text books. The aim is that children can complete this work independently and without the use of shared equipment.

The intention of this approach is to:

- Minimise the risk of transmission
- Support teachers who may be working with a year group that they would not ordinarily teach
- Ensure that the school supports all children, whether that be at school or at home
- Ensure that gaps do not open up between children learning at home and children learning at school

The children will also have opportunities to complete topic-themed activities that will incorporate Science and non-core subjects.

## **MEASURES TO MINIMISE RISK:**

<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. Posters will be displayed to encourage correct handwashing.
<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 not 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>	In the first instance, we will be able to 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.
<b>Tables</b>	Each child will have an allocated desk. Desks will be cleaned regularly through the day including before and after lunch by adults using the appropriate chemicals and relevant

PPE. Children will remain at their desk within the classroom and not participate in partner or group work.

## **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 who have been advised that they should not include any packaging that children will be unable to open for themselves. 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 'bubble' on the playground at any one time. If more than one bubble is on the playground, they will be asked to stay in specified zones. Children will be encouraged to participate in non-contact games and activities. Activities such as football, tennis, skipping etc. will not be allowed as the equipment can be picked up and shared.

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

<b>YEAR GROUP</b>	<b>MORNING BREAK</b>	<b>LUNCH</b>	<b>AFTERNOON BREAK</b>
EYFS Group#1	10.10am – 10.30am	12.00pm – 12.45pm	1.30pm – 1.45pm
EYFS Group#2	10.30am – 10.50am		1.45pm – 2.00pm
Year 1	10.20am – 10.40am	11.45am to 12.30pm	1.30pm – 1.45pm
Year 6	10.40am – 11.00am	12.30pm – 1.15pm	N/A
Key Worker Group	10.20am -10.40am	12.00pm – 12.45pm	1.45pm – 2.00pm

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

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.

## **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.
- Desks** Desks have been reorganised to ensure that they are spaced, where applicable, 2m apart. There will be space for the teacher and teaching assistant. 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** Government guidance has stated that there is a need for washing of clothes following a day in an educational setting. Additionally, the school is aware that some families have recently disposed of some school uniform and there is a strong possibility that, even during lockdown, children may have outgrown their school clothes. In order to comply with guidance and reduce the financial burden on families who would potentially have to buy enough uniform for each school day, the school has decided to allow non-uniform. It is expected that children wear appropriate footwear. Sandals, sliders and heels are not permitted; trainers and shoes are perfectly acceptable.

## **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 1<sup>st</sup> June 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.**