



Reach for the Stars

Procedures for school **re-opening** for more pupils in the summer term from w/c 22nd June 2020 for specific groups of children during the Coronavirus pandemic.

These procedures were reviewed and rewritten on 16.6.20 agreed by the staff and members of the FGB throughout June 2020.

Written in conjunction with the following government produced documents

- [Opening schools and educational settings to more pupils from 1st June: guidance for parents and carers](#). 11th May 2020, DFE
- [Implementing protective measures in education and childcare settings](#). 11th May 2020, DFE
- [Planning Guide for Primary Schools](#). 14th May 2020 DFE
- [Preparing for the Wider Reopening of Schools](#) 15th June 2020 DFE

Signed *REWilliams* Executive Headteacher

Signed J. Cartwright Chair of Governors

Review in line with government advice throughout the summer term.

Procedures for re-opening for specific year groups, vulnerable children and children of key workers.

Schools in the UK closed from Monday 23rd March due to the Coronavirus pandemic. Schools in England will begin the phased reopening process on 1st June 2020.

Who was eligible to return to school from 1st June?

Only **Reception, Year 1 and Year 6 children**. In early years they have also stated that Nursery children can also return on the 1st June. The government has selected these year groups specifically because of transition purposes or due to specific research based on their age group. Vulnerable children and children of key workers are also eligible to continue to come to school. The definition of vulnerable children and key workers has been determined by the Cabinet Office. Vulnerable children are those who are disabled, have an EHCP, have an allocated social worker, have safeguarding and welfare needs, are looked after and/or are young carers. Key workers were set out by the government and these definitions remain unchanged as of 12th May 2020, however we plan to adapt to taking more children of key workers as people begin to return to work.

Guidance for wider opening states:

Primary schools should only welcome back additional children where:

- they have already made provision available for children of critical workers, vulnerable children, and children in nursery, reception, year 1 and year 6 and have ensured as many as possible are able to attend (especially for those who would particularly benefit from being in school because of other disadvantage)
- they can accommodate more children while still following the approaches set out in the protective measures guidance and their own risk assessment
- they do not require additional funding, staff or classrooms to do so. If schools have access to space on other school sites (for example, local secondary schools, if that is feasible alongside the secondary offer) they may use this, taking care to ensure children stay in allocated groups. However, other community buildings (such as village halls) should not be used to expand capacity this term, while they remain closed in line with the government's roadmap

Where schools have capacity, they may choose to welcome back additional pupils. It is up to schools to decide which pupils to prioritise, based on their knowledge of their children and communities. Cheswardine has the space to welcome more children back to school and therefore following our risk assessments we will be working to achieve this before the Summer holidays.

The government have made it clear that it is not compulsory for children to attend but they would strongly encourage parents to send their children back to school.

We strongly encourage children and young people in the eligible year groups and priority groups (such as children of critical workers) to attend, as requested by their school or college, unless they are self-isolating or there are other reasons for absence (such as shielding due to health conditions). You should notify your child's school or college as normal if your child is unable to attend so that staff are aware and can discuss with you. Parents will not be fined for non-attendance at this time.

School have consulted with parents during the week beginning 8.6.20 and 15.6.20 to receive an indication of the numbers who intend to return to school.

Planned return of pupils

We are inviting more pupils back into school in a staggered process from Monday 22nd June (Class 1 children including Year 2) will be invited to return for the week.

We will then invite a group of seven children from Class 2 to come in on Thursday and Friday, the 25th and 26th June (Group A),

We will then invite another seven children in on Monday and Tuesday, the 29th and 30th June (Group B). That next week Group A will then come in on Wednesday and Thursday, 1st and 2nd July and Group B again on Monday and Tuesday, 6th and 7th July. During that week we will reassess social distancing requirements and how things are working across the school and judge whether we feel it is safe for a return to school for the full group of 14 on Wednesday 8th July. If we cannot accommodate them all at that point we will continue with the rota system where groups come in from Mon-Thurs in Class 2 within their groups A and B, but will continue to reassess. Although we will not exceed the government's cap of 15 with our group of 14 the classroom is not presently set up to accommodate 15 within the 2m social distancing requirements. We have adopted a staggered cautious approach to enable staff to settle into routines and to monitor the children's responses.

We are very happy that Cheswardine has the space to accommodate all who have expressed a wish to return allowing effective social distancing to be emphasised, taught and accommodated. The numbers and the space mean this will be a safe space for the children and staff to return to. 3 and 4 year olds in Nursery returned on the 2nd June as they have their own self-contained facility with a large outdoor area, and this has worked well. Further children will be invited into Nursery on an individually assessed basis.

Online Learning

As staff are in school, online learning tasks will be less structured for the children who have not returned to school. There are plenty of online learning programmes and sites that parents can access to support their child at home. Contact will be made with those children and parents but online tasks will not be sustained at the same level as presently. As long as a rota is used in Class 2 the teachers will be expected to set tasks which continue throughout the rest of the week and all children, whether in school or not, will be able to access these tasks.

Additional safety measures put in place to enable reopening

- Risk Assessments completed and agreed by the LA, these will be published on our website and are updated on a weekly basis.
- Safe working ratios, depending on size of classrooms.
- Modified class groups to create small group working to enable social distancing.
- Modified procedures to enable social distancing such as staggering the school day and events within the day.
- Modified to enable outdoor learning as much as possible.
- Modified safety processes such as the fire procedures, site lockdown and first aid.
- Regular handwashing opportunities for staff and children – children supported with signs and modelling.
- Resources to be cleaned more frequently throughout the day. Limited sharing of resources.
- Dedicated systems for each group to move around school safely.
- Plan for enabling effective use of the toilets we have in school.
- Clear signage up around school informing the school community of procedures and regulations at this time.
- Soft furnishings to be removed from classrooms, as requested by government.
- Regular cleaning throughout the day of touch points by all staff.
- Tissues and lidded bins in each classroom.
- PPE available in each learning space in case any child displays symptoms of COVID-19 whilst on site.
- Isolation area for anyone waiting to be picked up from site because they are displaying signs of illness.

Cleaning

Our cleaner in charge will continue with the cleaning of the premises as usual in the morning and evening each day and is following guidance as set out in [COVID-19: cleaning of non-healthcare settings guidance](#). Cleaning will be carried out more often by staff throughout the day, with a focus on shared areas such as toilets being cleaned in the middle of the day as well as at the end of the day.

With the increased children in school we will also close the school every Friday afternoon beginning on the 3rd July so that more thorough cleaning can be achieved and to enable staff to have PPA, which cannot be accommodated otherwise.

All children and families must adhere to cleanliness measures outlined below:

- Children will go straight into school at the designated time through their allocated entry point for hand washing. Distance markers will guide any queue that may build up.
- Staff will be on gates to direct and greet the children.
- A one way system will be in place down the pedestrian entrance path for dropping off all children. Year 6 will walk alone into school, dropped off at the main gate and enter by the side gate then around to their classroom. If you as a parent can allow Year 5 to walk alone into school from the main gate that would be preferable. If not follow the one way system in place.
- Only **one adult** must accompany a child to school and must maintain social distancing at these times. If your child has a sibling in Year 6 they can come down into school with them and go through their own class door into school for handwashing.
- Parents of other years should follow the staggered entry times and make their way down the pedestrian path until the wooden side gate to the car park, their child will then be picked up and escorted through the metal gate and into their class base directly. Parents can then leave through the side gate, across the car park and onto the opposite pavement. The site will be closed to deliveries at this time. Please queue at the 2m markers and go up to the gate one at a time to drop off your child.
- No pushchairs, soiled wellies or outdoor shoes inside school on the carpets please. Parents will therefore need to ensure each child has a change of shoes for inside. The inside shoes will stay in school. (for example pumps)
- **No large bags or equipment from home** including no pencil cases. Children will be allocated ebooks to enable them to read at home and in school, nothing should be used between home and school to reduce potential contact. School equipment will be wiped/washed at least daily by staff.
- Water bottles should be taken home daily to be washed thoroughly, they can be filled up at school.
- Advice is that clothes should be washed after every day and of course uniform may now not fit. The school would prefer each child to wear their school sweatshirt / cardigan, polo shirt or PE T-shirt, but if after a couple of days the sweatshirt or cardigan is not available then an alternative sweatshirt can be worn. The children should wear comfortable bottoms such as track suit bottoms so that they are ready for PE and will not need to change in a restricted space in school. Trainers would be the best footwear, although as above **an alternative indoor shoe is required.**
- Children will wash their hands before they leave school at their specific home time.
- Parents **must not congregate** together at the end of the school day and must not come in to talk to staff during pick up and drop off times, any correspondence must be via email, classdojo or phone. If contact is then required a specified time can be set for safe, socially distant communication to occur. No parents will be allowed entry into the school building at any time.

Organisation

We now have a staggered start and end to the school day which has been in place **from 2nd June**. This is in accordance with government advice and must be adhered to. We appreciate that this may be difficult for those parents who have siblings in different classes, however we expect patience, compliance and cooperation in the interests of safety. We will try our best to be on standby and collect the siblings so that the path and queue to enter is not held up in anyway. School building entrances will be different for each year group and will only be open at the designated times. Parents are expected to collect in the same way and from the same point and not to congregate, families must adhere to national social distancing rules.

	Nursery	Class 1	Class 2	Class 3
Entrance and Exit Point	Along the usual pedestrian path, wait at the side gate to the car park and Nursery staff will come to collect your child. Leave through the side gate and across the car park, exiting on the opposite pavement to entering.	As with Nursery Siblings can walk in with each other and enter at the older pupils' time.	As with Nursery and Reception Siblings can walk in with Year 6 at the same time. Year 5 should be encouraged to walk in alone.	Drop off at main gate and walk onto site alone, maintaining social distancing from any friends met. Go through the side gate and around to the Class 3 fire exit to directly enter your classroom.
Start of the day	09:15	09:00	08:50	08:45
End of the day Change from Friday 3rd July.	14:45 Not in on Fridays	15:00 12:00 on Fri	15:10 Not in on Fridays	15:15 12:15 on Fri

We will not be providing an extended schools service. This means that, After-School Clubs will **not be provided** in the summer term.

Class organisation

The maximum amount of pupils each class base can accommodate has been worked out and we can offer all children in the eligible categories a place according to this risk assessment. This will be reviewed weekly as government guidance changes and the risk factor comes down. Year 6 will be accommodated in their classroom. Class 1 will use their classroom and their outdoor area. The children will each have their own desk in the room where all their belongings and work will be carried out. If any carpet time is done with the children markers for sitting will be placed at 2m intervals to ensure social distancing. Class 2 will be taught in their own class base and will enter through their door nearest the gate. They will enter the playground through the playground door so they don't cross Class 1's play area.

Each year group will have a dedicated staff team assigned to them for their days in school. They will not have all the staff present each day. At the moment staff groups would be:

Groups:	Nursery	Class 1	Class 2	Year 6	Keyworkers
Staff:	Miss Allman Mrs Simpson	Mrs Jones Ms Dunn Mrs Whitehouse Mrs Swinnerton	Mrs Tomkinson Mr Church Mrs Blank Mr Williams	Miss France Miss Bishop	Mr Church Mrs Tomkinson

ActivSports will have activities on a Thursday afternoon and Miss Berg will do sports on a Wednesday afternoon The coaches will only be working at Hinstock (like Mrs Williams) and will always do outside activities observing social distancing rules at all times. **From 3rd July with increased children in school and more limitations on staff we will close by 12:30pm in order for cleaning to be carried out thoroughly and teachers to have PPA and online learning catch up time.**

Daily activities/learning provision

Learning activities will be provided by the staff team allocated to each class. Across the year groups and for any returning pupils the focus will be on mental health and well-being in the first instance and on addressing gaps and working out what catch up may be needed in the long term. Outside activities and learning will be planned as much as possible and Year 6 will continue to work through transition activities for secondary school.

The class 2 and 3 children will have PE led by Activsports on Thursdays and Wednesday afternoon with Miss Berg.

Learning activities which will **not** take place due to social distancing measures:

- Independent reading of books to an adult in close proximity, this should happen at home instead. Although social distanced reading has worked well in the lower years.
- Guided reading groups.
- Group activities where working closely and collaboratively is a necessity.
- Team skill games which require close contact.

Marking

All marking will be verbal feedback only to reduce contact between teachers and children.

Homework

Reading, TTRock Stars and spellings will be set by the class teachers. These will all be online. Fiction Express / Purple Mash will be used for online reading only to reduce contact and potential spread of infection. No homework will be 'handed in' to mark.

Activsports

Activsports will provide their own Risk Assessment for the activities they lead and will be included in our school based risk assessment for contact and social distancing purposes. They will ensure appropriate distancing to reduce possible contact and spread.

Forest Schools

The use of forest school will be developed for each group as we settle into a routine. Teachers will lead Forest schools with their group. Risk Assessments will be amended to include this. Any tools used must be washed between use by different children.

Assemblies

Acts of collective worship which are usually a daily event will happen within class, some whole school assemblies may happen virtually but technology is presently hampering this at school.

Playtime procedures

Playtime will be staggered to enable children to exercise and socialise at a safe distance. Each group will be allocated a zone on the playground for playtime and given a section of the field to use in the afternoon. They will be encouraged to play in small consistent groups. Each class will be in their zone together but will be encouraged to play in smaller friendship groups. Teachers will give guidance as to areas to stay within when playing and help children with distancing. Nursery will use their own playground and indoor space exclusively.

Reception and Year 1 will use their outdoor area and be allowed access to the field but not the outdoor gym equipment or the Nature Gym area. Morning break will be at 10:15am. Year 6 will use Nature Gym, the outdoor gym and the field. Morning break will be at 10:45am. Class 2 will use the playground and their own equipment. Morning break for them will be 10:15am.

Every group will have a designated route to the playground/field: Year 6 through Class 3's or the hall's fire escape, Class 2 out through the main playground door and Class 1 out through their own classroom's door. Supervision will be sorted by staff on site with their group each day. Recent first aid training means we are covered for these periods of time. A first aid kit will be provided for every group to include PPE. All equipment used will be wiped down after use.

Toilets

- Nursery: Limit to one at a time washing hands and toileting in area at any one time, as much as possible but cubicle use will help distancing here.
- Class 1: Toilet entrance propped open and access monitored by adults for one boy or girl to enter the toilets at a time. Sink in the classroom and outside station will be used as well for regular handwashing with markers to ensure social distancing whilst waiting.
- Year 6: Monitored entrance to toilets and markers on the floor to ensure social distancing. One boy and one girl at a time, clear queuing areas and directions marked to avoid narrow points such as the indoor stairs and the toilet corridor entrance. Sink in the classroom and kitchen in hall for allocated time handwashing. Markers in place to aid social distancing.
- Class 2 will use the children's toilet or staff/disabled toilet one at a time and wait on the markers for entry, supervised by staff in Class 1. Staggered breaktimes should help with any congestion. They will use the classroom sink to wash hands.
All Staff and children's toilets will be cleaned in the middle and end of each day.

Lunchtime procedures

- Vouchers will continue for those on Income based free school meals.
- All children will be requested to bring in a packed lunch and a water bottle.
- Lunches will be eaten within the children's class base or playground zone in their small groups. Following appropriate handwashing and cleaning of the class areas. This is to minimise contact as per government advice.
- Children will be able to go out to play in their zones following lunch and staff will take it in turns to be with them and have their own lunchbreak.

Safety precautions

Safeguarding

- Qualified Designated Safeguarding Leads will be contactable at all times. Mrs Williams (either on site or at Hinstock), Mrs Jones or Ms Dunn.
- All usual policies and procedures for safeguarding apply with the addition of COVID-19 guidance.

First Aid

- Appropriate and up to date Risk Assessments have been completed in agreement with the LA based on providing first aid to children or staff.
- All staff have had recent emergency first aid training at work. Mrs Whitehouse, Mrs Swinnerton and Mrs Blank have full first aid at work training. Miss Allman, Mrs Simpson have paediatric first aid training. Each area will have their own first aid kit, which they will be responsible for stocking.
- Each area will be provided with appropriate PPE including facial coverings, aprons and gloves.
- Depending upon the severity First Aid can be given on the spot including outside – ensuring staff are protected with PPE. Or if required staff can escort children safely to the class area for treatment.

Positive handling (Restraint)

- Positive handling cannot take place during the summer term due to the high risks involved with such close contact. A child who requires positive handling as a last resort due to their risk management, will need to be isolated, by removing the rest of the pupils. Then parents will need to be contacted to come and support staff. If the pupil needs to then go home as a result of their behaviour, a fixed term exclusion will apply.

Intimate care

- PPE to be worn at all times by staff.
- School intimate care policy to be followed.
- Two members of staff required for intimate care duties but only one in close proximity to the child.
- Sensible use of disabled toilet or toilet spaces for intimate care, depending on circumstances. Nursery follow usual protocol.
- Parents to be contacted.

Wet playtimes/lunchtimes

- Children and staff will stay in their small group class bases. Teams will manage staff breaks between themselves.
- The main school hall can be freed for exercise.
- Generally Cheswardine pupils go outside in most weathers and places would be allocated to groups such as the Nature Gym for Year 6 and the outdoor classroom base for Year R/1, the hall could then be used by Class 2.

Fire Procedures

- In the event of a fire, the main aim is to leave the building safely in an orderly manner.
- However to also conform to safe distancing the children will be asked to go to their nearest exit point and line up outside near to their classes usual spot on the playground and line up leaving a gap between them and the person in front of them. More space may be needed between each line so staff ensure this is the case.
- A fire drill will be practised for every new group entering school and class groups will familiarise themselves with the safest exit point on their return.
- Class attendance clipboards will however always be kept in classes. Teachers to be responsible for taking these outside with them.
- All other procedures remain the same – Doors closed by HT or office staff, site checked, the signing in book to be taken outside for attendance purposes, HT mobile phone to be taken outside, cordless phone to also be taken out, and teachers to take out their class clipboard.

Lockdown site procedures

- Updated clipboards will be taken by staff to the designated lockdown points.
- All other procedures for lockdown remain in place as usual. This is an extremely rare event and this action is only taken under the most serious concerns for health and safety, therefore this supersedes the need to safely distance.

Staffing

- Staff will adhere to social distancing measures during their break times when in the staffroom. Only the designated chairs and seating arrangement will remain in place. This must not be changed as it allows for safe distancing.
- Playtimes and lunchtimes are staggered so the flow of staff at playtime will also be staggered.
- PPA time – all teachers will receive weekly allocated time to plan and prepare for their learning activities. This will be covered by Activsports, Mrs Berg and Friday afternoon closures.
- Each class teacher will plan for their own class, then share with the staff team to ensure effective delivery.
- The office will be manned by one admin person each day. Registers are carried out online through an excel spreadsheet on the staff server.
- All staff should be logged onto Microsoft teams at all times in order to remotely request help or talk to each other about anything of concern that arises.

Summer term transition procedures

- Reception teacher to produce a virtual social story with photographs of the classroom and explanations for the families to refer to over the summer holidays.
- Reception teacher to contact all families to converse with parents and possibly children.
- Face to face transition to be cancelled for Reception September 2020
- Reception 2020/21 parents will not come into school, phone calls and online discussions can be held.
- Year 6 will not be attending secondary schools this term.

Summer term events now cancelled

- Sports Day
- Summer fayre
- All educational visits
- Leavers production

[Please also read the Risk Assessment documents produced to be read in conjunction with this procedural document.](#) These are updated weekly so for return next week they will look slightly different from the review this week.