



Reach for the Stars

Procedures for school **re-opening** for the summer term from 2nd June 2020 for specific groups of children during the Coronavirus pandemic.

These procedures were written on 18.5.20 agreed by the staff and members of the FGB throughout May 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

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 is 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.

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 11.5.20 to receive an indication of the numbers who intend to return to school.

Planned return of pupils

We are inviting these **eligible** pupils back into school from Tuesday 2nd June, in order to allow staff the time to go through opening checks and procedures on the 1st June since the school will have been closed for some time. We are very happy that Cheswardine has the space to accommodate the children in Reception, Year 1 and Year 6 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. We are also inviting 3 and 4 year olds in Nursery to return on the 2nd June as they have their own self-contained facility with a large outdoor area, Hours may be condensed in this setting however.

This document will be updated and reviewed to include whole school reopening information following additional government advice.

Online Learning

This will continue for the children in Years 2, 3, 4 and 5, until school reopens for them. Teachers will have dedicated school release time to prepare the online learning tasks. This is happening now as teachers are in school on a weekly basis presently for the children of keyworkers.

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 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.

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 Reception, Year 1 and Nursery. Year 6 will walk alone into school, dropped off at the main gate and enter by the side gate then around to their classroom.
- Only one adult must accompany a child to school and must maintain social distancing at these times.
- Parents of Year1 and Reception should 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 Class 1 directly. Parents can then leave through the side gate, across the car park and onto the opposite pavement. The main gate will be half closed and 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 will have a staggered start and end to the school day commencing **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.

School 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	Reception	Year 1	Year 6	Key Workers (non-eligible children)
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	As with Nursery and Reception	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.	Presently identified keyworker children are siblings to Year 6 and can enter with their siblings but go through Class 2 door straight into class 2. If children change this will be reassessed. Please only use when needed. Children could be picked up at lunchtimes.
Start of the day	09:15	09:00	09:00	08:45	08.45
End of the day	14:45	15:00	15:00	15:15	15:15

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 and the hall. Year R/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. Keyworker children in other year groups will be taught in Class 2 at their own desks.

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

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

ActivSports will have activities on a Thursday afternoon and Miss Berg will do sports on another afternoon to be confirmed. Giving the teachers valuable PPA. The coaches will only be working at Hinstock (like Mrs Williams) and will always do outside activities observing social distancing rules at all times.

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.

For Year 1 learning will look a lot like the weekly activities given online as the team will still be providing online learning for our absent Year 2s, but with an added focus on phonics and reading using the staff expertise to close any gaps that may have opened up from remote learning at home.

In Reception and Nursery focus will be on the early learning goals and in Reception on reading, writing and number in particular.

Year 6 will really focus on being ready for secondary school. The school they are going to might look quite different to how they would expect it to look in September and our job will be to prepare them for this. Maths, English and Science/topic activities will be planned and transition opportunities will be worked on, hopefully with input from the secondary schools.

For each group opportunities to learn outdoors will be prioritised.

The children will have PE led by Activsports on Thursdays and another afternoon with Mrs Berg, tbc.

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.
- 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 as they will be visiting other school sites during the week.

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. Camp fire snacks (hot chocolate, hot juice and biscuits) can only take place in small groups with appropriate distancing within the designated area. 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 at least once weekly with Mrs Williams visiting each class, this may happen virtually and be opened up for other children at home to join in too through the term.

Vulnerable children and Key Worker children

These children will remain as a class group operating from Class 2. They will have separate playtimes and separate drop off and collection times. The group will complete their daily online activities which are predominantly Maths and English based activities in addition to project and activity based learning, outdoor learning and Activsports participation where possible.

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. Reception together, Year 1 together and Year 6 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. Keyworker children 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, Keyworker children 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.
- Reception/Year 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.
- Keyworker children use the staff toilet when required as well as classroom sink to wash hands. If numbers increase here this will need risk assessing and modifying.

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. This is dependent on take up of places. Mrs Swinnerton, Mrs Simpson and Miss Allman may be available to cover lunch paytimes.

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.

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 in the first week of reopening and class groups will familiarise themselves with the safest exit point on 2nd June.
- 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 staff rotations.
- Staff may wear face masks provided by school, this is their choice and is not compulsory unless providing/receiving first aid.
- 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 will be in classrooms at the start of the day and delivered by an adult to a designated space outside the office when filled in.

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 other than move up day which will be arranged in accordance with the secondary schools.
- Reception 2020/21 parents meeting to be held, 1 parent to attend only and social distancing measures to be adhered to. SJ, GD, RW to lead.
- Year 6 to attend secondary school for 1 day as planned by the secondary schools. Dates TBC

Summer term events now cancelled

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

Reopening for other children

We will follow government and LA guidance and increase capacity as and where we can but only in line with weekly risk assessments and careful consideration of space. It is highly likely we could accommodate every pupil's return before the Summer holidays due to the space the school is blessed with but we will only open up to others after fully risk assessing and putting everyone's safety first. That is our top priority.

[Please also read the Risk Assessment documents produced to be read in conjunction with this procedural document.](#) These will be available on our website once they have been quality assured by the Local Authority.