



Lighthorne Heath Primary School **Planning for Wider School Re-opening**

Specific Aims:

- To ensure **safest possible work practice** for all employees
- To **reduce risk** to all children and parents on the school site.
- To reduce direct contact between children **wherever practically possible**
- To ensure government guidance is **followed correctly** in the context of **our school site**

We all recognise that the wider re-opening of schools will be a wonderful relief for many children, families and staff - a sign that 'normal life' may be around the corner is exciting for everyone. We hope that the impact of wider re-opening will be a positive one for the children who attend. We recognise that, initially, the stress associated with this may affect a considerable number of people. We aim to balance our arrangements to suit everyone. Please bear in mind that people within our school community may have differing views and very different concerns. As ever, we will do our very best to accommodate everyone's hopes and wishes, as far as possible!

Like many parents and carers, you may be wondering and worrying about whether or not to choose to send your child/ren back to school. Please be assured that we will support you in whatever decision you make in the best interests of your child/ren. Please note that the government has said that parents and carers will not be fined if they choose to keep their children at home.

We hope that you will find this comprehensive guide useful – it has been written for both families and staff. It is lengthy, but please do take the time to read and digest our plans, which will hopefully help you to make your decisions.

1) Overview

What a wider school re-opening will look like at Lighthorne Heath Primary School:

Following Government Guidance this week, school senior leaders have been working to interpret this guidance for our school and community. This handbook should be used together with the Government guidance. Obviously, this situation is very fluid and government guidance could change prior to June 1st depending on the 5 tests that have been set out. However, we have written this document to inform and prepare for a return to school, whenever that date may be.

After very careful consideration and taking into account:

- Safety of staff and pupils
- Staff and pupil mental health and well-being
- Government Guidance
- Union Advice
- Local Authority advice
- Contracts and working patterns
- Workload

We have devised a plan that we believe minimises risks and cross contamination where possible and supports our staff,

children and families. Child and staff well-being and safety is paramount and whilst we cannot eradicate all risks, we can minimise them.

Should the government confirm that schools will re-open from 1st June, our wider school opening at Sydenham will be phased as follows:

- On Monday 1st and Tuesday 2nd June, staff will be preparing classrooms and the school site and receiving training, ready for wider opening.
- On Wednesday 3rd June, we will welcome Year 6 pupils back to school (they may then attend school every day thereafter).
- On Thursday 4th June, we will welcome Year 1 pupils back to school (they may then attend school every day thereafter).
- On Friday 5th June, we will welcome Nursery and Reception pupils back to school (they may then attend school every day thereafter).
- From Monday 8th June, all pupils in Year 6, Year 1, Reception and Nursery will be welcome to attend school every day. Emergency education provision will continue, as usual for the children of key workers and vulnerable pupils.
- Children in YN/YR, Y1 and Y6 will be split into groups of up to 9 with children from their year group. This group is referred to throughout as a 'bubble'.
- Each 'bubble' will be in their own classroom with a designated outdoor play area and toilets.
- The YN/YR, Y1 and Y6 'bubbles' will not cross or mix.
- There will be up to 2 adults working with each group. We will keep the children with familiar adults wherever possible.
- The children in their group or 'bubble' will be the same each week. The adults with that 'bubble' will not change unless strictly necessary. If there are any shortages of teachers, then teaching assistants may be allocated to lead a group.
- The group of key-worker children already attending school will continue in a small group of no more than 9.

Table to show which children can come to school:

	Nursery / Reception	Year 1	Year 6	Children of Key Workers and vulnerable pupils
Monday 1st June	X	X	X	✓
Tuesday 2nd June	X	X	X	✓
Wednesday 3rd June	X	X	✓	✓
Thursday 4th June	X	✓	✓	✓
Friday 5th June	✓	✓	✓	✓

Home learning will still be provided for the children whose parents choose to keep them at home, although this will need to be reviewed in light of teachers having to plan for direct teaching in school. Teachers will be planning the same learning for both children who attend school and those who stay at home, and will continue to post learning on See-Saw. They may not be able to give feedback to pupils working at home in the same way they have to date, due to their teaching commitment in school. There will be a range of well-being and PSHE activities in the afternoons to welcome children back to school.

2) Movement around the school site

Travelling to and from school

Children and staff should not use public transport, if possible. If staff or our families need to use public transport then they should try to maintain 2 metres social distancing at all times and may wish to consider wearing a face covering.

Scouting, walking and cycling is encouraged. If travelling by car it should only be with members of your own household. The school site will be marked up using semi-permanent spray paint to support social distancing, and staff will be on site to help to guide children and families at the beginning and end of the school day. **Staff, children and parents should not congregate in groups outside the school gates or on the premises.**

Arrival and departure of children and parents

Government guidance states where possible, children should be dropped off and collected by **one** adult. We appreciate that some parents may have to bring along other children from within the family, but if it's possible to come without siblings, please do so.

We understand that children and families will be apprehensive about the return to school and so have tried to keep all year groups with familiar adults. We know they will be excited to see their friends, but please take the time to have a conversation about keeping a safe distance during arrival and drop off times.

Class teachers will record a welcome message for the children and we will upload this to onto See-Saw. We hope that this will help calm any nerves and support parents' and children's wellbeing.

School uniform

From June 1st all children should wear school uniform. Children may wear trainers, as they will not be changing for P.E.

Items your child should bring

To minimise cross contamination and ensure safety we are asking children not to bring in book bags, rucksacks or other items from home EXCEPT:

- Their named water bottle and a coat if needed (coats will be hung on the backs of chairs in classrooms – cloakrooms will not be used).
- Packed lunch – To further reduce the risk of any potential cross infection, we are asking children to bring lunch in a disposable plastic bag and wrapping (cling film / tin foil - no Tupperware or lunch boxes, please). To minimise unnecessary contact, we would please ask that lunches do not contain items that require help opening.
- Educaterers will be providing a hot or cold 'deli bag' packed lunch option if children usually have a school lunch.
- If the weather is warm please send in a named sunhat.
- Sun cream should be applied at home before attending school.

Staggered arrival times

School will be open for staggered drop off from 8:55 – 9:15am for the children invited in that day. Children will not be classed as late until after 9.15am. Each year group 'bubble' will be given a set time to arrive – Y6 at 8.55am; Y1 at 9.05 am and YR/N at 9.15am. It will be important to keep to your allocated drop-off time so that it will be possible for parents to maintain the 2m social distancing on site. Staff will be on hand to greet and guide children into school. If you have any information you need to pass on please email or telephone the school office. Parents and other adults will not be allowed into the main school buildings.

Break and lunch times

The government has recognised social distancing at break and lunchtimes will not be practical. Children will only take break and lunch with their 'bubble' so as to reduce risk as much as possible. We will encourage social distancing as much as possible but not so as to cause upset to children in an environment of fun and enjoyment. Children will have the choice of bringing their own packed lunch in disposable wrapping or will be able to order a 'deli bag' lunch from school which will be delivered to the classrooms, meaning there is no need for children to gather in the school hall at lunch. Lunch will be eaten in their group / 'bubble' classrooms. New packs of playground equipment will be available for each individual 'bubble'.

Home times

Home times will be staggered between 2.30 – 3:00pm (YR at 2.30pm / Year 1 at 2.45pm and Year 6 at 3.00pm).

Please only come to the school site at your allotted time. It is important to maintain a 2m distance at all times. Children must be collected from their allocated space on the main playground at the back of the school. - please respect a 2m distance from staff and other parents and children and follow the marked one-way exit route. If you have any information you need to pass on please email the office or your child's teacher.

Procedures for children who find it difficult to separate at drop-off

We understand that this is an unusual situation and not all children will find it easy coming into school. We hope the bubble plan, alongside this handbook and our transparency, will help reassure our families. If a child is refusing to come into class we will do our best to reassure them but we will not expect our staff to breach social distancing and assist them coming in. If children refuse to enter and cannot be persuaded into school they will need to be taken home and a plan devised to help them when they next return. Safety of everyone is paramount!

Trips

All trips and visits off site are cancelled until further notices. We will not be inviting visitors into school during this time. Staff will be using virtual tours of galleries and museums and other resources to give children experiences of interesting places.

Arrival of Staff

- Doors will be left open, wherever possible. Staff should leave doors open, where this is safely possible, without compromising the safety of the school community. Staff must enter the building through the main entrance door and follow the indicated one-way system to their working area, without compromising other groups / 'bubbles'.
- Everyone must aim to keep 2 metres away from other adults, where possible. Whilst government guidance says that brief passing in corridors is relatively risk-free, we encourage everyone to use passing places, use outside doors etc.
- Staff should wash their hands on arrival and / or use anti-bacterial gel.
- Staff reintegration training will take place on Monday 1st and Tuesday 2nd June to set up classrooms and 'bubble' areas.

Staff leaving the site

- All teaching staff must leave the school site by 3.15pm to enable the cleaning team to come in and avoid mixing / cross contamination, unless otherwise arranged with the executive head teacher.
- The school cleaning team are following the government recommendations for cleaning non-healthcare establishments, using the most effective anti-bacterial cleaners. Cleaning staff will receive further training on the government guidance on Monday 1st June.
- Handover - A verbal handover to the cleaning staff will take place by the school business manager and care taker, and cleaning staff will be encouraged to leave as soon as possible to allow for distancing.

3) Communication between parents and school staff

Contacting school office staff

We encourage all parents to call the school office on 01926 640326 if there is an important administrative issue. Office staff will not be permitted to visit other groups / 'bubbles' so messages can only be phoned through or emailed. Office staff will not be able to take messages to children in person. Parents will continue to have access to class emails for direct contact, which may speed the process up. *Staff will respond as soon as they are able.* To ensure safety of office staff and parents 2m distancing is mandatory and the office door will remain locked. All non-essential external staff visits are prohibited until further notice.

Contacting class teachers and other members of staff

Face to face meetings will not be possible until further notice. If a parent wishes to discuss a matter with a member of staff this can be done via email or by phone.

Visiting Professionals

Other visiting professionals will be managed on an individual basis and where this relates to children, parents will be consulted as to the safest way to enable meetings to take place.

4) Protection

Child Protection

- Our safeguarding duties have not altered throughout the school closure so far and we will continue to operate as normal.

Personal Protective Equipment (P.P.E.)

As a school we have already been stocking up on P.P.E. in readiness for any return to school. This includes:

- Anti-bacterial hand gel
- Hand wash
- Disposable paper towels
- Cleaning equipment for individual classrooms
- Disposable face masks
- Disposable gloves
- Face visors
- Staff uniform
- Disposable aprons
- Tissues
- Lidded bins (catch it, kill it, bin it)

We anticipate that the masks, aprons, gloves and visors will only be necessary when administering First Aid or intimate care. First Aiders will be briefed on appropriate use of P.P.E. and administering first aid. Government guidance states that in school, staff and pupils do not need to wear face coverings or P.P.E. If staff or children would like to wear a face covering in school that is a personal choice that school respects and supports. However, if children choose to remove their face mask during the day, whilst we will encourage them to wear it, we cannot strictly enforce this. School would ask that all face coverings are appropriate.

In classrooms

All groups / 'bubbles' will have their own anti-bacterial hand gel, cleaning equipment, hand wash and disposable paper towels. They will also have their own toilet block and sinks exclusively for their use. These areas will be deep cleaned every evening. Throughout the day staff will have cleaning equipment to regularly wipe down any high touch areas – door handles etc. and where they deem it is necessary. This will be expected and encouraged. Internal doors will be propped open safely where possible to avoid unnecessary surfaces being touched and hand washing will be timetabled regularly throughout the day. All classrooms and spaces used by the children will be set up by staff to include only what the children need whilst remaining welcoming.

Equipment and items the children do not need will be removed to minimise cross-contamination through touch of objects in the room. Classroom windows will be open wherever possible to encourage ventilation.

Children will be provided with their own personal set of stationary and all resources required for that day. This will be kept in a tray on their assigned desk or in their assigned space. There will be no cross-contamination of any school resource.

Handwashing

Regular handwashing will be encouraged, and children will be supervised by an adult to ensure they are doing it properly and for 20 seconds. This will happen:

- On arrival at school
- Before and after playtime or time outdoors
- Before lunch
- After lunch
- Before going home
- Between lessons, if necessary

Anti-bacterial hand gel will also be available for all children and adults to use in class. If children or staff would like to bring in their own hand sanitiser, soap or moisturiser the school will support this but small bottles are encouraged and **MUST** be labelled with the child's name. They will remain on the child's desk for their day in school before coming home and are to be used only by the person they belong to.

First Aid

Disposable aprons, gloves, face masks and wipe-clean visor shields will be provided and should be worn by any member of staff dealing with symptoms of coronavirus.

If children are displaying symptoms, they will be isolated from their 'bubble' in the Medical Room by a First Aider and await collection by a parent. Advice will be issued to ensure their safe return as soon as possible. The government has said that all children returning to school and their families will be eligible for a coronavirus test. Adults working in school are already eligible.

A training meeting with First Aiders will be carried out on Monday 1st June, before children return to school. All staff will follow government guidance.

Government guidance says: 'if a child, young person or other learner becomes unwell with symptoms of coronavirus while in their setting and needs direct personal care until they can return home, a fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn'.

Medicines in school

If your child requires medication to be held at school (i.e. Epi-Pen, Inhaler or similar) please return it to school on your first day back. Labelled with clear instructions for use. It will be kept in their 'bubble' classroom and normal medication procedures will apply and should be followed by parents and staff.

5) Staffing arrangements

- Our first duty before we can even contemplate allowing children to return to school is to prepare a plan that reduces the risk to our employees. The system we have designed follows guidance but very deliberately minimises contact.
- Government guidance clearly states the extremely vulnerable should remain at home. They have issued a list of vulnerable conditions. If staff feel they are in the vulnerable category they should speak to their GP for advice and provide a sick note to school. Guidance allows for vulnerable individuals to work remotely, in school at a 2m distance or the choice to continue their normal function. Staff in this category should read the guidance carefully.
- If staff are working from home due to shielding or vulnerability, this will be supported by official advice and evidence to ensure fairness for all. For those working from home, there will be an expectation that they will

continue to provide learning opportunities and fulfil other roles.

- There are many variations to staffing arrangements throughout the country. This setup is the right one for our school. It complements arrangements in other local primary schools and is entirely dependent on the 5 tests set out by the government to enable us to re-open.

Communal Areas (staff rooms, toilets etc.)

- Staff welfare facilities – Until further notice, the staff room will be available for ‘on the go’ tasks such as making drinks, making lunch etc. They may not to be used to sit and eat/drink as this will prevent others from using the room for those ‘on the go’ tasks. Staff ‘bubble’ spaces may be used for break and lunchtimes, and staff are encouraged to take a break outdoors. Staff will need to maintain their own mugs and all cutlery and crockery is placed **directly** into the dishwasher.
- Toilets are cleaned every day by cleaners. Anti-bacterial hand gel will also be provided to use for children and staff. Continued reminders for everyone to wash hands for 20 seconds as per government guidance.

6) Impact of returning

- How will this affect what we are ‘teaching’? Children will not return to the usual curriculum immediately. There will need to be a period dedicated to seeing how children manage with returning before normal lessons resume exactly as before.
- Behaviour choices compromising safety – Any child or adult who does not follow the safety rules that they have been given will not be allowed to return to school until we have confirmation from the Local Authority that the children and adults in their group / ‘bubble’ can be kept safe. Parents will be asked to collect if safety is compromised.
- We are committed to making Year 6’s return as enjoyable as possible under very difficult circumstances. Our primary focus will be on ensuring they are given the very best ‘send-off’ possible and that they are fully prepared for secondary school.

**These procedures will be constantly reviewed, taking into account any changes we feel necessary.
Teaching groups will be communicated to parents and carers on Monday 1st June.**