



Highlees Reopening September 2020

Intention

The safety and wellbeing of all staff and pupils of Highlees is paramount. All planning will take account of the needs, vulnerabilities and concerns of all staff and children.

It is Highlees intention to open school for all year groups in September 2020, following the Government and Trust Guidance.

Timescales

- **Monday 7th September - Year 2, 3 and 6 will return**
- **Tuesday 8th September - Year 1, 4 and 5 will return**
- **Week beginning Monday 14th September - EYFS to start during that week**

What will it look like?

- Children will be split into class group bubbles with their class teacher and, where possible, a TA.
- It is anticipated that all staff members will be available to work, risk assessments are in place for identified staff members



Timings

| Year Group | EYFS | 1 | 2 | 3 | 4 | 5 | 6 |
|--------------------|---|--|---|---|--|-------------------------------------|---|
| Dates to start | W/B 14th Sept | Tuesday 8th Sept | Monday 7th Sept | Monday 7th Sept | Tuesday 8th Sept | Tuesday 8th Sept | Monday 7th Sept |
| Timings | 9.30 - 2.30 pm | 8.50 - 3.10pm | 8.40 - 3.00pm | 8.40 - 3.00pm | 8.50 - 3.10pm | 9.00 - 3.20pm | 8.30 - 2.50pm |
| Entrance to school | Through the door next to the Hub entrance | Through the year 1 garden area and straight into the classroom | Through the door next to the hub entrance | KS2 playground and through the year 3/4 main door | KS2 playground and through the classroom doors | KS2 Playground and up year 5 stairs | KS2 Playground and up the year 6 stairs |

Breakfast Club

- Our Breakfast club will reopen initially for key workers / working families who usually use the provision (approx 15 children).
- It will be open from 8.00am - 8.40am (or when the child starts their bubble).
- Children will access through the Hub door and sanitize their hands on arrival into the breakfast club.
- Children will sit at individual bubble tables well spaced apart and not facing each other.
- Staff members will remain 2 metres away from children and each other at all times.
- Breakfast menu to be revised to ensure children can collect food themselves to ensure social distancing.
- A staff member will walk the children to their classroom at the end of the session to ensure social distancing.
- A hygiene box will be present, equipment will be cleaned after each session by the staff members.



Before School

- Windows will be open in classrooms.
- All doors will be open to limit children / staff touching it.
- Year 2 to 6 - children will sit on forward facing tables (not be facing another child).
- KS2 children will have their own stationary pencil case provided by school to prevent lots of children touching the equipment.

Arrival to school

- Site manager will open the gates a few minutes before the start time. Leader /Learning Mentors will be outside to reinforce social distancing rules.
- Teachers will be out to greet the children. Children will enter school using the correct door.
- On entry, the children will sanitize their hands. This will be monitored by a staff member.
- No parents will be allowed within the school building initially. Parents will be asked to send notes or contact the office.

During the school day

- Bubbles will be of class size and will not mix with other bubbles during the day.
- Where possible, there will be two members of staff to a class bubble.
- Year 2 to 6 - tables will be set up forward facing.
- Teachers will continue to encourage children to wash hands throughout the day and each day reminders of expectation's are to be set by adults in school.
- Intervention will be minimal and have to be agreed by SLT. If interventions are agreed social distancing will be adhered to and areas be cleaned after use.
- Limit the amount of children in the toilets at once - Teachers will monitor children access the allocated toilets.

WHEN EITHER STAFF /CHILD ENTER OR LEAVES THE CLASSROOM THEY SHOULD WILL USE THE HAND SANITIZER



Break time Plan

- Children will go out on to the playground as year groups but will use their allocated area for their bubble. They will be supervised by two members of staff.

| Year Group | EYFS | 1 | 2 | 3 | 4 | 5 | 6 |
|-------------------|---|--|--|--|--|--|--|
| Break time | Free flow play in allocated EYFS outdoor area | 10.30 - 10.45 KS1 Playground will be split in two areas. Children will access allocated area | 10.15 - 10.30 KS1 Playground will be split in two areas. Children will access allocated area | 10.30 - 10.45 KS2 Playground / field will be split Children will access allocated area | 10.30 - 10.45 KS2 Playground / field will be split Children will access allocated area | 10.15 - 10.30 KS2 Playground / field will be split Children will access allocated area | 10.15 - 10.30 KS2 Playground / field will be split Children will access allocated area |

- Timings will be kept to ensure the next bubble can access the playground.
- At the end of breaks, children should line up and follow the same procedure on entering school on arrival.
- Children **MUST** use the hand sanitizer on entry to school.
- There will be a rota for outside equipment- year groups will be allocated a week. At the end of each day it will be cleaned by the cleaning team in school.
- KS2 children will be allocated a section of the playground /field (weather permitting).
- First Aid to be dealt with on the playground, when possible.



Lunchtime Plan

| Year Group | EYFS | 1 | 2 | 3 | 4 | 5 | 6 |
|------------------------|---|--|--|--|--|---|---|
| Lunch time Plan | <p>11.30 - 12.15</p> <p>11.30 - 11.55 eat in small hall</p> <p>11.55 - move to the EYFS outside area</p> | <p>12.00 - 12.45</p> <p>12.00 - eat in small hall</p> <p>12.20 - outside to play allocated area</p> | <p>12.00 - 12.45</p> <p>12.00 - outside to play in allocated area (access through small kitchen)</p> <p>12.25 - eat in small hall</p> | <p>12.00 - 12.45</p> <p>12.00 - eat in main hall</p> <p>12.20 - outside to play in allocated area</p> | <p>12.00 - 12.45</p> <p>12.00 - eat in classroom</p> <p>12.20 - outside to play in allocated area</p> | <p>12.30 - 1.15</p> <p>12.30 - eat in classroom</p> <p>12.50 - outside to play in allocated area</p> | <p>12.30 - 1.15</p> <p>12.30 - eat in main hall</p> <p>12.50 - outside to play in allocated area</p> |

- Lunch will be split into year groups bubbles - but classes will not be sat in the same area.
- The children will sanitize their hands on entry to the hall and when leaving the hall.
- Children will be offered a 'pack lunch' option through caterlink. This will be a variety of cold /hot options that can be placed in a disposable bag.
- Each year group will have 45 minutes for lunch, this will be split into time eating and time playing.
- Dispose of all the lunch bags in the bin.
- The lunchtime supervisors will be split into two teams (KS1 and KS2)
- Between each year group the tables and seats will be cleaned.
- All children will sit alongside one side of the table, leaving the other side clear (no one facing each other).
- There will be a rota for outside equipment- year groups will be allocated a week. At the end of the week it will be cleaned by the cleaning team in school.
- Children will be allocated a section of the playground /field.



- First Aid to be dealt with on the playground, when possible.
- Movement will be through a one way system and directed by an adult. Children will only leave the hall at the allocated time.

Health and Safety

- All classes and shared areas /offices will have a hygiene box, this will be the refilled where necessary by the Site Manager.
- All classes and shared areas /offices will have access to a lidded bin.
- First Aid - staff will have a first aid pouch within each classroom, including the bump head letters etc.
- All TA's will complete the basic first aid online training in September to ensure that their training is as up to date as it can be .
- There are 7 staff members who have pediatric first aid training. There will be a rota in place to ensure a member of staff is available in KS1 / KS2 daily.
- Children, where possible, will address their low level medical / first aid needs under staff supervision and guidance. If this is not possible then first aider to deal with the issue and take the child to the main first aid room.
- Fire Evacuation procedure - updated to follow government guidelines.

Cleaning

- Cleaning of touch points during day (handrail, toilets etc) at the following times
 - 10.00
 - Lunchtime
 - 3.00pm
 - Wipes to be used to clean the visitors sign in machine - sanitizer to be used on arrival to school by all visitors.
- Trim trail to be cleaned each evening (weekly rota in place)
 - Cleaners will arrive at 3.00pm to complete cleaning duties.
 - Teachers / Support staff will continue to follow TEFAT clean as you go policy using the hygiene box in all areas.
 - Teacher to be responsible for cleaning equipment daily / when used eg paintbrushes, toys, etc.
 - Drink cups - should be used by the same child and put in milton at the end of each day.
 - Cleaning spray to be used daily to clean soft furnishings.



Child Displaying COVID Symptoms

- Where a child is displaying symptoms of COVID 19 they will be taken outside. A member of SLT will be notified straight away and will take responsibility and deal with the situation. They will follow TEFAT's PPE policy / **Checklist for managing a symptomatic child in school** and use the PPE provided.
- TEFAT bubble policy will be followed
- Ongoing cleaning throughout the day - follow TEFAT clean on the go guidance.

Specific rooms have been allocated to COVID symptoms - PPA room and disabled toilet (EYFS)

Visitors to School

- Caterlink - will be on site and work within the kitchen area. Numbers will be shared with caterlink at the start of each day.
- Site manager will liaise and organise emergency maintenance and follow TEFAT guidelines
- No visitors unless by prior agreement and if no other means of communication is possible
- Contractors protocols established covering :
 - Contractor essential to school operation
 - Contractor risk assessment and method statement aligns with academy risk assessment and provides for no compromising of bubbles; effective social distancing; robust hygiene regimes and outlines a mechanism for communication and ongoing review
 - Risk Assessment available and signed off in advance by Ops
 - Statutory safer recruitment checks in place as normal
- Parents are not permitted in school, they will be allowed on school premises when dropping off and collecting their child (see exception for EYFS)
- Parents will be reminded to social distance
- Parents to communicate through phone call or note to teacher
- EHA / parent meeting (where essential) can go ahead. Social distancing to be maintained and rooms cleaned by staff members following the meeting.



WHEN EITHER STAFF /CHILD ENTER OR LEAVES THE CLASSROOM THEY SHOULD USE THE HAND SANITIZER

End of day

- EYFS + Year 2 - to be taken into the small hall and seated in class bubbles. When adult arrives children are called for
- KS2 Children are to be collected from the main gate or to walk home (if have permission)
- Class hygiene boxes to be checked and refilled
- Equipment in the classroom to be cleaned and sanitised.

Curriculum

- For the first two weeks we will focus on establishing routines and re introducing children to school. We will follow the Jigsaw recovery package and purple mash online safety modules in order to support children's mental health and wellbeing.
- We will revisit the statements for reading, writing and maths to identify the focus for the first half term.

SEN / Vulnerable children

- Risk assessment will be in place for identified children - both TEFAT and in school Social Distancing.
- Sensory Circuits - rota to be established by class / year group. Shoes and socks to be kept on. Individualised stations with minimal contact and ongoing cleaning by adults.
- Hand holding - this will only be when essential eg child in an unsafe situation. Both staff and children will wash hands.
- Movement breaks/Safe areas - allocated for identified children in specific areas, preferably outside. TA responsible for cleaning area and social distancing.
- For children in need of intimate care, policy will be followed. Use of additional PPE.
- Chew toys will be sanitised daily.



PE

- PE will be outside at all times. If this is not permitted due to the weather it will be in the main hall as this is the larger hall. PE lessons will follow guidance with regards to no contact sports etc. Where some equipment is used it will be cleaned thoroughly after each lesson.
- Children will wash their hands before leaving the classroom for PE and when returning to the classroom.