



Highlees Primary School
Reopening Plan March 2021

ALL STAFF TO READ AND SIGN TO SAY THEY HAVE UNDERSTOOD THE PLANS FOR REOPENING

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.

What will it look like?

- Children will continue to be in 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 have been updated and are in place for identified staff members
- Lunchtime - please use the identified staffroom, be mindful where you sit (social distancing)
- PPA - please do not use the PPA room. PPA can be through a google hangout. You can use larger spaces eg staffroom, Hub etc
- Staff meeting - they will be virtual up until Easter and will then be reviewed



Timings - Staggered start and finish times

Year Group	EYFS	1	2	3	4	5	6
Timings	8.55 - 2.45 pm	8.50 - 3.10pm	8.40 - 3.00pm	8.40 - 3.00pm	8.50 - 3.10pm	8.50 - 3.10pm	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	KS1 playground and into classrooms	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 on Monday 8th March in the hub. This will be initially for key workers / working families who usually use the provision (approx 15 children). Children will need to book a session
- 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 to eat. Children will socially distance during the session (unless siblings).
- 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, offices and shared areas to ensure adequate ventilation
- All doors will be open to limit children / staff touching it.



- Ensure that equipment is ready for the children
- Staff to be mindful about not congregating around the photocopier or in corridors

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, one parent on site and encourage parents to wear masks
- Teachers will be out to greet the children (on time). 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. Parents will be asked to send notes or contact the office.
- Staff will be asked to wear masks during this time

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.
- Teachers will continue to encourage children to wash hands throughout the day and each day reminders of expectations 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 accessing the allocated toilets.
- Staff are encouraged to wear visors in the classrooms
- Reduce adult movement across school - staff should stay within their bubble as much as possible, staff should refrain from moving around school and chatting in corridors etc.
- **ALL STAFF SHOULD WEAR MASKS (UNLESS EXEMPT AND HAVE DISCUSSED THIS WITH JO) IN ALL COMMUNAL AREAS INCLUDING THE CORRIDORS, STAFF ROOM ETC**

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



Break time Plan (Phase Leaders to monitor break duty and make changes if necessary - communicate changes to Jo / teams)

- Children will go out on to the playground as year groups but will use their allocated area for their bubble.

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	10.35 - 10.50 KS2 Playground / field will be split Children will access allocated area	10.35 - 10.50 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 Sycamore & Silver Birch - 10:00 - 10:15 Oak - 10:15 - 10:30

- 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- classes will be allocated a week. This will be cleaned on a Friday by the cleaning team in school. **This will be led by the Phase Leaders**
- KS2 children will be allocated a section of the playground /field (weather permitting).



- First Aid to be dealt with on the playground, when possible. All classes have been allocated first aid pouches

Lunchtime Plan - <https://docs.google.com/document/d/1k3nehtXBhUZ0eG7XI1J0lsdQLUhK4wEcQ6xtgZZjftQ/edit>

Year Group	EYFS	1	2	3	4	5	6
Lunch time Plan	11.30 - 12.15	11.45- 12.30	12.00 - 12.45	12.00 - 12.45	12.30 - 1.15	12.30 - 1.15	12.00 - 12.,45

- Children will continue to eat in their classrooms - food is to be brought to the class by lunchtime supervisor
- Each year group will have 45 minutes for lunch, this will be split into time eating and time playing.
- Food to be served in disposable containers, Dispose of all the lunch bags in the bin, which will be collected at the end of lunch
- The lunchtime supervisors will be allocated to a bubble - they will wear visors and socially distanced, where possible.
- 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.

Health and Safety

- All classes and shared areas /offices will have a hygiene box, this will be 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.
- There are 7 staff members who have paediatric first aid training. There will be a rota in place to ensure a member of staff is available in KS1 / KS2 daily. All other support staff have basic first aid training
- Children, where possible, will address their low level medical / first aid needs under staff supervision and guidance. If this is not possible then a 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 - Fire drill will be carried out the first week back.

Cleaning

- Extra 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.
 - Photocopier needs to be cleaned after each use
 - Cleaners will arrive at 3.00pm to complete cleaning duties - teachers will vacate the room, where necessary during this time
 - 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 , where appropriate
 - 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.
 - Staff are to be responsible for cleaning their own cutlery and drink cups.

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.



- Ongoing cleaning throughout the day - follow TEFAT clean on the go guidance.

Specific rooms have been allocated to COVID symptoms - PPA room

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, unless for a prearranged meeting.
- Parents will be reminded to socially distance on school grounds
- 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.

End of day

- Class hygiene boxes to be checked and refilled
- Equipment in the classroom to be cleaned and sanitized.

Curriculum

- REquested Tests will be completed by the 22nd March (TEFAT) to identify baseline on return
- No more marking is planned for identified year groups.
- SEMH observations to be completed over the first couple of weeks - any concerns to be reported to the wellbeing team



- PSHCE will focus on social and emotional health, building relationships and establishing routines and boundaries
- Teachers are to use their professional judgement when planning and delivering lessons focusing on any gaps and National Curriculum standards.
- Learning Mentor to support within identified classes and vulnerable children

SEN / Vulnerable children

- Risk assessment have been updated and shared with all relevant staff
- 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.
- Staff to be mindful of children moving around school and clean any equipment the children come into contact with within shared areas

PE

- PE will be outside at all times. If this is not permitted due to the weather it will be in the halls. PE lessons will follow updated guidance. 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.