



# St Bede's RC Primary School



## Reopening Plan in Preparation for September 2020

This plan, which is part of a wider reopening plan and risk assessment, serves to support pupils, staff and visitors through the reopening of the school after a period of partial closure due to Covid19 and has been informed by the following government guidance:

<https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools>

[What parents and carers need to know about schools and other education settings during the coronavirus outbreak](#)

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

[https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm\\_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings?utm_source=02a881e2-265a-4b6d-a67d-38470d12440a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

The public health advice applied in this plan makes up a PHE-endorsed 'system of controls', building on the hierarchy of protective measures that have been in use throughout the coronavirus (COVID-19) outbreak. These measures create an inherently safe environment for children and staff where the risk of infection is substantially reduced.

The plan is subject to change as a consequence of renewed advice from Public Health England, (PHE), UK Government and Department for Education and any other relevant body.

The plan has been agreed by the Local Governing Board of St Bede's RC Primary School.

The impact of the plan will be reviewed weekly by the school senior leadership team, or sooner if necessary. Thank you for your continued support.

## Section 1: Systems of Control

Area of Consideration	Action Taken to Consolidate Well-Being and Learning	Further considerations
<p>Health and Safety: Prevention of spread of Covid19</p>	<p>Reduce risk of spread of infection (See also Appendix A- Bishop Wilkinson Catholic Education Trust Risk Assessment and Management Principles)</p>	<p>Any individual with symptoms, or individuals who have tested positive in the last 7 days, must not enter school grounds. Any individual with symptoms must self-isolate for 7 days. If a member of a household has symptoms all members of the household will be required to self-isolate for 14 days. Parents should inform the school as soon as they are able to. Advice about Covid19 symptoms can be found at: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a> Staff may request a Covid test at: . <a href="#">Apply for a coronavirus test if you're an essential worker</a>. Staff with Covid19 or living with someone with Covid19 should isolate as directed by medical advice and an isolation note should be sent to school: <a href="https://111.nhs.uk/isolation-note/">https://111.nhs.uk/isolation-note/</a></p> <p>Any individual who is clinically extremely vulnerable must not attend school until Government guidance allows.</p> <p>If any pupil or adult in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be sent home immediately. They must follow the 'stay at home' guidance (<a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance</a>), meaning they must self-isolate for at least 7 days and should arrange to have a test. They can return to school if test is negative and they feel well enough to do so.</p> <p>When contacted by school if their child is displaying symptoms, a parent must arrange for their child to be collected immediately and directed to request Covid19 test <a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a>. Whilst awaiting collection, the child will be moved to the Deputy Head Teacher's Office, and be seated near the open windows. The child will be supervised by an appropriate adult, who will ensure they remain at least 2m away from the child. The child will be offered reassurance. If a toilet visit is needed, the adjacent toilet should be used. The supervising adult must wear PPE (face mask, disposable gloves, disposable apron) Once the child has been collected, any facilities/areas which have been used will be fully cleaned with disinfectant before being used by anyone else. If this cannot be done immediately, a sign will be placed on the door to advise others not to enter. Children and staff in the same bubble as the individual displaying symptoms should wash their hands immediately; they should not return to the classroom until the room has been cleaned.</p>

	<p>Adults and pupils who have been in close contact with the symptomatic child do not need to go home to self-isolate unless they develop symptoms themselves, if the symptomatic person subsequently tests positive, or if they have been requested to do so by Test and Trace. All those who have been in contact must immediately follow the good hand hygiene procedures.</p> <p>Pupils and staff will wash or sanitise their hands:</p> <ul style="list-style-type: none"> <li>• On arrival to school</li> <li>• When returning to the classroom from playtime, lunchtime and any other occasion when they may have left the classroom and are returning</li> <li>• Before eating (fruit snacks/lunchtime)</li> <li>• After eating</li> <li>• After using the toilet</li> </ul> <p>Any other time it is appropriate (eg after coughing/sneezing)</p> <p>Pupils will be supported by staff in developing robust and effective handwashing routines, including educating the children of the importance of good hand hygiene, discouraging the children from touching their faces, making this fun (rhymes etc)</p> <p>Any visitors to the school will be instructed to use hand sanitizer on entry to school. Only essential visitors will be permitted to school</p> <p>Children will be grouped into “bubbles” and the movement between bubbles of children and staff will be kept to a minimum. Start and departure times will be staggered for each bubble, as will playtimes and lunchtimes. Wherever possible, resources will only be used within each bubble.</p> <p>Staff are advised not to wear jewellery and to tie their hair back.</p>
Allocated toilets	<p>Toilet areas are allocated to each teaching room as follows and will be unisex:</p> <p>Class 1: Toilet in ‘girls’ infant toilets.</p> <p>Class 2: disabled toilet next to hall</p> <p>Class 3-‘boys’ toilets.</p> <p>Class 4-3 of ‘girls’ toilets.</p> <p>Staff: staff toilet</p> <p><b>For individuals displaying COVID symptoms:</b> Boys toilets to be used temporarily and C3 to be allotted one of girls toilets after it has been cleaned should this occur.</p>
Grouping of pupils and staff for “bubbles”	<p>Early Years</p> <p>Mrs Spratt and Mrs Penfold- Class 1</p> <p>Mrs Holtham, Miss Armstrong-Class 2</p> <p>Mrs Tervit, Mrs Cronin and Mrs Ord-Class 3</p> <p>Miss Mason and Mrs Maitland-Class 4</p>

		Children must be escorted around school by an adult from their bubble. Children should not be given tasks to move around school, eg to deliver registers or collect photocopying.
		Whilst classes will be taught by their class teacher for the majority of the school week, other staff at times may be working with the children and across groups. Some staff will therefore be working across different class bubbles/smaller groups. In these instances the adults must endeavour to maintain a 2m distance and wash their hands thoroughly between groups, however it is recognised and accepted that this may be difficult, particularly with younger children. This applies to peripatetic teachers/other temporary staff too.
		Whenever possible, adults should limit time spent within 1m of others to a maximum of 1 minute, avoiding close face to face contact. If giving feedback to a pupil about their work this should be done over the shoulder of a pupil, rather than face-to-face. Written feedback should be limited to reduce handling of multiple books.
		Children should not be directed to work in close proximity to other children when completing group tasks.
		Children should record individually using individually allocated resources.
		When the needs of pupils require closer contact (eg administering first aid, intimate care needs etc) a facemask and gloves should be worn.
		Children will be encouraged to remain a safe distance away from adults. Children will also be encouraged not to have physical contact with one another, although it is recognised that younger children will find this more difficult
		Adults in school should try and maintain a distance of 2m from other adults at all times. It is the responsibility of every staff member to adhere to this as far as is possible, to maintain their own safety and that of colleagues.
		Furniture in classrooms will be arranged, as far as is possible, to allow children to be seated side by side, facing the teacher, rather than facing one another at close proximity. Children will be allocated a seat in the classroom and, as far as possible, will remain in this seat. If children need to move tables during the day, the table/chair will be cleaned in between.
		Windows are to be kept open to allow for ventilation
		Resources such as soft toys and furnishings will remain out of use.
		There will be no gatherings of two or more bubbles, (eg assemblies, hymn practice, collective worship). Collective worship will take place within class bubbles. Ht will conduct virtual Collective Worships
		Playtimes and lunchtimes will be timetabled to avoid congestion in corridors and cloakroom areas. Class bubbles will have designated play areas and play equipment; where equipment is shared between bubbles it will be cleaned in between.
		School meals will be eaten in the hall, at designated tables with staggered start times. Children with packed lunch will eat these in their classroom.

		Class bubbles will be directed to use the toilet facilities at appropriate times; only two children may use the facilities at any one time. For ad hoc visits where pupils from different class bubbles may be present, children should ensure that they use the facilities one at a time. Staff to help to supervise this wherever possible.
		Warm air hand driers will remain disabled to prevent particles from being blown around; paper towels will be provided in the toilet areas. <a href="#">PLEASE INFORM MR STEPHENSON AND THE OFFICE IF YOU REQUIRE ADDITIONAL CLEANING RESOURCES.</a>
		Social distancing must be applied in the staffroom area. Every staff member is responsible for cleaning their cutlery and crockery, (the dishwasher may be used). Disinfectant spray will be readily available so that the handle of the fridge, toaster, taps etc can be cleaned prior to use. No more than 4 staff in at any one time.
		Areas which are used for teaching groups should not be used by groups of staff.
		Staff meetings will take place, using a room which allows for social distancing between all adults.
		Pupil arrival times will be staggered. (See timetable below). The one – way system will remain in place on the school site, and only one adult per family should enter the school premises when dropping off children. It is important that carers adhere to their designated time, and do not loiter in the car park or gather on the school premises.
		Classes will be welcomed by a member of staff from their bubble at their entrance and come straight in to school.
		Pupil departure times will be staggered. (See timetable below.) Children will assemble on the school field at their designated time and should be collected by one adult.
		Parents and carers are asked to communicate via email or telephone; admittance to school will not be permitted without a prior appointment. Parents and carers are encouraged to pay using the online facility available on the school app.
		Where money, documents etc are received into the office, staff are required to use disposable gloves or wash their hands immediately after handling.
		Professional colleagues (eg educational psychologist, social worker) will be allowed on site; an advice briefing will be given to all visitors, providing guidance on the physical distancing and hygiene measures which are in place and must be adhered to. Essential contractors will also be admitted; where this can be arranged it will be before or after the normal school day. All visitors will be required to record their contact details when they sign in.
		Stationery- whenever possible child uses their own allocated stationery stored in named A4 plastic wallets which are to be wiped daily. When this is not possible, (most notably with YN pupils,) limited stationery resources to be made available. Groups of children accessing a set of

	<p>stationery should be kept to a minimum; the same group should use allocated stationery to reduce use by multiple children. Whenever possible, resources should be cleaned before being used by another child/small group of children. Stationery/pencil cases must not be brought into school from home. Staff should not share stationery.</p> <p>Toys and equipment- Limited toys/equipment should be made available. Toys/equipment should be allocated to a small group and before they are used by another group they should be cleaned.</p> <p>There will be no access to sand, water or malleable materials areas.</p> <p>IT equipment must be cleaned after each child has used it.</p> <p>Books and games in the classroom should be cleaned regularly wherever possible, or laid aside untouched for at least 72 hours.</p> <p>Reading books and homework resources will be sent home on Monday and returned on Friday. When they are returned they will be laid aside for at least 48 hours before they are handled.</p> <p>Resources that are shared between class bubbles, (eg. sport, science, art equipment,) should be cleaned after each use</p> <p>Each bubble will use designated play equipment during breaks and this should be cleaned regularly. The adventure trails and tyres must not be used.</p> <p>The sliding windows between the school office and the public areas will be kept closed, and opened only in the need to communicate.</p> <p>All children must bring a hat and suncream/coat if necessary as there will be an increase in outdoor activities.</p>
Supporting pupils with additional needs-close proximity support	Where the needs of a pupil require close supervision or intimate care (less than 1m distance, for more than 1 minute or within 2m for 15 minutes,) the supporting adult will wear a visor and apron. Wherever possible support will be given at a distance of greater than 2m. This will be reviewed on an individual basis prior to reopening in September 2020, when further reasonable adjustments could be considered if appropriate.
Essential hygiene measures to continue (See also Appendix A- Bishop Wilkinson Catholic Education Trust Risk Assessment and Management Principles)	Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available <a href="#">PLEASE INFORM MR STEPHENSON IF YOU REQUIRE ADDITIONAL HYGEINE RESOURCES.</a>
	Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze <a href="#">PLEASE INFORM MR STEPHENSON IF YOU REQUIRE ADDITIONAL TISSUES.</a>
	Children will be taught about good respiratory hygiene, in an age-appropriate way (Catch it, Bin it, Kill it)
	Do not touch your eyes, nose or mouth if your hands are not clean
	Put used tissues in a lidded bin immediately

	<p>Additional cleaning will be carried out across the day throughout the school by staff. HT/office staff to assist with cleaning regularly touched surfaces throughout day e.g. door handles/photocopier etc.</p> <p>Cleaning resources are readily available in every room. Shared resources must be cleaned after use.</p> <p><b>ALL CLEANING PRODUCTS MUST BE KEPT OUT OF CHILDREN'S REACH.</b></p> <p><b>PLEASE INFORM MR STEPHENSON IF YOU REQUIRE ADDITIONAL CLEANING RESOURCES.</b></p>
	Laptops and ipads must be cleaned after each use.
First Aid	First aid will be administered in the school office. First aiders must wear gloves, aprons and masks which should then be double-bagged to be disposed of. See updated first aid advice at <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a>
Shared areas	Whenever possible, "bubbles" should remain in designated areas and should not share other areas with other "bubbles." Where the sharing of areas is unavoidable, for example, the hall, any resources used should be cleaned between use. The library is for first aid use and isolation only at present.
	Doors are to be wedged open to avoid touching handles etc except when to do so would increase the risk of the spread of fire or abduction etc.
Office	Door to be closed to office-no children allowed in at any time.
Breakfast and After-School Clubs	To avoid mixing children between bubbles and to facilitate staggered starts and ends to the day, there will be no After School Clubs for the first half of the autumn term. Breakfast club will return from 14 <sup>th</sup> September only if this is feasible and after risk assessing this. Wrap-around care will be reviewed in October.
Where necessary, wear appropriate PPE	PPE should be worn when a staff member is supervising a child who is symptomatic and a distance of at least 2m cannot be maintained or when intimate care, first aid or SEN needs require close contact. A stock of fluid resistant face masks, disposable gloves and disposable aprons are provided in each classroom. Plastic visors are also available to be worn if a child is vomiting or bleeding excessively. Staff are required to inform office staff if stock of PPE needs replenishing.
Engage with the NHS Test and Trace process	Staff and parents/carers should understand that they will need to be ready and willing to: <ul style="list-style-type: none"> <li>• Book a test if they are displaying symptoms</li> <li>• Provide details of anyone they have been in close contact with if they test positive or if asked by NHS Test and Trace</li> <li>• Self-isolate if they have been in close contact with someone who develops symptoms or someone who tests positive for COVID-19</li> <li>• If any member of the school community has been tested, staff or parents should inform school immediately of the results.</li> </ul>

		<p>If a test is negative, the person can stop self-isolating, along with the members of their household.</p> <p>If someone tests positive, they need to follow the 'stay-at-home' guidance</p> <p>All visitors to school will be required to register their contact details so that they can be traced in the event of a Covid19 breakout. The details will be stored in compliance with GDPR regulations.</p>
	Manage confirmed cases of coronavirus amongst the school community	<p>As soon as school becomes aware of a positive test result for COVID-19, we will contact our local health protection team. Likewise, this team will contact school if they become aware of a positive test of someone who has attended school – as identified by Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to advise us on any actions which need to be taken. If the health protection team advise that individuals or groups of pupils need to be sent home to self-isolate, we will implement this advice swiftly.</p> <p>To assist with any necessary risk assessment, we will keep a record of who has had contact within bubbles and also in different groups.</p>
	Contain any outbreak by following local health protection team advice	If school has two or more confirmed cases within 14 days, this indicates a possible outbreak, and we will work with our local health protection team and follow their advice.

### Section 2: School Operations

Health and Safety: Minimising contact between bubbles.	Timetable adjustments to reduce potential contamination between individuals	Arrival and departure times- <b>TO BE REVIEWED AFTER THREE WEEKS</b>			
		<b>Class</b>	<b>Location</b>	<b>Morning Drop Off Time</b>	<b>Afternoon Collection Time</b>
		1	Lower Yard-coming up path from car park	8.55am-9.05am from week 5 onwards.	3pm-3.10pm
		2	Hall entrance	8.55am-9.05am	3pm-3.10pm
		3	Lower yard-coming up path from the car park	8.45am-8.55am	3.10pm-3.20pm
		4	Front door-queuing in the prayer garden	8.45am-8.55am	3.10-3.20pm
		Playtimes and lunchtimes are also staggered-all staff to have copies of this timetable.			
	Arrival and departure of pupils	Children to enter school upon arrival after meeting staff member at their meeting point.			
		SLT to be present around school to encourage positive dispositions and morale and to monitor movement and wellbeing			

		Poster outlining Covid19 symptoms to be displayed at all entrances
		Staff escort children in “bubbles” into school
		Children should bring minimal resources to school. Coats and essential bags to be placed on pegs. C2 to have pegs in class to allow C4 own cloakroom, C1 to have their own and C3 to have their own.
		Essential pupil medication etc must be handed to the staff at entrances and should be clearly labelled with the child’s name and details.
		School meal payments should be made online via the school app- no money will be exchanged in school unless in exceptional circumstances.
		Parents/ carers must not enter the school office area. All communication should be done via email or telephone, except in an emergency
Transport		Parents and carers are encouraged to <b>walk/cycle to school if possible</b> . Parking congestion around school should be avoided and start/end times will be staggered to support this.
		Social distancing should be maintained in the car park and outside of schools at all times.
		Off-site visits will only go ahead when transport is not required. Swimming lessons will not take place initially; this will be reviewed in October.
Attendance	Pupil Attendance	<p>Usual attendance procedures will be implemented from 1 September 2020. School will work with families to alleviate any anxieties they may have regarding children returning to school.</p> <p>It is, however, understood that in a small number of cases specialist health professionals may advise that a pupil remains at home for health reasons or to self-isolate.</p> <p>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, home learning support will be provided by school.</p>
Workforce	Mitigating additional risk	School will adhere to the advice regarding mitigating risks to all staff, and in particular those who are clinically vulnerable or extremely clinically vulnerable. All measures in place will be discussed with all staff, and any concerns or anxieties taken into account and steps taken to mitigate additional risk if required. An individual risk assessment will be completed where appropriate.
	Staff deployment	At times when it is necessary to have supply teachers on site, they will be expected to be stringent in adhering to all measures in place.
		In order to ensure pupils, in particular those with additional needs, are fully supported, it may be necessary to deploy staff, to work with children from different class bubbles. Whenever possible, staff must maintain social distancing.
		Staff will also be deployed to support children with catch-up provision and targeted interventions. Intervention groups will have consistent pupils to avoid unnecessary contact with others.

		Peripatetic teachers will teach 1:1 or small, contained and consistent groups.	
Catering and lunchtimes	School lunches	The schools meals service will resume the provision of hot lunches. An adapted lunch timetable will be introduced to avoid mixing bubbles. Lunches should be paid for online via the school app.	
	Packed lunches	Children may bring a healthy packed lunch from home in a plastic wipeable box. All leftovers and rubbish must be taken home. Only water should be provided as a drink.	
		Tables and chairs to be cleaned after each use	
	Supervision		1 lunchtime staff plus kitchen staff to be in hall throughout lunch, 1 with pupils in packed lunch area and one in each designated play area.
			Teachers on outside duty to escort groups to and from hall for lunch and from designated play area back to classroom
			Staff to supervise pupils eating lunch in classrooms.
Water	Children must bring a washable water bottle, clearly labelled with their name. This should be taken home to be washed daily.		
Site Maintenance	Safety checks	The site has been fully maintained during partial closing, and all regular safety checks have/ are carried out.	
Uniform	Daily uniform	Full school uniform, including school shoes, should be worn from September 2020 and the government guidance states that it does not need to be laundered more frequently than usual. Jewellery is not permitted for pupils and they are advised not to wear a watch at the current time.	
	Hair	Long hair should be tied away from the face.	
	PE uniform	Pupils will come to school in PE kits with jogging bottoms and trainers on the days that they have PE and return home in them to wash them. Parents to be informed of which days their child has PE. <b>THIS WILL BE REVIEWED IN OCTOBER</b>	
<b>Section 3: Well-Being and Curriculum</b>			
Pupil and Staff Well-Being	Safeguarding	Safeguarding will remain the highest priority, and all procedures will be followed rigorously in identifying any concerns and working with families and agencies to fully support all of our pupils.	
	Mental Health	School has well-established systems in place to support the mental well-being of pupils. All staff will be vigilant in monitoring the emotional wellbeing of our pupils, and will follow safeguarding procedures regarding any concerns.	
		The PSHE curriculum will be in place and modified as needed to address the needs of pupils as they are identified.	
		Class wellbeing ambassadors to be established in each class.	
		Families made aware that school counsellor services are available in school or via The Road Centre.	

	<p>Sensory spaces to be made available in class if necessary.</p> <p>Rainbows, Sunbeams and other appropriate support groups will be established as the need arises.</p> <p>Families signposted to <a href="http://www.Childline.org.uk">www.Childline.org.uk</a> ; <a href="https://www.nspcc.org.uk/">https://www.nspcc.org.uk/</a> ; <a href="https://www.annafreud.org/on-my-mind/self-care/">https://www.annafreud.org/on-my-mind/self-care/</a> ; Dr Barnado's See Hear Respond accept referrals from any source either through the Freephone number 0800 151 7015 and via the online referral hub <a href="https://www.barnardos.org.uk/see-hear-respond?utm_source=8%20July%202020%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19">https://www.barnardos.org.uk/see-hear-respond?utm_source=8%20July%202020%20C19&amp;utm_medium=Daily%20Email%20C19&amp;utm_campaign=DfE%20C19</a></p> <p>Maintain wellbeing advice to families via Twitter; email; App; youtube</p> <p>Bereavement support to be offered when appropriate: <a href="https://www.winstonswish.org/">https://www.winstonswish.org/</a>; <a href="https://www.childbereavementuk.org/">https://www.childbereavementuk.org/</a>; <a href="https://www.cruse.org.uk/">https://www.cruse.org.uk/</a>; <a href="https://www.nhs.uk/service-search/other-services/Bereavement%20support/LocationSearch/314">https://www.nhs.uk/service-search/other-services/Bereavement%20support/LocationSearch/314</a></p>
Online abuse	<p>Families signposted to <a href="https://www.saferinternet.org.uk/">https://www.saferinternet.org.uk/</a> ; <a href="https://www.ceop.police.uk/safety-centre/">https://www.ceop.police.uk/safety-centre/</a> ; <a href="https://www.thinkuknow.co.uk/">https://www.thinkuknow.co.uk/</a> ; <a href="https://www.internetmatters.org/">https://www.internetmatters.org/</a> and <a href="https://www.net-aware.org.uk/">https://www.net-aware.org.uk/</a></p>
Domestic abuse	<p>SLT to monitor Operation Encompass inbox and respond as appropriate</p>
Confidential contact	<p>Confidential email set up: <a href="mailto:familysupport@olqoprcprimary.org.uk">familysupport@olqoprcprimary.org.uk</a></p>
Poverty due to reduced family income	<p>Parents notified how to apply for free school meals via app</p> <p>Families signposted to Sunderland Crisis Team: 03031231145.</p> <p>Families signposted to local support for financial or employment issues : ShARP at Shiney Row is available weekdays from 10am - 4pm.</p> <p>Families signposted to Coalfield area foodbanks: 07477875783.</p> <p>Lunchtime staff to monitor packed lunches to ensure that families are providing nutritional and adequate meals, (consider possible poverty indicators)</p>
Support for vulnerable families	<p>Regular contact with social workers and other relevant professionals maintained by SLT.</p> <p>Maintain Core Group, Care Group, IRO meetings via telephone or online until face to face meetings are appropriate</p> <p>Provide IT equipment when necessary</p>
Support for children with additional needs	<p>Review individual circumstances - consider: support measures; access to sensory room and toys; working with partner professionals; additional support required due to raised anxiety; unfamiliarity with routines and expectations due to the duration of partial closure. Discuss with carers, as necessary.</p> <p>Children will access their own sensory toys within the classroom-these will not be shared with other individuals.</p>

		Staffing and EHCP targets to be reviewed for reopening and the necessary measures to be put in place to ensure compliance to the statutory requirements. Individual reviews will take place prior to reopening.
		Children will be escorted to and supervised in the sensory room by an adult in their bubble. Resources must be cleaned immediately after use so that the room is available to others.
	Staff well-being and support	Staff well-being is a high priority. Staff will be working in more challenging circumstances than usual; it is essential their well-being is monitored by the SLT and support provided as and when necessary.
		Mental health support offered by Mrs Alderson, Mental Health Lead and Mrs Maitland, Mental Health First Aider.
		Staff are encouraged to be open and share any concerns with a member of the SLT.
		Staff may be signposted to Occupational Health, <a href="https://www.annafreud.org/on-my-mind/self-care/">https://www.annafreud.org/on-my-mind/self-care/</a> and The Road Centre
Behaviour	Support	Behaviour in school is generally excellent. Pupils have been away from school for some months, and will need reminding about routines, procedures and behaviour expectations. Children who display untypical behaviour will be monitored closely so that signs of anxiety or emotional concerns can be identified.
	Expectations	Expectations will be consistently applied, with appropriate consequences given if policy is breached by pupils. School anticipates that, with support, pupils will settle back quickly into school life and expectations.
Curriculum	Curriculum planning	Teachers will identify “non negotiable” key concepts, knowledge and skills that pupils will need to be able to access the appropriate year group curriculum. It is not appropriate to attempt to teach all missed lessons but mastering key concepts, rather than topics, will be the focus for initial lessons. Priority will be given to phonics, reading, writing and mathematics although the existing broad and balanced curriculum will also be used to support pupils in these key areas.
		Staff in each phase will consider the following prompts: <ul style="list-style-type: none"> <li>• <b>What are the essential concepts in our curriculum that pupils need to understand before moving on?</b></li> <li>• <b>What parts of our curriculum are less essential, that we can touch on quickly?</b> (eg geographical facts about a specific river rather than features of rivers.)</li> <li>• <b>What are the threshold concepts that enable pupils to better understand other ideas/concepts?</b> (eg characteristics of 2d shapes before understanding 3d shapes.)</li> <li>• <b>Is there a common thread running through the units that have been missed, that we can return to in the future?</b> (eg Democracy). When can this be returned to?</li> <li>• <b>Which skills or knowledge from one subject can children not access the rest of the curriculum without?</b> (eg phonics for reading and writing.)</li> </ul>

		<ul style="list-style-type: none"> <li>• <b>Which topics have cross-curricular value so are worth focusing on?</b> (eg History vocabulary.)</li> <li>• <b>Which subjects were a focus for home learning and therefore do not need to spend as much time on?</b></li> </ul>
		Develop knowledge organisers in order to see at a glance what needs to be taught/retaught and so that pupils can see what they need to know.
Assessment and lesson planning		Identify gaps in key concepts and knowledge through low stake assessments, (eg quizzes, discussion, discursive tasks.) These should be designed to build pupil confidence. Baseline assessments to be carried out in week 2.
		Adapt short term planning for most pupils in light of assessments- consolidation should last no longer than 6 weeks.
		<p>Use Bloom’s Revised Taxonomy to develop mastery of key concepts:</p> <ul style="list-style-type: none"> <li>➤ <b>Remembering</b></li> <li>➤ <b>Understanding</b></li> <li>➤ <b>Applying</b></li> <li>➤ <b>Analysing</b></li> <li>➤ <b>Evaluating</b></li> <li>➤ <b>Creating</b></li> </ul>
		<p>Identify the pupils that have the <b>biggest gaps</b> in learning. Consider those pupils who:</p> <ul style="list-style-type: none"> <li>• Are anxious or have other mental health issues</li> <li>• Have missed a lot of work</li> <li>• Had limited access to technology during lockdown</li> <li>• Are vulnerable and working at home may have been challenging</li> <li>• Have additional needs so learning at home may have been challenging</li> </ul>
		<p>Based on assessment outcomes, for those children that have the biggest gaps in their learning, develop a “<b>bounce back</b>” programme that</p> <ul style="list-style-type: none"> <li>➤ Is <b>intense and time limited</b>, so that pupils return to the same work as their peers as soon as possible</li> <li>➤ Is based on <b>proven</b> intervention programmes</li> <li>➤ Is focused on <b>key knowledge and concepts</b> and is <b>direct</b></li> <li>➤ Addresses <b>specific</b> gaps</li> <li>➤ Is delivered by well-trained and <b>effective staff</b></li> <li>➤ Is focused on building on <b>success</b></li> <li>➤ Provides opportunities to <b>practise and apply</b> learning</li> <li>➤ Leads pupils to return quickly to <b>first wave teaching</b>-, with the possibility of <b>pre-and post-teaching</b> in class lessons</li> </ul>

		Consider catch-up sessions within lessons- small group or 1:1 support from the teacher during task phases in lessons
		Consider “ <b>Same Day</b> ” intervention for learning aligned to learning going on during the rest of the same day. This should be focused on individual study
		Consider 1:1 or small group tutoring- See National Tutoring Programme
	Minimal Marking	‘Minimal marking’ will be implemented during Autumn term 1 in order to be able to evaluate progress of pupils closely. This will be recorded on the planning sheets provided and in line with guidance provided to staff. <b>TO BE REVIEWED IN OCTOBER.</b>
	Implementing lessons	Ensure pupils feel emotionally settled and secure by providing opportunities in the first days <ul style="list-style-type: none"> <li>• to adjust to returning to school</li> <li>• to discuss anxieties</li> <li>• to re-establish behaviour expectations</li> <li>• to access additional support, eg online wellbeing resources, school counsellor, well being ambassador</li> </ul>
		Validate work that was completed during lockdown and celebrate successes. Declare amnesty on uncompleted tasks.
		Be explicit about what will be taught in each lesson so that pupils know what they are learning or relearning and understand what they need to know at the end.
		Share knowledge organisers or equivalent so that pupils know what they should have learned by the end of the consolidation period, (maximum 6 weeks.) This should build pupil confidence.
		Provide many opportunities to practise and apply what the pupils are learning so that they can demonstrate understanding.
		Maintain low-stake, formative assessment throughout consolidation period and vary pace and content of lessons accordingly.
		Ensure constant retrieval practice is a feature of lessons.
		Return to normal curriculum at the earliest opportunity- once pupils have mastered the key knowledge
		Music lessons must be adapted so that group singing is not featured. Woodwind and brass instruments will not be played in lessons and there will be individual tuition for violin only.
	Physical activity	Pupils will be taught PE in class bubbles, on the field or yard wherever possible. The PE curriculum has been adapted so that contact sport is not taught in the autumn term. Equipment used will be cleaned between groups. Distance between pupils will be maximised during PE lessons.
		Active playtimes and lunchtimes will be encouraged, with equipment assigned to a class bubbles.

Transition	Transition activities	Pupils new to EYFS will have a staggered start to the term. All pupils will be in their provision fully by w/b 28 September unless individual issues are identified.
		Teachers in all classes will use the first week of term to re-build relationships, support emotional wellbeing and re-establish expectations.
<b>Section 4: Contingency Plan</b>		
Localised lockdown	Regional lockdown- Process	If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will be notified and advice will be implemented to help contain the spread.
School or bubble closure	Remote Education	If an individual has a confirmed diagnosis of Covid19, pupils and staff in their bubble and those who have come into close contact with them for more than 15 minutes, (eg. In an intervention group,) will be sent home to isolate for 14 days. (Confirmed cases must isolate for 7 days.)
		At the earliest opportunity, and within two days, remote work will be provided online to support working from home. (School are currently exploring safety settings for online platforms so that work can be returned to the teacher.) Work set will align closely to work set in class so that progress is maintained. Teachers will upload work daily to be completed that day.
		If an individual is confirmed as having Covid 19 PHE will be notified immediately.
		When pupils return to school, their emotional wellbeing will once again be prioritised.