



Striving for Excellence

C-19 Reopening Plan

Version 1.3: 29/05/2020

This document is to be read alongside the following:

- C-19 Risk Assessments & Action Plans
- C-19 Strategic Plan

Contents

| | |
|---|----|
| Introduction..... | 4 |
| Net capacity and organisation of teaching spaces..... | 5 |
| Returning to School..... | 6 |
| Phased return..... | 6 |
| Temporary education and care for children from other schools..... | 8 |
| Attendance..... | 8 |
| Uniform..... | 9 |
| Risk assessments..... | 9 |
| Pupil groups..... | 10 |
| Staffing arrangements..... | 11 |
| Staff members and pupils in high-risk situations..... | 12 |
| Staff training..... | 12 |
| Before and after-school provision..... | 13 |
| Reluctance to return to school..... | 13 |
| Arrival to and departure from school..... | 13 |
| Movement around school..... | 14 |
| KS1 and KS2 learning plan..... | 14 |
| Teaching assistants (TAs)..... | 16 |
| Expectations in the classroom..... | 16 |
| Pupil expectations..... | 17 |
| Break time plan..... | 18 |
| Lunch time plan..... | 18 |
| Transition between classes..... | 19 |
| Transition from Year 6 to 7..... | 19 |
| Premises: reactivating the site..... | 19 |
| Facilitating social distancing..... | 20 |
| Infection control..... | 21 |
| The use of PPE..... | 21 |
| Disposing of PPE..... | 24 |
| Testing and those who are unwell..... | 25 |
| Food provision..... | 25 |
| Catering staff..... | 26 |
| Cleaning..... | 27 |
| Toilets..... | 27 |
| Staff rooms and offices..... | 28 |
| Staff behaviour..... | 28 |

| | |
|--|----|
| Transport..... | 29 |
| Social distancing | 30 |
| SEND support | 31 |
| Communication | 36 |
| Safeguarding | 37 |
| Monitoring and review | 39 |
| Actions if a pupil or staff member shows COVID-19 symptoms | 40 |
| Actions if there is a confirmed case of COVID-19 in a school | 40 |

Introduction

Ryefield is not closed, but it is also not fully open either. When the school will reopen is difficult to determine and we hope that we have more than the 48-hour notice that was afforded us prior to closure. Returning to Ryefield being fully open after the Covid-19 lockdown is going to be hard. It is very hard to try and predict what it will look like or when or how it will happen. Regardless of whether it is as early as June, or possibly not until September or even later, we have to use the current time available to us to re-align our strategic direction with existing pressures and priorities.

Ryefield has the opportunity to access its collective intelligence. Drawing upon the cumulative experience of Ryefield's professionals, we can horizon scan and put into place an interim strategic plan. This plan will need to ensure that the subsequent actions respond to the problems presented by the global pandemic but also uphold the school's mission, vision, values, and objectives.

We must be aware that it will be a very different experience for every school and for the different people - children, staff and parents - within the school. We have some experience of returning to school that we can draw on. We experience this in miniature at the end of each summer holiday, but this return will be much more complex. We will need to be honest with ourselves and each other about how difficult this experience will be.

The purpose of this document is to set out the school's reopening plan. The government expects nursery, reception, year 1 and year 6 pupils attending school during June and July, at the time of writing the government have stated they will review the possibility of the remaining year groups returning to school. An update to this document will be provided in the event that it is possible some additional year groups to return to school.

Net capacity and organisation of teaching spaces

- In order to limit class sizes to 15, classes will be split into two halves based on friendship groups and positive working relationships. The initial construction of classes will be fluid to ensure an even number of pupils in each room. Once allocated, children **will not be permitted** to change classes.
- In addition to reopening classes, schools are also expected to continue to provide key worker provision.

| Year | Class ¹¹ | Group 1 Learning spaces | Group 2 Learning spaces | Current Expression of Interest* |
|------|---------------------|-------------------------|---|--|
| N | Gems AM (14) | Nursery | Nursery outdoor provision and Forest school | Yes:39.3% No: 50% Unsure: 10.7% |
| N | Gems PM (15) | Nursery | Nursery outdoor provision and Forest school | |
| N | Gems ALL DAY (11) | Nursery | Nursery outdoor provision and Forest school | |
| R | Sapphire (24) | Sapphire | Coral and KS2 Hall/Forest school | Yes: 25.6% No: 25.6% Unsure: 48.8% |
| R | Topaz (25) | Topaz | Coral and KS2 Hall/Forest school | |
| 1 | Amber (27) | Amber | Ruby | Yes:34.9% No: 30.2% Unsure: 34.9% |
| 1 | Amethyst (26) | Amethyst | Emerald | |
| 6 | Churchill (31) | Churchill | Mandela | Yes:44% No: 12% Unsure: 44% |
| 6 | Curie (32) | Curie | Faraday | |

*Surveyed 22/05/2020

¹ Class size in brackets

| Year | Class | Learning spaces | Current Expression of Interest |
|------|----------------------------|--|--|
| N -6 | Key Worker Provision (mix) | Community Room, KS1 Hall and outdoor learning. | 4%-26% take up of eligible families (45) |

- The ICT suite and library will be closed to ALL children, with the exception of the ICT suite for key worker children.

Returning to School

Preparation for the wider reopening of the school will be undertaken by the headteacher and other senior members of staff; however, the **Governing Body, in consultation with the Trust,** retains the responsibility for key decisions and the school's plans will be shared with the board before more pupils and staff return.

The school will work closely with:

- Parents, staff and recognised unions when agreeing the best approaches for the school's circumstances.
- The Trust, RSC and LA to determine what services are required and agree any specific arrangements during this period.

Phased return

The government has confirmed that schools will reopen more widely in a phased manner. Provided the five key tests set by the government are met, the earliest primary schools will begin to welcome back pupils in Nursery, Reception, Year 1 and Year 6, alongside the existing priority groups will be from the week commencing 1 June 2020. Secondary schools, sixth forms and FE colleges will be asked to offer some face-to-face support to supplement the remote education of pupils in Year 10 and Year 12 who are due to take key exams in the 2020-2021 academic year. The number of pupils in school will be gradually increased based on the government's response to medical and scientific advice.

Pupils in existing priority groups, ([children of key workers and vulnerable pupils](#)) that have attended school during the partial closure will continue to attend school.

From 8 June, if we deem it completely safe to do so following relevant risk assessments, we will be welcoming back pupils in Nursery, Reception, Year 1 and Year 6, alongside priority groups. The government's ambition is to bring all primary year groups back to school before the summer holidays, for a month if feasible. This plan will be updated when the government makes any further announcements in relation to this, and that the Governing Body is satisfied that a further alteration to existing routines would not compromise the measures put in place to minimise viral load and the transmission of C-19.

Timeline for spaced return:

Monday 08 June: Year 6 and Year 1 return to school.

Monday 15 June: Reception return to school.

Thursday 18 June: Nursery return to school.

The school has made the decision that – at this moment in time – it will not be reopening for any other year groups. Leaders and the Governing Body do not wish to not impede the school's efforts to provide a safe environment as is possible for staff and pupils. We do not wish to overwhelm the school's capacity to minimise transmission of Covid-19.

Government guidance supports this measured approach as it:

- limits the number of children going back to school and through gradually increasing the pupil numbers reduces the risk of increasing the rate of transmission²
- limits the amount of contact between different groups of children (such as smaller classes with children and staff spread out more)³

This phase of reopening (3) will also continue to provide wrap-around provision for key workers.

Phase 3 Teaching and Learning will seek to implement many elements of the nurture curriculum, whilst also revisiting concepts previously taught in the autumn term. Home learning tasks will support and consolidate the learning delivered in school.

² Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers (p 3)

³ Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers (p 4)

Temporary education and care for employee's children from other schools

The Governing Body has granted the headteacher discretionary powers on providing temporary education and care for staff member's children whose own schools are closed. The school will not apply our admission arrangements when temporarily offering places to such children, and we will not register them as pupils. These children will return to their normal school as soon as their school reopens. All children attending the school temporarily will be asked to provide important information on their first day, including the following:

- Emergency contact details
- Dietary requirements
- Medical needs

Attendance

No one with COVID-19 symptoms should attend the school for any reason. Pupils that have been at school during partial closure and those that are returning to school as part of the priority groups are encouraged to attend unless they are self-isolating or clinically vulnerable. If someone in their household is clinically vulnerable, they should only attend if stringent social distancing can be adhered to, and the child is able to understand and follow these instructions.

Parents are required to notify the school following the normal procedure if their child is unable to attend. Parents will not be fined for non-attendance at this time and the school will not be held to account for attendance levels. The school will continue to inform social workers where children with a social worker do not attend.

The school will resume taking its attendance register and continue to complete the online educational setting status form which gives the DfE daily updates on how many pupils and staff are attending.

Uniform

Pupil uniform

The rules around pupils' uniform have been relaxed to ensure parents do not have to purchase new uniform for their children during this time. Furthermore, the school needs to ensure that pupils' clothes are clean and washed regularly, therefore pupils will not be required to wear school uniform. They should wear sensible clothes and footwear (no open toed sandals/shoes). Their clothes need to be machine washed and changed regularly. This will be monitored.

Staff dress code

Staff must ensure that they dress appropriately for work and not wear clothing that would be deemed inappropriate.

Risk assessments

A risk assessment will be carried out before the school opens to more pupils, to ensure sensible measures are put in place to protect pupils and staff. We will consult with staff as part of the assessment, to ensure everyone's needs are understood and accounted for. These will be available for parents once they have been approved by the **Governing Body**. This risk assessment will address the following areas of risk:

- Safety of the school premises
- Cleaning measures
- Infection control and the ability to implement protective measures, e.g. social distancing
- Supporting staff and pupil wellbeing
- Supporting pupils' learning
- Safeguarding
- Communication of plans and procedures

Pupil groups

The likely number of pupils returning to school will be identified **by contacting parents via an email survey and text** – this number will be used to agree what staffing resource is required.

To reduce contact between pupils and staff as far as possible, people will only be allowed to mix in phases and small groups.

The **headteacher** will work with all relevant staff to decide on appropriate groupings. We will work on the basic principle that class sizes are halved (with no more than 15 pupils per group) and that one teacher will be allocated to each group. Where there are teacher shortages, support staff may be asked to lead groups under the direction of a teacher.

The EYFS staff to pupil ratio requirements continue to apply, so early years pupils will be grouped on this basis.

These groups will be kept separate from each other as far as possible; however, brief, transitory contact such as passing in a corridor is allowed.

Upon reopening, we will aim to:

- Ensure pupils are in the same small groups at all times each day, and different groups are not mixed during the day, or on subsequent days.
- Ensure that the same staff members are assigned to each group and, as far as possible are part of a rota that provides continuity on subsequent days
- Ensure that, wherever possible, pupils use the same classroom or area of the school throughout the day and that each area is thoroughly cleaned at the end of the day.

If we are not able to achieve these small groups at any point, we will discuss options with the **Governing Body** on a weekly basis (every Wednesday).

Staffing arrangements

- Staff rotas have been established to ensure no unnecessary travel/adults on site are required. Arrangements have been made to ensure that where staff can work from home, they are able to work from home.
- Staff members shielding or self-isolating will be in regular contact with a senior member of staff/line manager.
- Rotas ensure that the school has the appropriate level of professional expertise, leadership support, and safeguarding/first aid provision.
- Staggered work times ensure that staff on site is minimised and reduces the likelihood of viral transmission from peer to peer and peer to pupil.
- Documents accessed via Google Drive clearly state the expected workload for staff who are either, onsite, scheduled to be off site, or working at home due to shielding.
- The school has determined that the following training is needed to implement planned changes, e.g: bereavement and loss, curriculum development, using Google Classroom and safeguarding.
- To support staff wellbeing, there have been regular meetings with school leaders and line managers, communication channels have been expanded to ensure that off-site employees can remain involved and connected to the day to day running of the school. Furthermore the school has provided staff with the helpline for the Education Support Helpline: 08000 562 561.
- The school has striven to ensure that staff are working in phases of learning which reflect their experience and expertise. Should the occasion arise when a member of staff is re-allocated to a new Key Stage, then the appropriate level of supervision will be given by the Head of Year/most senior member of staff.
- The school will not accept - without a risk assessment -staff members who are not part of Ryefield Primary School. This will ensure that the school can maintain expectations, provide continuity for pupils, and minimise the risk of viral transmission.

Staff will be assessed who is able to return to school and who will need to continue working from home due to their underlying health issues or those of the people they live with. The **headteacher** will work

with all key stakeholders to determine what staffing arrangements will be implemented as the school opens to pupils in Nursery, Reception, Year 1 and Year 6. These arrangements will be recorded and communicated **via email and Zoom conference calls** to all staff members. Staff members will then be able to contact their line managers with any questions or concerns. Staffing arrangements will be kept as consistent as possible, but any changes will be clearly communicated to all members of staff.

Staff members and pupils in high-risk situations

Staff members and pupils who have been classed as clinically extremely vulnerable or clinically vulnerable will continue to work and learn at home until the government says it is safe for them to return to school.

Staff members or pupils who live with someone who is clinically vulnerable, but not extremely vulnerable, will be able to attend school. If they live with someone who is extremely vulnerable, they will not be expected to attend school unless they are able to follow stringent social distancing measures.

Any pupil or staff member that remains at home will be supported to work or learn from home.

Staff training

Prior to the phased reopening, staff will undergo training to ensure they understand the new ways of working, e.g. in relation to social distancing and delivering the curriculum to pupils both in school and at home.

All staff have been encouraged to undertake curriculum development opportunities during the partial school closure. Line managers will review all the new skills learnt by staff during this time and have a discussion with the **headteacher** about how these skills can be used within school. Additional training will be provided around [CPR during C-19](#), along with [donning and doffing PPE](#).

Before and after-school provision

The school has determined that it is not safe to restart any before and after-school provision at this time. We will review this risk assessment on a regular basis (every Wednesdays) and any changes will be clearly communicated to staff, pupils and parents.

Reluctance to return to school

Pupils in eligible groups will be strongly encouraged to attend school so that they can gain the educational and wellbeing benefits of doing so.

Parents may be reluctant to send their child back to school, and staff may be reluctant to return to work. Where this is the case, the parent or staff member should contact the **headteacher** to discuss their concerns. The school will continue to adhere to its existing attendance policy.

Arrival to and departure from school

To reduce crowding on entering:

- All classes will enter via existing soft start protocols. Year 6 will enter via different doors: Churchill via the stairs adjacent to Y4/5 block, and Curie via the stairs in the main lobby. Key Worker Provision opens at 08:30 and is accessible via the entrance to Ryefield Rascals (breakfast club). Nursery and Reception should arrive between 08.40 and 8.50, Year 1 and Year 6 should arrive between 08:50 and 09:00. The children of key workers are to enter and exit the building via the school's community room (wrap around care). Members of staff will be deployed to ensure that social distancing will be maintained on the playground.
- Unless their child has a medical need or other vulnerability, parents should avoid coming to the school reception. In the event of a parent needing to do this, they should drop off first and then follow social distancing rules as indicated by floor markings.
- Upon entering school, pupils will be asked to use a hand sanitizer/soap and water.
- At the end of the school day, pupils will be asked to use the hand sanitizer/soap and water

before leaving their class.

- To reduce crowding on leaving:
 - EYFS to finish at 15:00
 - Key Stage 1 at 15:10
 - Key Stage 2 and Key Worker Provision finishes at 15:20

Movement around school

- All non-essential movement around school should be avoided.
- At break times, some areas of the school will become one-way to ensure a smooth flow of traffic.
- If groups of pupils are moving during lessons (e.g. for access to outside learning) staff should supervise and ensure that they use the shortest route possible.

KS₁ and KS₂ learning plan

- Pupils will be grouped as per the previous guidance, when placing the children in classes we will – as best we can – consider friendship groups and positive working relationships.
- For classes which are taught in form classes, the rota above will ensure class sizes do not exceed 15 – Year 6 presents an issue due to classes of 31 and 32. Based on local and national feedback, It is unlikely that all pupils will return. Should all Year 6 children return to school an attendance rota may be implemented.
- PE lessons must practice social distancing, they will have specific risk assessments and will not involve equipment.
- Pupils will still be taught in their normal classes for **all** subjects.
- Morning and afternoon registration will continue as normal, although a nominated member of staff will deposit any circulars/letters outside the office at a predetermined time. Children will no longer be allowed to transmit messages from class to class.

All pupils will continue to receive online work via Education City, as well as worksheets and narrated PowerPoints in English and Maths. These activities will consolidate the learning which has been

delivered in school. The school's distance learning provision will expand and additional resources will be made available to all pupils via Google Classroom. Training webinars will be made available to pupils, parents (and the headteacher!).

The school will use the following timetable:

Ryefield will be open to pupils on **Mondays, Tuesdays, Thursday and Fridays**. Closing on Wednesday will support the school's phased reopening of the school. Furthermore the school and the **Governing Body** will also review its procedures, enacting changes as and when necessary.

The children of key workers and vulnerable pupils will have access to existing provision Monday – Fridays.

Key Stage 1 – discretional afternoon break .

| | | | | |
|----------------------|----------------------|----------------------|----------------|----------------------|
| 09:00 Phonics | Session 1 till 10:30 | Break till 10:50 | Number fluency | Session 2 till 12:00 |
| LUNCH | | | | |
| Session 3 till 14:10 | | Session 4 till 15:10 | | End of day |

Key Stage 2 –

| | | |
|-----------|------------------|------------|
| Literacy | Break till 10:50 | Numeracy |
| LUNCH | | |
| Session 3 | Session 4 | End of day |

If held, assemblies will be delivered via Zoom.

The school's response to teaching and learning will initially be to phase children back into the routine of school. Pupil and staff safety, alongside parental confidence, are of paramount importance and pupil numbers have been capped at 15 children per class⁴. This will guide the decision making of school leaders and the governing body. The government acknowledges that *educational settings have the*

⁴ Coronavirus (COVID-19): implementing protective measures in an educational setting (p6)

*flexibility to provide support and education to children and young people attending school in the way they see fit during this time.*⁵

Teaching assistants (TAs)

- TAs supporting/supervising the classroom must maintain social distancing from the pupils they support.
- Supervise and lead the learning in classrooms.
- Supervise and lead the learning with children from key worker families.
- Support the smooth running of the school.

Expectations in the classroom

- Pupils and staff will use hand sanitizer/soap and water on entering each lesson within the day. Pupils are also expected to wash their hands during lessons, as well before and after break time. This is vital in reducing transmission.
- Teachers should wipe the keyboard and mouse at the start of each lesson.
- In IT rooms, pupils should wipe their keyboard and mouse at the start of each lesson.
- All classrooms will have socially distant fixed seating and pupils must sit in the same place at all times. Desks and chairs must not be moved from their location.
- To maximise social distancing, teachers should avoid movement during lessons and stay near the screen.
- Weather permitting, windows should be left open during the lesson unless it disrupts the learning.
- Group activities and any close contact between individuals should be avoided.
- Stationery and equipment should not be shared. Pupils are encouraged to bring their own pencil case to school and it **must** remain at school until the end of term. Ziploc bags will be provided as an alternative. Children who are eligible for free school meals will – should they wish – have a

⁵ Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers (p6)

pencil case provided for them by the school. They will also need to bring a water bottle and packed lunch box. Sandwiches can be ordered from the school canteen.

- Children are not allowed to bring bags to school.

Pupil expectations

When attending school, pupils must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our school and wider community.

- Arrive to school and leave to go home at the designated time. Do not congregate in school at the end of the day.
- Wash hands with soap, or use a sanitiser to disinfect hands on entering and leaving school; before and after playtime and lunch; within lessons, as well as whenever prompted to do so by a member of staff.
- Avoid physical contact at all times. No hugs, shaking hands etc.
- In the classroom, sit in the same place at all times. Do not move the table or chair.
- Maintain a safe distance from others between and during lessons.
- At break and lunchtimes, go outside (if weather is good) or designated venue (if weather is poor). You must not use the social spaces in school. Maintain a safe distance from others at break and lunchtimes.
- Do not share belongings (stationery, food etc.) with others. Bring your own lunch to school (if you are not purchasing school dinners) and a stocked pencil case, which will be left at school.
- Use the toilet designated for your year group. Only enter the toilets if there is a free cubicle and pupils must maintain social distancing.
- In order to ensure that pupils minimise the risk of transmission they will need to ensure that they wear a clean set of clothes to school each day. For that reason we do not expect the children to wear school uniform. We will not permit any open toed footwear.
- **No mobile phones will be allowed** –this is due to the increased risk of viral transmission. Any

mobile phones will be confiscated and held by the school for 72 hours. The school will not be held responsible for any loss, damage or breakage.

- Any child found to be maliciously breaching C-19 social distancing guidelines, via deliberate coughing, spitting or sneezing at others or onto surfaces, will initially be isolated from their group. Repeated infractions will result in the child being risk assessed around their suitability to be educated on site.

Break time plan

- Pupils will have use different playgrounds during break times.
 - EYFS = EYFS Block and small field
 - KS1 = KS1 playground and field
 - Lower KS2 = Middle playground, field and MUGA
 - Upper KS2 = Main playground, field and MUGA
- Pupils will go outside for breaks and maintain social distancing.
- During break, pupils will be supervised by a member of staff (if not teaching).
- Other than accessing specific toilets, pupils are not permitted to be in the building during break time.

Lunch time plan

- Pupils will be asked to wash hands with soap before and after having lunch.
- Lunch will be delivered to the classroom. This will be distributed by the SMSA.
- The menu for each day will be reduced to offer packed lunch items.
- Pupils must eat at their desk in their classroom, or –if the weather is good – on the school field.
- Other than accessing specific toilets, pupils are not permitted to be in the building during lunch time.

-
- All surfaces will be wiped down with disinfectant continuously before, during and after the lunch period.

Transition between classes

It may be the case that some pupils will not return to the school before the start of the 2020-2021 academic year. Where this is the case, the school will consider, on a case-by-case basis, whether pupils should spend some time with their previous teacher or in their previous classroom, prior to moving to their new class. These details will be confirmed with parents.

Where this is not deemed necessary or possible, we will communicate with pupils and their parents clearly about who their new class teacher will be. The new class teacher will get in touch with pupils and their parents to begin building relationships prior to their return to school.

Transition from Year 6 to 7

Class teachers will plan activities to ensure pupils are ready for the expectations of secondary school.

We will work with the receiving school to ensure pupils receive a joined-up approach to their transition when they move into Year 7.

All planned transition activities will be clearly communicated with pupils and their parents.

Premises: reactivating the site

During the partial closure of the school, some areas of the school were closed or put on reduced occupancy. All critical services (e.g. the alarm system) were maintained in line with their planned preventative maintenance schedule. Some routine maintenance work and inspections could not take place. As a result, the **site manager** will arrange for any necessary inspections, maintenance work and certification to take place prior to the school reopening more widely.

Prior to resuming normal operation of the premises, the **site manager** will arrange for the following to take place:

-
- Flush the complete system for all hot and cold water systems (including drinking water) to ensure the water system is safe before the buildings are reoccupied – this will be done approximately one week before the school reopens.
 - To minimise the risk of viral transmission, all water fountains will be taped off.
 - Recommission all systems before the school reopens, as would normally be done after a long holiday period – this includes gas, heating, water supply, access control and intruder alarm systems, ventilation, mechanical and electrical systems, and catering equipment.
 - Check the fire safety systems, including making sure that all fire doors are operational, and the fire alarm system and emergency lights are operational.
 - Clean and disinfect all areas and surfaces.
 - Organise pest control for insect infestation, where appropriate, particularly in food preparation areas.
 - Deep clean the kitchen before food preparation resumes.

Facilitating social distancing

The **site manager, business operations manager and headteacher** will establish a safe level of occupation. This will determine which classrooms are available to use and whether any other rooms need to be used as temporary classrooms.

Classes will be organised into smaller groups, and classrooms and other learning environments will be rearranged so that enough space is maintained between seats and desks where possible.

The school timetable will be altered to facilitate social distancing. The **headteacher** and other key members of staff will determine which lessons and activities will be delivered, and which of these could take place outside. The timetable will be planned in a way that reduces and staggers movement around the school.

Assemblies, break and lunchtimes, and drop off and collection times will all be staggered to reduce large gatherings and volumes of movement around the school.

All soft furnishings, soft toys, toys that are hard to clean and other unnecessary items will be moved from classrooms and other learning environments to **locked rooms or cupboards**. Play equipment will

be cleaned between different groups of children using it, and multiple groups of children will not be permitted to use it at the same time.

The **site manager** will be responsible for ensuring all the necessary actions are taken in advance of the school opening.

Infection control⁶

To ensure the risk of transmission of infection is substantially reduced when the school reopens, we will implement the following controls:

- Minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who live with someone who does, do not attend school.
- Cleaning hands more often than usual, ensuring everyone washes their hands thoroughly for 20 seconds using soap or an alcohol-based sanitiser.
- Ensuring good respiratory hygiene and displaying posters to promote the steps that should be taken.
- Cleaning frequently touched surfaces and equipment often using standard cleaning products.
- Minimising contact and mixing by altering the school environment, including classroom layouts, limiting the number of pupils who use toilet facilities at any time, staggering timetables and altering the way pupils move around school.
- Ensuring parents do not enter the school or gather at either the school gates or on the school playground.
- Introducing a triage first aid system across the school to ensure that the medical room does not become overwhelmed.

We have developed an enhanced cleaning schedule that will be implemented as the school reopens to more pupils and staff.

The use of PPE

⁶ See Ryefield Primary School's Infection Control Policy

Reference to PPE in this section means:

- Fluid-resistant surgical face masks.
- Disposable gloves.
- Disposable plastic aprons.
- Eye protection, e.g. face visor or goggles.

The government has said that the majority of school staff will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.

PPE will be provided where staff are caring for pupils whose intimate care needs already require the use of PPE or in certain cases where a pupil becomes unwell with coronavirus symptoms.

If a pupil becomes unwell with symptoms of COVID-19, whose main symptoms include: a high temperature: hot to touch on your chest or back; a new continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours, and a loss or change to your sense of smell or taste, whilst at school and needs direct personal care until they can go home, a face mask will be worn by the supervising staff member if a 2-metre distance cannot be maintained. If contact with the pupil is necessary, gloves, an apron and face mask will be worn. If a risk assessment determines that there is a risk of splashing to the eyes, e.g. from coughing, spitting or vomiting, eye protection will also be worn.

When using face masks, staff will adhere to the following rules – face masks must:

- Cover both the nose and mouth.
- Not be allowed to dangle around the neck.
- Not be touched once put on, except when carefully removed before disposal.
- Be changed when they become moist or damaged.
- Be worn once and then discarded – hands must be cleaned after disposal.

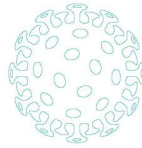
When using PPE, staff members will follow PHE's guidelines on putting on and taking off equipment. PHE's infographics will be displayed in areas of the school where PPE is likely to be used.

The safety of our staff is paramount, so additional risk assessments will be conducted to determine

whether PPE is required for other tasks and activities, and we will do our utmost to ensure staff are provided with the PPE they need.



Public Health
England



COVID-19 Safe ways of working

A visual guide to safe PPE

General contact with confirmed or possible COVID-19 cases

- Eye protection to be worn on risk assessment
- Fluid resistant surgical mask
- Disposable apron
- Gloves

Aerosol Generating Procedures or High Risk Areas

- Eye protection eye shield, goggles or visor
- Filtering facepiece respirator
- Long sleeved fluid repellent gown
- Gloves

Clean your hands before and after patient contact and after removing some or all of your PPE

Clean all the equipment that you are using according to local policies

Use the appropriate PPE for the situation you are working in (General / AGPs or High Risk Areas)

Take off your PPE safely

Take breaks and hydrate yourself regularly

For more information on infection prevention and control of COVID-19 please visit:
www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control

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We will use our local supply chains to obtain the relevant PPE. Where this is not possible, and there is an unmet urgent need for PPE in order to operate safely, we will approach our Trust schools for support.

Disposing of PPE

Where the wearer of PPE does not have coronavirus symptoms, the equipment will be placed in a refuse bag and be disposed of as normal domestic waste.

PPE that has been worn by, or near, someone with coronavirus symptoms will be disposed of by:

- Putting it in a plastic rubbish bag and tying it when full.
- Placing the rubbish bag in a second rubbish bag and tying it.
- Putting it in a suitable container and secure place marked for storage for 72 hours.

Waste will be stored safely and securely kept away from pupils. Waste will not be put in communal waste areas until it has been stored for at least 72 hours. This waste does not require a dedicated clinical waste collection.

In line with government guidance, pupils and staff will not be allowed to wear PPE on site, unless the school is dealing with a suspected case of C-19, or providing intimate care for a pupil. No bought or homemade non-disposable face coverings should be worn as pupils/staff arrive at school. If a pupil (or their parent) does not want to remove their face covering before entering the building, then they will not be permitted into the school.

Testing and those who are unwell

Children of all ages are already eligible for testing and tests are able to be booked using the governments online digital portal. Parents and staff have a responsibility to use this portal to book tests for themselves or their children. Any staff member or pupil displaying symptoms of coronavirus will be asked to self-isolate for a minimum of 7 days from the appearance of the symptoms and get tested.

Parents will contact **the school office** on **01895 547036** if their child is displaying symptoms. Staff members will contact their line managers if they are displaying symptoms, rather than attending work.

Cover arrangements will be made to account for staff members who are required to self-isolate.

If a pupil or staff member starts displaying symptoms while they are at school, they will be asked to go home – arrangements will be made with the pupil's parents to pick them up. If a pupil cannot be collected from school as their parent is a key worker, the **headteacher** will speak to the child's parent as soon as possible to discuss what other arrangements can be made.

Once the pupil or member of staff tests negative, they can return to the school. If a pupil or member of staff tests positive, the rest of their class or group will be sent home and advised to self-isolate for 14 days.

Food provision

The catering provision has been risk assessed and minimisation controls have been put in place. This means that food preparation and provision has been altered to ensure we can safely reopen our kitchen.

We will ensure we are able to achieve the following before reopening the kitchen:

- Regular deep cleans of the kitchen
- Kitchen staff are able to work in a safe environment, including adhering to social distancing measures as far as possible
- Kitchen staff have the PPE required to prepare and serve meals safely

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- Pupils and staff are able to collect meals safely
 - Control measures have been introduced regarding the delivery of produce.

All kitchen areas and surfaces will be cleaned and disinfected thoroughly prior to food preparation resuming.

The school catering team will work with our food providers to ensure we can continue offering meals and food parcels for children /pupil who are eligible for FSM that are not yet back in school. We will continue to support eligible pupils and their families to access food vouchers where needed.

Catering staff

- Whilst preparing food, catering staff will maintain social distancing as much as possible. They will wear the normal catering garments. A separate bin should be used to discard these items.
- Catering staff will continue to wash hands with soap regularly, particularly before serving food.
- The menu for each day will be reduced to offer quick grab items with limited options. There will be **no hot meals.**
- When serving food, catering staff will need to maintain social distancing as much as possible.
- To avoid supply issues, the stocking and storage of high consumption items should be maximised.
- All food items should be served in disposable bags/bottles. Although the school will seek as many renewable and recyclable materials as possible.
- All surfaces will be wiped down with disinfectant continuously before, during and after the lunch break period.
- Where possible lunch will be eaten outside on the school field.
- All pupils will take any waste and uneaten lunches home. The school expects ALL lunchboxes to be cleaned before being returned to school.
- Both serving hatches will be fitted with a Perspex screen.

Cleaning

- There will be regular cleaning slots throughout the day, alongside a more thorough clean of the entire site.
- Cleaners will disinfect and wipe down all surfaces:
 - in toilets, at least twice a day .
 - stair railings, entrances to the buildings, lifts and staff room offices.
 - entrance to classrooms (both door handles etc.) at break, lunchtime and at the end of the day.
 - classroom desks between lessons (at break, lunchtime and at the end of the school day).
This includes keyboards and mice.
- Cleaners should wear recommended PPE at all times.

Toilets

- During break times lessons, pupils must use the nearest toilet.
- When giving permission during lesson time, teachers should indicate which toilet should be used.
- During break and lunchtimes, pupils must use their designated toilet:
- Teachers must minimize the volume of children queuing for the toilet by ensuring that any child can use the facilities when they want.
 - Only one pupil per cubicle should enter the toilets. During lunch times, SMSAs will supervise this, if needed.
 - The site manager will monitor that the cleaning schedule is being observed via the installation of a sheet which indicates that the toilet has been cleaned.

Staff rooms and offices

- Staff should only use offices or staff rooms if they are able to socially distance themselves from each other. All offices and staffrooms should be used try to maintain and model the practice of social distancing.
- Staffrooms must not be used for meetings unless social distancing is possible. Therefore only the KS1 and KS2 halls will be used for staff training. Zoom will be used for webinars and distance learning – this will allow those members of staff who are shielding to participate in the school’s CPD programme.
- In staff rooms and offices, hot-desking on PCs should be avoided where possible. Staff should only use the PC if it is designated to them. Alternatively, if sharing of PCs is unavoidable, staff should wipe down the keyboard and mouse before using. Each photocopier has also been provided with antibacterial spray. Staff must ensure that, before and after use, the keypad is sprayed and disinfected.
- To reduce the risk of transmission each block of the school has their own staffroom: EYFS: building’s kitchenette, KS1: kitchenette and conference room, office, y3 & y6: main staffroom, y4 & y5: The Hub.
- Staff are not allowed to prepare food, or clean their lunch utensils in any of the staff rooms. All drinking receptacles must be brought from home. Paper cups are available in emergencies. All cutlery and crockery will be removed/locked away; this is to minimize the transition of the virus.
- Staff should apply hand sanitiser prior to using the staff room/or office.

Staff behaviour

Staff will also be asked to adhere to the following basic principles as much as they can:

- Do not come to work if you have coronavirus symptoms, or go home as soon as these develop (informing your line manager), and access a test as soon as possible.

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- Clean your hands more often than usual with running water and soap, and dry them thoroughly or use alcohol hand rub or sanitiser, ensuring that all parts of the hands are covered.
 - Use the 'catch it, bin it, kill it' approach.
 - Avoid touching your mouth, nose and eyes.
 - Clean frequently touched surfaces often, using the materials provided by the school.
 - Think about ways to modify your teaching approach to keep a distance from children in your class as much as possible, particularly close face-to-face support (noting that it is understood that this is not possible at all times).
 - Consider avoiding calling pupils to the front of the class or going to their desk to check on their work if not necessary.
 - Help your class to follow the rules on hand cleaning, not touching their faces, 'catch it, bin it, kill it', etc. This includes updating your classrooms displays with posters.
 - Prevent your class from sharing equipment and resources, e.g. stationery.
 - Keep your classroom door and windows open if possible for airflow.
 - Limit the number of pupils from your class using the toilet at any one time.
 - Limit your contact with other staff members, and do not congregate in shared spaces, especially if they are small rooms.

We understand that following some of the above principles will be extremely challenging, so staff will not face any stringent action if they are unable to follow them. If a staff member is unable to follow these principles, they should speak to their line manager. Feedback from these meetings will inform the weekly site review.

Transport

Pupils and staff are encouraged to walk or cycle to school or be dropped off by a member of their household. Where this is not possible, and pupils and staff need to use public transport, they are

required to follow guidelines on social distancing and minimise the risk of transmission. .

To minimise the number of pupils gathering outside the school gates, we are introducing staggered pick up and drop off times. The school timetable has been amended in line with the staggered pick up and drop off times, to ensure pupils do not miss out on vital learning time.

Pupils and their families will be informed of the new arrangements prior to the school reopening.

- Pupils using the school taxi service have been informed that this service will not be made available for the remainder of the academic year.

Social distancing

The following social distancing measures will be implemented when the school reopens:

- Class sizes will be halved, and classrooms rearranged to ensure seating positions are two metres apart. There will be no more than 15 pupils per class.
- The time pupils need to arrive at school will be staggered at **10-minute intervals** from **8:40am**.
- The time pupils can leave school will be staggered at **10-minute intervals** from **3:00pm**.
- Parents will not be allowed to gather at the school gates. If parents need to drop off or collect their children from their child's class playground. They will be required to stand at least 2 metres apart.
- Parents will not be allowed beyond the floor markers outside each external class door.
- Pupils will be encouraged not to use public transport to get to and from school. Other methods, such as cycling or walking, will be promoted. Where it is not possible for pupils to walk or cycle to school, they will be required to follow social distancing guidelines when using public transport. Only one parent should bring their child to school.
- Parents must not congregate around the front or back entrance of the school.
- Breaktimes, lunchtimes and the movement of pupils around the school will be staggered as appropriate to avoid large groups of pupils gathering.
- The playground will be open so pupils are able to go outside during their break times and lunchtimes; however, they will be required to follow social distancing guidelines. If social

distancing rules cannot be followed on the playground, it will be closed, or the children who breach expectations will be required to isolate themselves from others.

- Playground games, PE and sports activities will be risk assessed, modified or limited so that pupils can adhere to guidelines.
- Pupils will not mix with others that are not in their class or year group.
- The number of pupils in a class will be kept to a minimum, depending on staffing requirements.
- Assemblies will not be held in large groups; however, class teachers may hold assemblies with the pupils in their class.

These measures will be reviewed **weekly** by the **headteacher**, in conjunction with key stakeholders, and in line with any government guidance.

Where social distancing cannot be achieved, other options will be discussed with the **Governing Body**

SEND support

Assessing risks to pupils with SEND returning to school

As the government is now strongly encouraging pupils in vulnerable groups, including those with an EHC plan, to attend school, the SENCO will review the risk assessments of pupils with SEND who did not attend during the partial closure, or conduct a risk assessment if one has not been conducted already. This risk assessment will be used to determine whether it would be safe for the pupil to return to school. The risk assessment will consider areas including:

- The potential health risks to the pupil from coronavirus, bearing in mind any underlying health conditions.
- The risk to the pupil if some or all elements of their EHC plan cannot be delivered for the time being and the risk if support cannot be delivered in the normal manner or in the usual setting, and the opportunities to meet the needs in a different way temporarily, e.g. at home or virtually.
- The ability of the pupil's parents or carers at home to ensure their health and care needs can be met safely week-round or for multiple weeks, bearing in mind the family's access to respite.

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- The potential impact to the pupil's wellbeing of changes to routine or the way in which provision is delivered.
 - Any safeguarding risks for children with a social worker if they are not in school and the need to support care placements for LAC.
 - Any other out-of-school risk or vulnerability, e.g. a pupil becoming involved in dangerous behaviour or situations (including the risk of exploitation).

When conducting this risk assessment, we will also consider the capacity for the pupil to understand and follow the social distancing measures that have been put in place by the school.

Identifying support requirements

The SENCO, in collaboration with other key members of staff and agencies, is responsible for coordinating the school's SEND support as it reopens more widely.

During the partial closure of the school, pupils with SEND will have had a variety of experiences.

We have identified the following key groups of pupils that will need tailored support as the school reopens more widely:

- Those with an EHC plan who attended school for all or part of the partial closure
- Those with an EHC plan who did not attend school during partial closure
- Those who are at SEND support level who attended school during partial closure because they are vulnerable in another category or the child of a key worker
- Those at SEND support level who did not attend school during partial closure
- Those who were not on the SEND register before the partial closure of the school, but whose experiences during this period will mean that they are now in need of additional SEND support – we recognise that many of these pupils will be those with social, emotional and mental health (SEMH) needs

Even within these groups, pupils' experiences will not have been uniform. To ensure pupils receive the appropriate support, the SENCO will ensure they have a clear understanding of the experiences of pupils during the partial closure. This will be done in a number of ways, such as speaking to pupils and their

parents and getting in touch with any external agencies that have been supporting pupils.

Rebuilding relationships

All pupils, and particularly those with SEND, will need time and space to re-establish their relationships with staff and their peers. For example, those pupils that have remained at school will have to adapt to more pupils being around them, and those pupils that remained at home will have to adapt to the transition from online relationships to face-to-face relationships.

Upon their return to school, relationships between staff and pupils as well as pupils and their peers will also be impacted due to social distancing measures. We will make sure that this change in relationships is explained to pupils with SEND, while also understanding that these pupils may require repeat explanations.

Staff deployment will be kept as consistent as possible to help rebuild relationships. Support staff will be given time with pupils to build relationships away from learning expectations. Class teachers and TAs will also be given time with their pupils to rebuild relationships.

We are aware that pupils with SEND may have feelings of rejection and fear during this time and that these feelings may be communicated physically. This behaviour will be managed in a supportive rather than punitive manner.

Re-establishing routines

The re-establishment of routines for pupils with SEND will be vital, bearing in mind that routines when the school reopens more widely will involve staggered starts and part-time timetables. We are also aware that pupils with SEND will need time to re-establish the bodily routines of getting up, eating and going to the toilet to fit in with the school day.

Routines will be made clear to all pupils with SEND and time will be allowed for them to embed. Visual timetables will be made to support pupils' understanding of routines. We will consider whether additional breaks for movement to support self-regulation and the management of change are required.

Re-establishing expectations

The expectations of pupils for areas such as their behaviour and how they act around school will be different, e.g. pupils will be expected to adhere to some form of social distancing rules. We understand that it may be more challenging for pupils with SEND to meet these expectations.

We will clearly set out our expectations to all pupils and ensure pupils with SEND are provided with visual aids to support their understanding.

Restarting learning

Pupils will have had different learning experiences during the partial closure – this means they will academically be in different places and teachers will need to build on where each pupil is.

Teachers and support staff will be responsible for establishing the current level of learning for pupils with SEND. Formal assessment will not be used to establish pupils with SEND's current teacher assessment, as this could add to pupils' anxieties around re-entering formal education. The SENCO will work with class teachers and support staff to develop alternative methods of establishing pupils with SEND's current teacher assessment.

For many pupils with SEND, they will need to revisit and re-engage with a lot of their previous learning and skills; therefore, class teachers will plan this work for pupils that require it.

Re-engaging with support services

The support pupils have received from external services during the partial closure, such as speech and language therapy, occupational therapy and educational psychologists, will be established. The SENCO will be responsible for ensuring this support is continued and that any other in-school support is restarted as required.

Sensory issues

For many pupils with SEND, a key issue as they return to school will be the management and regulation of sensory issues. Pupils that have been at school during partial closure will have become used to the site

being quieter, while those who have been at home will be used to only being around a few people. Pupils will have to readjust to being around more people, noise and movement. We understand that during this adjustment period, pupils with SEND may express their discomfort through emotional and physical outbursts. The SENCO and other key staff will consider how this behaviour will be managed and how pupils will be supported – this will include the following measures:

- Flexibility with fidgeting and movement will be allowed (while considering social distancing measures) to support pupils to self-regulate and manage sensory overload.
- Calm and safe spaces will be allocated throughout the school where pupils can go if they are experiencing sensory overload.
- The school's policies for the management of emotional and physical outbursts will be reviewed to ensure they are supportive of pupils while keeping staff and all pupils safe.

Assessing targets

The school will not review the targets set for pupils with SEND as soon as pupils return to school, to allow pupils time to adjust to new routines and expectations. The SENCO and other key staff members will review their timetable for assessing pupils with SEND and consider how this needs to be adapted.

Annual reviews of EHC plans

In line with local advice, the school's LA **has** continued to conduct annual reviews of EHC plans during the partial closure period. To ensure the school understands the needs of pupils with an EHC plan as the school opens more widely, the following actions will be taken:

- The SENCO will be given extra time and support to manage any backlog of reviews, as required
- To maintain social distancing measures, reviews will be held virtually
- Clear decisions will be made about information gathering and staff will note whether information is from the pre- or post-partial closure period
- The SENCO will identify which meetings are the highest priority (e.g. transition reviews, pupils needing a change in placement and those with a significant change of need) and focus on these meetings

Parents will be engaged to ensure the school can fully understand pupils' experiences during partial

Communication

Our plans to reopen and all associated procedures will be communicated to all relevant stakeholders, including pupils, parents, staff, visitors, suppliers and contractors, and will incorporate any updates from the weekly site reviews.

Parents will be informed of:

- Whether their child will be able to attend from the week commencing 1 June 2020.
- What protective steps the school is taking to ensure pupils are safe.
- New timetable arrangements, including start and finish times.
- The processes for drop-off and collection.
- The educational resources they can access from home if their child is not returning to school.
- Recommendations in terms of transport to and from the school.
- Safety measures that will be implemented, e.g. social distancing.
- Expectations of pupils in terms of behaviour and attendance.

These arrangements will be communicated **via letter and social media**. Parents will be expected to share the above information with their children.

Staff will be informed of all relevant plans, including safety measures, timetable changes and staggered arrival and departure times, and will have opportunities to discuss training on the new measures. An online staff meeting will take place before 1 June 2020, to take staff through all the arrangements. Staff will be engaged regularly to get their feedback on the arrangements that are in place.

Prior to reopening, discussions will be held with all contractors and suppliers to ensure they are prepared to support our plans.

Cleaning staff/contractors will be informed of the additional cleaning requirements and additional time for these to be completed will be agreed.

Safeguarding

Ensuring safeguarding arrangements remain effective while the school transitions to opening more widely is a key priority, therefore all staff will receive safeguarding refresher training.

Our **Child Protection and Safeguarding Policy** was updated during the partial closure to include provisions for keeping pupils safe – we will continue to follow these procedures for pupils who remain at home, where appropriate, until all pupils return to school. As we begin to reopen fully, our policy will be reviewed to determine whether it reflects the current ways of working.

We will continue to ensure that:

- The best interests of pupils always come first.
- If anyone in the school has a safeguarding concern about a pupil, they act immediately.
- A DSL or deputy DSL is always available.
- Unsuitable individuals are not permitted to work with pupils or come into contact with pupils whilst on site.
- Communicate to parents the importance of pupils who remain at home are protected when they are online.

Identifying and supporting newly vulnerable pupils

We are aware that some pupils may have been at an increased risk of experiencing harm during the lockdown period, particularly as they were not seen by staff at the school or other agencies. Others may not have provided cause for concern before the lockdown period but have since experienced significant harm during their time at home – these pupils will form part of a newly vulnerable group.

We will take steps to identify and support these pupils as they return to school, accounting for the fact that these pupils may not be those that would usually be considered ‘at risk’.

The DSL and their team will be given time and support to enable them to organise and manage their workload effectively. This will include re-engaging with external agencies and ensuring staff, pupils and pupils’ families are informed of any services whose work practices may have changed due to the lockdown period.

Safeguarding training will be refreshed for all staff before the school reopens fully to ensure everyone is

able to respond appropriately to disclosures from pupils and identify signs that could indicate a pupil has experienced significant harm, e.g. changes in behaviour. This training will be provided in the form of **staff briefings and online course** and support and assistance from **Trustees** who have expertise in this area.

A safe place will be provided for pupils to discuss concerns about their experiences of lockdown and make disclosures where necessary.

Attendance

The school will determine when poor attendance becomes a safeguarding issue, considering pupils' personal circumstances, e.g. whether they or a member of their family has an underlying health condition and is continuing to shield themselves.

As the school reopens, pupils and their families will be reminded that it remains a safe place to continue learning. Through working together we can ensure Ryefield accelerates progress, reduces the gaps, and develop resilient pupils.

Monitoring and review

The **SLT** will review all solutions used during the partial school closure and how they might be part of sustainable future operation.

This plan will be reviewed continually in line with guidance from the government and PHE.

Any changes to the plan will be communicated to all relevant stakeholders.

Ryefield Primary School will continue to review this document in light of any governmental advice and guidance around infection control, isolation/social distancing, and the reopening of schools; therefore the information in this plan may be subject to change.

Actions if a pupil or staff member shows COVID-19 symptoms



Pupil or staff member displays COVID-19 symptoms.



Send home and advise to self-isolate for 7 days.
Household members should self-isolate for a minimum of 14 days.
Encourage to get tested.



If test is negative, return to school and household ends self-isolation.
If test is positive, move to 'confirmed case' scenario.

Actions if there is a confirmed case of COVID-19 in a school



Pupil or staff member tests positive for COVID-19.



Individual receives medical advice and/or treatment.
Class or group sent home and told to self-isolate for a minimum of 14 days.



If other cases are detected within the school, report to PHE who will investigate and advise.