

Stoke Bishop CofE Primary School



Covid 19 Response Planning

Return to School

June 2020



'Believing it's Possible'

*Our community sits between two rivers that have historically supported growth and success. Working together with trust and passion, we learn, grow and thrive as we embrace the possibilities of life's journey: Understanding that,
"Wherever the river flows, life will flourish" – Ezekiel 47:9*

Welcome back!

We understand that there has been much confusion and concern around the announcements about children returning to school, due to conflicting information coming from the government, press and other interested parties. There have been many statements – some even expressing a certainty around situations where there could not possibly be any. This plan will hopefully give you some certainty about what will actually be happening from Monday 8th June in this school.

The main question is one of how we get as many children back to school as quickly as possible and, at the same time, show full regard and respect for the health and safety of all involved – children, families and staff?

The latter places natural restrictions on the former. That is our starting point for the decisions we have made in this initial period of provision. **It is important to stress that this is the first phase.** We are looking at developments and hoping that a change will enable a wider offer to be made within a few weeks.

The plan below is set out in response to the Risk assessment and Action Plan document that we have been working through over the last two weeks. The Risk Assessment itself has been an ever-updating document, meaning some shifts and recalculations along the way. In the end, we have had to make some key decisions that I know will cause some issues for different families but these had to be made one way or the other.

Ultimately, it means that some of you will be happier than others about what is or isn't available to you. The aim we have set ourselves is to maintain a connection and a support to all those children and families who do not currently have the option of their child returning to school. We know this is important – both for now and the future.

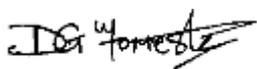
Whilst the mode of communication and some of the strategies for learning are changing, the hope is that the impact on the children (whether at school or at home) is just as strong, if not even more beneficial.

This plan should contain all the details about provision for all children that you need to know. If you have any other questions arising, we will be happy to attempt to answer them. As with all plans the proof of the pudding is in the eating and we will have to adapt practice where we see it not working.

The hope is that by sending all of these details out to all parents – if your child is coming back to school or not – you will have a picture of what is going on and be more up to speed when we do get the chance to get your children in.

You will receive a letter to confirm your child's classteacher, drop-off and pick-up times on Friday 5th June. If it leaves you in any doubt whatsoever please ring or email the office straight away.

Best wishes to all and may you all be safe and well.



David Forrester

Please be aware that we will provide a copy of this document through Google Translation if you require it in another language.

A) The basic principles of what we have been asked to implement:

- The Government has 5 Key tests which have to be satisfied for this to take place. This is a roadmap and therefore moveable in respect of when we as a school deliver the provision being asked of us.
 - Test one: Making sure the NHS can cope
 - Test two: A 'sustained and consistent' fall in the daily death rate
 - Test three: Rate of infection decreasing to 'manageable levels'
 - Test four: Ensuring supply of tests and PPE can meet future demand
 - Test five: Being confident any adjustments would not risk a second peak that would overwhelm the NHS
- Of these, Test three is the most relevant, in that the R-rate is currently below 1 (on a range of 0.5-0.9) and is therefore significantly more manageable than before lockdown.
- The expectation is that we encourage all eligible children of key workers and vulnerable children (KVV) to attend school from 1st June.
- We have been asked to prioritise the wider opening up of school to all children in Reception, Y1 and Y6 as soon as is possible after the 1st June.

Core information used to decide our actions:

- As part of our Risk assessment procedures we consulted with staff and parents on their views and intentions regarding the wider opening of school.
- Staff responded to a questionnaire to clarify their individual situation.
 - Where the provision is aimed at having 10 children in a class responses indicated that from a staffing contingent of 14 classteachers Full Time Equivalent (FTE) we would have 12 available to work in school due to personal vulnerability or shielding of a family member.
 - Where the provision is aimed at having 15 children in a class, responses indicated that from a staffing contingent of 14 classteachers (FTE) we would have 9 available to work in school due to personal vulnerability or shielding of a family member.
 - In consideration of the wellbeing of all staff and children we have based our offer on principles of social distancing at 2m, strict cleansing routines and minimised contact. This means that most classes are of a group size of 10 (or 11 where possible in a few classrooms).
 - To be consistent with this grouping size, governors agreed that Y6 children would be the first priority year group to return as they are able to consistently maintain social distancing rules and expectations.
 - The Priority year groups of Y1 and Reception would require greater improvement and confidence in the general situation, enabling larger grouping and a relaxation of some of the expectations around contact. At this point we will be able to provide consistently for groups of Reception and Y1 children at 15 per group. This will probably be on a part-time basis, allowing them all to be in the Reception classes that they recognise and that give them the space to work in a way consistent with EYFS principles.
- In order to understand the position of parents, a questionnaire was emailed to establish whether they are happy for their child to re start school on the basis of either a 10 per class basis or a 15 per class basis. Results shown below are on the basis of 10 children per class:

Group	Total Responses	Total happy to return - All yr grps	Total happy to return - Priority grps	Total happy to return KWV (including Y6)	Total happy to return as Priority Y6	Numbers allocated for places In school
Total	328	243	155	91	30	111

- Out of 243 responses, whilst the majority of parents (136) were happy for their children to be in classes of 10 or 15. There was a sizeable group (107) who were only happy for them to return to a grouping of 10 children.
- The final numbers of key worker and vulnerable children identified for return is 91. We still have to retain some small capacity for this to increase as we respond to a variety of situations.
- We recognise the need for a provision in school that is consistent and reliable for children and parents – ie as many days as possible for as many weeks as possible rather than a rota system with children coming in and out on different days in different weeks. This will hopefully enable parents to have some ability to commit to a routine for the working week.
- Whatever we set out as the offer also has to ensure we are maintaining a form of provision for all children, not just those identified as priority groups by the government. Not to do so could have an even greater impact on the school community than the lockdown itself.
- All key information in this document will also be shared on the website for reference as well as by email to all parents.

B) Breakdown of provision at school:

1. We will have group sizes of 10 children in each class (Some have the space for up to 11 children). This allows us to maintain social distancing principles within any room, whilst recognising that younger children (Reception and Y1) will be unable to maintain these rules when they are not directly supervised / instructed to do so.

We would like all parents of Reception and Y1 children to be aware that whilst we will endeavour to train children in the expectations around cleansing and social distancing, it is not viable to expect them to be consistent with this throughout the day. Therefore:

- they will make contact with those children in their group of 10 as part of their play.
 - they will seek adult contact at times for reassurance and be given it.
2. Each group will be taught by a Class teacher and a Teaching Assistant to maintain an effective balance and sharing of tasks in delivering effective learning opportunities to a high standard.
 3. In order to maintain stability of groups for children and for teaching staff working with them the provision for all children is on a full time basis ie all four days and all of the day. This is also to ensure that we are maximising our resources appropriately. There are many families who are currently in need of full time schooling but are not able to access it because they are not within prioritised groups.
 4. Provision for Reception and Y1 groups will begin when the overall situation has relaxed to support confident staff working with children in these year groups. We hope that this will be a situation that shifts by the end of the month at the latest. We will contact all Reception and Y1 parents with plans once this is the case.

5. **It is the initial intention to provide for Y6 on a full time basis to Thursday 25th June. By this point we will be considering (and possibly implementing) provision for other year groups. This may be in addition to Y6, in place of them or on a rota basis with all year groups.**
6. **The current provision for vulnerable children and those of Keyworkers will remain until we change to a wider provision overall. It will not be less than 4 days a week unless there is a resumption of the lockdown and provision as a whole is revised by the government.**

We will keep all parents informed as to any such changes.

7. **From Monday 8th June the structure will be as follows:**

Year Grp	No of Chn	No of grps	Teachers	Teaching Assistants
Reception KVV	18	2 Groups	Mrs Appleby / Mrs Pell Mrs Melton	Mrs Dann Mrs Bartlett
Year 1 KVV	10	1 Group	Mrs Preston (8.6.20)/ Miss Benfield (15.6.20 onwards)	Mrs Shingfield
Year 2 KVV	10	1 Group	Mr Rowe	Mrs Dobson / Mrs Cairns
Year 3 KVV	11	1 Group	Mr Parmiter	Miss Colligiani
Year 4 KVV	11	1 Group	Mrs Beach	Miss Barnicoat
Year 5 KVV	10	1 Group	Miss Lacey	Miss Garcia
Year 6	32	3 Groups	Mr Attewell Mr Quinton Mrs Harrison	Miss Staines Miss Richards Mrs Brunskill

We have two teachers and two Teaching assistants available as support for year group provision and potential cover where needed.

Although it is possible for most parents to work out from this table which class group and which adults your children will be with, all parents of children coming to school will receive a letter with details of which group and which classroom they will be in on Friday 5th June. It will also indicate your time of drop-off and pick up.

Please note: For all keyworker and vulnerable group children - If you have not returned your letter of evidence for keyworker status and your Emergency Contact form details then your child will not be on the register and not able to take up their place. If you have any questions please contact the school office.

C) Breakdown of provision at home:

8. The children not in school will receive a planned curriculum, as they currently are, but on a reduced basis, as teachers will have the added commitment of teaching daily in school. There will still be activities for 5 days of learning but not as extensive. These will be on a **Must** and **Could** basis.

9. All Year group teachers will continue to be responsible for planning for all groups in that year. Therefore the planning they provide for children at home will have the same core elements as for Key Worker groups of children in school.
10. Teachers in school will have the freedom to divert from this planning or add to it, on the basis of what they feel is best to do within the school context. It is not realistic to have the same expectation for children not in school. Parents will still make the choices they need to in order to maintain a manageable home routine and balanced home life.
11. Most teachers are in school teaching groups on a day to day basis. They will be free to plan and meet with children in their normal class groups on a remote basis each Friday and on some occasions for individuals during the week.

They will:

- provide a key weekly teaching/ feedback session for their own class of children.
- they will provide some responses to children's work – positive examples / successes/ misconceptions
- give some input for the following week's learning and share a story or an activity that generates conversation between the children.
- They may also work out ways with parents to help children develop their learning group 'chat' with a friend/ s during the week as ways of extending learning opportunities.

*NB: Teaching staff may at some point, with advance notice, ask to work with the children in a group without parent overview for up to 15 mins. This is for no other reason than to ensure children feel comfortable to share their thinking as they would at school. It's also a good opportunity for you to get a quick cup of tea!

12. Workpacks will continue to be provided as agreed, where necessary. These will be planned for on the Friday and prepared on Monday morning ready for pick up on Monday afternoons (2pm onwards).

D) Curriculum learning:

13. The focus for all teachers will be on helping children to get the most from the social and emotional aspects of being in school and the same time as attempting to ensure they are working on key skills and objectives that will support progress beyond this period. The curriculum will not look as 'broad or balanced' simply because of the learning opportunities being restricted by some of the guidance around distancing, handling of items and shared use of items. At the same time the aim will be to keep the curriculum energetic and focussed in a way that challenges and engages the children.
14. Reception continue a curriculum provision but with reduced access to toys / soft furnishings / building materials. This will of course diminish the range of learning they can achieve across the EY framework. They will be following planning of activities in Maths and English. They will read each day with each child and develop their skills in writing. There will be a strong focus on the children's social skills and supporting their oracy through activities and games. This will continue to be evidenced in learning diaries.
15. Year 1-5 Core skills teaching focus with wider independent learning opportunities to develop oracy, personal confidence and self motivation through physical activity and learning.
16. Year 6 Transition. Being secondary ready emotionally, socially and in respect of core skills. This will entail some gap filling but also opportunities for personal projects. There will not be

the opportunity to facilitate the shared social activities that characterise Y6 but there will be some thought given to key ways of communicating / sharing some of their experiences as the finish to their Primary school career.

E) How do I prepare my child for school?

The break from school that most children have experienced has been significant and that will have had an emotional impact on them – something I probably don't need to highlight for you. This will be another shift that may well take a few days / weeks to adjust to. To help them it makes sense to know that things will look and feel different

17. Sit down and share the key facts about what school will be like for them – without overburdening them with detail:
 - Be clear about how they will arrive in school and be picked up
 - Explain the basic outline of the day and the names of the adults who will be working with them.
 - Explain how break and lunchtime will work
18. Prepare their bag with them and explain why they have one single bag with only the most essential items in it.
19. Get their uniform ready. All children will be wearing uniform in school in order to maintain the normality as much as possible (as well as to avoid all the other issues that come with exploring the wardrobe for school)!
20. Take the time to explain your expectations of them regarding keeping themselves and others safe – in the classroom, out on the field/ playground and before / after school if relevant.
21. Ensure they are clear about how to apply sunscreen and wear hats for their protection on sunny days
22. Most of all reassure them that although school will look and be different physically, the people in school will still be the same, with the same care and support that they are used to.

As with all such situations in school, the adults will be spending time with the children to make sure they understand what they need to do and how to approach it. They won't just be expecting them to 'know'.

Routines implemented as Covid 19 control measures:

F) Dropping off and Picking up in School

Where possible we recommend arrival at school on foot, by bicycle or by scooter. If your child is a Y6 pupil and is arriving / departing independently we recommend that they do not congregate outside of school or in the near area, without taking on board social distancing expectations. Please impress this upon them.

23. 8.45 – 9.15am will be the window for arrival in school. It will be organised to allow you to drop off at the following times:

8.45am – Y2,3,4 & 5

8.55am – Reception

9.05am – Y5 & 6

You will need to arrive before this time so that you are ready for the line and check at the school gates. Please see the timetable that sets this out for you below in **Appendix 1**.

24. Your letter will indicate what time you will be able to enter school and where you will drop your child off.

25. We will be operating a **one-way system** starting from the school car park, using the front side entrance, walking around to your allocated drop off point and leaving via the bottom gate. The attached map gives you an overview of the system (see **Appendix 2**)

26. Please do not wait to see your child into school. We appreciate this may be difficult but it will make the whole process much easier. Please maintain a 2m distance from all other adults and children at all times.

27. The entrance will be supervised in the morning and afternoon, to maintain the flow within the allocated time windows. Signage will be in place to support your awareness of which way to go.

28. **3.15 – 3.45pm** will be the window for picking children up. The timings will be organised on the following basis:

3.15pm – Reception

3.25pm – Y2,3,4 & 5

3.35pm – Y5 & 6

Key questions:

- What if we're late?
 - *Please try not to be. If you miss your window by a significant amount you will have to wait to come in. This is to avoid bottle-necks of people in small spaces.*
 - *If you are significantly late for pick up then children will be taken to the Sibling space in the hall for pick-up via the main playground entrance.*

- What if I have more than one child to drop off/ Pick-up?
 - *If you have the time and are happy to wait with your child then you may do so.*
 - *If you will have too long to wait (more than 5 minutes) then you are welcome to drop your child with the member of staff available in the hall for 'sibling drop off' via the main playground entrance. They will then be taken to join the rest of their class group at the appropriate time.*
 - *There should be no issue with pick-ups as you will be able to move around the different pick-up points following the one-way system*

- My child is Y6. Can they come to school independently?
 - *We would prefer all children to be accompanied but we understand the transition aspect for Y6 children. They are the only ones able to come to/ leave school on their own. Any siblings must be accompanied. They will still have to arrive at the right time and follow the one way system to come into school. Please make sure they know what to do and if possible go through it with them for the first day at least.*

G) The Daily routine for children in school

All children will be expected to line up and move around school in an orderly, socially distanced line at all times.

29. **8.45-9.15am** From the drop off point, all children will be taken to put their bag on their peg and then wash their hands.
30. Children will return to the classroom to begin lessons within their allocated room and any allocated or timetabled outdoor spaces.
31. **10.15 – 11.15am** Break time (20 mins) will take place on a staggered basis. (NB: During this time the room is wiped clean and children return after washing their hands). If they have a fruit snack then they can take it from their bag on the way out.
32. **12.00 – 1.30pm** Lunchtime will take place on a staggered basis (NB: During this time the room is wiped clean and children return after washing their hands).
AiP will be offering a hot meal in the first instance and this will be reviewed weekly on the basis of numbers. This will mean a staggered use of the hall, supervised by the lunchtime staff. Paper registers will be resumed for teachers to record within each class grouping.
33. **3.15 – 3.45pm** departure from school will operate on a one-way basis using the front side entrance and walking around to an allocated point to pick up child in a 10 minute window. At the end of the day the classroom will be wiped clean.

Break & Lunchtime

34. The outdoor spaces is also marked out to facilitate continued separation during break and lunchtimes. All children will have an allocated outdoor space to play as part of their class group but will not use a shared space with any other class group – even if they are in the same year group. The outdoor spaces are on a rota to give children a chance to play in different ways. See the map (**Appendix 3**)
35. *Please be clear: We are not able to assure social distancing will be maintained at all times by children if they choose to play together. This is something we ask you as parents to make clear to them what your personal expectations are of. We cannot enforce that but will remind children to play as you have discussed with them and to respect other children if they wish to remain distanced.*

H) The Daily routine for adults

There are strict protocols in place for adults in how and where they move around the building in order to minimise contact / transmission of potential infection throughout the day. These are set out in the staff version of this document and identify:

- Entry and exit to the building
- Areas of access/ no access
- Routines for minimising the spread of Covid 19

- Personal hygiene
- Routines for minimising the risk to themselves, their class group and their working space
- Use of general staff areas
- Cleaning procedures
- Supervision timetables and routines for children

I) Outdoor Spaces

36. All outdoor spaces have been mapped out for specific areas of use. Children will remain in their groups of 10 with one of the adults from their group supervising their play. **(See Appendix 3)**

The sandpit will not be in use, since this is an area that is very dependant on toys/ implements that have a high level of shared use.

37. Toys available for use will be the larger scooters, some limited use of balls and other agreed items at lunchtime, since these can be easily cleaned at the end of the session and put away.

38. Children should not bring in personal items for play at break or lunchtime.

J) Cleaning protocols and expectations for the minimising of transmission:

39. Classroom

- All classes will have a bucket containing single-use cloths, a virucidal spray and disposable gloves for each member of the team daily. These will be replenished each week or on request by the school cleaning team.
- The buckets will be kept on a shelf, in the class cupboard, out of the reach of children.
- The resources will be used at the end of each teaching session, by an adult member of the class team, to wipe down all surfaces that can be touched by children or adults. These include:
 - light switches, door handles, chairs, windowsills, cupboard handles, sinks and taps, teacher laptops. If chrome books have been used they also need to be cleaned and put away.
- Wiping down will consist of spraying the cloth and wiping the surfaces thoroughly. Once completed the cloth should be disposed of in the lidded bin that is in the classroom for specific cleaning waste only.
- This procedure should be followed at the end of any teaching session in conjunction with the children leaving the room for any activity.
- The classroom will receive a deeper clean with hot water, virucidal spray and vacuuming at the end of each day by the school cleaning team.
- Children's pegs will be cleaned at the end of the day.
- Each classroom will be part of the whole school deep clean process on Friday of each week.

40. Outdoor

- Scooters and other items used for play will be wiped down at the end of lunchtime sessions. Footballs will be wiped down at the end of each session.
- The Jungle Gym will be available for use by one group each day on a rota basis.
- Outdoor metal handrails will be sprayed at the end of each day
- The Jungle Gym and the Smooga will be sprayed at the end of each day

41. General deep cleaning

- Weekly deep cleaning will take place in each classroom, the First Aid Room, offices, corridors, the hall, the staff room and all toilets.
- This will be done on the basis of cleaning with hot, soapy water, followed by wiping with a cloth, sprayed with virucidal spray. All rooms will be vacuumed, with furniture being pulled from the walls to be vacuumed behind.
- **The three –day / 72 hour break from Friday – Monday will support the effective control of potentially contaminated surfaces and items.**

42. Monitoring of cleaning regime

- The procedures in place will be monitored for effectiveness, and consistency by SLT and the Site manager on a daily basis in the first two weeks of implementation. If we identify any concerns then we will revise procedures accordingly.

43. Personal Cleaning Routines – children

Children should wash their hands:

- a. On entry to the building
- b. Whenever they go to the toilet
- c. Before eating
- d. After break/ lunch
- e. Whenever they leave the classroom

44. Personal Cleaning Routines – adults

Adults should wash their hands:

- a. On arrival at school
- b. Whenever the toilet is used
- c. Before eating
- d. After break/ lunch
- e. After wiping down
- f. Whenever leaving the classroom
- g. When visiting the staffroom (entry and exit)
- h. Before/ after group meetings
- i. After using the photocopier

K) Measures for containing the transmission of germs:

Classroom

- All classrooms have signage reminding children to 'Catch it, Bin it, kill it'. To support this they have tissues, hand sanitiser and a lidded bin available for secure waste disposal. This bin is emptied every day and the bags stored for 72 hours before being disposed of.
- All children will have 'socially distanced' allocated seating in a 2 sq metre area – with the exception being in Reception. They will have allocated carpet spaces and will be reminded to socially distance but the reality of their interactions is that they will constantly struggle to maintain this with peers and adults.
- All Handwashing procedures will be in place when leaving the classroom.
- Sanitising of hands will be encouraged as a regular practice whenever items have been handled that could have been handled by others.

Personal Hygiene

- The expectation is that all children and adults coming into school will minimise personal effects / items. This should be a maximum of one bag.
- As above, all Handwashing and hand sanitiser procedures should be followed rigorously
- Toilets should be used by all adults by sitting down.
- Seats should be wiped using a disposable wet wipe, which should be disposed of in the lidded bin.
- Toilet seat lids should be closed for flushing

- NB - It is not necessary for clothing worn in school to be laundered each day

L) First Aid

General First Aid needs

- Handling of any First Aid requires members of the First Aid Team to use designated PPE (as listed in the First Aid room) and to follow appropriate 'Donning and Doffing' procedures in wearing and disposing of PPE appropriately. Instructions for this are also displayed on the wall in the First Aid Room.
- All children who are ill or significantly injured will be taken to the First Aid Room.
- Parents will be called immediately in order to be sure of a rapid response and to avoid children being in the First Aid room for a prolonged period of time. For this reason it is essential that all children have renewed emergency contact details that have been emailed to the school office **before** children start in school.
- It is crucial that all numbers given to the school are accessible by parents throughout the day.
- Plastic sheeting will be used to cover furniture sat on by children or adults demonstrating any symptoms, and disposed of immediately after their departure.
- When the room has been used for a normal First Aid treatment, it will be wiped down using virucidal spray and single use cloths that will be disposed of in the lidded bin.
- When it has been used to treat anyone demonstrating the symptoms of Covid 19 it will be immediately cleaned down with soapy hot water, including the floor. All surfaces will be cleaned with virucidal spray and single-use cloths. The cleaning equipment and consumable PPE equipment (gloves, mask, apron) will be disposed of.

Administration of medicines

- School procedures for the administration of prescription and controlled medication will continue to apply.
- Please ensure that you have returned any required medication to school; we will check that medication that has remained in school is still in date and contact you if this is not the case.
- Staff will wear PPE, whilst administering medication, if it is not possible to maintain 2m social distancing.
- Pupils/ students with allergies and/or those requiring medication (including asthma inhalers) are listed through initial contact forms. If your child's situation has changed then please ensure you have informed the office who will take the relevant action.
- All children with allergies will be identified for the adults in each teaching group.
- EHC Plans or other relevant Healthcare Plans will be shared with staff responsible for each teaching group.
- Adrenaline Auto-injectors (AAI) and asthma inhalers are easily accessible from the school office. Pupils requiring these will be placed in a group with a member of staff who has had the relevant training to administer the AAI and recognise the signs of an allergic reaction/asthma attack. They will not be generally available for children to walk independently to the office but if there is a need the office can be contacted for access.
- If there is any significant risk to the health of a child or adult then please note this will take precedence over social distancing.
- We will review the need and provide refresher training for all staff regarding the requirements for individual children with known allergies and ensure that those supervising groups of children at lunchtime are aware of the importance of avoiding cross contamination.
- Tables will be cleaned after lunch, rubbish disposed of and the lidded and open waste bins emptied to avoid allergens remaining in the classroom for longer than necessary.

M) Response Measures for containing the spread of symptoms

Covid 19 symptoms

The list of symptoms considered to be significantly linked to Covid 19 has been consistently described as:

- a new continuous cough
- a high temperature
- a loss of, or change in, your normal sense of taste or smell (anosmia)

In addition new symptoms to look out for are:

- Aches and Pains
- Sore throat
- Diarrhoea
- Conjunctivitis (Red Eye)
- Headache
- A rash on skin
- Discolouration of fingers or toes

If you or a member of your household show any of these symptoms then please do not send your child to school. There is further advice and guidance at this link:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

For the safety of all children, families and staff please ensure you observe the following procedures:

- Contact NHS 111 who will advise you on the symptoms you or another member of your family are displaying
- Follow this link to order a test online
<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/>
- Contact the school office to explain your child's absence as soon as you are aware

Once you have the results of any test please contact the school to ensure you make us aware of the outcome.

Covid 19 in-school response

Our procedures for responding to a child or adult with symptoms of coronavirus are drawn from government guidance

- Families of children in any group where a child has been known to demonstrate symptoms will be informed immediately by text.
- Adults working in that group will be informed immediately.
- This will not necessarily mean the closure of that group
- Where there is any further demonstration of symptoms by any other member of the group the same process will be followed.

- If any of the adults leading that group demonstrate symptoms then we will consider sending any other adults and children home and closing the group for a period of up to 7 days, depending on what cover we have available.
This will be communicated to relevant staff and parents by Mr Forrester.

- **Where a case of Covid 19 has been confirmed by testing the rest of the children and adults in that group will be sent home and advised to self-isolate for 14 days.**

- No-one else in your family group needs to self—isolate unless the child or adult demonstrates any symptoms.

N) Attendance in school

General Expectations

- Attendance in school is based on Monday to Thursday full time for all groups of children
- Where children are not attending even though they were offered a place they will be marked as authorised absence
- Where children are not attending because their year group has not been prioritised they will be marked with a special non-attendance code.

Multiple settings

- We ask all parents to ensure that if their child is in school they are only attending one education setting. If there is a reason why this is not possible then please contact Mr Forrester to explain your situation.
head.stoke.bishop.p@bristol-schools.uk

Clinically vulnerable / extremely vulnerable

- If members of staff or children are classed as clinically vulnerable or extremely clinically vulnerable they should follow government advice as to whether they should be in school.

Clinically extremely vulnerable (Shielding)

Staff and children have been advised not to return to work/ school and will work from home.

NB: School is unable to mitigate risks occurring within the home environment that do not originate from the employee's work activities.

Clinically vulnerable including pregnant women

Have been advised to take extra care in observing social distancing and will work from home where possible.

Clinically vulnerable staff who cannot work from home will be offered the safest available on-site roles, staying 2m away from others etc. Individual risk assessment has been carried out.

Children will attend school, observing strict social distancing criteria if parents are comfortable for them to do so.

Those living in a household with a person who is extremely clinically vulnerable.

These staff and children will only attend if stringent social distancing can be adhered to. Where we have found this is not possible the staff member or child is working from home.

Those living in a household with a person who is clinically vulnerable. (Including pregnant)

These staff members and children are able to attend work / school.

O) Safeguarding procedures

- All safeguarding procedures will be maintained as before and during the lockdown process, where concerns are registered on CPOMs and followed up by the appropriate adult.
- Monitoring of vulnerable children and families will continue in order to ensure the safety and wellbeing of all. This is particularly the case where children are still at home and are not accessing school due to parental concerns – which we recognise and respect.

P) Maintaining provision

- The procedures described in this plan will be in place as a reference point of practice until government guidance removes the need for such criteria. Where there are minor updates and tweaks to advice staff and parents will be kept up to date.
- Once we have the opportunity to take wider advice and practice into account in a way that maintains health & safety responsibilities to children and staff we will consider how to implement this as swiftly as possible.
- **It is the initial intention to provide for Y6 on a full time basis to Thursday 25th June. By this point we will be considering (and possibly implementing) provision for other year groups. This may be in addition to Y6, in place of them or on a rota basis with all year groups.**

Q) Next Steps

- Our next Priority yr grps to enter school remain as Reception and Y1
- It is our intention that all other Yr grps will return to school for a period of time from Monday 29th June. What this will look like and for how much time is not something we are

able to confirm at present but we will keep all parents and staff informed of the on-going changes to provision

R) Behaviour in school

- Behaviour will be approached slightly differently in respect of how issues are dealt with.
- If a child has specific needs that can be catered for within the school then this will be done so and set out as part of their individual risk assessment. This will be shared and discussed explicitly with parents.
- Parents will be asked to collect children sooner than would normally be the case in order to minimise transmission issues for other children and adults if behaviour presents any such risk.
- Where a parent is asked to attend school it will be to pick up their child and take them home.
- The expectation is that parents will respond rapidly in order to minimise risks to any other member of school.
- If a child is taken home they will not be allowed to re-attend until Mr Forrester is satisfied that there will not be a recurrence of such behaviour. This will be based on concerns of safety for all children and adults.

S) Communication

- The Risk Assessment supporting this plan will be available on the website from Monday 8th June.
- We will maintain communication by email and telephone, and ask parents to do likewise to avoid face to face contact where possible.
- We will alert all parents about any significant issues or communications from school through a text message.
- There will be no Newsletter this week Friday 5th June, but the weekly Newsletter will continue from Friday 12th June in a smaller form. The focus will be on key information / updates regarding the easing of lockdown restrictions and a little news about the children and their learning.

Drop off & Pick up timings - W/B 8th June 2020

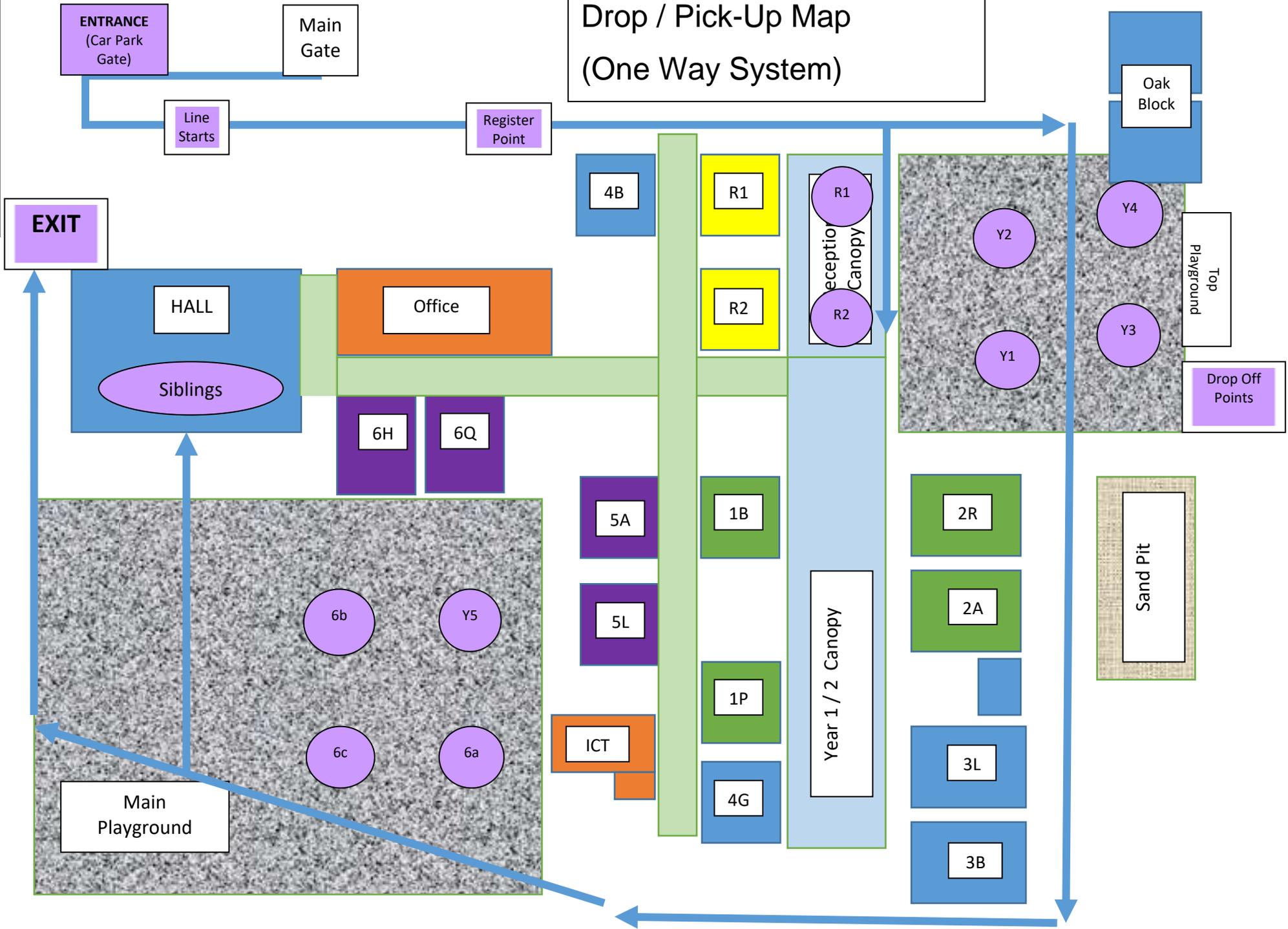
Appendix 1

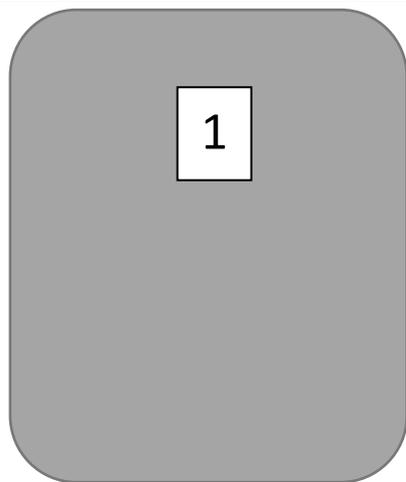
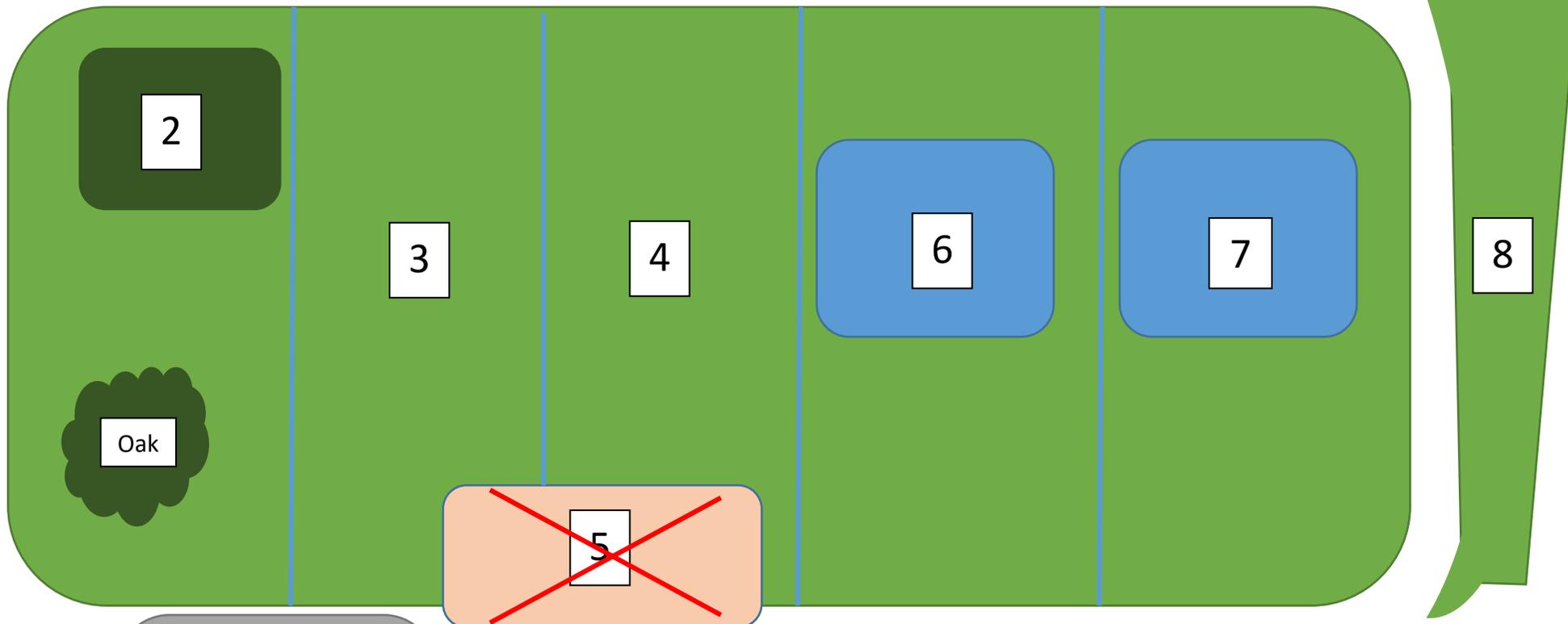
Group	Line Start	Register	Drop - off
Rec 1	8.45	8.50	8.55
Rec 2	8.45	8.50	8.55
1	8.45	8.50	8.55
2	8.35	8.40	8.45
3	8.35	8.40	8.45
4	8.35	8.40	8.45
5	8.55	9.00	9.05
Y6 a	8.55	9.00	9.05
Y6 b	8.55	9.00	9.05
Y6 c	8.55	9.00	9.05

Group	Line Start	Register	Pick up
Rec 1	3.05	3.10	3.15
Rec 2	3.05	3.10	3.15
1	3.05	3.10	3.15
2	3.15	3.20	3.25
3	3.15	3.20	3.25
4	3.15	3.20	3.25
5	3.25	3.30	3.35
Y6 a	3.25	3.30	3.35
Y6 b	3.25	3.30	3.35
Y6 c	3.25	3.30	3.35

Appendix 2

Drop / Pick-Up Map (One Way System)





- 1. Top Playground
- 2. Jungle Gym
- 3. Field
- 4. Field
- 5. Sandpit (out of action)
- 6. Football zone
- 7. Activity / Game zone
- 8. Willow / Mud kitchen
- 9. Main Playground (Top)
- 10. Main Playground (Bottom)

