**Bromesberrow St Mary’s C of E Primary School**

**School Recovery and Reopening Plan September 2020**

**Updated March 2021**

This is a working document and as such will be added to and amended to as the national and local situation changes

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| **Rationale** – At Bromesberrow, we always say to any new parent that the most important thing is that their child is ‘Safe and happy’ and we will put this at the heart of our decision making and steps forward in the coming weeks and months. We will:   * Put the safety of children and staff first, listening and responding to our community and national guidelines that are being released * Support vulnerable children and families * Prioritise key worker (Key Worker) families who are the backbone of our nation as we know it.   **Approach** –  To put the needs of the children, staff and their families first. To work hard to provide a quality educational experience whatever the challenges, as true to the usual Bromesberrow experience as possible. To prioritise mental health and wellbeing; and academic catch, based on the needs of the child.  School will always be staffed with DSL or DDSL and Qualified First Aiders.  All parents have been consulted throughout the Covid 19 pandemic. We will continue to consult with parents, assessing needs and supporting families. | | | |
| **Children, Staff and Parents** | | | |
| **Area** | **Action/Management** | **Guidance** | **Notes** |
| **People entering and leaving school. We need to limit the risk of viral transmission in and out of school.**  **Accommodation of all groups of children.**  **(Shared facilities, toilets)** | **Staff** to enter school and immediately sanitise their hands with alcohol gel. They are to sign in at front “sign in station” in foyer, using own pen. School to look into a remote sign in solution. Staff to go straight to their designated rooms. Staff leaving school to sign out using their own pen and then sanitise their hands on exit.  **Parents**- all communication to be made by phone or email prior to school opening. No handovers in the playground. Children to be able to walk from front gate to school door where member of staff will be manning it. This is to ensure that HT can supervise the children’s entry carefully and not be distracted; also to limit transmission. All children to sanitise hands on entry to school. Signage to be put up on front gate regarding mask wearing. All adults are to observe strict 2 metre social distancing at all times.  Meetings with HT or teachers can be arranged via Teams or a phone call.  **Visitors**- To be reviewed dependent on national and local infection levels. Delivery drivers will be kept at the main gate when at all possible. School administrator will instruct them via the intercom system ‘how to drop off a delivery’. Ordering to be kept to a minimum. Only order what is needed. All ‘essential’ maintenance work (e.g. plumbing, electrical contractors ) to be carried out outside of the school day, wherever possible. This information will be provided to them prior to their visit. No Governor, Vicar, Diocese, reading volunteer or LA visits (unless necessary e.g. EP service)  **Bubble Systems:**  When we are open to Key Workers and Vulnerable Children:  To begin with we will be operating a 1 KW hub and then will grow to the following model:  Each classroom with members of staff and children acting as a bubble; no more than 15 children per bubble. They should not come into contact with other hubs or adults throughout the day as much as possible. Staff to talk to pupils clearly about this, setting the boundaries as in Forest School. This is your zone/area.  Bubbles-  Class 3 (LM and MB)  Class 2 (JD and LG)  Class 1 (SC, GM and SP)  Office-out of bounds  Each Bubble will have:  A designated child toilet (no boys and girls toilets)  Class 3 bubble to use girls’ toilet (which will be relabelled as Class 3).  Class 2, will use old boys’ toilet.  This is to ensure children understand and get used to the rebranding and reuse of these facility changes from the very onset and will help to reduce cross- infection  Class 1 to use preschool toilet. Toilets to be cleaned by teacher at lunchtime and critical hand contact surfaces sprayed with sanitiser.  Full reopening  We will be operating 3 Bubbles as classes, using the same methods as above, avoiding cross contamination of Bubbles. | DfE  DfE  Dfe | Extra signage needed-ET and ST  Remote sign in to be sourced- ET and IT team. *ET to monitor this*  Parent Covid 19 Guidance shared with families-LH  Hand washing station for extra washing-ET  Visitor and delivery procedure to be put together ready to be emailed.  All staff briefed  .  classes to be free from clutter with clear surfaces for easy washing and disinfection.  Toilets to be rebranded as unisex and allocated to a Bubble.  Resources to be set up for that bubble only, with no sharing of resources permitted.  No sharing of resources between bubbles unless sanitised |
| **Safeguarding** | DSL or DDSL will be on site at all times. In school all normal safeguarding reporting arrangements to be followed by all staff. If safeguarding issue is with a child who is not currently in school then DSL will make all appropriate arrangements and liaise with Gloucestershire /Herefordshire agencies.  Behaviour policy updated to incorporate new guidelines for children regarding social distancing and behaviour in school when in various parts of the building. This is published on school website and sent out to parents.  Safeguarding and monitoring to be shared electronically using secure email system where needed. Each class to have their own monitoring booklet for behaviour, first aid and safeguarding incidents. These to be reported to DSL or DDSL using yellow slips or secure email.  When open for KW children only, school uniform will not be worn. When fully open school uniform to be worn. | DfE  LA Guidance | Behaviour updated and shared with parents and children in a child friendly version-what is social distancing at Bromesberrow?  Log books for each class.  look at SIMS behaviour log set up |
| **Catering** | School are working with catering staff at JMHS to ensure that packed lunches will be provided for children in school who would normally request a meal. This would be in the form of a packed lunch or in a sealed individual portion per child to limit the risk of cross infection.  Provision in place for FSM food parcels and vouchers when not in school. |  | Liaise with JMHS team re. supporting this. |
| **Staffing**  **Teachers, support staff and non-teaching staff** | General:  If staff become ill/self-isolate etc. teaching bubbles will have to be re examined. We have little capacity in our system and staff absence could be a problem in the future. HT’s to monitor. School will avoid the use of supply.  Each classroom to either have its own tea making facilities and supply/stock that is only for that room or bring a flask. Own cups to be brought in from home and taken home to wash (travel mugs)  Staff to clean down well used surfaces at dinner time with sanitiser and/or soap and warm water.  **Toilets:**  Adults: Wash hands thoroughly (20 seconds) after using the toilet and dry thoroughly using paper towel.  Admin Bubble to use disabled toilet, using the same procedure as above.  Staff workload will be continually monitored by HT’s  HT’s will monitor the well-being of all staff in school  Chair of Governors to continue her role in monitoring well-being of HT’s. | Dfe | Bubble organisation inset days to be planned in consultation with staff.  Staff Covid 19 Handbook/guidelines written and shared with staff  Toilet use instruction signage to be put up on door in and out (for visitors)  GCC wellbeing resources |
| **Protective Measures and Hygiene** | | | |
| **Social Distancing/Cross infection** | Children to bring own water bottles from home to be washed at home and returned each day.  Children to use own pencil cases and stationary to be provided by school  Toys to be kept to a minimum. The only toys to be played with are those that can be easily washed/sanitised. Selection to be parred right down in early years. Again stationary to be children’s own, wherever possible. Packs to be made up.  Sinks, tables, light switches, door handles, toilets to be cleaned down/sprayed sanitised in each bubble at 12pm  Kitchen facilities not to be used by all. Staff to bring lunches in a cool box, so fridges not shared.  First Aid, Medicines and contact details for children within each class to be kept in the classroom.  Lunches for children: To be kept in the classroom initially. Parents will be clearly instructed that these must be in a small labelled lunchbox or a plastic/paper bag bag-no rucksacks as not enough room and potential to harbour germs. Lunch boxes and drink bottles to be thoroughly cleaned by parents at the end of each day.  Children to be supervised washing hands at key points throughout the day:  On entry, after break time, before lunch and before they leave. After using the toilet. Parents to provide their children with their own hand cream if needed to help prevent eczema and dermatitis.  Staff to wash their hands at the same key times and again use hand cream moisturiser if required.  Lunches to be eaten within classroom or outside in bubbles. No mixing between bubbles. Staff need to model the same to children. No mixing with each other out of our bubbles.  Staff Communication  Walkie Talkies to be purchased ( or app) for communication between bubbles with increased use of whatsapp and emails when infection rates are high. HT and Staff and Admin will always have their phones on them at all times which are kept fully charged. Limit face to face contact. | DfE | Parent Guidance  Teachers to organise resources.  Cleaning materials to be ordered and organised for each hub and for hot spot cleaning  First aid lists and resources and contact details to be within each bubble.  Boxes/ area for lunch boxes and coats to be organised in class bubble  Hand washing posters to be put up  Walkie Talkies to be purchased or app. |
| **Cleaning** | During the day, when school is operational:  Bubbes to clean: at 12pm own door handles, sinks , taps and other ‘much used hand contact surfaces’ areas as per cleaning schedule. Use Disinfectant spray and wipes provided . Use own cleaning resources and PPE (gloves)  Teachers/admin to be in charge of cleaning own tech/computers. Bins to be provided for safe disposal of paper wipe/towels and PPE at suitable locations  After school:  Deep cleaning using disinfectant provided of all shared ‘hot spot’ places- sinks, toilets, desks and chairs.  Hard floors to be cleaned with disinfectant  Toilets to be bleached and all contact surfaces to be disinfected thoroughly.  Carpets to be vacuumed using Hepa Filtered Vacuum.  Door handles to be disinfected  PPE to be worn for cleaning to include apron and gloves (to be double bagged and disposed of after each clean)  If a Deep Covid Clean is required (in the event of a suspected Covid 19 case), then goggles to be worn by cleaning staff in addition to usual PPE and particular attention to the specific area/s where case was.  Class One-shared resources and toys to be cleaned down by staff after children have left. Washed in detergent and hot water or milton.  SBM and cleaner to monitor supplies and order accordingly – large order will have be made at outset. Bubble leads need to inform SBM when they are running low. | GCC Guidance | Order PPE and cleaning equipment and supplies- ET  Good communication with cleaner-ET/LH  Additional waste bins provided and placed in appropriate places. |
| **Potential Case** | Adults-Must NOT come in if they have any cold/flu like symptoms and must get a test. Staff to test regularly using lateral flow tests. If you start to feel unwell during the day, inform the member of staff you work with and go straight home. Do not report to office.  Children- Children NOT to come in if poorly, as would usually happen. Parents to be extra vigilant on this. Parents to arrange a test for their child if they develop Covid symptoms. Parents to follow Covid 19 PHE advice and procedures. Parents to use lateral flows- we are hoping uptake will be good. School to promote these.  If a child falls ill at school, however mild, they are to be sat preferably outside or in a quiet corner of the classroom. Teacher to wear PPE (mask and gloves), if 2 metre distancing cannot be adhered to and comfort verbally but avoid as much as possible any contact, unless necessary to reassure and comfort.  Contact admin to contact parent immediately. They must collect promptly. If they develop symptoms of Covid they must have a negative test before they can return to school. |  | Staff and parent handbook entry  Infection control Plan-ST |
| **Learning and Curriculum** | | | |
| **Child wellbeing/ PSHE** | At this time the mental, pastoral and physical wellbeing of the children will be paramount. Staff have a variety of resources to address these issues Increase exercise and ability o socialise when we have a period of absence. |  | Resources to be researched and put in place to support- SENCo and Teachers |
| Learning Practicalities | Older children can observe two metre distancing from staff as much as is possible, but not from each other.  Use of outdoors and good ventilation when possible.  With Early years limit toy choice, only what is out can they play with.  PE kit worn for the day to limit changing.  Good remote learning offer in place (see Remote learning policy) |  |  |
| **Others** | SBM to contact most regular suppliers/contractors to explain our new school protocols regarding visitors and deliveries. |  |  |
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| Note | This is to be read and implemented alongside school risk assessment |  |  |