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

**School Recovery and Reopening Plan – June 2020**

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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| **June 1st 2020 Phase 2 Children of Key Workers, Pre-School, Reception, Year One and Year Six**  **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** – School will be open 4 days a week with Wednesday being used for PPA / E-learning Planning and thorough cleaning( KW children still in). Initially we are opening on June 1st 2020, with very low numbers and will start with one KW hub and then extend into 2 more hubs when required.  School will always be staffed with DSL or DDSL and Qualified First Aiders.  All parents of Pre-school, R, Y1 and Y6 have been consulted and provision that school is offering discussed with them. We are ready for our families when they are ready for us. We will continue to consult with parents, assessing needs and supporting them to take the right steps at the right time. | | | |
| **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 using handwashing station at the front gate (station to be provided). Signage to be put up on front gate, ‘no entry past this point unless you are staff or child’. Contact details also to be put up on gate. 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**- strictly no visitors. Deliveries and post to be left in large labelled Delivery Box, outside front door. Delivery drivers will be kept at the main gate. 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. They will buzz in to do work and then will be given a contact number to phone to indicate when they have finished or need to discuss anything. This information will be provided to them prior to their visit. No Governor, Vicar, Diocese, reading volunteer or LA visits (unless strictly necessary)  **Hub Systems:**  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 hub; no more than 15 children per hub. 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.  Hubs-  Class 3 (LM and MB)  Class 2 (JD and LG) Key Worker children Hub - lunch prep team(LG)  Class 1 (SC, GM and SP)  Office-out of bounds, independent hub.  Each hub will have:  A designated child toilet (no boys and girls toilets)  Class 3 hub to use girls’ toilet (which will be relabelled as Class 3).  Class 2, KW children hub 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. A additional portable toilet may be necessary, if this is not enough. Toilets to be cleaned by hub teacher at lunchtime and critical hand contact surfaces sprayed with sanitiser. | DfE  DfE  Dfe | Extra signage needed-ET and ST  Remote sign in to be sourced- ET and IT team  Parent Covid 19 Guidance to be written and shared with families-LH  Hand washing station to be sourced-ET  Visitor and delivery procedure to be put together ready to be emailed.  All staff briefed  Delivery Box set up.  hand wash station to be set up just inside front gate and inside foyer for staff and essential visitors.  Classrooms to be completely decluttered with clear surfaces for easy washing and disinfection.  Toilets to be rebranded as unisex and allocated to a hub.  Resources to be set up for that hub only, with no sharing of resources permitted.  No sharing of resources between hubs. |
| **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 is currently being updated to incorporate new guidelines for children regarding social distancing and behaviour in school when in various parts of the building. When completed (by June 1st) this will be added to school website and sent out to parents.  Safeguarding and monitoring to be shared electronically using secure email system. Each class to have their own monitoring booklet for behaviour, first aid and safeguarding incidents. These to be reported to DSL or DDSL electronically, possibly. using SIMS behavioural log  At this time school uniform will not be worn as children will have outgrown some of it and it is difficult to source. | DfE  LA Guidance | Behaviour policy to be 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.  Our current weekly provision of food boxes to FSM children will continue for those children not currently attending school. |  | Liaise with JMHS team re. supporting this. |
| **Staffing**  **Teachers, support staff and non-teaching staff** | General:  Teaching staff will be required to be in school prior to June 1st opening date – date to be arranged. This is to sort classrooms, all areas and rehearse the social distancing rules that the children will be using. By June 1st all staff will have been fully briefed in their role and working expectations.  One member of support staff is being shielded, who will work from home providing e learning support materials. With the numbers of children expected to attend school at this time, staffing ratios should be adequate. If staff become ill/self-isolate etc. teaching hubs 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 revert to a more part-time model in this event.  Each classroom to have its own tea making facilities and supply/stock that is only for that room. Own cups to be brought in from home and taken home to wash (travel mugs)  Staff to clean down well used surfaces 3 times per day 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 hub to use disabled toilet, using the same procedure as above.  Staff workload will be continually monitored by HT’s but the use of Wednesday for PPA etc. will alleviate some of this.  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 | Hub organisation inset days to be planned in consultation with staff.  Staff Covid 19 Handbook/guidelines to be 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 hub 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 hub 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. Corridors not to be used to store bags and coats as these could create hotspots and are too cramped.  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 hubs. No mixing between hubs. Staff need to model the same to children. No mixing with each other out of our hubs.  Staff Communication  Walkie Talkies to be purchased ( or app) for communication between hubs with increased use of whatsapp and emails. HT and Staff and Admin will always have their phones on them at all times which are kept fully charged. These are the ways to contact, unless it is an emergency. Teacher leads of hubs are 100% trusted to make those everyday decisions as always and TP’s should defer to them. | 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 hub.  Boxes/ area for lunch boxes and coats to be organised in class hub  Hand washing posters to be put up  Walkie Talkies to be purchased or app. |
| **Cleaning** | During the day, when school is operational:  Hubs 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 areas/hub 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. Hub leads need to inform SBM when they are running low. | GCC Guidance | Order PPE and cleaning equipment and supplies- ET  Cleaning checklists to be made up for each hub and for cleaner-ET  Additional waste bins provided and placed in appropriate places. |
| **Potential Case** | Adults-Must NOT come in if they have any cold/flu like symptoms. Initially we can manage this, but in the winter months this will prove to be more challenging. 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- Parents to every morning ask their child how they are feeling and to check their temperature. Children NOT to come in if at all under the weather.  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. |  | 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 and this is an area we will be looking at before any re opening.  Each class to have a walk every day, even if that is around the playground (early years could be bikes and trikes) |  | Resources to be researched and put in place to support- SENCo and Teachers |
| Learning Practicalities | Learning to be predominantly outside and as ‘hands off’ each other as possible. Older children can observe two metre distancing from staff as much as is possible, but not from each other.  Learning inside to be 2 metre distanced learning where children work independently on a task, could be Purple Mash, worksheets, and art.  With Early years limit toy choice, only what is out can they play with.  Class One will need significant paring back-consider using hall. The two groups will be kept as separate as possible.  PE kit not necessary at this time  As children become used to the new arrangement and only when staff feel the time is right teachers will start to look at the provision of Maths and English, particularly focussing on reading and phonics, identifying gaps and planning ways forward. This will only happen when the children are settled and ready. Resources for home and school learning will be the same in this to keep things fair across the board.  All children currently not attending school whether in different year groups or by parental choice will continue to receive daily activities via our e-learning platform with e mail/chat support, which will be in line with what the children are learning in school. |  |  |
| **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 |  |  |