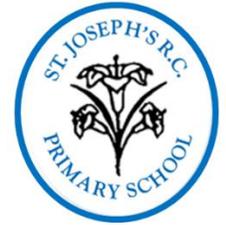




The Federation of Our Lady Queen of Martyrs, Esh Winning & St Joseph's, Ushaw Moor RC Primary Schools



*Living, loving and learning together,
with our eyes focused on Jesus.*

Reopening Plan in Preparation for September 2020

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

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

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

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

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

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

The plan has been agreed by the Local Governing Board of The Federation of Our Lady Queen of Martyrs, Esh Winning, and St Joseph's, Ushaw Moor, RC Primary Schools.

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

Section 1: Systems of Control

Area of Consideration	Action Taken to Consolidate Well-Being and Learning	Further considerations
<p>Health and Safety: Prevention of spread of Covid19</p>	<p>Reduce risk of spread of infection</p>	<p>Any individual with symptoms, or individuals who have tested positive in the last 10 days, must not enter school grounds. Any individual with symptoms must self-isolate for 10 days. If a member of a household has symptoms all members of the household will be required to self-isolate for 14 days. Parents should inform the school as soon as they are able to.</p> <p>Advice about Covid19 symptoms can be found at: https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</p> <p>Staff may request a Covid test at: Apply for a coronavirus test if you're an essential worker.</p> <p>Staff with Covid19 or living with someone with Covid19 should isolate as directed by medical advice and an isolation note should be sent to school: https://111.nhs.uk/isolation-note/</p>
		<p>Any individual who is clinically extremely vulnerable must not attend school until Government guidance allows. This is permitted with a specific risk assessment in place.</p>
		<p>If any pupil or adult in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell, they will be sent home immediately. They must follow the 'stay at home' guidance (https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance), meaning they must self-isolate for at least 10 days and should arrange to have a test. They can return to school if test is negative and they feel well enough to do so.</p>
		<p>When contacted by school if their child is displaying symptoms, a parent must arrange for their child to be collected immediately and directed to request Covid19 test https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested. Whilst awaiting collection, the child will be moved outside or to the porch where the door may be stood open. The child will be supervised by an appropriate adult, who will ensure they remain at least 2m away from the child. The child will be offered reassurance. If a toilet visit is needed, the accessible toilet at OLQM or the small staff toilet at STJ should be used.</p> <p>The supervising adult must wear PPE (face mask, disposable gloves, disposable apron)</p> <p>Once the child has been collected, any facilities/areas which have been used will be fully cleaned with disinfectant before being used by anyone else. If this cannot be done immediately, a sign will be placed to advise others not to enter.</p> <p>Children and staff in the same bubble as the individual displaying symptoms should wash their hands immediately; they should not return to the classroom until the room has been cleaned.</p>
		<p>Adults and pupils who have been in close contact with the symptomatic child do not need to go home to self-isolate unless they develop symptoms themselves, if the symptomatic person subsequently tests positive, or if they have been requested to do so by Test and Trace.</p>

	<p>All those who have been in contact must immediately follow the good hand hygiene procedures.</p> <p>Pupils and staff will wash or sanitise their hands:</p> <ul style="list-style-type: none"> • On arrival to school • When returning to the classroom from playtime, lunchtime and any other occasion when they may have left the classroom and are returning Hand sanitiser will be used at transition points that cause delays at the sinks. • Before eating (fruit snacks/lunchtime) • After eating • After using the toilet <p>Any other time it is appropriate (eg after coughing/sneezing)</p>	
	<p>Pupils will be supported by staff in developing robust and effective handwashing routines, including educating the children of the importance of good hand hygiene, discouraging the children from touching their faces, making this fun (rhymes etc)</p>	
	<p>Any visitors to the school will be instructed to use hand sanitizer on entry to school. Only essential visitors will be permitted to school. Visitors to school will be required to wear a face covering and/or visor in communal areas. Visitors are not permitted to use the staff room.</p>	
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	<p>Children will be grouped into “bubbles” and the movement between bubbles of children and staff will be kept to a minimum. Start and departure times will be staggered for each bubble, as will playtimes and lunchtimes. Wherever possible, resources will only be used within each bubble.</p>	
	<p>Staff are advised not to wear jewellery and to tie their hair back.</p>	
	<p>Children must have hair tied back. Where a child is constantly pushing their hair out of their face parents will be contacted and requested to tie it up.</p>	
Allocated toilets	<p>Toilet areas are allocated to girls and boys (and at OLQM KS1 & KS2). Children will use these areas and ensure thorough handwashing following their visit to the toilet. Staff: staff toilet</p>	
Grouping of pupils and staff for “bubbles”	<p><u>OLQM</u> Class 1 – Mr Baxter Class 2 – Miss Houghton Class 3 – Mrs Dixon Class 4 – Mrs Yates Mrs Johnson & Mrs Peveller will work with a variety of children</p>	<p><u>STJ</u> Class 1 – Miss Shemmings & Mrs Davies Class 2 – Mrs Mitchell & Mrs Smith Class 1 & 2 – Miss Shemmings & Mrs Davies, Mrs Mitchell & Mrs Smith Class 3 – Mrs Curtis & Mrs Fiddes & Mrs Dunn & Miss Dowson Class 4 – Miss Whitfield & Mrs Riddles</p>

	Mrs Johnson will work predominantly in KS1 & Mrs Peveller predominantly in KS2	Mrs Reeve will work with a variety of children
Children must be escorted around school by an adult from their bubble – except when visiting the toilet or going to cloakrooms (general everyday tasks) . Children should not be given tasks to move around school, eg to deliver registers or collect photocopying.		
Whilst classes will be taught by their class teacher for the majority of the school week, other staff at times may be working with the children and across groups. Some staff will therefore be working across different class bubbles/smaller groups. In these instances the adults must endeavour to maintain a 2m distance and wash their hands thoroughly between groups, however it is recognised and accepted that this may be difficult, particularly with younger children. This applies to peripatetic teachers/other temporary staff too.		
Whenever possible, adults should limit time spent within 1m of others to a maximum of 1 minute, avoiding close face to face contact. If giving feedback to a pupil about their work this should be done over the shoulder of a pupil, rather than face-to-face. Written feedback should be limited to reduce handling of multiple books.		
Children should not be directed to work in close proximity to other children when completing group tasks.		
Children should record individually using individually allocated resources.		
When the needs of pupils require closer contact (eg administering first aid, intimate care needs etc) a facemask and gloves should be worn.		
Children will be encouraged to remain a safe distance away from adults. Children will also be encouraged not to have physical contact with one another, although it is recognised that younger children will find this more difficult. Children and adults will be reminded to stay 2m away from Mrs Fiddes at all times.		
Adults in school should try and maintain a distance of 2m from other adults at all times. It is the responsibility of every staff member to adhere to this as far as is possible, to maintain their own safety and that of colleagues. Children and adults will be reminded to stay 2m away from Mrs Fiddes at all times.		
Furniture in classrooms will be arranged, as far as is possible, to allow children to be seated side by side, facing the teacher, rather than facing one another at close proximity. Children will be allocated a seat in the classroom and, as far as possible, will remain in this seat. If children need to move tables during the day, the table/chair will be cleaned in between.		
Windows are to be kept open to allow for ventilation		
Resources such as soft toys and furnishings will be limited and only used on occasion. They will be removed and aired at least weekly.		
There will be no gatherings of bubbles, (eg assemblies, hymn practice, collective worship). Collective worship will take place within class bubbles.		

	<p>Playtimes and lunchtimes will be timetabled to avoid congestion in corridors and cloakroom areas. Class bubbles will have designated play areas and play equipment; where equipment is shared between bubbles it will be cleaned in between.</p>
	<p>Class 1 & 2 lunches will be eaten in the hall, at designated tables. Class 3 & 4 lunches will be eaten in the classrooms – school lunches will be delivered to the classrooms.</p>
	<p>Class bubbles will be directed to use the toilet facilities at appropriate times. For ad hoc visits where pupils from different class bubbles may be present, children should ensure that they use the facilities one at a time. Staff to help to supervise this wherever possible.</p>
	<p>Warm air hand driers will remain disabled to prevent particles from being blown around; paper towels / blu roll will be provided in the toilet areas.</p>
	<p>Social distancing must be applied in the staffroom area. Every staff member is responsible for cleaning their cutlery and crockery. Disinfectant spray will be readily available so that the handle of the fridge, toaster, taps etc can be cleaned prior to use. No more than 2 staff in Staff Room at any one time at STJ & 3 4 at OLQM. An additional table may be set up in the school hall. Please ensure it is cleaned after use.</p>
	<p>Areas which are used for teaching groups should not be used by groups of staff.</p>
	<p>Staff meetings will take place, using a room which allows for social distancing between all adults.</p>
	<p>Pupil arrival times will be staggered. (See timetable below). The one – way system will remain in place on the school site, and only one adult per family should enter the school premises when dropping off children. It is important that carers adhere to their designated time, and do not loiter in the car park or gather on / just outside the school premises.</p>
	<p>Classes will be welcomed by a member of staff at their entrance, have their hands sprayed with sanitiser and come in to school.</p>
	<p>Pupil departure times will be staggered. (See timetable below.) Children will assemble in a designated area at their designated time and should be collected by one adult.</p>
	<p>Parents and carers are asked to communicate via email or telephone; admittance to school will not be permitted without a prior appointment. Parents and carers must pay using the online facility available on the school app. Anyone over the age of 11 entering the school building will be asked to wear an appropriate face covering.</p>
	<p>Where money, documents etc are received into the office, staff are required to wash or sanitise their hands immediately after handling.</p>

	<p>Professional colleagues (eg educational psychologist, social worker) will be allowed on site; an advice briefing will be given to all visitors, providing guidance on the physical distancing and hygiene measures which are in place and must be adhered to. Essential contractors will also be admitted; where this can be arranged it will be before or after the normal school day.</p> <p>All visitors will be required to record their contact details when they sign in.</p> <p>All visitors will be asked to wear a face covering. Peripatetic teachers will be able to remove this for teaching purposes and may use a visor.</p>
	<p>Stationery- whenever possible child uses their own allocated stationery stored in their own pencil case. These should go home each weekend for cleaning. When this is not possible limited stationery resources to be made available. Groups of children accessing a set of stationery should be kept to a minimum; the same group should use allocated stationery to reduce use by multiple children. Whenever possible, resources should be cleaned before being used by another child/small group of children. Staff should not share stationery.</p>
	<p>Toys and equipment- Limited toys/equipment should be made available. Toys/equipment should be allocated to a small group and before they are used by another group they should be cleaned.</p>
	<p>There will be no access to sand, water or malleable materials areas unless it is specific to an individual child.</p>
	<p>IT equipment must be cleaned after each child has used it.</p>
	<p>Books and games in the classroom should be cleaned regularly wherever possible, or laid aside untouched for at least 72 hours.</p>
	<p>Resources that are shared between class bubbles, (eg. sport, science, art equipment,) should be cleaned after each use.</p>
	<p>Each bubble will use designated play equipment during breaks and this should be cleaned regularly. The adventure trails and tyres will be allocated to different groups and cleaned or left for 72hours before another group may use them.</p>
	<p>The sliding windows between the school office and the public areas will be kept closed (unless opened for ventilation), and opened only in the need to communicate.</p>
	<p>All children must bring their school cap and coat if necessary as there will be an increase in outdoor activities.</p>
Supporting pupils with additional needs-close proximity support	<p>Where the needs of a pupil require close supervision or intimate care (less than 1m distance, for more than 1 minute or within 2m for 15 minutes,) the supporting adult may wear a visor, mask and apron. Wherever possible support will be given at a distance of greater than 2m.</p>
Essential hygiene measures to continue	<p>Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available PLEASE INFORM THE SCHOOL OFFICE IF YOU REQUIRE ADDITIONAL HYGEINE RESOURCES.</p>
	<p>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze PLEASE INFORM THE SCHOOL OFFICE IF YOU REQUIRE ADDITIONAL TISSUES.</p>

	<p>Children will be taught about good respiratory hygiene, in an age-appropriate way (Catch it, Bin it, Kill it)</p> <p>Do not touch your eyes, nose or mouth if your hands are not clean</p> <p>Put used tissues in a bin immediately</p> <p>Additional cleaning will be carried out across the day throughout the school by staff. Office staff to assist with cleaning regularly touched surfaces throughout day e.g. door handles/photocopier etc. Cleaning resources are readily available in every room. Shared resources must be cleaned after use.</p> <p>ALL CLEANING PRODUCTS MUST BE KEPT OUT OF CHILDREN'S REACH.</p> <p>PLEASE INFORM THE SCHOOL OFFICE IF YOU REQUIRE ADDITIONAL CLEANING RESOURCES.</p> <p>Laptops and ipads must be cleaned after each use. Do not spray i-Pads or computers, use a wipe or spray a little cleaner on a cloth.</p>
First Aid	First aid will be administered in the school hall. First aiders should wear gloves, aprons and masks which should then be double-bagged to be disposed of. See updated first aid advice at https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/
Shared areas	<p>Whenever possible, “bubbles” should remain in designated areas and should not share other areas with other “bubbles.” Where the sharing of areas is unavoidable, for example, the hall, any resources used should be cleaned between use.</p> <p>Doors are to be wedged open to avoid touching handles etc except when to do so would increase the risk of the spread of fire, abduction etc.</p>
Office	Door to be closed to office where possible, may be left open for ventilation - no children allowed in at any time.
Breakfast and After-School Clubs	To avoid mixing children between bubbles and to facilitate staggered starts and ends to the day, there will be no After School Clubs for the first half of the autumn term. Breakfast club return will be reviewed in mid September and will only operate if only if safe and practical to do so. After school clubs and care will be reviewed in October.
Where necessary, wear appropriate PPE	PPE should be worn when a staff member is supervising a child who is symptomatic and a distance of at least 2m cannot be maintained or when intimate care, first aid or SEN needs require close contact. A stock of fluid resistant face masks, disposable gloves and disposable aprons are provided in the school office (STJ) or the staff room (OLQM). Plastic visors are also available to be worn if a child is vomiting or bleeding excessively. Staff are required to inform office staff if stock of PPE needs replenishing.
Engage with the NHS Test and Trace process	<p>Staff and parents/carers should understand that they will need to be ready and willing to:</p> <ul style="list-style-type: none"> • Book a test if they are displaying symptoms • Provide details of anyone they have been in close contact with if they test positive or if asked by NHS Test and Trace • Self-isolate if they have been in close contact with someone who develops symptoms or someone who tests positive for COVID-19

		<ul style="list-style-type: none"> If any member of the school community has been tested, staff or parents should inform school immediately of the results. <p>If a test is negative, the person can stop self-isolating. If someone tests positive, they need to follow the 'stay-at-home' guidance. All visitors to school will be required to register their contact details so that they can be traced in the event of a Covid19 breakout. The details will be stored in compliance with GDPR regulations.</p>
	Manage confirmed cases of coronavirus amongst the school community	<p>As soon as school becomes aware of a positive test result for COVID-19, we will contact our local health protection team. Likewise, this team will contact school if they become aware of a positive test of someone who has attended school – as identified by Test and Trace.</p> <p>The health protection team will carry out a rapid risk assessment to advise us on any actions which need to be taken. If the health protection team advise that individuals or groups of pupils need to be sent home to self-isolate, we will implement this advice swiftly.</p> <p>To assist with any necessary risk assessment, we will keep a record of who has had contact within bubbles and also in different groups.</p>
	Contain any outbreak by following local health protection team advice	If school has two or more confirmed cases within 14 days, this indicates a possible outbreak, and we will work with our local health protection team and follow their advice.

Section 2: School Operations

Health and Safety: Minimising contact between bubbles.	Timetable adjustments to reduce potential contamination between individuals	<p>All children will be allocated to a Group. Siblings will be in the same group. Arrival and departure times- TO BE REVIEWED WEEKLY</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: red; color: black;">OLQM Group</th> <th style="background-color: red; color: black;">Entrance</th> <th style="background-color: red; color: black;">Morning Drop-off</th> <th style="background-color: red; color: black;">Afternoon Pick-up</th> </tr> </thead> <tbody> <tr> <td style="color: red;">A</td> <td style="color: red;">Main Gate</td> <td style="color: red;">8:40 - 8:50</td> <td style="color: red;">3:30 - 3:40</td> </tr> <tr> <td style="color: red;">B</td> <td style="color: red;">Reception Gate</td> <td style="color: red;">8:45 - 8:55</td> <td style="color: red;">3:25 - 3:35</td> </tr> <tr> <td style="color: red;">C</td> <td style="color: red;">Main Gate</td> <td style="color: red;">8:45 - 8:55</td> <td style="color: red;">3:35 - 3:45</td> </tr> </tbody> </table> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="background-color: blue; color: white;">STJ Group</th> <th style="background-color: blue; color: white;">Entrance</th> <th style="background-color: blue; color: white;">Morning Drop-off</th> <th style="background-color: blue; color: white;">Afternoon Pick-up</th> </tr> </thead> <tbody> <tr> <td style="color: blue;">A</td> <td style="color: blue;">Main Gate</td> <td style="color: blue;">8:40 - 8:45</td> <td style="color: blue;">3:25 - 3:35</td> </tr> <tr> <td style="color: blue;">B</td> <td style="color: blue;">Church Gate</td> <td style="color: blue;">8:45 - 8:55</td> <td style="color: blue;">3:25 - 3:35</td> </tr> <tr> <td style="color: blue;">C</td> <td style="color: blue;">Main Gate</td> <td style="color: blue;">8:45 - 8:50</td> <td style="color: blue;">3:35 - 3:45</td> </tr> <tr> <td style="color: blue;">D</td> <td style="color: blue;">Main Gate</td> <td style="color: blue;">8:50 - 8:55</td> <td style="color: blue;">3:35 - 3:45</td> </tr> </tbody> </table>	OLQM Group	Entrance	Morning Drop-off	Afternoon Pick-up	A	Main Gate	8:40 - 8:50	3:30 - 3:40	B	Reception Gate	8:45 - 8:55	3:25 - 3:35	C	Main Gate	8:45 - 8:55	3:35 - 3:45	STJ Group	Entrance	Morning Drop-off	Afternoon Pick-up	A	Main Gate	8:40 - 8:45	3:25 - 3:35	B	Church Gate	8:45 - 8:55	3:25 - 3:35	C	Main Gate	8:45 - 8:50	3:35 - 3:45	D	Main Gate	8:50 - 8:55	3:35 - 3:45
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		Playtimes and lunchtimes are also staggered - all staff to have copies of this timetable.	
Arrival and departure of pupils		Children to enter school upon arrival after meeting staff member at their meeting point and having hands sanitised.	
		Children should bring minimal resources to school. Only badged school bags will be permitted as they can be cleaned easily and are not too large for the cloakroom space. Children must go into the classroom where the teacher will direct when and where they are to hang their coats. OLQM: Class 1 – Coats etc to be kept in the classroom Class 2 – Use KS1 cloakroom Class 3 – Use designated pegs in KS2 corridor Class 4 – Use designated pegs in KS2 corridor STJ: Class 1 – Coats etc to be stored in the top classroom Class 2 – Use pegs outside classroom Class 3 & 4 – Cubbies to be used by children 2 at a time at the direction of Classroom Staff.	
		Essential pupil medication etc must be handed in at the school office BY APPOINTMENT and should be clearly labelled with the child's name and details. Children's paracetamol will not be administered and must not be given to children before attending school. Prescription medication to be administered at least 4 times a day will be accepted.	
		School meal payments should be made online via the school app- no money will be exchanged in school unless in exceptional circumstances.	
		Parents/ carers must not enter the school office area. All communication should be done via email or telephone, except in an emergency or by appointment. Visitors over the age of 11 will be asked to wear a face covering.	
	Transport		Parents and carers are encouraged to walk/cycle to school if possible . Parking congestion around school should be avoided and start/end times will be staggered to support this.
			Social distancing should be maintained in the car park and outside of schools at all times.
		Off-site visits will only go ahead when transport is not required. Swimming lessons will not take place initially; this will be reviewed in October.	
Attendance	Pupil Attendance	Usual attendance procedures will be implemented from 1 September 2020. School will work with families to alleviate any anxieties they may have regarding children returning to school.	

		It is, however, understood that in a small number of cases specialist health professionals may advise that a pupil remains at home for health reasons or to self-isolate. Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, home learning support will be provided by school.
Workforce	Mitigating additional risk	School will adhere to the advice regarding mitigating risks to all staff, and in particular those who are clinically vulnerable or extremely clinically vulnerable. All measures in place will be discussed with all staff, and any concerns or anxieties taken into account and steps taken to mitigate additional risk if required. An individual risk assessment will be completed where appropriate.
	Staff deployment	At times when it is necessary to have supply teachers on site, they will be expected to be stringent in adhering to all measures in place.
		In order to ensure pupils, in particular those with additional needs, are fully supported, it may be necessary to deploy staff, to work with children from different class bubbles. Whenever possible, staff must maintain social distancing.
		Staff will also be deployed to support children with catch-up provision and targeted interventions. Intervention groups will have consistent pupils to avoid unnecessary contact with others. Peripatetic teachers will teach 1:1 or small, contained and consistent groups.
Catering and lunchtimes	School lunches	The schools meals service will resume the provision of hot lunches. An adapted lunch timetable will be introduced to avoid mixing bubbles. Lunches should be paid for online via the school app.
	Packed lunches	Children may bring a healthy packed lunch from home in a plastic wipeable box. All leftovers and rubbish must be taken home. Only water should be provided as a drink.
		Tables and chairs in the dining room to be cleaned after each use. All children will have a designated seat.
	Supervision	1 lunchtime staff plus kitchen staff to be in hall throughout lunch, 1 with pupils in packed lunch area and one in each designated play area.
		Teachers on outside duty to escort groups to and from designated play area back to classroom/lunch hall.
		Staff to supervise pupils eating lunch in classrooms until 12:40pm when children are expected to have finished.
Water	Children must bring a washable water bottle, clearly labelled with their name. This should be taken home to be washed daily.	
Site Maintenance	Safety checks	The site has been fully maintained during partial closing, and all regular safety checks have/ are carried out.
Uniform	Daily uniform	Full school uniform, including school shoes, should be worn from September 2020 and the government guidance states that it does not need to be laundered more frequently than usual. Jewellery is not permitted for pupils and they are advised not to wear a watch at the current time.
	Hair	Children with hair at shoulder length or longer will be required to have it tied up at all times.

	PE uniform	Pupils will come to school in PE kits with jogging bottoms and trainers on the days that they have PE and return home in them to wash them. Parents to be informed of which days their child has PE. THIS WILL BE REVIEWED IN OCTOBER
Section 3: Well-Being and Curriculum		
Pupil and Staff Well-Being	Safeguarding	Safeguarding will remain the highest priority, and all procedures will be followed rigorously in identifying any concerns and working with families and agencies to fully support all of our pupils.
	Mental Health	School has well-established systems in place to support the mental well-being of pupils. All staff will be vigilant in monitoring the emotional wellbeing of our pupils, and will follow safeguarding procedures regarding any concerns.
		The PSHE curriculum will be in place and modified as needed to address the needs of pupils as they are identified.
		Families signposted to www.Childline.org.uk ; https://www.nspcc.org.uk/ ; https://www.annafreud.org/on-my-mind/self-care/ ; Dr Barnado's See Hear Respond accept referrals from any source either through the Freephone number 0800 151 7015 and via the online referral hub https://www.barnardos.org.uk/see-hear-respond?utm_source=8%20July%202020%20C19&utm_medium=Daily%20Email%20C19&utm_campaign=DfE%20C19
		Maintain wellbeing advice to families via Twitter, email & Text as appropriate.
		Bereavement support to be offered when appropriate: https://www.winstonswish.org/ ; https://www.childbereavementuk.org/ ; https://www.cruse.org.uk/ ; https://www.nhs.uk/service-search/other-services/Bereavement%20support/LocationSearch/314
		Online abuse
	Domestic abuse	SLT & Office Staff to monitor Operation Encompass inbox and respond as appropriate
	Poverty due to reduced family income	Parents notified to contact school to apply for free school
		Lunchtime staff to monitor packed lunches to ensure that families are providing nutritional and adequate meals, (consider possible poverty indicators)
	Support for vulnerable families	Regular contact with social workers and other relevant professionals maintained by SLT.
		Maintain Core Group, Care Group, IRO meetings via telephone or online until face to face meetings are appropriate
	Support for children with additional needs	Review individual circumstances - consider: support measures; access to sensory toys; working with partner professionals; additional support required due to raised anxiety; unfamiliarity with routines and expectations due to the duration of partial closure. Discuss with carers, as necessary.
Children will access their own sensory toys within the classroom - these will not be shared with other individuals.		
Staffing and EHCP targets to be reviewed for reopening and the necessary measures to be put in place to ensure compliance to the statutory requirements. Individual reviews will take place prior to reopening.		

	Staff well-being and support	<p>Staff well-being is a high priority. Staff will be working in more challenging circumstances than usual; it is essential their well-being is monitored by the SLT and support provided as and when necessary.</p> <p>Staff are encouraged to be open and share any concerns with a member of the SLT.</p> <p>Staff may be signposted to Occupational Health, https://www.annafreud.org/on-my-mind/self-care/ and The Road Centre</p>
Behaviour	Support	Behaviour in school is generally excellent. Pupils have been away from school for some months, and will need reminding about routines, procedures and behaviour expectations. Children who display untypical behaviour will be monitored closely so that signs of anxiety or emotional concerns can be identified.
	Expectations	Expectations will be consistently applied, with appropriate consequences given if policy is breached by pupils. School anticipates that, with support, pupils will settle back quickly into school life and expectations.
Curriculum	Curriculum planning	Teachers will identify key concepts, knowledge and skills that pupils will need to be able to access the appropriate year group curriculum. It is not appropriate to attempt to teach all missed lessons but mastering key concepts, rather than topics, will be the focus for initial lessons. Priority will be given to phonics, reading, writing and mathematics although the existing broad and balanced curriculum will also be used to support pupils in these key areas.
		<p>Staff in each phase will consider the following prompts:</p> <ul style="list-style-type: none"> • What are the essential concepts in our curriculum that pupils need to understand before moving on? • What parts of our curriculum are less essential, that we can touch on quickly? (eg geographical facts about a specific river rather than features of rivers.) • What are the threshold concepts that enable pupils to better understand other ideas/concepts? (eg characteristics of 2d shapes before understanding 3d shapes.) • Is there a common thread running through the units that have been missed, that we can return to in the future? (eg Democracy). When can this be returned to? • Which skills or knowledge from one subject can children not access the rest of the curriculum without? (eg phonics for reading and writing.) • Which topics have cross-curricular value so are worth focusing on? (eg History vocabulary.) • Which subjects were a focus for home learning and therefore do not need to spend as much time on?
		Develop knowledge organisers in order to see at a glance what needs to be taught/retaught and so that pupils can see what they need to know.
	Assessment and lesson planning	<p>Identify gaps in key concepts and knowledge through low stake assessments, (eg quizzes, discussion, discursive tasks.) These should be designed to build pupil confidence. Baseline assessments to be carried out as soon as possible in a friendly and 'game-like' manner.</p> <p>Adapt short term planning for most pupils in light of assessments - consolidation should last no longer than 6 weeks.</p>

	<p>Use Bloom’s Revised Taxonomy to develop mastery of key concepts:</p> <ul style="list-style-type: none"> ➤ Remembering ➤ Understanding ➤ Applying ➤ Analysing ➤ Evaluating ➤ Creating
	<p>Identify the pupils that have the biggest gaps in learning. Consider those pupils who:</p> <ul style="list-style-type: none"> • Are anxious or have other mental health issues • Have missed a lot of work • Had limited access to technology during lockdown • Are vulnerable and working at home may have been challenging • Have additional needs so learning at home may have been challenging
	<p>Based on assessment outcomes, for those children that have the biggest gaps in their learning, develop a “bounce back” programme that</p> <ul style="list-style-type: none"> ➤ Is intense and time limited, so that pupils return to the same work as their peers as soon as possible ➤ Is based on proven intervention programmes ➤ Is focused on key knowledge and concepts and is direct ➤ Addresses specific gaps ➤ Is delivered by well-trained and effective staff ➤ Is focused on building on success ➤ Provides opportunities to practise and apply learning ➤ Leads pupils to return quickly to first wave teaching
	<p>Consider catch-up sessions within lessons - small group or 1:1 support from the teacher during task phases in lessons</p>
	<p>Consider “Same Day” intervention for learning aligned to learning going on during the rest of the same day. This should be focused on individual study</p>
	<p>Consider 1:1 or small group tutoring - See National Tutoring Programme</p>
Minimal Marking	<p>Minimal marking will continue to be in place across the school.</p>
Implementing lessons	<p>Ensure pupils feel emotionally settled and secure by providing opportunities in the first days</p> <ul style="list-style-type: none"> • to adjust to returning to school • to discuss anxieties • to re-establish behaviour expectations • to access additional support, eg online wellbeing resources

		Validate work that was completed during lockdown and celebrate successes. Declare amnesty on uncompleted tasks.
		Be explicit about what will be taught in each lesson so that pupils know what they are learning or relearning and understand what they need to know at the end.
		Knowledge organisers or equivalent may be shared so that pupils know what they should have learned by the end of the consolidation period, (maximum 6 weeks.) This should build pupil confidence.
		Provide many opportunities to practise and apply what the pupils are learning so that they can demonstrate understanding.
		Maintain low-stake, formative assessment throughout consolidation period and vary pace and content of lessons accordingly.
		Ensure constant retrieval practice is a feature of lessons.
		Return to normal curriculum at the earliest opportunity - once pupils have mastered the key knowledge
		Music lessons must be adapted so that group singing is not featured unless outside and all facing in the same direction.
Physical activity	Pupils will be taught PE in class bubbles, outside wherever possible. The PE curriculum has been adapted so that contact sport is not taught in the autumn term. Equipment used will be cleaned between groups. Distance between pupils will be maximised during PE lessons.	
	Active playtimes and lunchtimes will be encouraged, with equipment assigned to a class bubbles.	
Transition	Transition activities	Pupils new to EYFS will have a staggered start to the term. All pupils will be in their provision fully by 16 September unless individual issues are identified.
		Teachers in all classes will use the first week of term to re-build relationships, support emotional wellbeing and re-establish expectations.
Section 4: Contingency Plan		
Localised lockdown	Regional lockdown- Process	If a local area sees a spike in infection rates that is resulting in localised community spread, appropriate authorities will be notified and advice will be implemented to help contain the spread.
School or bubble closure	Remote Education	If an individual has a confirmed diagnosis of Covid19 advice will be sought from our local health protection team.
		At the earliest opportunity, and within three days, remote work will be provided to support working from home. (School are currently exploring safety settings for online platforms so that work can be returned to the teacher.) Work set will align closely to work set in class so that progress is maintained.
		If an individual is confirmed as having Covid 19 PHE will be notified immediately.
		When pupils return to school, their emotional wellbeing will once again be prioritised.

Initial Plan Date:	Plan Reviews:
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22 July 2020	19 August 2020	23 August 2020	31 August 2020	13 September 2020					