



Bringing faith and education together

St George's Church of England Primary School **Returning to School Protocol and Procedures**

How the Recovery Plan has been formulated

The Department for Education (DfE) have produced a range of documents to support schools in preparing for reopening. It is important to stress that this is guidance only.

The main documents are:

- [Implementing protective measures in education and childcare settings](#)
- [Preparing for the wider opening of schools from 1 June](#)

There is a range of other guidance that has been consulted, and this can be found [here](#).

It is important to remember the information from the DfE guidance. It is the responsibility for each school to read and digest the guidance and then make the decisions that are best for their setting. Each school will be significantly different from size, to demographic and even down to the number of staff who are available to be in school.

Every decision that is made in this plan starts and ends with the safety of the pupils, staff and families. Although we are educators, this must never take precedence over the health and safety of all of our stakeholders.

The plan is written based on every eligible child taking the place that they are entitled to – that being 30 children in Reception, 30 children in Year 1 and 32 children in Year 6. It also includes the children who have been eligible to attend school since the beginning of lockdown – those classed as vulnerable or those children of key workers whose work is critical to the fight against Covid-19. At various points in the plan, there will be variations. This will be where the plan must be amended either because of the number of children who are taking up the places, or because of the number of available adults.

The measures in this plan have been taken in order to comply with the government guidance. These measures prioritise the safety of the children, staff and wider community from the spread of Covid-19. They represent our very best effort, but it is impossible to guarantee the safety of children and staff from a virus. The changes will be difficult for some of the children to understand, and the school environment will look very different. We will make every effort to foster a positive St George's attitude, but we expect that it will be an unnerving adjustment for some of the children, as well as adults.

Preface

It was announced that, as part of the governments stepped process, schools should prepare to reopen to Reception, Year 1 and Year 6 pupils from 1st June. This is in addition to the current provision that is currently being offered to vulnerable and key worker pupils.

The eligible year groups have been chosen because of the early stage of the education and transition. The guidelines from the government, and the way in which we feel we can adapt them to keep children and adults safe, will make it necessary to compromise some of our typical curriculum aims. Children in Reception will be taught in a way which is not aligned to the Early Years curriculum as outlined and Year 1 is very similar. In addition, Year 6 will not be able to undertake normal transition arrangements as secondary schools are not open. As time goes on we will continue to look for alternative transition arrangements with local secondary schools.

If school is in a position to reopen on 1st June, the first day will be used as a whole school preparation day. The children will not attend on the 1st June. The day will be used to allow staff to familiarise themselves fully to the changes in routines, procedures and environment and allow them to prepare for the arrival of children.

From the beginning of lockdown, the guidance from the government on reducing transmission of the disease has been clear. The focus has been on social distancing with the suggestion of remaining 2 metres away from people outside of your household. The other focus has been on hygiene, specifically on washing hands regularly and for a period of at least 20 seconds. The biggest challenge in schools, and this has been seen by having one group of children in every week since the beginning of lockdown, is social distancing.

Children, especially the youngest children, find it very difficult to keep at a 2 metre distance. The government have recognised this and have said that **'We know that, unlike older children and adults, early years and primary age children cannot be expected to remain 2 metres apart from each other and staff.'** Throughout this plan, every effort has been made to ensure that an appropriate distance can be maintained for the children. However, it is not possible to mitigate the 'human' factor in this – that being that a child may still leave a designated area, or come close to and instigate physical contact with another child or adult. No plan could ever reduce the risk of contact between children and adults to zero, and therefore it needs to be made clear that this is the case.

The plan follows the hierarchy of controls as suggested in the guidance to try and reduce the risk of transmitting the infection. They are:

- minimising contact with individuals who are unwell by ensuring that those who have coronavirus symptoms, or who have someone in their household who does, do not attend childcare settings, schools or colleges
- cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered
- ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach
- cleaning frequently touched surfaces often using standard products, such as detergents and bleach
- minimising contact and mixing by altering, as much as possible, the environment (such as classroom layout) and timetables (such as staggered break times)

This is a novel virus and the scientific understanding is developing all the time. It is likely that there will be further amendments and updates that we will have to review periodically. It may be useful for you to read the scientific guidance from the DfE so that you are aware of the most up-to-date information in this area. You can find that guidance [here](#).

Considerations	Action
<p data-bbox="118 237 588 297"><u>Entry/exit of school and movement within</u></p> <p data-bbox="118 342 588 835">We need to make plans to reduce the possibility of large groups of the school community gathering at any one time, that very much includes parents. Therefore, entering school and exiting school pose potential problems, as does movement within school. Our behaviours have to change so that we limit the potential risk to one another. The DfE acknowledge that schools may change the start and finish times or introduce processes for drop-off and collection arrangements.</p> <p data-bbox="118 880 588 1149">The DfE guidance does not make reference to children socially distancing themselves from one another. This is in acknowledgement that it is impossible to do so. However, we must try to reduce contact as much as physically possible.</p>	<p data-bbox="596 237 1465 405">There will be no large gatherings of adults nor children. Where possible, meetings will take place in large spaces (or outside) so that adults can appropriately socially distance. Likewise, there will be no collective assemblies for children in the school hall, this can happen in individual bubbles.</p> <p data-bbox="596 450 1465 551">School will start at 8.30am for Year R; 9.00am for Year 1; 9.30am for Year 6. Key worker children can arrive at 8:30, unless they are arriving with siblings in Year R, 1 or 6.</p> <p data-bbox="596 595 1465 696">On arrival, a verbal check-in for each child to ask about symptoms i.e. continuous cough and/or temperature. Should any children be displaying these, they will not be allowed into the school.</p> <p data-bbox="596 741 1465 842">When children attend for the first time back into the educational setting the parents will have needed to have completed a parent declaration form.</p> <p data-bbox="596 887 1465 947">Parents are to be encouraged to walk to school where possible and only one parent will be permitted on the school grounds.</p> <p data-bbox="596 992 1465 1126">Parents will bring their child on to the school playground where there is 2m green dot marking along the fence line of the KS2 playground. Parents will queue at these markings whilst waiting to complete a verbal check-in.</p> <p data-bbox="596 1171 1465 1406">All year group ‘bubbles’, including the key workers will be collected from the KS2 playground by a designated adult to the bubble. This will be indicated by a sign. All children will enter their classroom bubble by the outside door. Year R bubbles will be working within Oak and Beech classrooms, Year 1 in Cedar and Willow classrooms, Year 6 in Hazel and Sycamore and Ley workers on Maple and Mulberry classrooms.</p> <p data-bbox="596 1451 1465 1798">Parents must arrive on time for entry to school, they must not arrive early or late. In the instance that parents have children in more than one year group, parents may sign in their children together. Parents will be asked to drop off and leave, rather than remain on school grounds. When leaving, they will need to leave through the emergency gates on KS2 playground, through the car park and then out of the car park gate. Please use the pedestrian marked area on leaving via the car park. The car park gates will be shut from 10.00am. Parents must be strictly following social distancing from other adults and children at all times.</p>

The school day will end at different times for each year group. Reception will be collected at 2.15pm; Year 1 will be collected at 2.30pm; Year 6 will be collected at 2.45pm; and key worker children will be collected at 3:00pm. This will ensure that parents do not come in to contact with more people than necessary and it will allow staff time to thoroughly clean classrooms, ready for the children to use the following day.

When dismissing the children, parents will need to queue at the 2M green dot markings placed along the side of the netball court on the KS2 playground. This is the same as the system in the morning. Adults will bring their group to the playground, queuing at 2M distances and then dismiss the children to the parents. Parents will collect their children and leave immediately via the emergency gate through the car park. The main gates of the car park will be shut from approximately 3:30pm.

Again, parents must not arrive early or late. They must collect their children on time so that teachers can release children safely. The playground will be open to parents to briefly wait in before their children are released to them. Whilst parents are waiting, social distancing must be adhered to.

Should a parent be significantly late, the children will need to return to their allocated classroom to wait for collection.

Teachers will not be available to speak to unless teachers initiate the contact. Teachers must commit their time to ensuring that all children safely leave their care. Parents can contact teachers through email if they have queries about the day or they can call to make a phone appointment.

The school office is inaccessible. The office will not be open for parents to drop-in to. However, parents can still call and receive support over the phone or via email.

Only children in the eligible groups will be allowed to school. There are four eligible groups and their priority order is as such:

- Children of key workers, children from vulnerable families and children with an EHCP.
- Children in Reception
- Children in Year 1
- Children in Year 6

Any siblings of children in the above groups who do not meet the eligibility criteria will not be allowed to attend school at this time.

All children will be placed into groups with a maximum number of 15. Each group will be a 'bubble'. Each bubble will have an allocated classroom and specific timetable. Each bubble will remain isolated

	<p>from every other bubble in the school to limit the amount of contact that any one person has. The bubbles, their classrooms and their timetable will remain the same for the duration of the return (until further guidance is issued).</p>
	<p>Contact between people needs to be minimised. This will mean that children in their bubbles will not come into contact with the children or adults in other bubbles. To facilitate this, we will be taking the following actions:</p> <ul style="list-style-type: none"> • Each bubble will have an allocated classroom and outside area which they will use for the duration of the day. • The children will be supervised by at least two adults. We hope that this will be a teacher and a teaching assistant, although this may not always be possible. The adults will stay with the bubble and also not interact with other bubbles. It is important to note that the adults in the bubbles may not be adults that the children know. This could be because they are working in a different bubble, or because they are not able to be in school because they are shielding, or living with someone who is shielding. • The children will be provided with a set of resources that they will need throughout the day. These will vary from year group to year group due to the nature of the resources required. These resources are for the individual child and are not to be shared or taken home. These resources will be limited because we will need to ensure that they can be kept clean. More specific advice can be found in the appendices for each year group. • When the children are allowed outside for break times, they will not be allowed to use any of the outdoor equipment. This is because it will not be possible to clean down and disinfect these areas after each individual use. • When class bubbles are outside during break times they will have an allocated outside space. • Some bubbles will not be able to be in their 'normal' classroom. This will have to be for the entirety of the phased reopening so as not to cross contaminate any areas. <p>At this stage, we will not be offering extended schools provision. We will not be able to keep children in the same groups throughout the day by offering this service.</p>

<p><u>Cleaning/hygiene considerations</u></p> <p>In order to contain the virus, a strict cleaning regime needs to be in place. The government have provided very specific guidance about what we should be doing to effectively clean spaces in school.</p> <p>Handwashing protocols are to be strictly followed and 'catch it, kill it, bin it' is to be promoted. Children are to be encouraged not to touch their mouth, eyes and nose.</p>	<p>If a child shows any symptoms in school, they will be taken immediately, via outside pathways to office entrance and into the First Aid room. Parents will be called and the child must be collected as soon as possible (within an hour)</p> <p>At various intervals, adults will need to disinfect and clean tables, chairs, toilets, door handles, equipment and all frequently touched surfaces. Each class will have their own allotted set of classroom cleaning equipment and PPE that will be stored appropriately within the classrooms.</p> <p>Adults and children are to wash their hands on entry to school, before break time, after break, before lunch, after lunch, before leaving school, and anytime that they visit the toilet or cough/sneeze in to their hands. This will need to be for at least 20 seconds at a time. Where possible hand sanitisers are to be made available in classrooms. If they are not in classrooms, groups need to coordinate with one another so that all children can wash hands whilst remaining a sensible distance from one another. Where children are struggling to wash independently they may receive support assuming the adult supporting is also washing their hands.</p> <p>Personal hygiene will need to be taught to the children. Children, especially those in the younger year groups will need to be shown how to wash hands effectively. Regular monitoring will need to take place.</p> <p>Children should be allowed to go to the toilet as they would do in a normal school day, however staff need to be very aware of how many other children are also using the toilet and ensure that children wash their hands afterwards.</p> <p>We will be allocating toilets to specific groups of children to try and reduce the risk. Specific toilets will be allocated to the different bubbles of children around the school.</p> <p>There should be tissues available in the classroom for the children to use. We will also need to encourage the parents to send their child in with a pack of tissues.</p> <p>If tissues are regularly disposed of throughout the day, where possible bins should be emptied regularly. All bins should be double bagged when being emptied into the large bin in the car park.</p> <p>All rooms should be well ventilated therefore doors should remain open. This contravenes fire safety measures, however the risk of spreading the virus is greater than the risk of a fire. However, if a fire alarm is sounded, you must ensure those doors are closed. This measure will reduce the use of door handles significantly.</p> <p>If children will need to work at an individual desk. They will need all of</p>
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their equipment in an individual tray on that desk. This is likely to include pens, pencils, books, paper, tasks, and resources which will be provided by the school. In younger years children will be given bags with individual equipment and tray for their own resources, again supplied by the school.

Resources will not be moved between home and school.

We need to try and minimise the number of resources used to make sure they can be wiped clean at the end of the day. The children will not be able to access shared resources in the classroom. Shared resources or furniture will need to be either removed, taped across or made inaccessible so children do not have free access. All soft furnishing from classrooms must be removed. Any other resources which are not easily washable or wipeable should be removed.

Staff should make sure they wash their hands and surfaces, before and after handling pupils' books.

The children will not be able to use the drinking fountains. Each child should be provided with their own named sports capped water bottle. We encourage each child to bring in a pair of named trainers that can be kept in school in a named bag until guidance on settings is reviewed.

If we are required to clean an area after a positive case of coronavirus has been identified, we must follow the guidelines outlined within this document:

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Outdoor play (break and lunch)

Children are to be encouraged to play outdoors as the transmission of the virus is reduced in outdoor spaces. However, we need to reduce the risk of contact between groups of children.

Break times will work on a rota system for the different groups:

- Reception will use their outdoor areas for break times
- Year 1 have their break from 10.30-10.45am
- Year 6 will have their break from 10.45-11.00am
- Key worker children will have their break from 10:15-10:30

Each group will have an allocated space in the grounds so that they don't come in to contact with other children from different groups. KS1 and KS2 playground areas can be used to split groups in half to ensure that groups of children do not mix.

Games that encourage distancing and little touch need to be made available to the children. However, outdoor equipment should not be used unless we are able to ensure that it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. Therefore, each group will need to gather resources from their classrooms or the PE cupboard so that they have dedicated outdoor equipment that is taken out and used exclusively by them. This is then gathered back in at the end of their break/ lunch time.

The climbing wall, trim trails and KS1 playground climbing structures will be out of use for all children.

Wet playtimes

Should there be wet playtime, children will stay in their classrooms and watch something on the IWB or complete activities at their desks such as colouring.

Lunchtimes

We are still required to ensure that our children are fed adequately throughout the school day but also to reduce risk of infection, therefore we need to manage this time carefully so that it is not a 'pinch-point'.

Children in Reception and Year 1 will be eligible for a Universal Free School Meal. Children in Year 6 who would like a school meal will also be able to request one. Payment will be online only. Children in Year 6 eligible for Free School Meals can either have a lunch from school or continue to receive the food vouchers.

To minimise contact, the only meals provided by the school catering company will be a cold lunch, or one that requires no plates or cutlery. These will all be placed in disposable bags which can be immediately thrown away once finished.

Timings for lunchtimes are as follows:

	12:00 – 12:20	12:20 – 12:40	12:40 – 1:00	1:00 – 1:15
Reception	Lunch in class.	EYFS Outdoor areas	EYFS outdoor area	Class handwashing
Year 1	Lunch in class	Designated Field section	Designated Field section	Class handwashing
Year 6	Designated Field section	Designated Field section	Lunch in class	Class handwashing
Key Workers	Designated Field section	Designated Field section	Lunch in class	Class handwashing

Midday supervisors will be in to support the supervision of the children in school. Each bubble will be supported by the staff teaching on an agreed rota to ensure they have a break.

The children must stay in groups at all times. When they finish their lunch, they must wait for the other children.

During this time, teachers and teaching assistants will need to clean the classrooms.

<p><u>Supporting medical needs of children</u></p> <p>We need to have a clear understanding of the medical needs of the children in our care. Children might be taught by teachers they are not used to which is why sharing medical information is increasingly important, as is protecting staff from those with symptoms of Covid-19.</p>	<p>Where children have medical needs, we need to be very aware of them. Once groups are established, the office will produce a report that itemises the medical requirements of each group. This will be shared with the members of staff responsible for that group. Following that, appropriate medicine and record-keeping will be placed in the correct classroom so that the child has appropriate access to their medication e.g. asthma pumps (blue ones only) will be kept in the child’s tray.</p> <p>If support is required to administer medication, then adults must wear a mask and gloves to further reduce the risk of spreading the virus, preceded by thorough hand-washing. This should be administered in their bubbles.</p> <p>If a child in the setting becomes unwell, the existing guidelines will be followed i.e. the child will be removed to a designated isolated space where they can be monitored and supported until they are collected by their parents or carers. This is likely to be in the First Aid Room. There will also be a designated toilet assigned to children who fall ill. Once the child is collected, both spaces will be thoroughly cleaned by a member of staff wearing appropriate PPE.</p> <p>The child should then be tested for coronavirus. If the test is negative the child could return to the setting assuming they are well enough. If the test is positive, all children and adults within that group should self-isolate for 14 days and not attend the setting. This is why it is so important to not mix with other children and adults outside of your group – it is a protective mechanism. This guidance also applies if an adult presents as unwell and is subsequently tested as positive.</p>
<p><u>Re-establishing routines/expectations</u></p> <p>For many the re-establishment of routines will be difficult. This will not just be for school routines; it will also be for those basic daily life routines, such as sleep and getting up. We know that this is difficult and a source of anxiety at the beginning of every term, but this will be on a larger scale. We will need to allow a period of adjustment and be aware of the impact of trying to re-establish these routines for staff, parents and children. We will need to re-learn the rhythm of the school.</p>	<p>It is important for the transition back to school to involve a routine being put in place swiftly as children prefer routine and it gives them a sense of comfort. However, some families may struggle and it is important for the school to acknowledge this and offer help where needed.</p> <p>Children will be very tired by afternoon and so the timetable will need to account for this and organise for more open activities, including time for activities such as mindfulness and PSHE.</p> <p>Children will have been eating at very odd times and may be hungrier so parents should pack plenty of food for the day, allowing for an afternoon snack.</p>

<p><u>Differences in learning and the recovery curriculum</u></p> <p>There will be wide-ranging differences between the amount of work that children have been accessing at home.</p>	<p>At St George’s, we have been working incredibly hard on our curriculum, teaching and learning to ensure that children receive a broad and balanced curriculum, taught in a way that helps them to understand the concepts deeply and in a way that makes them enjoy the learning process. Unfortunately, it will not be possible for us to teach the curriculum for all three year groups and the nominated group to the level that we would normally pride ourselves on.</p> <p>There are various reasons for this including, but not limited to:</p> <ul style="list-style-type: none"> • The variability in home learning undertaken in the previous 11 weeks • The prior knowledge of where children are in their learning if the bubble is not being taken by the child’s class teacher • The ability to deliver the curriculum with the restrictions required to keep children and adults safe. <p>We will have to modify our teaching approach to keep a distance from children in each bubble as much as possible, particularly close face to face or 1-to-1 support.</p> <p>During the first weeks, teachers are to revise some previously taught content in the core subjects, with a heavy focus on basic skills. We must focus on re-establishing them.</p> <p>For more specific information for each year group, please see the appendices.</p> <p>For EYFS, we need to use reasonable endeavours to meet the existing EYFS learning and development requirements. As far as possible, children should benefit from a broad range of educational opportunities, but this also provides schools with the flexibility to give additional focus to fundamental areas where support is required following time spent out of school, such as reading.</p> <p>For year 1, we need to try and work out where children have fallen behind or have progressed further against the school’s existing reading curriculum. If they have forgotten aspects already covered, then reteach and practise this material, where necessary reteaching phonics.</p>
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	<p>In year 6 it is unlikely many of the end of term traditions will be able to take place, for example, whole year or class assemblies with parents, school journeys and trips. We need to provide opportunities for children to discuss this as it may be a source of anxiety or sadness. Though visits to secondary schools for induction will not take place this year, we will discuss options with secondary schools.</p> <p>Year 6 teaching during this time should focus on readiness for secondary school, including academic readiness, which could involve additional teaching in any subject, but in particular mathematics and English to make up for any losses to learning incurred while at home.</p> <p>In terms of topic curriculum, we will continue with an RE lesson, and our themed learning topic and science lessons though will be planned to engage in a practical way.</p> <p>Once all the children are able to return, training will take place on creating and implementing a full 'recovery curriculum' that will support all of the children's transition back into school. Over this period, the children will have experienced a significant trauma and lost many aspects of their normal school life (friendships, routines, social interactions, relationships etc) and this will need to be rebuilt.</p>
<p><u>Online learning for children not in school</u></p> <p>Some children will still not be able to attend school. That will be either because they are shielding or unwell, they are not one of the designated year groups, or parents would prefer to keep them at home due to safety concerns. Irrespective of reason, we will provide educational support to those children.</p>	<p>Home learning will continue to be set though will be aligned with a whole school approach to that being delivered in school as every year group will be present in school.</p> <p>Twice weekly emails will be sent home to parents with planning (Sunday and Wednesday) and Class Dojo will be a platform for additional learning engagement activities for Year groups 1-6. Tapestry remains the main focus for learning for YrR.</p>

<p><u>Sensory needs and mental health (including separation anxiety)</u></p> <p>Many children will be looking forward to the return to school but will find being around people difficult, frightening and overwhelming, particularly if we move rapidly from social distancing to a return to school. We will need to be aware of this and support it. For some children this will be exacerbated by a fear of people in general. Having experienced weeks, or even months, of social distancing, children will have received an implicit message that other people are dangerous. Further, their experience of other people, beyond their immediate family, within their personal space will have been limited. For many the hustle and bustle, movement and number of people in school will be difficult. We need to be aware that many will express their sensory issues and anxieties about the proximity of others physically.</p>	<p>We will be aware of any sensory issues being highlighted and it is imperative that there is control in walking around the setting so that this can be controlled well. Staff will need to make particular effort in making sure classrooms are relatively quiet spaces so that those that are not used to the noise and find it upsetting, can adjust.</p> <p>Children will be made aware this could be an issue and should speak with a member of staff if they feel they need some down time.</p> <p>All staff to be vigilant, looking for signs of stress.</p> <p>Staff need to also be aware that a lot of the children haven't left their families for a long while and they might find it difficult to leave them. Teachers are to plan settling in activities as the children enter (particularly the younger children) so that they don't feel additionally upset or anxious. We will also need to plan:</p> <ul style="list-style-type: none"> • opportunities for children to talk about their experiences of the past few weeks • opportunities for one-to-one conversations with trusted adults where this may be supportive • some refocussed lessons on relevant topics, for example, mental wellbeing or staying safe • pastoral activity, such as positive opportunities to renew and develop friendships and peer groups <p>Overall, we will need to strike an appropriate balance between reintegrating pupils into a reassuring and familiar work ethic to support their mental wellbeing on the one hand, and identifying and taking time to address explicitly individual concerns or problems on the other.</p>
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<p><u>Uniform</u></p> <p>Most children will have grown over the time that they have been out of school and so their uniform may not fit. Particularly if we go back to school on short notice, many parents will struggle to get new uniform for their children.</p> <p>This may be exacerbated by financial issues faced by parents without work and issues related to production, import and sale of non-essential goods. Children will need to be welcomed back into school, not penalised for not having the right uniform.</p>	<p>Many parents may not have been able to buy new uniform due to shops being closed. This message will be shared with parents. The most important thing is that children have clean clothing, whether this is school uniform or their own clothing.</p> <p>The most important thing is that parents are able to wash and clean the children's clothes regularly. For some, it will not be possible to send in their children in wearing school uniform. The children must have completely different clothes on for every day.</p> <p>Children can wear trainers or bring them into school in their plastic bag</p>
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Appendix 1 – EYFS specific information

Please know that these are not decisions that we are happy with and we have made them based on assessing the risk of every activity. It is impossible to guarantee the safety of children and staff but we have taken these measures to try to prevent the spread of COVID-19, in line with the government guidance. The changes will be difficult for all children to understand and some may be frightened by how different school looks and that they cannot socialise with their friends and known staff members.

At all times, children and staff need to adhere to social distancing as much as is possible with very young children. The children will be reminded throughout the day and there will be visual marks on the floors around school to measure 2m distance.

Each group of 15 or less children and their allocated adults will remain the same until the guidance changes and we can have more than 15 children in a classroom. To make this document easier to read, we will refer to these groups of children and staff as ‘bubbles’.

Start and end of the school day

- There will be staggered drop off and collection times as indicated in the plan.
- One parent only at drop off and pick up, so that there are not too many people on site at one time, we need parents to drop their child and leave immediately. Without doing this, we cannot ensure social distancing.
- Parents are encouraged to walk their child to school as per the Government guidance.
- Entry and exit to the building: Reception children will be greeted on the KS2 playground and walked to their allocated bubble classroom and enter the school building via the outside classroom door.

Rooms and areas in use

- EYFS children will be based in either the reception classroom or the year 1 classroom. Children need to be in groups of 15 or less and therefore many children will not be in their own classroom. The group must remain in the same room all day, every day as per the guidance from the government.
- The entire EYFS outdoor area will be modified significantly. Any static equipment will be out of use. Most other equipment will be out of use. The only equipment the children can use will be equipment that can be cleaned regularly and thoroughly.
- Only one child at a time will be able to go to the toilet.
- EYFS children will have their outdoor breaks using their outdoor space. This will need careful monitoring to ensure they stay 2m apart from each other as much as possible.

Safety inside the classroom

- Each bubble of 15 or less children will be supported by a teacher or a TA. We will aim to allocate at least two adults to each bubble.
- There will be allocated seating for all children, including EYFS, which will be named to minimise cross-contamination.
- Each bubble will be supported by the same adults every day.
- Each bubble cannot mix with other groups of children.
- Children will have their own set of resources that cannot be shared, this may be a bag of activities and craft material for EYFS.

- All soft furnishings will be removed from classrooms (e.g. book corners etc.)
- All shareable resources that are too difficult to effectively clean will be taped across so there will be no free access.
- First aid: children will tend to this themselves if it is minor (e.g. wet paper towel applied themselves if able to) and basic PPE will be provided in the first aid bags for staff who are administering first aid to protect both them and the child (aprons, gloves, masks).

Safety in outside areas

- Children who are outside on the playground or the field cannot use PE equipment that requires touching (e.g. no ball games such as netball) but hurdles and other non-touch equipment can be used.
- Children will not be able to mix or socialise with children or staff in any other bubble, even when outside.

Lunch time

- Universal infant free school meals for EYFS will continue. This will be a packed lunch which will be bagged up and taken to the hall.
- Staff will not be able to help children to cut up their meals or assist them with eating as this would close the social-distance gap.

Staffing

- There will be at least 2 adults working with each bubble/room. We will confirm which staff members are supporting in the child's bubble nearer to the opening date.
- Children may not be supported by a known adult, but we will try to facilitate this as much as possible as the children will cope better with the changes if they are with a teacher or TA that they know.
- Bubbles may be supported by teaching assistants instead of a teacher.
- Until school is able to reopen more widely, we cannot support transition to the next year group through visits to the Year 1 classrooms.

Other information

- If the children come in for the first day and do not want to return because they don't like the changes, that is fine. Parents need to contact someone at school to discuss this.
- Children can wear their own clothes or uniform but please can these be clean on every day, to help to reduce the spread of COVID-19.
- Please can children bring a named water bottle to school every day as well as their usual snacks and lunch (if they are not having a school meal). This must stay in their bag or their trays. It cannot be placed in a shared container.

What will the children be doing/learning in school?

- The children in school will be using a mixture of approaches. The first stages of a recovery curriculum will be put in place that will focus on the gaps in children's attainment as well as supporting their mental health and well-being.
- Children will have their own tray of resources
- Children will not be mixing with their friends or known adults. They may have friends within the same bubble but children will be encouraged to social distance. The bubble may be led by at least one known adult and we will try to facilitate this wherever possible but it is important to be clear that we cannot guarantee the child will have their usual teacher or TA.

- There will be no activities linked to transition to Year 1. They will not be able to access the Year 1 classrooms as these will be occupied by children from another bubble and the guidance states that children need to remain in one room every day.

What will happen when a child shows symptoms of COVID-19?

- Please see Appendix 5 .
- The government have advised that staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household.
- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.
- Where the child, young person or staff member tests positive, the rest of their bubble should be sent home and advised to self-isolate for 14 days. The other household members of that bubble do not need to self-isolate unless the child, young person or staff member they live with from that bubble subsequently develops symptoms.

Appendix 2 – Year 1 specific information

Please know that these are not decisions that we are happy with and we have made them based on assessing the risk of every activity. It is impossible to guarantee the safety of children and staff but we have taken these measures to try to prevent the spread of COVID-19, in line with the government guidance. The changes will be difficult for all children to understand and some may be frightened by how different school looks and that they cannot socialise with their friends and known staff members.

At all times, children and staff need to adhere to social distancing as much as is possible with very young children. The children will be reminded throughout the day and there will be visual marks on the floors around school to measure 2m distance.

Each group of 15 or less children and their allocated adults will remain the same until the guidance changes and we can have more than 15 children in a classroom. To make this document easier to read, we will refer to these groups of children and staff as ‘bubbles’.

Start and end of the school day

- There will be staggered drop off and collection times as indicated in the plan.
- One parent only at drop off and pick up, so that there are not too many people on site at one time, we need parents to drop their child and leave immediately. Without doing this, we cannot ensure social distancing.
- Parents are encouraged to walk their child to school as per the Government guidance.
- Entry and exit to the building: Year 1 children will be greeted on the KS2 playground and walked to their allocated bubble classroom and enter the school building via the outside classroom door.

Rooms and areas in use

- Year 1 children will be based in either the year 3 classroom or the year 4 classroom.
- Children need to be in groups of 15 or less. The group must remain in the same room all day, every day as per the guidance from the government.
- Only one child at a time will be able to go to the allocated toilets.
- Year 1 children will have their outdoor breaks in an allocated time slot and will not be allowed to mix with any other bubble.

Safety inside the classroom

- Each bubble of 15 or less children will be supported by a teacher or a TA (we cannot confirm which member of staff this will be until nearer the time). We will allocate at least two adults to each bubble where possible.
- Where possible, each bubble will be supported by the same adults every day.
- Each bubble cannot mix with other groups of children.
- Children will have their own set of resources that cannot be shared
- All soft furnishings will be removed from classrooms (e.g. book corners etc.)
- All shareable resources that are too difficult to effectively clean will be taped across so there will be no free access.

- First aid: children will tend to this themselves if it is minor (e.g. wet paper towel applied themselves if able to) and basic PPE will be provided in the first aid bags for staff who are administering first aid to protect both them and the child (aprons, gloves, masks).

Safety in outside areas

- Children who are outside on the playground or the field cannot use PE equipment that requires touching (e.g. no ball games such as netball) but hurdles and other non-touch equipment can be used.
- Children will not be able to mix or socialise with children or staff in any other bubble, even when outside.

Lunch time

- Universal free school meals for KS1 will continue. This will be a packed lunch which will be bagged up and taken to the relevant classroom where the child will have to collect it. It will then be eaten at the child's allocated desk.
- Staff will not be able to help children to cut up their meals or assist them with eating as this would close the social-distance gap.
- If a child is bringing a packed lunch to school, they will eat this in their bubble classroom at their allocated desk.

Staffing

- There will be at least 2 adults working with each bubble/room. We will confirm which staff members are supporting the child's bubble nearer to the opening date.
- Children may not be supported by a known adult, but we will try to facilitate this as much as possible as the children will cope better with the changes if they are with a teacher or TA that they know.
- Until school is able to reopen more widely, we cannot support transition to the next year group through visits to the Year 2 classrooms.

Other information

- If children come in for the first day and do not want to return because they don't like the changes, that is fine. Parents will need to contact someone at school to discuss this.
- Children can wear their own clothes or uniform but please can these be clean on every day, to help to reduce the spread of COVID-19.
- Please can children bring a named water bottle to school every day as well as their usual snacks and lunch (if they are not having a school meal). This must be kept by their desk or in their bag. It cannot be kept in a shared container in the classroom.
- Please see information about daily cleaning that staff in school will be doing to prevent the spread of COVID-19, as well as the usual cleaning that takes place daily before school hours.

What will the children be doing/learning in school?

- The children in school will be using a mixture of approaches. The first stages of a recovery curriculum will be put in place that will focus on the gaps in children's attainment as well as supporting their mental health and well-being. There will be heavier focus on reading, following by writing and maths. We will also be planning themed learning tasks
- Children will have their own bag of resources
- There will be no free movement around the classroom as the children will not be able to remain socially-distanced from each other.
- Children will not be mixing with their friends or known adults. They may have friends within the same bubble but children will be encouraged to social distance. The bubble may be led by at least one known adult and we will try to facilitate this wherever possible but it is important to be clear that we cannot guarantee the child will have their usual teacher or TA.

- There will be no activities linked to transition to Year 2. The children will not be able to access the Year 2 classrooms.

What will happen when a child shows symptoms of COVID-19?

- Please see Appendix 5
- The government have advised that staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household.
- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.
- Where the child, young person or staff member tests positive, the rest of their bubble should be sent home and advised to self-isolate for 14 days. The other household members of that bubble do not need to self-isolate unless the child, young person or staff member they live with from that bubble subsequently develops symptoms.

Appendix 3 – Year 6 Specific information

Please know that these are not decisions that we are happy with and we have made them based on assessing the risk of every activity. It is impossible to guarantee the safety of children and staff but we have taken these measures to try to prevent the spread of COVID-19, in line with the government guidance. The changes will be difficult for all children to understand and some may be frightened by how different school looks and that they cannot socialise with their friends and known staff members.

At all times, children and staff need to adhere to social distancing as much as is possible with children. The children will be reminded throughout the day and there will be visual marks on the floors around school to measure 2m distance.

Each group of 15 or less children and their allocated adults will remain the same until the guidance changes and we can have more than 15 children in a classroom. To make this document easier to read, we will refer to these groups of children and staff as ‘bubbles’.

Start and end of the school day

- There will be staggered drop off and collection times as indicated in the plan.
- One parent only at drop off and pick up, so that there are not too many people on site at one time, we need parents to drop their child and leave immediately. Without doing this, we cannot ensure social distancing.
- Parents are encouraged to walk their child to school as per the Government guidance.
- Entry and exit to the building: Year 6 children will be greeted on the KS2 playground and walked to their allocated bubble classroom and enter the school building via the outside classroom door.

Rooms and areas in use

- Year 6 children will be based in either the year 5 or year 6 classroom. The group must remain in the same room all day, every day as per the guidance from the government.
- Only one child at a time will be able to go to the toilet.

Safety inside the classroom

- Each bubble of 15 or less children will be supported by a teacher or a TA (we cannot confirm which member of staff this will be until nearer the time) We will aim to allocate at least two adults to each bubble.
- There will be allocated seating for all children which will be named to minimise cross-contamination.
- There will be no free movement around the classroom as the children will not be able to remain socially-distanced from each other.
- Each bubble will be supported by the same adults the every day.
- Each bubble cannot mix with other groups of children.
- Children will have their own set of resources that cannot be shared, this may be a pen, pencil, ruler, rubber and exercise books for Year 6.
- All soft furnishings will be removed from classrooms (e.g. book corner cushions, soft toys etc.) as per government guidance.
- All shareable resources that are too difficult to effectively clean will be taped across so there will be no free access.

- First aid: children will tend to this themselves if it is minor (e.g. wet paper towel or plaster applied themselves if able to) and basic PPE will be provided in the first aid bags for staff who are administering first aid to protect both them and the child (aprons, gloves, masks).

Safety in outside areas

- Year 6 children will have their outdoor breaks in an allocated time slot on the playground or field but will not be allowed to mix with any other bubble. We will also be encouraging social distancing outside to prevent the spread of COVID-19.
- Children who are outside on the playground or the field cannot use PE equipment that requires touching (e.g. no ball games such as netball, basketball, football, 4 Square). Non-touch equipment (e.g. hurdles) can be used and set out by the teacher only, adhering to social distancing.

Lunch time

- Y6 will need to eat in their bubble classroom at their allocated desk
- We would strongly encourage Y6 children to bring a packed lunch. Anyone requiring a school lunch will be provided with one, but it will be a packed lunch in a disposable bag.
- Year 6 will not be able to mix with other bubbles at lunchtime.

Staffing

- There will be at least 2 adults working with each bubble/room. We will confirm which staff members are supporting the children's bubble nearer to the proposed opening date.
- The children may not be supported by a known adult, but we will try to facilitate this as much as possible as the children will cope better with the changes if they are with a teacher or TA that they know.
- Bubbles may be supported by teaching assistants instead of a teacher.

Other information

- If the children come in for the first day and do not want to return because they don't like the changes, that is fine. Parents will need to contact someone at school to discuss this.
- Children can wear their own clothes or school uniform but children MUST come into school in different clothes each day in order to help to reduce the spread of COVID-19. We hope that their own clothes will support parents to keep up with washing clothes from each day.
- Please can children bring a named water bottle to school every day as well as their usual snacks and lunch. These water bottles must stay on the desk. They cannot be stored in a shared area or container in the classroom.
- There will be no assemblies as this would mean cross over of bubbles and would not allow for social distancing.
- Please see information about daily cleaning that staff in school will be doing to prevent the spread of COVID-19, as well as the usual cleaning that takes place daily before school hours.

What will the children be doing/learning in school?

- The children in school will be using a mixture of approaches. The first stages of a recovery curriculum will be put in place that will focus on the gaps in children's attainment as well as supporting their mental health and well-being. There will be heavier focus on reading, writing and maths. We will also use weekly themed learning projects across the school

- Secondary schools are not opening for transition days which our pupils would normal be attending. There are no plans for secondary staff to meet the pupils face to face. There maybe opportunities for virtual meetings in a secondary school group.
- Due to social distancing restrictions, we currently have no plans for a Year 6 production this year.

What will happen when a child shows symptoms of COVID-19?

- Please see Appendix 5
- The government have advised that staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household.
- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.
- Where the child, young person or staff member tests positive, the rest of their bubble should be sent home and advised to self-isolate for 14 days. The other household members of that bubble do not need to self-isolate unless the child, young person or staff member they live with from that bubble subsequently develops symptoms.

Appendix 4 – specific information for the nominated group – Key workers and vulnerable children

Please know that these are not decisions that we are happy with and we have made them based on assessing the risk of every activity. It is impossible to guarantee the safety of children and staff but we have taken these measures to try to prevent the spread of COVID-19, in line with the government guidance. The changes will be difficult for all children to understand and some may be frightened by how different school looks and that they cannot socialise with their friends and known staff members.

At all times, children and staff need to continue to adhere to social distancing as much as is possible with very young children. The children will be reminded throughout the day and there will be visual marks on the floors around school to measure 2m distance.

Each group of 15 or less children and their allocated adults will remain the same until the guidance changes and we can have more than 15 children in a classroom. To make this document easier to read, we will refer to these groups of children and staff as ‘bubbles’.

Start and end of the school day

- There will be staggered drop off and collection times as indicated in the plan.
- One parent only at drop off and pick up, so that there are not too many people on site at one time, we need parents to drop their child and leave immediately. Without doing this, we cannot ensure social distancing.
- Parents are encouraged to walk their child to school as per the Government guidance.
- Entry and exit to the building: Key Worker children will be greeted on the KS2 playground and walked to their allocated bubble classroom and enter the school building via the outside classroom door.

Rooms and areas in use

- The Key Worker children will be based in year 2 and Mulberry. The group must remain in these rooms all day, every day as per the guidance from the government.
- There are toilets in the classrooms and only one child at a time will be able to go to the toilet.
- The nominated group of children will have their outdoor breaks in an allocated time and will not be allowed to mix with any other bubble.

Safety inside the classroom

- Each bubble of 15 or less children will be supported by a teacher or a TA (we cannot confirm which member of staff this will be until nearer the time). We will aim to allocate at least two adults to each bubble.
- There will be allocated seating for all children, which will be named to minimise cross-contamination.
- Each bubble will be supported by the same adults every day.
- Each bubble cannot mix with other groups of children.
- Children will have their own set of resources that cannot be shared, this may be a tray of activities and craft material suitable for them.
- All soft furnishings will be removed from classrooms (e.g. book corners etc.)
- All shareable resources that are too difficult to effectively clean will be taped across so there will be no free access.

- First aid: children will tend to this themselves if it is minor (e.g. wet paper towel applied themselves if able to) and basic PPE will be provided in the first aid bags for staff who are administering first aid to protect both them and the child (aprons, gloves, masks).

Safety in outside areas

- Children who are outside on the playground or the field cannot use PE equipment that requires touching (e.g. no ball games such as netball) but hurdles and other non-touch equipment can be used.
- The children will not be able to mix or socialise with children or staff in any other bubble, even when outside.

Lunch time

- If the child is entitled to free school meals this will continue and will be delivered to their bubble classroom each day. It will be a packed lunch in a disposable bag.
- Staff will not be able to help children to cut up their meals or assist them with eating as this would close the social-distance gap.
- If children are bringing a packed lunch to school, they will eat this in their bubble classroom at their allocated desk.

Staffing

- There will be 2 adults working with each bubble/room. We will confirm which staff members are supporting the child's bubble nearer to the opening date.
- Bubbles may be supported by teaching assistants instead of a teacher.

Other information

- Parents will need to continue to contact Mrs Rye to notify her of the days which are required. We require advance notice as numbers are increasing in school, suitable time is needed to organise the bubble especially as the nominated group is a mixture of ages.
- Children can wear their own clothes or uniform but please can these be clean on every day, to help to reduce the spread of COVID-19.
- The children need to bring a named water bottle to school every day as well as their usual snacks and lunch (if they are not having a school packed lunch).
- Please see information about daily cleaning that staff in school will be doing to prevent the spread of COVID-19, as well as the usual cleaning that takes place daily before school hours.

What will the children be doing/learning in school?

- The children in school will be continuing to use the planning provided by the year group teacher.
- Children will have their own tray of resources such as own pencils, pens, paper etc.
- Children will have an allocated desk which will be labelled with their name.
- There will be no free movement around the classroom as the children will not be able to remain socially-distanced from each other.
- Children will not be able to access any of the outside areas outside of their allocated time slot.
- Children will not be mixing with their friends or known adults. They may have friends within the same bubble but children will be encouraged to social distance.

What will happen when a child shows symptoms of COVID-19?

- Please see Appendix 5
- The government have advised that staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their household.
- When a child, young person or staff member develops symptoms compatible with coronavirus, they should be sent home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. All staff and students who are attending an education or childcare setting will have access to a test if they display symptoms of coronavirus.
- Where the child, young person or staff member tests positive, the rest of their bubble should be sent home and advised to self-isolate for 14 days. The other household members of that bubble do not need to self-isolate unless the child, young person or staff member they live with from that bubble subsequently develops symptoms.

Appendix 5 – Action to take if a child is displaying symptoms

If a child or member of staff begins to display symptoms, the adult will put on suitable/appropriate PPE and then be taken to the First Aid Room, via outside exits. Parent must be called and asked to collect their child ASAP (within an hour).



The supervising member of staff must wear PPE provided – new mask, apron and gloves. The toilets in the First Aid Room must only be used by children who are displaying symptoms of illness who are waiting to go home.



Parents must collect from the office and leave through the pedestrian gate entrance at the KS2 playground.



The classroom must be deep cleaned and all parents informed that there was a symptomatic child and to be alert to their child displaying symptoms.

Cleaning the classrooms and shared spaces

Tops of desks and tops
of chairs

Any equipment used

Must be extra
bins/binbags easily
accessible

Access to handsoap and
antibac hand gel in all
classrooms, toilets, sink
areas and staff areas

Staff cleaning touch
points at least hourly

Cleaning the classrooms and shared spaces

On arrival at school

Before and after break
time and lunch time play

Before and after eating

After going to the toilet

Before and after using
equipment such as iPads,
laptops or PE equipment
(if deemed safe enough to
use it)

After sneezing and
coughing

No more than 1 hour in between handwashes.

Appendix 6 - Covid 19 Behaviour Policy update – St George’s Church of England Primary School



This addendum is to be used in conjunction with and alongside our full Behaviour Policy (where appropriate and in accordance with our Reopening Risk Assessment)

The rationale behind its creation is to ensure that pupils and staff of St George’s Church of England Primary School act in a manner that fully supports the necessary safety measures that have been put in place during the Covid 19 pandemic and national crisis.

The expectation of behaviour during this time will be shared with all staff, pupils and parents as will the concerns and consequences listed below.

Category	Concern examples	Consequence/action
1	<p>Intentionally not following expectations about sneezing, coughing, tissues, and disposal (in line with the ‘catch it, bin it, kill it’ message)</p> <p>Low level disruption in class</p> <p>Intentionally not following school routines for arrival and departure</p> <p>Intentionally not following rules about sharing equipment or other items</p> <p>Intentionally not following instructions on hygiene, such as handwashing or sanitising</p> <p>Intentionally not moving around school as per specific instructions</p> <p>Intentionally not lining up or sitting following instructions to remain 2 metres apart</p>	<p>A verbal warning given</p> <p>Bubble discussions around procedures and dangers of not following guidelines to keep everyone safe</p>
2	<p>Any category 1 concerns not followed more than once</p>	<p>Parents/carers informed by Bubble member of staff</p> <p>Monitoring behaviour – if repeatedly not following rules will move to category 3</p> <p>Child to discuss procedures and dangers of not following guidelines to keep everyone safe with the Headteacher</p>
3	<p>Repeatedly not following the category 1 concerns</p> <p>Deliberately tampering or touching another child’s equipment</p> <p>Deliberately tampering with hygiene materials such as soap or sanitiser</p> <p>Deliberately tampering with bins or the contents of bins</p> <p>Deliberately entering an area that is out of bounds or which may compromise the health of children and staff in another bubble group.</p> <p>Deliberately attempting to socialise with a child from another bubble group.</p> <p>Deliberately mis-using toilet areas and facilities</p>	<p>Parents/carers receive a phone call home from the Headteacher immediately to discuss behaviour and consequences.</p> <p>A risk assessment will be completed to determine when child can return to school.</p> <p>Monitoring behaviour – if repeatedly not following rules will move to category 4</p>

4	Repeatedly not following category 3 concerns Deliberately coughing or sneezing at somebody Any intentional incident which would severely compromise staff ability to remain socially distanced	Parents/carers receive a phone call home from the Headteacher immediately to discuss behaviour and consequences. A risk assessment will be completed to determine if /when child can return to school. It may be decided after discussion with SLT to ask Parents to return to home schooling.
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