



Risk Assessment and Plan for the Phased Re-opening of Monksdown Primary

The following risk assessment and plan for the re-opening of our school is written in response to the government announcement that, should there be clear evidence that the five key tests have been met, schools will be able to stage a phased re-opening. Monksdown Primary decided a phased reopening would take place from 29th June (This will also include pupils attending the Hub).

The government's five key tests are:

1. We must protect the NHS' ability to cope. We must be confident we are able to provide sufficient critical care and specialist treatment right across the UK.
2. We need to see a sustained and consistent fall in the daily death rate from coronavirus so we can be confident we have moved beyond the peak.
3. We need to see reliable data from SAGE, which shows us that the rate of infection is decreasing to manageable levels across the board.
4. We need to be confident that the range of operational challenges including testing capacity and PPE are in hand with supply able to meet future demand.
5. We need to be confident that any adjustments to the current measures will not risk a second peak of infections that overwhelm the NHS.

Risk Assessment

HEALTH AND SAFETY OF THE BUILDING: Parts of the building have not been used for several weeks.	
Action	Remaining Unmitigated Risk Factors
<ul style="list-style-type: none">• The Head & Deputy and Site Supervisor will undertake a health and safety check of the areas of the building weekly.• Adjustments will be made to the evacuation drill and it will be practised during phased re-opening.	8/6/20 Fire drill undertaken. Clarity re One-way system does not need to be in use when fire alarm is going off.

<ul style="list-style-type: none"> • Classrooms examined to ascertain the number of pupils that can be contained within each one, with due regard to DfE advice (15 pupils) under our risk assessment we decided that no more than 10 children should be in each group. When a bubble is full we will then look at capacity to open up another bubble (considering building/staffing) • Corridors are wide enough but need to be kept clear. DfE guidance states: <i>brief, transitory contact, such as passing in the corridor, is low risk.</i> 	<p>24/6/20 Fire drill undertaken. Everyone out of the building in under 2 mins.</p> <p>Kitchen staff to stand at the far end of the playground away from the building.</p> <p>Furniture removed from corridors. Tables not to be put back on corridors</p>
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STAFF AVAILABILITY: Insufficient numbers of staff will impact on the school’s ability to deliver a phased return as outlined in the DfE guidance.

Action	Remaining Unmitigated Risk Factors
<ul style="list-style-type: none"> • The Headteacher to communicate regularly, offer reassurance and provide an opportunity to discuss the plan with staff. • Staff to communicate their availability giving due regard to the government categories of clinically vulnerable and clinically extremely vulnerable adults: <p>They will be responsible for supporting Home Learning and lesson planning for their class/ year group. And use the opportunity to take part in CPD & carry out subject leadership responsibilities.</p> <p>Clinically extremely vulnerable adults (those with serious underlying health conditions that put them at very high risk of severe illness from coronavirus and have been advised through their clinician or through a letter) should rigorously follow shielding measures and will not be required to work outside of their homes. They will be responsible for supporting Home Learning and lesson planning for their class/ year group. And use the opportunity to take part in CPD & carry out subject leadership responsibilities.</p> <p>Member of staff who lives with someone who is extremely clinically vulnerable those with serious underlying health conditions that put them at very high risk of severe illness from coronavirus and have been advised through their clinician or through a letter) should rigorously follow shielding measures and will not be required to work outside of their homes. They will be responsible for supporting Home Learning and lesson planning for their class/ year group. And use the opportunity to take part in CPD & carry out subject leadership responsibilities. will work from home to support Home Learning and planning.</p> <p>For members of staff who are in the clinically vulnerable category our school will support staff to work from home.</p> <p>Pregnant women (Two members of staff) One member of staff has underlying health issues and is working from home. Another member of staff has been advised by her consultant & midwife that pregnant women are fit to return to work as long as social distancing measure are in place. However, after risk assessment we have not put her on the rota with children.</p> <p>BAME staff removed from the rota with children as there is scientific evidence to suggest they are part of a vulnerable group.</p> <p>For staff who live with someone who is clinically vulnerable, all options for working from home will be considered. Staff to ensure up-to-date information about their availability is shared with SLT in order for them to plan.</p>	<p>The Headteacher may not be able to offer sufficient reassurances given the local COVID-19 context</p> <p>Staff may not be able to avoid being close to children as it will be emotionally and professionally challenging not to do so.</p> <p>PPE is not necessary for staff for general classroom use. (We will have supplies for any staff who wish to use it). Supplies kept in Headteacher’s office – to be replenished daily.</p> <p>There may not be enough available staff to open up another year 6 bubble when the bubbles are at capacity.</p>

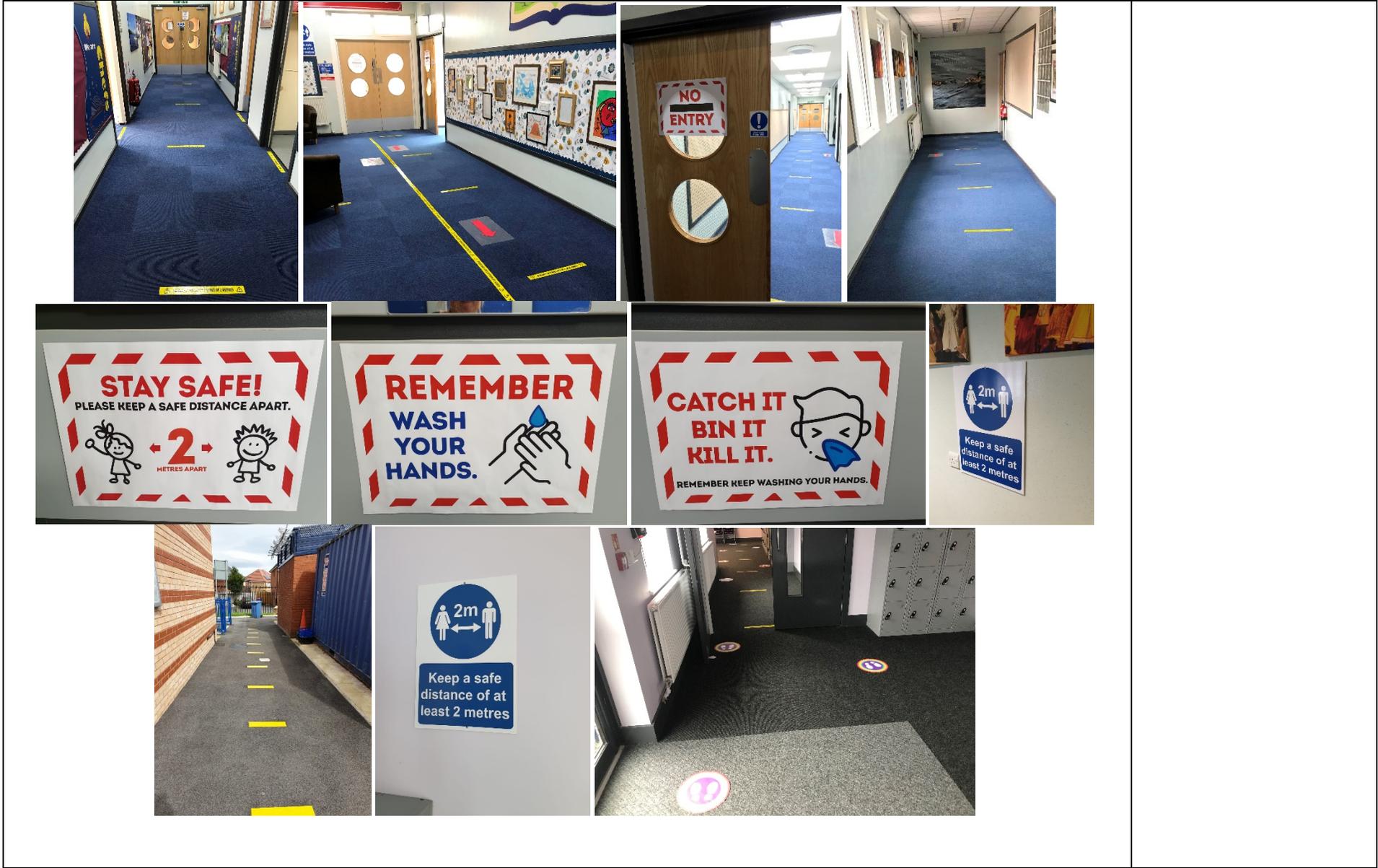
<ul style="list-style-type: none"> • A designated senior leader for safeguarding will be on site each day. • The SENDCO will be available on site or via telephone each day. • There will be at least one member of the office staff on site every day. • Staff must not come into school if they have coronavirus symptoms or should go home immediately if they develop these symptoms whilst at work. (They should then take a test and provide SLT with the outcome). • Where teaching or support staff availability does not meet the requirements of the plan, this risk assessment would need to be adapted. • Where cleaning staff availability does not meet the requirements of the plan, cleaning agencies will be contacted. • In the event of a catastrophic outbreak of illness and staffing levels falling dramatically, meaning the plan cannot be implemented, the Headteacher will contact the local authority for advice. • Staff will try to modify their way of working as much as possible to minimise close physical contact with children. 	
<p>PERSONAL HYGIENE: Poor personal hygiene could result in the spread of COVID-19 through touching objects, or through it being passed by coughs and sneezes.</p>	
<p style="text-align: center;">Action</p>	<p style="text-align: center;">Remaining Unmitigated Risk Factors</p>
<ul style="list-style-type: none"> • Children will be taught and reminded regularly to wash their hands for 20 seconds, whilst singing <i>Happy birthday to me</i>. • Children and adults will be encouraged to use hand wash or hand sanitiser throughout the day and before and after coming into contact with frequently touched objects, e.g. door handles, light switches, laptop. • Children and adults will wash their hands on entry to school • Children and adults will wash their hands before and after using any shared equipment • Children to be taught how to cough/sneeze into their elbow if there is not time to get a tissue. • Children and adults will use the ‘catch it, bin it, kills approach’ of using tissues to catch coughs and sneezes if time allows • Tissues will be available in all areas being used with spare boxes readily accessible in the Site Supervisor’s room. • Bins will be provided in all classrooms for the disposal of used tissues. • Children will be reminded to wash hands thoroughly after using the bathroom. • The Site Supervisor will ensure there are sufficient supplies of hand-sanitiser, soap, paper towels and tissues in each classroom at the start of each day. • Children will be reminded to avoid touching their faces with unwashed hands. • PPE such as aprons, gloves and face masks will be available for staff who are providing intimate care, cleaning bodily fluids or looking after a child who has become unwell. These will be stored in the Headteacher’s office. • Year 4 ‘spare classroom’ will be repurposed as a Medical Room for the duration of the phased re-opening. 	<p>Nursery/YR and Y1 (and some Y6) children have not developed the self-regulatory skills required to remember to cough/sneeze into their elbow or not to touch their faces.</p> <p>Potential lack of PPE</p> <p>Ipads to be provided for each Hub & kept separately (ipads to be cleaned before and after use)</p>

<ul style="list-style-type: none"> • A set of simple, easy to remember rules will be displayed around school (Posters). 	<p>Buckets for each Hub provided with cleaning materials – to be kept in the room at all times and replenished by site Supervisor.</p>
<p>CLEANLINESS OF SURFACES: The COVID-19 virus can live on surfaces and can be transferred through contact with bodily fluids.</p>	
<p style="text-align: center;">Action</p>	<p style="text-align: center;">Remaining Unmitigated Risk Factors</p>
<ul style="list-style-type: none"> • Areas of the building that are in use will be subject to frequent cleaning by cleaning staff. • Cleaning hours will allow for the new cleaning regime to be implemented. • All work-spaces, regularly used areas and surfaces will be cleaned regularly during and after use by the adults in class and by the cleaning staff at the end of each day. • Children will be encouraged to bring their own water bottles and take them home daily. • Cleaning and disinfection of frequently touched objects and surfaces will be carried out by the cleaning staff, e.g. door and window handles, taps, table-tops, teaching and learning aids, computer equipment, telephones, toys and bathroom facilities, food preparation areas. • As most of the internal doors are fire doors, they should only be propped open as groups of children are passing through them and closed afterwards. • External bathroom doors will be propped open. • Waste bins will be emptied daily, and the contents disposed of safely, by tying bin bags and placing in the waste skips. • A cleaning agreement adhered to by Site Supervisor and cleaners. • Personal Protective Equipment will be provided for employees to wear during cleaning activities which involve contact with bodily fluids and must be worn as instructed e.g. gloves, aprons, face masks, etc. • The photocopier keyboard will be wiped after every use, using disinfectant spray and disposable tissue. • Good house-keeping and standards of tidiness will be maintained to reduce the risk of the spread through paper and other objects left lying around, and to support the ease of cleaning. • Cleaning materials in use throughout the day will be accessible to staff but kept out of reach of children. • The bubble / area of contamination will be closed for a deep clean to take place should a case of COVID-19 be confirmed within the school population. (Headteacher to seek advice from H&S team if this happens). 	<p>Potential lack of PPE</p> <p>Availability of staff to clean surfaces throughout the day.</p> <p>Regular meetings with cleaners to revise procedure and ensure people are following agreed protocol.</p> <p>All staff to stay in designated areas (Cleaners, LSA's, Support Staff & Teachers) to protect the integrity of the bubbles.</p>

SOCIAL DISTANCING: The COVID-19 virus can be transferred through airborne particles.	
Action	Remaining Unmitigated Risk Factors
<ul style="list-style-type: none"> • Adults will adhere to the guidance on social distancing at all times. The DfE COVID-19 guidance on <u>implementing social distancing in educational settings</u> is reviewed regularly so will be checked regularly by senior leaders. (Current guidance is now 1 metre +) • Adults will socially distance themselves from each other, pupils and parents/carers at all times. • The staffroom layout will be changed to support social distancing and the number of staff in at any one time will be limited. KS2 staffroom 12 staff at any one time, EYFS/ KS1 staffroom (R-2) 8 staff at a time • The Headteacher has asked parents/carers to ascertain the number of children likely to return to school during the phased reopening two bubbles are now full and any other parents wanting their child to return must give a weeks' notice to enable staffing rota changes. And once the Risk Assessment and Plan have been completed and say it is safe to do so. • Staff in each bubble to manage comfort break / drink between themselves whilst ensuring children are supervised. • The Senior Leadership Team will plan staff responsibilities and rotas, taking into account the numbers of children who are to attend. <p>Rotas will be reviewed regularly to ensure that social distancing can be maintained. Staff encouraged to speak to Headteacher or Deputy if they feel this can't be and after due consideration adjustments will be made if necessary.</p> <p>Support staff will no longer be required to come into school unless they are on the hub rota or have arranged to meet with their class teacher for a specific reason.</p> <p>Teaching staff may come into school to prepare their classrooms or areas for the children or if they are on the hub rota.</p> <p>Staff are to arrange times and days with colleagues in order to ensure social distancing measures can be maintained.</p> <p>Zoom meetings may also be arranged if staff prefer.</p>	<p>Children not yet having the self-regulatory skills required to maintain social distancing due to their developmental stage.</p> <p>Revised numbers of staff.</p> <p>One-way system introduced around school and staff have responsibility to adhere to this and maintain social distancing.</p> <p>Detriment to children's emotional and mental health caused by:</p> <ul style="list-style-type: none"> • social distancing from friends and staff members; • restrictions to movement around school (One-way

<ul style="list-style-type: none"> • If staff levels fall, the number of children on site will be reduced to reflect those that can be safely cared for by one adult. This may happen at short notice if staff levels fall suddenly. Parents/carers will be made aware that they may receive a text cancelling their child's session on the evening prior to, or on the morning of, the session being scheduled. They will be asked to check for messages to avoid unnecessary travel to school. • Parents/carers will not enter the school unless absolutely necessary and, if they do need to enter the school, they will follow the strict handwashing and social distancing guidelines. • The social distancing measures communicated to parents. • Only one parent/carer will be permitted onto the site to drop off or collect their child. • Signs will indicate the 2m distances on the inward path, to support parents/carers dropping off children to maintain social distances. (Even though government guidelines change to 1 metre+ for the remainder of this term we will continue to adhere to the 2m ruling). • The children will practise the routine for collection, which will involve standing in lines at 2m distances • Year Six children will be encouraged to walk to and from school if this is their normal routine. This will reduce the number of parents/ carers arriving to collect children. • Children will be taught in small groups of no more than 10 pupils this term. • The classrooms will be adapted for social distancing by removing tables/chairs so children cannot sit, work or play too closely together. • One week will be taken prior to commencing each Phase, to adapt the physical environment for the next year group. • The children will be instructed to socially distance themselves from the adults and the other children in their group during learning, social times, and lunchtime. This will be supervised. • KS2 Children will eat their meals in classrooms. KS1 hall will be used by children in the EYFS & KS1 'Hub'. • School meals will be prepared on site and will be free to children under the universal free school meals scheme for EYFS/KS1 children. School meals will be packed-lunch style, served in bags, to enable the safe transportation of food around the school by LSA's. • The KS1 dining hall will be laid out with individual tables these will be set out at 2m distances to accommodate 4 children per table. Children will remain seated, Lunchtime staff will bring picnic bags and dispose of them when children have finished eating. • Break times and lunchtimes are staggered to reduce the chance of social distancing being broken between groups. • Hub EYFS – Lunch in KS1 Hall (12.00 – 12.30pm), EYFS playground (12.30 – 1.00pm), • KS1 children – KS1 yard (12.00 – 12.30pm), Eating lunch KS1 Hall (12.30 – 1.00pm) or until all children have finished eating. 	<p>system, Staff to stay in their own Key Stage, Reminders around school of social distancing & good hygiene practices.</p> <ul style="list-style-type: none"> • restrictions to use of toys and other equipment • changes to the physical environment, making it unfamiliar • changes to normal routines. <p>Opportunities for virtual meetings when possible.</p> <p>Consideration regarding operational time of Hub for key worker / vulnerable children by Head/Deputy & governors.</p>
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- Hub KS2 bubble 1 & Year 6 bubble 1 Outdoor Play on KS2 Yard 12.00-12.30pm (Hub on Football pitch half, Year 6 on equipment & picnic bench area. 12.30 – 1.00pm Eating packed lunch in classrooms. (Staff to provide ‘wet playtime’ type activities.
- Hub KS2 bubble 2 & Year 6 bubble 2 12.00 – 12.30pm Eating packed lunch in classrooms. (Staff to provide ‘wet playtime’ type activities.
Outdoor Play on KS2 Yard 12.30-1.00pm (Hub on Football pitch half, Year 6 on equipment & picnic bench area. 12.00 – 1.00pm
- Year 6 bubble 3 12.00-12.30pm Outdoor Play (KS1 yard), 12.30 – 1.00pm Lunch in classroom (6-1)
- The children will enter and exit their classrooms and the hall via the external doors whenever possible.
- The children will not be allowed to leave the classroom unaccompanied, e.g. to collect resources, visit the photocopier.
- Larger gatherings, such as Team Meetings and assemblies, will not be permitted during the phased re-opening period.
- All social distancing measures described above will also be applied to the Key Worker and vulnerable children already attending our school.
- They will be grouped EYFS, KS1 and two KS2 groups and be based in classrooms. This will be reviewed as numbers increase or classrooms swapped for cleaning purposes. (Classrooms EYFS:2-2, KS1 : 2-3, KS2 Bubble 1 : 3-1, KS2 Bubble 2 : 4-1, Yr 6 Bubble 1: 5-1 , Yr 6 Bubble 2 : 5-2 & Yr6 Bubble 3: 6-1)
- Parents/carers will be asked to collect immediately any child who deliberately flaunts the social distancing rules and the offer of a place will be withdrawn for that child.
- Breakfast and After School activities will not restart to reduce pressure on the children to maintain social distancing beyond the hours of the school day.
- PPE will be available to staff who are working or caring for children at close proximity, e.g. comforting, administering first aid.
- This Risk Assessment will be shared with all staff via email and to ensure that all staff are aware of the measures in place and their own responsibilities.
- If at any point we feel that more space is needed and that our plan is not as safe as it could be, it will be adapted accordingly. This may mean that scaling up to the next Phase is not possible.



VISITORS: Visitors, including parents and carers, contractors and adults working on behalf of other agencies, present a risk of transferring COVID-19 to the school population.	
Action	Remaining Unmitigated Risk Factors
<ul style="list-style-type: none"> • External visitors to the school will be limited to those who are absolutely necessary. • Parents/carers will not come into the school building unless it is strictly necessary, by appointment only and only one adult per family. • Any meetings with adults from outside the school population will take place maintaining the social distancing rules. • Any one-to-one support for pupils, e.g. SEND specialists, counselling service, will take place in the Hive or a 'spare' classroom with a distance maintained between the adult and the child. 	Regular communication with external agencies e.g. Apple of my Eye, MGL & LSSP.
CURRICULUM: the majority of children will not have been in school since 20 th March. There will be gaps in learning that will need to be addressed over time, and rules/routines that need to be re-established.	
Action	Remaining Unmitigated Risk Factors
<ul style="list-style-type: none"> • The curriculum for the phased re-opening will focus in settling children back into school, establishing rules and routines to find a new 'normal', reinforcing the sense of friendship and belonging, promoting physical activity and revisiting basic skills within English and Mathematics. • Where possible, the Home Learning and school learning will be matched in English and Mathematics. • The class teacher will retain responsibility for planning the curriculum for all of their class. In cases where teaching staff members are shielding they will set work for their year group. • Planning will be responsive to the needs of the children in terms of both their subject learning and their emotional needs. • Activities will be adapted to meet the needs of individual pupils. 	

MARKING AND FEEDBACK IN CLASS: It will not be possible to provide marking and feedback on children’s work as normal due to social distancing requirements and the risk of COVID-19 being transferred on the surface of school books.	
Action	Remaining Unmitigated Risk Factors
<ul style="list-style-type: none"> Teachers will be asked not to work in close proximity to the children and to give feedback from a 2m distance. If children require support with a piece of work, the staff member will remain at a 2m distance with child’s book/activity between the two. In order to give feedback on work during the lesson, children will be asked to place their opened book 2m from the staff member and step back. The staff member will then approach the book and will give verbal feedback or further explanation. If necessary, sticky notes will be used so that the teacher can give written feedback. At the end of any session where written work has been completed, children will leave their books open on the tables as they leave for their break. The staff members will leave written feedback on sticky notes. 	It will be more difficult to give feedback and support from a 2m distance. Teachers may be tempted to move closer to provide support for the child.
HOME LEARNING: all available staff will be on site to support the implementation of the phased re-opening plan once it is underway, leaving a limited capacity to set and respond to Home Learning.	
Action	Remaining Unmitigated Risk Factors
<ul style="list-style-type: none"> Clear communication to parents/carers that the staff who are on-site supporting the phased re-opening and will be unable to respond to emails and Home Learning. Teachers who are not able to work on site will assume responsibility for responding to Home Learning. This may be for classes different to those in which they usually work. Class teachers will retain responsibility for setting the Home Learning for their own classes. Tasks for Home Learning will match those set for the children in school. Teachers will need to consider how they can adapt the Home Learning for the children in school, given the limited availability of technology. Senior Leaders expectations of the amount of Home Learning that can be set and the level of feedback that can be given will be adjusted to take into account the new context in which staff are working. 	<p>Limited availability of technology such as tablets and laptops in school.</p> <p>Devices loaned to nominated children including all children who have a social worker.</p>

PUPIL AND STAFF WELLBEING AND MENTAL HEALTH: The coronavirus crisis may have caused significant mental health or wellbeing difficulties for some staff and children.

Action	Remaining Unmitigated Risk Factors
<ul style="list-style-type: none"> • A meeting with staff has taken to ensure staff understand and are able to follow the arrangements. (3/6/20) staff were asked to meet either morning or afternoon to adhere to social distancing. A copy of the risk assessment was sent to SLT including union rep to make any further adjustments/ suggestions. Governors approved the RA before it was communicated to staff. • The Headteacher & Deputy will be available to answer questions and provide reassurance. • Senior Leaders and Governors will be mindful of the wellbeing of all staff, including senior leaders themselves, and will strive to support staff as much as possible. • There will be a small, pastoral support group with responsibility for staff wellbeing this term (Karen Makin, Val Hodgson & Joan Bynon). This will be reviewed in September. • For those classes who are in school, the curriculum in school will match the Home Learning tasks to minimise the duplication of workload. The overall responsibility for planning will remain the responsibility of the class teacher. The class teacher will distribute planning to any other teachers responsible for its delivery as the classes will be split. • School counsellor (Alison Lloyd) available to offer support and advice to staff (confidentially) • Headteacher (confidential) referrals to counselling if staff felt they needed further support for their emotional health & wellbeing. • Mental Health first aid training carried out by some staff (communicate to all staff). • Teachers who are teaching children from year groups other than their own in school, will deliver lessons supported by the substantive class teacher. They will retain responsibility for setting the Home Learning for their own class. • Those teachers who are unable to work in school due to shielding, will take on responsibility for the Home Learning of children within their year group. • Staff will be required to arrive in school no later than 15 minutes prior to the start time of their group. • School will close to all pupils by 3pm to children at the latest each day. • Support will be available in school for staff and pupils and bereavement services will be procured if required. • Safeguarding concerns and disclosures by children will be responded to following the school's existing Safeguarding Policy. • Staff will provide opportunities for the children to, amongst other things: <ul style="list-style-type: none"> – talk about their experiences over the past weeks, recognising the best and worst bits of the lockdown for each child; – converse one-to-one with a trusted adult, where staffing ratios allow; – engage in PSHE lessons which focus on belonging, togetherness, friendship and staying safe; – engage in settling-in activities similar to those used at the start of a new school year. 	<p>The Headteacher may not be able to provide the reassurance required for some staff members.</p> <p>The school will not be 'back to normal', which may cause further distress to some staff and children.</p> <p>Headteacher to arrange CPD for staff to be able to support the children's emotional health & well – being.</p> <p>Teacher's to contact children/parents from their class by telephone (again) and report back to Headteacher/Deputy (proforma)</p> <p>DSL's, Learning Mentors & Teacher for LAC children to make weekly</p>

<ul style="list-style-type: none">• Staff will endeavour to reintegrate children into school and supporting their wellbeing, whilst addressing the fact that school is not 'back to normal' and many routines will seem strange and unfamiliar.	phone calls to identified children.
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ADULT OR CHILD BECOMES UNWELL: They may be infected and may go on to infect other members of the school population.	
Action	Remaining Unmitigated Risk Factors
<ul style="list-style-type: none"> • Staff will remain vigilant for signs of anyone with a new, continuous cough or a high temperature. • The parents/carers of any child displaying these symptoms will be contacted and they will be required to collect their child immediately. • Any adult displaying symptoms will be sent home immediately. If they are too unwell to make the journey home safely alone, a member of their household will be contacted to collect them immediately. • Any child or adult awaiting collection will be moved to the first aid room, which for the duration of the phased re-opening will be repurposed as a Medical Room. Adult supervision will be provided, maintaining social distancing. The windows will be opened to allow ventilation. The room will be cleaned and disinfected before being made available to anyone else. • PPE (apron, gloves and face mask) will be worn by any member of staff caring for a child or adult who is displaying symptoms. • Once the child or adult has left, the Medical Room will be cleaned and disinfected. Any staff members involved in this process will use PPE and will wash their hands thoroughly, for 20 seconds, afterwards. They can then go home for the remainder of the day to take a shower and change clothes if they wish to. • The child will self-isolate for 7 days and will not return to the school during that period. • The adult must request a COVID test and share the outcome with SLT (This can take up to 48hrs). Staff members can access testing through the online digital portal for key workers at https://www.gov.uk/apply-coronavirus-test • The household members of the child or staff member will need to self-isolate for 14 days. Any siblings will not be allowed back into school until this period has lapsed. • Parents/carers of children 5 or over can use the online 111 coronavirus service to access testing. For children under 5, parents/carers will need to call 111. • If the child or staff member tests negative, they can return to school and their household members can end their isolation. 	<p>Emotional pressure on staff members to provide care for a child within the 2m range prior to having put on PPE.</p>

CONFIRMED CASE OF COVID-19 IN OUR SCHOOL: Increased risk of infection to the school population.	
Action	Remaining Unmitigated Risk Factors
<ul style="list-style-type: none"> • Where a child or staff member tests positive for coronavirus, the rest of the children and staff members within their bubble will be sent home and advised to self-isolate for 14 days. The other household members of staff or children in the group do not need to self-isolate unless the child or staff member subsequently develops symptoms. • As part of the national test and trace programme, if other cases are detected within the school, Public Health England’s local health protections teams will conduct an urgent investigation and will advise the school on the most appropriate action to take. 	

The Plan for a Phased Re-opening

Introduction and Context

Currently, our school is attended by children of key workers and vulnerable children from within our school community each day. These are split into four bubbles (EYFS, KS1, KS2 bubble 1 & KS2 bubble2).

Liverpool City Council has indicated that schools can commence a phased return of Year Six.

There are **no** plans for our school to open to children from the other year groups, aside from those children already identified as vulnerable or whose parents/carers are key workers. This decision has been made by Monksdown School governors, Headteacher & Deputy Headteacher after a thorough risk assessment. Factors considered were the capacity of the building to ensure maximum safety for pupils & staff whilst also socially distancing alongside the number of school staff who were available to look after/teach children (who were not part of a vulnerable group or shielding).

School has considered the capacity of pupils in each classroom, alongside shared areas such as toilets as well as the number of staff who are currently available to decide the maximum number of pupils we can accommodate safely through risk assessment.

Once we are satisfied that national and local evidence indicates the five key tests have been met, the following plan will be implemented:

1. The reintroduction of children from our Year Six Pupils
2. Transition support for Nursery & Reception (via Video & packs).
3. Support for all other year groups (via home learning & communication this term), as and when they return to school.

We will take advice from the government, local authority and our professional bodies into account when making the decision to re-open in other phases in September.

This Plan has been written in response to the government request for schools to prepare for a phased re-opening. It is subject to change, to respond to updated national and local advice and guidance, and the developing understanding of the school's senior leaders.

This Plan will be shared with parents/carers, school staff, the Board of Governors and the local authority.

Timings

Due to the conditional nature of the implementation of the plan, dates cannot be assigned to the phases described below. Once the plan is activated, parents/carers will be informed by text message via parents app. This will be followed by a period of at least two days for staff to prepare the physical environment for the children's return. Phase One will commence on 29th June. The same protocol will be applied to all other year groups from September. ***If, during our on-going risk assessment, we feel that we need more staff or space to work safely, we will adapt our provision accordingly. This may mean that progress to the next Phase is not possible. As much as we are able, we will keep parents/carers informed of these developments in a timely manner.***

Opening to Key Worker and Vulnerable Children

The school will remain open to Key Worker and vulnerable children **Monday - Friday** from 9.00am – 3.00pm.

Opening to Year Six

The school will open, in the Phases outlined below, to children in Year Six from **Monday to Thursday** each week. The children will be placed in groups of no more than 10, with staggered start and finish times to minimise contact between adults, families and children from the different classes. Year 6 will enter through external doors (Year 5 classrooms where they will remain throughout the day except to play out). Playtimes will also be staggered with designated areas of the playground for each bubble (see above) The school will be **closed** to all pupils other than key worker and vulnerable pupils on **Fridays** to allow the teaching staff to focus on those pupils who are Home Learning and to plan for the forthcoming week. This would also enable a thorough cleaning regime to take place.

Numbers of Pupils

For the purpose of this plan we have allocated places to those parents who have said they would like their year 6 child to return to school. Parents need to fill in an agreement that they will promise to adhere to. Children will not be accepted into a Year 6 bubble without this agreement signed by their parent / carer. Any parents who have not contacted school and 'turn up' on the day will be asked to give one weeks' notice so that a new bubble can be arranged and staffing changed accordingly. The Department for Education will not take action against parents who choose not to send their child to school at this stage and schools will not be held to account for their attendance data. Subsequent to releasing this plan, parent/carer views have been canvassed to ascertain the number of pupils likely to attend by asking them to respond YES or No to the question posed through parents App & by letter *asking them if they intended sending their year six child back to school*. This plan will be adjusted accordingly, whilst retaining all measures to minimise the risk of COVID-19 transmission. By planning in this way, the school has mitigated as much as possible against a potential rise in numbers over time, from those initially wanting to attend.

The number of key workers requiring childcare may rise as the partners of key workers, who have been at home providing childcare, are required to return to work. The key worker criteria set by the government meaning that school will be obliged to prioritise places for these children. It may be that the offer of places to children who are in Year Six is withdrawn if these numbers rise and space for the other classes is no longer available.

Uniform

We believe that our uniform fosters a sense of belonging, something that is going to be very important when it comes to welcoming children back into school. For that reason, parents/carers are encouraged to send their children in school uniform, but we acknowledge that this may not be possible due to children having grown since March, when they were last in school. If school uniform no longer fits, parents/carers may choose to send their children to school in clothing suitable for indoor and outdoor learning, with a school sweatshirt. Clothing worn by adults and children in school should be washed using ordinary household laundry detergent at the end of each day.

The Phases of Re-opening

Phase One: the reintroduction of Year 6 children

- Year 6 Classes will be split into bubbles of no more than 10 children.
- The groups will not mix for any activities; playtimes or lunch breaks.
- To minimise the number of parent/carers arriving at school, in the interest of infection control, start & finish times between classes will be staggered.
- Bubble Yr6-1 will be in school at 9.00-2.30pm
- Bubble Yr6-2 will be in school at 9.30 – 3.00pm
- Bubble Yr6-3 will be in school at 9.15am and leave at 2.45pm
- All children to enter via the main gate on Frinstead Road, Year six pupils in Bubbles 1&2 will enter through the external year 5 classroom doors. Year six pupils in Bubble 3 will enter and exit through their 'normal' Year six door.
- Only one parent/carer will be allowed on site per family. Parents/carers will leave the children at the gate. School staff will be present at classroom doors to greet the children. Parents/carers will not go beyond the gate and will not be allowed into the school building unless the circumstances are exceptional. They will be required to maintain social distancing rules whilst dropping off children. A queuing system, similar to that seen at the supermarkets, will be employed as parents/carers wait to leave their children.
- Two members of staff, (one teacher / one teaching assistant), will be assigned to each bubble. These staff members will remain consistent **whenever possible** throughout the period of phased re-opening with no changing between groups or mixing with the children from the other group.
- Mr Wignall will retain overall responsibility for planning the provision for the Year Six bubbles. Mrs Fawcett (Shielding) will have overall responsibility for the provision of Home Learning for Year Six.
- All groups will have access to KS2 yard. Adults need to ensure that different groups of children are not in the same area together (see above).
- Outdoor, physical activity will be supervised and non-contact.
- Furniture will be arranged in rooms to promote social distancing, for example, the chairs will be positioned at a distance from each other and the children will be trained not to move them closer to another child.
- Classroom windows will be opened whenever possible to enable a flow of fresh air throughout the day.
- All soft furnishings, toys and equipment which are difficult to clean will be removed from rooms.

- Higher risk activities such as malleable materials (e.g. clay) will not be used.
- Resources for activities such as cutting, sticking, will be washed before and after use. Where possible, children will be discouraged from sharing such resources.
- Each child will be provided with a pack of equipment to avoid cross contamination.
- Gatherings of children on the carpet or around a desk, will not be possible as the space is too limited for children to sit at a distance from each other.
- The children will be encouraged to wash their hands frequently throughout the day, visiting the bathroom and before eating.
- The children will be encouraged not to touch their faces or put objects into their mouths.
- Children will be allowed into the toilet one at a time and prompted to wash their hands for 20 seconds afterwards.
- Children will be discouraged from going to the toilet during playtimes where possible.
- Break-times will be staggered according to numbers of children & groups (see timetable)
- Packed lunches for Year 6 children should be brought from home (vouchers provided for those on FSM)
- Staff to bring their own packed lunch each day.
- Lunch to be eaten in 'bubbles' in the classroom they have been using.
- Lunchtime staff to clean tables after children have eaten.

Wk Beg: 29th June 2020 Monday to Thursday (Friday deep clean)

Yr 6 Bubble 1 Start 9.00am (Classroom 5:1)	Break 10.20 – 10.35am KS2 yard (Sports area)	Lunchtime Play 12.00 – 12.30pm (Equipment & picnic bench area)	Eating Lunch 12.30 – 1.00pm (Classroom 5:1)	Finish 2.30pm (exit Classroom 5:1)
Yr 6 Bubble 2 Start 9.30am (Classroom 5:2)	Break 10.45 – 11.00am KS2 yard (Sports area)	Eating Lunch 12.00 – 12.30pm (Classroom 5:2)	Lunchtime Play 12.30 – 1.00pm (Equipment & picnic bench area)	Finish 3.00pm (Exit Classroom 5:2)
Yr 6 Bubble 3 Start 9.15am (Classroom 6:1)	Break 10.45 – 11.00am KS1 yard	Lunchtime Play 12.00 – 12.30pm KS1 Yard	Eating Lunch 12.30 – 1.00pm (Classroom 6:1)	Finish 2.45pm (Exit Yr 6 doors)

- For those being collected by an adult collection times at the end of the day will be staggered between classes. Parents to wait on Frinstead Road, Adults will bring ‘their’ bubble of children outside and allow them to go when they see a parent. Any year 6 pupils walking home need to have written permission from their parent/carer.

Provision for the children of Key Workers/Vulnerable Pupils

Throughout the phased re-opening, the children for whom the school has remained open as part of the Government's response to COVID-19 will continue to attend.

Pupils in the Hubs will work through Home Learning in the morning and engage in play and activities in the afternoon. These sessions will continue to run from **9.00am until 3.00pm**.

- The children will be dropped off at 9.00am at the entrance to the Hub Classroom where their child is based. (Staff will direct parents to the correct classroom). Only one adult will be allowed on site per family. Adults will leave the children at the door. Adults will not be allowed into the school building unless the circumstances are exceptional. Adults will be required to maintain social distancing rules whilst dropping off children. A queuing system, similar to that seen at the supermarkets, will be employed as adults wait to leave their children.
- On Fridays, when the school is closed to all other children, this group will have use of the KS1 hall and classrooms as it does presently.
- Playtimes and lunchtimes will be staggered to minimise contact with children from Year Six.
- The children attending these sessions will have access to a school meal or may bring a packed lunch.
- Lunches will be served in the KS1 hall for EYFS pupils.
- KS1 pupils will eat a packed lunch in their Classroom.
- Children will use EYFS & KS1 playgrounds.
- The 'Hub' children should not come into contact with the other bubbles in school.

Wk Beg: 29th June 2020 Monday to Friday

KS2 Hub Bubble 1 Start 9.00am (Classroom 3:1)	Break 10.20 – 10.35am KS2 yard (Equipment & picnic area)	Lunchtime Play 12.00 – 12.30pm (Sports area)	Eating Lunch 12.30 – 1.00pm (Classroom 3:1)	Finish 3.00pm (exit Classroom 3:1)
KS2 Hub Bubble 2 Start 9.30am (Classroom 4:1)	Break 10.45 – 11.00am KS2 yard (Equipment & picnic area)	Eating Lunch 12.00 – 12.30pm (Classroom 4:1)	Lunchtime Play 12.30 – 1.00pm (Sports area)	Finish 3.00pm (Exit Classroom 4:1)

- Please note Bubble Yr6 – 3 will now be using KS1 yard at allocated times.
- Parents/carers will collect these children from their classroom door (staff will show parents which door to use) no later than 3.00pm. Only one adult will be allowed on site per family. Adults will be required to maintain social distancing rules whilst dropping off children. A queuing system, similar to that seen at the supermarkets, will be employed as adults wait to collect their children.

This plan is subject to review and change as the situation develops and more information or guidance is received. The most up-to-date version of the plan will be posted on the Home Page of the school website. (Version 8 – 24.06.2020)

To be reviewed weekly by:

J. Price (Headteacher), G. Stewart (Deputy Headteacher), M. Reynolds (Chair of Governors) & A. Rowson (Site Manager).
Approved by Governing Board: 26/6/20