

# Plan for Full Re-opening of School in September 2020



***Please find below the arrangements that are being put in place for the health and safety of all children and staff at Mersham Primary School, following the closure of schools nationally due to Covid-19. This plan is based on the guidance provided by the Department for Education (DfE) and Kent County Council (KCC) and follows discussions with the governors and other head teachers in the CARE Foundation Trust as well as risk assessments undertaken by the school. Please can I ask that you read this through very carefully so that you are aware of all the new rules and routines, particularly if your child(ren) were not able to return to school in Term 6. Please can you also familiarise your children with the new arrangements prior to them returning. This guidance may well be updated as the situation evolves and guidance is changed. Your children will need to understand that school is going to look very different to what they are accustomed to prior to schools closing on 20<sup>th</sup> March 2020.***

## **Arrangements for Teaching and Learning**

All children will spend the day in a class 'pod' of no more than 30 children. They will be taught by the allocated class teacher and teaching assistant. Wherever possible, classes will not mix directly with children from other classes during the school day. They will be based in their classroom and/or the outdoor area and will not be able to go into other classes/workspaces where other classes are working.

The children will be learning the full relevant curriculum for their year group. However, class teachers will be working carefully with all children to ensure that we close any gaps in learning that may have come about as a result of schools being closed for such a long period of time.

In school, we will also continue to look for opportunities to learn outdoors wherever possible as well as focussing on supporting all children with their wellbeing as they transition back into school.

## **Cleaning and Hygiene**

*"The COVID-19 virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands.*

*The virus can survive on surfaces that they land on. However, the amount of live virus on any surface decreases over time. The risk of infection from touching something that had the virus on it for a few days would reduce to negligible." (KCC Guidance)*

**In order to maintain thorough cleanliness, the following measures will be in place.**

<p><b>Hand Washing</b></p>	<ul style="list-style-type: none"> <li>• All children will be required to use hand sanitiser on arrival to the school. There will be a hand gel dispensed by the gate and this will be supervised by staff to ensure all children clean their hands as they arrive.</li> <li>• Children will wash their hands before and at the end of break and lunchtime.</li> <li>• If the children take part in any learning outside, they will wash their hands on returning to the classroom.</li> <li>• Children will of course be encouraged to wash their hands after they have been to the toilet and use hand sanitiser as they return to the classroom.</li> <li>• Children will be encouraged where possible not to touch their faces or to put objects in their mouths.</li> <li>• Hand sanitiser will be available in all classrooms as well in other locations around the school.</li> <li>• Hot water and soap is available in all toilets. Hot water is not available in classrooms – running water (and soap) is available in classrooms and this meets the necessary requirements.</li> </ul>
<p><b>Toileting</b></p>	<ul style="list-style-type: none"> <li>• We have allocated specific toilets to different classes to try and minimise contact with other pods. Year R will only use the toilets located by Reception class, Years 1, 2 and 3 will only use the toilets for children located by the IT room and Years 4, 5 and 6 will use the staff toilets located by the IT room.</li> <li>• Only one child at a time within a class, will be allowed to go to the toilet, to minimise contact with children from other classes. They will be encouraged to use hand sanitiser on their return to the classroom.</li> </ul>
<p><b>Resources</b></p>	<ul style="list-style-type: none"> <li>• Access to the normal classroom and playground resources will be significantly limited. This is because any resources that the children touch will need to be cleaned regularly and this could potentially become very unmanageable for staff.</li> <li>• All children in Years 1-6 will be allocated a table and a seat and each child will not be permitted to move between these. These will be spaced out within the classroom in lines so children are not directly facing each other.</li> <li>• All children will be provided with a basic set of resources e.g. pen, pencil, eraser, sharpener, ruler, glue stick, scissors and colouring pencils which will be for their own use only. Alternatively, children can bring in a pencil case or container from home, containing similar items, which</li> </ul>

	<p>must remain in school. This again will be for their own use and will not be shared with others.</p> <ul style="list-style-type: none"> <li>• Children will be able to take reading books to and from school, home but these will need to be quarantined for 48 hours on return to school. Class teachers will advise you of how this will work in individual classes.</li> <li>• Marking of work will be verbal feedback. Written feedback will be provided only where absolutely necessary.</li> <li>• Tables, chairs, books, doors, sinks, light switches, resources and areas that are touched will be cleaned regularly. Particularly touched areas e.g. doors, taps and toilet handles will be cleaned several times a day.</li> <li>• Windows and doors in all classrooms will be opened wherever possible to maintain ventilation as well as to minimise the touching of door handles etc.</li> <li>• Disposable tissues and lidded bins will be available in all classrooms as well as other key locations around the school. These will be double bagged and emptied each day.</li> </ul>
<p><b>Personal Protective Equipment (PPE)</b></p>	<ul style="list-style-type: none"> <li>• The DfE has said that no specific PPE is required for staff in schools. However, some staff may prefer to wear a face mask for their own reassurance and children should be prepared for that.</li> <li>• Some staff may prefer to wear PPE when administering any first aid e.g. disposable gloves, mask, apron etc.</li> <li>• Staff will wear gloves and a disposable apron for any cleaning.</li> <li>• Staff will wear PPE should a child display symptoms of Covid-19 (see below)</li> <li>• If pupils wish to wear a mask in school, this should be in consultation with Mrs Chalkey.</li> </ul>

### Daily Routines

<p><b>Arrival at school</b></p>	<ul style="list-style-type: none"> <li>• All children will enter the school grounds through the large gate on the playground. Please access via the roadway adjacent to the school. This roadway is occasionally used by large vehicles so please remain alert to that possibility for the safety of all. Wherever possible, only one adult should accompany each household of children. At the moment, we will be unable to have bikes and scooters kept on the school site during the day. This will be reviewed at the end of term 1.</li> </ul>
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- Whilst waiting for the gate to open, we ask that all families maintain social distancing along the roadway – markers will be on the school railing to assist with this.
- Arrival times – ***these must be strictly adhered to in order to maintain social distancing. Arriving too early or too late will mean social distancing will not be possible.***

Year R	9:00am
Year 1	8:55am
Year 2	8:50am
Year 3	8:30am
Year 4	8:40am
Year 5	8:35am
Year 6	8:45am

- Children will be greeted by the adults that are responsible for their class.
- Due to the number of pupils coming into the school from September, unfortunately we will not be able to accept siblings at the same time. They will only be able to come in at their allotted time.
- All children will be asked to use hand sanitiser as they come through the gate – this will be provided by a member of staff as they line up on the playground.
- Once all children have arrived, they will be led to their classroom.
- An additional member of staff will also be on the gate to manage any other issues that arise.
- We ask that all parents be considerate of social distancing between others as they leave – the school will not be responsible for enforcing this with parents/carers.
- No parents/carers will be allowed on site without a prior appointment, authorised by the Headteacher.
- Wherever possible, please telephone the school to pass on any urgent messages for the staff who are responsible for your child’s class.

**Break Times**

- Break times will be staggered to prevent pods from mixing.
- Year R will have access to their outdoor area. All other year groups will rotate play spaces (see below)

10:30-10:45	Year R
	Year 1

			Year 2	
			Year 3	
	10:45-11:00		Year 4	
			Year 5	
			Year 6	
		<ul style="list-style-type: none"> <li>Any member of staff may supervise break time, whilst maintaining social distancing.</li> <li>An additional member of staff may be required to administer first aid.</li> </ul>		
<b>Lunch times</b>	<ul style="list-style-type: none"> <li>All lunches will be eaten in classrooms or outside in order to maintain social distancing and minimal contact between classes.</li> <li>Because of the layout of the school, it will be difficult to distribute hot meals to the classrooms safely. Therefore all children will have a packed lunch either brought from home or provided by Caterlink. Caterlink will provide packed lunches for all children who are eligible for universal free school meals i.e. those in Year R or Key Stage 1 and those eligible for free school meals. This will be reviewed at the end of Term 1.</li> <li>Outdoor play at lunchtimes will be staggered to maintain social distancing.</li> <li>If wet, children will remain in their classrooms throughout lunch.</li> </ul>			
		Lunch Outdoor Play BP – Bottom Playground TP1 – Top Playground (field side of rebound wall) TP2 – Top Playground (school side of rebound wall) F - Field can be divided into 6 sections that can be used alongside TP and BP.		
	12:00-12:45	Year R		Year R outdoor area
	12:00-12:45	Year 1		M T W Th F TP1 TP2 BP TP1 TP2

<b>Collection Times</b>	12:00-12:45	Year 2		M T W Th F TP2 BP TP1 TP2 BP														
	12:00-12:45	Year 3		M T W Th F BP TP1 TP2 BP TP1														
	12:45-1:30	Year 4		M T W Th F TP1 TP2 BP TP1 TP2														
	12:45-1:30	Year 5		M T W Th F TP2 BP TP1 TP2 BP														
	12:45-1:30	Year 6		M T W Th F BP TP1 TP2 BP TP1														
	<ul style="list-style-type: none"> <li>• All other children will be collected from the large gate on the playground. Please access via the roadway adjacent to the school. This roadway is occasionally used by large vehicles so please remain alert to that possibility for the safety of all. Only one adult should collect each household of children.</li> <li>• Whilst waiting to collect your children, we ask that all families maintain social distancing along the roadway – markers will be on the school railing to assist with this.</li> <li>• Collection times – <b><i>these must be strictly adhered to in order to maintain social distancing. Arriving too early or too late will mean social distancing will not be possible.</i></b></li> </ul> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Year R</td> <td>2:45pm</td> </tr> <tr> <td>Year 1</td> <td>2:50pm</td> </tr> <tr> <td>Year 2</td> <td>2:55pm</td> </tr> <tr> <td>Year 3</td> <td>3:00pm</td> </tr> <tr> <td>Year 4</td> <td>3:10pm</td> </tr> <tr> <td>Year 5</td> <td>3:05pm</td> </tr> <tr> <td>Year 6</td> <td>3:15pm</td> </tr> </table>					Year R	2:45pm	Year 1	2:50pm	Year 2	2:55pm	Year 3	3:00pm	Year 4	3:10pm	Year 5	3:05pm	Year 6
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<b>Breakfast Club</b>	<ul style="list-style-type: none"> <li>• Breakfast club will not be able to operate normally under the current guidance however we are conscious that many working parents need something. We will therefore be providing a very limited service from 8:30am.</li> <li>• Children will be supervised in the hall. The hall will be divided into 6 sections, one for each year group (Year 3 arrive at school at 8:30 anyway). The children will be required to sit in their section of the hall and maintain social distancing from all other children in different year groups. A film or something similar will be put on for</li> </ul>																	

	<p>them to watch until it is their year group's allocated time to go into school.</p> <ul style="list-style-type: none"> <li>• No breakfast will be served.</li> <li>• It will be limited to 20 children in the first instance, bookable on a first come, first served basis via Parentmail.</li> <li>• We will not be able to accept children who are not booked in.</li> <li>• Children will come into breakfast club via the usual school gate.</li> <li>• There will be no charges for this limited service and it will be reviewed at the end of term 1 or sooner if appropriate.</li> </ul>
<b>One Way System</b>	<ul style="list-style-type: none"> <li>• A one way system to reduce the contact children have with children with other pods has been put in place for children to move around the school. This will be explained to the children when they first arrive back at school and is clearly signposted.</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• There will be no assemblies with large groups of children or parents.</li> <li>• Assemblies may take place within a class in their designated teaching room.</li> </ul>

#### Other Important Changes/Information

<b>Uniform</b>	<ul style="list-style-type: none"> <li>• All children should come to school in their school uniform.</li> <li>• On days that the children have PE, we ask that they arrive in school in their PE kit that they will remain in through the day. There will be no indoor PE therefore could children please wear trainers rather than plimsolls.</li> </ul>
<b>Other items</b>	<ul style="list-style-type: none"> <li>• Children should not bring into school any additional items including bags, book bags, mobile phones etc. The <b>only</b> items that should come with them are: <ul style="list-style-type: none"> <li>▪ Packed lunch (clearly named) + fruit snack for break time.</li> <li>▪ Water bottle (clearly named). Please note that the water fountains in school will not be in use, so this is essential.</li> <li>▪ Pencil case (clearly named). This will remain in school and will not come home each day.</li> </ul> </li> <li>• Please ensure sun cream is applied before school, if needed.</li> <li>• Children will be able to bring reading books and homework books home. These will however need to be quarantined for 48 hours when they come back into</li> </ul>

	<p>school. Class teachers will advise you of how this will work in individual classes.</p>
<p><b>If a child or member of staff becomes ill in school/at home</b></p>	<ul style="list-style-type: none"> <li>• If anyone in school becomes unwell with a new, continuous cough or a high temperature, they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance, including being advised to get tested.</li> <li>• While awaiting collection, the child will be moved to the first aid room, where they can be isolated behind a closed door, with appropriate adult supervision. The child will have access to a separate toilet to everyone else in the first aid room if needed.</li> <li>• PPE (mask, gloves and apron) will be worn by any member of staff caring for the child, while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).</li> <li>• Areas in the classroom where the child has been i.e. desk and surrounding area will be thoroughly cleaned.</li> <li>• If a pupil or staff member develops symptoms compatible with coronavirus, either in school or whilst at home they should be sent home/stay at home and advised to self-isolate for 14 days or until a negative test result is obtained. Their fellow household members should also self-isolate for 14 days.</li> <li>• Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.</li> <li>• If the child or staff member tests positive, they will have to self-isolate for 10 days and all other members of their class will have to stay at home and self-isolate for 14 days. The other household members of each child/member of staff in the pod do not need to self-isolate unless the child or staff member sent home subsequently develops symptoms.</li> <li>• The classroom will be deep cleaned.</li> </ul>
<p><b>Attendance</b></p>	<ul style="list-style-type: none"> <li>• Children in all year groups are expected to attend school as usual.</li> <li>• The government has indicated that it will seek to impose fines on parents who do not send their children to school. It is our belief that almost all parents will welcome the fact that their child is back in school and be reassured by the preventative measures that the school has taken. Where parental anxiety remains, the school will seek to work with the parent to introduce the child back to full-time education. Fines will only be used as a last resort where all other avenues have been exhausted</li> </ul>



	<ul style="list-style-type: none"> <li>• Parents, if concerned, should discuss pupils with underlying health conditions with the school and provide guidance from their child's medical specialist.</li> <li>• In regards to children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable, if parents have concerns, they should have a discussion with Mrs Chalkley and an individual risk assessment completed if necessary.</li> </ul>
<b>Visitors to the school</b>	<ul style="list-style-type: none"> <li>• With the exception of deliveries, there will no visitors to the school, including parents, without a prior appointment.</li> <li>• Where visitors are in school, in addition to the usual safeguarding measures, we will ensure social distancing is maintained.</li> </ul>
<b>Offsite visits/Events/clubs</b>	<p>In order to maintain social distancing:</p> <ul style="list-style-type: none"> <li>• No offsite visits will be taking place for the foreseeable future.</li> <li>• No school events will take place for the foreseeable future.</li> <li>• There will be no after school clubs until further notice. This will be reviewed at the end of term 1.</li> </ul>