

## Harewood Junior School Reopening and Recovery Plan – Phase 7

### Full-time provision for whole school during Summer 2021

#### Summary for Parents and Carers



This is a summary of our full reopening and recovery plan, which we have developed in response to the COVID-19 pandemic and the various government announcements, guidance and legislation since the start of the pandemic in early 2020. It has been signed off by our Chair of Governors and GCC and takes into account the numerous DfE and PHE guidance documents throughout the pandemic detailing expectations on schools and advice on protective measures and procedures throughout. Although we have taken account of the easing of national lockdown restrictions, we continue to put the welfare of our children, their families and our staff at the forefront of our decisions and so are taking a cautious approach and making minimal changes to our procedures through the Summer term.

There will also still remain the need for a contingency plan for if we are required to partially close school again in the same way as in March 2020 and most recently on 6<sup>th</sup> January '21, where only Vulnerable and Key Worker children access the provision in school whilst the rest of the children are taught online.

#### Summary for when school is fully open:

- Everyone will be in school all of the time;
- There will be slightly staggered start and end times and children will need to come straight into school, wash their hands and complete activities while waiting for everyone to arrive – see below;
- Children will be taught in full classes because of the removal of the need for 2m spacing, but classrooms will be set up in rows with all children facing forward, sitting in pairs;
- Children will have a set place and will not get out of their seats unless given permission and they will not move seats for different lessons;
- Individual sets of resources will continue to be provided for each child – they do not need to bring their own pencil cases - and they will still have their drawer underneath their chair for easy access;
- **Children must not touch other people or anything which is not theirs;**
- Bags should be the smallest they can be to carry lunchboxes, water bottles and reading books;
- Class resources will be used but will be cleaned after use;
- Reading will continue to be a focus - children will be provided with reading books by the teacher/TA, which, once read, will be wiped clean and left for 48 hours before being used again;
- The annual reading challenge will continue until the end of the Summer Term;
- Children will wear **school PE kit – plain white t-shirt, red shorts and school jumper** to come to school on PE days – Y3 on Tuesdays, Y4 on Thursdays, Y5 on Wednesdays and Y6 on Fridays;
- There will be no swimming and we are not currently planning trips;
- Windows and doors will be kept open to ensure thorough ventilation and the outdoors will be used as much as possible;
- We will operate class bubbles within a larger yeargroup bubble, but mixing between classes will be kept to a minimum and mixing between yeargroups will be avoided;
- Maths will be taught in classes not in Maths groups, with the exception of Y6, however if need be, other SEN and catch-up interventions may have children from the different classes within each yeargroup;
- PE and other subjects using shared resources (eg laptops and iPads) will be planned carefully so that resources can be used, cleaned and left for 48 hours between groups. However, we will not be using musical instruments nor will we be including class singing or playing the recorder within the curriculum as we normally would: this helps to minimise the risk of airborne transmission;
- Separate playtime equipment has been provided for each class bubble, which will also be used for PE;
- The outdoors will continue to be used as much as possible;
- There will be no whole school assemblies but there will be virtual assemblies on Mondays and yeargroup Celebration Assemblies on Fridays with children spaced out across the hall;
- There will still be staggered playtimes and lunchtimes, with children playing in set zones for their bubble;
- Children will eat at different times with only school dinner children eating in segregated areas in the hall, separated by wheeled display boards, across two sittings, while packed lunch children will eat at their table in their classrooms;
- The COVID rules will be revisited at regular intervals and reinforced by all staff throughout the day and week;
- Children will need to follow the same handwashing procedures as we already have in place;

- Cleaning regimes will continue to be used by teachers and TAs throughout the day and the cleaners at night;
- Visitors will not be allowed on site unless they are a professional needing to fulfil statutory duties and must make an appointment;
- **Only Y3 and 4 parents will be allowed on site** to collect their children from the designated areas at the end of the day. **All parents should wear a mask unless exempt** as 180 of you will be coming on site at the same time and the gates and footpaths into school are very narrow and do not allow for good social distancing;
- There will be no weekly drop-in, parents at Celebration Assemblies or FoH events and Parent Evenings will continue to be virtual rather than face-to-face, as will Structured Conversations.
- If parents need to speak to a member of staff, they will need to ring the school office and leave a message or arrange for a telephone call at a mutually convenient time;
- Staff will support children from a sensible “safe distance” where possible, but everyone accepts that this will not be possible all of the time, particularly for those children requiring 1:1 support;
- Staff have access to twice weekly Lateral Flow Tests at home;
- Visors are available for staff to use for teaching and staff may use masks for moving around communal areas where it is not possible to remain 2m apart; when doing the hand over at the end of the day; and on gate duty. They are not for use for teaching in the classrooms unless a member of staff’s individual risk assessment identifies this. This will be reviewed as the DfE guidance changes;
- Self-marking will be utilised more, as will verbal feedback for children to act upon. Post-it note comments may be used or when books/papers are physically marked they will be quarantined for 48hrs prior to staff handling them;
- Children who are away from school self-isolating while waiting for a test will be marked as X on the register and they will need to have online learning via SeeSaw as close to the learning that is taking place in school for their class. Parents must ensure that their child completes this learning;
- The Department of Health and Social Care have announced that households with primary school, secondary school and college age children, including childcare and support bubbles, can test themselves twice every week at home as schools return from Monday 8 March. Test kits can be ordered through the government website;
- Most other protective measures that we have put in place will continue, especially the regular handwashing, cleaning throughout the day and the procedures for if someone is ill.

#### **Arrivals/Start of the day**

- **All children:** Parents will not come on site but will drop their child off at one of the two pedestrian entrances. Gates will be open from 8:30am and staff will be on duty between 8:40 and 8:50am. The children will make their way directly to their respective Fire Escape or, in the case of 5P, the front double doors and enter their classrooms. With the exception of the teachers on duty, teachers will be in their rooms to meet them. The two classes without a teacher will have a yeargroup TA/HLTA to provide supervision.

#### **Once in the classrooms:**

- Children will hang up their coats; sort out their lunchboxes; and then wash their hands at the classroom sink or yeargroup toilets. They will then sit at their place and complete independent tasks until everyone has arrived and the teacher is ready to register at 8:50am.
- Each class will be catered for in their designated classroom for the whole time they attend by their own classteacher or a member of the yeargroup team.
- The children will have an individual place at a shared table, with their drawer underneath with their own set of resources. **They must not bring anything from home other than their packed lunch, water bottle, and reading book and record.**
- Homework will continue to be set homework on SeeSaw, which means that children will not bring a Homework Book or any worksheets back and forth, reducing transmission risks between home and school, and we are ready should there be yet another wave necessitating a lockdown. Log-in details are included in the front of their Homework Book.
- Children must wash their hands, as has been our usual practice, throughout the day. Please remember as has been our stance all the way through, **they do not need to bring hand sanitizers** as hand washing is the best defence against the virus and hand sanitizers bring their own risks if the gel gets into eyes and mouths. We have staff dispensed hand sanitizer for those times when children need to clean their hands but there is no access to a sink.
- Fruit and toast will be available for all children to order and milk will be provided to FSM as previously.

### Lunchtimes:

- Lunchtimes will be staggered with yeargroups either eating or playing in their designated playzones for the two slots.
- Times for eating will stay the same: Y3 -12:30pm to 1:05pm; Y5 - 12:40 to 1:05pm; Y4 and 6 -1:05pm to 1:30pm
- Eating arrangements will be segregated. The children with packed lunches will eat at their own table in classrooms at their appointed time and only those having a school lunch will eat in the hall on specific tables separated by the wheely display boards. They will sit at their class tables first in their designated place and then will be called a class at a time to collect their lunch from the servery in turns. We will aim to keep the queue very short and the children will stand on the red and yellow markings and follow the one-way arrows and keep left of the red dividing line. They will be supervised by a member of SLT.
- The hall tables will be thoroughly cleaned prior to Y4 and 6 hot school dinner children coming in.

### End of the day:

- **Only Y3 and 4 parents should enter the site to collect their children and should wear a face covering.** This is because of the large numbers of parents gathering and having to use the gates/footpaths at the same time when there is limited scope for social distancing.
- Both Y3 and Y4 are being collected from the Y5/6 playground and redgra. This is to help parents who are collecting from both Y3 and Y4 and should reduce unnecessary footfall. Y3 will remain on the Y5/6 playground by the MUGA whereas Y4 will stand in the three playzones on the redgra. This means that parents will only enter the site through either the Harewood Close gate or the bottom Holmleigh Park drive gates between **3 and 3:05pm**. They must remain behind the barrier across the playground. The class teacher will send each child over to their parent and they will be able to leave the site via their entry point. Staff will be wearing face masks for this.
- Y5 and 6 children will leave unaccompanied through the Harewood Close or bottom Beaufort/Holmleigh Park drive gate to meet parents at an agreed spot offsite **at 3:10pm**. A member of the SLT team will be on duty on each gate and will be wearing a face mask. Children whose parents aren't there to meet them will be looked after by this member of staff and then returned to the office in order to ring parents.
- To address the social and emotional impact of the pandemic, all children will be offered one extra-curricular club between Easter and the end of the summer term – most of these will be at the end of the normal school day.
- VIPs Breakfast and After-school Club will be running as child-care providers have been asked to open and have their own DfE guidance to follow. They will not have any drop-in facility.

### End of the Year arrangements:

- There will be a virtual Annual Exhibition of Work to celebrate the year's fantastic work;
- The Autumn and Spring Term Pupil Progress Reports have continued this year and we will still be providing the end of year report for every child;
- There will be no formal Sports Day but a range of sporting activities will be organised for the children in school – parents will not be allowed to attend;
- Y2 parents of incoming children will have a virtual introductory meeting and a link will be sent directly to them;
- Transition is yet to be finalised however we anticipate that children will meet their new class teacher, including those coming into Y3, for approximately half an hour in a designated zone on the field and, at an agreed time, teachers will show them their new classroom fire exit, peeping into the room through the door or windows, which will reduce the risk of cross-bubble transmission;
- The Y6 Leavers' Service will once again be a virtual service with items from all staff filmed over the summer term and collated into a DVD for all Y6 children to keep. They will view it in the hall on the last day prior to the Whole School Picnic, while other classes will view it in their rooms;
- The whole school picnic will be school-only with each class eating and playing in a designated zone on the field before returning to class for final registration and the normal early finish at 1:45pm.

## Procedures for if someone is ill:

Children should not be coming to school if they are poorly: normally I would suggest that in some instances, parents dose them with Calpol and send them in, but my approach for through the pandemic has been that they should stay at home. Children and staff will undoubtedly get normal colds and should be mindful of the difference between this and COVID-19.

If a child or any member of a child's household presents with COVID-19 symptoms, parents are under strict instructions to keep them at home and self-isolate. They must inform us and can be tested. If a member of staff presents with symptoms, they must inform me immediately and get tested. Tests are being released on a daily basis and then completed on the day of booking in most cases and results are still generally back within 24 - 48 hours.

If a child or member of staff presents with symptoms while at school, they must go home as soon as is possible. Children will need to be escorted to the foyer and the outer door must be opened. The other children must be removed to an outside space and staff will need to perform a deep clean immediately of the area with hot soapy water and disinfectant to all surfaces, chairs etc they have used. The child must be collected immediately by their parent and the family must self-isolate and get a test as per above.

Where the child, young person or staff member tests negative, they can return to school and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, PHE will be contacted and we will follow their advice as to whether to close for that group of children and for any members of staff they have been in contact with. When I call for advice, I need to have the following information to hand relating to the positive coronavirus (COVID-19) case in our setting as I will need to discuss this with the call adviser:

- the date of the test, whether the person who tested positive is displaying symptoms and if so, the date of the onset of the symptoms (if known);
- the dates that the person who tested positive was in school so that we can identify if the person was infectious whilst on site;
- the seating plan for lessons and lunch if the child had a hot school dinner while in school;
- if the person who has tested positive is a member of staff, records of any instance of close contact with other members of staff or students.

If the child or member of staff has been in school in the 48 hours prior to displaying symptoms or to the test, if asymptomatic, then it is highly likely that we will have to close the class bubble and all members of the bubble will have to self-isolate for ten days. The other household members of children and staff in that bubble do not need to self-isolate unless the child, young person or staff member they live with subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England's local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole year group or school. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

The guidance states clearly that if the child or staff member was not onsite during the 48 hours prior to developing symptoms or prior to their test, if they were asymptomatic, we will not need to close bubbles or send anyone home. It is therefore essential that families adhere to the requirement for the whole household to self-isolate immediately if any member of the household presents with symptoms until they receive a negative test result or for ten days if they test positive in order for us to protect every and minimise the impact on the other children's education.

If a member of staff has to self-isolate because a member of their household is presenting with symptoms, we will endeavour to cover the class with school staff or one of our regular supply teachers until they are able to return. If the member of staff tests positive themselves and has been in school in the previous 48 hours, it is highly likely that their class bubble at the very least will be sent home and are taught online. In order that we avoid sending home other staff and classes, staff are ensuring that they too keep their distance from each other and follow all of our protective measures.

### Contingency Plan for when we are required to undertake a partial closure:

In the event that due to an escalation in the infection rate the government decides that all schools should implement a partial closure, we will enact our contingency plan. This will work in the same way as during the second part of the first lockdown and the Spring 2021 Lockdown with necessary adjustments due to the conditions at the time, eg: the additional measures we introduced in January 2021 to take account of the new variant.

All those identified as Key Workers previously will qualify for places as will all children meeting the vulnerable children criteria. Letters will be sent to parents and carers of any children who weren't in HJS during the latest partial closure to ascertain any changes in numbers of keyworker children in each yeargroup.

In essence:

- all staff will be in school with the exception of those in receipt of a current shielding letter;
- all children will be taught online with their work set and marked each day by their class teacher via SeeSaw;
- the curriculum will be as close to the normal planned curriculum for the term as is possible though there will obviously need to be some adjustments to take into account that the work being undertaken at home;
- there will be Vulnerable and Key Worker children bubbles of 15 or less in each class, covered by their class teacher or yeargroup staff if numbers are such that this is needed, enabling the children in school to access the online learning the rest of the yeargroup are accessing at home;
- children will arrive on site between 8:30 and 8:50am each day and leave at 3pm or 3:10pm depending on their yeargroup;
- staggered playtimes will remain however lunchtime will be adjusted to one sitting in four separate zones in the hall at 12:30pm for Y3 and 4 and 12:40pm for Y5 and 6. Packed lunches will be eaten in classrooms supervised by MDS while school meals will be eaten in the hall as above supervised by SLT. All children will go out to play at 1pm supervised by the TAs on lunch duty. Children will then play in their separate bubble play zones;
- cleaning regimes and all protective measures as detailed in the main plan continue to apply;
- there will be no extra-curricular activities;
- parents will book their place in advance with the Headteacher and must satisfy the key worker criteria or the vulnerable children criteria;
- provision is during normal school hours;
- Y3 and 4 children will need to be collected from the respective playgrounds at 3pm with parents staying behind the barriers and Y5 and 6 children will leave the site on their own as has been happening since September.
- Children should come in appropriate clothes to suit the weather conditions at the time of the partial closure as the windows and doors will continue to be open to provide thorough ventilation, and have with them a suitable hat, coat, gloves and wellies, trainers or shoes parents don't mind getting muddy, as we will be taking them outdoors every day for some form of outdoor learning or PE.
- Children must bring their own water bottle, which we will refill for them as necessary and can bring their own fruit snack for mid-morning, but we are continuing to offer fruit and toast. ABM will continue to provide hot school dinners or parents can provide their child with a packed lunch.
- Free School Meals provision for those not in school is as requested by the Government with food parcels through ABM that meet the Government's own guidance or the national voucher scheme. Vouchers or food parcels under this provision will only be provided for those not attending school. Children accessing the in school provision will have a school meal.
- Children do not need to bring anything else with them as we have their existing personal set of resources ready for them and we will give them a new book to work in. They will be completing all the work that the children at home will be accessing via SeeSaw along with a number of other activities.
- All of our protective measures, cleaning and hand washing regimes will continue throughout the day.
- Children may only attend if they are fit and well and not displaying symptoms of COVID-19, ie a fever of 38 °C or 100.4°F and above, a change in taste or smell or a continuous cough.
- Up to date contact details for family members must be available within school including emergency contact details should a child become poorly/exhibit symptoms of coronavirus.
- If parents or any member of the child's household becomes unwell with coronavirus symptoms, they must **immediately** contact school and arrange for collection of their child. Families will need to adhere to the mandatory self-isolation rules should symptoms be present and get tested.