

Harewood Junior School Summary
Full-time provision for whole school Spring Term 2022
- Updated 28th February, 2022



This is the summary of our current COVID operational 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/UKHSA guidance documents throughout the pandemic detailing expectations on schools and advice on protective measures and procedures throughout as well as the more recent removal of legal restrictions, which now puts the onus back onto individuals to take sensible precautions/ actions. Along with the adjustments that we are required to make, we are continuing to take a cautious approach by maintaining all existing protective measures, as it is anticipated that increased mixing over the half-term holiday exacerbated by the lifting of legal restrictions will mean that the number of cases will increase. There will also remain the need for a contingent framework for if we are required to put in extra measures to manage an outbreak within school or locally.

In summary the key changes are:

From 24 February, the Government removed the legal requirement to self-isolate following a positive test for a set number of days and replaced it with the following advice:

- ***Adults and children who test positive on a PCR, or LFD test, are advised to stay at home and avoid contact with other people for at least 5 full days and then continue to follow the guidance until they have received 2 negative test results on consecutive days.***
- ***For staff or children who have any of the main symptoms, the public health advice remains unchanged and is to stay at home and avoid contact with other people. They should order a PCR test and are advised to stay at home while waiting for the result.***

Classroom set up and organisation:

- Children will be taught in a full class with set places for each child. This can be reviewed and changed at a weekend – teachers will make their own decision about whether to use rows or table groups;
- The COVID rules will remain in place and be revisited at regular intervals;
- Individual sets of resources will continue to be provided and drawers will be kept underneath their chairs;
- Class resources will be used but will be thoroughly cleaned after use;
- Children will need to follow the same handwashing procedures as we already have in place and teacher dispensed hand sanitizers will be available for additional hygiene measures mid-lesson when hand washing would be too problematic or disrupt the learning;
- Windows and doors will be kept open to ensure thorough ventilation, as tracked by the DfE provided monitors, and the outdoors will be used as much as possible – **wear layers**;
- If weather is excessively cold, then rooms must be thoroughly vented hourly or more regularly if indicated by monitor;
- Cleaning regimes will continue by teachers and TAs throughout the day, MDS at lunchtime and the cleaners at night;

Curriculum/ Teaching and Learning:

- 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 library will be back in use but with a similar cleaning/quarantining of books before being put back out;
- Maths will be taught in Maths groups, with children kept in class blocks;
- Interventions will continue to happen across yeargroups with social distancing between children from different classes;
- Children will wear **school PE kit - RED SHORTS/ BLACK, GREY or RED JOGGERS, PLAIN WHITE T-SHIRT AND RED SCHOOL JUMPER** - in layers to come to school on PE days as this reduced the number of children forgetting kit – Y3 Tuesday, Y4 Wednesday, Y5 Thursday and Y6 Friday;

- Subjects using shared resources will continue to be planned carefully so that resources can be used, cleaned and left for 48 hours between groups and this includes using laptops, iPads, science equipment and musical instruments;
- Swimming will complete for Y5 and then run for six weeks for Y3 and 4 – subject to correct staffing levels at HPHS;
- All children will be offered at least one extra-curricular club over the year to address the SEMH needs identified for all children;
- Various catch-up interventions are already being delivered for children who have not made progress during the partial closure alongside those already planned for SEND children;
- Homework will continue to be set on SeeSaw;

Parents and carers:

- Drop-in will continue on a timetabled basis outside to reduce the number of parents and carers site at any one time. Parents and Carers will need to indicate they are coming prior to attending on their timetabled slot, and agree to only touch their own child's work;
- Only Y3 and 4 parents are allowed on site at the end of the day and will be asked to wear a mask and respect personal space;
- Structured Conversations will continue to be virtual rather than face to face;
- Reports will continue as normal (Autumn and Spring Progress Reports and full report in the summer);
- Parents' Evening in the Spring will be virtual as already planned as feedback for this method was so positive;
- Children who are away from school self-isolating with symptoms while waiting for a test result will be marked as X on the register;
- Children who are away with confirmed COVID will be marked as I (illness);
- Children who are off school poorly will not be asked to complete work while they are absent, in line with before COVID;
- Parents are asked to ring the school office to make arrangements to speak their child's class teacher at a mutually convenient time should they have any concerns they wish to discuss: parents are being asked to not come on site unless they have an appointment. Unless it is a very quick message, please remember that we are asking parents not talk to you at pick-up time.

Daily Routines:

Arrivals/Start of the day

- All parents will drop their child off at one of the two pedestrian entrances. Gates will be open from 8:35am and staff will be on duty between 8:40 and 8:50am. These staff can take quick messages from parents, so please take a post-it note pad or notebook out with you. 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.

Once in the classrooms:

- They 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 simple tasks to fill the time until everyone has arrived and the teacher is ready to register at 8:50am.
- The children will have an individual place at a shared table, with their drawer underneath with their own set of resources. **They do not need to bring anything from home other than their packed lunch, water bottle, reading book and record.**
- Homework will continue to be set on SeeSaw. This means that children will not be bringing a book back and forth from home and we are ready should there be a further lockdown. Workbooks that were sent home in September have all the log-in details and instructions.
- They must wash their hands, as has been our usual practice throughout.

Playtimes

- Fruit and toast will be available for all children to order and milk will be provided to FSM as previously, either just before 11am or just after.

- Each class will have their own playzone and set of playtime resources, which can be cleaned at the end of the week.

Lunchtimes:

The different yeargroups will continue to eat at different times: children with packed lunches will eat 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. We will, however, have a more free-flow system in place once the children have finished eating so that the children go back out to play on their designated part of the playground.

End of the day:

The end of the day - 3:05pm for Y3 and 4.

Only Y3 and 4 parents should enter the site to collect their children and are asked to still wear a face covering, due to the large numbers gathering and using the gates/footpaths at the same time.

Y3 and 4 will continue to be 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 enter the site through either the Harewood Close gate or the bottom Holmleigh Park drive gates between **at 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.

VIPs Breakfast and After-school Club will be running and have their own DfE guidance to follow. They have provided me with their procedures and will have no drop-in facility.

General H&S guidance for full opening:

Children and staff will need to continue to observe:

- good hygiene practices: washing their hands regularly; not touching their faces or surfaces and resources.
- Respect for others' personal space between staff, between children and staff, and between children,
- Staff can wear masks and visors in busy environments if they wish.
- following the Catch it, Bin it, Wash procedures eg: using a tissue (or the crook of arm etc) to catch sneezes and coughs and binning it, before then washing hands.
- The full cleaning programme will be in place, ensuring that all classrooms, work spaces and toilets that are being used will be cleaned thoroughly throughout the day and at the end of each day.

Visitors:

Visitors will still need an appointment to come on site. Professionals will be allowed to visit the site to deliver their commissioned work or perform their statutory duties. They will follow the specific requirements in the full plan.

Procedures for if someone is ill:

Children should not be coming to school if they are poorly. Children and staff will undoubtedly get normal colds and should be mindful of the difference between this and COVID-19, however it is essential that anyone with symptoms stays at home and gets tested before they put others at risk.

If a child presents with COVID-19 symptoms, prior to coming school, parents are to keep them at home, self-isolate and get tested. **This hasn't changed.**

If a child or member of staff presents at school with symptoms, we will send them 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 and the toilets they have used. The child must be collected immediately by their parent and they are advised to self-isolate and get a test as per above. **This hasn't changed.**

Where the child, young person or staff member tests negative, they can return to school.

The guidance for when the child, young person or staff member tests positive has changed and the legal requirement to self-isolate for a set number of days has been removed. Instead, people are advised to self-isolate for at least five days and return following two negative tests or when symptom-free (not counting the cough which can last for a number of weeks). The DfE have directed that Headteachers retain the right to refuse to admit a child who is positive and/or presenting with symptoms.

I am still required to complete a daily return to the DfE detailing all absences. Specific details of all cases are reported weekly to GCC, who pass the information on to public health agencies and we will follow their advice. The threshold for declaring a local outbreak has been raised but we are still required to have a contingency plan to manage it, if this were to occur.

Contingency Plans:

Schools should continue to report outbreaks until 1 April but the escalation thresholds have changed. Mainstream settings should seek advice when there is:

- a higher than previously experienced and/or rapidly increasing number of staff or student absences due to Covid-19
- evidence of severe disease due to Covid-19 such as hospitalisation of a case
- a cluster of cases where there are concerns about the health needs of vulnerable staff or students

From 1 April, schools will no longer be required to report outbreaks but the helpline will remain available for operational support.

(a) for when staff are absent due to COVID:

All public sector employers were asked in January 2022 to develop contingency plans for coping with staff shortages and ensuring that their provision can continue. This is particularly important in health and education sectors.

We already know how difficult it can be to cover staff while they are ill and more so with COVID as the absence is still likely to be at least five days under the new self-isolation advice unless they test negative twice or are totally asymptomatic. As was seen on each absence during the Autumn 2 and Spring 1 Terms, it is highly unlikely that classes can be covered by the same supply teacher for the full period and in all absences last term, there were a number of days each time when we couldn't get a supply teacher and I had to ask other staff, including myself and James Taylor, to cover the classes between us.

The following are the steps we will take in the event of further teacher absences:

1. we will always try and get a supply teacher to cover the class;
2. in the event that we cannot get a supply teacher, we will use yeargroup TAs/HLTAs as per January 2022 DfE directive, with SLT support;
3. we will consider whether it is possible to split the class and house them safely in other parts of the school while they complete independent tasks set by their own yeargroup but overseen by other yeargroups;
4. in exceptional circumstances when no alternative is possible, we will consider a short-term closure for that class with all children being taught via online learning – this will always be the very last resort and for the shortest time possible;

The following are the steps that we will take for TA absences:

1. For TAs who support children with EHCPs, yeargroup teamleaders will endeavour to reorganise the yeargroup team so as to provide some support during the day, but this will not be the full support;
2. For TAs delivering interventions, these provisions will be suspended during the absence unless other yeargroup colleagues can pick them up without it proving detrimental to their own teaching commitments;

Please note that for all teachers and TAs, we may have to ask that you have your PPA time at a different time to normal or miss it one week: this also applies for Curriculum Release time. I will always try to make sure that I pay you back for missed time at another point but please be mindful that we are all doing our best in difficult circumstances.

(b) for when we are required to undertake a partial closure:

In the event that we have a local outbreak, we will revert to the full protective measures we had in place throughout 2020/21 academic year.

In essence, this means that:

- Children would be taught in bubbles within a larger yeargroup bubble. Mixing between class bubbles however would be minimised;
- Tables would be arranged in rows with all children facing forwards;
- Individual bubbles may have to close to control outbreaks in specific classes and children at home would be taught online via SeeSaw with work that as closely matches the in-school curriculum as possible;
- Masks and visors would be utilised by staff as needed in classrooms;
- Lunchtimes would revert to strict segregation and only one yeargroup would be out on the playground at any time;
- Shared resources would not be used;
- Swimming may be suspended
- Drop-in and any other parent/carer events would be suspended.

In the event that there is an escalation in the national infection rate the government may decide national action to control case numbers. In the unlikely event that all schools are required to implement a partial closure, 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.

All those identified as Key Workers previously will qualify for places as will all children meeting the vulnerable children criteria. Letters have already been 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 children will be taught online with their work set and marked each day by their class teacher via SeeSaw;
- there will be Vulnerable and Key Worker children bubbles in each class, covered by their class teacher or yeargroup staff, enabling these children to access the online learning the rest of the yeargroup are accessing at home.
- bubbles will ideally be 15 or less and cover will be arranged by the yeargroup teams in such a way as to take into account the particular circumstances of the staff in the yeargroup team and the numbers accessing provision.
- children will arrive on site between 8:30 and 8:50am each day and leave at 3pm or 3:10pm yeargroup dependent;
- staggered playtimes will remain – half hour in one block or over two slots suitably adjusted to meet children's needs: Y3 – 10:15 – 10:45am, Y4 11 – 11:30am, Y5 10:30 – 11am, Y6 11 – 11:30am 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 the four 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. There will therefore be two yeargroups out on each of the two playgrounds once they have eaten – Y3 on the lower playground and Y4 on the top playground; Y6 on the Y5/6 playground and Y5 on the redgra all in their separate bubble play zone;
- 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 me and must satisfy the key worker/ VC criteria;
- provision is during normal school hours;
- Y3 and 4 children will need to be collected from the respective playgrounds at 3:05pm with parents staying behind the barriers and Y5 and 6 children will leave the site on their own;
- Children should come in layers of clothes as the windows and doors will continue to be open to provide thorough ventilation, with suitable hat, coat, gloves and wellies, trainers or shoes, 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 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 and any current symptoms associated with the particular variant prevalent at the time.
- 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 any self-isolation rules/advice should symptoms be present and get tested.

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