

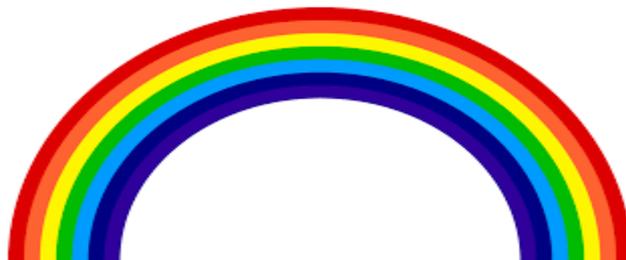
Saint James' CofE Primary School

Approved School Reopening Plan.



SAINT JAMES'
Church of England School

Never be afraid to trust an
unknown future to a known God.



Corrie ten Boom

School Reopening Plan

Statement

So long as the coronavirus rate (r) remains below 1. The Government are looking at moving to the second step and reopening schools at the earliest 1st June 2020.

A Statement from the Department of Education states.

As the Prime Minister announced on the 11th May 2020, by 1st June at the earliest, Primary schools in England may be able to welcome back children in key transition years Nursery, Reception, Year 1 and Year 6.

Early years settings may also be able to open for all children. The aim is for other primary years to return later in June, but this will be kept under review, and there are currently no plans to reopen secondary schools for other year groups before the summer holidays.

Priority groups, including vulnerable children and children of critical workers who have been eligible to attend throughout school closures, will continue to be able to attend schools, colleges and early years settings as they are currently.

The transmission rate has decreased, and the aim is that by 1st June at the earliest it will be safe for a greater number of children and young people to return to education and childcare. As a result, the Government is asking schools and childcare providers to plan on this basis, ahead of confirmation of the scientific advice.

The information within this document has been collated from several Government and Public Health current (12th May 2020) publications www.gov.uk/coronavirus. If you require any further information or wish us to attend your school to discuss any issues you may have, please do not hesitate to contact us on 0800 6128162

We are all in this together, Stay Safe

The purpose of this document

This document is designed to support the managing and implementing of Phase 2 of the Government's plan to reopen schools on the 1st June.

**Based on our Risk Assessment and guidance from Wigan Local Authority
St James' will not open before Monday 15th June 2020, starting with YR and Y1.**

What schooling bracket do you fall into?

Childcare and Nursery Setting:	Saint James' Primary School are still to provide childcare for priority groups.
	Phase 2: Our risk assessment does not currently allow for the safe return of our Nursey and Pre-School, due to reduced numbers of nursery & pre-school staff (ECV or CV) and available space. To accommodate a number of pre-school and/or nursery places, there would have to be a return to work of 2 additional full-time staff, appropriately qualified members of staff.
Primary School:	Saint James' Primary School are still to provide childcare for priority groups
	Phase 2: St James' CE will begin to welcome back our key worker, vulnerable, Year Reception & Year One, week beginning 15 th June 2020. Our risk assessment does not currently allow for the safe return of our Y6 children as our available staff are needed to support our vulnerable, key worker, YR and Y1 children. (This decision has been informed by government guidance). To accommodate a number of Y6 children (11 in total), there would have to be a return to work of 1 additional teacher.
	If "r" rate remains low: St James' CE will begin to welcome back all primary children before the summer. Our risk assessment indicates that in order to accommodate all children in school we would have to priorities year groups – following government guidance and our individual risk assessment outcomes, as we only have space for 96 children in total.

How are school's going to achieve this?

Resources.	<ol style="list-style-type: none">1. The Return to Work pre-questionnaire will be completed by all staff – HT spoke individually to all staff on 19/05/2020, prior to sending out the questionnaire. All staff's personal situations taken into consideration following government guidance.2. Up on receipt of the pre-questionnaire the Head Teacher and SMT will ascertain which staff are able to return to work on the 8th June and in what capacity.3. Staff with underlying health conditions who have been instructed to shield or classed as being at a very high risk of severe illness from coronavirus should continue to work from home. All arrangements have been made to ensure this is possible.4. Staff with underlying health conditions who have been classed as being at high risk of severe illness have been advised to work from home if they can. Staff who cannot work from home should take extra care in observing social distancing. Extra protective measures may need to be put in place. Example: temporary change in job role.5. Pregnant Staff can come back to work so long as stringent social distancing measures are in place. If stringent social distancing measure cannot be maintained, pregnant staff should work from home. All pregnant members of staff have been instructed to work from home.
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<p>Child, Pupils, eligibility</p>	<p>All children eligible to return on the 15th June should be encouraged to do so.</p> <ol style="list-style-type: none"> 1. We have 82 places available (considering new EYFS guidance). However, due to the need for 1-1 support/additional adults needed in some PODs the number of child places reduces our actual number of child places to 59. 2. Communication with the child's parent/carer will be made to ascertain whether a place for their child is required from the 8th June. A survey was sent out on the 15th May to ascertain initial numbers, another will go out to parents with the risk assessment, so that parents can make an informed decision. 3. Individual phone calls to all parents on the 28/29th May to share our plans for reopening. (YR, Y1 & Y6 parents contacted by HT or Class teacher) 4. Numbers have been collated depending on the child's age group, priority or needs. 5. Classroom/learning areas capacity assessments have been completed: 11 children in Year 1, 2, 3, 4, 5 & 6. (Reduced numbers when 1-1 support is needed e.g. the addition of adult support in class = 1 less child place). Capacity for 30 in pre-school and reception areas combined. 6. The children will be placed into groups or what we are going to call POD's. (Place of Duty) 7. Each pod will be made up of a small group of children from the same age or priority group and will remain in that pod for the foreseeable future, this is to minimise the number of other people they will come into contact with.
<p>Classroom or Learning area capacity assessment.</p> <p>Government guidance is suggesting splitting your class sizes in half (30 Pupils down to 15) however we have found in some cases this has meant the 2-metre distance cannot be achieved.</p>	<p>We have been carrying out some capacity assessments and the following results indicate what can be achieved within school classroom space.</p> <ul style="list-style-type: none"> • 36 square metre classrooms can house 8 pupils + a teacher • 42 square metre classrooms can house 10 pupils + a teacher <p>Early Years</p> <ul style="list-style-type: none"> • Space Management for Early Years: <ul style="list-style-type: none"> ➢ Children under 2 years need 3.5 metres squared per child. ➢ 2-year olds need 2.5 metres squared per child. ➢ Children aged 3 to 5 years need 2.3 metres squared per child. ➢ Area dividers may help to keep children in different parts of the room, and floor markings could be helpful in assisting staff with keeping groups apart. The use of communal spaces in settings should be managed to limit the amount of mixing between groups as much as possible. • Keeping group sizes to a maximum of 8 children, while adhering to EYFS ratios, is preferable so groups are as small as possible. Providers are expected to ensure that there are no more than 16 children in a group in Early Years settings. <p>The Reception and pre-school classroom combined classroom have capacity for 30 children, 1 teacher and 4 teaching assistants.</p> <p>The Year 1, 2, 3 ,4 ,5 & 6 Classrooms have been measured and can contain a maximum of 11 pupils and 1 teacher and 1 Teaching Assistant. Although if possible, they will contain fewer numbers to increase social distancing.</p>

	<p>This allows for the desks to be positioned 2 metres apart</p> <p>SEND children needing 1-1 support will have a risk assessment carried out, as they will need an additional adult in the classroom area. This will reduce the number of children to 10 in that classroom. Teaching Assistants are vital in the support of all children’s mental well-being and supporting the social distancing and handwashing guidance.</p> <p>Using all the information we have collated so far together with the capacity pupil numbers, we have now put a plan together of where each pod will be in the school. And where each pod staffroom will be located. Also, where the isolation room will be located.</p> <p>All PODs can be accessed from the outside and will be as much as possible. Reception children always enter and exit using their PODs external doors, as handwashing facilities are located within their PODs. Other children enter their PODs via the playground door, in order to access hand washing facilities on entry to school. They use their own POD doors for all other entrance and exit during the day, reducing the movement around school.</p> <p>Staff have been allocated to a specific POD and will only move between POD in case of emergency e.g. fire. Staff have been allocated to a specific POD and will only move between POD in case of emergency e.g. fire.</p> <p>Using all of this information we have collated pupil numbers and put together a plan of where each POD and staffroom will be located.</p> <p>POD 1 (YR children) Reception classroom Max 8 children 2 adults POD 2 (YR children) Pre-School area Max 8 children & 2 adults POD 3 (Y1 children) Y1 classroom Max 8 children 3 adults POD 4 (1 children) Y2 classroom Max 8 children 3 adults POD 5 (Y1 children) Y5 classroom Max 8 children 3 adults POD 6 (Key worker & Vulnerable children) Max 9 children 3 adults POD 7 (Key worker & vulnerable children) Max 10 children 2 adults *Children needing 1-1- support have risk assessments.</p> <p>Using all the information we have also decided where POD staffroom will be located. POD 1 staffroom - Reception kitchen area POD 2 staffroom- Pre-School kitchen area POD 3 & 4 staffroom - Main larger staffroom POD 5 & 7 staffroom - Hawthorn/community room POD 6 staffroom – Nurture room</p>
Return to work	<ul style="list-style-type: none"> • YR, Y1 will be welcomed back on the 15th June. • Children wanting a place after the 15th will be asked to give one weeks’ notice. • Staff training day Monday 1st June SLT shared with all staff & Chair of Governors the details of reopening & risk assessments. • All staff met in POD groups, in POD locations, POD staffroom where identified, entry and exit plans shared etc. • We have 82 places available (considering new EYFS guidance). However, due to the need for 1-1 support/additional adults needed in

	<p>some PODs the number of child places reduces our actual number of child places to 59.</p> <p>Governors and parents have supported our decision to return our YR & Y1 children on the 15th June 2020.</p>
Classroom/learning area layout	<p>We have decided where each pod is going to be located and have completed their re-arrangement.</p> <ul style="list-style-type: none"> • To maximise the space available, bookcases, cupboards and nonessential training materials have been removed and stored safely away. • Fabrics, soft furnishings, and soft toys have been removed from all pod spaces. • Each child will be allocated their own desk, pencils, textbooks, etc (avoid sharing equipment). • All equipment will always remain in the pod. • Where possible, children should remain in their pod and teachers will only move between pods when necessary e.g. to aid in any emergency circumstances. • Lunches will be delivered to PODs for consumption within PODs at individual desks. • Meals will be eaten in pods, at allocated tables. • All PODs have been equipped with a PPE box, a First Aid Box, hand sanitiser, tissues, a lined/pedal/ lidded bin, disinfectant wipes, paper towels, blue role for use on tables during lunch time. • All children have their own individually named water bottles & sun hats, avoiding items coming in from home. • COVID/hand washing posters will be shared with children on day on and positioned appropriately. • Each POD has its own outdoor learning equipment and socially distancing game sheets. • All PODs can be accessed from the outside. • Outdoor spaces have been divided up for use by PODs. NO equipment will be shared. NO outdoor equipment will be open for use. • The computer suite and Art area will be out of use, to minimise movement around school and sharing of resources. • Learning will take place in PODs and outdoors. • Toilets have been allocated to PODs. • Windows will be open in all PODs to provide ventilation.
Early Years age 0 to 5	<ul style="list-style-type: none"> • Schools should maintain normal EYFS ratio's exceptions can be made to the qualification that the staff hold in order to be counted in the ratio. However, providers should use reasonable endeavours to ensure that at least half of the staff hold at least a full and relevant Level 2 qualification. • At least one member of staff must hold at least a full and relevant Level 3 qualification <p>Paediatric First Aid (PFA)</p> <ul style="list-style-type: none"> • The requirements for at least one person who always has a full paediatric first aid (PFA) certificate to be on the premises when children are present remains in place where the children are below 24 months. • Establishments with children aged 2yrs to 5yrs within a setting must use their "best endeavours" to ensure one person with a full PFA certificate is on site when children are present.

	<ul style="list-style-type: none"> • If the school is unable to secure a member of staff with a full PFA the school must carry out a risk assessment and ensure that someone with a current First Aid at Work or Emergency Paediatric First Aid certification is on site at all times. • All staff are qualified Paediatric First Aiders (PFAs)
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At St James' we cannot achieve these small groups and will communicate this to the with Wigan Local Authority and LDST Trust to discuss options. This is because there are not enough available/qualified staff or spaces available in the setting.

Solutions might involve children attending a nearby school. If necessary, settings have the flexibility to focus first on continuing to provide places for priority groups and then, to support children's early learning, settings should prioritise groups of children as follows:

- early years settings - 3- and 4-year olds followed by younger age groups
- infant schools - nursery (where applicable) and reception
- primary schools - nursery (where applicable), reception and year 1

St James' will not be opening their nursery or pre-school due to risk assessment information e.g. reduced numbers of qualified staff. In the case of an emergency, at the request of a parent, the local authority would advise on signposting to another setting.

Additional protective measures

Risk Assessments	<ul style="list-style-type: none"> • COVID School Reopening Risk Assessment • Teaching and Teaching Assistant Staff (COVID) RA • Site Manager/Caretaker (COVID) RA • Cleaning Staff (COVID) RA • Office and Receptionist RA • Review individual Teaching RA • All Contractor COVID RA's • An isolation room has been equipped with the appropriate PPE to support staff in the care and cleaning of an individual/s and the room, (following government guidance). • An isolation room has been equipped with the appropriate PPE to support staff in the care and cleaning of an individual/s and the room, (following government guidance). • An isolation room log will be completed after use
EHCP risk assessments	<ul style="list-style-type: none"> • All children in receipt of an EHCP or pending EHCP will be risk assessed before returning to school. This will be done in consultation with parents and SEND support.

Organise your pods

Refresh the school timetable	<ul style="list-style-type: none"> • We have decided which lessons or activities will be delivered and these will be shared with staff and parents. • We have carefully considered a staggered timetable to support social distancing. • Toilet areas, entrance and exit points have been identified to reduce movement around the school or school building. • Daily worship will take place in classrooms. • We have planned stagger break times, including lunch, so that all children are not moving around the school at the same time. Lunches will be delivered to and eaten in classrooms/pods. • Staggered drop-off and collection times have been planned. Only one adult to collect & drop off. SLT to 'man' exit and entrance to school to support safety measures for parents and children.
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- Planned parents' drop-off and pick-up protocols that minimise adult to adult contact will be shared with parents before reopening. Markers have been purchased to support communication with parents.
- In addition, childcare settings or early years groups in school should consider how to keep small groups of children together throughout the day and to avoid larger groups of children mixing.
- We have considered how play equipment is used ensuring it is appropriately cleaned between groups of children using it, and that multiple groups do not use it simultaneously. We have decided to provide Individual play boxes for each POD.
 - We have removed unnecessary items from classrooms and other learning environments where there is space to store it elsewhere.
 - We have removed soft furnishings, soft toys and toys that are hard to clean, (such as those with intricate parts).
 - We have considered how children and young people arrive at the St James', and reduced any unnecessary travel on coaches, buses or public transport where possible (guidance will shortly be published on safe travel).
 - Lunch will be delivered for all pupils and staff to individual classrooms and staffrooms by our Catering Team.
 - Toilets have been allocated into year groups. Vulnerable pupils and those of key workers. Labels have been produced for each toilet and displayed accordingly.
 - Temporary staffrooms have been set up to accommodate POD staff, supporting staff wellbeing and social distancing.
 - Week beginning the 8th June each POD adult group will meet to plan/prepare for the return of children, supporting staff well-being. (Virtual or socially distance meeting)

When open:

- We plan to open Monday, Tuesday, Wednesday & Thursday for YR, Y1 and our key worker & vulnerable children
- Friday will support deep cleaning of all PODS, staff PPA time and staff reflection time – 'what has worked well, not worked well'.
- Staff will communicate via email throughout the week, reporting to SLT on a Thursday. SLT will then collate comments and communicate actions to all staff on a Friday morning, via email or phone calls.
- We will ensure that children are always in the same small groups each day, and different groups are not mixed during the day, or on subsequent days.
- We will ensure that the same teacher(s) and other staff are assigned to each group and, as far as possible, these stay the same during the day and on subsequent days. Only entering another POD in case of an emergency.
- We will ensure that all PODs undergo a thorough cleaning at the end of the day.
- Staff or children will not move between PODS.
- The main gate and field gate will be used for entry and exit to school – operating a one-way, social distancing pathway, which will be supported by the presence of HT and DHT, and visual & physical markings.
- Parents will be supported in social distancing through the use of visual and physical floor markers, posters, and staff support (HT and DHT at entry and exit points).
- Parents want to take up an available place will be asked to give school 1 weeks' notice.
- All registration will be inputted into our SIMS system, using appropriate codes.
- A fire practice will be carried out in week one.
- See staff handbook for more details.

Communicating

Communicating your plans to staff

Staff inset day 1st June. (All documents to be discussed, where possible had been shared prior to the training day to support open forum of questions/ and or suggestions).

- St James' SLT delivered a PowerPoint Presentation to all staff and our Chair of Governors before reopening to explain our plans for managing the situation safely.
- All staff and governors have been provided with a 'COVID- 19 St James' CofE Primary School Staff Handbook', produced by St James' SLT.
- Staff inset day 1st June – holding in PODs throughout day and delivering virtually to those staff not allowed in school, so to keep them informed (ECV & CV).
- We will also provide handouts and appropriate risk assessments for all staff to read.
- All staff will read & understand then sign to state they have read and understood what is expected of them. This is to ensure all staff know what is expected of them and build their confidence and sense of security.
- Children's equipment was collated and learning environment equipped with individual learning wallets this supported staffs understanding of what PODs look like as learning environments.
- All staff ensured they had a working computer linked to SIMS to support registration.

Plans for Visitors, Parents/carers and Young People

A Poster will be displayed stating that all visitors, children, parents, contractors displaying any symptoms of coronavirus are not allowed in school. Have you a system for handling deliveries to the school?

- All Parents, visitors and Contractors are not allowed on site without a pre-arranged appointment.
- Handling deliveries - 2 metre distance will be adhered to mask and gloves will be worn the member of staff dealing with deliveries.
- Parents are asked to restrict the number of people accompanying their child to school to one adult.
- Parents will be allocated a drop off and collection location and time.
- Parents will be asked to refrain from gathering in large groups outside with other parents.
- Parents are made aware of the recommended transport guidelines or new procedures for school transport.
- We find our parents respond better to Individual phone calls, which will be made to all YR, Y1 & Y6 parents/carers explaining the measures in place and how to access more COVID-19 information from the school's website and Facebook page.
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- Our SENDCO will contact all EHCP children's parents.
- SLT will contact all EAL families.
- A Trust wide poster has been produced to summarise guidance for parents, we have translated this poster to support our EAL families.
- We have produced an additional pictorial poster to meet the needs of families with poor literacy skills.
- We have continued daily communication with our vulnerable and key worker parents whose children are in school explain verbally all changes, expectations, rules.

	<ul style="list-style-type: none"> • We have provided visual calendars/timetables for some families to support their understanding. • We have carried out home visits with a live virtual interpreter to support parent understanding and children’s successful and safe return to school. • We have also communicated with the Mosque, and our EAL/EMAS/SWOP support team to provide other means of communication. • Individual letters have been sent out to parents listing the location of their child’s POD, POD adults, time for collection & drop off, means of collection & drop off, how to prepare your child for a return to school, curriculum provision, and need to know essentials from them e.g. new medical needs, administration of medicines during the school day, new contact details etc.
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Cleaning, Hygiene and Protection

Documentation	<ul style="list-style-type: none"> • Cleaning Staff Risk Assessment – has been shared with caretaker and cleaner. • Deep clean has been carried out by external provider. • All classrooms have been decluttered. • All resources are housed in boxes to enable quick easy cleaning of shelving. • COVID School Handout • PPE Guide and How to Put on and Remove it • MSDS and COSHH Risk Assessments for the cleaning products used. • School will be closed to ALL children on a Friday to support the caretaker and cleaner in the cleaning of the school. e.g. classrooms will be empty for an easy clean, allowing a thorough cleaning of all areas. • Staff will clean learning areas as usual throughout the day e.g. wiping tables and cleaning any equipment used - limited equipment to be used. • Lunchboxes will not be allowed in school – paper bags will be used (provided by school to parents free of charge) – NO hot meals will be provided, all UFSM & FSM children will receive a packed lunch. • Staff and parents will be told to wash clothes daily after use. • The school has undergone all reopening checks, including, fire alarm testing, gas, legionnaire procedures have been followed e.g. daily flushing toilets, running water etc. All checks are documented.
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Hand washing facilities	<ul style="list-style-type: none"> • We will identify the location of all sufficient handwashing facilities available within the school for both staff, children, and visitors. • Each pod has been allocated a designated toilet and handwashing station, which is located close to their POD. • Staff, children, and visitors will be instructed to frequently wash their hands with soap and water for 20 seconds and dry them thoroughly with a paper towel. • Hands Must be washed on arrival at the school, before and after eating, after using the toilet and after sneezing and coughing. • Staff and children are encouraged not to touch their mouth, eyes or nose. • “Catch it, bin it, kill it” is encouraged – posters have been displayed around school.
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	<ul style="list-style-type: none"> • Help will be available to all children who have trouble washing their hands. • Where general hand washing facilities are not available hand sanitiser is provided. Hand sanitisers will be fixed to walls in each classroom and the school reception area. <p>NOTE: overuse of hand sanitiser can lead to skin irritation and/or blistering. Therefore, it should only be used in areas where hand washing facilities cannot be provided.</p>
Toilets	<ul style="list-style-type: none"> • Each pod will be allocated a designated toilet and handwashing station which is located as close to their POD as possible and labelled. • The number of children going to the l at any one time will be monitored and managed, where needed a teaching assistant will accompany a child to the toilet to support social distancing. • All surfaces that staff and children touch throughout the day. Example: backs of chairs, door handles, sinks, toilets, keypads will be cleaned regularly throughout the day.
Adjustments to the ways we deal with young people to prevent face-to-face contact	<p>The risk of children catching the virus is increased with age. Even though there is no evidence of child to child or child to adult transmission. It would be good practice to practise social distancing as if there is.</p> <ul style="list-style-type: none"> • The virus affects the respiratory system so, we need to minimise our direct face-to-face contact with others. <p>When changing nappies/pad or dealing with cuts and grazes it would be good practise to have the child side on to yourself.</p> <ul style="list-style-type: none"> • At St James' we have made the decision NOT to allow pregnant women or staff with low immune systems back to the workplace. • A higher level of PPE is available for all staff who are involved in nappy changing. • Where possible stand behind children when picking them up or directing them back to their desk. • School will provide appropriate PPE where it is needed in accordance with government guidance, including supporting travel to and from work. • The number of visitors to school will be greatly reduced, e.g. limited to only safeguarding support staff. • Any visitors to school will be instructed to follow social distancing rules as per government guidance and St James' Risk Assessment. • Our higher level of PPE includes, shields, shoe covers, masks, in addition to regular PPE e.g. disposable gloves, aprons • Our isolation room is also a higher level of PPE.

Reducing the risk of children mixing with other children outside their own pods.

To prevent the risk of an outbreak we are attempting to formulate a mini "household" within school "POD" (Place of Duty)	<ul style="list-style-type: none"> • If possible, POD's will be accessed directly from outside. • We have considered a one-way circulation to keep groups apart as they move through the building. • We have staggered breaks to ensure that corridors or circulation routes used have a limited number of pupils using them at any one time. • We have staggered lunch breaks - children will be directed to clean their hands beforehand. Children will be brought into their classrooms to eat lunch. • We will ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. • Noting that some children will need additional support to follow these measures (for example, routes round school marked in braille or with
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	<p>other meaningful symbols, and social stories to support them in understanding how to follow rules)</p>
Outside Space	<ul style="list-style-type: none"> • We will stagger all breaks - children will wash their hands before and after breaks. • The Trim Trail, climbing walls and outdoor library will not be in use. • Reception PODs will be sharing an outdoor area NOT sharing equipment. Each POD will have their own equipment box. • Individual POD equipment boxes have been produced. • We will ensure that toilets do not become crowded by limiting the number of children who use the toilet facilities at one time. • Noting that some children will need additional support to follow these measures (for example, routes round school marked in braille or with other meaningful symbols, and social stories to support them in understanding how to follow rules). • PODs have been allocated specific toilets thus reducing the number of children accessing each of them. • Children will be instructed on how to follow hygiene rules e.g. flushing the toilet, washing hands after use. • The toilets will be cleaned daily by our cleaning staff.
For shared rooms example hall	<ul style="list-style-type: none"> • The hall will not be used as a POD space or for lunchtime. • The hall has become a resource area, for staff use only, following social distancing always. • If class groups take staggered breaks between lessons, these areas can be shared if different groups do not mix (and especially do not play sports or games together) and adequate cleaning between groups is carried out • We will stagger the use of staff rooms and offices to limit occupancy. Individual POD staffrooms have been equipped to support staff wellbeing.
Reducing the use of shared resources	<ul style="list-style-type: none"> • Each child will be provided with their individually labelled resource wallet. • All books used must be kept in resource wallets and not returned to book boxes. • No book bags will be allowed in school. • Reading books will be kept in individual resource wallets. • Where possible staff and children should NOT share resources. • All resources should remain in school to prevent cross contamination. • No resources/toys should be brought into school. • Practical lessons can go ahead. However, all equipment and classroom must be cleaned thoroughly before they are used by children from another POD. • Individual practical resources can be used and kept in children's individual resource wallets. They must be cleaned after use.
Adjustments to Transport where necessary	
Social Distancing	<ul style="list-style-type: none"> • We will encourage parents and children to walk or cycle to their education setting where possible schools, parents, and children will be encouraged to follow the government guidance on how to travel safely, which will be published shortly, when planning their travel, particularly if public transport is required • St James' have liaised with the LA to provide a 'mini bus' for one family who are travelling a distance to school, this allows for social distancing. The rest of our families have reported they either walk to school or arrive by family car.

	<ul style="list-style-type: none"> We will implement a daily travel plan which will simply record how many children travel to school. If a decide to move to public transport the school can offer PPE if needed. <p>*If <i>any</i> child presents with symptoms a test would be requested. If a parent refuses to have their child tested, school would assume a 'positive' test and the appropriate action would be taken.</p>
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Testing

Staff, pupils are eligible for testing	<p>Staff and pupils in all settings will be eligible for testing if they become ill with coronavirus symptoms, as will members of their households. A negative test will enable children to get back to childcare or education, and their parents to get back to work. A positive test will ensure rapid action to protect their classmates and staff in their setting.</p> <ul style="list-style-type: none"> We will ascertain the location of your nearest test centre to your setting Staff and parents are instructed to keep the school up to speed on their or their child's illness and condition. Depending on the result of the test Public Health England is to be informed. When available all staff should download the tracing app. Public Health England may instruct that all staff and children who have been in close contact with the infected individual self-isolate for 14 days. So, each setting needs to prepare for this. Communication letters, work packs to support the children who now need to self-isolate, Deep Cleaning of the POD and all communal areas.
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Well-being of staff

	<p>A newly revised 'bereavement policy has been introduced and will be shared with staff during inset day.</p> <p>ALL staff have SAS and EAP cover, both offer confidential counselling, financial support, bereavement support, mental health advice, including a Mental Health App. (Both support programmes have been used successfully by staff).</p> <p>Our Friday closure will give staff the added opportunity to access support. Staff have also been assigned mentors, who act as additional support. Supervision meetings will continue to be held virtually for all Safeguarding Team members.</p>
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Black and Asian Minority Ethnic (BAME)	Information poster shared with staff and on school website.
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Emergency evacuation

	<ul style="list-style-type: none"> All PODS have their own Fire Exit. A practice a fire will be carried out to ensure they are able to evacuate safely in the event of a real emergency In the event of an emergency evacuation such as a fire alarm, normal procedures will be adhered to, there will be no expectation to follow social distancing guidance. Lining up at fire points will take place in PODs and if possible, will be managed to support social distancing.
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