

St James' CofE Primary School Wigan

Reopening Plan
September 2020

For with God nothing shall be
impossible



Luke 1:37

School Reopening Plan

Statement

So long as the coronavirus rate (r) remains below 1 and the NHS test-and-trace is in place, the Government are looking at moving to the next phase and reopening schools to all pupils in September 2020.

A Statement from the Department of Education states.

The Government announced on the 2nd July 2020 that in September 2020, all Primary schools in England will be able to welcome back children in every year group (Foundation through to Year 6)

The plan is for primary children, who are currently being taught in 'protective bubbles' (of a maximum of 15) to fully reopen to all children and young people. Social distancing has been the key stumbling block to getting all children back in to school, **however this will now be lifted and therefore we are no longer dependent on social distancing.** The aim now is to reduce the number of transmission points by minimising contact.

The transmission rate has gradually decreased, and the aim is that by September 2020 it will be safe for all 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.

The information within this document has been collated from several Government and Public Health 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 allow **St James' CofE** Primary School with the planning, managing and implementing, of the next of the Government's plans, to reopen schools in September 2020 safely.

Schooling bracket.	
Childcare and Nursery Setting: 1-4 ratio Nursery 1-8 Pre-School	Phase 2: To begin welcoming back all children
	Phase 3: To provide a place for all children in September 2020 Staffing guidance Nurse & Pre-School X1 L3 & half of remaining staff L2 Any member of staff qualified after 2014 must have basic maths & English qualification
Primary School:	Phase 2: Nursery, Pre-School, Reception, Year 1 and Year 6 children
	Phase 3: To provide a place for all Year Group children in September 2020
How we will achieve this:	
Resources. ALL ACTIONS TO BE COMPLETED APPENDIX ONE	<ol style="list-style-type: none"> 1. The Return to Work pre-questionnaire will be completed by all staff. July 2020 Check all returned 2. Up on receipt of the pre-questionnaire the Head Teacher and SLT will ascertain which staff are able to return to work in September 2020 and in what capacity. 3. All vulnerable people should be risk assessed to ensure that risks are reduced to the lowest reasonably practicable level. 4. Staff with underlying health conditions who have been instructed to remain shielding or classed as being at a very high risk of severe illness from coronavirus should continue to work from home. 5. 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 meeting with the current guidelines. Extra protective measures may need to be put in place by the school. Example: temporary change in job role. 6. Pregnant Staff may come back to work so long as an Expectant Mothers Risk Assessment is carried out and appropriate mitigation is in place prior to returning, to reduce the risk to the lowest reasonably practicable level. If this isn't possible, pregnant staff must continue to work from home. 1-1 meeting with Nursery Manger - Expectant Mothers Risk assessment to be put into place July 2020 – change to duties. cover via Named Deputy and internal teaching assistant.
Child, Pupils, eligibility	All children eligible to return in September will be told to do so. <ol style="list-style-type: none"> 1. Communication with the child's parent/carer will be made to inform them it is a requirement for their child to return to school as

<p>ALL ACTIONS TO BE COMPLETED</p>	<p>of Wednesday 2nd September 2020. (unless there are exceptional circumstances).</p> <ol style="list-style-type: none"> 2. Numbers of pupils per year group will be collated by ascertaining current pupils registered at school. Predicted numbers for the term commencing September 2020). YN 19 YPS 27 YR 24 Y1 30 Y2 30 Y3 28 Y4 28 Y5 31 Y6 30 3. Classrooms will return to normal capacity and will be referenced as POD's. (Place of Duty) 4. Pupils will remain in their POD for the foreseeable future. This is to minimise the number of other people they will come into contact with. 5. Where possible children will be taught in the same POD with the same teacher and where possible will remain within that POD for the duration of the school day ensuring contact with other POD's is minimised. 6. Class teachers will be allocated planning, preparation and assessment time within a week, their class will be covered by a member of school staff. 7. Specialist teachers will deliver sessions to children during the week e.g. Computing lessons delivered in the IT suite by Elm Computing. Music session delivered in classrooms, all specialist teachers work within their own and school's risk assessment guidance. 8. Where a pupil is unable to attend school because they are clinically vulnerable or are following public health advice, remote education will be offered – SEESAW.
<p>Classroom / PODS</p> <p>Arrival time to school YN-YPS 8.50am YR – Y6 8.40am</p> <p>Staggered exit time YR – Y6</p> <p>Children with no siblings: Approximately 90 Leave school at 3.15pm – one-way system, (front playground entrance and field exit)</p>	<p>We have identified bringing back YN, YPS, YR & Years 1 to Year 6 will require 9 individual PODS based on a single form entry.</p> <p>We will avoid pupils moving from one POD to another and ensure where possible pupils do not need to move through another POD to get to the toilet.</p> <p>We will monitor cleaning times throughout lunch to determine feasibility of lunch being taken in the dining hall for all pupils.</p> <p>Nursery Class – entrance and exit via main office gate Staff members: MG/Deputy Manager, DC/TA & Supply/TA will meet with children at the entrance of the POD each morning at either 08:50am or 12.30pm and return the pupil to the parent at the end of each session 11.50am & 15:30pm. Morning session: x 3 adults X1 adult at main gate X1 adult at setting door X1 adult in setting</p>

Children with siblings

Approximately 100 children/50 parents
Exit school at 3.30pm
Parent collecting eldest child first – one-way system.

Exit time for children walking home alone:
Y5 & Y6 children allowed to walk home alone exit via field gate.

Parents to line up for collection of children near designated class pick up point.

Parent & child enter gate, parent leaves child with practitioner at setting door, parent then exits via gate, next parent follows same routine.

Afternoon session: X 3 adults

X1 adult at main gate

X1 adult at setting door

X1 adult in setting

Nursery will have their own entrance and POD toilet and will not pass into any other POD's to reduce unnecessary movement around the building.

Pre-School Class – entrance and exit via main office gate

Staff members: MD/Manager, HS/TA & MD/TA (internal gate duty) will meet with children at the entrance of the POD each morning at either 08:50am or 12.30pm and return each pupil to the parent at the end of each session 11.50am & 3:30pm.

30 hours children 8.50pm – 3.30pm.

30hour lunch cover x 4 children. Lunch eaten in Nurture room with HLTA.

Class will have their own entrance and POD toilet and will not pass into any other POD's to reduce unnecessary movement around the building.

Reception Class - entrance via main playground gate & exit via field gate

Staff members LB/Class teacher & SENDCO, SW/TA & AA/1-1-support, DC (x2 pm TA) will meet with children at the entrance of the POD each morning at 08:40am and return the pupil to the parent at 3:15/3:30 pm.

Reception Class will have their own entrance and POD toilet (shared with other PODS's if required) and will not pass into any other POD's to reduce unnecessary movement around the building. Lunch will be provided in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members where possible will teach in this class for the foreseeable future.

Year 1 - entrance via main playground gate & exit via field gate

Staff members SU/Class teacher & HL/TA will meet with children at the entrance of the POD each morning at 08:40 am and return the pupil to the parent at 3.15/3.30pm.

Year 1 Class will have their own entrance. They will share toilets with other PODS – hygiene guidance to be followed.

They will not pass into any other PODS.

Lunch will be provided in the Dining Hall. The dining hall will be cleaned and disinfected after each use.

The same staff members will teach in this class where possible for the foreseeable future.

Year 2 - entrance via main playground gate & exit via field gate

Staff members MS/Class teacher, RM/TA & ET/TA will meet with children at the entrance of the POD each morning at 08:40 am and return the pupil to the parent at 3:15/3:30pm.

Year 2 Class will have their own entrance. They will share toilets with other PODS – hygiene guidance to be followed.

They will not pass into any other PODS.

Lunch will be provided in the Dining Hall. The dining hall will be cleaned and disinfected after each use.

The same staff members will teach in this class where possible for the foreseeable future.

Year 3 - entrance via main playground gate & exit via field gate

Staff members CR/class teacher, LL/TA & CA 1-1 support am will meet with children at the entrance of the POD each morning at 08:40 am and return the pupil to the parent at 3:15/3:30pm.

Year 3 Class will have their own entrance and POD. They will share toilets with other PODS – hygiene guidance to be followed.

They will not pass into any other PODS.

Lunch will be provided in the Dining Hall. The dining hall will be cleaned and disinfected after each use.

The same staff members will teach in this class where possible for the foreseeable future.

Year 4 - entrance via main playground gate & exit via field gate

Staff members LA/DHT/ Class teacher & SQ/TA am only, will meet with children at the entrance of the POD each morning at 08:40am and return the pupil to the parent at 3:15/3:30pm.

Year 4 Class will have their own entrance and POD. They will share toilets with other PODS – hygiene guidance to be followed.

They will not pass into any other PODS.

Lunch will be provided in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use.

The same staff members will teach in this class where possible for the foreseeable future.

Year 5 - entrance via main playground gate & exit via field gate

Staff members RA/Class teacher, EJ/1-1 support (am/pm), ZB 1-1 support (am/pm) & CA 1-1 support (pm), will meet with children at the entrance of the POD each morning at 08:40am and return the pupil to the parent at 3:15/3:30pm. Year 5 Class will have their own entrance and POD. They will share toilets with other PODS – hygiene guidance to be followed.

They will not pass into any other PODS.

Lunch will be provided in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use.

The same staff members will teach in this class where possible for the foreseeable future.

Year 6 - entrance via main playground gate & exit via field gate

Staff members CR/Class teacher, GO'S/HLTA & SM/1-1 support pm only will meet with children at the entrance of the POD each morning at 08:40am and return the pupil to the parent at 3:15/3:30 pm. Year 6

	<p>Class will have their own entrance and POD. They will share toilets with other PODS – hygiene guidance to be followed. They will not pass into any other PODS. Lunch will be provided in the Dining Hall. The Dining Hall will be cleaned and disinfected after each use. The same staff members will teach in this class where possible for the foreseeable future.</p>
Government guidance	<p>Using all the information we have collated so far together with the maximum pupil numbers a plan has been put together of where each POD will be located in the school.</p> <p>As of September 2020, based on the staffing levels and building survey findings it will be possible to maintain a maximum of 9 PODS across school. This allows for a maximum of 278 pupils to attend. Based on the current guidance received, assessment of risk and lifting of social distancing restrictions, detailed consideration has been given to the manageability of this on site (incorporating entry and exit points for staff and pupils, segregation of staff, minimising contact, maximising resources and developing increased cleaning regimes throughout the school day). PODS are established classes – St James' CofE Primary is a one form entry, with a nursery and pre-school setting</p>
Classroom/Learning area layout	<ul style="list-style-type: none"> • In the classroom/POD each child will be allocated their own place and chair at a table, (forward facing where possible – tables set up to support forward facing and distancing – classroom room plans in place showing metre distance between children when facing forward to work.). • Each child will be allocated a pencil case containing individual equipment/resources needed to support learning. • Each child will have their own workbooks, etc (to avoid sharing equipment whenever possible). • IPADS will be cleaned after each use with cleaning supplies provided in POD's i.e. sanitising wipes etc. • Books and games etc can be shared between a POD however they will be cleaned more regularly. • Classroom equipment should remain in the POD, if removed from the POD it will be deep cleaned. • PODs will be allocated playground space and where possible breaks will be staggered reducing the number of children on the playground at one time. • Removal of unnecessary furniture will allow for greater social distancing i.e. between staff and pupils then this will be considered. • Children will remain in their POD and not visit other PODS. • Children receiving special education needs teaching in our intervention room, will have an individual risk assessment. • Staff will also remain in their POD and not visit other PODS unless it is essential to do so.

- A means of communicating between each POD and the school office will be implemented i.e. emails, 2-way radio or telephone to reduce movement around the school.
- Essential learning resources such as reading books may be taken home but will be cleaned before and after leaving the POD.
- We have decided where each POD is going to be located and have arranged them as follows: PODS are using their allocated classrooms – one form entry.

Nursery POD/classroom – Entrance at outside nursery/POD door, use of Nursery toilets and Nursery classroom. Fabric and soft toys have been removed as they are hard to clean and therefore not recommended. Nursery children may benefit from being in small consistent groups as they may not have the ability to socially distance.

Lunch: 1 child with member of staff in POD.

Pre-School POD/classroom - Entrance at external Pre-School/POD door, use of Pre-School toilets and Pre-School classroom. Fabric and soft toys have been removed as they are hard to clean and therefore not recommended. Pre-School children may benefit from being in small consistent groups as they may not have the ability to socially distance.

Lunch: 11.50 – 12.30 Nurture room with staff members & learning mentor

Reception POD/classroom - Entrance at external classroom/POD door, use of Reception toilets and Reception classroom. Fabric and soft toys have been removed as they are hard to clean and therefore not recommended. Reception children may benefit from being in small consistent groups as they may not have the ability to socially distance.

Lunch: 11.30 -12.00 Hall area 1 (physical barrier dividing hall and separate entrance)

Year 1 POD - Entrance at Year 1 external Classroom/POD door, use of Year 1 shared toilets and Year 1 classroom. Wash hands on entry. POD will be for a maximum of 30.

Lunch: 11.30 -12.00 Hall area 2 (physical barrier dividing hall and separate entrance)

Year 2 POD - Entrance at playground door use of Year 2 shared toilets and Year 2 classroom. Wash hands on arrival. POD will be for a maximum of 30.

Lunch: 12.00 -12.20 Hall area 1 (physical barrier dividing hall and separate entrance)

Year 3 POD - Entrance at external Year 3 classroom/POD door use of Year 3 shared toilets and Year 3 classroom. Sanitise on entry to POD. POD will be for a maximum of 30.

	<p>Lunch: 12.00 -12.20 Hall area 2 (physical barrier dividing hall and separate entrance)</p> <p>Year 4 POD - Entrance at external Year 4 Classroom/POD door, use of Year 4 shared toilets and Year 4 classroom. Sanitise on entrance to POD. POD will be for a maximum of 30.</p> <p>Lunch: 12.20 -12.45 Hall area 1 (physical barrier dividing hall and separate entrance)</p> <p>Year 5 POD - Entrance at Year 5 external Classroom door, use of Year 5 shared toilets and Year 5 classroom. Sanitise on entrance to POD. POD will be for a maximum of 31.</p> <p>Lunch: 12.20 -12.45 Hall area 2 (physical barrier dividing hall and separate entrance)</p> <p>Year 6 POD - Entrance at Year 6 external Classroom door use of Year 6 toilets and Year 6 classroom. Sanitise on entrance to POD. POD will be for a maximum of 30.</p> <p>Lunch: 12.40 -1.10 Hall area 1 (physical barrier dividing hall and separate entrance)</p> <p>As a single POD toilet block cannot be provided, we will limit the toilet block to a maximum number of PODs. Signs to support children.</p> <p>Physical Education: Where possible this will take place outside for individual PODS. In the event of this not being possible the Hall will be used with a deep clean after each use. Equipment will also be cleaned after each use. Each POD has an allocated box of outdoor play equipment for use during break times.</p>
<p>Early Years age 0 to 5</p> <p>ALL REQUIREMENTS WILL BE IN PLACE BASED ON CURRENT AVAILABLE STAFFING AVAILABILITY</p>	<ol style="list-style-type: none"> 1. The School will maintain normal EYFS ratios, exceptions can be made to the qualification that the staff hold in order to be counted in the ratio. However, we will use reasonable endeavours to ensure that at least half of the staff hold at least a full and relevant Level 2 qualification. 2. At least one member of staff must hold at least a full and relevant Level 3 qualification. 3. Although small consistent groups are not required, we will look to separate groups into smaller numbers where possible. <p>Paediatric First Aid (PFA)</p> <ol style="list-style-type: none"> 1. The requirements for at least one person who has a full paediatric first aid (PFA) certificate to be on the premises at all times when children are present remains in place where the children are below 24 months will be met. 2. 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 will be met. 3. If the school is unable to secure a member of staff with a full PFA we will 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.

If **St James' CofE** Primary cannot achieve these PODS at any time, we will discuss options with our local authority or trust. This might be because we do not have enough available teachers or staff to supervise the groups. Solutions might involve agency staff as this has been deemed to meet with current guidance.

How we implemented the protective measures

Risk Assessments

- 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
- Vulnerable Staff Member RA
- All Contractor COVID RA's
- Kitchen SLA have own risk
- Music service
- Computing service
- EHCP children

Additional outside agencies supporting in school will be asked to provide risk assessments.

Organising our PODS

Refreshing the school timetable

1. As a team we will decide which lessons or activities will be delivered.
2. Teachers will continue to plan in the manner that was undertaken prior to the lockdown period whilst adhering to current guidance.
3. We are aware of the importance of pastoral support for pupils and have planned in daily opportunities for children to talk about how they are feeling to enable staff to intervene where necessary.
4. We will consider which lessons or classroom activities could take place outdoors. It will be at the discretion of the teacher to manage the use of this time, but a good proportion of learning could be outside if possible.
5. All PODS will have an allocated outdoor time as the site easily allows for more than one POD to be outside at any one time.
6. A lunchtime and break time timetable in place and shared with all staff. (Training day 1st September 2020).
7. Use of outdoor equipment should follow the same principles set out for individual and POD use with regular cleaning in place after each POD use.
8. We will use the timetable and selection of classroom or other learning environment to reduce movement around the school.
9. The layout of the school building allows for good segregation between PODS. The use of individual classroom entrance and exit points in the building supports segregation. In the event of PODS needing to share entrance and exit points this will be managed through good communication, staggering with timetables when required and enhanced cleaning.
10. Collective Worship Assembly sessions will not take place. Virtual worship and assemblies will be scheduled.

11. Break times (including lunch) will be staggered, so that all children are not moving around the school at the same time.
12. Lunch will be taken in the Dining Hall, with the exception of Pre-School/30-hour children.
13. Lunchtime will be staggered between PODS (EYFS, Y1, Y2, Y3, Y4, Y5 and Y6). All tables, chairs and equipment will be disinfected after use.
14. We will stagger collection times where appropriate e.g. 3:15/3:30 pm.
15. Parents' drop-off and pick-up protocols will minimise adult to adult contact.
16. We have 3 entrance and exit points onto site that will allow PODS to be segregated on arrival and leaving.
17. Members of staff will be positioned near entrance and exit points to support parents and children.
18. We have considered how children and staff arrive at the school, and how to reduce any unnecessary travel on coaches, buses, or public transport where possible.
19. We will ask parents and staff to avoid public transport if possible and drive, walk or cycle to the school.
20. We will ensure parents are aware of the recommendations set out in the Coronavirus (COVID-19): safer travel guidance for passengers when planning their travel.
21. We will continue to advise children and young people to wash their hands for 20 seconds prior to getting on the bus and after getting off. If they do not have access to washing facilities advise them to use hand sanitiser.
22. The School does not provide transport to children and we will not be using transport for the foreseeable future unless a risk assessment is previously completed.
23. Pupils and staff must dispose of temporary face coverings in a covered bin or place reusable face coverings in an individual bag, which they can take home with them
24. All staff and pupils must wash and/or sanitise hands on entering school / classroom.

When open:

- The Head Teacher will have non-teaching responsibility and will assume responsibility for the safe running of the school. The Head Teacher will be based in the Head Teachers Office.
- A culture of vigilance around the safety of staff and pupils will be modelled, monitored, and implemented at all times. All staff will review and evaluate the effectiveness of our systems in place daily. Our risk assessment will be fluid throughout.
- A member of SLT, a designated safeguarding officer, appropriate first aiders AND fire marshals will be on site at all times. If any staffing issues arise, we will contact the Trust / LA along with Compliance Education for further support and guidance.
- Children will be allocated PODS and will remain within these PODS throughout the day, unless using the hall, outdoor area, IT suite or intervention room/area.
- Staff will remain consistent within the POD and 2 staff members will be available in each POD throughout the day as far as staffing allows.
- Seating plans will be completed with desks.
- Children will remain in the same POD as far as possible.
- Seating will be set up to allow for minimal contact between staff and pupils.

Communicating

Communicating our plans to staff

- St James' CofE Primary planned staff inset day, before return in September, whole school training day 1st September 2020.
- Return to school 2nd Sept and deliver the PowerPoint Presentation to all staff explaining/providing plans to manage the situation safely, before fully reopening.
- All staff will have further individual conversations with SLT during the week commencing 13/07/2020, as needed to discuss any issues.
- Documentation is shared throughout, and an agreed period of consultation will be in place during week commencing 13/07/2020.
- Staff will be requested to sign to indicate they have read and understood the documents provided when required and based on any updates.
- If any staff or students feel anxious regarding returning to school appropriate communication will take place to ensure they understand the robust procedures that will be in place to safeguard their welfare.

Plans for Visitors, Parents/carers and Young People

- A poster stating that all visitors, children, parents, contractors displaying any symptoms of coronavirus are not allowed on school grounds is in place.
- Reminders will be provided by staff on gate duty.
- Only essential work and meetings will take place on site.
- All Parents, visitors and Contractors will not be allowed on site without a pre-arranged appointment.
- The school site will be locked throughout the day. Any additional access will need to be approved by the Head Teacher
- Where visits can happen outside of school hours, they should.
- A record should be kept of all visitors to the school.
- Parents are asked to restrict the number of people accompanying the child to school to one adult and this will be communicated in literature to parents.
- Parents and young people will be allocated a drop off and collection gate and time. Individual information will be provided to parents based on the POD their child is part of. This will be updated as required.
- Parents will be asked to refrain from gatherings of large groups outside with other parents.
- Letters and phone calls to parents to ensure full understanding of measures in place will be completed week beginning 11/08/2020 and via facebook/parentmail. Systems will be trialed in principle.
- SLT will make further adjustments as necessary. We feel confident and secure in the system we have put in place.

Cleaning, Hygiene and Protection

Documentation

- Cleaning Staff Risk Assessments
- COVID School DOCS
- PPE Guide and How to Put on and Remove it

	<ul style="list-style-type: none"> MSDS and COSHH Risk Assessments for the cleaning products used.
Hand washing facilities	<ul style="list-style-type: none"> Hand sanitiser stations and loose bottles will be available at key points where hand washing is limited. All Toilets have hand washing facilities with soap and water available. Each POD will be allocated a designated toilet and handwashing station which is located as close to their POD as possible however POD's can mix toilets if this is not possible. If toilets are to be mixed by POD's cleaning regimes will be further enhanced. Staff and children will frequently wash their hands with soap and water for 20 seconds and dry them thoroughly with a paper towel. Staff and children are required to wash their hands on every entry to their classroom. Sinks are allocated to pupils to reduce cross contamination. POD staff will supervise as far as possible to ensure good practise. Hands Must be washed/sanitised on arrival at the school, before and after eating, after using the toilet and after sneezing or coughing. Handwashing is timetabled into the daily timetable. Staff and children will be encouraged not to touch their mouth, eyes or nose. "Catch it, bin it, kill it" is encouraged – pedal bins in all PODS and toilet areas. We will actively teach hygiene through our curriculum. Week beginning 2nd September 'affiliation to school, health & safety. We ask our parents to teach H&S at home and will send out resources via Parent Mail to support it. Help is available to all children who have trouble washing their hands. EYFS/KS1 POD staff will monitor children and support if necessary. We will actively teach, through songs, circles times and model hand washing. Where general hand washing facilities are not available hand sanitiser is provided. 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. Hand washing and hand sanitiser is available to all staff and visitors to school.
Toilets	<ul style="list-style-type: none"> Each POD ideally should be allocated a designated toilet block and handwashing station which is located as close to their POD as possible however POD's can mix toilets if this is not possible. If toilets are to be mixed by POD's cleaning regimes will be further enhanced. (Nursery, Pre-School and Reception have allocated toilets. Years 1,2,3, allocated left hand toilet block; years 4,5,6 right hand toilet block). The number of children going to the toilet at any one time will be monitored and managed. Regular toilet breaks are encouraged and should occur directly before children go outside at any point. All surfaces that staff and children touch throughout the day. Example: backs of chairs, door handles, sinks, toilet, bannisters will be cleaned regularly throughout the day.

	<ul style="list-style-type: none"> • Cleaning products will be available for staff, should they wish to clean surfaces such as the back of chairs, door handles, sinks etc before they use them. • There will be increased cleaning throughout the day by cleaning staff. • Toilets will also be cleaned at regular intervals.
Adjustments to the ways we deal with young people to prevent face-to-face contact	<ul style="list-style-type: none"> • When changing nappies/pad or dealing with cuts and grazes it will be good practise to have the child side on to yourself. • The virus affects the respiratory system so, we need to minimise our direct face-to-face contact with others. • Where possible stand behind children when picking them up or directing them back to their desk. Teachers do not need to bend down to children's height to provide feedback to children. When administering first aid or dealing with toileting accidents staff have been asked to stand to the side and avoid face to face conversations. PPE will be provided for both situations if required. • From the 1st August staff who received a letter advising them to shield can now return to work as long as they maintain social distancing. • We will endeavour to allow these staff to work remotely where possible or in a role within the school where social distancing is possible. This applies to pregnant members of staff.

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"> • Collection points will follow a one-way system as much as possible. • Where possible a POD will enter directly into their classroom. If this is not possible groups will be led into school on a staggered basis by their POD staff. • We have considered a one-way circulation to keep groups apart as they move through the building. Where possible groups will not be moving through the building at the same times. • Staggered breaks are in place to ensure that corridors or circulation routes used have a limited number of pupils using them at any one time. • Staggered lunch breaks when using Dining Hall - children and young people will clean their hands in the POD beforehand and enter in the POD group. • Groups will be kept apart as much as possible and tables/chairs/equipment will be cleaned between each group. If such measures are found to not be possible, children will be brought their lunch in their POD. • Children will only eat lunch in the Dining Hall, Nurture room and Nursery. • Wet break- children will remain in their POD with POD staff in supervision, supported by other staff if possible. A film or other source of broadcast will be available for children to watch from their own individual seats.
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	<ul style="list-style-type: none"> • We will ensure that toilets do not become crowded by limiting the number of children or young people who use the toilet facilities at any one time. Noting that some children and young people 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). • Children with EHCP 1:1 support/behaviour needs who are in attendance will have individual risk assessments completed. PEEPS will be considered and reviewed on an individual basis if required.
Outside Space	<ul style="list-style-type: none"> • Staggering lunch breaks - children and young people will wash their hands before using outside space and after using the outside space. • Children will have staggered lunch breaks. • These spaces are strategically placed maximising the available space around the school, so PODs of children do not see each other. • Toilet breaks will be completed prior to any outside activity. • Noting that some children and young people 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). • Enhanced cleaning should be applied to external equipment.
For shared rooms example hall	<ul style="list-style-type: none"> • Use dining areas/hall and internal exercise/hall will be for individual PODs where possible, with a deep clean afterwards. • We have limited the access to all offices to limit occupancy. • Staff have allocated spaces available for breaks and lunch times – stringent hygiene requirements MUST be adhered to at all times. (Main staffroom & Hawthorn). • Risk assessments will be obtained from any alternative provision settings before children attend.
Reducing the use of shared resources	<ul style="list-style-type: none"> • Where possible staff and children should NOT share resources. • All children will have their own set of resources, that are kept in a pencil case, stored in their tray or on their table. • All pencil cases to be cleared away into trays overnight to enable cleaning of surfaces within the classroom. • Teachers will put as much as they can onto PowerPoints that can be shared from the front of the class and avoid photocopying. • Where possible resources should remain in school to prevent cross contamination. • We will limit the amount of equipment pupils bring into school each day, to essentials such as lunch boxes, hats, coats, book bags, PE bags (to be stored termly). • Draw string bags are also allowed to be brought into school but should remain within their POD boxes. All boxes must have lids secured.

	<ul style="list-style-type: none"> • Pupils and teachers can take books and other shared resources home, although unnecessary sharing will be avoided, and cleaning of equipment will be undertaken regularly. • Practical lessons can go ahead. However, all equipment and each classroom must be cleaned thoroughly before they are used by children from another POD. • Each POD will have its own outdoor play equipment in a box. • PE equipment will be deep cleaned after use. • Children will be allocated an individual school water bottle. • This will be communicated with parents clearly before children return to school.
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Adjustments to Transport where necessary

	<ul style="list-style-type: none"> • We will be encouraging parents and children and young people to walk or cycle to school where possible • Schools, parents and young people will be encouraged to follow the government guidance on how to travel safely, when planning their travel, particularly if public transport is required • We will make sure our school transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus • We will make sure our school transport providers, as far as possible following hygiene rules. • We will work with transport providers to ensure where possible pupils are grouped in their POD's.
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Testing

<p>Staff, pupils are eligible for testing</p>	<p>Staff and pupils in all schools 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 school, 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 have ascertained the location of our nearest test centre to our setting which is: Haydock Holiday Inn, Haydock, M6 Junction 23 WA12 OJG.0800405060 or 03333209329 • 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 may need to be informed. • All staff should download the NHS tracing app and familiarise themselves with the procedural arrangements for the test and trace process. Site has been archived August 2020 • The school will engage with the NHS Test and Trace process. • 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 will be provided. (SEESAW purchased September 2020)
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	<ul style="list-style-type: none"> • It will be communicated to staff, parents and carers that they will need to book a test if they are symptomatic or a small number of testing kits may be available for the school to supply. • Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. • School will ask parents and staff to inform them immediately of the results of any test: if they test negative, feel well and no longer have symptoms they can return to school.
Systems for isolating children that display symptoms	<ul style="list-style-type: none"> • An Isolation area has been identified to all staff – Hawthorn. • PPE equipment will be used if staff have to support the child. The staff member will try socially distance when dealing with a child displaying symptoms. The door will be closed and ventilation available through opening of all windows. • Parents will be contacted immediately and told to come and collect their child. • Parents will be encouraged to get a test carried out for their child and to inform school immediately upon receiving results. • School will continue to check with parents following a child being sent home. If a case is confirmed, the POD the child belonged to will all go into self- isolation for a period of 14 days (or as stated in the government guidelines).
Intimate care and first aid	<ul style="list-style-type: none"> • PPE will be provided for all first aid and intimate care if the situation requires. • Staff will receive information for correct use and disposal of PPE.
Break time and lunch times for staff	<ul style="list-style-type: none"> • All staff will have a 15mins break during the day covered by each other within the POD or staff on breaktime rota. • All staff will have at least a half hour lunch break during the day. • Lunchtime cover will be provided on a timetable basis by staff members.
Teachers travel	Teachers will be encouraged to travel on their own by car. If this is not possible, staff will be encouraged to walk or cycle to school. For any staff who cannot do either of the above, we will recommend that staff use a taxi service before public transport. If public transport is the only option for staff, we will ensure staff are clear on the government guidelines regarding safe use of public transport in response to COVID 19. We will survey all staff to ensure we are aware of any staff members using public transport – 11 th August 2020 sent via Forms.
Training for staff before opening	Training will be provided for all staff to ensure they understand, and can enforce, the new routines and support pupils in understanding them – Tuesday 1 st July 2020. We are also factoring in time to ensure staff are familiar with revised physical arrangements before opening to more significant numbers of pupils. Training could include remote staff meetings; comprehensive staff information documents, with time given for staff to analyse and ask questions or individual socially distanced meetings. Feedback will be gathered via Forms.
Staff working in close proximity to children	<ul style="list-style-type: none"> • Children that require additional support due to SEN needs will be individually risk assessed. Risk assessments will involve SENDCO, Parent/s, child, teaching staff and outside agencies as

	<p>appropriate.</p> <ul style="list-style-type: none"> • Staff working closely to children to approach them from the side and avoid front facing conversation.
Staff wellbeing/Staff workload	<ul style="list-style-type: none"> • Workload and wellbeing of staff will be central to the decision-making process of any changes to arrangements. • SLT wellbeing and workload will also be considered. • Safeguarding calls will be completed by SLT/ADMIM whenever possible • SAS shared during inset day.
Fire arrangements (HT) & Lockdown	<ul style="list-style-type: none"> • Fire evacuation procedures are maintained from the POD. • Drills will be in place to support children who may be in a POD different to their usual space. • Staff must use evacuation guide for the POD they are working in. (Fire drill as usual as all PODs are allocated classrooms). • In the case of a fire alarm, doors should be closed on route out of the school. • Staff should not enter further into the school to close doors. • Lockdown reviewed policy shared during inset day 1st September 2020.
Behaviour annex (HT)	<p>The behaviour policy has been updated Risk assessments will be obtained from any alternative provision used by school.</p>
Safeguarding	<p>The Safeguarding policy has been updated in line with SIL guidance. (August 2020) and shared with all staff and governors.</p>
Attendance	<p>The attendance policy and procedures has been updated and is in line with government guidance</p>
Teaching outside year group	<ul style="list-style-type: none"> • Support will be provided for staff who are working within a POD outside of their phase. • SLT and subject leaders will offer support and guidance as required. Teachers will be given ample time to plan in advance, alongside other members of staff. • Staff working remotely will also provide planning support. • Planning support will be provided by Maths, English and Curriculum lead regarding coverage. • Daily check ins with SLT will ensure staff are well supported in year groups.
Ventilation	<ul style="list-style-type: none"> • All teaching spaces have windows and/or sky lights. • POD staff will be directed to keep all windows and doors open throughout the day. • Any unventilated spaces used across school as a last resort will be by staff on an individual basis only. • Centralised ventilations systems that removes and circulates air to different rooms will be isolated however air conditioning serving direct rooms remain in operation.
Communication	<p>Email and iPad use, telephones to be installed in all classrooms as soon as possible.</p>

APPENDIX ONE:

PREPARATION

STAFFING: 39 members of staff

The return to work survey has been completed by all staff. Responses have been collated and reviewed by the Head Teacher and HR advice has been taken. Individual staff members have been contacted (week beginning 13/07/2020) by the Head Teacher to discuss and issues raised and complete any appropriate PEEP and/or risk assessment documents:

ROLE	AVAILABILTY	NOTES
Head Teacher	Jackie Moore	Full time
Deputy Head Teacher	Leila Abrams	Full time
Assistant Head Teacher	Christina Ratcliffe	Full time
EYFS SENDCO/Teacher	Laura Bimson	Full time
Teacher	Sarah Unsworth	Full time
Teacher	Michelle Singletary	Full time
Teacher	Ryan Ashton	Full time
Teacher	Cheryl Rainger	Full time
Teacher	Gemma Gaskell	MAT leave return Nov 2020
Teaching Assistant	Mellissa Pye	MAT leave return April 2021
Pastoral Lead	Teresa Gaffney	Full time
HLTA/Learning Mentor	Judy Swann	Part time
HLTA	Gill O'Shea	Part time
Nursery Manager	Michaela Dillon	Full time
Teaching Assistant	Deb Chapman	Part time
Teaching Assistant	Michelle Greenall	Full time
Teaching Assistant	Hala Sharif	Full time
Teaching Assistant	Martina Dalton	Full time
Teaching Assistant	Sharon Worrall	Full time
Teaching Assistant	Heather Lamb	Full time
Teaching Assistant	Karen Lynch	Full time
Teaching Assistant	Robyn Matthews	Full time
Teaching Assistant	Elizabeth Tsouris	Full time
Teaching Assistant	Louise Lambert	Full time
Teaching Assistant	Christopher Alexander	Full time
Teaching Assistant	Stacey Quinn	Full time
Teaching Assistant	Estelle Johnson	Full time
Teaching Assistant	Sascha Maguire	Full time
Teaching Assistant	Zoe Birmingham	Full time
Teaching Assistant	Eleanor Banks	Full time
Teaching Assistant	Lyndsey Yates	Full time

SENDCo Support	Jane Rogers	Part time
Nursery Manager	Danielle Major	Full time (Dec 2020) Expectant Mother Risk Assessment
School Business Manager	Caroline Stephenson	Part time
Admin assistant	Nicola Cartwright-Speakman	Part time
Admin Assistant	Michelle Richardson	Full time
Admin assistant/EAL Support	Jes Rusling	Part time
Caretaker	Jane Bannister	Full time
Cleaner	Steven Simmons	Full time
Kitchen Staff	Dolce (SLA)	Part time

The staffing available would indicate that provision of 9 PODS would be possible across school. Any further POD provision would need to be provided by additional staff that would require additional spending from St James' CofE Primary School.

We have active arrangements in place to monitor our controls are effective, working as planned and have access to competent advice. In the event of a local or national 'spike' we will revert to our Phase 2 or Phase 1 Plans after taking further Government guidance.