

Plan for Re-opening of School – May 2020



Please find below the arrangements that are being put in place for the health and safety of all children and staff at Mershams Primary School, following the closure of schools nationally due to Covid-19. This plan is based on the guidance provided by the Department for Education (DfE) and Kent County Council (KCC) and follows discussions with the governors and other head teachers in the CARE Foundation Trust as well as risk assessments undertaken by the school. Please can I ask that you read this through very carefully so that you are aware of all the new rules and routines. Please can you also familiarise your children with the new arrangements prior to them returning. This guidance may well be updated as the situation evolves and guidance is changed. Your children will need to understand that school is going to look very different to what they are accustomed to.

The plan below assumes that we will reopen for Year R, Year 1 and Year 6 as well as provide childcare for pupils in other year groups who are the children of key workers, as per the Government guidance.

Arrangements for Teaching and Learning

All children will spend the day in a 'pod' of no more than 15 children, with at least one adult. These groups will not change and we will aim for children not to come into contact with any other adult or pupil in other pods. They will be based in a classroom and/or the outdoor area and will not be able to go into other classes/workspaces where other pods are working. The adult with them may be a class teacher (not necessarily their usual class teacher) or a teaching assistant (not necessarily the teaching assistant usually in your child's classroom).

The children will continue to work on the home learning packs that their class teachers have been planning and organising through the period of closure. This is to ensure consistency for all children within a year group, whether they are in school or not. In school, there will also be a focus on learning outdoors wherever possible as well as supporting all children with their wellbeing as they transition back into school. No additional homework will be set for those attending school.

Reception and Year 1 will have a particular focus on the teaching and learning of phonics and reading.

Year 6 will have particular focus on transition to secondary school.

Location of Classes

KCC have provided guidance on how many children can be in a classroom/work space depending on its size, in order to provide some measure of social distancing. The DfE have recognised that primary aged children "cannot be expected to remain 2m apart from each other and staff." However, we are taking the following measures to maintain social distancing wherever possible by "minimising contact and mixing".

Current Classroom	Size	Maximum of pupils	Where children will be based
Year R	64m ²	15	Year R group 1
Year 1	60m ²	15	Year 1 group 1
Year 2	60m ²	15	Year 1 group 2
Year 3	60m ²	15	Year 6 group 1
Year 4	60m ²	15	Year 6 group 2
Year 5	44m ²	9	Key Worker children in other year groups
Year 6	46m ²	10	Key Worker children in other year groups
Hall	73m ²	15	Year R Group 2
IT Room	24m ²	4	

Cleaning and Hygiene

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

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

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

Hand Washing	<ul style="list-style-type: none"> • All children will be required to use hand sanitiser on arrival to the school. There will be a hand gel dispenser by the gate and this will be supervised by staff to ensure all children clean their hands as they arrive. • Children will wash their hands before and at the end of break and lunchtime. • If the children take part in any learning outside, they will wash their hands on returning to the classroom. • Children will of course be encouraged to wash their hands after they have been to the toilet and use hand sanitiser as they return to the classroom. • Children will be encouraged where possible not to touch their faces or to put objects in their mouths. • Hand sanitiser will be available in all classrooms as well in other locations around the school. • Hot water and soap is available in all toilets. Hot water is not available in classrooms – running water (and soap) is
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	available in classrooms and this meets the necessary requirements.
Toileting	<ul style="list-style-type: none"> • We have allocated specific toilets to different pods to try and minimise contact with other pods. Year R will only use the toilets located by Reception class, Year 1 will only use the toilets for children located by the IT room and Year 6 will use the staff toilets located by the IT room. Key worker children will also use the children’s toilets in the IT room and staff will only use the staff toilet in the office building. • Only one child at a time within a pod, will be allowed to go to the toilet, to minimise contact with children from other pods. They will be encouraged to use hand sanitiser on their return to the classroom.
Resources	<ul style="list-style-type: none"> • Access to the normal classroom and playground resources will be significantly limited. This is because any resources that the children touch will need to be cleaned regularly and this could potentially become very unmanageable for staff. • All children in Year 1 and 6 will be allocated a table and a seat and each child will not be permitted to move between these. These will be spaced out within the classroom. The rooms for key worker children in other year groups will be similar. • All children will be provided with a basic set of resources e.g. pen, pencil, eraser, sharpener, ruler, glue stick, scissors and colouring pencils which will be for their own use only. Alternatively, children can bring in a pencil case or container from home, containing similar items, which must remain in school for the foreseeable future. This again will be for their own use and will not be shared with others. • Children will not be able to bring reading books from school, home. • Marking of work will be verbal feedback. Written feedback will be provided only where absolutely necessary. • Tables, chairs, books, doors, sinks, light switches, resources and areas that are touched will be cleaned regularly. Particularly touched areas e.g. doors, taps and toilet handles will be cleaned several times a day. • Windows and doors in all classrooms will be opened wherever possible to maintain ventilation as well as to minimise the touching of door handles etc. • Disposable tissues and lidded bins will be available in all classrooms as well as other key locations around the

	school. These will be double bagged and emptied each day.
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • The DfE has said that no specific PPE is required for staff in schools. However, some staff may prefer to wear a face mask for their own reassurance and children should be prepared for that. • Some staff may prefer to wear PPE when administering any first aid e.g. disposable gloves, mask, apron etc. • Staff will wear gloves and a disposable apron for any cleaning. • Staff will wear PPE should a child display symptoms of Covid-19 (see below)

Daily Routines

Arrival at school	<ul style="list-style-type: none"> • Only key worker children will enter the school grounds through the usual gate to the school. • All other children will enter the school grounds through the large gate on the playground. Please access via the roadway adjacent to the school. This roadway is occasionally used by large vehicles so please remain alert to that possibility for the safety of all. Only one adult should accompany each household of children. • Whilst waiting for the gate to open, we ask that all families maintain social distancing along the roadway – markers will be on the school railing to assist with this. • Arrival times – <i>these must be strictly adhered to in order to maintain social distancing. Arriving too early or too late will mean social distancing will not be possible.</i> <table border="1" data-bbox="625 1424 1385 1709"> <tr> <td>Key Worker children</td> <td>8:30am (via usual gate)</td> </tr> <tr> <td>Year 6 Pod 1</td> <td>8:40 am</td> </tr> <tr> <td>Year 6 Pod 2</td> <td>8:50 am</td> </tr> <tr> <td>Year R Pod 1</td> <td>9:00 am</td> </tr> <tr> <td>Year R Pod 2</td> <td>9:10 am</td> </tr> <tr> <td>Year 1 Pod 1</td> <td>9:20 am</td> </tr> <tr> <td>Year 1 Pod 2</td> <td>9:30 am</td> </tr> </table> <ul style="list-style-type: none"> • Children will be greeted by the adult that is responsible for their pod. • All children will be asked to use hand sanitiser as they come through the gate. • Once all children have arrived, they will be led to their classroom. 	Key Worker children	8:30am (via usual gate)	Year 6 Pod 1	8:40 am	Year 6 Pod 2	8:50 am	Year R Pod 1	9:00 am	Year R Pod 2	9:10 am	Year 1 Pod 1	9:20 am	Year 1 Pod 2	9:30 am
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	<ul style="list-style-type: none"> • An additional member of staff will also be on the gate to manage any other issues that arise. • We ask that all parents be considerate of social distancing between others as they leave – the school will not be responsible for enforcing this with parents/carers. • No parents/carers will be allowed on site without a prior appointment, authorised by the Headteacher. • Wherever possible, please use the class emails or telephone the school to pass on any urgent messages for the staff who are responsible for your child’s pod. 																		
<p>Break Times</p>	<ul style="list-style-type: none"> • Break times will be staggered to prevent pods from mixing. • Year R will have access to their outdoor area and the covered area where the picnic tables were – this will be divided into two sections for use by each pod. <table border="1" data-bbox="625 826 1386 1303"> <tr> <td>10:00-10:15</td> <td>Key worker children (1st pod)</td> <td>Top playground</td> </tr> <tr> <td></td> <td>Key worker children (2nd pod)</td> <td>Bottom playground</td> </tr> <tr> <td>10:15-10:30</td> <td>Year 6 (1st pod)</td> <td>Top playground</td> </tr> <tr> <td></td> <td>Year 6 (2nd pod)</td> <td>Bottom playground</td> </tr> <tr> <td>10:30-10:45</td> <td>Year 1 (1st pod)</td> <td>Top playground</td> </tr> <tr> <td></td> <td>Year 1 (2nd pod)</td> <td>Bottom playground</td> </tr> </table> <ul style="list-style-type: none"> • An additional member of staff may supervise break time, whilst maintaining social distancing, to enable the allocated member of staff to have a comfort break. • An additional member of staff may be required to administer first aid. 	10:00-10:15	Key worker children (1st pod)	Top playground		Key worker children (2 nd pod)	Bottom playground	10:15-10:30	Year 6 (1st pod)	Top playground		Year 6 (2 nd pod)	Bottom playground	10:30-10:45	Year 1 (1st pod)	Top playground		Year 1 (2 nd pod)	Bottom playground
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	Key worker children (2 nd pod)	Bottom playground																	
10:15-10:30	Year 6 (1st pod)	Top playground																	
	Year 6 (2 nd pod)	Bottom playground																	
10:30-10:45	Year 1 (1st pod)	Top playground																	
	Year 1 (2 nd pod)	Bottom playground																	
<p>Lunch times</p>	<ul style="list-style-type: none"> • All lunches will be eaten in classrooms or outside in order to maintain social distancing and minimal contact between pods. • Because of the layout of the school, it will be difficult to distribute hot meals to the classrooms safely. Therefore all children will have a packed lunch either brought from home or provided by Caterlink. Caterlink have been asked to provide packed lunches for all children who are eligible for universal free school meals i.e. those in Year R or Key Stage 1 and those eligible for free school meals. • Outdoor play at lunchtimes will be staggered to maintain social distancing. 																		

- If wet, children will remain in their classrooms throughout lunch.

Eating Lunch/delivery of packed lunches to classes		Lunch Outdoor Play BP – Bottom Playground TP – Top Playground F - Field can be divided into 6 sections that can be used alongside TP and BP.	
11:50	Year R Pod 1	11:50- 12:35	M T W Th F F F F TP BP
12:00	Year R Pod 2	11:50- 12:35	M T W Th F F F F BP TP
12:05	Year 6 Pod 1	12:05- 12:50	M T W Th F F F F F F
12:10	Year 6 Pod 2	12:05- 12:50	M T W Th F F F F F F
12:15	Key worker children	12:15- 1:00	M T W Th F F TP BP F F
12:20	Key worker children	12:15- 1:10	M T W Th F F BP TP F F
12:25	Year 1 Pod 1	12:25- 1:10	M T W Th F TP F F F F
12:30	Year 1 Pod 2	12:25- 1:10	M T W Th F BP F F F F

Collection Times

- Only key worker children will be collected from the usual gate to the school.
- All other children will be collected from the large gate on the playground. Please access via the roadway adjacent to the school. This roadway is occasionally used by large vehicles so please remain alert to that possibility for the safety of all. Only one adult should collect each household of children.
- Whilst waiting to collect your children, we ask that all families maintain social distancing along the roadway – markers will be on the school railing to assist with this.

- Collection times – ***these must be strictly adhered to in order to maintain social distancing. Arriving too early or too late will mean social distancing will not be possible.***

2:45 pm	Year R Pod 1
2:55 pm	Year R Pod 2
3:05 pm	Year 6 Pod 1
3:10pm	Year 6 Pod 2
3:20 pm	Year 1 Pod 1
3:30pm	Year 1 Pod 2
3:30pm at the latest	Key Worker children (from usual gate)

- On Fridays, the school will close at lunchtime to enable class teachers to have their statutory planning, preparation and assessment time, catch up with emails from children who are continuing to learn at home etc. This will also be an opportunity for the school to be cleaned thoroughly.
- Childcare for children of key workers will continue on a Friday until 3:30pm
- Children will have their packed lunch prior to leaving.
- Friday collection times

12:15 pm	Year R Pod 1
12:25 pm	Year R Pod 2
12:35 pm	Year 1 Pod 1
12:45pm	Year 1 Pod 2
12:55 pm	Year 6 Pod 1
1:05pm	Year 6 Pod 2
3:30pm at the latest	Key Worker children (from usual gate)

- There will be children in years R, 1 and 6 who are also children of key workers. For some of those families, drop off and pick up times through the week may not work. If this is the case, they will need to contact the Headteacher on headteacher@mersham.kent.sch.uk to agree a safe way for the school to take care of the child(ren) between 8:30 am and 3:30 pm.

Breakfast Club

- It will not be possible to operate Breakfast club until the school is fully open again due to limitations with space and staffing.

One Way System	<ul style="list-style-type: none"> • A one way system to reduce the contact children have with children with other pods has been put in place for children to move around the school. This will be explained to the children when they first arrive back at school and is clearly signposted.
Assemblies	<ul style="list-style-type: none"> • There will be no assemblies with large groups of children or parents. • Assemblies may take place within a pod in their designated teaching room.

Other Important Changes/Information

Uniform	<ul style="list-style-type: none"> • All children in Years R, 1 and 6 should come to school in their school uniform. There will however be a degree of understanding should children have out grown uniform and parents have been unable to replace it during the lockdown period. • On days that the children have PE, we ask that they arrive in school in their PE kit that they will remain in through the day. • Those children of key workers in all other year groups who are in school for childcare, do not have to wear school uniform, as currently. • There is some evidence that the virus can remain on fabrics. We therefore ask, that wherever possible, children arrive in a clean set of clothes each day.
Other items	<ul style="list-style-type: none"> • Children should not bring into school any additional items including book bags, mobile phones etc. The only items that should come with them are: <ul style="list-style-type: none"> ▪ Packed lunch (clearly named) ▪ Water bottle (clearly named). Please note that the water fountains in school will not be in use, so this is essential. ▪ Pencil case (on the first day only and clearly named) • Please ensure sun cream is applied before school.
If a child or member of staff becomes ill in school/at home	<ul style="list-style-type: none"> • If anyone in school becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance. • While awaiting collection, the child will be moved to the first aid room, where they can be isolated behind a closed door, with appropriate adult supervision. The child will

	<p>have access to a separate toilet to everyone else in the first aid room if needed.</p> <ul style="list-style-type: none"> • PPE (mask, gloves and apron) will be worn by any member of staff caring for the child, while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs). • If a pupil or staff member develops symptoms compatible with coronavirus, either in school or whilst at home they should be sent home/stay at home and advised to self-isolate for 7 days. Their fellow household members should self-isolate for 14 days. • All staff and pupils will be able to access a test if they display symptoms of coronavirus, and are encouraged to get tested in this scenario. Where the child or staff member tests negative, they can return to school and the fellow household members can end their self-isolation. • If the child or staff member tests positive, all other members of their pod should be sent home and advised to self-isolate for 14 days. The other household members of each child/member of staff in the pod do not need to self-isolate unless the child or staff member sent home subsequently develops symptoms.
Staffing Levels	<ul style="list-style-type: none"> • If we have insufficient staff, we may use staff from other schools within the CARE Foundation Trust or from another school/supply agency. • If the numbers of key worker children increase beyond a certain level, we will have insufficient space for all children in these year groups. We would then need to consider closing the school to pods of children as per the priority order below. • If we are unable to access sufficient staff, we may need to close to particular pods of children. These will be prioritised in the following order: <ol style="list-style-type: none"> 1) Key workers (will be the last to close) 2) Year R 3) Year 1 4) Year 6 (will be the first to close)
Attendance	<ul style="list-style-type: none"> • No parents/carers of children in Years R, 1 and 6 will face fines or other sanctions if they choose not to send their child(ren) into school. • If your child is in Years R, 1 and 6 and is not going to be in school, please contact the school on a daily basis as per usual procedures. • If your child is in Years 2, 3, 4 or 5 and you require childcare as a key worker, it will be assumed that your

	<p>child will be in school every day. However, if you only require certain days please inform the Headteacher on headteacher@mersham.kent.sch.uk the week before.</p>
Visitors to the school	<ul style="list-style-type: none"> • With the exception of deliveries, there will no visitors to the school, including parents, without a prior appointment. • Where visitors are in school, in addition to the usual safeguarding measures, we will ensure social distancing is maintained.
Offsite visits and Events	<p>In order to maintain social distancing:</p> <ul style="list-style-type: none"> • No offsite visits will be taking place for the foreseeable future. • No school events will take place for the foreseeable future.