

# Plan for Full Re-opening of School in September 2020



***Please find below the arrangements that are being put in place for the health and safety of all children and staff at Mersham 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, particularly if your child(ren) were not able to return to school in Term 6. 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 prior to schools closing on 20<sup>th</sup> March 2020.***

## **Arrangements for Teaching and Learning**

All children will spend the day in a class 'pod' of no more than 30 children. They will be taught by the allocated class teacher and teaching assistant. Wherever possible, classes will not mix directly with children from other classes during the school day. They will be based in their classroom and/or the outdoor area and will not be able to go into other classes/workspaces where other classes are working.

The children will be learning the full relevant curriculum for their year group. However, class teachers will be working carefully with all children to ensure that we close any gaps in learning that may have come about as a result of schools being closed for such a long period of time.

In school, we will also continue to look for opportunities to learn outdoors wherever possible as well as focussing on supporting all children with their wellbeing as they transition back into school.

## **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.**

<p><b>Hand Washing</b></p>	<ul style="list-style-type: none"> <li>• All children will be required to use hand sanitiser on arrival to the school. There will be a hand gel dispensed by the gate and this will be supervised by staff to ensure all children clean their hands as they arrive.</li> <li>• Children will wash their hands before and at the end of break and lunchtime.</li> <li>• If the children take part in any learning outside, they will wash their hands on returning to the classroom.</li> <li>• 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.</li> <li>• Children will be encouraged where possible not to touch their faces or to put objects in their mouths.</li> <li>• Hand sanitiser will be available in all classrooms as well in other locations around the school.</li> <li>• Hot water and soap is available in all toilets. Hot water is not available in classrooms – running water (and soap) is available in classrooms and this meets the necessary requirements.</li> </ul>
<p><b>Toileting</b></p>	<ul style="list-style-type: none"> <li>• We have allocated specific toilets to different classes to try and minimise contact with other pods. Year R will only use the toilets located by Reception class, Years 1, 2 and 3 will only use the toilets for children located by the IT room and Years 4, 5 and 6 will use the staff toilets located by the IT room.</li> <li>• Only one child at a time within a class, will be allowed to go to the toilet, to minimise contact with children from other classes. They will be encouraged to use hand sanitiser on their return to the classroom.</li> </ul>
<p><b>Resources</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• All children in Years 1-6 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 in lines so children are not directly facing each other.</li> <li>• 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</li> </ul>

	<p>must remain in school. This again will be for their own use and will not be shared with others.</p> <ul style="list-style-type: none"> <li>• Children will be able to take reading books to and from school, home but these will need to be quarantined for 48 hours on return to school. Class teachers will advise you of how this will work in individual classes.</li> <li>• Marking of work will be verbal feedback. Written feedback will be provided only where absolutely necessary.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
<p><b>Personal Protective Equipment (PPE)</b></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Some staff may prefer to wear PPE when administering any first aid e.g. disposable gloves, mask, apron etc.</li> <li>• Staff will wear gloves and a disposable apron for any cleaning.</li> <li>• Staff will wear PPE should a child display symptoms of Covid-19 (see below)</li> <li>• If pupils wish to wear a mask in school, this should be in consultation with Mrs Chalkey.</li> </ul>

**Daily Routines**

<p><b>Arrival at school</b></p>	<ul style="list-style-type: none"> <li>• All 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. Wherever possible, only one adult should accompany each household of children. At the moment, we will be unable to have bikes and scooters kept on the school site during the day. This will be reviewed at the end of term 1.</li> </ul>
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- 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 – ***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.***

Year R	9:00am
Year 1	8:55am
Year 2	8:50am
Year 3	8:30am
Year 4	8:40am
Year 5	8:35am
Year 6	8:45am

- Children will be greeted by the adults that are responsible for their class.
- Due to the number of pupils coming into the school from September, unfortunately we will not be able to accept siblings at the same time. They will only be able to come in at their allotted time.
- All children will be asked to use hand sanitiser as they come through the gate – this will be provided by a member of staff as they line up on the playground.
- Once all children have arrived, they will be led to their classroom.
- 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 telephone the school to pass on any urgent messages for the staff who are responsible for your child’s class.

**Break Times**

- Break times will be staggered to prevent pods from mixing.
- Year R will have access to their outdoor area. All other year groups will rotate play spaces (see below)

10:30-10:45	Year R
	Year 1
	Year 2

			Year 3	
	10:45-11:00		Year 4	
			Year 5	
			Year 6	
		<ul style="list-style-type: none"> <li>Any member of staff may supervise break time, whilst maintaining social distancing.</li> <li>An additional member of staff may be required to administer first aid.</li> </ul>		
<b>Lunch times</b>	<ul style="list-style-type: none"> <li>All lunches will be eaten in classrooms or outside in order to maintain social distancing and minimal contact between classes.</li> <li>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 will 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. This will be reviewed at the end of Term 1.</li> <li>Outdoor play at lunchtimes will be staggered to maintain social distancing.</li> <li>If wet, children will remain in their classrooms throughout lunch.</li> </ul>			
		<p>Lunch Outdoor Play  BP – Bottom Playground  TP1 – Top Playground (field side of rebound wall)  TP2 – Top Playground (school side of rebound wall)  F - Field can be divided into 6 sections that can be used alongside TP and BP.</p>		
	12:00-12:45	Year R		Year R outdoor area
	12:00-12:45	Year 1		M T W Th F TP1 TP2 BP TP1 TP2
	12:00-12:45	Year 2		M T W Th F

<b>Collection Times</b>			TP2 BP TP1 TP2 BP													
	12:00-12:45	Year 3	M T W Th F BP TP1 TP2 BP TP1													
	12:45-1:30	Year 4	M T W Th F TP1 TP2 BP TP1 TP2													
	12:45-1:30	Year 5	M T W Th F TP2 BP TP1 TP2 BP													
	12:45-1:30	Year 6	M T W Th F BP TP1 TP2 BP TP1													
		<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Collection times – <b><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></b></li> </ul>														
		<table border="1"> <tr> <td>Year R</td> <td>2:45pm</td> </tr> <tr> <td>Year 1</td> <td>2:50pm</td> </tr> <tr> <td>Year 2</td> <td>2:55pm</td> </tr> <tr> <td>Year 3</td> <td>3:00pm</td> </tr> <tr> <td>Year 4</td> <td>3:10pm</td> </tr> <tr> <td>Year 5</td> <td>3:05pm</td> </tr> <tr> <td>Year 6</td> <td>3:15pm</td> </tr> </table>	Year R	2:45pm	Year 1	2:50pm	Year 2	2:55pm	Year 3	3:00pm	Year 4	3:10pm	Year 5	3:05pm	Year 6	3:15pm
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<b>Breakfast Club</b>		<ul style="list-style-type: none"> <li>Breakfast club will not be able to operate normally under the current guidance however we are conscious that many working parents need something. We will therefore be providing a very limited service from 8:30am.</li> <li>Children will be supervised in the hall. The hall will be divided into 6 sections, one for each year group (Year 3 arrive at school at 8:30 anyway). The children will be required to sit in their section of the hall and maintain social distancing from all other children in different year groups. A film or something similar will be put on for them to watch until it is their year group's allocated time to go into school.</li> </ul>														

	<ul style="list-style-type: none"> <li>• No breakfast will be served.</li> <li>• It will be limited to 20 children in the first instance, bookable on a first come, first served basis via Parentmail.</li> <li>• We will not be able to accept children who are not booked in.</li> <li>• Children will come into breakfast club via the usual school gate.</li> <li>• There will be no charges for this limited service and it will be reviewed at the end of term 1 or sooner if appropriate.</li> </ul>
<b>One Way System</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• There will be no assemblies with large groups of children or parents.</li> <li>• Assemblies may take place within a class in their designated teaching room.</li> </ul>

#### Other Important Changes/Information

<b>Uniform</b>	<ul style="list-style-type: none"> <li>• All children should come to school in their school uniform.</li> <li>• 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. There will be no indoor PE therefore could children please wear trainers rather than plimsolls.</li> </ul>
<b>Other items</b>	<ul style="list-style-type: none"> <li>• Children should not bring into school any additional items including bags, book bags, mobile phones etc. The <b>only</b> items that should come with them are: <ul style="list-style-type: none"> <li>▪ Packed lunch (clearly named) + fruit snack for break time.</li> <li>▪ Water bottle (clearly named). Please note that the water fountains in school will not be in use, so this is essential.</li> <li>▪ Pencil case (clearly named). This will remain in school and will not come home each day.</li> </ul> </li> <li>• Please ensure sun cream is applied before school, if needed.</li> <li>• Children will be able to bring reading books and homework books home. These will however need to be quarantined for 48 hours when they come back into school. Class teachers will advise you of how this will work in individual classes.</li> </ul>

<p><b>If a child or member of staff becomes ill in school/at home</b></p>	<ul style="list-style-type: none"> <li>• If anyone in the school becomes unwell with a new and persistent 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 guidance for households with possible or confirmed coronavirus (COVID-19) infection, which sets out that they should self-isolate for at least 10 days and should arrange to have a test to see if they have coronavirus (COVID-19).</li> <li>• Tests can be booked via the NHS website <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/</a> or by calling the NHS on 119</li> <li>• 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 have access to a separate toilet to everyone else in the first aid room if needed.</li> <li>• 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).</li> <li>• Areas in the classroom where the child has been i.e. desk and surrounding area will be thoroughly cleaned.</li> <li>• If someone tests negative, if they feel well and no longer have symptoms similar to coronavirus (COVID-19), they can stop self-isolating. They could still have another virus, such as a cold or flu – in which case it is still best to avoid contact with other people until they are better. Other members of their household can stop self-isolating.</li> <li>• In the majority of cases, the school and parents will be in agreement that a child with symptoms should not attend school, given the potential risk to others. In the event that a parent or guardian insists on a child attending school, the schools can take the decision to refuse the child if in their reasonable judgement it is necessary to protect their pupils and staff from possible infection with coronavirus (COVID-19).</li> </ul>
<p><b>If a child or member of staff tests positive for COVID 19</b></p>	<ul style="list-style-type: none"> <li>• A member of staff or pupil who tests positive can return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. If they still have a high temperature after 10 days they must continue to self-isolate.</li> <li>• If they have tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.</li> </ul>



	<ul style="list-style-type: none"> <li>• Other members of their household (including any siblings) should self-isolate for 14 days from when the symptomatic person first had symptoms.</li> <li>• Where a member of staff or a pupil tests positive the classroom will be deep cleaned.</li> <li>• Where an individual tests positive, the local health protection team will work with the school to guide them through the actions they need to take. Based on the advice from the health protection team, schools must send home those people who have been in close contact with the person who has tested positive, advising them to self-isolate for 14 days since they were last in close contact with that person when they were infectious.</li> <li>• Close contact means: <ul style="list-style-type: none"> <li>○ direct close contacts - face to face contact with an infected individual for any length of time, within 1 metre, including being coughed on, a face to face conversation, or unprotected physical contact (skin-to-skin)</li> <li>○ proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual</li> <li>○ travelling in a small vehicle, like a car, with an infected person</li> </ul> </li> <li>• The health protection team will provide definitive advice on who must be sent home.</li> <li>• Household members of those contacts who are sent home do not need to self-isolate themselves unless the child, young person or staff member who is self-isolating subsequently develops symptoms.</li> </ul>
<b>Attendance</b>	<ul style="list-style-type: none"> <li>• Children in all year groups are expected to attend school as usual.</li> <li>• The government has indicated that it will seek to impose fines on parents who do not send their children to school. It is our belief that almost all parents will welcome the fact that their child is back in school and be reassured by the preventative measures that the school has taken. Where parental anxiety remains, the school will seek to work with the parent to introduce the child back to full-time education. Fines will only be used as a last resort where all other avenues have been exhausted</li> <li>• Parents, if concerned, should discuss pupils with underlying health conditions with the school and provide guidance from their child's medical specialist.</li> <li>• In regards to children who are extremely clinically vulnerable or are living with anyone who is extremely clinically vulnerable, if parents have concerns, they should</li> </ul>

	have a discussion with Mrs Chalkley and an individual risk assessment completed if necessary.
<b>Visitors to the school</b>	<ul style="list-style-type: none"> <li>• With the exception of deliveries, there will no visitors to the school, including parents, without a prior appointment.</li> <li>• Where visitors are in school, in addition to the usual safeguarding measures, we will ensure social distancing is maintained. They will also be required to wear a face mask.</li> </ul>
<b>Offsite visits/Events/clubs</b>	<p>In order to maintain social distancing:</p> <ul style="list-style-type: none"> <li>• No offsite visits will be taking place for the foreseeable future.</li> <li>• No school events will take place for the foreseeable future.</li> <li>• There will be no after school clubs until further notice. This will be reviewed at the end of term 1.</li> </ul>