

## Birchwood Primary School – Outline of measures to be taken to support the Full Opening of school 01.09.20.

Area	Measures we are taking	Who is responsible?
<b>Children</b>	<ul style="list-style-type: none"> <li>- Ascertain which children have not returned to school for any period since March 20<sup>th</sup> 2020.</li> <li>- Review safeguarding procedures and ensure DSLs are prepared for potential increase in disclosures. Schedule weekly Safeguarding supervision meetings.</li> <li>- Make children aware of changes to behaviour policy including rules and guidance – relating to social distance, including Bubble Dojo points.</li> <li>- Explain to the children the concept of their own bubbles to support social distancing and minimise contact between children and staff</li> <li>- Children are to bring limited items to school – Bag, lunchbox, reading book, Me to You, P.E kit and coat.</li> </ul>	<p>NC and office MD</p> <p>MD and EW All staff Parents and staff</p> <p>Parents</p>
<b>Parents</b>	<ul style="list-style-type: none"> <li>- Make behaviour expectations clear – if endangering safety or behaviour requires restraint – then exclusion.</li> <li>- Decide and convey expectations of FULL uniform on return to school</li> <li>- Inform parents of new wraparound care provided by Birchwood Pre-school</li> <li>- Keep parents informed through social media, emails, newsletter, etc of School Plan, Actions and R.A.</li> <li>- Parents are not to talk to staff on the playground. Contact with staff is by appointment only arranged through the office via telephone or email. The office is closed for face to face contact.</li> <li>- School map highlights one way route around school for drop off and collection to classrooms.</li> </ul>	<p>NC NC NC / SB Pre-school NC</p> <p>NC / Office NC</p>
<b>Staff</b>	<ul style="list-style-type: none"> <li>- Consult with staff and keep them up to date through zoom staff meetings and emails about changes to Full School opening including R.A</li> <li>- Accommodate flexible working requests where appropriate and possible - CAT ready reckoner</li> <li>- Communicate clearly expectations for staff around workload</li> <li>- Establish staff ZOOM remote meetings to take place before September and whilst social distancing is practiced</li> <li>- Mindful of staff wellbeing – signpost SAS services and the education support line for confidential support and advice</li> </ul>	<p>NC NC, CAT NC NC, All staff MD / EW</p>
<b>Protective Measures</b>	<ul style="list-style-type: none"> <li>- Maintain social distancing of 2m where possible – mark this out where necessary using tape on carpet and cones</li> <li>- Children in Year groups that will not be mixed</li> <li>- Plan a specific timetable for each Year Group that includes start time, break times, lunch time and zoning on the playground and end of the day.</li> <li>- Allocate entry and exit points for children in school and communicate this and the one way system prior to opening</li> <li>- Teach the children about handwashing again and minimising contact with the face</li> <li>- Guidance given to all staff on when and how it is to be used AND disposed of once used</li> <li>- Allocate the 'Covid toilet' – toilet to be used by a child/ staff member in the event of them becoming symptomatic. This CANNOT be used until deep cleaned.</li> <li>- Communicate to the community about actions when symptomatic including testing. This must highlight that in the case of a positive case all of the family group including staff will be in isolation for 14 days.</li> </ul>	<p>RJ, TW NC</p> <p>NC NC All staff JJ, RJ NC, RJ</p> <p>NC, MD</p>

	<ul style="list-style-type: none"> <li>- Key messages to be on the screen around school, displayed as posters in key areas. Regular reminders are to be included in the weekly newsletter and through social media</li> <li>- Ensure sufficient levels of stock are maintained throughout the pandemic –regular stock take and supplies available</li> <li>- Strict timetabling for handwashing and toilet usage where feasible</li> <li>- Where possible, first aid will be administered as per advise</li> </ul>	<p>NC, JJ</p> <p>JJ, RJ, DH NC/ First aiders</p>
<p style="text-align: center;"><b>Cleaning</b></p>	<ul style="list-style-type: none"> <li>- Cleaning will take place in line with the schedule prior to closing</li> <li>- All classes and shared spaces will have been deep cleaned before September 01.09.20</li> <li>- Whole school cleaned each day before children are on site. Additional cleaning at dinnertime for toilets and touchpoints (door handles and surfaces)</li> <li>- Additional cleaning – staff to wipe down chairs, tables and touchpoints in their classrooms once children have gone.</li> <li>- Play equipment cleaned after dinnertime use</li> <li>- Cleaning products to be available to clean the photocopier touchpads between use (must be stored in line with COSHH guidance)</li> </ul>	<p>RJ</p> <p>RJ, Chartwells RJ, Chartwells</p> <p>All staff MDS RJ, JJ RJ, JJ</p>
<p style="text-align: center;"><b>Pupil Wellbeing</b></p>	<ul style="list-style-type: none"> <li>- Programmes of PSHE and wellbeing in place - high focus of the curriculum taught during the first 3 days back in school</li> <li>- Nurture resources to be available to class teachers to draw upon and utilise to support planning</li> </ul>	<p>Staff</p> <p>MD, EW</p>
<p style="text-align: center;"><b>Learning</b></p>	<ul style="list-style-type: none"> <li>- Continue to work on our curriculum entitlement at Birchwood. Map out themes across school and plan curriculum coverage and progression.</li> <li>- Staff training on Cornerstones Maestro and planning requirements.</li> <li>- EYFS transition mapped out across the first two weeks of September. ‘School visits’ planned for 02.09.20 and 03.09.20. Children to spend three days in school with half their class to support routines and establish expectations. EYFS first full day in school – 14.09.20</li> <li>- Create a Remote Education Plan – ‘REP’, as a contingency for individual children / Year Groups should they have to isolate at home.</li> <li>- Plan out initial thoughts regarding a Catch Up Programme – ‘CUP’. Use a combination of planned activities in the first two weeks that ensure Teaching staff are able to assess and gain as much information as they can about what levels children are working at, engagement and impact of learning since March. Use this information to target the support that is required.</li> <li>- Set curriculum priorities for Core and Foundation subjects and communicate these to staff</li> <li>- SEND and EHCP provision reviewed and adjustments made where possible to maximise support for these children</li> <li>- Meet the challenge of increased expectations on the quality of the curriculum entitlement for children by teaching and delivering a broad, balanced and ambitious curriculum for all.</li> </ul>	<p>All staff</p> <p>SLT GW and SLT</p> <p>SLT</p> <p>SLT MD, EW</p> <p>All staff</p>
<p style="text-align: center;"><b>Physical environment</b></p>	<ul style="list-style-type: none"> <li>- Children are to be provided with their own resources for the duration of this period</li> <li>- No shared resources at playtime and lunchtime</li> <li>- Children will have their own space in the classroom and cloakroom</li> <li>- One way system for parents to move around the school site</li> <li>- Classrooms to be socially distanced</li> </ul>	<p>All staff MDS / Staff All staff NC All staff</p>

	<ul style="list-style-type: none"> <li>- Toys to be removed from EYFS classrooms that are unsuitable</li> <li>- Soft furnishings and soft toys to be removed from the environment</li> <li>- Movement around school to be limited. No communal areas in school.</li> <li>- Playgrounds to be zoned with a 2m buffer between zones so class groups do not mix. Children are to know their zones and stay within them.</li> <li>- Staff room to be set up as socially distanced with limited furniture. Break and dinner timetable will indicate which people should be in the staffroom when</li> </ul>	<p>EYFS staff All staff All staff, children NC, RJ, TW NC, RJ</p>
<b>Structure of the day</b>	<ul style="list-style-type: none"> <li>- Staggered start from 8:30am till 9:00am to get children in through their designated outside classroom doors – staff to be around to advise and enforce social distance.</li> <li>- Staggered break times – covered by the staff in their year group on a rota basis</li> <li>- Staggered lunch – covered by MDS as per the rota</li> <li>- Timetabled handwashing</li> <li>- ASSEMBLY timetable – Year group assemblies, spaced out across halls.</li> <li>- NO sport or games with contact</li> <li>- Shared resources timetabled out and fully cleaned if in use within the next 48 hours.</li> <li>- Wrap around care for before and after school to be organised across both pre-school buildings.</li> </ul>	<p>NC, All staff</p> <p>NC MD, DH, KS NC NC, MD All staff All staff Birchwood Pre-school</p>
<b>Health and safety compliance</b>	<ul style="list-style-type: none"> <li>- Update fire drills and procedures to reflect TPS building work.</li> <li>- Review key policies and make amendments in line with changes due to Covid.</li> <li>- Comprehensive risk assessment to be written, shared with EM for governance and then emailed out for staff to read and sign to say they have read.</li> <li>- SMARTLOG training for start of year.</li> </ul>	<p>NC, All staff NC, MD NC, CAT</p> <p>All staff</p>
<b>Office</b>	<ul style="list-style-type: none"> <li>- Parent letter sharing new school procedures for September.</li> <li>- Reports sent out with children in school, posted to those who have not returned.</li> <li>- Children’s summer holiday project to go out.</li> <li>- End of year in run to be shared and completed.</li> </ul>	<p>NC / Office staff Office staff NC NC</p>
<b>Meals</b>	<ul style="list-style-type: none"> <li>- Discuss with kitchen the provision of meals for September</li> <li>- FSM vouchers for children over the summer</li> <li>- Kitchen to agree working to the new pattern of lunches</li> <li>- Only 3 members of kitchen staff to ensure social distancing can be maintained</li> <li>- Kitchen to be deep cleaned w/b 24.08.20</li> </ul>	<p>NC VP JJ, MD MD NC, VP Educaterers</p>
<b>Planned works</b>	<ul style="list-style-type: none"> <li>- Asbestos removal and extension of Redwood 4 classroom. Planned works to be completed before 10.08.20.</li> <li>- New ceilings and lighting in Yew 6, Willow 6, Pine 4, Sycamore 5 and Teak 5 classrooms. Planned works to be completed before 10.08.20.</li> <li>- Lower school carpets cleaned, works to be completed before 17.08.20.</li> <li>- Shelters and fences all to be painted</li> <li>- Refurbishment of treatment room – Completed before September.</li> </ul>	<p>NC, RJ, AR</p> <p>Chartwells RJ / TW Local Authority</p>

