

## West Heath Primary School Plan for the Reopening of School

### Summer Term 2020

This document sets out our pathway for the reopening and operation of West Heath Primary School for the period of June and July 2020. We are currently living through an international health emergency, a once in a generation event. The world's understanding, and our Government's response, to COVID-19 is evolving on an almost daily basis. This document outlines our proposed pathway as of May 2020, it is highly likely that there will be many twists and turns and this document will need to be adjusted accordingly.

<b>Section A</b>	The principles which underpin and inform decisions regarding the reopening of West Heath Primary School and operational decisions during the COVID-19 pandemic.
<b>Section B</b>	A description of our three Phases.
<b>Section C</b>	Our plan for next half term (June and July 2020).
<b>Section D</b>	Further details – questions and answers.
<b>Section E</b>	Appendices

## Section A

### A SET OF PRINCIPLES FOR THE REOPENING AND OPERATION OF West Heath Primary School

We have created a set of principles that will support West Heath Primary School in deciding how we reopen and operate during this current COVID-19 pandemic. These principles have been decided in consultation with staff and governors, and with reference to guidance documents from Public Health England, the Department for Education and our Local Authority.

- All of our decisions will be based upon our school's core values: Determination, Resilience, Respect, Excellence, Empathy, Collaboration and Honesty.
- We believe the best place for our children is in school.
- We will be mindful of Public Health England guidance.
- School must be a safe place. All decisions carry a certain degree of risk but risks must be minimised. Detailed risk assessments will be carried out.
- Our community must also be reassured that school is safe. We will be open and transparent in order to build confidence and maintain trust. Parents must feel it is a safe place to send their children, children must feel school is a safe environment in which to learn and staff must feel it is a safe place in which to work.
- School is not just a place for children. We will consult with and consider the needs of all staff.
- We will be mindful of the safety and mental, emotional and physical wellbeing of our children, their families and our staff.
- We aim to create and maintain a culture of vigilance. Practices will be closely monitored and adjusted, if and when required.
- We recognise that lockdown has caused the loss of routine, structure, friendship, opportunity and freedom. We aim to support the mental health and well-being of our children. We will modify our curriculum and teaching and learning practices to reflect this aim.
- The reopening and returning to 'normal' school life will take time and it will be carefully planned and managed. It cannot, and will not, be decided by arbitrary dates.
- We will consider the needs of different groups of children and individual children, and will prioritise these children where we feel this is appropriate.
- We will plan for changes that are sustainable for the medium and longer term, and are as supportive as possible for children and families, whilst being manageable for school. Our plans will adhere to the principles laid out in this document.

- We will maintain a flexible and adaptable approach, responsive to the changing needs of our school, our local and our national community. We will be mindful of ongoing government guidelines and legislation.
- The careful and phased reopening of West Heath Primary School will focus on supporting children to learn, to stay safe and to enjoy being back with friends and their teachers.
- We aim to ensure consistency of provision wherever possible. We believe children are best served through a little schooling often, rather than a lot of schooling now and again.
- We believe children need to be taught by teachers and teaching support staff who know them well. Relationships are at the heart of school life. Children need to be supported by: staff who know their names; staff who know the things which make them smile and laugh; staff who know what worries them and makes them feel sad; staff who know how they learn best and when they need a little extra help. We see minimal value in children returning to school with teachers and teaching support staff who the children don't know and who are not known to the staff.
- Families will be encouraged and supported to send their children back to school when the time is right. We will work closely with families who have concerns and will do our best to find solutions.
- We recognise that we are privileged to have such strong and supportive parent-school relationships. Our decisions will be made in the belief that our parents will support us and will abide by our requests

## Section B

### A DESCRIPTION OF OUR THREE PHASES

<p><b>Phase 1</b> <b>Full lockdown</b> School Closure</p>	<p>The Government asks all schools to close.</p> <p>The Government may ask schools to provide childcare support for a very small group of children <i>e.g. vulnerable children or children whose parents are key workers.</i></p>	<p>West Heath Primary School closed for schooling (lessons) for all pupils.</p> <p>West Heath Primary School to provide childcare based on guidance from Government.</p>
<p><b>Phase 2</b> <b>Partial lockdown</b></p>	<p>The Government asks schools to begin to reopen for certain groups of children. This may be for particular year groups, particular groups of children in different year groups, or for all children returning in small groups.</p> <p>Phase 2 is the most challenging for any school to manage and it is highly likely that schools will take different approaches to reflect their individual circumstances.</p>	<p>It is important to note that Phase 2 is very fluid and procedures and practices may change to reflect changing priorities and needs, both nationally and locally.</p> <p>When making reopening/closure and operational decisions within Phase 2, West Heath Primary School will follow the principles outlined in this document.</p>
<p><b>Phase 3</b> <b>No lockdown</b></p>	<p>The Government asks all schools to return to normal, no restrictions are required.</p>	<p>West Heath Primary School will follow guidance sent by the government, but will act with due regard to our school context and any further reopening will take place only when it is safe to do so.</p>

## Section C

### OUR SCHOOL PLAN – MOVING OUT OF PHASE 1 AND INTO PHASE 2

**Monday 1<sup>st</sup> June 2020 to Friday 17<sup>th</sup> July 2020**

We all want to get children back into school as soon as it is safe to do so. Working in a school is a true vocation. We are devoted to the care and education of West Heath Primary School children. However, our first priority has to be the safety of everyone in our school community, of course, we are mindful of national advice. However, will continue to use our principles as a framework for making decisions.

From the beginning of June, we move from Phase 1 (full lockdown) to Phase 2 (partial lockdown). **We must be quite clear that we are not in Phase 3 where school life returns to normal – we believe we are currently a long way from returning to Phase 3.**

As described in Section B of this document, Phase 2 is a form of lockdown where strict measures are required to ensure the safety of everyone in our school community and to ensure transmission remains low. Phase 2 is also very fluid and while we believe the plan outlined in this section is the best approach for West Heath Primary School now, we must be clear that things may change and our plan may need to change accordingly. We recognise that this uncertainty will cause anxiety and we will endeavour to be as open and as transparent as possible.

#### **PHASE 2**

<p><b><u>Step 1</u></b></p> <p>This is where we are currently</p>	<p>School will reopen in early June for children in Reception, Year 1 and Year 6. This will be a partial reopening and children will attend school on a part-time basis in small bubbles of no more than 15 children.</p> <p><b>Reception children</b> – children will attend every afternoon, once they have been allocated a bubble they will not be able to move into a different group.</p> <p><b>Year 1 and Year 6 children</b> – children will attend every morning. Once they have been allocated their bubble they will not be able to move into a different bubble.</p> <p><b>Childcare</b> – Childcare provision will continue for vulnerable children and children whose parents are key workers and only where care cannot be provided in the home. There will be changes in our childcare provision compared to our previous Phase 1 childcare.</p>
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<p><b><u>Step 2</u></b></p> <p>We will only do this if directed by the government, and only if it is safe to do so.</p>	<p>School will reopen for children in Year 2, Year 3, Year 4 and Year 5. This will follow the same model as for Year 1 and Year 6 children outlined in step 1.</p> <p>Children in Years 2 to Year 5 will be allocated an afternoon session each week. Children will be in small groups of no more than 15 children. <b>It is highly unlikely that we will reach step 3 before the end of this academic year.</b></p> <p>Childcare will continue to operate for certain children.</p>
<p><b><u>Step 3</u></b></p>	<p>Some groups of children will return full time. Group sizes will increase. Some lockdown restrictions will remain in place. <b>It is highly unlikely that we will reach step 3 before the end of this academic year.</b></p>

**Timescales** – we cannot give arbitrary dates. **Phase 2 Step 1** will be from early June. We will only move to Phase 2 Step 2 when it is safe to do so and when we are advised to do so by national and/or local government. We do not know how long we will remain in Phase 2. This may continue into the new academic year

## Section D

### FURTHER DETAILS – QUESTIONS AND ANSWERS

This final section of our document is a question and answer section - questions and answers are in no particular order.

#### Is it now safe to send children back to school?

##### Can school guarantee that children, or a member of staff, will not be infected by COVID-19 if they return to school?

No, we cannot guarantee this. We are putting measures in place to minimise the risk and we will only reopen school if we believe it is safe. One of our principles for reopening states – ‘School must be a safe place. All decisions carry a certain degree of risk but risks must be minimised. Detailed risk assessments will be carried out.’

##### How will school ensure there is social distancing? Will school maintain a 2m distance rule at all times?

We know that social distancing is fundamental if we wish to reduce transmission and keep the R number below 1. The guidance we have received from the Government says:

*‘We know that, unlike older children and adults, early years (Reception) and primary age children cannot be expected to remain 2 metres apart from each other and staff. In deciding to bring more children back to early years and schools, we are taking this into account. We should therefore work through the hierarchy of measures set out below:*

- avoiding contact with anyone with symptoms
- frequent hand cleaning and good respiratory hygiene practices
- regular cleaning of settings
- minimising contact and mixing

*It is still important to reduce contact between people as much as possible, and we can achieve that and reduce transmission risk by ensuring children, young people and staff where possible, only mix in a small, consistent group and that small group stays away from other people and groups.*

*Public Health England (PHE) is clear that if early years settings, schools and colleges do this, and crucially if they are also applying regular hand cleaning, hygiene and cleaning measures and handling potential cases of the virus as per the advice, then the risk of transmission will be lowered.’*

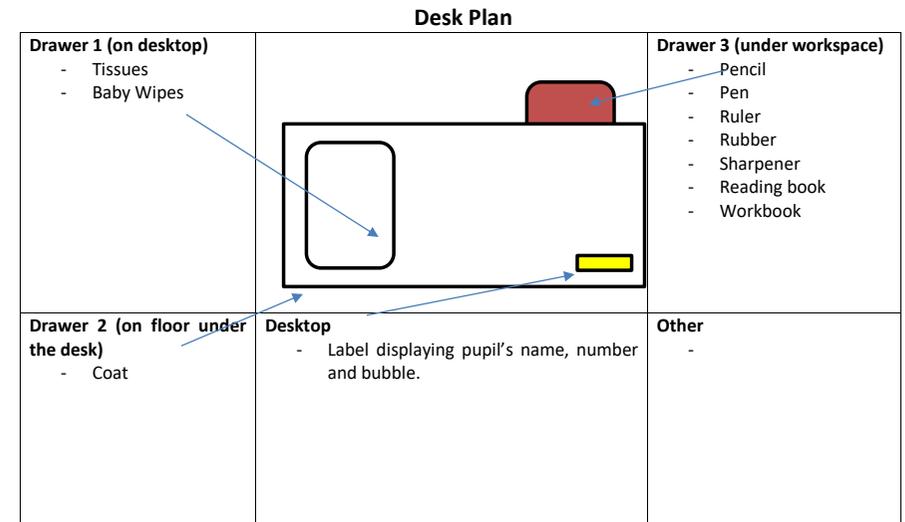
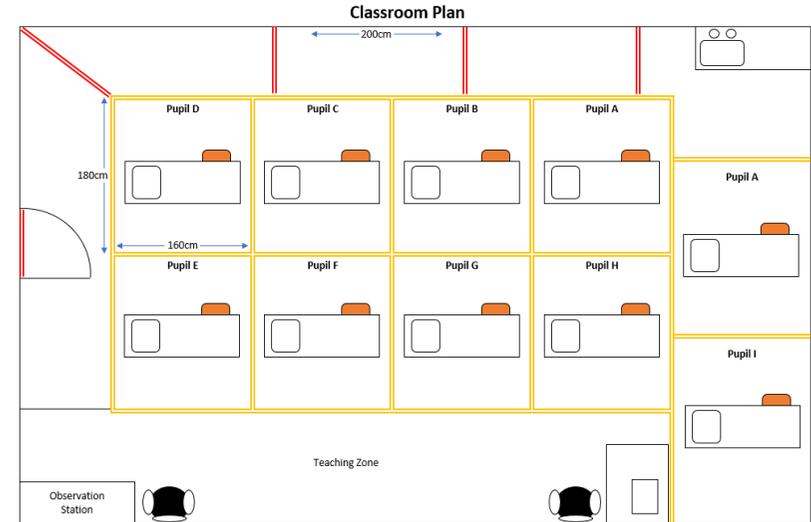
*www.GOV.Uk publication - Coronavirus (COVID-19): implementing protective measures in education and childcare settings. 11<sup>th</sup> May 2020.*

##### How will rooms be organised to maximise social distance?

We have put measures in place to distance children but we cannot guarantee that children will remain 2m apart from each other and staff when in school. Y1/Y6 classrooms have been set up as below. Children will have their own desk with equipment provided by the school.

##### Will children share classroom resources?

No, each child will be given their own resources that will remain in the work tray on the individual table. Children will not be permitted to bring any resources from home. Water will be available throughout the schooling session. Children may bring with them a sterilised water bottle. This must be taken home and sterilised each evening.



##### What hygiene practices will be in place?

Children and staff will be required to wash their hands when they arrive in school, a member of staff will supervise handwashing. Children and staff will be required to wash their hands every time exit or enter their

classroom. Visitors will only be allowed onto the school site by prior appointment. They will be required to wash their hands before entering the main school building. No-one arriving at school with symptoms will be allowed into the main school building: they will be asked to leave site immediately. In regard to respiratory hygiene, we will provide individual packs of tissues for all children in Y6 and tissues will be available in all EYFS and Year 1 teaching spaces. The children will be taught: *Catch it! Bin it! Kill it!* Each classroom will have an enclosed bin for tissues, paper towels and wipes. This will be emptied and cleaned during the day and at the end of every session.

#### **What cleaning practices will be in place?**

A cleaner will be designated to work in every zone throughout all sessions. A detailed cleaning schedule has been created to reduce transmission. To reduce the risk of transmission between morning and afternoon groups, a thorough clean will take place of classroom furniture and surfaces; all touch surfaces and all equipment children will have been in contact with and toilets. A thorough clean will take place at the end of the day.

#### **Are toilets a place where transmission can easily spread?**

We recognise that different groups of children using the same toilet and toilets pose an increased risk of transmission between different groups of children. Therefore, each group will have their own designated toilet. Toilets will be cleaned throughout the session and at lunchtime to avoid transmission between morning and afternoon groups. Toilets will be cleaned thoroughly and at the end of the school day.

#### **Will school staff wear personal protective equipment?**

We will strictly adhere to Government advice concerning PPE. The current advice ([www.GOV.UK publication - Coronavirus \(COVID-19\): implementing protective measures in education and childcare settings](http://www.GOV.UK/publication-Coronavirus-(COVID-19):-implementing-protective-measures-in-education-and-childcare-settings), 11<sup>th</sup> May 2020) is that the majority of staff in education settings do not require PPE. The guidance does list a very small number of cases where Public Health England believes PPE would be appropriate.

PPE will be worn in certain cases such as sickness or administering of First Aid.

#### **Will staff be wearing facemasks? Will children be allowed to wear facemasks in school?**

The Government has not recommended wearing a face covering or facemask in schools, or other education setting. We will ask children to remove their face covering or face mask when in school. Staff will wear a facemask, visor, apron and gloves when they are dealing with children who are sick and whilst they are administering first aid.

Staff are expected to keep their PPE with them in the classroom and when they go outside. SLT operating the gate at the start and end of each session will wear a facemask and visor to eliminate as much risk of transition as possible when meeting parents.

#### **What will happen if a child or an adult begins to display symptoms?**

We will strictly adhere to the guidance from Public Health England (PHE). If anyone becomes unwell with a new continuous cough, or a high temperature, they will be sent home and advised to follow PHE guidance - COVID-19 (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>).

Where a child is awaiting collection, they will be moved to the school foyer at the front of school where they will be isolated. If they need to go to the toilet while waiting to be collected they will use the visitor toilet. This will then be cleaned and disinfected before being used by anyone else.

If the child requires personal care, staff will wear personal protective equipment (mask, gloves, apron, and visor.)

Children will be taken to their parent at the school gate so that they can go home. Staff will be sent home if they display any symptoms and instructed to access a test.

#### **Will the member of staff who has helped a child who is displaying symptoms also have to go home?**

No, the current guidance (Coronavirus COVID-19: Implementing protective measures in education and child care settings, 11<sup>th</sup> May 2020) states that staff do not need to go home unless they develop symptoms themselves or the child subsequently tests positive.

#### **What will happen if there is a confirmed case of coronavirus in school?**

When a child, or staff member, develops symptoms compatible with coronavirus, they will be sent home and asked to isolate for 14 days. We will advise all fellow household members to self-isolate for 14 days.

We will encourage all staff and children who are displaying symptoms to be tested. Where the child, or staff member, tests negative they can return to school and their fellow household members can end their self-isolation. Where the child, or staff member, tests positive the rest of their bubble will be sent home

#### **Will staff be expected to administer first aid?**

Yes, if they hold a First Aid certificate. Before administering first aid, they must put their mask, gloves, apron and visor on. Children with an inhaler will keep it with them at all times. EpiPens will be administered by qualified staff, if necessary.

#### **What will happen when children arrive in school?**

Children will line up on the marked social distancing areas outside of their room; they will enter and wash their hands before moving to their allocated desk. Their coats will be placed in the allocated box underneath their table.

#### **Will school be checking children's temperature at the start of each day?**

No, we will not be checking children's temperature. Government guidance (<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>) states that routine testing of a child's temperature is not a reliable method for identifying coronavirus.

#### **What time will children attend school?**

Each session will last for 2hrs 30 minutes. The times will be staggered to ensure that social distancing can be maintained outside of the school gates. Y1 and Y6 will attend schooling in the morning and EYFS in the afternoon.

#### **Why has a part-time timetable been chosen?**

We want to return to Phase 3, normal school life, as soon as possible. We believe that the best place for our children is in school, but this can only happen when it is safe for them, and for staff. Over the last few days, we have explored and considered many different options. We chose the morning and afternoon option for children in EYFS, Year 1 to Year 6 as we believe this option adheres most closely to our principles laid out in Section B.

#### **Will there be significantly more risk of transmission by having children in morning and afternoon groups?**

No, we believe, that with the right precautions in place, we can avoid any significant risk of transmission between morning and afternoon groups. Precautions will include a thorough cleaning regime at lunchtime, for example; cleaning of classrooms, furniture, toilets, door handles etc.

#### **What will the drop-off arrangements be at the start of each session?**

Parents will not be permitted onto the school site at either the start or end of the day. The start and end times of each session will be staggered so as to avoid congestion and to encourage a 2-metre

social distancing rule. It is expected that parents follow this rule outside of the school gates. A member of SLT will be at the gate every day. Three gates will be open: Wakeford Road, Rednal Road and the school house entrance.

Children will be allowed into the school one at a time and will meet their allocated bubble lead at the designated meeting place. (Appendix 3) Children will line up in their bubble using the markers painted on the school playground as a guide to stand 2 metres apart. At the end of the session, children will be taken to the same area and will be dismissed to their parents one at a time. Children will not be permitted into school until it is their allocated time. Late children will not be permitted to enter the site until after the next group has been let in. Parents will be expected to wait with their child until the next group has entered school.

YEAR 6 <i>1<sup>st</sup> June 2020</i>					
Bubble	6A	6B	6C	6D	6E
Start	8.30	8.30	8.30	8.45	8.45
End	11.00	11.00	11.00	11.15	11.15
Drop off and Collection	Rednal Road	Wakeford Road	School House	School House	Wakeford Road
YEAR 1 <i>1<sup>st</sup> June 2020</i>					
Bubble	1A	1B	1C	1D	1E
Start	9.00	9.00	9.15	9.15	9.15
End	11.30	11.30	11.30	11.45	11.45
Drop off and Collection	Wakeford Road	School House	Rednal Road	Wakeford Road	School House
EYFS <i>1<sup>st</sup> June 2020</i>					
Bubble	EA	EB	EC	ED	EE
Start	12.45	12.45	12.45	1.00	1.00
End	3.15	3.15	3.15	3.30	3.30
Drop off and collection	Rednal Road	Wakeford Road	School House	Rednal Road	Wakeford Road

#### Will, parents be able to talk to teachers at the beginning or end of their session?

No, parents are not permitted on site. A member of SLT will be at the school gates at the beginning and the end of each morning and afternoon session. Messages will be relayed to teachers, if necessary. Parents will be expected to email or call the school office by phone. Teachers will use the telephone in the staff room to make calls to parents. Telephones should be cleaned before and after use. Replies by email will be sent to the school office; they will send the message to parents through the school enquiry account. A PING message may also be sent to parents.

#### What will happen about school meals?

For those children entitled to a school meal, a packed lunch will be provided at the end of the session.

#### Will children be expected to wear school uniform?

No, children should wear clothes that are suitable for outdoor learning, PE and classroom work.

#### Will staff be expected to work in a year group which they were not working in before lockdown?

Primary teachers are trained to teach in any year group from EYFS to Y6; to this end staff will be delegated as appropriate. Teaching Assistants will be assigned to a class as required. Teaching Assistants may be asked to lead a bubble; this will be under the direction of a class teacher.

#### How many children will there be in each bubble?

We have planned for a maximum of 15 children in each bubble; this is dependent upon the space available and the ability to organise the class, maintaining 2-metre social distance.

#### Will parents be able to request a change of bubble for their child?

No, once bubbles are allocated, they will not change.

#### How will school allocate each child a schooling group?

Year 6 children will indicate up to two friends with whom they would like to spend their remaining weeks in school before secondary transfer. Bubbles will be allocated following review by the Year 6 staff and assigned teachers.

Year 1 and EYFS; teachers will allocate children to bubbles dependent upon their knowledge of the children.

#### Why do children need to stay in the same group? Why can they not change groups?

This is to minimise transmission between groups of different children. For examples, child A in Year 1 is infectious but is not symptomatic. They infect children in their morning group on a Monday. On Tuesday, they move to the afternoon group and they then infect this group too; 30 children have now been infected by one child.

#### What will happen if a bubble lead is absent from school?

If a bubble lead is absent from school we may have to close the bubble until they return. We will not move a member of staff from a different bubble to cover an absent colleague; this is to reduce the risk of transmission between groups. We would not call in an agency teacher to cover.

#### What will the curriculum look like? What will be taught during schooling?

The curriculum will be very different from our normal curriculum that is based on the National Curriculum. The curriculum will focus on PHSE, Physical activity, PE, Reading, Forest School. Year 6 will also focus on transition to secondary school.

#### Who will plan what the children learn during their schooling session?

Bubble leads will plan each session in collaboration with colleagues in the year group. All lessons will be delivered by the bubble lead, including activity during break times. Teaching Assistants will deliver lessons directed by teachers.

#### Will there be daily collective worship?

There will be no gathering in the school hall for any form of assembly. Dispositions will be taught through the PHSE curriculum.

#### Will there be PE lessons?

Yes, this will be outside. Lessons will be planned to ensure children do not have physical contact with each other; the bubble leader will lead the PE session.

#### Will there be break times?

Each bubble will be given a designated time when they can take a break in one of the marked playground zones. Children will be spread out and will complete a planned fitness activity, led by their group leader.

Staff will take breaks before and after the session. A member of SLT will be available in the KS2 corridor should it be necessary for a break during a session. In EYFS/Y1, the adults in the classroom should manage breaks, if necessary.

### **Will, there be changes to school policies during phase 2?**

Yes, The Behaviour Policy will be changed to reflect government guidelines. The children will be expected to follow new rules for:- moving around school; hygiene expectations; what to do if they have symptoms of Coronavirus; using the toilet and washing their hands; updated exiting and entering rules, both into the classroom and the main school.

- The Uniform Policy will be adapted to reflect the new way of working.
- The Curriculum Policy will be adapted to reflect the new expectations during Phase 2-step 1.
- The Fire Policy and Critical Incident Policies will be adapted.
- A Communication Policy will be implemented.
- All other policies are currently under review and will reflect the new way of working.

## **Childcare**

### **Are there changes to childcare provision?**

We will continue to offer childcare for vulnerable children and for children of key workers only, in line with national guidance. If children attend childcare, they will not be able to join a schooling group; this is to avoid transmission between groups of children.

### **What are the drop-off and collection arrangements for childcare?**

Parents will not be permitted onto the school site at either the start or end of the childcare session. The start and end times of each session are set at 9:00am to 3:00pm. It is expected that parents follow the social distancing rules outside of the school gates. Children will enter and exit through the Rednal Road school gate.

Children will not be permitted into school until it is their allocated time. At the end of the session, it is imperative that children are collected on time because the next group of parents will begin to arrive to collect their children from EYFS. If a parent is late in collecting children from childcare, the place will be withdrawn.

### **Will groups in childcare change?**

We will be changing how we operate childcare. Depending on numbers, we will operate future childcare in two groups. Where children from the same family attend childcare, they will be placed in the same group. A team of staff will be allocated to each childcare group and they will stay with this group.

### **If a child is in childcare, can they also attend West Heath Primary School schooling?**

No, if a child is in childcare they will not be allowed to move between childcare and schooling groups. Parents of children in EYFS, Y1 and Y6 must decide if they want their children to access childcare or schooling.

### **Will childcare be available to all families?**

No, the current criteria remain. Childcare is in place for vulnerable children and children whose parents are key workers critical to the management of Covid 19, as defined by the Government. The school reserves the right to ask for proof of parent shifts to ensure that the childcare is needed.

### **Can children bring their own resources?**

Children should bring their packed lunch in a lunch box, not a school bag. Children may bring in a drinks bottle.

### **Will Wrap Around Care be available?**

No, all sessions will start and finish at the allocated time.

### **Will children follow the same curriculum as their peers who are accessing schooling?**

No, children will be engaged in arts and crafts and physical activity. Lessons will not take place during childcare.

### **Is West Heath Primary School plan different to other schools?**

We are aware that different schools are considering different models and are preparing different plans for when they reopen. We have been talking with local schools to understand their thinking. Each school is preparing a plan which they believe is right for their school based on their school circumstances. It would be unfeasible to have one plan which can be rolled out across the country, or indeed across a local area. Each school has its own unique set of circumstances and its own unique community.