



Brackenwood Junior School

School Reopening Plan

Latest DFE guidance gives the go ahead for all children to return to school on Monday 8th March. This plan sets out all the preventative and reduction measures that the school will put in place, in line with DFE guidance and our own risk assessment.

Our Aims

1. To prioritise the health and safety of children, parents and staff;
2. To minimise the risk of transmission and infection;
3. To ensure the smooth return of children into the school environment and provide a recovery curriculum.

Proposed Timescales

Date	Children
Monday 8 th March	The school will open to all pupils in all year groups on this date.

Attendance:

All children are expected to return to school on Monday 8th March. Parents have a duty to ensure that their child attends regularly from this date, and the school will return to its normal procedures of recording attendance and following up absence. The school will once again have the option to issue sanctions, including fixed penalty notices, in line with local authorities' codes of conduct.

Prevention Measures

The school has put in place a series of measures to prevent and reduce the risk of COVID-19 transmission.

1. Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend school	<p>If anyone in the 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, they will be sent home and advised to follow 'stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection', which sets out that they must self-isolate for at least 7 days and should arrange to have a test to see if they have coronavirus (COVID-19). Other members of their household (including any siblings) will be asked to self-isolate for 14 days from when the symptomatic person first had symptoms.</p> <p>If a child is awaiting collection, they will be moved to an isolation room (First Aid Room) with appropriate adult supervision. They will have access to separate toilet facilities while waiting to be collected. The room will be cleaned and disinfected using standard cleaning products after it has been used. Staff will remain 2m away from a child awaiting collection or wear PPE if this cannot be done. As is usual practice, in an emergency, we will call 999 if someone is seriously ill or injured or their life is at risk.</p> <p>Any members of staff who have helped someone with symptoms and any pupils who have been in close contact with them do not need to go home to self-isolate unless they develop symptoms themselves. Everyone who has come into contact with someone who is unwell will be required to wash their hands thoroughly for 20 seconds with soap and running water or hand sanitiser.</p>
2. Clean hands thoroughly more often than usual	All children and adults will be required to wash hands regularly with soap and running water or hand sanitiser. As a minimum requirement, children and adults will wash their hands when they arrive at school, when they return from breaks, when they change rooms and before and after eating.
3. Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach	All children will be encouraged to follow good respiratory hygiene practices. Any children with complex needs will be helped to get this right, and all pupils will be taught to understand that this is now part of how school operates.
4. Enhanced cleaning, including cleaning frequently touched surfaces often using standard products, such as detergents and bleach, will continue	An enhanced cleaning schedule will be in place which to ensure: * more frequent cleaning of rooms / shared areas that are used by different groups * frequently touched surfaces being cleaned more often than normal * ensuring toilets are cleaned more regularly and encouraging pupils to clean their hands thoroughly after using the toilet

<p>5. Minimised contact between individuals and maintained social distancing wherever possible</p>	<p>We will do everything possible to minimise the number of contacts between children and staff and contact between different groups. However, in line with DFE guidance, this will not take precedence over delivering a broad and balanced curriculum to pupils. Each year group will be considered a "group" and will be kept apart from other groups, wherever possible throughout the day.</p> <p>In line with DFE guidance, groups will be allowed to mix into wider groups for specialised teaching (clubs), wrap-around care, and transport. Siblings may also be in different groups. The DFE points out that <i>"endeavouring to keep these groups at least partially separate and minimising contacts between children will still offer public health benefits as it reduces the network of possible direct transmission."</i></p> <p>All teachers and other staff will be permitted to operate across different classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they will be encouraged to keep their distance from pupils and other staff as much as they can (ideally 2 metres from other adults).</p>
<p>6. Where necessary, wear appropriate personal protective equipment (PPE)</p>	<p>The majority of staff in education settings will not require PPE beyond what they would normally need for their work. PPE will be worn:</p> <ol style="list-style-type: none"> 1. where a child becomes ill with COVID-19 symptoms while at schools, and only then if a distance of 2 metres cannot be maintained 2. where a child or young person already has routine intimate care needs that involves the use of PPE, in which case the same PPE should continue to be used

Reduction Measures

General Organisational Issues

In order to reduce risk of transmission, the following measures will be adhered to:

- Children will be kept in class and year group bubbles, and these bubbles will be kept apart from other year group bubbles throughout most of the day.
- Movement around school will be minimal. Each bubble will remain within their classroom for the majority of the time. Children will only leave their classrooms when it is absolutely necessary and all unnecessary movement around school will be avoided.
- Separate opening times, break times, lunch times and collection times will be implemented for different year group bubbles.
- Strict toileting and handwashing provision will be put into place;
- Children will eat lunches (hot and cold) in their classrooms.
- Children will bring snacks for mid-morning break (the canteen will not provide toast)
- A midday assistant will be assigned to each bubble;
- Children will be provided with their own stationary sets;
- Basic first aid kits will be available in each classroom.
- An additional staff room area with facilities will be set up.
- Office staff to maintain 2m social distancing within the office.
- We will ensure that good ventilation is provided whenever possible, for example, by opening windows.
- Each classroom will use lidded grey recycling bins as the waste bin.

Measures within the Classroom

Maintaining a distance between people whilst inside and reducing the amount of time they are in face to face to contact will lower the risk of transmission. A number of measures will be put in place in classrooms in order to achieve this:

- * Whenever circumstances allow, adults will maintain a 2m distance from each other, and from the children.
- * Adults will avoid close face to face contact and minimise time spent within 1 metre of anyone, although this will not be possible when working with pupils who have complex needs or who need close contact care. These pupils' educational and care support should be provided as normal.
- * All children will be encouraged to maintain distance and told not to touch staff or peers where possible.
- * Pupils will be seated side by side and facing forward, rather than face to face.
- * Unnecessary furniture will be moved out of classrooms if more space is required.

Measures outside the Classroom

Groups will be kept apart, wherever possible, throughout most of the day. In order to achieve this, the following measures will be put in place:

- * No assemblies will take place involving more than one year group.

- * Break times and lunchtimes will be staggered to avoid creating busy corridors, entrances, exits and playground.
- * Children who bring packed lunches to school will eat them in their classroom.
- * Access to the canteen for school lunches will be staggered and year group bubbles who are in the canteen at the same time kept apart. Tables will be wiped down before each new group enters the dining hall.
- * We will continue to use two staff rooms.

Arriving at and Leaving School

- * We will operate a staggered drop-off and collection timetable for different year group bubbles.
- * We will inform all parents about the process that has been agreed for drop off and collection, including that gathering at the school gates and otherwise coming onto the site without an appointment is not allowed.
- * If pupils or staff are wearing face-coverings when they arrive, we will ensure these are disposed of properly. Pupils will be instructed not to touch the front of their face covering during use or when removing them. Face coverings will be disposed of in a covered bin or, if reusable, in their school bag. Children and adults will then wash their hands again before heading to their classroom.
- * Only one parent is allowed onto the playground to drop off and collect their children.
- * It is imperative that parents follow the 2m social distancing guidelines while waiting to collect, and leave the site as soon as possible during collection and drop off times.
- * Older children who walk home on their own must avoid meeting up with children from different year group bubbles (except siblings)

Additional Considerations

- * We will ensure that any pupils with SEND receive specific help and preparation for the changes to routine that they need.
- * In line with DFE guidance, we will allow supply teachers, peripatetic teachers and temporary staff to teach in school, but will expect them to minimise contact and maintain as much distance as possible from other staff.
- * We will allow specialists, therapists, clinicians and other support staff for pupils with SEND to provide interventions as usual.
- * We will allow contractors on site only for essential maintenance only. We will postpone any work that is not urgent.
- * We will ensure all visitors to the school receive guidance on physical distancing and hygiene.
- * We will ensure that all meetings that can take place out of school hours do so.
- * We will keep a record of all visitors to the school.
- * We do not anticipate having children who routinely attend more than one educational setting.

Use of Equipment and Resources

- * For individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared with others.
- * Classroom based resources, such as books and games, will be used and shared within the classroom, but will be cleaned regularly as will all frequently touched surfaces.
- * Resources that are shared between classes or groups, such as sports, art and science equipment will be cleaned frequently and meticulously and always in between being shared between bubbles. Alternatively, they will be rotated between bubbles to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics).
- * Fixed outdoor playground equipment (trim trail, tyre park etc) will not be used. Each class will have a selection of outdoor play equipment which they can take outside.
- * Pupils will be asked to limit the amount of equipment they bring into school each day to essentials. This will include: lunch box, hat, coat, books, stationery and mobile phones. Bags are allowed.
- * Pupils and teachers will be allowed to take books and other shared resources home if doing so contributes positively to pupil education and development. Similar rules on hand cleaning, cleaning of the resources and rotation should apply to these resources.

Educational visits

Residential trips to Barnstondale and PGL have been rearranged for later in the school year and a decision as to whether these will go ahead will be made in due course. When carrying out any visits, children will be kept consistently in their groups and will be asked to abide by all Covid-19 measures that are in place at the destination. As part of the risk assessment, we will consider what control measures need to be used and ensure they are aware of wider advice on visiting indoor and outdoor venues.

Use of Transport

When using transport organised by the school, for trips etc:

- * Where possible, children will remain grouped in bubbles.
- * Children will wash their hands before boarding and/or disembarking
- * Children will be asked to queue and board in an organised fashion.
- * Staff and children will distance within the vehicles if possible

Locations around School

School Kitchen and Canteen: The school kitchen will provide lunches as normal from Monday 8th March. All lunches will be eaten in classrooms. The kitchen will comply with the guidance for food businesses on coronavirus (COVID-19). The school kitchen will not be providing mid-morning snacks.

School Hall: Bubbles will be allocated the hall on a rota basis. Any equipment used will be cleaned thoroughly before and after use, or stored for 48 hours (72 hours for plastics) before being used again.

School office: The school office will be staffed by a maximum of two staff members only. Other staff members will be asked not to go to the office unless it is strictly necessary, and not to send children with messages.

Sunshine Room: This room will be kept empty for pastoral care use. Tables will be cleaned after each use. Children from different bubbles (year groups) should not occupy the room simultaneously.

Library area: Books being returned to the library will be gathered centrally and wiped / left for 48 hours between use. Children will not be permitted to use the library. However, teachers are encouraged to choose a selection of books from the library to share with children in classes.

Staff room: There will be two staff rooms in operation to enable teachers to socially distance at break and lunch times. Teachers may choose freely which staffroom they wish to use but must respect social distancing at all times.

Head Teacher's office: The head teacher's office is set up for 2m social distancing to be maintained for meetings with up to 4 people.

Corridors: Only children and staff from one bubble may move along any corridor at one time – this should be assisted by the staggered times for breaks and lunch. Teachers must not send children out of the classroom unattended on errands, etc.

Toilets: Children will be asked to hand-sanitize before and after using toilet facilities. Numbers will be limited as much as possible.

School uniform

Children will be required to wear school uniform, as normal. PE kits may be worn on PE days.

Before and After School Care

Charley's Childcare is hoping to be fully operational from Monday 8th March. Children from different year group bubbles are allowed to mix in small consistent groups for wrap around care.

Extra-curricular provision

The DfE have advised that schools can provide extra-curricular provision, provided these activities take place in small, consistent groups. Clubs will resume before the end of the Spring term.

Fire evacuation:

A fire evacuation practice will be carried out in the first few days. Each class teacher will take their bubble to their normal fire meeting point on the yard.

Cleaning:

All classrooms will be provided with cleaning materials to clean desks throughout the day. Boxes of tissues will be provided in each classroom. An extensive cleaning schedule will be followed each morning and afternoon and areas of the school that are not needed will be locked or sealed off.

Risk Assessment

A full risk assessment has been carried out in order to identify all the risks associated with reopening the school. An action plan has been developed by school leaders to ensure that all areas of the risk assessment have been addressed. The risk assessment pulls together insight from PHE, DfE, and HMG COVID-19 guidance and wider considerations around legal compliance and employee welfare. We have worked in collaboration with our consultants to support children returning safely back to school. This risk assessment has been shared with staff, governors and unions.

Pupils and families who are anxious about returning to school

We will consider the potential concerns of pupils, parents and households who may be reluctant or anxious about returning and put the right support in place to address this.

We will:

- * Communicate clear and consistent expectations around school attendance to families (and any other professionals who work with the family where appropriate) throughout the summer ahead of the new school year
- * Identify pupils who are reluctant or anxious about returning or who are at risk of disengagement and develop plans for re-engaging them. This will include disadvantaged and vulnerable children and young people, especially those who were persistently absent prior to the pandemic or who have not engaged with school regularly during the pandemic.
- * Use the additional catch-up funding schools will receive, as well as existing pastoral and support services, attendance staff and resources and schools' pupil premium funding to put measures in place for those families who will need additional support to secure pupils' regular attendance.
- * Work closely with other professionals as appropriate to support the return to school, including continuing to notify the child's social worker, if they have one, of non-attendance

Curriculum

In line with DFE guidance,

- * We will be ensuring that the curriculum remains broad and ambitious, and that all pupils continue to be taught a wide range of subjects.
- * Where remote education is still needed, this will be of high quality and will align as closely as possible with in-school provision. We will continue to build our capability to educate pupils remotely, where this is needed.
- * We will aim to teach an ambitious and broad curriculum in all subjects from the start of the autumn term, but will aim to create additional time to cover the most important missed content.
- * We will put an emphasis on teaching core skills through other areas of the curriculum, so that subjects do not need to be removed from the timetable.
- * Teaching time will be prioritised to identify and address significant gaps in pupils' knowledge.
- * Assessments will be carried out during wb 15.3.21 to identify gaps in pupils' learning. Curriculum planning will be informed by an assessment of these starting points.
- * Teachers will make use of regular formative assessment (for example, quizzes, observing pupils in class, talking to pupils to assess understanding, scrutiny of pupils' work)
- * We will prioritise identifying gaps in the essentials (phonics and reading, increasing vocabulary, writing and mathematics), and identifying opportunities across the curriculum so they read widely, and develop their knowledge and vocabulary.
- * We will continue to develop and use remote education so that it is integrated into school curriculum planning

It is possible that we will continue to use remote education as an essential component in the delivery of the school curriculum for some pupils, alongside classroom teaching, or in the case of a local lockdown.

Additional Risks of Infection through Curriculum Activity

There is an additional risk of infection during certain activities such as singing, chanting, playing instruments or shouting. We will reduce this risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing or playing instruments will not take place in larger groups such as school choirs and ensembles, or school assemblies.

Physical activity in schools

Pupils will be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and the hall used where it is not, maximising distancing between pupils and paying attention to cleaning and hygiene.

Pupil wellbeing and support

Our recovery curriculum will make provision for supporting pupils to overcome any anxiety that may have been brought on by Lockdown or returning to school.

In particular, we will be need to support pupils with:

- * the rebuilding of friendships and social engagement
- * responding to issues linked to coronavirus (COVID-19)
- * approaches for improving their physical and mental wellbeing
- * more focused pastoral support where issues are identified that individual pupils may need help with, drawing on external support where necessary and possible.

We will be aware of pupils returning to school having been exposed to a range of adversity and trauma including bereavement, anxiety and in some cases increased welfare and safeguarding risks. We will work

closely with the school nursing services to support the health and wellbeing of our pupils. We are aware that some children may be at risk of increased levels of poor behaviour as a result of adverse experiences and/or lack of routines of regular attendance and classroom discipline. We will work with those pupils, providing support for overcoming barriers to attendance and behaviour and to help them reintegrate back into school life.

Contingency planning for outbreaks

We will have a contingency plan in place which will be used if we are instructed to temporarily close due to local lockdown or to help reduce local transmission levels.

Timetable Arrangements

Below is a timetable showing drop off, collection, break and lunch times for the different year group bubbles.

	Dropping off	Break Time	Lunch Time	Collection time / point
Year 3	9:00 Main Entrance	10.40 6B entrance	Lunch: 12:15 – 12.30 Out: 12.45 – 1:15 In: 12.30 – 12.45	3:40 6B door Upper playground
Year 4	8:50 Main Entrance	10:00 4K – 4K Entrance 4L - Sunshine room Entrance	Lunch: 12:30 -12:45 Out: 12.45 – 1:15 In: 12.15 – 12.30	3:30 4K door Lower playground
Year 5	9:00 Canteen Entrance	11:00 Canteen Entrance	Lunch: 12:45 – 1:00 Out: 12:15 – 12.45 In: 1:00 – 1:15	3:40 Canteen door Lower playground
Year 6	8:50 6W: Canteen Entrance 6B: 6B Entrance	10:20 6W - Canteen Entrance 6B – 6B Entrance	Lunch: 1:00 – 1:15 Out: 12.15 – 12:45 In: 12.45 – 1:00	3:30 6W: Canteen Door 6B: 6B Entrance Upper playground

Response Measures

The following measures have been put in place, so that we can respond effectively, should we experience an outbreak of COVID-19 in the school or community.

<p>1. Engage with the NHS Test and Trace process</p>	<p>We will engage with the NHS Test and Trace process and contact Public Health England health protection team as necessary. We will ensure that staff and parents/carers understand that they will need to be ready and willing to:</p> <ol style="list-style-type: none"> 1. Book a test if they are displaying symptoms. 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. 2. Provide details of anyone they have been in close contact with if they test positive for COVID-19 or if asked by NHS Test & Trace. 3. Self-isolate if they have been in close contact with someone who develops COVID-19 symptoms or someone who tests positive for COVID-19 <p>Anyone who displays symptoms of COVID-19 can and should get a test. Tests can be booked online through the NHS testing and tracing for coronavirus website, or ordered by telephone via NHS 119 for those without access to the internet. Essential workers, which includes anyone involved in education or childcare, have priority access to testing.</p> <p>Parents and staff will be asked to inform the school immediately of the results of a test:</p> <p>If someone tests negative, if they feel well and no longer have symptoms similar to COVID-19, they can stop self-isolating. Other members of their household can also stop self-isolating.</p> <p>If someone tests positive, they should follow the 'stay at home: guidance for households with possible or confirmed COVID-19 infection' and must continue to self-isolate for at least 7 days from the onset of their symptoms and then return to school only if they do not have symptoms other than cough or loss of sense of smell/taste. The 7-day period starts from the day when they first became ill. If they still have a high temperature, they should keep self-isolating until their temperature returns to normal. Other members of their household should continue self-isolating for the full 14 days.</p>
<p>8. Manage confirmed cases of coronavirus (COVID-19) amongst the school community</p>	<p>If we become aware that someone who has attended school has tested positive, we will contact the local health protection team straight away. This team will also contact us directly if they become aware that someone who has tested positive for COVID-19 attended the school – as identified by NHS Test and Trace. The health protection team will carry out a rapid risk assessment to confirm who has been in close contact with the person during the period that they were infectious, and ensure they are asked to self-isolate. Based on advice we receive, we will send home anyone who has been in close contact with the person who has tested positive. We will advise them to self-isolate for 14 days since they were last in close contact with that person when they were infectious. Close contact means:</p> <ol style="list-style-type: none"> 1. 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) 2. Proximity contacts - extended close contact (within 1 to 2 metres for more than 15 minutes) with an infected individual.

	<p>3. Travelling in a small vehicle, like a car, with an infected person.</p> <p>The health protection team will provide definitive advice on who must be sent home. To support them in doing so, we will keep a record of pupils and staff in each group, and any close contact that takes places between children and staff in different groups.</p> <p>If advised to do so, we will send a letter to parents and staff. We will not share the names or details of people with COVID-19 unless essential to protect others.</p>
3. Contain any outbreak by following local health protection team advice	<p>If we have two or more confirmed cases within 14 days, or an overall rise in sickness absence where COVID-19 is suspected, we may have an outbreak, and will continue to work with their local health protection team who will be able to advise if additional action is required.</p>

Staffing Availability

Number of available teachers:	11
Number of available teaching assistants:	7
Headteacher able to work:	YES
Deputy Headteacher able to work:	YES
Senior Designated Person on site:	YES
SENCO available (on site / at home):	YES
First Aider on site:	YES
Caretaker available to work:	YES
Cleaners available to work:	2
Kitchen staff available to work:	3
Office staff available to work:	3

Staff who are clinically vulnerable or extremely clinically vulnerable

While the measures being taken by the school will allow most staff to return to the workplace, staff in the most at risk categories should take particular care while community transmission rates continue to fall. Those who are clinically-vulnerable, including pregnant women, should seek further advice.

Individuals who were considered to be clinically extremely vulnerable and received a letter advising them to shield are now advised that they can return to work from 1 August as long as they maintain social distancing.

We will ensure a flexible approach for members of staff who need this, to enable them to work remotely where possible or in roles in school where it is possible to maintain social distancing. People who live with those who are clinically extremely vulnerable or clinically vulnerable can attend the workplace.

Staff who are pregnant

As a general principle, pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for clinically-vulnerable people.

Staff who may otherwise be at increased risk from coronavirus (COVID-19)

If people with significant risk factors are concerned, please discuss these concerns with us so that we can put additional measures in place to reduce risks. We will do whatever we can to accommodate additional measures where appropriate. People who live with those who have comparatively increased risk from coronavirus (COVID-19) can attend the workplace.

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