

Annie Lennard Primary School
Re-opening Plan/ Guidance for staff, pupils and parents

We will be welcoming back Reception, Year 1 and Year 6 from the **8th June 2020**.
This can only be achieved by following the extensive guidance below.

Classrooms

We will adhere to social distancing guidance in all of the classrooms (2m apart), in each room we can get between 7 and 10 children. Desks have been set out and all measured, teacher areas are also 2m apart from pupil desks. Once pupils are assigned to a classroom this is where they will stay. They will not use any other room or mix with any other group. Where possible all windows and doors should be open to aid ventilation – H&S permitting

Each classroom will have

- Own first aid equipment
- PPE in order to carry out first Aid (gloves, face masks, aprons)
- Cleaning products for increased cleaning through the day (anti bac wipes, anti bac spray, disposable cloths)
- Hand wash/ soap and antibacterial gel for increased hand cleaning
- Tissues
- Lidded pedal bin for disposing of tissues and cloths used for cleaning. (must have a bin bag in that can easily be tied up)

Classroom	Amount of children room can hold abiding to social distancing (2m)	Year group	Outside space to be used	Member of staff
Nursery	8	Reception	EYFS playground	
Reception	8	Reception	EYFS playground	NB & MB
Year 1	8	Year 1	Area outside Year 1	EK & DK
Year 2	9	Year 1	Main playground sectioned off/ staggered times	
Year 3	9	Year 1	Main playground sectioned off/ staggered times	
Year 4	9	Year 6	Main playground sectioned off/ staggered times	
Year 5	10	Year 6	Main playground sectioned off/ staggered times	SG & MS
Year 6	9	Year 6	Main playground sectioned off/ staggered times	
Hall	15	KW/ Vulnerable group	Main playground sectioned off/ staggered times	BT, JW & PS

- Staggered drop off and pick up times

Days in School	Entry		Exit	
	Time	Year Group	Time	Year Group
Monday to Friday	8.30 – 8.45	Key Worker	3.10	Key Worker
Monday, Tuesday & Wednesday	8.50 – 9.05	Reception	2.30	Reception

Monday, Tuesday, Wednesday & Thursday	9.10 – 9.25	Year 1	2.45	Year 1
Monday, Tuesday, Wednesday and Thursday.	9.30 – 9.45	Year 6	2.55	Year 6

- 2m queuing system in place outside all classrooms, children must wait with adult in the queue. This will be clearly marked.



- Parents will not talk to the staff member on the door when dropping off children, if they need to pass on message speak to the office or bring a note with them detailing what they want staff to know.
- Entering the classroom – pupils will be welcomed one at a time, wash hands (in the classroom sink) before moving to their designated table where they will then put their belongings.
- Year 1 and Year 6 children will have their own table and equipment, including own tissues
- Children will not swap tables.
- Each table will have a storage box under the table to keep lunchboxes, coats, jumpers, books, equipment to reduce the movement around the room.
- Drinks bottles will be placed on their table not on the drinks trolley
- Desks and chair are 2m apart and are marked with tape so that we can ensure this is always maintained



- Children will be encouraged to remain at their tables, if they need to move they must raise their hand and get adults approval for moving first. (going to the toilet)
- There will be 2 adults to a room where possible
- Where possible children will not share equipment. Toys and equipment should not be used by another group until they have been cleaned
- Unnecessary items in classrooms should be removed and stored elsewhere if possible.
- All soft furnishings. Toys and soft toys to be removed as they cannot be easily cleaned everyday
- In reception when sitting on the carpet all children will be 2m apart – use markings so it is clear to the children
- Posters, signs and floor markings will be used to remind everybody about keeping 2m apart

- When collecting children, parents will queue in designated area – 2m apart and wait until their child is handed over to them.
- Uniform will be optional (children may have grown out of their uniform; increased washing of their clothes might not have enough etc...)
- If a child has an accident and soils themselves – full PPE must be worn and thorough handwashing must take place after also. Soiled clothes must be double bagged.

Attendance/ lates

- SIMS registers need to be completed for all children who are in school
- NC to continue to send return to LA and DFE in regards to key worker and vulnerable children
- Waiting for guidance on what code for pupils who are not attending
- Children who are a little later than their designation start time can enter the building via the classroom door if the gates are still open
- If gates are closed children will have to enter via the main school entrance

Early Years – RECEPTION

(we have 1 group at present in school M, T & W – cleaning Thursday and Friday)

It is recognised that children in the Early years will find social distancing more difficult and this will be a challenge. Changes in routine of 'free-play' will need to be reviewed. Children will be encouraged to remain as far away as possible. Staff will issue reminders and models.

- There will be 2 adults to a room
- Where possible children will not share equipment. Toys and equipment should not be used by another group until they have been cleaned
- Unnecessary items in classrooms should be removed and stored elsewhere if possible.
- All soft furnishings. Toys and soft toys to be removed as they cannot be easily cleaned everyday
- In reception when sitting on the carpet all children will be 2m apart – use markings so it is clear to the children
- Posters, signs and floor markings will be used to remind everybody about keeping 2m apart
- No sand, water or play dough will be used inside or outside the classroom
- No mud kitchens will be used outside
- Resources used for child initialled will be carefully considered and only those that can be easily cleaned on a daily basis will be used
- If a child has an accident and soils themselves – full PPE must be worn and thorough handwashing must take place after also. Soiled clothes must be double bagged.
- Open doors and windows where it is safe to do so to aid ventilation
- Children will each lunch in the classroom
- Staggered drop off and pick up times
- 2m queuing system in place outside all classrooms, children must wait with adult in the queue. This will be clearly marked.
- Parents will not talk to the staff member on the door when dropping off children, if they need to pass on message speak to the office or bring a note with them detailing what they want staff to know.
- Entering the classroom – pupils will be welcomed one at a time, wash hands (in the classroom sink) before moving to their designated table where they will then put their belongings.
- When collecting children, parents will queue in designated area – 2m apart and wait until their child is handed over to them.

Children's Toilets

- Each toilet will be designated to a specific group, this will be clearly labelled so children know where to use. (for the time being toilets will be mixed gender)

- Only 1 child will be permitted to go to the toilet at a time – our toilets are small and the 2m rule cannot be adhered to especially by the sinks for handwashing
- On re-entering the classroom apply hand sanitiser.
- Designated times for each group to use the toilets in order to avoid contact with other groups
- If a child has an accident and soils themselves – full PPE must be worn and thorough handwashing must take place after also. Soiled clothes must be double bagged.

First Aid

Each classroom will have

- Own first aid equipment
- PPE in order to carry out first Aid (gloves, face masks, aprons, face shield)
- Staff must wear an apron, mask and gloves when treating children in first aid
- Cuts and grazes must be covered as soon as possible
- All medical waste needs to be put in medical bin including the PPE used (yellow bin in first aid area or lidded pedal bins in classrooms) use nappy sacks to double bag and the safely dispose
- First record must be kept, during this time we will keep a class log using the trip first aid books.

Playtimes/ Lunchtimes

- Children are to wash hands and visit toilet before going out
- Children are to wash hands before entering the classroom
- Hands must be washed before and after eating
- Staggered playtimes – groups cannot mix in the same part of the playground
- Staggered lunchtimes – groups cannot mix
- Lunches will be eaten in the classroom
- Pupils on FSM will need to bring a packed lunch (as they are still receiving the vouchers)
- Universal infant meals will be offered a school sandwich or they can bring own packed lunch. There will be no hot meals provided.
- Children need to bring a healthy snack to school each day – shared fruit will not be available

Communication between Staff

Aim is to reduce further movement around school

- Where we can communication with the office will be via Teams – on this we have the facility to make calls, video calls, instant messaging and share documents
- If something needs to be brought to the office this should be done by an adult not a child
- If a child is ill and parents need calling, a message should be sent via teams to the office.

If a Child becomes ill

- If a child is ill and parents need calling, a message should be sent via teams to the office. Child is to remain at their desk until parents arrives at school.
- Once they have been collected the pupils desk needs to be cleaned – whoever is cleaning needs to ensure PPE is used. (gloves/ mask/ aprons) and then wash hands thoroughly.
- In the event of a parent being delayed, child needs to be quarantined (adult in PPE)
 - ❖ If child is in the hall they move a separate area
 - ❖ If child is in year 1 class they move to year 2 with an adult
 - ❖ If child is in the year 5 room then they will move to year 6 room
 - ❖ If child is in reception class they will move into Nursery
- School are investing in a digital thermometer in order to be able to check temperatures of children if they are saying they are feeling unwell

Staff Room (original)

- Limited to 4 people at a time seated plus one if making a drink or using microwave etc...
- Need to bring with you your own equipment (mug, cutlery you may need, plate etc – take home and wash and bring back next day, this will reduce build up of washing up, where we do need to wash things they will be washed in the dishwasher)
- 1 person to a table (they will be spaced 2m apart)
- Each table will have its own cleaning products (wipes/ spray), after using the table you must wipe it down so it is ready for next person to use.
- Open windows for ventilation
- Door to remain open – reducing touch contact
- Do not make each other a drink

Over spill Staffroom – this will be the foyer area (old library)

- Limited to 4 people at a time seated.
- Need to bring with you your own equipment (mug, cutlery you may need, plate etc – take home and wash and bring back next day, this will reduce build up of washing up, where we do need to wash things they will be washed in the dishwasher)
- 1 person to a table (they will be spaced 2m apart)
- Each table will have its own cleaning products (wipes/ spray), after using the table you must wipe it down so it is ready for next person to use.

Offices

- All offices will have access to their resource of cleaning equipment
- Tape will be used to identify where a threshold cannot be passed

Main Office (Kim & Nise)

- Organise desks so that 2m distancing can be achieved
- Desk in from of hatch to aid maintaining distance with general public. (desk will also be inform of hatch from the other side too).
- Gate put onto door way – will stop others coming into the room as their isn't enough space and will also with ventilation
- Working areas should be wiped down at the end of the day using anti bac wipes (mouse, keyboard, desk, phone)
- Do not use each other's phone.

Heads Office

- 1 person at a time can enter this office however, please stand beyond the tape (2m away from desk/ working area)
- Working areas should be wiped down at the end of the day using anti bac wipes (mouse, keyboard, desk, phone)

Deputy/ Family Support worker Office

- One member of staff working in this room, using the desk furthest away from the door.
- Visitors to the office must stand behind the taped line – only 1 visitor at a time
- Working areas should be wiped down at the end of the day using anti bac wipes (mouse, keyboard, desk, phone)

Nurture Room

- Working areas should be wiped down at the end of the day using anti bac wipes (mouse, keyboard, desk, phone)

- 2 people can be in this room at 2m apart but must have the door open for ventilation

Hall

- A corner of the hall has been dedicated for storing excess tables and chairs from the classrooms – they are cordoned off from any children using the hall.
- Hall is in use for Key worker/ vulnerable children, again mats and tables are spaced to 2m apart, 15 pupils can use this area

Staff toilets

- Staff who are in school will be given a designated toilet depending on what area of the building they are working in again this reduces amount of people using them
- Cleaning products will be available in each toilet in order ensure toilet seats and sinks can be wiped down upon entering
- Hands must be washed after using the toilet
- Use a paper towel to open the toilet door once hands have been washed

Cleaning – increased

- Cleaners will be in twice a day (morning – before school and lunchtimes) concentrating on toilet areas
- At the end of the day after the children have gone tables and chairs need to be wiped down with anti bac wipes or spray (older children may be able to take ownership of this using wipes)????
- Each room will have own cleaning resources for frequent wiping of tables and resources throughout the day
- School will be close to pupils (except Key worker/ vulnerable who are in the hall) on a Wednesday so the school can be deep cleaned midway through the week
- All cleaners must wear PPE when cleaning – including emptying bins
- Reception will be deep cleaned on a Thursday and Friday
- School will be deep cleaned each Friday

Outside Areas

Visitors to school

There may be some instances where a contractor or visitor needs to come into school

- Hand sanitiser and anti bac wipes will be available in the conservatory area, visitors will be asked to use it before they touch the signing in machine, or use the table etc...
- On entering the building, they will be escorted to the toilet so handwashing can take place.

Entering the school site

- The pedestrian entrance will be closed
- Only 1 parent is allowed to drop off or collect their child, as per government direction.
- Parents will be advised to either walk, cycle or drive to the setting – no travel by public transport
- The main gated entrance will be divided into two in order to operate a one-way system in and out of the school site. It will be clearly marked by lines painted onto the floor with paint and a physical barrier also running down the middle of the divide on the drive.
- Staggered drop off and pick up times

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	Time	Year Group	Time	Year Group
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Monday, Tuesday, Wednesday and Thursday.	9.30 – 9.45	Year 6	2.55	Year 6

- A one-way system will then run around the perimeter of the school site. This will be clearly marked with signs and markings. (Down the drive, through the blue gate side of the staff room to the left down the steps, past year 1 classroom, down the passage side of new build, across the playground, through early years and then back the carpark to go up the left-hand side of the drive).





- We will be encouraging parents to contact the office by phone or email. Where this cannot happen and they need to come to the office there will be a queuing system in place with clearly marked 2m spacing between each person. Only one adult in the conservatory area at a time and they will have to stand behind the taped line.
- Hand sanitiser will be available in the conservatory area, visitors will be asked to use it before they touch the signing in machine, or use the table etc...
- No parent will be permitted into the building. (not even to use the toilet)
- Staff will patrol at key times of the day to ensure that parents are following one-way system, not congregating and breaking 2m distancing rules.

Playground – main

- Climbing apparatus will be taped off as it is not to be used
- Children will use the same area with their group only – they will not cross into another area and mix with others in a different group
- No physical games will be allowed that may involve physical contact (football, basketball, tag etc...)
- Children can sit in groups but must be 2m apart
- Each group will have their own playtime/ outside box that is only used by that group (for example - skipping ropes, paper, pens, chalks, bean bags, books, games etc...)
- Entry back into the building will be staggered and through the doors that are directly on the playground. We will use a whistle system to stop the children and a 2nd to line up. They will line up (2m spacing) and wash hands in classroom sink before sitting back down at their tables.

Staff

- Staff and children must stay home if symptomatic
- Avoid contact with anyone with symptoms
- Frequent hand cleaning and good hygiene practices
- Regular cleaning of settings
- Minimising contact and mixing
- not congregate in large groups in school (no group bigger than 4)
- Must be 2m apart at all times where possible
- wash hands on entering and exiting the building
- wash hands regularly throughout the day
- use designated toilets
- promote good hand washing, and hygiene measure (catch it bin it, sneezing/ coughing into elbow, washing hands after blowing nose etc...)

Fire Assembly/ Drill

- fire assembly points have been amended, each classroom has a designated shape that is 2m apart.



- fire drill undertaken by the end of the first week at the latest
- assembly points will be marked so 2m distancing can be achieved (paint on floor)

Lessons that cannot take place;

- Cooking
- Sand
- Water?
- Playdough (unless individual and must not be shared)
- Group activities
- All soft toys must be removed from rooms
- All activities to risk assessed by teachers to ensure they are suitable in the current climate of 2m distancing

Measure for resources we are using;

- Each child will have a reading book that they will use a week at a time – before it is replaced the book needs to be wiped with an antibacterial wipe.
- Children in Year 1 and Year 6 will have own equipment on their tables (all kept in a tray on or under the table) this will be encouraged to be wiped down with wipes
- Laptops and iPads must be wiped clean after each use and before being returned to storage trolleys
- In early years we are using vats of Milton to sterilise all equipment